



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 17<sup>th</sup> OCTOBER 2022 at 7:00PM**

**Present:** Cllr J Bell, Cllr I Urwin, Cllr J Mew, Cllr L Tacey  
Clerk – J Challis, RFO – S Budd, DC Cllr Warboys  
2 members of the public

**Apologies:** Cllr Tranter, Cllr Alexander

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

Cllr Bell welcomed everyone to the meeting including the members of the public. Apologies received from Cllr Tranter and Cllr Alexander were approved unanimously.

**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 26<sup>th</sup> September 2022, are a true and correct record.**

The Clerk advised that there was a non-pecuniary retrospective declaration of interest against agenda item 23 (Gislingham Playgroup) from Cllr Alexander. The motion should read: proposed by Cllr Bell, seconded by Cllr Tacey, and approved unanimously with one abstention. Approval of the minutes for the meeting held on 26<sup>th</sup> September 2022, taking into account the amendment to agenda item 23, was proposed by Cllr Mew; seconded by Cllr Urwin and approved unanimously.

**5 Matters Arising/Update on actions from the 26<sup>th</sup> September 2022 Parish Council Meeting**

As above.

**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.

DC Cllr Warboys said he will clarify criteria for the social events that can now be funded from his locality grant 2022/23.

Cllr Bell thanked DC Cllr Warboys for his report.

## **8 Public Participation Session (15 minutes set aside)**

A member of the public asked DC Cllr Warboys how the Joint Local Plan figure of 8,000 new homes in Stowmarket was calculated. DC Cllr Warboys advised it was worked out on energy consumption.

## **9 Six Bells Community Group Report**

Two members of the public were present as members of the Six Bells Community Group. They reported that the appeal against DC/21/06315 - the Six Bells Inn change of use refusal, has not yet started. If the Planning Inspectorate accepts the appeal, a start date for the process will then be allocated. From the start date of the appeal, they advised there is a 5-week period for new representations, and that it takes an average of 30 weeks for a decision to be made by the Planning Inspectorate.

The SBCG's Business Plan is almost complete and will be forwarded to the Clerk to share with councillors.

Cllr Bell thanked the SBCG members for their report and proposed moving to agenda item 19; C. Pitt expenses – remembrance wreath as Mr Pitt was present but due to leave the meeting shortly. Approved unanimously.

(19 Finance)

<b>Payment</b>	<b>Amount</b>	<b>Proposed by</b>	<b>Seconded by</b>	<b>Approval</b>
C. Pitt expenses – remembrance wreath	£19.99	Cllr Urwin	Cllr Mew	Unanimous

The RFO prepared a cheque which was signed by Cllr Bell and Cllr Urwin. Cllr Bell thanked Mr Pitt for ordering the remembrance wreath for the Parish Council.

7:19pm DC Cllr Warboys and 2 members of the public left the meeting.

## **10 Chair's Report**

- Cllr Bell advised she has arranged a meeting with the headteacher at the school on 18<sup>th</sup> November.

## **11 Clerk's Report**

- As already advised by the SBCG, the appeal against DC/21/06315 - the Six Bells Inn change of use refusal, has not been given a start date, as it has not been accepted by the Planning Inspectorate yet.
- CIL Payment – a remittance has been received from MSDC advising that a CIL payment for £2,722.39 will be paid to Gislingham Parish Council this month.
- Signage/bin audit ongoing
- War Memorial – the CWGC (Commonwealth War Graves Commission) has advised that they can only provide funding support to CWGC memorials, however the War Memorials Trust have indicated that they may be able to help. Clerk to pursue.
- VAS (speed indicator devices) – ongoing no update.
- New noticeboard and second Welcome Back funding dog bin still to be installed by MSDC.
- Play equipment/surfacing CIL bid application – the application for the October CIL bid round, to access funds being held by MSDC relating to the Lovells Estate development, is progressing, and will be submitted by 31<sup>st</sup> October 2022 deadline. MSDC Infrastructure Team have confirmed that the Ringfenced money for Gislingham does not have a

deadline for requests but once the request has been approved the two-year deadline will commence.

- BMSDC Tree Canopy Survey - This is the first step in developing a tree planting strategy for the district, which will allow BMSDCs to best focus new planting in locations that deliver the greatest environmental benefits. [Tree planting strategy » Babergh Mid Suffolk](#)
- Pre-submission consultation on the draft WALSHAM LE WILLOWS Neighbourhood Plan - The draft Walsham le Willows Neighbourhood Plan is out for pre-submission consultation from 17th October to 2nd December 2022, and was forwarded to councillors prior to the meeting. The RFO commented that she had attended the drop-in exhibition on the draft Neighbourhood Plan and was very impressed by the plan model. The Clerk asked for councillors to forward any comments they had against the consultation by the deadline of 2nd December 2022.
- Further to a request to the Village Hall on 11th March 2022, asking for confirmation on whether items purchased via a CIL funding application to the Parish Council are listed on their booking form, so residents are aware that they are available for community use, the village hall has confirmed that they are not. They advised that details of the village hall assets have appeared in the Messenger publication, and that should any hirer wish to use these items there would be a small extra charge.

Councillors discussed the response, and the Clerk confirmed, following advice from SALC, that items purchased using CIL funds could be hired out in this way. Councillors noted that a CIL application for funds to assist with maintenance and improvements to the village hall, totalling £13,579.35, was approved at the parish council meeting held on 17th August 2020. A CIL application for a new marquee, up to the value of £600 was also approved at the Parish Council meeting held on 18th October 2021. This amount has not yet been requested by the village hall. Councillors requested confirmation as to whether the £13,579.35 maintenance/improvements funds have been spent yet by the village hall, and whether the £600 towards a new marquee is still required.

#### **ACTION**

- **Clerk to progress signage audit, War Memorial, and new VAS devices**
- **Clerk to ensure the new noticeboard and second Welcome Back funding dog bin are installed by MSDC**
- **Clerk to submit CIL bid application by 31st October 2022 deadline**
- **Pre-submission consultation on the draft WALSHAM LE WILLOWS Neighbourhood Plan - Councillors to forward any comments to Clerk by 2nd December 2022**
- **Clerk to contact Village Hall as above**

## **12 RFO's Report**

- A summary of reserves to 30th September 2022, and receipts and payments to 30th September 2022 were sent to Councillors prior to the meeting.
- The RFO advised that she has conducted a 6 monthly review of the budget.
- The accounts are ready for Cllr Tranter to conduct the 6-month audit.

**ACTION – Cllr Tranter to conduct audit as above**

## **13 Neighbourhood Watch Report (Clerk)**

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

## **14 Footpath Warden's Report (Martyn Bryant)**

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.

## 15 SID (Speed Indicator Device) Report

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

## 16 BMSDC's Draft 5 Yr Housing Land Supply Position Statements Consultation 2022

The National Planning Policy Framework requires that Local Planning Authorities should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement. In response, BMSDC have prepared a draft HLS Position Statement for each district area which identifies the current land supply status of the respective district. The consultation is for a four-week period from 30<sup>th</sup> September 2022 until 31<sup>st</sup> October 2022 and was sent to councillors prior to the meeting. The Clerk requested that councillors forward any comments prior to this date.

**ACTION – Councillors to forward any comments regarding the draft statements to the Clerk by 31<sup>st</sup> October 2022.**

## 17 New Grit Bins

The preferred new grit bin option agreed by councillors at the meeting held on 26<sup>th</sup> September 2022 is unfortunately no longer available. The Clerk shared comparable alternatives with councillors. Councillors discussed their preferred option. Cllr Bell proposed approval of councillor's preferred option, and also providing the Clerk with authority to proceed with the nearest equivalent should there be further issues with supply. Seconded by Cllr Tacey and approved unanimously.

**ACTION – Clerk to arrange order and purchase of agreed new grit bins as above.**

## 18 Charity Meadow

- **CCTV Update**  
The CCTV provider's contractor has now installed the CCTV equipment on Charity Meadow and connected the power supply to the tower. Once the SIM card has been arranged, they will arrange to set up the system and provide tuition.
- **Play Area Working Party Update**  
There is no further maintenance work required, so the working party will now be closed. Cllr Bell again expressed thanks to all those involved in the working party on behalf of the Parish Council.
- **New equipment/surfacing update**  
The agreed supplier has been instructed to proceed. They will provide an installation date once the new tower for the under 6 area is ready.

### **ACTION**

- **Clerk to arrange meeting with CCTV provider to set up system and provide tuition.**

## 19 Finance

<b>Payment</b>	<b>Amount</b>	<b>Proposed by</b>	<b>Seconded by</b>	<b>Approval</b>
Admin Payment October 2022 (Clerk & RFO)	£664.21	Cllr Bell	Cllr Urwin	Unanimous
Clerk mileage expenses (September PC meeting)	£8.55	Cllr Urwin	Cllr Tacey	Unanimous
Hire of Village Hall (September PC meeting)	£20.00	Cllr Urwin	Cllr Mew	Unanimous
Community Action Suffolk (annual hosting)	£60.00	Cllr Tacey	Cllr Bell	Unanimous

Community Action Suffolk (mail-boxes/domain name)	£262.50	Cllr Bell	Cllr Urwin	Unanimous
S. Budd expenses	£6.69	Cllr Tacey	Cllr Urwin	Unanimous
Inn House Technology Ltd (CCTV tower)	£17,899.20	Cllr Bell	Cllr Urwin	Unanimous
* Morelock (Gislingham sign)	£125.76	Cllr Urwin	Cllr Tacey	Unanimous

\* The payment to Morelock was previously approved at the meetings held on 18<sup>th</sup> July 2022 and 15<sup>th</sup> August 2022 (approved over two meetings due to additional fixings being required). The RFO requested it be reapproved due to a delay in the payment being made whilst waiting for Morelock to send a proforma invoice instead of a quotation.

**ACTION**

- **Cheque payments to be raised for Inn House Technology Limited, Morelock, and the village hall.**
- **Cllr Bell to pay remaining payments by bank transfer**

**20 Training**

The Clerk requested approval to book Planning e-training costing £14 plus vat. Proposed by Cllr Urwin; seconded by Cllr Tacey and approved unanimously. Cllr Alexander and Cllr Tacey to confirm which New Councillor Training dates they can attend.

**ACTION**

- **Clerk to book Planning e-training**

**21 Date of next meeting**

The next Parish Council meeting will be held on Monday 21<sup>st</sup> November 2022 at 7pm in Gislingham Village Hall.

Meeting Closed at 8:11pm