



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
MONDAY 23rd MAY 2022 @ 6:00PM**

Present: Cllr J Bell, Cllr I Urwin, Cllr J Clifford, Cllr J Mew, Cllr P Steadman
Clerk – J Challis, RFO – S Budd, DC Cllr Warboys, Footpath Warden – M Bryant,
1 member of the public

Apologies: None received

1 To elect the Chair of Gislingham Parish Council

Outgoing Chair Cllr Bell opened the meeting. Cllr Urwin nominated Cllr Bell for Chair of Gislingham Parish Council 2022/23. This was seconded by Cllr Clifford and agreed unanimously with one abstention (Cllr Bell).

2 To elect the Vice Chair of Gislingham Parish Council

Cllr Mew nominated Cllr Clifford. Cllr Clifford said she was not prepared to stand for Vice Chair at the moment but may reconsider later in the year. There were no further nominations and so election of the Vice Chair was deferred to a future meeting. In the event that apologies are received from the Chair for a future meeting, councillors will need to elect a Chair for that meeting only, at the start of the meeting.

3 To sign Acceptance of Declaration of Office

Cllr Bell signed the Acceptance of Office which was witnessed and signed by the Clerk.

4 To consider and approve apologies for absence

None received. Cllr Bell announced that Cllr Tranter has regrettably resigned from the council with effect from 23rd May 2022. Cllr Bell thanked Cllr Tranter for his work as Vice Chair, Chair of the Staffing Panel, and Neighbourhood Watch co-ordinator, and wished him well in the future.

5 To receive Declarations of Interest on Agenda items

None received.

6 To received Requests for Dispensations on Agenda items

None received.

7 To resolve the draft minutes of the Parish Council Meeting held on Monday 25th April 2022 are a true and correct record.

The minutes for 25th April 2022 were approved unanimously.

8 Matters Arising/Update on actions from the 25th April 2022 meeting

All covered elsewhere on the agenda.

9 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.

10 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.

11 Clerk's Report

- An Update Report has been received from the Six Bells Community Group and was shared with councillors prior to the meeting. The SBCG have confirmed their next meeting will be on 6th June 2022 when the draft survey to gauge village support to retain the pub will be finalised. A copy of the proposed survey will be sent to the council, with cost details, prior to it being published.
- Due to Cllr Tranter's resignation a new Neighbourhood Watch co-ordinator is needed. The Clerk agreed to take on the role as no councillor wished to do so, and councillors approved that this may incur additional hours.
- Cllr Tranter's resignation also leaves a vacancy on the Staffing Panel, which will be covered under agenda item 15, plus a requirement for further bank signatories in addition to Cllr Bell and Cllr Urwin. Cllr Mew and Cllr Steadman both agreed to become bank signatories.

ACTION

- **Clerk to update councillor details and Neighbourhood Watch information on website**
- **Cllr Mew and Cllr Steadman to complete bank mandate forms provided by Cllr Bell**

12 RFO's Report

- A summary of reserves to the end of April 2022, and receipts and payments to the end of April 2022 were sent to Councillors prior to the meeting.
- Current Account Balance 31/03/22 - £511.80 (unpresented cheque £22.50)
- Deposit Account Balance 31/03/22 - £83,759.98
(Giving a total working balance of £84,249.28)
- Income 2021/22
 - HMRC VAT reclaim - £1,006.28
 - Mid Suffolk District Council (CIL) - £9,076.46
 - Mid Suffolk District Council (Precept) - £16,210.00
- Grants and Donations Awarded 2021/22 - £420.00 (including £100 donation approved in March 2022 but banked in April 2022)
- The End of Year Accounts 2021/22 and AGAR sections 1 and 2 2021/22 were circulated to councillors prior to the meeting.

Approval of the End of Year Accounts 2021/22 and AGAR sections 1 and 2 2021/22 was proposed by Cllr Bell, seconded by Cllr Urwin and approved unanimously. Cllr Bell and the RFO signed completed sections 1 and 2 of the AGAR.

Due to Cllr Tranter's resignation, Cllr Steadman agreed to verify the quarterly bank reconciliations.

ACTION – RFO to submit AGAR to external auditor

13 To discuss if Councillors wish to form a Planning Committee

After discussing councillors agreed unanimously that they do not wish to form a Planning Committee.

14 To discuss if Councillors wish to form a Finance Committee

After discussing councillors agreed unanimously that they do not wish to form a Finance Committee

15 To confirm Councillors who are members of the Staffing Panel

Cllr Bell and Cllr Urwin confirmed they are willing to continue as members of the Staffing Panel. Cllr Clifford agreed to join, and it was decided that the position of Chair of the Staffing Panel will be decided at the Panel's first meeting.

16 Policies

- **Local Government Association Model Councillor Code of Conduct 2020**

In December 2020 the Local Government Association (LGA) approved its new Model Councillor Code of Conduct 2020, with the aim for it to be adopted by all levels of local government. The main difference to the Suffolk Code of Conduct, which was adopted by Gislingham Parish Council on 21st July 2014, is that it addresses disclosable pecuniary, and local non-pecuniary interests. A copy of the new Code was prepared by the Clerk and sent to councillors prior to the meeting, along with a copy of the guidance notes provided by the LGA.

Adoption of the Local Government Association Model Councillor Code of Conduct 2020 was approved unanimously.

ACTION – Clerk to publish new LGA Model Councillor Code of Conduct 2020

17 Neighbourhood Watch Report (Cllr Tranter)

Cllr Tranter sent his final Neighbourhood Watch report prior to the meeting, a copy of which can be found as an addendum at the end of the minutes.

18 SID (Speed Indicator Device) Report

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

19 Tree Warden's Report (Cllr Clifford)

Cllr Clifford and DC Cllr Warboys have been invited to plant the Queen's Platinum Jubilee commemorative tree, which has been kindly donated by a resident of the village.

20 Footpath Warden's Report (Martyn Bryant)

The Footpath Warden's report was sent to councillors prior to the meeting and can be found as an addendum at the end of the minutes. Cllr Steadman asked if there is a map of the footpaths anywhere in the village. Cllr Clifford advised that she is working on illustrating a new one. Cllr Steadman volunteered to help with this if needed.

21 Book Sale/Coffee Morning report from May

A resident requested an update regarding the Six Bells Inn and was directed to a member of the Six Bells Community Group who happened to be present. Another resident asked what was happening to the recycling bins. The council does not own any land in the village so is unable to relocate them. The Village Hall Committee have declined due to concerns about broken glass; the request from MSDC has also been forwarded to Gislingham United Charity.

22 Queen's Platinum Jubilee Update

An update from Cllr Tranter was received prior to the meeting and read out by the Clerk. It can be found as an addendum at the end of the minutes.

23 Community Governance Review (Boundaries)

The deadline for submissions to the first stage of the review of Parishes, Town Councils and Unparished areas, being carried out by MSDC, is Friday 27 May 2022. After discussing, councillors agreed they do not wish to request any changes to the current parish arrangements for Gislingham.

ACTION – Clerk to respond to Community Governance Review first stage as above.

24 National Grid East Anglia GREEN Energy Enablement

National Grid is proposing to construct a new line of pylons and overhead transmission cables from the Norwich Main substation across Suffolk and Essex to Tilbury. They are currently holding a non-statutory consultation which runs until 16 June 2022.

Whilst the statutory consultation is not due to take place until April 2023, Cllr Warboys stressed the importance of residents and local councils submitting a response now. After discussing, councillors agreed unanimously that they object to the proposal, and would like to submit their response to all relevant councillors and members of parliament, alongside National Grid.

ACTION – Clerk to prepare objection statement for councillor's approval by email before sending.

25 Charity Meadow including CCTV update and Report from Playground Working Party

- CCTV – GUC have prepared a draft Wayleave Agreement between GUC and the Parish Council, providing consent for the CCTV tower to be sited on land owned by GUC. A copy was circulated to councillors prior to the meeting. GUC have also confirmed that the original location of tower does not now need to be changed. GUC have advised that the Wayleave Agreement may incur a Land Registry fee of around £40, payable by the Parish Council.
Councillors agreed unanimously to approve the draft Wayleave Agreement, and payment of up to £60 against any Land Registry fee.
- MSDC have sent an invitation for the annual play equipment inspection which needs to be confirmed by 10th June 2022. Councillors agreed unanimously that they would prefer for the council to arrange its own annual inspection.

- MSDC have advised that a CIL Bid needs to be submitted to access the £47,341.48 of CIL funds they are holding for Gislingham in relation to the Lovells Development. The current CIL bid round ends on 31st May 2022 with the next one in October 2022. Councillors agreed to submit a bid in October and to use the council's own available CIL funds for the first stage of works to the playground.
- Working Party update from Cllr Steadman – routine maintenance has been carried out to ensure all the equipment is safe and useable. It is going to cost approximately £600 to pressure wash the equipment; there is no other spending from the £2,000.00 maximum agreed so far. Cllr Steadman is organising a painting party for the equipment that needs painting or treating.
- The third play equipment company have inspected the site; Cllr Steadman, Cllr Urwin and the Clerk attended. It was suggested to create a seating area with snake swing at the zip wire end of the play area to encourage older children away from the under 6 area, and closer to the CCTV tower, to deter antisocial behaviour. The supplier will provide a staged quotation starting with replacement of the surfacing. They advised it would be most cost effective to extend and update the under 6 area as part of this first stage, rather than looking at it separately. They also said that the zip wire surfacing needs to be investigated separately by a more specialist company, as it really needs completely digging out, levelling and replacing.

ACTION

- **Clerk to advise GUC that the council approves the draft Wayleave Agreement**
- **Clerk to advise MSDC that the council will arrange an independent annual play inspection**
- **Cllr Steadman and Cllr Urwin to investigate zip wire surfacing**
- **Clerk to circulate all three playground supplier quotations to councillors once received**

26 To Set Dates for meetings to the year ending April 2023 all commencing at 7pm in the Village Hall

Monday 20th June 2022
 Monday 18th July 2022
 Monday 15th August 2022
 Monday 19th September 2022
 Monday 17th October 2022
 Monday 21st November 2022
 Monday 19th December 2022
 Monday 16th January 2023
 Monday 20th February 2023
 Monday 20th March 2023
 Monday 17th April 2023
 May 2023 to be confirmed

Approved unanimously.

27 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment May 2022 (Clerk & RFO)	£605.80	Cllr Bell	Cllr Clifford	Unanimous
Clerk mileage expenses (April PC meeting)	£8.55	Cllr Bell	Cllr Urwin	Unanimous
Cllr Bell mileage expenses (Watson Bowl & salver engraving)	£17.10	Cllr Steadman	Cllr Clifford	Unanimous with 1 abstention
Hire of Village Hall (April meeting & April book sale)	£40.00	Cllr Bell	Cllr Steadman	Unanimous
Gislingham Variety Club (CIL application for sound system; reapproval to include VAT)	£1,896.00	Cllr Bell	Cllr Clifford	Unanimous

CAS (additional mailbox)	£17.50	Cllr Urwin	Cllr Clifford	Unanimous
PWLB (June direct debit)	£1,004.02	Cllr Bell	Cllr Mew	Unanimous
RFO expenses	£16.07	Cllr Steadman	Cllr Urwin	Unanimous
Christopher Tranter expenses (Queen's Platinum Jubilee)	£579.29	Cllr Clifford	Cllr Urwin	Unanimous
Queens Platinum Jubilee - Zillionaires	£250.00	Cllr Bell	Cllr Urwin	Unanimous
Queen's Platinum Jubilee - Pipe Band	£500.00	Cllr Urwin	Cllr Mew	Unanimous
Queen's Platinum Jubilee - Hog Roast	£1,600.00	Cllr Steadman	Cllr Mew	Unanimous
Clerk mileage expenses (playground visit)	£8.55	Cllr Steadman	Cllr Urwin	Unanimous
Engraving of Watson Bowl & salver – paid for using PC debit card	£55.00	Cllr Urwin	Cllr Steadman	Unanimous
Refreshments for Annual Village Meeting – paid for using PC debit card	£55.18	Cllr Urwin	Cllr Steadman	Unanimous

Cllr Tranter had signed a cheque for Cllr Bell's expenses prior to the meeting, which was then also signed by Cllr Urwin. Cllr Bell and Cllr Urwin signed cheques for the following payments:

Christopher Tranter expenses
Zillionaires
Pipe Band
Hog Roast

DC Cllr Warboys and CC Cllr Fleming have agreed to provide funding of £250.00 for the Zillionaires payment, and £500.00 for the Pipe Band respectively, which will be paid directly to the Parish Council.

ACTION - Cllr Bell to pay remaining payments by bank transfer (excluding engraving and refreshments paid for using the PC debit card, and PWLB direct debit)

28 Date of next meeting

The next Parish Council meeting will be held on Monday 20th June 2022 at 7pm in Gislingham Village Hall.

Meeting Closed at 6:53 pm