



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 17th JULY 2023 at 7:00PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr I Urwin, Cllr L Tacey, Cllr J Mew, Cllr S alexander,
Clerk – J Challis, RFO – S Budd, CC Cllr Fleming, DC Cllr Warboys, 2 members of the
public

Apologies: None received

1 Chair's welcome and to consider and approve apologies for absence

Cllr Bell welcomed everyone to the meeting. No apologies were received.

2 To receive Declarations of Interest on Agenda items

None received.

3 To received Requests for Dispensations on Agenda items

None received.

4 To resolve the draft minutes of the Parish Council Meeting held on Monday 19th June 2023 are a true and correct record

Cllr Bell proposed approval of the minutes of the Parish Council Meeting held on 19th June 2023, as a true and correct record; seconded by Cllr Tranter and approved unanimously.

5 Matters Arising/Update on actions from the 19th June 2023 Parish Council Meeting

All covered elsewhere on the agenda.

6 Report from County Councillor

CC Cllr Fleming read highlights from her report, a copy of which can be found as an addendum at the end of the minutes.

Cllr Bell commented that the appointment of Ancestry to digitise historic data might be of interest to the village historian. CC Cllr Fleming asked for their contact details to be forwarded to her.

7:06pm Cllr Tacey and Cllr Alexander arrived and apologised for being late.

Cllr Bell proposed moving to agenda item 17 as one of the members of the public was present for this item, and CC Cllr Fleming had to leave shortly for another meeting. Agreed unanimously.

(17 Speeding on Coldham Lane in Gislingham)

Following the concerns raised by a member of the public at the 19th June 2023 meeting, Coldham Lane has been assessed by the Speed Watch Team, but unfortunately is not a suitable location due it being a no through road. Stefan Henriksen, Community Police Engagement Officer, has advised that careless driving can be reported as an offence and can result in a Section 59 warning and subsequent seizure of the vehicle if an element of ASB (anti-social behaviour) is shown.

The member of the public present, in his capacity as the Speed Watch Team Leader was given permission to speak by the Chair, and reiterated that unfortunately Coldham Lane is not suitable as a location, and the best course of action is for the resident to report any incidents to the Police, as suggested by Stefan Henriksen.

CC Cllr Fleming has been investigating the possibility of a Quiet Lane designation, but concluded that it would not be beneficial for this location, and concurred that reporting incidences directly to the Police is the best course of action.

ACTION – Clerk to advise resident who raised their concerns at the previous meeting as above

Cllr Bell thanked CC Cllr Fleming for her report and input against agenda item 17.

7:17pm CC Cllr Fleming left the meeting.

7 Report from District Councillor

DC Cllr Warboys read highlights from his report, a copy of which can be found as an addendum at the end of the minutes.

National Grid Norwich to Tilbury consultation: Cllr Mew asked why alternative options such as adding additional power lines to the existing pylons had not been considered. DC Cllr Warboys said it is very important that any such points are raised by residents on the consultation feedback forms.

Cllr Bell thanked DC Cllr Warboys for his report, and proposed moving to agenda item 20 to accommodate the second member of the public. Agreed unanimously.

(20 Planning)

- DC/23/03099 - APPLICATION FOR LISTED BUILDING CONSENT. Proposal: Application for Listed Building Consent - Works to facilitate conversion of existing garage / workshop to provide additional ancillary accommodation to host dwelling (annexe). Location: Manor Farm House, Mill Street, Gislingham, Eye Suffolk IP23 8JR
- DC/23/03098 - APPLICATION FOR PLANNING PERMISSION. Proposal: Householder Application - Conversion of existing garage / workshop to provide additional ancillary accommodation to host dwelling (annexe) (resubmission of DC/22/03766) Location: Manor Farm House, Mill Street, Gislingham, Eye Suffolk IP23 8JR

The member of the public was present being the applicant for both planning applications above, and given permission to speak by the Chair. They explained that both applications have been resubmitted because they were unable to complete the required bat survey in 2022. After discussing, Cllr Bell proposed the Parish Council support applications DC/23/03099 and DC/23/03098. Seconded by Cllr Tranter and approved unanimously.

ACTION – Clerk to add comments for DC/23/03099 and DC/23/03098 to the MSDC Planning Portal as above

7:31pm the member of the public present for this item left the meeting.

8 Public Participation Session (15 minutes set aside)

The member of the public reported that the Speed Watch Team have recorded a high number of speeding incidences on Thornham Road, some in excess of 70/80mph, and requested that the Council looks again at extending the 30mph speed limit. The Parish Council has previously been advised by Suffolk Highways that the cost to do this is approximately £10-15,000.00, partly because a new traffic regulation order will be required. Cllr Bell said that the speed limit extension should have been negotiated as part of the Lovells Development. Councillors had also been made aware that there is a site of possible development on this road which may necessitate the limit being extended further. After discussing it was agreed to speak to CC Cllr Fleming and Suffolk Highways to see how to progress with this.

The member of the public also reported that the Speed Watch device, purchased by the Council in May 2021, is in need of repair, and they have borrowed one from the Police in the meantime. Cllr Bell asked for a quotation for the required repairs to be forwarded to the Clerk, to be included on the August agenda.

The member of the public asked when repairs to the bridge on Mill Street will be carried out. The Clerk will speak to Suffolk Highways. It is on their works list, but no date has been given so far. The Member of the public also said the Speed Watch team need to purchase stationery. Cllr Bell said that if the Speed Watch Team were Volunteers and as the Organisation is recorded on the Parish Council Website, then the Parish Council could consider out of pocket expenses. This suggestion was discussed by Councillors who agreed that the Speed Watch Team, previous recipients of the Watson Bowl, would be classed as volunteers of the Parish Council and that they would need to submit expense claims with supporting receipts to Parish Council meetings for reimbursement. The Clerk advised that the Speed Watch Team would need to adhere to the Risk Assessment and Management Policy, which the representative present agreed to. The Chair thanked Speed Watch for all their hard work in reporting speeding motorists.

ACTION

- **Clerk to forward the Risk Assessment and Management Policy to the Speed Watch Representative together with the Travel and Expenses Policy.**
- **RFO to forward the Expenses form to the Speed Watch Representative.**

7:46pm The member of the public thanked the Parish Council and left the meeting.

7:47pm DC Cllr Warboys left the meeting.

Cllr Bell returned to agenda items 2 and 4.

(2 To receive Declarations of Interest on agenda items)

Cllr Tacey and Cllr Alexander confirmed that they had no declarations of interest on agenda items, and therefore no requests for dispensations.

(4 To resolve the draft minutes of the Parish Council Meeting held on 19th June 2023 are a true and correct record)

Cllr Tacey and Cllr Alexander both confirmed their approval.

9 Chair's Report

- Cllr Bell attended the online National Grid Norwich to Tilbury consultation briefing on 5th July 2023, reporting that it was very disappointing with limited opportunity for questions to be asked.
- Cllr Bell will be attending an online CIL training session organised by MSDC on 18th July 2023.
- Cllr Bell has nominated the Parish Council for the Suffolk Community Awards 2023 Small Village Category. The presentation ceremony for winning entries will be held at the Museum of Food in Stowmarket on 25th September 2023.
- An online meeting is being held with members of MSDC Infrastructure on 24th July 2023 to discuss the CIL Bid Application for the play equipment/surfacing and new VAS devices. The Clerk will also be attending.
- The annual appraisals for the Clerk and RFO will be held on 8th August 2023.

10 Clerk's Report

- MSDC have advised they will be installing the new grit bins week commencing 24th July 2023. They have Cllr Urwin's and Cllr Bell's contact numbers to liaise with regarding positioning of the CCTV signage.
- War Memorial; the grant application process is ongoing.
- Verges opposite the Lovells Development: the issues with potholes and ruts where the verges have eroded, have been reported to Lovells and Suffolk Highways. Awaiting update.
- Play equipment/surfacing and new VAS device CIL Bid Application – MSDC have advised that VAS devices cannot be funded by District CIL and so cannot be included in the application. They apologised for their error in saying they could be included. They also require details of the lease agreement with GUC providing permission for the play equipment to be sited on Charity Meadow, and planning permission confirmation for the original installation. As advised in the Chair's report, a meeting is due to be held with MSDC Infrastructure on 24th July 2023, via Teams to discuss the application. This meeting will also discuss the funds the Council is trying to access, and whether they need be treated as Neighbourhood CIL rather than District CIL, as they should have come directly to the Parish Council from the Lovells Development.
- Correspondence to Village Hall Committee: Following the 19th June 2023 meeting, the two emails discussed were approved by Councillors and sent to the Village Hall.
 - ~ Defibrillator in the phone box outside the Village Hall: Email sent noting that the defibrillator is now registered with defibfinder.co.uk and requesting confirmation that it is therefore fully operational.
 - ~ Village Hall Committee's request for CIL funding from the Parish Council to purchase a new marquee. Email sent advising that after careful consideration the Parish Council agreed unanimously it is unable to support the Village Hall Committee's request for CIL funding to purchase a new marquee. This is because the Parish Council has had to refurbish the playground surfacing on Charity Meadow in the past few months, and has earmarked CIL monies for new Speed Indicator Devices in the Village, so funding is not available for a new marquee. Additionally, as the Village Hall Committee have advised that only a couple of enquiries to use a marquee have been received from residents in the past two years, councillors felt that there is not a strong enough need for a new marquee. Confirmation was also kindly requested as to when the new dishwasher is due to be purchased. The Parish Council needs to fully account to Mid Suffolk District Council and the External Auditor for the CIL funding totalling £13,579.35, approved for improvements/repairs to the village hall on 17th August 2020, which included the dishwasher.Awaiting replies to both emails.
- GAGA Allotment Agreement annual checklist: this is being progressed and will be an agenda item for approval at the next meeting.
- SALC have organised online focus group sessions in response to the number of NSIPs (Nationally Significant Infrastructure Projects) coming through. Cllr Bell confirmed she would attend the one being held on 20th July 2023.
- Grass cutting quotations are being sought and will be included on the August 2023 agenda, as the current 3-year contract is due to expire 31st October 2023. The areas to be cut will be assessed and reconfirmed as part of this process. Councillors requested that quotations be obtained, with a breakdown for all the areas currently cut, which includes Charity Meadow, Town Yard, the Village Hall and the strip of land outside the Church.

ACTION

- **Clerk to ensure grit bins and CCTV signage are installed as above**
- **Clerk to pursue report to Lovells Development and Highways regarding verges**
- **CIL Bid application - Clerk to clarify lease details with GUC for the play equipment area on Charity Meadow, and whether planning permission was required**
- **Clerk to send draft Allotment Checklist to Councillors prior to the next meeting**
- **Clerk to pursue grass cutting quotations**

11 RFO's Report

- The accounts to 30th June 2023 were prepared by the RFO and sent to councillors prior to the meeting.
- The External Auditor has requested further information regarding the assets figure.
- In addition to the Neighbourhood CIL Report 2022/23 being amended to include pence, rather than the figures being rounded up, MSDC have requested the previous 3 years be amended too.
- Cllr Tranter is due to review the accounts for the period 1st April to 30th June 2023.

Cllr Bell asked if the budget could be reviewed to track expenditure and ensure all items listed are still required. To be an agenda item for the next meeting.

ACTION

- **RFO to send information requested to the External Auditor**
- **RFO to amend Neighbourhood CIL Reports as above**
- **Cllr Tranter to review accounts as above**

12 Neighbourhood Watch Report (Clerk)

Speeding and careless/dangerous driving

Reports of speeding and careless driving in the village can be reported to the Police on 101 or online (which Stefan Henriksen advises to be quicker) at www.suffolk.police.uk/contact-us.

13 Footpath Warden's Report (Martyn Bryant)

The Footpath Warden's Report can be found as an addendum at the end of the minutes.

14 SID (Speed Indicator Device) Report

The SID report can be found as an addendum at the end of the minutes.

15 National Grid Norwich to Tilbury second non-statutory consultation

National Grid has launched the second non-statutory consultation on Norwich to Tilbury (formerly known as East Anglia GREEN), in which they are proposing to build approximately 183 km of transmission infrastructure from Norwich to Tilbury as part of The Great Grid Upgrade. The consultation will run for eight weeks, closing on 21 August 2023 and asks for feedback on their preferred draft alignment, which shows potential positions for overhead lines and associated pylons, underground cables, cable sealing end compounds (where overhead lines are joined to underground cables) and connection substations.

They have published an interactive map and consultation materials with the latest project information on their website, along with details of public information events and online webinars.

nationalgrid.com/norwich-to-tilbury

Residents are strongly encouraged to complete the feedback forms by 21st August 2023 to ensure their comments are made known.

16 Suffolk County Council Street Furniture Licence for bench by the bus stop

Suffolk Highways have confirmed that the Parish Council would need to apply for a Street Furniture licence and use an approved contractor for the installation. They believe the verge is owned by Suffolk County Council, but said that this will be confirmed as part of the application process. Cllr Urwin reported that he has spoken to the landowner of the verge on the opposite side of the road, who has given consent should it be preferable to site the bench on that side. The cost of the Street Furniture Licence is £150.00. After discussing, Cllr Urwin proposed proceeding with the application and the £150.00 fee. Seconded by Cllr Alexander and approved unanimously. Advice will be taken

from Highways as to which side of the road is best to site the bench, and the Clerk will obtain quotations for the bench to be presented at the next meeting.

ACTION – Clerk as above.

17 Speeding On Coldham Lane in Gislingham

Discussed above immediately after Item 6

18 BMSDC Grants Section 106 funding available for Gislingham

Section 106 is a developer contribution, managed by the Grants Team at Mid Suffolk District Council, which enables investment in social infrastructure such as Village Halls, sports facilities and play areas. MSDC have advised that within Gislingham, there is £144,682.51 of S106 available to apply for, towards social infrastructure and recreation provision within the Parish. This is available to all organisations within the parish; MSDC advised that they have also forwarded the information to the Village Hall Committee, and the Clerk has shared it with Gislingham United Charities. After discussing it was agreed to complete an application for S106 funding for the VAS devices which are now unable to be included within the CIL Bid application.

ACTION – Clerk to submit a funding application enquiry for the VAS devices as above

19 Charity Meadow update

The playground equipment supplier has advised that the replacement parts for the new equipment need to come directly from the manufacturer in France. However there is a delay because they have a full summer shut down and are not due to reopen until 7th august 2023.

The Clerk is still trying to find someone to supply woodchip to top up the zip wire surfacing.

ACTION – Clerk to ensure replacement parts for the play equipment are dispatched as soon as the manufacturer reopens, and pursue woodchip for the play area zip wire.

20 Planning

- DC/23/03099 - APPLICATION FOR LISTED BUILDING CONSENT. Proposal: Application for Listed Building Consent - Works to facilitate conversion of existing garage / workshop to provide additional ancillary accommodation to host dwelling (annexe). Location: Manor Farm House, Mill Street, Gislingham, Eye Suffolk IP23 8JR
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Discussed immediately after Item 7

21 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment for July 2023 (Clerk & RFO)	£714.10	Cllr Tranter	Cllr Urwin	Unanimous
Clerk mileage expenses (July 2023 PC meeting)	£8.55	Cllr Urwin	Cllr Mew	Unanimous
Hire of Village Hall (June PC meeting)	£20.00	Cllr Mew	Cllr Alexander	Unanimous
MSDC (dog/litter bin emptying)	£740.90	Cllr Alexander	Cllr Tacey	Unanimous
ICO annual fee (Information Commissioner's Office data protection fee)	£35.00	Cllr Tacey	Cllr Bell	Unanimous
DIRECT DEBIT				

Top Garden, 3 x invoices: April invoice £360.00 May invoice £360.00 June invoice £360.00	£1,080.00	Cllr Bell	Cllr Tranter	Unanimous
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The RFO raised cheques for all payments, except HMRC which is paid online, and the ICO direct debit, which were signed by Cllr Tranter and Cllr Bell as all cheques need to be signed by two signatories.

22 Training

Cllr Bell confirmed that following approval at the last meeting, she will be attending New Councillor training sessions on 31st July and 7th August 2023. The Chair wished to note what is covered as the hours has been reduced from when she undertook the training 5 years ago.

The Clerk has forwarded the New Councillor SALC Training dates to Cllr Tacey and Cllr Alexander, who confirmed they could both attend 6th September and 13th September 2023, or 27th September and 4th October 2023 if these dates are fully booked now.

ACTION - Clerk to book training for Cllr Tacey and Cllr Alexander as above

23 Policies and Reports

- **Asset Register**

Cllr Urwin and the RFO have conducted an assessment of the play equipment on Charity Meadow, in order to remove any historic items from the Asset Register, which no longer exist. The RFO sent an updated copy of the Asset Register to councillors prior to the meeting. The value of the surfacing installed in 2006 has been amended to £0, following installation of the new surfacing in January 2023, and the little hamlet multi-play, wigwam have been removed.

Cllr Bell proposed approval of the Asset Register; seconded by Cllr Urwin and approved unanimously.

ACTION – Clerk to publish

24 IN CAMERA

This item was held 'IN CAMERA' and minuted separately due to the confidential nature of the discussion.

25 Date of next meeting

The next meeting is due to be held on Monday 21st August 2023 at 7pm in Gislingham Village Hall.

Meeting Closed at 8:47 pm