



Working for our Community

GISLINGHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON MONDAY 15th JULY 2019 AT 7.30PM

Due to unforeseen circumstances the Clerk was delayed and notified the Chair.

Cllr J Pitt agreed to take the minutes until the Clerk arrived.

Present: Cllr J Bell, Cllr C Tranter, Cllr C Saunders, Cllr J Pitt, Cllr F Oliver,
Cllr I Urwin, DC Cllr R Warboys, SCC Cllr J Fleming. Miss T Davis (Clerk)
7 Members of the Public.

Apologies: Cllr E Sheehan and Cllr J Malone

1. To consider and approve apologies for absence

Cllr J Malone, Cllr E Sheehan, both were accepted

2. To receive declarations of interest on agenda items

None

3. Cllr Register of Interest (ROI) outstanding

Councillors present advised they had completed.

4. To approve the draft minutes of the Parish Council meeting held on Monday 17th June 2019

Noted Item 6, second paragraph should read A14 and not A140. This was amended.

Unanimous vote to approve.

4.1 Matters Arising from the last meeting

None.

5. Public participation session – To hear reports from County Cllr, District Cllr and Comments from the public

District Councillor Rowland Warboys (who had already sent his report to the Clerk) then spoke on the Draft Babergh and Mid Suffolk Joint Local Plan. Please follow the link to read the Preferred Options Consultation. www.midsuffolk.gov.uk/assets/Strategic-Planning/JLP-Reg18-2019/Council-v1-BMSDC-Joint-Local-Plan-Preferred-Options-Reg-18.pdf

5.1 Outdoor Sports and Recreation Funds (moved from Item 20)

- Cllr J Pitt requested that she take on the role of co-ordinating the Outdoor Sports and Recreation project.
- A plan was circulated showing the proposed area needed for the MUGA pitch, the skatepark and small area for table tennis tables, which came out of the response from the recent survey.
- Some legal work by Gislingham United Charities is required in the first instance and it would be cost effective to only pay for this work once rather than as separate elements.
- Gislingham United Charities will request that the Parish Council cover legal costs that are incurred for legal fees.
- A full technical description will need to be prepared so that this can be placed on the Government Procurement website.
- Cllr J Pitt requested that a sub-Committee be set up, which will include Councillors and residents.
- Terms of Reference yet to be formalised.

J Bell

The proposal was that an Outdoor Sports and Recreation Committee be set up and that all of the above points were approved and should begin once the Terms of Reference (to be drafted by Jo Pitt) had been formalised.

Proposed: Cllr Tranter

Seconded: Cllr Saunders

All Councillors voted in favour.

5.2 Bus Routes (moved from Item 21)

Residents put questions to County Councillor J Fleming regarding the possible cuts to the 456 bus route to Stowmarket. Cllr Fleming meeting with the responsible County Councillor for Transport this week and will report back to the August Parish Council.

The clerk arrived at 8:10pm these are the remaining minutes

Public participation session – To hear reports from County Cllr, District Cllr and Comments from the public

Item 22 was being discussed during the Public Participation session at 8.10pm. Residents were unhappy with the recent news on the closure of a number of bus routes, which included those running through Gislingham. With the arrival of SCC Cllr Fleming the residents were advised by Cllr Fleming that she would be meeting with Mary Evans, Cabinet Member for Highways, Transport & Rural Affairs to come to some suitable and creative solutions to the current situation on Thursday 18th July. Cllr J Fleming wanted the Community Transport to work better, and passenger numbers dictate if there is a demand for a bus service. Residents pointed out that not all users pay and some users need to be able to get out to stop being isolated, which is not based on high demand but those who are in a minority. Cllr J Fleming took the suggestions made by residents, such as specified times at least twice a week to ensure people were not isolated. That time between arriving and departing was suitable and long enough. The residents and Cllr Urwin advised that the Bus Service had carried out a survey of passengers and they had said passengers would be willing to pay for the service. They had also suggested losing services on a Tuesday and Wednesday to cut costs, but it was pointed out that a driver would still need to be employed. It was also pointed out by Cllr J Bell that the housing development was advertising to its potential home buyers that we had a bus service and also that these residents were willing to pay is put forward at the meeting on Thursday. Residents were also worried that workers will lose their jobs if the 7am bus stops. Cllr J Fleming took notes and was pleased to have been provided with the information. Cllr J Fleming went on to provide her report for July which included changes to the Pothole criteria for repairs and can be found in the Addendum along with Cllr R Warboys report from District Council. Public Participation closed at 8:35pm.

6. To co-opt

Two residents were hoping to be co-opted onto the council. Mr F Oliver was reinstated as a Councillor and duly signed his Declaration of Office and participated in the Council meeting.

ACTION: Clerk to arrange ROI to be sent.

The Chair then asked the second resident to wait until later in the evening to go through some questions prior to being considered for co-option by Councillors.

7. Clerk's Report - July meeting 2019

Clerk report containing up-dates ongoing items

- All tasks from the last meeting have been completed. I have renewed the McAfee for the next 2yrs, at the same price as 1yr at a discount of £30 a year. In addition we also have 100% guarantees of cyber protection or our money back, which was an additional saving of £60. I have paid for this with my debit card as the Parish Council do not have one and it is shown on my expenses for this month.
- Microsoft Office is now also up for renewal on 18th July at £59.99, this has been budgeted for in the Precept formation and is on this agenda. Again, we will need a credit or debit card to renew.
- Cllr J Bell and I met with our Police representative on Friday 21st June. It was confirmed that the situation of the Play area was isolated and in need of some form of monitoring. The Police can step up on their patrols, however the Parish Council would need to look into either self-policing by a group of volunteers, and/or placing cameras and/or enclosing the park in fencing. I have placed this on the agenda and you may wish to discuss this when looking at the item for the 106 funds expenditure.

JB

- The replacement of the vandalised Toddler swing and wooden steppingstone will be approximately £250. The Parish Council insurance has an excess of £125 for this type of claim. The Parish Council have a replacement and maintenance budget of £1000 already for this year. I have placed this on the agenda for you to discuss the way forward. Crime Ref: 37/36208/19
- Bank transfer to Savings account of £50,127.92 has been completed and will show on the next bank statements. We will have the ICO Direct Debit coming out in July. We have also had a reminder letter from the Pension Regulator, this is due to be completed in August.
- Public Notice to view the Accounts has been given on our Website and on the Notice Board for the Period 1st July to 9th August.
- We are still in the process of obtaining funds from the District Council via 106 funds for the purchase of a new accessible roundabout and basket swing. I am meeting with Playdale on 25th July at 9:30am to go over a quote for repair and maintenance of the whole playground. Playdale will also confirm if our quotes for the Roundabout and Basket Swing are still valid.
- Our Standing Orders and Financial Regulations state that a quarterly review is made of the accounts, the first quarter is now due and must be carried out by a competent councillor but not the Chair.
- I have been chasing Councillors to complete their Register of Interest, ROI's.
- I am in progress of registering online for reclaiming VAT for the financial year 2018-19, amounts will be on the next agenda.
- I have contacted and waiting to hear from BMSDC regarding fitting the new Dog Bin on Morleys Lane, they will also be sending out the annual invoice for collecting the dog waste shortly.
- Following on from the information the District Council received from the Land Registry in respect of the land opposite the Village Hall, Gislingham United Charities have confirmed they hold no records for this land. I have had no response from the registered private owners. At the moment our Grass Cutter is cutting some of this land and this will need to be re-looked at in October when the contract comes up for renewal. I will place Grass Cutting contract as an agenda item for September.
- Following on from my six-month Clerk's report, I have provided a one-year overview of the Clerk's role. It was recommended by NALC (in 2005) that for a village of this size, monthly hours for a Clerk should total 39. It would be beneficial for the council to review my hours.
- Having been in contact with SALC this month, it has been brought to my attention that Councillors need to be formally resolved to become an Officer, e.g.: Safeguarding Officer, and that the remit of this role needs to be clearly defined. Currently a discussion took place and Councillor volunteers were nominated, however this is yet to be ratified with clear boundaries to the roles. This will be placed on an agenda in the future.
- I have not had any information from the Pub Steering Committee who came to the last meeting. However, I have attended a short briefing from the District Council Communities Team, who held a "Lunch and Learn" in Bildeston on Wednesday 3rd July regarding Assets of Community Value and other community functions they carry out. It was very well attended by local Clerks and Councillors and what seemed to be the beginning of a new way of bridging communication gaps between the District and Parish.
- I attended, again a free seminar, organised by SALC regarding Cyber Security in Bungay on 26th June. I have forwarded slides from this seminar to all Councillors and will place Cyber Risk Assessment on a future Agenda.
- Following the Launch of the Community Self Help Scheme, it has come to my attention that our Volunteers might not have full training and therefore insurance cover to carry out the work they do. The scheme does provide free training. I would like to look into this as a matter of urgency for our Volunteers and book them on this course and obtain the free equipment. It is on the agenda. I would like to attend the free SLCC AGM on 19th July, along with the Clerk's Networking event taking place on the same day. This is also on the agenda and information has been emailed regarding the SLCC.
- A resident contacted me by telephone regarding a footpath but did not leave a telephone number on the voicemail message. In this very poor signal area, my mobile does not always ring and goes straight to voicemail, it does not even register a missed call. The resident left their name but not their contact number and I have no way of contacting them. I have passed the information on to the Footpath Warden and hope the resident will contact me again with more information.

J.Bell

- A resident has recently reported to me that evidence of a small fire had been made on the bottom of the slide in Charity Meadow Playground.
- I have written a letter of formal grievance, which you will all have read. The grievance is an agenda item.

8. Finance

8.1 Current Account Balance as at 30th June 2019 - £57,744.90

8.2 Deposit Account Balance as at 31st May 2019 - £37,016.29

8.3 Income – Deposit A/c Interest – None

8.4 To appoint a qualified councillor and conduct Quarterly Audit of Accounts

The Chair asked for a volunteer to check the Accounts on a quarterly basis. Cllr C Tranter Volunteered.

Unanimously agreed that Cllr C Tranter would conduct this task.

ACTION: Cllr C Tranter to review Accounts up to 30th June 2019

8.5 To approve moving the Ground Maintenance Budget into current spending for Footpath Clearing

The Chair moved this item to the next meeting.

8.6 To confirm & approve the new Village Hall Hire will now be £20 for 2hrs of hall hire

It was unanimously agreed to continue using the Village Hall for meetings.

8.7 To approve the following invoices for payment – (resolution required) SALC Councillor Briefing 2hrs x 5 Cllrs - £110.40

Cllr J Malone Expenses (mileage) - £9.45

Village Hall Hire (Apr - Jun) – £108.00

Clerk Home Office, Mileage, 2yr McAfee renewal & Stamps - £184.45

Proposer: Cllr C Tranter

Seconder: Cllr F Oliver

Unanimously agreed

ACTION: Clerk to arrange payments

9. To discuss whether to have a Planning Committee

This was moved to the next meeting by the Chair.

10. To discuss whether to have a Finance Committee or a Finance Working Party

This was moved to the next meeting by the Chair.

11. Chairman, Councillor's and Representative Reports.

- The Chair had 3 items to report, the first was a request from a resident to have the land behind the Six Bells Pub (with the footpath and Parish Council bin) poor condition to be discussed in August.
- The second was a resident had received a scam call pretending to be from HM Revenue and Customs, for all to be aware.
- The last item was a resident complaint about the blue spray on dog waste who wanted to know if it decomposed. Cllr F Oliver confirmed that it did. A short conversation then took place about the tidiness of the village and then further conversation on dog waste.

ACTION: Clerk to place item 1 onto August agenda

11.1 Neighbourhood Watch – Cllr Tranter

Cllr C Tranter advised there is a new telephone scam going around pretending to be from BT and threatening to cut people off. Please be aware. There was an incident in Broadfields Rd, Police have advised there is no threat to the public.

11.2 Footpath Warden Report - Mr Bryant

The Footpath report had been provided to the Councillors and can be found in the addendum. A request was made for FP 59, 42, 43 towards FP 56 and FP 44 at the edge of the field is cleared.

Proposer: Cllr C Tranter

Seconder: Cllr I Urwin

Unanimously agreed

ACTION: Clerk to obtain quotes for FP clearing

11.3 SID (Speed Indicator Device)

A brief overview of the Speed Indicator Device was given by the Chair following the late distribution of the report. A small amount of people continue to speed just over the speed limit.

JBee

12. BUSINESS PLAN 2019/2020

12.1 To appoint 3yr Budget Forecast Working Party

The Chair moved this item to the next meeting

12.2 To consider and approve Grants & Donations Policy

The chair moved this item to the next meeting

12.3 To consider and approve Training Policy

The Chair moved this item to the next meeting. It was agreed during item 12.2 & 12.3 that a policy working party was good idea to set up to review all the policies and bring them to council. Cllr J Bell, Cllr C Tranter, Cllr C Saunders and Cllr J Pitt expressed an interest in this working party.

12.4 (i) Training Review. To confirm 2 day Chairmanship and Leadership training for the Chair at £132.00.

Proposer: Cllr C Tranter

Seconder: Cllr C Saunders

The clerk advised Councillors of the courses available with SALC and the dates they could attend. Councillors then provided the Clerk with available dates for the courses.

Action: Clerk to arrange bookings with SALC

Re-visit 6. Co-option.

It was at this point that the Chair then held item 6 for the other resident and asked questions. The resident advised he was in full time work as head of public affairs for Suffolk Community Foundation. This was his prime interest and hoped that he could bring to the council a more 'bigger picture' approach and that he wanted to focus on what the village is doing for the vulnerable people within the village.

Proposer: Cllr J Bell

Seconder: Cllr C Saunders

Unanimously agreed to co-opt Cllr T Holder.

Action: Clerk to arrange forms to be completed.

12. Continued....

12.4 (ii) To discuss Clerk attendance of National Conferences of SLCC & NALC (details emailed)

The clerk had emailed details of the up-coming SLCC conference and why clerks are requested to attend. The Clerk confirmed that as still in training would be happy to not go on the conference and that at this time would not be worthwhile for the Parish Council.

This was agreed.

12.4 (iii) To confirm Clerk attendance to Clerk Networking & free SLCC AGM on 19th July

Following on from ii., it was highlighted that the current process of the clerk attending the Networking at SALC, along with the free information days provided by SCC & DC were assisting in keeping the Clerk up to date.

Proposer: Cllr J Bell

Seconder: Cllr C Tranter

Unanimously agreed to attend this.

Action: Clerk to attend.

13. Planning

13.1 BMSDC Application for consent to carry out Tree Works with a TPO DC/19/03250

No Objections were received.

14. Help Desk Report

Nothing to report

15. To Discuss the Village Hall request for CIL

There was a positive response from the Councillors on this request. It was agreed that no decision would be made until a formal application with exact figures and details of work were provided.

16. To discuss the current vandalism happening at the Playground on Charity Meadow

Cllr J Bell and Cllr J Pitt noted the times and would attend the Playdale site meeting on 25th July at 9:30am and item 16 was melded into item 17 by the Chair.

J Bell

17. To discuss claiming on insurance for the vandalism of the toddler swings

The details given in the Clerk report were discussed, along with past problems of damage. Cllr Tranter highlighted the isolated nature and the problem this poses long term if developing the site. It was agreed to replace the damaged items and not claim on the insurance due to the excess.

Proposer: Cllr J Bell

Seconder: Cllr C Tranter

All agreed with one abstention

ACTION: Clerk to arrange for quotes for the next meeting

18. To discuss renewal of Microsoft Office £59.99 for 1YR (is in the year's precept budget)

A short discussion took place and it was agreed to renew for the following year.

Proposer: Cllr J Bell

Seconder: Cllr C Saunders

Unanimously agreed.

ACTION: Clerk to renew

19. To discuss Community Self Help Launch and implications to Volunteers

The clerk wanted to highlight to the Council the safety implications for current volunteers.

This item was moved by the Chair to the next meeting

20. Outdoor Sports & Recreation 106 Funds

The Clerk was advised by the Chair this was moved to item 5.1.

21. Bus Routes

See Public Participation

22. Clerk's Holiday Dates

The preferred holiday dates for two weeks were provided by the clerk and accepted.

23. Clerk Formal Grievance Letter

The Chair advised this item should have been headed 'Staffing matters', receipt of the Grievance letter from the Clerk was noted and a Staffing/Grievance/Appraisal Panel was proposed and agreed. The Chair asked for three Councillors to put their names forward to sit on this Panel. This was actioned.

24. Date of the next Parish Council Meeting will be held on Monday 19th August at 7:30pm

J Bell