



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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**MINUTES OF THE PARISH COUNCIL MEETING HELD BY ZOOM VIDEO LINK ON  
MONDAY 16<sup>th</sup> NOVEMBER @ 6PM**

**Present:** Cllr J Bell, Cllr J Clifford, Cllr I Urwin  
Clerk – J Challis, RFO – S Budd  
DC Cllr R Warboys, CC Cllr J Fleming, 4 members of the public

**Apologies:** Apologies received from Cllr C Tranter, and Cllr F Oliver  
Cllr D Kearsley had issues connecting to the Zoom meeting, apologies sent and accepted.

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

Cllr J Bell welcomed everyone to the meeting, and accepted Cllr C Tranter and Cllr F Oliver's apologies.

**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 (via Zoom) held on Monday 19<sup>th</sup> October 2020 are a true and correct record**

The minutes for 19<sup>th</sup> October 2020 (held via zoom) were approved unanimously.

**5 Matters Arising / Update on actions from the 19<sup>th</sup> October 2020 meeting**

Traffic outside the Primary School is a separate Agenda item.

DC Cllr R Warboys confirmed investigation into why the Six Bells Public House is still closed is ongoing.

**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.

**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.

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

There were four members of the public present, three held interest in items further down on the Agenda, and one was observing as a new resident to the village.

Cllr J Bell suggested moving the order of the Agenda which was agreed unanimously.

## **9 Traffic outside Primary School**

An email was previously received from a resident expressing concern over the traffic/parking situation around Broadfields and Martins Meadow, at school pick up and drop off times. The resident was present for this Agenda item and explained that she feared for the children's safety at these times, and also struggled with parents blocking or parking directly on her own driveway. She has already contacted Suffolk County Council without much success. Cllr J Bell asked the resident if she gave permission for her initial email to be shared with CC Cllr J Fleming, which she confirmed she did. The resident said that safety of the children has to be the priority, and requested help with permanent road markings to prevent dangerous and inconsiderate parking. The resident also confirmed that the Head Teacher of the School has been very supportive. They have been providing cones which work extremely well and set a precedent for road markings, however there is a problem with them being moved and/or stolen. CC Cllr J Fleming advised that she had already spoken to representatives from Suffolk Highways who had offered to help with the School's Junior Road Safety Scheme, but the resident explained that these measures had already been tried. A discussion ensued with Cllr J Clifford commenting that child led interventions as suggested by Suffolk Highways, were no longer enough to address the problem.

Cllr J Bell confirmed that CIL money could be used for permanent signage and road markings, and CC Cllr J Fleming said she would forward the resident's email to the local Cabinet Minister to see if there was any funding set aside that may be used in addition.

### **ACTION**

- **Clerk to forward resident's email to CC Cllr J Fleming.**
- **CC Cllr J Fleming to contact local Cabinet Office.**

## **10 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.

## **11 Planning DC/20/04786**

An email was received earlier today expressing resident's objections to this planning application. The resident was invited to join the Zoom meeting, and as a result was in attendance in his capacity as Chair of a village group opposing this development. Cllr J Bell explained that the Council can add comments on the MSDC Planning Portal, but ultimately do not make decisions regarding planning applications. The resident explained their objections to the application and a discussion followed.

DC Cllr R Warboys expressed his concern over the application and said he would contact the Case Officer with a view to getting it to a Committee. The resident said he would ensure each member added their objections and comments individually to the Planning Portal, before the closing date on Wednesday 18<sup>th</sup> November 2020. The comments to be submitted by the Council were discussed, including concerns over the intended plans extending beyond the original footprint, the environmental implications, and the additional traffic created. Cllr J Clifford advised that she had already been in contact with the Arboricultural Officer for MSDC in her role as Tree Warden, and agreed to summarise the Council's concerns which she would email to Councillors to check, before the Clerk added them to the Planning Portal.

### **ACTION**

- **DC Cllr R Warboys to contact the Case Officer.**
- **Cllr J Clifford to summarise Council's concerns and forward to Councillors to check.**
- **Clerk to add comments received from Cllr J Clifford to Planning Portal once approved.**

**The following comment was noted on the Planning Portal by the Clerk on Tuesday 18<sup>th</sup> November 2020.**

We (Gislingham Parish Council) have the following feedback re: planning application DC/20/04786:

We note that the buildings shown in the plans that have been submitted extend beyond the footprint of the original agricultural buildings and suggest that the application should therefore not be considered as a Section Q application.

We note that the preliminary ecological appraisal is quite old (it is dated 2017) and we are concerned the data may not therefore be accurate. The area surrounding this development is an important natural site that is home to many species of plants and animals, including owls and possibly bats and newts. It is essential that up to date information is sourced before a decision is made on this application to ensure that the locality's biodiversity is not adversely affected.

We request that all trees and hedges on site should be left intact in recognition of their role as carbon sinks and bio-diverse habitats for wildlife, and to maintain and enhance the 'rural' character of the development site. The preliminary ecological appraisal and bat roost assessment says the hedgerow is being retained and should be protected with suitable tree and root protection measures. We request that all the existing mature and self-seeded, young, mature trees on the site, and any trees planted as part of the development, should also be protected by a TPO going forward.

Access to this site is via a rural single track lane that is unsuitable for anything other than the lowest volume of traffic. The lane is very much a local amenity and is predominantly used by walkers, cyclists and farm traffic. We have not seen a Highways Report relating to this application but we are concerned that an increase in traffic resulting from this development would cause safety issues.

## **12 Budget**

A draft Budget and Summary of Reserves has been prepared and sent to Councillors by the RFO.

Cllr J Bell queried whether funds could be spent on improving the pathway to the War Memorial, which the RFO confirmed was possible under improvements to access.

The budget was approved unanimously by Cllr J Bell, Cllr J Clifford, and Cllr I Urwin.

**ACTION RFO to submit budget.**

## **13 Chair's Report**

Cllr J Bell advised Councillors that she had received a letter from Cllr E Sheehan advising that he was stepping down as a Parish Councillor with immediate effect. Cllr Bell would like to thank Cllr Sheehan for all his work on behalf of Gislingham Parish Council.

Cllr J Bell confirmed that Cllr J Clifford and herself had attended a Zoom Virtual Forum for Anti-social behaviour, the recording of which was available for other Councillors to view.

Used fireworks have been put into the dog bin on Mill Street. The Clerk is looking into pricing for new litter bins elsewhere in the village, and it was suggested including an additional litter bin on Mill Street.

It has been confirmed by MSDC Electoral Services that Co-Option can be held via Zoom, and this will be an Agenda item for January.

**ACTION Clerk to forward anti-social behaviour recording to Councillors.**

## **14 Clerk's Report (and RFO)**

The Clerk confirmed that investigation into bin contractors and signage was ongoing. We are still waiting for a response from the Contractor regarding damage to the Church footpath during grass cutting, which the Clerk will chase.

The Clerk has obtained pricing for a second dog waste bin outside the Primary School. It ranges from £90 plus VAT to £120.85 plus VAT for a 25 litre bin, which is exactly the same as the current one, depending upon the fixings required. The Clerk also has quotations for five new litter bins, but needs to confirm the exact sizing and specifications required, and will forward the information to Councillors for their feedback.

**ACTION**

- **Clerk to contact grass cutting contractor again.**
- **Clerk to check dog bin fixings to confirm pricing.**
- **Clerk to forward litter bin information to Councillors for their feedback.**

**15 Neighbourhood Watch Report**

Cllr J Clifford reported she had been advised that a firework had been put through a resident's door, which she had strongly advised they report to the police.

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

A few incidences of speeding were noted.

**17 Playground repairs/maintenance update**

The Clerk advised that the quotations received had only quoted for basic routine maintenance work, and having gone back requesting specific repair information, and replacement safety matting, she had been advised it would be more cost effective to go direct to a surfacing contractor for the latter. Cllr I Urwin queried whether the bark underneath the zip wire could be replaced with safety matting. Cllr J Clifford expressed concern over whether bark or matting was the correct surface to use specifically under the zip wire, which the Clerk said she would find out.

Cllr I Urwin noted that he was now checking Charity Meadow once a week, not every day.

**ACTION Clerk to find out the correct safety surface to be used under the zip wire, and update Councillors via email once more information has been received.**

**18 CIL Monies Running Track (Primary School)**

Cllr J Bell reminded everyone that she had declared a non-pecuniary interest as Acting Chair of the School Governors for Gislingham Primary School, when this was an Agenda item in September. However the purpose of it being on the Agenda this evening was to provide an update, and therefore the same member of the public was also present in her capacity as School Governor. The member of the public advised that she had contacted MSDC to request funding as previously suggested. An application to them has been submitted, and she has been advised that in theory they would provide three quarters of the amount requested, with the Parish Council being asked to provide a quarter which would equate to approximately £6,000. She said MSDC sounded positive but had other applications to consider and would let her know within the next few weeks. Cllr I Urwin asked if the School had considered asking FOGS for help with funding too. The member of the public said they had not, but only because they were aware FOGS are already struggling with funding themselves.

Cllr I Urwin and Cllr J Clifford said they were in favour of considering providing a quarter of the funding required. Cllr J Clifford asked whether the S106 money which had previously been set aside for the Skate Park could be used as part of the Parish Council's contribution, which the Infrastructure Team at MSDC confirmed it could.

Cllr J Bell asked the member of the public to come back in January when it would be an Agenda item again and could be discussed further.

**ACTION Item to be included on the Agenda in January.**

**19 Finance**

Admin Payment (Clerk & RFO) - **£485.00**

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

Stationery (ink RFO) - **£15.85**

Top Garden Inv No. 22 - **£540.00**  
Playground Inspection - **£66.76**

**Unanimously approved**

**Action Cllr J Bell to pay approved invoices by BACS.**

## **20 Charity Meadow update**

Cllr J Clifford is still looking into the signage, and still awaiting feedback from some Councillors regarding the wording. The location of the signage also needs deciding to ascertain the number required.

**ACTION Cllr J Clifford to continue investigating.**

## **21 Website**

The Clerk advised that she has started to update the website, which is still ongoing. She has requested photographs of the village from the Editor of the Messenger, which have been received with thanks.

**ACTION Clerk to continue updating the website.**

## **22 Training**

Cllr F Oliver needs to book the second part of his Councillor training. The Clerk advised that she had forwarded recordings of the recent Planning Webinars to all Councillors.

**ACTION Cllr F Oliver to book Councillor training.**

## **23 Date of next meeting 18<sup>th</sup> January 2021 at 6pm via Zoom.**

Meeting Closed at 7.53pm

<b>DISTRICT COUNCILLOR'S REPORT NOVEMBER 2020</b>	
Current COVID -19 Information 9/11/2020	<p>1. <b><u>Shielding and Clinically Extremely Vulnerable</u></b></p> <ul style="list-style-type: none"> <li>• Not returning to shielding as we knew it previously.</li> <li>• Govt. are writing to all Clinically Extremely Vulnerable people by end of this week to provide them with guidance. This will include advice to avoid visiting shops and pharmacies.</li> <li>• People who are Clinically Extremely Vulnerable shouldn't leave their homes to go to work, even if they are in a job where this is permitted.</li> <li>• No Govt. support and intervention this time – all down to local areas.</li> <li>• Home But Not Alone number and underpinning services stood back up on Wednesday. <b>0800 876 6926</b>. The phonelines are open from 9am to 5pm, Mon to Fri.</li> <li>• Redeploying officers from across the councils to respond to referrals from HBNA – want to spread the load like before, so not just down to Communities Officers.</li> <li>• Communities Team have been in contact with key community groups in the Districts – more this week, but have been re-engaging over the past couple of weeks, having seen the rising tide nationally.</li> </ul>
Housing	<ul style="list-style-type: none"> <li>• Numbers in temporary accommodation still remain high from the first wave.</li> <li>• Taken 22 rooms at the Cedars for both Babergh and Mid Suffolk.</li> <li>• 6 flats at Elmswell being converted to temporary accommodation for both Babergh and Mid Suffolk.</li> <li>• No extension to evictions ban at present</li> </ul>
Help for those Isolating	<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.</p> <p>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> <p>We await details of support that might come from Government to help the Council through the new lockdown period.</p>
Culture Recovery Fund Services	<p>Mid Suffolk supported two successful bids for this - £92,000 for the Museum of East Anglian Life and £84,000 for the John Peel Centre.</p>
Joint Local Plan	<p>1. <b><u>Some key changes since last lockdown</u></b></p> <ol style="list-style-type: none"> <li>a. Waste and recycling centres will remain open.</li> <li>b. Outdoor play grounds will remain open.</li> <li>c. Public toilets will remain open.</li> <li>d. Trades people can go into other people's homes, not just to respond to emergencies (as per guidance at present).</li> </ol> <p>2. <b><u>Closure of Services</u></b></p> <ol style="list-style-type: none"> <li>a. All leisure Services with effect from 5<sup>th</sup> November.</li> </ol> <p>3. <b><u>All other services</u></b></p> <ol style="list-style-type: none"> <li>a. Will continue to operate largely as they have been over recent months either virtually or with strict social distancing in place.</li> </ol>
Changes to CIL Expenditure Framework (to be approved alongside JLP)	<p>Approved at full council meeting 11/11/2020 go for final public consultation – Full details and how to respond to the consultation process which ends on 24<sup>th</sup> December can be found here: <a href="https://www.midsuffolk.gov.uk/planning/planning-policy/new-joint-local-plan/">https://www.midsuffolk.gov.uk/planning/planning-policy/new-joint-local-plan/</a></p> <p>Supplementary Planning Documents to Come (SPD's)</p>
Business Grants from Nov 2020	<p>The CIL Regulations also brought in another new provision on the 1st September 2019 which requires each Council to produce and publish (on the Councils web site) an Annual Infrastructure Funding Statement (IFS) by the 31st December 2020. The IFS for each Council is being presented to both Council Cabinets on the 9th and 12th November 2020. The IFS for each Council is different but contains:-</p> <ul style="list-style-type: none"> <li>• Collection and expenditure of monies under the Community Infrastructure Levy (CIL),</li> <li>• Collection and expenditure of monies through s106 Obligations from developers,</li> <li>• CIL monies that are paid to and spent by Parishes under Neighbourhood CIL (through annual returns made to both Councils by the Parishes)</li> <li>• A list of Infrastructure projects which the Council is supporting financially together with Infrastructure projects which are expected to come forward (to support growth in the future which are largely taken from the current iteration of the Infrastructure Delivery Plan (IDP). This List will be known as the "Infrastructure List" for both Councils</li> </ul> <p><b><u>Business Grants for closed business</u></b></p> <ul style="list-style-type: none"> <li>• Grants worth up to £3,000 per month for businesses premises forced to close.</li> <li>• Funding will be provided to billing authorities to administer.</li> </ul> <p><b><u>Additional Restrictions Grant for Businesses (ARG) – Discretionary element</u></b></p> <ul style="list-style-type: none"> <li>• Distributed to councils on the basis of a formula of £20 per head of population to enable councils to support businesses more broadly.</li> <li>• Further details and criteria on this scheme are still to be confirmed by Govt. and we believe this will include businesses allowed to stay open in lockdown but suffering additional hardship.</li> </ul>

	<ul style="list-style-type: none"> <li>Local Authorities can use this at their discretion in financial years 20/21 (and in 21/22 for programmes started in 20/21).</li> </ul> <p>Further information:  <a href="https://www.midsuffolk.gov.uk/features/support-available-for-businesses-in-babergh-and-mid-suffolk">https://www.midsuffolk.gov.uk/features/support-available-for-businesses-in-babergh-and-mid-suffolk</a></p>																											
Design Guide	<p>B&amp;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.</p> <p>The Design , will consider present day design expectations but also the Councils corporate and strategic objectives over years to come.</p> <p>It will apply to the Joint Councils' own properties but may well influence other developers as it is hoped to be exemplar work.</p>																											
Bio-diversity Task Force Update 5/11/2020	<table border="1"> <thead> <tr> <th>Proposal</th> <th>Babergh</th> <th>Mid Suffolk</th> </tr> </thead> <tbody> <tr> <td>Mapping</td> <td>£12,250</td> <td>£16,800</td> </tr> <tr> <td>Tree Planting</td> <td>£104,500</td> <td>£104,500</td> </tr> <tr> <td>Hedge Planting</td> <td>£11,600</td> <td>£11,600</td> </tr> <tr> <td>Meadow Management</td> <td>£18,000</td> <td>£18,000</td> </tr> <tr> <td>Green Burial Site</td> <td>TBC</td> <td>TBC</td> </tr> <tr> <td>Supplementary Planning Document</td> <td>£6,000</td> <td>£6,000</td> </tr> <tr> <td>Resident Campaign</td> <td>£5,000</td> <td>£5,000</td> </tr> <tr> <td>Totals</td> <td>£157,350</td> <td>£161,900</td> </tr> </tbody> </table>	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
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Council Meeting 26/11/2020	<p><b>The council voted to:</b> permanently adopts e-voting as its primary method of voting in all meetings and that a record of all votes cast at meetings of the Full Council, Cabinet and Committees be published on the Council's website with immediate effect.</p> <p>Also a new ICT Strategy was adopted with the following key principles:</p> <ul style="list-style-type: none"> <li>People, if ICT doesn't take account of people or support them, look at their processes and understand them, we are not going to implement technology that works for them.</li> <li>Data, Data is potentially one of our most overlooked assets which can evidence both the need for, and the result of organisational change, as well as supporting staff to deliver services and make quick decisions. ICT can look to surface data in a way that is easily accessible and meaningful</li> <li>Technology, accuracy, the exploitation of appropriate new technologies, resources to be aligned with needs</li> <li>Processes, in particular automation of repetitive tasks, the acceleration of service fulfillment for residents, and the focus on value added tasks.</li> </ul>																											

Councillor Rowland Warboys

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## County Councillor Report



November 2020

### Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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**National restrictions** - The Government has [announced initial guidance on the restrictions the nation can expect to be in place from 5 November](#) to 2 December.

**COVID Support** - The Home But Not Alone freephone **0800 876 6926** is active and will be staffed from 9am to 5pm Monday to Friday. The Suffolk Advice and Support Service phonenumber **0800 068 3131** is also available for support to debt, benefits, employment or housing worries.

**Suffolk Recycling Centres** - Recycling centres remain open by appointment only during the new lockdown restrictions. Bring shops at Foxhall and Bury will close. Appointments can be made via our [online booking system](#).

**Suffolk Highways Communication Protocol** – The recommended way to communicate with Suffolk Highways is through the Customer Services team, problems should be reported using the web-based tool is best. To follow up, email [customer.services@suffolk.gov.uk](mailto:customer.services@suffolk.gov.uk) or telephone 0345 606 6171.

**Suffolk Lorry Route Review** – Please note that the review of Suffolk’s lorry routes initiated earlier this year is taking longer than expected to get underway, however it may be timely for parishes to consider the current lorry route plan and develop comments, particularly given the new commercial developments in Central and Mid Suffolk.

<https://www.suffolk.gov.uk/roads-and-transport/lorry-management/lorry-route-plan-review-in-suffolk/>

**KickStart Programme** – Employers may qualify to engage young adults for a period up to 6 months under a Government funded programme - <https://www.gov.uk/government/publications/kickstart-scheme-employer-resources/kickstart-scheme-brand-guidelines> Potential employers interested in establishing a Kickstart placement should refer to the Suffolk Chamber of Commerce, who are fulfilling the ‘gateway’ organisation function for Suffolk. The main contact to signpost employers to is Emma Alderton – [emma@suffolkchamber.co.uk](mailto:emma@suffolkchamber.co.uk). Interested young people aged 16 – 24 and on Universal Credit should enquire through the Job Centre Service.



## Footpath Report November 20

I have now been contacted by the new Rights of Way Officer for SCC. His name is Sam Trayton. He has walked some of the paths following my reports.

I have asked him if he will contact Lovells, as the path that leaves the new development towards Coldham Lane is very bad and not easy to walk. He has informed me that he has walked this path and it is now on his radar to contact Lovells.

Following my recent walks, I noticed that a new post had been located on FP 59. I was led to believe that the PC are responsible for siting off road posts, so I do not know who reported it or sited it.

I have requested a new post for FP46 with the junction of Mill St. The metals post is now lose and also very rusty.

I will need to replace the post on the junction of 001/004, where it is now rotten.

I recently noticed that some notices had been taped to the stile on FP22 which crosses the railway line, but have been removed. Across the path when it goes into the next field and parish, there is a notice of change regarding the footpath/crossing. I have contacted Network Rail and am awaiting a response. I know that this crossing was identified as going to close many years ago, but no action has been taken.

FOOTPATH ISSUES							12/11/20
<u>FP No.</u>	<u>From</u>	<u>To</u>	<u>On Cutting List?</u>	<u>Reported?</u>	<u>Date Reported</u>	<u>Issue Description</u>	<u>Status</u>
46	46	Mill St		Yes	12/11/20	Metal footpath post, leaning and now rusty	
4	4	1				Finger post rotten, needs replacing	MB to do
22	28	22	no	Yes	05/11/20	Sign on end of path, not sure if states the path will close	Have contacted Network Rail, as they may be closing the stile

**SID ANALYSIS NOVEMBER 2020**

For Project: Mill Street Gislingham

Project Notes:

Location/Name: Eastbound

Report Generated: 16/11/2020 10:27

Speed Intervals 5 MPH

Time Intervals Instant

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

85th Percentile Speed 31.9 MPH

85th Percentile Vehicles 9381

Max Speed 50 MPH on 08/11/2020 15:10:00

Total Vehicles 11036

AADT: 382

**Volumes - weekly counts**

**Time 5 Day 7 Day**

Average Daily 423 373

AM Peak 09:00 28 26

PM Peak 05:00 48 40

**Speed**

Speed Limit: 30

85th Percentile Speed: 31.9

Average Speed: 26.93

**Monday Tuesday Wednesday Thursday Friday Saturday Sunday**

Count over limit 396 382 357 384 402 316 245

% over limit 22.1 21.0 20.2 22.2 23.2 26.5 24.4

Avg Speeder 33.3 33.2 33.2 33.0 33.0 33.5 33.3