



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 16th JANUARY 2023 at 7:00PM**

Present: Cllr J Bell, Cllr I Urwin, Cllr C Tranter, Cllr L Tacey, Cllr S Alexander, Cllr J Mew
Clerk – J Challis, RFO – S Budd, DC Cllr Warboys

Apologies: None

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

Cllr Bell welcomed everyone to the meeting wishing a Happy New Year, and noted apologies received from CC Cllr Fleming who advised she may be unable to attend due to a prior meeting.

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 21st November 2022, and the Extraordinary Parish Council meeting held on 21st December 2022 are a true and correct record.

Parish Council meeting held on 21st November 2022 – Cllr Bell proposed approval of the minutes as a true and correct record; seconded by Cllr Tranter and approved unanimously with one abstention (Councillor who was not present at the meeting).

Extraordinary Parish Council meeting held on 21st December 2022 – Cllr Bell proposed approval of the minutes as a true and correct record; seconded by Cllr Urwin and approved unanimously with three abstentions (Councillors who were not present at the meeting).

7:02pm DC Cllr Warboys arrived

5 Matters Arising/Update on actions from the 21st November 2022 and 21st December Parish Council Meetings

Parish Council meeting 21st November 2022

- Cllr Bell noted that the CIL Application Policy was now going to be a separate policy, rather than being included within the current Grants and Donations Policy.
- EN0200227 East Anglia GREEN EIA Scoping Notification and Consultation – the approved response was submitted by the Clerk, and an acknowledgement from the Planning Inspectorate received.

Extraordinary Parish Council meeting held on 21st December 2022

- Planning Applications DC/22/05618 and DC/22/06104 – the agreed comments were added to the BMSDC Planning Portal.
- APP/W3520/W/22/3306727 The Six Bells Inn – the approved representation was submitted to the Planning Inspectorate.

ACTION - Cllr Bell requested that the Clerk circulate the Word version of the Grants & Donations Policy to Councillors, so they can use this policy when drafting a CIL Application Policy.

6 Report from County Councillor

CC Cllr Fleming's report can be found as an addendum at the end of the minutes.

7 Report from District Councillor

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

Rural Transport; Cllr Urwin asked when the £2 Bus Fare Cap Scheme launched by the Department for Transport had started, as residents in Gislingham are still paying full price for their bus fares. Upon checking DC Cllr Warboys said that it was running from 1st January to 31st March 2023 but not all operators have signed up to the scheme.

Cllr Bell thanked DC Cllr Warboys for his report.

8 Public Participation Session (15 minutes set aside)

No members of the public present.

9 Chair's Report

- Cllr Bell said she has been approached by a resident asking if the council are organising any events for the King's Coronation bank holiday weekend, 6th-8th May 2023. Cllr Bell is aware that Gislingham PCC (Church) are organising something, but the Parish Council has not allocated any funding for this in its Budget 2023/24, which was approved at the 21st November 2022 meeting.
DC Cllr Warboys advised that he is unable to provide funding support for the King's Coronation from his locality budget.
After discussing, councillors agreed to advise the resident as above, taking into account the fact that when agreeing the Budget 2023/24 the council was being mindful not to increase the precept request for 2023/24, and that the council financially supported the Queen's Platinum Jubilee Celebrations 2022.

ACTION – Cllr Bell to advise resident as above

10 Clerk's Report

- Placement of the 30mph sign near the Lovells Development, and new VAS signs – no update; ongoing.
- The grit bins are on order, and the signage for the CCTV on Charity Meadow will be erected by MSDC, together with the second Welcome Back Funding dog bin on Back Street.
- The new 'Gislingham' sign to go on the back of the Finningham sign on the B1113, has arrived and will be installed by Suffolk Highways.
- War Memorial –the War Memorials Trust have requested additional photographs showing the extent to which the memorial is leaning, which have been taken and sent.
- Play equipment/surfacing CIL bid application - ongoing.
- The stile on Town Yard, which Gislingham United Charity consented to being removed, has now been taken down by the Footpath Warden.

- Erosion of verges opposite the Lovells Development by lorries entering the site: A completion date has been requested from Lovells Development. Awaiting their response.
- Defibrillator – no further update as yet.
- Gislingham CE Primary School have confirmed that installation of the running track starts today. They have enquired as to when the council will make payment of the 25% share of funding, up to a maximum of £4,595.00, agreed at the 18th October 2021 meeting. The Clerk has advised that a cheque will be issued upon completion of the work and confirmation of the final amount.
- An email has been received from a resident introducing themselves as the new Gislingham representative of the Essex Suffolk Norfolk Pylon Group.
- An email has been received from Stefan Henrikson, Local Community Police Engagement Officer, asking for details of any King's Coronation events in order that they can arrange an increased police presence if necessary.
- The supplier of the new noticeboard has arranged a site visit on 13th February 2023 to inspect the faults raised.
- An email has been received from the Clerk to Walsham le Willows Parish Council regarding their objection to planning application DC/22/2190/HYB, Land At Shepherds Grove , Bury Road, Stanton. After discussing, councillors agreed that the council does not wish to comment against the application as it is not within the parish of Gislingham, and that they would make comment as members of the public if they wished to do so.

ACTION

- **Clerk to ensure CCTV signage the second Welcome Back Funding dog bin are both installed**
- **Clerk to progress VAS devices, and War Memorial funding**
- **Clerk to pursue response from Lovells Developments regarding completion date**
- **Clerk to pursue response from the Local Ambulance Service regarding defibrillator advice requested**
- **Clerk to forward Stefan Henriksen's email to Gislingham PCC re the King's Coronation weekend**

11 RFO's Report

- A summary of reserves, receipts and payments, and a bank reconciliation, all to 31st December 2022, were sent to Councillors prior to the meeting.
- The Precept request 2023/24, agreed at the 21st November 2022, meeting has been submitted.
- Cllr Tranter has conducted a 9-month (to 31st December 2022) accounts check and reported all is in order.
- The RFO requested to carry 1.5hrs holiday over to the next financial year (1st April 2023-31st March 2024) which was approved unanimously by councillors.
- The RFO has looked at alternative bank account options which offer dual authorisation for online banking. There are three banks which offer this facility however one of them is an online bank only with no physical branches. Coincidentally, a letter has been received from Barclay's Bank advising that the council's account will be closed if there are no further transactions by 16th March 2023. This is an old dormant account which was thought to have been closed. The Chair will contact Barclays and ask about online dual authorisation on the account, and signatories on the account, with a view to potentially start using the account again.

ACTION –Chair to speak to Barclays and report back at the next meeting

12 Neighbourhood Watch Report (Clerk)

The January Neighbourhood Watch Report was sent to councillors prior to the meeting, and can be found as an addendum at the end of the minutes.

13 Footpath Warden’s Report (Martyn Bryant), including signage request approval

The Footpath Warden sent his report prior to the meeting, a copy of which can be found as an addendum at the end of the minutes.

Following a complaint from a resident regarding dog fouling at the end of Mill Street next to FP 007, Mr Bryant suggested within his report, the purchase of 6 ‘no dog fouling signs’ costing £3.34 each, to be sited strategically around the main footpaths in the village. Councillors discussed the issue but did not feel the signs would be effective in getting residents pick up after their dogs. It was instead decided for Cllr Bell to include this issue in the council’s next Messenger article.

ACTION – Cllr Bell as above

14 SID (Speed Indicator Device) Report

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

15 Litter Pick – Resident enquiry as to whether it is being arranged by the Parish Council

A resident asked Cllr Bell at the last Book Sale whether the Parish Council is organising the next litter pick. Councillors discussed the enquiry, but as per the minutes of the 26th September 2022 meeting, agreed that unfortunately, due to councillors being few in number, and their diaries being very full for the next few months they are not able to take on the lead on a Village Litter Pick.

As previously requested in the Messenger publication, the council is looking for a Group or individual to take the lead on organising this. Anyone who would like to do this should contact the Clerk by email; clerk@gislinghamparishcouncil.com, or by calling 07796 410694.

16 Charity Meadow Update

The Contractors have advised that they will be on site either the 18th or 19th January 2023, to commence the resurfacing and work to the under 6 area. They have already conducted a site visit and confirmed the access to Charity Meadow from Mill Street is ok. They will be erecting heras fencing to ensure the site is safe whilst the work is being carried out, and anticipate it will be complete week ending 27th January 2023.

17 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment December 2022 (Clerk & RFO- basic hours)	£583.32	Cllr Mew	Cllr Tranter	Unanimous
Admin Payment January 2023 (Clerk & RFO)	£743.18	Cllr Alexander	Cllr Tacey	Unanimous
Clerk mileage expenses (November 22 meeting)	£8.55	Cllr Tranter	Cllr Urwin	Unanimous
Clerk mileage expenses (January 2023 meeting)	£8.55	Cllr Urwin	Cllr Alexander	Unanimous
Hire of Village Hall (November PC meeting)	£20.00	Cllr Tacey	Cllr Bell	Unanimous
IHA (CCTV SIM card November 22, December 22, January 23)	£75.00	Cllr Bell	Cllr Mew	Unanimous
Top Garden inv 1361 October 2022	£360.00	Cllr Mew	Cllr Tranter	Unanimous
RFO mileage expenses (dropping off December salary cheque to Diss)	£8.55	Cllr Tranter	Cllr Urwin	Unanimous

The RFO raised cheques for all payments above except the December 2022 admin, which were signed by Cllr Bell, and Cllr Urwin and Cllr Mew.

Due to there being no full council meeting in December, the December admin cheque payments (for basic hours only), were prepared by the RFO on 20th December 2022 and signed by Cllr Bell and Cllr Tranter.

18 Training

Cllr Tacey and Cllr Alexander asked whether they would be able to view recordings of the New Councillor training modules, as they are finding it difficult to fit the training around their work commitments.

ACTION – Clerk to ask SALC as above

19 Policies and Reports

- Community Engagement Policy
- Complaints Policy
- Cookies Policy
- Parish Publication Policy

The above policies were circulated to councillors prior to the meeting for review. Approved unanimously including some changes received from Cllr Bell.

- CIL Fund Application Policy (new policy) – Deferred to next meeting
- Business Plan 2023/24 – Deferred to next meeting

ACTION – Clerk to update and publish approved policies above, and prepare and circulate the CIL Fund Application Policy after Councillors have contributed their recommendations, and Business Plan 2023/24 prior to the next meeting.

20 Date of next meeting

The next meeting of Gislingham Parish Council will be held on Monday 20th February 2023 at 7pm in Gislingham Village Hall.

Meeting Closed at 8:15pm