



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 20<sup>th</sup> JUNE 2022 @ 6:00PM**

**Present:** Cllr J Bell, Cllr I Urwin, Cllr J Mew, Cllr P Steadman, Cllr S Alexander, Cllr L Tacey  
Clerk – J Challis, RFO – S Budd, DC Cllr Warboys, 7 members of the public

**Apologies:** Cllr Clifford

**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 were received from Cllr Clifford (unwell) and approved unanimously. Apologies were also noted from CC Cllr Fleming and the Footpath Warden.

**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 Annual Parish Council Meeting, and the Annual Parish Meeting, both held on Monday 23<sup>rd</sup> May 2022, are a true and correct record.**

Annual Parish Council Meeting – Cllr Urwin proposed approving the minutes for the Annual Parish Council Meeting held on 23<sup>rd</sup> May 2022; seconded by Cllr Mew and approved unanimously with two abstentions (Cllrs not present at the meeting).

Annual Parish Meeting – Cllr Bell proposed approving the minutes for the Annual Parish Meeting held on Monday 23<sup>rd</sup> May 2022; seconded by Cllr Urwin and approved unanimously with two abstentions (Cllrs not present at the meeting).

**5 Matters Arising/Update on actions from the 23<sup>rd</sup> May 2022 Annual Parish Council Meeting**

All covered elsewhere on the agenda.

**6 Report from County Councillor**

CC Cllr Fleming sent her report in advance of the meeting, a copy of which can be found as an addendum at the end of the minutes. CC Cllr Fleming also sent an update regarding traffic around Gislingham School, advising that she was involved with the School JRSO programme

again last month and is in communication with SCC officers about how Highways could assist with parking and road safety issues.

Members of public were given permission to speak at this point by the Chair. One member of the public advised that they had witnessed a van drive over cones which had been positioned outside the school by the JRSOs, in an attempt to prevent dangerous parking. Another member of the public who lives close to the school reported that his car was recently hit, due to someone parking outside the school not leaving enough space for cars to pass. They also said that although the Police have recently been conducting speed checks near the triangle area by the Village Hall, this location does not address traffic or parking issues outside of the school. Cllr Bell thanked the members of the public for their contributions and asked the Clerk to update CC Cllr Fleming and ask that she requests a further site visit with the SCC Speed and Safety Officer. The Clerk also advised that BMSDC have produced a draft parking strategy which outlines both the on-street and off-street parking provision for the next 20 years. There is an online survey running from 14th June to 31st July 2022, and a series of drop in events across the districts.

#### **ACTION**

- **Clerk to update CC Cllr Fleming as above, and ask if she could please arrange another site visit with the SCC Speed and Safety Officer**
- **Clerk to forward BMSDC draft parking strategy details to councillors**

## **7 Report from District Councillor**

DC Cllr Warboys sent his report in advance of the meeting, a copy of which can be found as an addendum at the end of the minutes.

Cllr Bell highlighted the Residents Survey included in the report. DC Cllr Warboys confirmed that BMSDC are carrying out their annual survey of residents which aims to enable them to understand more about residents' and communities' resilience and to help improve customer service. Up to 8,000 households from districts will be randomly selected and invited to take part.

DC Cllr Warboys said that regarding parking issues outside the school, dangerous parking can be reported to Highways using their reporting tool ([link below](#)). He also advised that BMSDC do have Parking Enforcement Officers who have recently assisted with parking issues affecting nearby Wortham Ling.

[Report a highways issue | Suffolk County Council](#)

Cllr Bell thanked DC Cllr Warboys and proposed moving to Agenda item 24; Charity Meadow Play Area Working Party Update. Approved unanimously.

(24 Charity Meadow Play Area Working Party Update)

Two members of the public were present for this item as members of the Working Party and were given permission to speak by Cllr Bell.

They reported that they hope to finish all of the work the working party has planned in the next couple of months. The pressure washing will be completed tomorrow, and they would like to organise a community painting party to paint the equipment that is being kept but in need of freshening up, as mentioned by Cllr Steadman at the 23<sup>rd</sup> May 2022 meeting.

They requested permission to make the basketball hoop usable again for which they have been quoted £550 to purchase the parts needed. Cllr Bell reminded them that as agreed at the April 2022 meeting, they only need permission from Cllr Urwin or Cllr Steadman to proceed with items in excess of £250.00, out of the maximum £2,000.00 agreed. They also requested a copy of the Annual Play Inspection Company's 2021 report which the Clerk will send, and asked if it is possible to purchase additional bins to address the littering issues, as there is currently only one bin in the play area. Cllr Bell explained that the council has previously looked at installing additional bins, however MSDC will not empty them due to the play area being located too far from where the operative would need to park. Quotations have been sought from private companies without success. The bin is currently emptied on a voluntary basis by Cllr Urwin. After discussing, the members of the public volunteered to be responsible for emptying additional bins. Councillors agreed unanimously that they would be happy with this arrangement. Cllr Steadman offered to create a rota.

Cllr Tacey reported that she has received very positive feedback from residents regarding the work the working party has carried out so far.

#### **ACTION**

- **Cllr Steadman/Working Party to organise paint party**
- **Clerk to investigate whether additional bin bags need to be added to the agreement with MSDC, if left in an agreed location for MSDC to collect, or disposed of another way**

7:25pm two members of the public left.

Cllr Bell proposed moving to agenda item 20 as two members of the public were present in relation to the defibrillator. Agreed unanimously.

(20 Correspondence received from Village Hall re Defibrillator)

Correspondence has been received from the Chair of the Village Hall Committee advising that they have ordered new batteries and pads for the defibrillator, totalling £200, which they expect the Parish Council to pay for. The VHMCM believe the council has ownership of the defibrillator and should therefore be responsible for its maintenance. This was previously discussed at the Parish Council meetings held on 18<sup>th</sup> October and 15<sup>th</sup> November 2021 but as there is no record in the council minutes confirming ownership the council did not agree to be responsible for maintenance. The member of the public who was present in their capacity as VHMCM Secretary advised that the cost of the battery and pads ordered is actually approximately £140, and the VHMCM feel that if the council do not agree to take on responsibility for maintaining the defibrillator, they will remove it altogether from the phone box. There was a discussion with councillors noting that there is also a serviced defibrillator at the school. Councillors felt that whilst the defibrillator in the phone box should be in full working order in case it ever needs to be used, they need to know more about the model, condition, and age of the device before agreeing to take on the maintenance of it, in case it would actually be safer to replace it with a new one, due to concerns regarding taking on an historic device and it failing. Councillors agreed they would like more information to discuss it further at the next meeting.

#### **ACTION – Clerk to seek further information to present at the July meeting**

7:52pm 2 members of the public left the meeting

Cllr Bell suggested moving to agenda item 9 which two members of the public were present for. Approved unanimously.

(9 Public Participation Session (15 minutes set aside))

Two members of the public were present as members of the Six Bells Community Group (SBCG) to provide an update to the council. They had emailed a copy of the survey to ascertain resident's interest in keeping the Six Bells as a public house should it be available for sale, prior to the meeting which the Clerk had forwarded to councillors, and advised in the email that funding for it was not required after all. However they reported that they were in fact unable to use the school photocopier to print the survey as intended, due to community access being withdrawn, and have incurred a cost of £45 for printing. The survey will be in the next edition of the Messenger magazine which is due to be delivered to residents at the weekend. They expect to have collated the survey results by August/September. Councillors confirmed they had seen the survey and had no comments or questions. Cllr Bell advised approval of payment for the printing costs incurred, which was agreed in principle at the 23<sup>rd</sup> May 2022 meeting, will be added to the next agenda upon receipt of an invoice.

8:00pm one member of the public arrived, and two members of the public left.

## **8 New Parish Councillor Co-Option**

Deferred to next meeting.

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

As above

## **10 Chair's Report**

All reported elsewhere on the agenda.

## **11 Clerk's Report**

- The council's objection response to the National Grid's East Anglia GREEN non-statutory public consultation has been submitted.
- Signage/bin audit – waiting for a response from SCC regarding work required to the signs, and grit bins are a separate agenda item.
- War Memorial – additional funding sources are still being sought.
- BMSDC have produced a draft parking strategy which outlines both on-street and off-street parking provision for the next 20 years, as mentioned on agenda item 6. There is an online survey running from 14<sup>th</sup> June to 31<sup>st</sup> July 2022, and a series of drop in events across the districts which will be forwarded to councillors.
- Further to the Parish Council's approval to adopt the new model Code of Conduct at the 23<sup>rd</sup> May 2022 meeting, the MSDC Monitoring Officer has requested that all current register of interests are reviewed to assess whether or not councillors need to register any further interests under the category 'other registrable interests'

### **ACTION**

- **Clerk to follow up signage with SCC**
- **Clerk to seek additional funding sources for the work required to the War Memorial**
- **Clerk to advise Monitoring Officer of any additional interests**

## **12 RFO's Report**

- A summary of reserves to 31<sup>st</sup> May 2022, and receipts and payments to 31<sup>st</sup> May 2022 were sent to Councillors prior to the meeting.
- The Internal Auditor's Report for 2021/22 was circulated to councillors prior to the meeting.
- The Notice of Public Rights period will be 27/06/22 –05/08/22

Approval of the Internal Auditor's Report 2021/22 was proposed by Cllr Steadman, seconded by Cllr Urwin and approved unanimously.

Approval of the Notice of Public Rights period was proposed by Cllr Bell, seconded by Cllr Urwin and approved unanimously.

### **ACTION**

- **RFO to submit the Notice of Public Rights and Internal Audit Report 2021/22 to the external auditors, with the explanation of variances and end of year accounts statement approved at the meeting held on 25<sup>th</sup> April 2022, and AGAR sections 1 and 2 approved at the meeting held on 23<sup>rd</sup> May 2022, by the 30<sup>th</sup> June 2022 deadline.**
- **Clerk to ensure all documents are published on the website by 1<sup>st</sup> July 2022 deadline.**

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

Nothing to report.

#### **14 Tree Warden's Report (Cllr Clifford)**

Nothing to report.

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

The Footpath Warden's report was sent to councillors prior to the meeting and can be found as an addendum at the end of the minutes.

Cllr Bell had received a report that FP 7 needs cutting back, and Cllr Tacey asked if the 'Jennys Lane' bridleway could be looked at. It is impassable on a horse due to trees needing to be cut back, and tree roots protruding across the path which make it very difficult to walk down. Cllr Urwin asked for clarification on who was responsible for FP33 mentioned in the report.

**ACTION – Clerk to speak to the Footpath Warden regarding FP 7 and 33, and Jenny's Lane bridleway.**

#### **16 SID (Speed Indicator Device) Report**

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

#### **17 Queen's Platinum Jubilee 2022 – Post Event Report from Christopher Tranter**

A Report was received from Christopher Tranter prior to the meeting and read out by the Clerk. It can be found as an addendum at the end of the minutes.

#### **18 Parking/traffic concerns outside Gislingham Primary School**

Discussed in agenda item 6.

#### **19 Village Bus Services**

Cllr Urwin reported that since the 16 seater mini bus service 387 ceased, he has been in contact with a private bus company who has agreed to provide the following services commencing this week:

Thursday 457 Service to STOWMARKET (via Finningham/Bacton/Cotton/Mendlesham/Stowupland)  
Leaves Gislingham 9.30am - Arrives Stowmarket (Argos) 10.30am  
Leaves Stowmarket (Argos) 1.00pm - Arrives Gislingham 1.55pm

Friday 456 Service to DISS (via Haughley/Bacton/Finningham/Eye)  
Leaves Gislingham 10.06am - Arrives Diss (bus station) 10.35am  
Leaves Diss (bus station) 1.15pm - Arrives Gislingham 1.46pm

Cllr Urwin said that this is the first time there has been a bus service from Gislingham to Diss for 4 to 5 years. Bus passes are accepted and each service falls on a market day.

Cllr Bell commended Cllr Urwin for his hard work.

#### **20 Correspondence received from Village Hall re defibrillator**

Discussed above after agenda item 7.

## 21 New Grit bins.

Deferred to next meeting.

## 22 Gislingham Village Hall Name Plate on B1113

A new village name sign is needed for the Gislingham/Finningham sign on the B1113. The posts have already been purchased from SCC with the cost being shared 50/50 with Finningham Parish Council, as agreed at the meeting held on 28 February 2022. The sign needs to match the Finningham sign, which Finningham Parish Council already has, as the signs will sit back-to-back. The supplier of the Finningham sign has quoted £101.00 plus vat for a white sign with GISLINGHAM please drive carefully in black. The clerk provided details of two additional quotations sought for comparison. After discussing, Cllr Urwin proposed proceeding with the first quotation to ensure it is exactly the same as the Finningham side; seconded by Cllr Alexander and approved unanimously.

**ACTION – Clerk to order sign as above**

## 23 Planning

- **DC/22/02996 Lodge Farm, Back Street, Gislingham, Eye, Suffolk, IP23 8JH**

The member of the public present was given permission to speak about this agenda item by Cllr Bell. They had also sent an email raising concerns about this application prior to the meeting which was circulated to councillors.

There was a discussion, after which, councillors agreed their objection to this planning application unanimously, for the same reasons previously given in relation to this development.

**ACTION – Clerk to add objection comment to the MSDC planning portal**

8:45pm DC Cllr Warboys and the member of the public left the meeting.

## 24 Charity Meadow

- **CCTV Update** – The CCTV supplier needs to conduct a site visit before proceeding with the installation, and the original quotation details will need updating due to material price increases. We are waiting for the school to agree a suitable date.
- **Wayleave Agreement** – the wayleave agreement providing permission from GUC for the installation of the CCTV tower has now been signed by both parties.
- **Play Area Working Party Update** – already discussed after agenda item 7.
- **Play Area Quotations** – Two quotations have been received, showing the surfacing work required as a separate cost, and forwarded to councillors. The third is expected later this week. After discussing, councillors agreed unanimously to stage the work with the first stage being the surfacing work, and to include the under 6 fenced area as part of this stage, because the surfacing could not be separated from work to the equipment in this area.
- **DBS Checks** – the clerk is obtaining costs for enhanced DBS Checks which need to be undertaken by councillors authorised to view the CCTV footage, as per the council's CCTV Policy.

### **ACTION**

- **Clerk to arrange meeting with CCTV supplier and the school**
- **Clerk to forward third quotation to councillors once received, and ensure all quotations show the surfacing and under 6 area separately to any other work**
- **Clerk to forward enhanced DBS check information once received**

## 25 Autumn Litter Pick Date

After discussing, it was felt that as there are presently only six Councillors on the Parish Council, they are not able to take the lead on organising the autumn litter pick, and to advise the Editor of the Messenger who had asked if the council would like to advertise the date in the next edition.

**ACTION – Clerk to contact Editor of the Messenger as above.**

## 26 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment June 2022 (Clerk & RFO)	£589.29	Cllr Bell	Cllr Alexander	Unanimous
Clerk mileage expenses (May PC meeting)	£8.55	Cllr Urwin	Cllr Steadman	Unanimous
RFO mileage expenses (Internal Auditor meeting)	£12.60	Cllr Steadman	Cllr Mew	Unanimous
Hire of Village Hall (May Annual Meetings)	£30.00	Cllr Bell	Cllr Urwin	Unanimous
SALC inv 26154 (Chairmanship course Cllr Bell)	£124.80	Cllr Steadman	Cllr Alexander	Unanimous with 1 abstention
SALC inv 26178 (CiLCA unit 4)	£66.00	Cllr Tacey	Cllr Alexander	Unanimous
Christopher Tranter expenses (QPJ)	£142.71	Cllr Bell	Cllr Urwin	Unanimous
Village Hall (QPJ bbq food/supplies)	£264.38	Cllr Urwin	Cllr Mew	Unanimous
Dave's Hog Roast (QPJ additional servings)	£128.00	Cllr Bell	Cllr Steadman	Unanimous
David Hardman expenses (swing parts – Play Area Working Party)	£38.49	Cllr Steadman	Cllr Tacey	Unanimous
Trevor Brown - Internal Audit	£230.00	Cllr Steadman	Cllr Urwin	Unanimous
ICO	£35.00	Cllr Urwin	Cllr Alexander	Unanimous

Cllr Bell and Cllr Urwin signed a cheque prepared by the RFO for Christopher Tranter's expenses. The total admin figure to be paid is £589.28 less £24 for income tax that was not deducted from the May 2022 admin total.

**ACTION - Cllr Bell to pay remaining payments by bank transfer.**

## 27 Training

The Clerk has sent the New Councillor Training dates to Cllrs Alexander, Tacey and Steadman.

**ACTION – Cllrs Alexander, Tacey and Steadman to let the Clerk know if they can attend any of the dates**

## 28 Policies and Reports

- **Health & Safety Policy – quarterly review by Councillors**

Cllr Bell reminded councillors to read through the Health & Safety Policy and asked the Clerk to check that the legislation dates quoted are up to date.

**ACTION – Councillors/Clerk as above**

## 29 Date of next meeting

The next Parish Council meeting will be held on Monday 18<sup>th</sup> July 2022 at 7pm in Gisingham Village Hall.

Meeting Closed at 9:19pm