



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

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**FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 28th FEBRUARY 2022 @ 7:00PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr I Urwin, Cllr J Mew, Cllr L Tacey, Cllr S Alexander
Clerk – J Challis, RFO – S Budd, CC Cllr J Fleming, DC Cllr R Warboys, M Bryant –
Footpath Warden, 4 members of the public

Apologies: Cllr J Clifford

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

Cllr Bell welcomed everyone to the meeting including the 4 members of the public, and approved apologies received from Cllr Clifford. Apologies were also received from Cllr Alexander for the meeting held on 10th January 2022. These had been given but not received by the Clerk, and were approved retrospectively.

2 To receive Declarations of Interest on agenda items

None received.

3 To consider requests for Dispensations on agenda items

None requested.

4 To resolve the draft minutes of the Parish Council Meeting held on Monday 10th January 2022 are a true and correct record.

The Clerk advised that the mileage expenses approved under item 22 Finance should read for January and not December. The minutes for 10th January 2022 were approved unanimously taking into account the above correction, with one abstention (Cllr who was not present at the meeting).

5 Matters Arising/Update on actions from the 10th January 2022 meeting

Cllr Bell reported that planning application DC/21/06315 – The Six Bells Inn, is now provisionally included on the agenda of the MSDC Development Committee meeting due to be held on 23rd March 2022 at MSDC, Endeavour House, Ipswich.

Cllr Bell proposed moving to agenda item 12 to accommodate the members of the public present. Agreed unanimously.

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

Two members of the public were present regarding Agenda item 13. One member of the public expressed his concerns regarding parking and congestion outside the school at drop off and collection times, which he previously brought to the Council's attention at the 20th September 2021 meeting. He reported that the situation has not improved and is very disappointed that whilst the school has been allowed to increase in size over the years with additional classrooms being added, the resulting increase in parking issues has not been addressed. Whilst the inconvenience for residents living in the vicinity of the school needs to be resolved, he stressed that safety of the children is his primary concern.

Following the meeting on 10th January 2022 the Clerk forwarded CC Cllr Fleming's email to the school. A reply was received from the Named Adult supporting the year 6 Junior Road Safety Officers at Gislingham Primary School. THE JRSOs would like to start to address the concerns raised by observing the roads outside of the school at drop off time. They conducted this assessment on Friday 11th February which was also attended by CC Cllr Fleming and Cllr Bell. Their subsequent report can be found as an addendum at the end of the minutes.

A discussion ensued with Cllr Bell asking CC Cllr Fleming for clarification on whose responsibility the parking issue actually is. CC Cllr Fleming confirmed it to be the joint responsibility of the County Council and the school. CC Cllr Fleming confirmed that photographs forwarded to her from the second member of the public present for this agenda item have been sent to the County Council's Road Safety Officer who is planning to visit the school to assess the situation. CC Cllr Fleming attended the JRSO survey with Cllr Bell and reported that she feels it is not solely a parking issue but more the congestion caused on Martins Meadow specifically.

Cllr Tacey commented that Mill Street has no pavement and makes it unsafe for the parents within the village who would be happy to walk in and it is therefore a wider issue. It was also noted that the Village Hall car park is used by parents, but this seems to be only on fair weather days.

CC Cllr Fleming noted all concerns raised, and confirmed that she will report back once the Road Safety Officer has conducted their assessment.

Two other members of the public were present regarding planning application DC/21/06315 – The Six Bells Inn (Agenda Item 14). They advised that an Action Group has been formed within the village, to look at developing a strategic plan to acquire the property should the planning application be rejected, and the ACV be successful, and invited a member of the Council to join. Councillors felt that this may be inappropriate for transparency and impartiality reasons, and it was suggested that the Action Group should instead submit a report to the Council each month with their updates and a progress report.

If the ACV is successful, and the property should be listed for sale, they intend on approaching the Council for funding assistance against the survey valuation (approximately £1500) and would like to include an article in the Messenger confirming the Council's support of the new Action Group. The RFO advised that she needs to confirm that should such a request be received, if it is eligible for funding.

7:35pm the four members of the public left the meeting.

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 highlighted the bird flu alert advising that the UK's Deputy Chief Veterinary Officer has confirmed highly pathogenic avian influenza (HPAI) H5N1 at a small holding near Finningham in Mid Suffolk. A 3km Protection Zone and a 10km Surveillance Zone are in

place around the infected premise. CC Cllr Fleming also confirmed she is continuing to work on the bus service issue and will keep Cllr Urwin updated. There were no further questions from Cllrs.

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.

DC Cllr Warboys highlighted the Innovations Lab presentation which he attended at the Mix, Stowmarket, reporting that he was very pleased to see the innovation working so successfully. Cllr Bell asked whether meetings at Endeavour House are now being held face to face which DC Cllr Warboys confirmed they are. DC Cllr Warboys also advised that Council rents will be going up from April 2022 which he will have more information on in his next report.

There were no further questions from Cllrs.

8:00pm CC Cllr Fleming and DC Cllr Warboys left the meeting

8 Chair's Report

- GAGA Cheque – Cllr Bell travelled to the Ipswich branch of the Co-Op bank as the cheque received from Peter Neale and posted to Co-Op to be paid into the Council's bank, account has not been presented. The Co-Op confirmed the cheque has not been received and is assumed lost. Cllr Bell has advised Peter Neale and requested a new cheque which she will pay in person at the Ipswich branch once received.
- SALC Board Meeting (via Zoom) was held on Thursday 24th February.
- Watson Bowl & Volunteer of the Year Awards– need to start thinking about nominations; agenda item for next meeting. The Chair will include in the April Edition of the Messenger.
- Archiving – Cllr Bell needs to go through which Parish Council historic documents need to be taken to Suffolk Archives in Ipswich with the Clerk. This process will incur additional hours and mileage for the Clerk which Councillors agreed to unanimously.

ACTION

- **Cllr Bell to take new GAGA cheque to Ipswich branch of the Co-Op once received.**
- **Clerk to include Watson Bowl and Volunteer of the Year Award nominations on March agenda**
- **Archiving – Cllr Bell/Clerk**

9 Clerk's Report (agenda item 9)

- MSDC casual vacancies – ongoing
- Signage/bin Audit – ongoing (grit bins to be looked at April onwards when empty)
- Finningham PC have asked if Gislingham would be prepared to split the cost of replacing the posts and road signs on the B1113 just before Rob Hall Corner. The Finningham sign is missing and there is only one pole holding the damaged Gislingham sign. SCC have provided an estimate of £1,598.11 for the works package. Cllrs agreed unanimously to pay half of the cost up to a maximum of £1,000 to take into account the figure provided being an estimate only.
- Email received from resident regarding a hedge belonging to a property on the High Street being overgrown and subsequently partially blocking the pavement.
- Email received from resident regarding responsible rights of way; members of the public have been accessing their field edges where there are no public rights of way. The property is actually situated at the Gislingham end of Mellis.
- Lagoon fencing – the fencing has been inspected by Cllr Bell and is adequate.

- War Memorial – looking at obtaining quotations for the work. MSDC have advised the work is too specialist, but the Clerk has 3 other companies to approach.
- ACV Six Bells Inn – the application has been submitted and confirmation has been received from MSDC advising a decision will be made by 13th April 2022.
- New SID/VAS signs – ongoing; checklist being completed for each new location.
- New noticeboard – MSDC have confirmed they will install once ready.
- Discover Suffolk QR Codes – the Footpath Warden has forwarded details from SCC regarding footpath sign QR codes which they are promoting. Full details in the Footpath Warden’s report.

ACTION

- **Clerk to speak to MSDC again regarding casual vacancies**
- **Clerk to contact Finningham PC as above**
- **Clerk to contact owner of property regarding overgrown hedge requesting they cut it back**
- **Clerk to forward email from resident regarding responsible rights of way to Mellis Parish Council, and advise resident accordingly**
- **Clerk to thank Sam Sinclair on behalf of the Council for installing the fencing on the Lovells Estate.**
- **Clerk to pursue quotations for work required to war memorial**
- **Clerk to complete and submit checklist for each new SID/VAS location**

10 RFO’s Report (agenda item 10)

- A summary of reserves for January 2022, and receipts and payments for January 2022 were sent to Councillors prior to the meeting.
- Cllr Tranter has completed and approved the three quarterly year check of the accounts.
- The salary figure is over the amount budgeted for in the 2021/22 Budget which is mainly due to additional work surrounding the Six Bells planning application and ACV application.

Cllr Bell asked if we are still waiting for invoices from MSDC prior to the financial year end March 2022 and if the CIL report needs to be submitted now. The RFO confirmed she has spoken to the clerk regarding the outstanding invoices from MSDC and requested copies are sent asap, and that in accordance with CIL regulations the annual CIL return needs to be submitted to MSDC before September 2022.

Cllr Bell asked the Clerk to email the RFO, copying in all Cllrs, to confirm her preferred holiday arrangements.

Cllr Bell raised concerns regarding an article in the Messenger from the Chair of the Queen’s Platinum Jubilee Committee, containing a suggestion for donation buckets to be left out at various locations in the village to aid further funding for the events planned. This was discussed by Councillors with Cllr Tranter confirming that further to the article there would be no donation buckets. Cllr Tranter also confirmed he has approached CC Cllr Fleming and DC Cllr Warboys for funding towards the QPJ and is intending for these funds to be paid directly to the Epping Forest Pipe Band (£500.00) and the Zillionaires (£250.00), which will negate the need for the Council to provide funding for these suppliers as agreed at the meeting on 10th January 2022. The next meeting of the QPJ Committee is intended to be held on 6th April 2022.

11 Appointment of Internal Auditor

The previous auditor who conducted the internal audit for 2020/21 has confirmed the cost for this year, if he were to be instructed, would be £230.00 assuming the Council’s income/expenditure is between £15-25,000.00.

After discussing, Councillors agreed unanimously to appoint T. Brown as before.

ACTION – RFO to instruct T Brown.

Cllr Bell proposed moving to agenda item 27 Finance before the RFO had to leave the meeting. Approved unanimously.

(27 Finance)

Admin Payment for February 2022 (Clerk & RFO) - £864.48
Admin Payment for January 2022 (Clerk & RFO) - £686.01 paid on 24th January 2022
Clerk mileage expenses (February)- £8.55
Hire of Village Hall (January) - £20.00
Expenses Cllr Bell (mileage re Ipswich banking) - £22.50
Cllr Tranter Queen's Platinum Jubilee payments - £414.16
Village Hall (CIL payment WiFi x 12 months) - £419.40
SALC (CiLCA module 2) - £60
Expenses Clerk (A4 copy paper & pens) - £9.65

All payments were approved unanimously with one abstention against Cllr Bell's expenses, and one abstention against Cllr Tranter's QPJ payment.

The RFO had prepared cheques in advance for Cllr Bells's expenses and Cllr Tranter's QPJ payment which were signed by Cllrs Urwin and Tranter, and Cllrs Urwin and Bell respectively.

Cllr Bell advised Councillors that the GAGA agreement expires in 2023

ACTION - Cllr Bell to make remaining payments by BACS

8:40pm the RFO left the meeting

12 Public Participation Session (15 minutes set aside)

As above

Cllr Bell proposed moving to agenda item 17, Footpath Warden's Report, as Mr Bryant needed to leave the meeting.

(17 Footpath Warden's Report)

Mr Bryant sent his report prior to the meeting, a copy of which can be found as an addendum at the end of the minutes.

Within his report Mr Bryant revisited his suggestion first made in his September 2021 report, for the Council to purchase equipment to enable volunteers to cut the footpath rather than employing a contractor. Councillors discussed this suggestion raising concerns regarding health and safety, risk assessments required, and insurance cover required. It was agreed for Cllr Urwin, Health & Safety lead, to investigate these issues in conjunction with the Clerk, to be reported back on at the next meeting.

QR codes – Cllrs agreed unanimously to go ahead and request the QR codes to be displayed by each footpath sign. Once scanned the QR code will take users to the Discover Suffolk website.

Lost footpaths – Mr Bryant advised that the deadline for reinstating lost footpaths has now been abolished.

Path between Lovells Estate and Coldham Lane – further to his report, Mr Bryant advised that the contractor is yet to lay the wood bark and the condition of the path has deteriorated, so he will pursue this with SCC.

Cllr Tacey reported that there are very few places to ride safely in the village, and queried whether Mr Bryant also deals with bridleways and byways. The footpaths are only cut to a certain height most are still be impassable for riders. Mr Bryant commented that bridleways should be 2m wide and he will look into it further. He also advised that footpaths may only be ridden on with the landowners permission.

ACTION

- **Cllr Urwin/Clerk to check health and safety, and insurance implications regarding suggestion for volunteers to carry out cutting of footpaths**
- **Footpath Warden to request QR codes from SCC and pursue wood bark on footpath between Lovells Estate and Coldham Lane**
- **Footpath Warden to look at bridleways and byways within the village**

8:50pm Mr Bryant left the meeting

13 Congestion and Road Safety Concerns around Gislingham Primary School

Already discussed above in Public Participation Session.

14 Planning

- **DC/21/06984 – Broad Reach, Mill Street, Gislingham, IP23 8JP**
Councillors discussed this application and agreed unanimously that they had no objection.
- **DC/22/00895 – 47, Broadfields Road, Gislingham, IP23 8HX**
Councillors discussed this application and agreed unanimously that they had no objection.

ACTION – Clerk to add no objection stance to MSDC planning portal for both applications above

15 Neighbourhood Watch Report

Reports have been received of up to four houses in Mill Street having had their side gates forced over the last two weekends. No thefts have been reported, but if you have a side gate, a bolt is not sufficient security. Secure it with a padlock!!!
Police have been notified as has The Messenger Publication.

16 Tree Warden's Report

Cllr Clifford was not in attendance.

17 Footpath Warden's Report

As above

18 SID (Speed Indicator Device)

The SID Report can be found as an addendum at the end of the minutes.
Cllr Urwin asked whether we need to receive the full report as the data included extends to over 70 pages. Cllr Tranter commented that the device itself it is a very good speeding deterrent, but the summary page as included as an addendum to the minutes each month, is sufficient and provides all information required. After discussing Councillors agreed to ask Mr Wells who manages the data captured if it would be possible to receive the summary only.

ACTION – Clerk to contact Mr Wells

19 Book Sale/Coffee Morning Report and Rota

Cllr Bell asked Councillors if they would like to continue with a Council presence at the book sale/coffee mornings, and if so, it would be nice if more Councillors could take turns to attend. Councillors agreed it provides a good opportunity for interaction between residents and the Council, and Councillors who have not so far attended a meeting will endeavour to attend in the future.

20 Gislingham United Charity Parish Council Nomination

Still looking, Cllr Bell asked Councillors please advise if they know of anyone.

21 Charity Meadow to include CCTV update

- CCTV installation

The Governors at Gislingham Primary School have requested that Councillors agree to additional wording, further to that agreed and minuted at the 10th January 2022 meeting.

Wording agreed at the 10th January 2022 meeting:

The Parish Council confirm they will be responsible for the fitting, ongoing repair and maintenance of the electricity meter, cables between the meter and the CCTV tower, and administration incurred by the school to read the meter and invoice for payment.

Additional wording the Chair of Governors at Gislingham Primary School has asked for Councillors to agree to:

Any damage during the installation, to the playground, school field, fencing or equipment etc will be made good by the contractor.

Councillors agreed unanimously to the above additional wording.

Further to GUC's advice that the CCTV tower needs to be moved to ensure it is still sited on GUC land, the CCTV supplier has confirmed that relocating the tower closer to the house on Broadfields Close will not be an issue for them. The Clerk will seek permission from GUC at their next meeting on Monday 14th March 2022, and asked if Councillors were happy for the homeowner to be also contacted. Councillors agreed unanimously that the homeowner should be contacted by the Clerk.

- Play Equipment – the clerk has contacted three companies and has been provided two more companies by Cllr Tacey. Cllr Tacey advised that the information received from her friend was more to do with fundraising than recommendations for contractors. Cllr Tacey reiterated that she feels it is very important to involve residents and suggested asking local children to ascertain their preferences on play equipment when we are at that stage. She reported that she has received indirect complaints from residents regarding the swings being dismantled, even though the play area is closed, and no one has permission to use the area until further notice. The swing seats have been removed but the chains are still hanging. Cllr Bell will visit the play area and arrange for the chains to be restricted to prevent anyone trying to use them.

ACTION

- **Clerk to advise the Chair of Governors that Councillors agree to their additional request**
- **Clerk to contact GUC seeking permission to re site the CCTV tower**
- **Clerk to contact homeowner regarding intended new location of CCTV tower**
- **Clerk to confirm the above to Chair of Governors**
- **Clerk to contact additional play equipment companies for quotations/presentations**

22 Gislingham School Running Track (User Agreement) update

The amended User Agreement has now been signed and returned by the school.

RFO to wait until project commences and MSDC's portion of the funding is released, before making arrangements regarding the Council's 25% share of funding up to a maximum of £4,595.00.

ACTION - RFO

23 New Dog Bin Locations

We have two new dog bins to be installed which were received via BMSDC's Welcome Back funding scheme. Councillors discussed locations in the village including suggestions previously received from residents. It was decided for the Clerk to map the current locations against new suggestions and to discuss it further at the next meeting.

ACTION - Clerk to plot current bins on map with suggested new locations and include on next agenda

24 CIL Application – Gislingham Variety Club

Gislingham Variety Club would like to purchase a new PA system which includes speakers, mounts, and wireless microphones, and have received a quotation for £1,782.00. They advised the sound system would be stored in the village hall and available for other community groups within the village to use on prior agreement.

Cllr Bell suggested approving CIL funding up to £2,000.00 to take in to account any prices increases. Agreed unanimously. As CIL funds are being used it was also agreed for the Clerk to contact the Village Hall Committee to ensure it is noted on their Booking Form that the equipment can be requested by Users.

ACTION – Clerk to advise Gislingham Variety Club, contact the Village Hall Committee, and liaise with RFO

25 Queen's Platinum Jubilee 2022

Already reported on under agenda item 27 finance.

26 Spring/Summer Litter Pick

Cllr Bell suggested holding this to coincide with the Queen's Platinum Jubilee clear up, possibly the morning of Saturday 4th June 2022. Cllr Tranter to check with the QPJ Committee and confirm before the next Council meeting.

ACTION – Cllr Tranter

27 Finance

As above

28 Training

- Councillors Tacey and Alexander will book the New Councillor training as soon as convenient dates are announced.
- The clerk will be attending CiLCA unit 2 on Wednesday 2nd March 2022.
- Cllr Mew New Councillor Training - SALC have confirmed that certificates are no longer issued for online training, and sent an online copy of the Good Councillor Guide which the Clerk has forwarded to Cllr Mew.
- Cllr Urwin requested approval to book his online H&S top up course. Agreed unanimously.

29 Policies and Reports – next review date March 2022

30 Date of next meeting

The next meeting will be held on Monday 21st March 2022 at 7pm Gislingham Village Hall.

Meeting Closed at 9:20 pm