



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 19th JUNE 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 Annual Parish Council Meeting held on Monday 15th May 2023 are a true and correct record

Cllr Tranter proposed approval of the minutes of the Parish Council Meeting held on 15th May 2023, as a true and correct record; seconded by Cllr Urwin and approved unanimously.

5 To resolve the draft minutes of the Annual Village Meeting held on Monday 15th May 2023 are a true and correct record

The minutes of the Annual Village Meeting held on 15th May 2023 were approved unanimously with 3 abstentions (councillors who were not present at the meeting).

6 Matters Arising/Update on actions from the 15th May 2023 Annual Parish Council Meeting

All covered elsewhere on the agenda.

7 Report from County Councillor

CC Cllr Fleming sent her report in advance of the meeting, a copy of which can be found as an addendum at the end of the minutes.

7:15pm CC Cllr Fleming left the meeting

8 Report from District Councillor

DC Cllr Warboys sent his report in advance of the meeting, a copy of which can be found as an addendum at the end of the minutes.

Community Development Grants – Cllr Bell asked if these could be applied for to fund the shortfall from the council's CIL Bid Application for the playground improvements and new VAS devices. MSDC have advised they can only fund 75% of the council's application from Neighbourhood CIL. DC Cllr Warboys confirmed they could.

9 Expiry of Allotment Agreement with GAGA

A member of the public was present for this item, as a member of GAGA, and invited to participate by the Chair. The Clerk has confirmed that, as per the Small Holdings & Allotments Act 1908 s29, an Allotment Manager may be appointed, and they do not have to be a council member so long as they are a local resident. The member of the public indicated that they would be happy to take on this role and complete an annual assessment of the allotments on behalf of the council, to comply with the requirements of the Agreement. After discussing, it was agreed for the Clerk to create a checklist document, covering all the requirements of the council as detailed in the Agreement, in liaison with the member of the public, for approval at the next meeting.

The RFO reported that the Land Agents acting on behalf of the landowner, have confirmed they will extend the lease for 10 years, and that the invoices for rent and water usage can now be paid directly by GAGA.

7:30pm a member of the public arrived.

Cllr Bell proposed the council approve renewing the Allotment Agreement lease for 10 years, based on appointment of the Allotment Manager to complete the required annual checks, as above. Seconded by Cllr Tranter and approved unanimously.

ACTION

- **Clerk to create check list document as above**
- **RFO to confirm to the Land Agent that the council has approved renewal of the lease based on a 10 year extension**

7:32pm the member of the public present for this item thanked the council, and left the meeting

10 Public Participation Session (15 minutes set aside)

The member of the public just arrived, had emailed DC Cllr Warboys and the Clerk prior to the meeting to report a speeding incident on Coldham Lane which resulted in injury to their cat, (who is now fortunately recovering). They report an increase in the number of speeding vehicles from long term residents and also delivery vans. They are concerned of the danger to pets, children, and elderly residents, particularly as there is a section of this road without a pavement. They would like to know what traffic calming issues could be implemented. DC Cllr Warboys advised that speed restrictions and surveys are part of Suffolk Highways responsibility so input from CC Cllr Fleming is required. He also advised contacting Stefan Henriksen Community Police Engagement Officer CEOstowmarket@suffolk.pnn.police.uk and the local Speed Watch team. Concerns can be reported online [Speed limits - Suffolk County Council](#), and delivery drivers can be reported to the company concerned, with registration plates and the time they were observed driving inconsiderately be very useful information. In addition Cllr Bell advised residents to make individual complaints which carry more weight, rather than a single person making one complaint on their behalf.

Cllr Bell explained that unfortunately CC Cllr Fleming had already left the meeting, so the member of the public gave permission for their contact details to be shared with her.

7:39pm the member of the public and DC Cllr Warboys left the meeting

ACTION – Clerk to share the member of the public’s contact details with CC Cllr Fleming and include as a July agenda item for further discussion.

11 Chair’s Report

Cllr Bell chaired the SALC Area Forum meeting on Thursday 15th June 2023, which included a talk from Cllr Mellen, the new Leader of Mid Suffolk District Council. There is a recording of the meeting which Cllr Bell asked the Clerk to forward to councillors once received.

ACTION – Clerk to forward recording as above

12 Clerk’s Report

- MSDC have advised they plan to install the new grit bins in July. 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.
- Cllr Bell reported that in addition to the condensation issues with the new noticeboard, there is a problem with the locks. They are both very difficult to lock/unlock, with the left-hand side not locking at all. The Clerk has made a further complaint to the supplier and is waiting their advice.
- SALC have issued information regarding D-Day 80, which is being organised to commemorate the 80th Anniversary of the D-Day landings on 6th June next year. The information includes a guide for councils wishing to take part which has been shared with councillors.
- Play equipment/surfacing and new VAS device CIL Bid Application – MSDC have advised that in addition to the application, a Business Case needs to be completed. They have also said that Neighbourhood CIL can only be used to fund 75% of the project. The Clerk has requested clarification on this as the funds being accessed are Neighbourhood CIL from the Lovells development being held on behalf of Gislingham Parish Council by MSDC.
- Cllr Urwin has reported that the baby swings at the play area are need of a clean due to pigeons perching on the overhead bar. Cllr Bell has offered to assess them and conduct a clean, but if it transpires that they need a deeper clean the Clerk will look into professional companies who provide this service.
- Play Inspection Report dated 18th January 2023: MSDC have confirmed the council will not be invoiced for this report which was conducted without request and whilst resurfacing works were being carried out.
- Six Bells Inn, High Street, Gislingham - DC/21/06315 – APPEAL - APP/W3520/W/22/3306727 – The Planning Inspector has advised that the appeal has been dismissed.
- National Grid East Anglia GREEN proposal: National Grid have advised that in order to make it clear that this work is part of The Great Grid Upgrade, they are changing the project name from East Anglia GREEN to ‘Norwich to Tilbury’. They will be holding a second non statutory consultation shortly, during which their proposed preferred draft alignment, showing potential positions for overhead lines and underground cables will be published.
- The Adult Lead of Gislingham Primary School’s JRSO’s (Junior Road Safety Officers) has expressed thanks to the council for making them feel so welcome at the Annual Parish council meeting on 15th May 2023.

ACTION

- **Clerk to ensure grit bins and CCTV signage are installed as soon as possible**
- **Clerk to pursue report to Lovells Development and Highways regarding verges**
- **Clerk to pursue response from supplier regarding issues with the new noticeboard**

- **CIL Bid application - Clerk to complete Business Case and advise councillors once clarification on the percentage of funding has been received**
- **Cllr Bell to report on baby swings at Charity Meadow**

13 RFO's Report

- The RFO reported that all the required AGAR documents have been forwarded to the External Auditor, and an acknowledgment received.
- The Notice of Public Rights (5th June to 14th July 2023), and all required AGAR documents have been published.
- The Neighbourhood CIL Report 2022/23 has had to be amended to include pence, rather than the figures being rounded up.
- The RFO is going to review the Asset Register to ensure all items included are showing an up-to-date cost to replace. Cllr Urwin confirmed he will check that the playground items shown are correct. The Asset Register will be an agenda item for the next meeting.

ACTION – Asset Register – RFO and Cllr Urwin as above

14 Neighbourhood Watch Report (Clerk)

Nothing to report.

15 Footpath Warden's Report (Martyn Bryant)

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

16 SID (Speed Indicator Device) Report

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

17 Parish Councillor Casual Vacancies

Following the May 2023 Elections there are three Parish Councillor co-option vacancies. MSDC have confirmed that they do not need to issue an official Notice because they have arisen due to the number of Election Nominations received, and not following resignations.

The Council would like to invite anyone with an interest in becoming a Parish Councillor to attend a future meeting, where they can find out more, and ask any questions they may have.

The Clerk will create some posters to this effect to publish online and display in the village.

ACTION – Clerk as above

18 To confirm Playground Co-ordinator and Health and Safety Lead

Cllr Tranter proposed Cllr Urwin, who was the Playground Co-ordinator and Health and Safety Lead prior to the May 2023 Elections. Seconded by Cllr Mew and approved unanimously with one abstention (Cllr Urwin).

19 CIL Fund Application from Village Hall for purchase of a marquee

Following the 15th May 2023 meeting, the Village Hall have confirmed that the marquees are used annually for the Flower Show and Gisfest, but only a couple of requests to use the marquees have been received in the last two years. After discussing, and taking into consideration that the Parish Council has recently replaced the surfacing and added new equipment to the play area on Charity Meadow, as well as earmarking CIL monies for new SID equipment, councillors agreed that funding is not available for a new marquee. Proposed by Cllr Bell, seconded by Cllr Tranter and approved unanimously. Funding of £13,579.35 was approved for improvements/repairs to the village hall on 17th August 2020, which included the dishwasher.

ACTION – Clerk to advise Village Hall as above (wording to be circulated to councillors for email approval prior to sending).

20 To discuss defibrillator

Councillors discussed their concerns that the defibrillator outside the village hall, is fully operational, and fit for purpose, in the unfortunate event that it ever needs to be used. This is particularly important as it is now showing as listed with defibfinder.co.uk which is operated by the National Defibrillator Network (The Circuit). As per the 18th July 2022 meeting, the Parish Council feel that as the Defibrillator is not showing on their Asset Register and is housed within the Village Hall Committee's property, (the phone box), the Village Hall Committee are responsible for it.

ACTION – Clerk to contact Village Hall Committee requesting confirmation that the defibrillator is fully operational above (wording to be circulated to councillors for email approval prior to sending)

21 Charity Meadow, to include:

- **Vandalism to new equipment** – the new play equipment in the under 6 area on Charity Meadow has been vandalised. Cllr Urwin was approached by a resident who reported the damage, but it is not clear exactly when it happened. The Clerk is checking the CCTV footage. Cllr Urwin has ensured the equipment is safe, and the Clerk has contacted the supplier who is sending replacement parts.
- **Zip wire surfacing** – Cllr Bell has asked the Clerk to find out whether local garden works contractors would be able to supply free excess wood chippings to top up the surfacing. After discussing further, Cllr Bell proposed expenditure of up to £100 to cover the delivery cost to drop some chippings as close to the zip wire as possible. Seconded by Cllr Alexander and approved unanimously. Councillors agreed to arrange a working party to spread the chippings once delivered.
- **Picnic table bases** – The picnic tables are being damaged with a strimmer during grass cutting, so Cllr Bell has obtained permission from Gislingham United Charity (the landowner), to install concrete bases to prevent this from happening. This will be a future agenda item.
- **Annual Play Inspection** – The Clerk has investigated the possibility of arranging an independent accompanied inspection, outside of the ones arranged annually by MSDC, to allow Cllr Urwin to be in attendance, and has received a quotation of £250 plus VAT from the Playground Inspection Company. This is significantly higher than the inspections arranged en bloc by MSDC. After discussing, councillors agreed unanimously to proceed with the normal inspection arranged by MSDC. The Parish Council will have the annual Playground Inspection as an agenda item following the inspection for 2023 which is due at the end of the year.
- **DBS Checks** – The Clerk holds an enhanced DBS check in order to view the CCTV footage. Cllr Alexander confirmed that she also holds ones, and it was agreed to arrange basic DBS checks which cost £84 each, for two more councillors. Cllr Tranter proposed that Cllr Urwin and Cllr Bell proceed with the basic DBS checks, as Playground Lead and Chair of the Council respectively. Seconded by Cllr Mew and approved unanimously with two abstentions (Cllr Urwin and Cllr Bell).

ACTION

- **Cllr Urwin to fit parts to playground equipment once received and Clerk to check CCTV footage**
- **Clerk to contact local contractors re wood chippings as above**
- **Clerk to arrange DBS checks with Cllr Bell and Cllr Urwin**

22 To discuss installation of a bench by the bus stop

As there is currently no seating of any kind by the bus stop, after a recent discussion with Cllr Urwin, Cllr Bell suggested it would be a nice idea to install a basic bench. Following a discussion, Cllr Bell

proposed the council approve the installation of a bench based on permission being provided by the landowner. Seconded by Cllr Urwin and approved unanimously.

ACTION – Clerk to confirm the landowner, (believed to be Suffolk County Council) and request permission to install a bench, and obtain quotations including the base and installation

23 Finance

| Payment | Amount | Proposed by | Seconded by | Approval |
|--|-----------|--------------|----------------|-----------|
| Admin Payment for June 2023 (Clerk & RFO) | £779.49 | Cllr Urwin | Cllr Mew | Unanimous |
| Clerk mileage expenses (June 2023 PC meeting) | £8.55 | Cllr Tacey | Cllr Alexander | Unanimous |
| RFO mileage expenses (copy paper/meeting with auditor) | £8.35 | Cllr Tranter | Cllr Urwin | Unanimous |
| Hire of Village Hall (April PC meeting) | £20.00 | Cllr Tacey | Cllr Alexander | Unanimous |
| Hire of Village Hall (May 2023 Annual Meetings) | £30.00 | Cllr Mew | Cllr Urwin | Unanimous |
| T. Brown Internal Audit | £300.00 | Cllr Tranter | Cllr Bell | Unanimous |
| PWLB (Public Works Loan Board) DIRECT DEBIT | £1,003.94 | Cllr Urwin | Cllr Tacey | Unanimous |

The RFO raised cheques for all payments, except HMRC which is paid online, and the PWLB direct debit, which were signed by Cllr Tranter and Cllr Mew as all cheques need to be signed by two signatories.

The RFO confirmed the Standing Order to IHT (Inn House Technology) for the monthly SIM card fee in relation to the CCTV tower, has been submitted. The clerk will confirm it has been received by IHT, and check whether it will include all payments up to date, or if any need to be approved at the next meeting and paid separately.

ACTION – Clerk to contact IHT as above

24 Training

The Clerk forwarded the New Councillor SALC Training dates to Cllr Tacey and Cllr Alexander. Cllr Bell requested approval to also book the training as a refresher, which was approved unanimously with one abstention (Cllr Bell). Cllr Bell advised the Clerk which dates she would like to attend.

ACTION

- **Cllr Tacey and Cllr Alexander to advise Clerk which training dates they would like to book**
- **Clerk to book training for Cllr Bell**

25 Policies and Reports

The next review date is September 2023, but the Asset Register will be an agenda item for the July 2023 meeting as per agenda item 13.

26 IN CAMERA

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

27 Date of next meeting

The next meeting is due to be held on Monday 17th July 2023 at 7pm in Gislingham Village Hall.

Meeting Closed at 9:14 pm