



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
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**MINUTES OF THE PARISH COUNCIL MEETING HELD BY ZOOM VIDEO LINK ON
MONDAY 18th JANUARY 2021 @ 6PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr J Clifford, Cllr I Urwin, Cllr D Kearsley, Cllr F Oliver
Clerk – J Challis
DC Cllr R Warboys, CC Cllr J Fleming, Footpath Warden Mr Bryant, 1 member of the public

Apologies: None received

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

Cllr Bell welcomed everyone to the meeting, including the member of the public who was present for item 17 on the Agenda.

2 To receive Declarations of Interest on agenda items

Cllr Urwin declared an interest on item 15 as a resident of Broadfields Close.

3 To consider requests for Dispensations on agenda items

None requested.

4 To resolve the draft minutes of the Parish Council Meetings (via Zoom) held on Monday 14th December 2020 and Wednesday 30th December 2020 are a true and correct record.

The minutes for 14th December 2020 (via zoom) were approved with one abstention (Councillor who was not present at the meeting). The minutes for 30th December 2020 (via zoom) were approved with two abstentions (Councillors who were not present at the meeting).

5 Matters Arising / Update on actions from the 14th December 2020 and 30th December meetings.

The Clerk noted the Council's planning comments on the MSDC Planning Portal. The Clerk received confirmation from SALC that they have no problem with Mellis Parish Council using Gislingham Parish Council's Zoom account for their meetings. Cllr Bell also checked that there did not appear to be any issues with Zoom's terms and conditions, but would need to clarify if a charge could be made to Mellis as the contract with Zoom was with Gislingham Parish Council for invoicing purposes.

6 Report from County Councillor

CC Cllr J Fleming read out highlights from her report, a full copy of which can be found as an addendum at the end of the minutes. Cllr Bell queried whether it was more practical for residents to report problems directly to SCC rather than through the Parish Council. CC Cllr J Fleming confirmed it was, and that a report

should be logged with supporting photographic evidence if possible. All reports are allocated a reference number.

CC Cllr J Fleming checked that Councillors were aware that the garden waste collection was currently suspended and advised there is an issue with fly tipping at the moment. A poster with details on how to report fly tipping will be posted on the Parish Council Website and on the Noticeboard outside the Village Shop.

Cllr Urwin thanked CC Cllr J Fleming for confirming to him prior to the meeting, that bus route 387 will be continuing until a review in the summer.

6:14pm Cllr F Oliver joined the meeting.

7 Report from District Councillor

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

Cllr Kearsley asked for clarification on the Safer Shopping and Outdoor Leisure Project. DC Cllr R Warboys advised that the main aims are to try and prevent pedestrians and traffic from mixing and create better access for bicycles.

Cllr Bell asked whether there are certain criteria in relation to who can apply for the locality budget. DC Cllr R Warboys confirmed it can be applied for by both organisations and individuals, so long as the application is for the good of the community. Churches and Charities are not eligible.

8 Public Participation Session (15 minutes set aside)

The member of the public present spoke about the flooding on Mill Street. They had reported the problem to Highways in the past. Cllr Fleming advised that next year County Highways were going to upgrade Countywide Flood Management so should see some improvements. Please report incidents of local flooding to Suffolk Highways using its web site and obtain a report number for follow up, or report to the Parish Council: <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/report-a-flood-in-suffolk/> The resident confirmed that they were happy to observe the meeting until item 17 was reached.

9 Chair's Report

Cllr Bell explained that she was recently elected as Chair for Mid Suffolk North, she is now a member on the SALC Board and Executive Committee. Cllr Bell has completed an induction, and attended two meetings, one looking at the SALC Strategic Business Plan, and the second implementing a Customer Relationship Management System.

Running Track CIL Application – Gislingham Primary School have advised that MSDC requested further information in support of their funding application. This has been provided, and they are now waiting to hear back from MSDC.

Geoff Laurence Memorial Bench – This will be ordered and installed as soon as the weather and current Covid 19 restrictions permit.

SALC advised that they are planning to have a Free Forum on Zoom on "SPEEDING" very much on the same format as the "Anti Social Behaviour".

A request has been received from a resident regarding the location of one of the salt bins. MSDC have confirmed that it is not possible for the salt bin to be relocated.

ACTION Cllr Bell to advise resident that the salt bin cannot be relocated.

10 Clerk's Report (and RFO)

Damage to church pathway and Charity Meadow picnic benches during grass cutting – The contractor has now responded and will contact the church to arrange repair of the damaged wooden edging, plus look at the damage to the picnic benches.

Playground Repairs – three companies have been contacted to provide quotations to replace the safety matting. Only one has responded so far to request photographs and dimensions of the areas to be replaced. Cllr Bell and Cllr Urwin offered to visit Charity Meadow to take measurements and photos. The company also advised contacting the manufacturer of the zip wire to clarify whether the safety material underneath needs to be matting or loosefill. The Clerk has done this and is waiting for their response.

Signs on Charity Meadow – we still need to confirm the number and size of signs required. Cllr Bell and Cllr Urwin agreed to look at which locations need signage whilst at Charity Meadow. Cllr Clifford will then finalise exactly what is required for the Clerk to seek quotations.

New dog bins outside school – the Clerk advised that the cost of an additional dog waste bin in the same size and style as the current one, is £120.85 plus vat per bin, including delivery. This is for a 25 litre dog bin made from duraplus plastic. There is also a 35 litre option which is £192.37 plus vat per bin, including delivery. This option is made from coated steel. After a brief discussion, Councillors decided to order the 35 litre dog bin due to it being larger and more robust. The current bin is in a very poor condition, so it was decided to order two.

Litter bins – the Clerk has requested pricing which she will collate and circulate to Councillors as soon as it has been received.

Damaged salt bins – SCC has confirmed that although the bins are their property, it is the Parish Council's responsibility to repair or replace them. The Clerk has contacted SCC again requesting purchase information and is awaiting their response.

Provider to empty refuse bin on Charity Meadow – this is ongoing.

Replacing damaged signage in the village – this is ongoing.

Website – the Clerk has updated the content to adhere to Website Accessibility Guidelines, and is working on further updates and making the website more engaging.

Clerk Training – the Clerk attended six New Clerk Training webinars held in November and December.

A resident reported that the Gislingham sign on the Burgate Road has been stolen. The Clerk has reported this to MSDC.

Cllr Bell confirmed on behalf of the RFO that the precept request has been approved, and will be paid over two instalments in April 2021, and September 2021. There is also a grant payment of £342 due to be paid with the first instalment. The grant was part of the Finance Settlement to MSDC from Central Government to compensate for the drop in Tax base due to increase in Local Council Tax Support and increase provision for non-payment.

The RFO sent a summary of the Reserves, and Receipts and Payments as of 31/12/20 to Councillors before the meeting.

ACTION

- **Clerk to ensure grass cutting Contractor repairs the damage to church pathway and looks at the picnic benches**
- **Cllr Bell and Cllr Urwin to visit Charity Meadow to obtain information required for the safety surfacing company, and check locations for signage**
- **Cllr Clifford to finalise Charity Meadow signage requirements and forward to the Clerk**

- **Clerk to seek quotations for Charity Meadow signage**
- **Clerk to order dog bins and forward information on replacement litter bins to Councillors once received**
- **Clerk to forward replacement salt bin pricing to Councillors as once received**

11 Neighbourhood Watch Report

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

Cllr Kearsley advised that she had received a scam text message alluding to HMRC. Cllr Tranter suggested she send the details to the Editor of The Messenger, for inclusion in the next issue.

12 Footpath Warden Report

Mr Bryant read out his report, a copy of which can be found as an addendum at the end of the minutes.

Cllr Bell asked whether there was a cost involved in replacing the finger posts. Mr Bryant confirmed he has 4 spare posts, so there is no cost involved.

Mr Bryant suggested the Council start investigating tenders for cutting the grass to avoid missing out on the early cuts this year. There was a brief discussion regarding which paths needed cutting, and whether one cut was required or two.

Cllr Bell expressed the Council's thanks and appreciation to Mr Martyn Bryant for all the work he does.

ACTION Mr Bryant to confirm paths to be cut with frequency required, and email details to the Clerk.

13 SID (Speed Indicator Device) Report

There were two days missing from the December report due to a battery issue.

It was noted that the information was very similar to the November report, despite the lockdown which started in December.

Cllr Bell expressed the Council's thanks and appreciation to Mr Stuart Wells for all the work he does.

14 Planning DC/20/05902 – 4 Coldham Lane, Gislingham, Eye, Suffolk, IP23 8JA

Councillors discussed this application and agreed that they did not have any objections to the application.

ACTION Clerk to note on the MSDC Planning Portal that Gislingham Parish Council have no objection.

15 Broadfields Close Grass Area

Issues with this grass area have been brought to the Council's attention by MSDC who currently maintain the grass cutting. MSDC have requested the Council's input on how to proceed. Cllr Bell clarified that this item relates to Broadfields Close, not Broadfields Road. After discussing the issues Councillors agreed that installing permanent bollards would be the quickest and easiest way forward from the options suggested.

ACTION Clerk to summarise Councillors response and circulate for their approval, before sending to MSDC.

The following response was sent to MSDC on 21st January 2021:

After lengthy discussion, Councillors feel that the diversity of Broadfields Close residents, with a mixture of private tenants, housing association tenants, and homeowners, means that options

two and three from your original email, are unlikely to work successfully. Option one to install permanent bollards would seem to be the quickest, and easiest way forward. Could you please confirm that by permanent bollards you mean concrete ones, cemented into the ground? It was also suggested that trees could be planted in addition, and whilst not an instant barrier, would this be a possibility please?

7:33pm Cllr D Kearsley left the meeting due to Zoom connectivity issues

16 Finance

Admin Payment (Clerk & RFO) - **£498.50**

Zoom Subscription for January meeting (Direct from Co-op Bank account) - **£14.39**

Cllr Bell paid Admin payment (Clerk & RFO) - £528.88 in December 2020 having received email approval from Cllrs Urwin, Kearsley, Clifford, Tranter, and Oliver.

Unanimously approved

Action Cllr Bell to pay approved invoices by BACS.

17 Co-option of Parish Councillor

Cllr Bell introduced the member of the public, who is a resident of the parish, and had indicated their interest in becoming a Parish Councillor. The resident was interviewed by councillors. Cllr Bell thanked the resident and explained that she would be in touch once their application had been discussed by Councillors 'in camera' at the end of the meeting.

18 Training

Cllr Bell advised the RFO has booked to do a SALC Audit Training course.

Cllr Oliver will book the remaining webinar to complete his Councillor training.

The Playground Inspector's Course being organised by Elmswell PC is now due to take place Thursday 15th April 2021.

Cllr Urwin said he would like to attend and queried the cost and date of the exam which is separate to the course. Councillors agreed unanimously for Cllr Urwin to attend the course. When details of additional cost for the exam is known this will be an Agenda item for approval.

ACTION Clerk to request cost and time details of the Playground Inspector's exam. Also to check the previous on-line Training details for Health & Safety which Cllr Irwin attended to ascertain if this needs to be updated.

7:55pm the member of the public was kindly asked to leave the meeting as the next item was to be discussed 'in camera' due to its confidential nature.

19 Staffing

This item was held 'in camera' due to the confidential nature of the items being discussed (Public Bodies Admission to Meetings Act -1960)

20 Date of next meeting 15th February 2021 at 6pm via Zoom.

Meeting Closed at 8:13pm

County Councillor Report



January 2021

Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

Jessica.fleming@suffolk.gov.uk Tel: 07714-597980 Twitter: @jesstfleming

NHS 111 Expanded Helpline Service - please phone the Helpline first before going to A&E.

COVID Support Reminder - The Home But Not Alone freephone **0800 876 6926** is active and staffed from 9am to 5pm Mon. to Fri., as is the Suffolk Advice and Support Service phone **0800 068 3131**. For local information refer to suffolk.gov.uk/coronavirus, for central government go to: www.gov.uk/coronavirus

COVID Information Website and Virtual Community Event – A web site has been launched for people in Suffolk and NE Essex (Postcodes CO1-CO16) to hear about local updates and the vaccination process. A virtual meeting will be hosted on Microsoft Teams on 21st January at 6.00-7.30pm. There is no need to book, go to the web site for details: <https://sneevaccine.org.uk/event/>

Report Floods – Please report incidents of local flooding to Suffolk Highways using its web site and obtain a report number for follow up, or report to the Parish Council: <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/report-a-flood-in-suffolk/>

Bus Service – The 387 bus is to continue its current level of service pending an anticipated review this coming summer.

Schools - Special schools and key workers' children will be provided for during the new lockdown, please check individual schools: <https://schoolclosures.suffolk.gov.uk/schools?qorder=time>

Primary School application deadline Friday 15 January 2021 for Primary, Infant, Junior or Middle school for September 2021 entry. Applies to children born between 1 Sept. 2016 and 31 Aug. 2017. Go to www.suffolk.gov.uk/admissions, or call 0345 600 0981 (even if you may have missed the deadline).

For Comment: The Suffolk Design – SCC is asking members of public for feedback on guidance for new developments. The Suffolk Design initiative brings together SCC, District and Borough planning authorities to improve design guidance for new developments across the county. The consultation is open until **5pm on Wednesday 10 February 2021**. Take part by visiting, www.suffolk.gov.uk/suffolkstreets.

Consultation: Post-16 School Travel Policy - The consultation will be open until the **15 February 2021** for people to comment on the proposals for 2021/ 2022. Details of the policy can be found at www.suffolk.gov.uk/post16travel.

DISTRICT COUNCILLOR'S REPORT JANUARY 2021

<p>Current COVID -19 Information</p>	<p>Home But Not Alone number and underpinning services. 0800 876 6926. The phonedlines are open from 9am to 5pm, Mon to Fri. Demand on the Home But Not Alone phone number has grown but the most significant calls involve help with complex mental health issues.</p> <p>Latest news: https://www.midsuffolk.gov.uk/features/our-covid-19-response/</p> <p>Suffolk Advice and Support Service: Hardship Fund: For financial advice or support with access to food, call The Suffolk Advice and Support Service on 0800 068 3131.</p> <p>Covid-19 business grants now available Business in Babergh and Mid Suffolk who have had to close their doors to customers, or have been significantly financially impacted by Covid-19 restrictions, may be eligible for support. Further info. https://www.midsuffolk.gov.uk/features/support-available-for-businesses-in-babergh-and-mid-suffolk</p> <p>The numbers of COVID-19 cases and deaths are on the Suffolk public health site which can be accessed at: HTTPS://www.healthysuffolk.org.uk/jsna/coronawatch. It has data massaged by SODA into a really informative form.</p>
<p>INDEPENDENT LIVING SERVICE</p>	<p>New 'Independent Living Service' developed to help improve the quality of life of the districts' most vulnerable residents needing home adaptations - offering advice and support to help them live independently and safely in their homes. More information: https://www.babergh.gov.uk/housing/private-sector-housing-grants/independent-living-service/</p> <p>You could receive a Disabled Facilities Grant if you or someone in your household is disabled and changes to your home are needed.</p> <p>Who is the service for? The service is for residents who:live in Babergh or Mid Suffolk, have a registered (or able to be registered as) disability, own a home or rent from a private landlord</p> <p>If you are a Council or housing association tenant, contact your Housing Officer for help and advice on how you can remain safely in your home or consider alternative accommodation.</p>
<p>Bio Fuel</p>	<p>Babergh and Mid Suffolk District Councils will cut their fleet's carbon emissions by up to 90% – supporting the councils' carbon neutral aims. The move follows approval by both councils' cabinets this week, to switch their vehicle fleet to Hydrotreated Vegetable Oil (HVO).The fleet includes the councils' 35 waste lorries, as well as some vehicles used by the public realm and housing services.Community Infrastructure Levy (CIL) money collected from new development is anticipated to cover most of the initial cost of the two HVO tanks. These will be located at the councils' depots in Stowmarket and Sudbury.</p>
<p>Locality Budget</p>	<p>Please be advised the deadline date for submitting 2020/21 Locality Awards applications to Councillors before Friday 26th February 2021, two weeks prior to the deadline. Updated forms with wording to this effect have been uploaded to MSDC website.</p>
<p>Stragic Assett Management Plan</p>	<p>Following the appointment of a Corporate Manager for Strategic Property, this is being prepared to cover MSDC's physical assets from patches of open space to office buildings -total value £20,987,880. This does not include Gateway 14 nor CIFCO. This will include acquisitions, disposals and monitoring of the estate.</p>
<p>Help for those Isolating</p>	<p>Mid Suffolk is administering the £500 compensation payment for those who have had to isolate due to Track and Trace. To date they have allocated £33,000. Separately, Government has provided £40,000 to the district council to use on compliance issues relating to Covid 19 such as environmental health or the need for Covid Marshalls in Stowmarket.</p>

	We await details of support that might come from Government to help the Council through the new lock-down period.		
Budget 21/22	This will be considered at the council meeting in February. Opposition Proposals are being prepared to focus on: Meeting the Communities Needs, Economy and Employment, Environment and Climate Change, Housing Revenue Account, an Energy Strategy.		
Gateway 14	Consultation ended in October 2020 and has resulted in the adoption of more footpaths and improvements to landscaping being included in the indicative master plan. The planning application will be made this week and will go to committee in 3 months time. Marketing continues and commercial interest is strong. See: https://gateway14.com/		
CIFCO	Opposition Parties continue to oppose further expansion of this scheme. In November CIFCO Capital Ltd, wholly owned by Babergh and Mid Suffolk District Councils, purchased two warehouse buildings worth a combined £2.5m in Cosgrove Way, Luton, and a £7.9m office block in Epsom, Surrey. It means the firm has now spent £70m of the £100m it borrowed from the Public Works Loan Board – funded by taxpayers – on commercial property. CIFCO plans to spend the remaining £30m by October 2021.		
Design Guide	B&MSDC working with Norse Group. The underlying purpose of the Design Guide is to define the quality standards of new development, at all scales, and to create well-designed and well-built places that benefit people and communities. The Design Guide, will consider present day design expectations but also the Councils corporate and strategic objectives over years to come. It will apply to the Joint Councils' own properties but may well influence other developers as it is hoped to be exemplar work.		
Bio-diversity Task Force Update 5/11/2020	Proposal	Babergh	Mid Suffolk
	Mapping	£12,250	£16,800
	Tree Planting	£104,500	£104,500
	Hedge Planting	£11,600	£11,600
	Meadow Management	£18,000	£18,000
	Green Burial Site	TBC	TBC
	Supplementary Planning Document	£6,000	£6,000
	Resident Campaign	£5,000	£5,000
	Totals	£157,350	£161,900

Councillor Rowland Warboys

rowland.warboys@midsuffolk.gov.uk

Tel. 01379 783412 07484 186121

Neighbourhood Watch Report January 2021

Over the Christmas period a drunk / drunk driver in the village was reported to the police for action

Possible hare coursing was reported (field behind Mill St -- reported to the Police - no action taken due to insufficient evidence)

Complaints against a neighbour in Mill St area.

Various Scams reported, Illegal door to door fish and meat sellers. bogus HMRC calls asking for your bank details in order to repay your overpayment / Bogus NHS calls offering vaccinations for a fee. all of these were passed to Jeff at the Messenger who will be doing a comprehensive article on current scams in the next issue.

FOOTPATH REPORT 15th JANUARY 2021

Due to the very wet weather the path has flooded behind Mill Street, which has made it very muddy.

The footpath that links the Lovell development and Coldham Lane, SCC are planning to put down some bark to make the surface walkable.

Some paths that have not been wheel marked, walking them is proving difficult. As some have only been ploughed and not had crops sown, so it may be a while before this is completed.

I will be replacing some of the finger posts, as they are becoming rotten.

I have now had a reply from Network Rail regarding the rail crossing at the corner of the field from Coldham Lane to Morleys Lane known as Paynes. Also at the end of the bridleway that passes Redhouse Farm, known as Gislingham. Both these crossings are due to be closed. No date was given. This is a shame as both are part of circular walks. I have attached a map of the crossings in question.

There was a query some time ago regarding the new stile at Highfields Farm, where it was difficult to get a dog over the stile. The local Rights of Way Officer has visited the farm and instructed them to make improvements within the technical requirements of stiles. They have said they will get their contractor to make the changes. I will check on this in a few weeks.

Martyn Bryant

SID Report December 2020

For Project: Mill Street Gislingham

Project Notes:

Location/Name: Westbound

Report Generated: 17/01/2021 14:01

Speed Intervals 5 MPH

Time Intervals Instant

Traffic Report From 16/11/2020 10:00:00 through 18/12/2020 15:59:59

85th Percentile Speed 30.7 MPH

85th Percentile Vehicles 13026

Max Speed 55 MPH on 17/12/2020 22:55:00

Total Vehicles 15325

AADT: 475

Volumes - weekly counts

Time 5 Day 7 Day

Average Daily 508 456

AM Peak 08:00 46 39

PM Peak 03:00 51 45

Speed

Speed Limit: 30

85th Percentile Speed: 30.7

Average Speed: 24.97

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Count over limit 371 421 400 424 441 300 231

% over limit 16.7 16.4 15.7 15.6 16.5 19.8 21.1

Avg Speeder 33.4 33.4 33.7 33.6 33.5 33.9 33.4

SID Report January 2021

For Project: Mill Street Gislingham

Project Notes:

Location/Name: Eastbound

Report Generated: 17/01/2021 13:59

Speed Intervals 5 MPH

Time Intervals Instant

Traffic Report From 20/12/2020 14:00:00 through 17/01/2021 12:59:59

85th Percentile Speed 31.2 MPH

85th Percentile Vehicles 6779

Max Speed 50 MPH on 22/12/2020 18:25:00

Total Vehicles 7975

AADT: 285

Volumes - weekly counts

Time 5 Day 7 Day

Average Daily 324 279

AM Peak 11:00 28 26

PM Peak 03:00 31 27

Speed

Speed Limit: 30

85th Percentile Speed: 31.2

Average Speed: 25.54

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Count over limit 273 264 281 189 217 122 164

% over limit 21.5 19.0 19.2 13.9 21.6 16.1 22.3

Avg Speeder 33.2 33.4 33.2 33.2 33.0 33.2 33.3