



Working for our Community

GISLINGHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON MONDAY 19th AUGUST 2019 AT 7.30PM

Present: Cllr J Bell, Cllr C Tranter, Cllr C Saunders, Cllr J Pitt, Cllr T Holder, Cllr F Oliver, Cllr I Urwin, DC Cllr R Warboys, Footpath Warden. Two members of the Public (arrived at 7.40pm)

Apologies: Cllr J Malone, Cllr E Sheehan, Miss Davis (Parish Clerk), CC Cllr J Fleming

A letter was read out that was received from the Clerk advising of her reasons for not attending the Parish Council meeting this evening.

Minutes kindly taken by Cllr J Pitt.

1. To consider and approve apologies for absence

Cllr J Malone, Cllr E Sheehan, Miss Davis. all were accepted

2. To receive declarations of interest on agenda items

Cllr Saunders, items 4.1 (moved from item 19) and 4.2 (moved from item 16)

3. To approve the draft minutes of the parish council meeting held on Monday 15th July 2019

A few amendments noted. To be signed at next meeting.

The Chair advised that an Extraordinary Meeting will be called to discuss Items omitted from this meeting. Councillors agreed to meet on Wednesday 28th August at 7.30pm. An Agenda for the EM will be posted in the Parish Council Noticeboard in the Village.

Proposed by Cllr Pitt

Seconded Cllr Holder

Unanimously agreed

3.1 Matters Arising

None

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

DC Cllr Warboys had previously sent his report through. Cllr Warboys encouraged residents to attend the Draft Joint Local Plan consultation meetings. A list of locations is in the Parish Council Noticeboard.

Cllr Warboys commented on the Five- Year Land Supply and CIFO annual statement.

4.1 Six Bells Steering Group Letter (Moved from Item 19)

The Chair read out the letter received from the Chairman of the Six Bells Steering Group. Councillors agreed to support their request in principle. Gislingham Parish Council will seek legal guidance and report back to Full Council at a later day.

Proposer: Cllr Holder

Seconder: Cllr Tranter

Unanimously agreed

4.2 AVM for Pub

The Clerk to report back to the Parish Council on the progress of the AVM for the Six Bells PH at a future Council meeting.

5. CLERK REPORT

5.1 Circulated to Councillors earlier in the day.

J Bell

5.2 Emails Circulated. Councillors noted that some dates on emails from Organisations do not give much time for responses.

Action: Councillors requested Clerk to contact Organisations to see if emails can be sent out earlier.

6. FINANCE

6.1 Current Account Balance as at 31st July 2019 - £6,773.53

6.2 Deposit Account Balance as at 13th August 2019 - £87,144.21

6.3 Income – None

6.4 Quarterly Audit of Accounts Report – Cllr C Tranter

Cllr Tranter was thanked by the Chair for taking on this role.

6.5 Annual Playground Inspection will be £45.62 plus VAT

6.6 Direct Debit to ICO (Information Commissioners Office) £35

6.7 To approve movement of Reserves of Ground Maintenance of £290 to be moved to current funds to cover costs of Footpath Clearance bringing the total to £500.

6.8 To approve the following invoices for payment – (resolution required)

SALC Chairmanship & Leadership - £132.00

SLAC Councillor Training (2 Councillors) - £264.00

Cllr J Malone Expenses correction (mileage for passenger) £1.05

BMSDC Parish Uncontested Election Charges - £107.78

Jeff Norman Photography (Photos of Councillors) £20.00

Top Garden Services (four cuts June and July) - £658.28

BMSDC Litter and Dog Bin Emptying - £480.00

Clerk Home Office, Mileage, 1 year Microsoft Office Renewal - £90.14

Proposer: Cllr Tranter

Seconder: Cllr Unwin

Unanimously agreed

7. Items carried over from July Meeting

7.1 Planning Committee

Councillors unanimously agreed not to have a Planning Committee.

7.2 Finance Committee or Finance Working Party

Discussion on whether to have a Finance Committee or a Working Party. A Working Party can also include residents in addition to Councillors. Councillors unanimously agreed that the Chair would ask any residents to contact the Parish Council if they would like to join the Finance Working Party.

Action: Chair to insert request into her Gislingham Parish Council Notes article in The Messenger.

7.3 3 Year Budget Working Party

Cllr Saunders and Cllr Bell agreed to sit on this Working Party. Cllr Malone had previously shown an interest in Finance so will ask at the next Parish Council Meeting if she wishes to sit on this Working Party.

7.4 Grant & Donations Policy

Carried over to agree at next meeting.

7.5 Training Policy

Carried over to agree at next meeting.

7.6 Self Help Launch by SCC and Volunteers

Action: Clerk to report at next Parish Council Meeting.

8. Chairman, Councillor's and Representative Reports

At last month's meeting the Chair advised a resident had highlighted the unkept land next to the Six Bells BH. Councillors said they would look into the grass cutting requirements when our contract is renewed in October.

8.1 Neighbourhood Watch – Cllr Tranter

Reports on more vandalism at the Playground at Charity Meadow. This will be monitored so that Council can take further action if this becomes regular.

8.2 Footpath Warden Report – Mr Martyn Bryant

Mr Bryant had emailed a report to Councillors detailing issues regarding Path Clearing and Dog Poo. A suggestion was put forward by the Footpath Warden regarding poo bags being placed in bottles. After consideration Councillors felt that responsible dog owners would ensure that dog poo was not left on footpaths and where residents walk.

Bell

Discussion took place regarding numbering the Footpaths also to have an A1 framed poster mounted at the Village Hall (permission to be obtained from the Village Hall Committee). Councillors agreed for Mr Bryant to procure an A1 size map as described above and provide an invoice so that we can move forward with this.

Proposed Cllr Bell

Seconded Cllr Holder

Unanimously agreed

8.3 SID Report

Report noted.

9. Business Plan 2019/2020

Councillors encouraged to look at our Business Plan which notes ongoing business of the Parish Council.

9.1 Health & Safety Policy

Work in progress.

9.2 Complaints Procedure Policy

Carried over to agree at next meeting.

9.3 Equality & Diversity Policy

Work in progress.

9.4 Risk Assessment & Management Policy

Work in progress.

9.5 Training Review

i. Cllr T Holder Councillor Training

Cllr Holder to liaise with Clerk regarding dates.

ii. ROSPA Playground Training

Cllr Pitt agreed to go on this training as Playground Lead.

iii. Website Accessibility Training by SLCC

Action: Councillors requested Clerk check to see if this is required by Gislingham Parish Council

10. Planning

10.1 BMSDC Joint Local Plan Draft Consultation

Consultation ends 30th September.

10.2 SCC Green Access Strategy Consultation

Carried over as need information from The Clerk.

11. Help Desk Report – Cllr Urwin

Bowling Alley, overgrown bramble – Footpath Warden advised.

High Street not resurfaced – this has now been completed by Suffolk Highways.

12. Bus Routes

Carried over to next meeting when CC Cllr Fleming will be in attendance.

13. Policy Working Party

14. Work in progress.

15. Sign Audit (Cllr Bell)

Ongoing. In addition, noted condition of Litter and Grit bins in the Village.

16. New Website & Emails

Carried over to hear from Cllr Sheehan and Clerk on progress.

17. AVM for Shop

Carry over for report from The Clerk at the next meeting on the progress.

18. Cyber Security Risk Assessment

Carry over for report from The Clerk at next meeting.

19. Accessibility Legislation for Websites.

Carry over for report from The Clerk at next meeting.

20. Six Bells Steering Group Letter

Moved to 4.1.

21. Future Meetings

Extraordinary Meeting: Wednesday 28th August at 7:30pm

Date of the next Parish Council Meeting: Monday 16th September at 7:30pm



Meeting Closed at 9.45pm