



**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 19th FEBRUARY 2024 at 7:00PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr I Urwin, Cllr J Mew, RFO – S Budd,
DC Cllr Warboys (arrived at 7.15pm)

Apologies: Cllr S Alexander, CC Cllr Fleming

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

Cllr Bell welcomed everyone to the meeting and apologies from CC Cllr Fleming and Cllr S Alexander were noted.

2 To receive Declarations of Interest on Agenda items

None received.

3 To received Requests for Dispensations on Agenda items

None received.

4 To resolve the draft minutes of the Parish Council Meeting held on 15th January 2024 are a true and correct record

The draft minutes of the Parish Council Meeting held on 15th January 2024, were approved unanimously.

5 Report from County Councillor

CC Cllr Fleming's report can be found as an addendum at the end of the minutes.

6 Report from District Councillor

DC Cllr Warboys' report can be found as an addendum at the end of the minutes.

7 Public Participation Session (15 minutes set aside)

Two members of the public.

- One resident brought to the attention of the Parish Council that motorists were speeding past Horses on the roads. The resident had contacted SCC regarding 10mph signage but was told that they felt that this sort of signage would confuse motorists. The Parish Council were sympathetic regarding Horses being frightened when motorists drive carelessly in the Village. The resident was given the email address for Cllr Jessica Fleming, the County Councillor to contact and was requested to include the Clerk of GPC to be copied into any correspondence.
- The other resident was very concerned regarding the Flooding that was occurring near his property. At this point Cllr Warboys arrived (District Councillor) who took part in the discussion and listened to the concerns of the resident. The Chair did point out that not only were the ditches full of fallen branches, which meant the water could not flow, but that drains in the roads were unable to cope with the high level of rain that had been encountered over the past months. At the conclusion of the discussion Cllr Warboys advised he would go back and speak with County Council and Highways.

8 Chair's Report

Attending a SALC Away Day on Thursday 22nd February in Stowmarket.

9 Clerk's Report

The Chair went through some of the outstanding items that were being addressed from the previous Report.

Grass Cutting Contract	The Chair contacted Tom Garden, chosen Contractor, and was advised a Contract would be forwarded to the Parish Council over the next few weeks.
Speedwatch Team	Still awaiting receipt of Signed Form from Members of the Speedwatch Team (Volunteers)
Licence for the new Bench at Bus Stop	Still awaiting the Licence. Councillors to revisit costing of the Bench to be purchased and installed when Licence received.
Pride in your Village Award	Discussion took place as monies need to be used by 31 st March 2024. Decision made to use the £250 towards the design of the Footpath Map (to be placed outside the Village Hall) ACTION: RFO to contact resident working on this and obtain an invoice for out-of-pocket expenses. RFO to look into purchasing a Perspex cover for the Map.
CCTV Signs	It appears that unused signs are in the possession of MSDC. ACTION: Chair will look into having the signs returned to Gislingham
War Memorial	Awaiting receipt of the paper file from the previous Clerk.
Village Hall	Advised by the Village Hall that there are plans to have the Kitchen refurbished, which will include the Dishwasher, this was funded by the Parish Council from CIL monies.
Playground Inspection	This was carried out on 26 th January 2024 but the Parish Council were not advised of the visit until after it had taken place. Cllr Urwin is looking into issues highlighted in the Report.

9 RFO's Report

The Receipts and Payments, summary of Reserves, and Bank Reconciliation, up to 31st January 2024 were prepared by the RFO and sent to councillors prior to the meeting.

No questions asked by Councillors on Financial Reports.

ICO has been updated as clerk has resigned. RFO has contacted insurance company regarding the free antivirus software package.

RFO requested approval to use internal auditor Trevor Brown to complete the internal audit for year end March 2024, which was unanimously approved.

Having attended the Training for the PC Website the RFO confirmed she was willing to take on the responsibility to upload documents. There is some "tidying up work" that needs to be carried out and the RFO will advise Councillors on additional hours needed to facilitate this.

ACTION:

RFO to inform Internal Auditor of the approval and look into the antivirus software logins

10 Neighbourhood Watch Report (Cllr Tranter)

Was circulated prior to the meeting. Lots of scams going around. Appears as an addendum at end of the Minutes

ACTION:

Cllr Tranter will forward the Report to The Messenger and PC Facebook page.

11 Footpath Warden's Report (Mr Bryant) who attended the meeting, his Report was circulated prior to the meeting. Appears as an addendum at the end of the Minutes.

12 SID (Speed Indicator Device) Report circulated prior to the meeting. It was mentioned in the covering email that the batteries were not lasting for very long. Given we are replacing the old SID with new VAS signage it was agreed that we would not purchase new batteries for the old SID.

13 New VAS (Vehicle Activated Speed) device update

Paperwork was passed to the RFO.

Cllr Warboys confirmed that he would contribute from his Locality Budget for one sign. An application form needs to be completed by 31st March 2024. Cllr Warboys advised he would email form to the Clerk's email address.

ACTION:

Await application form from Cllr Warboys

RFO to investigate whether the installation is included in the quote for the 3 VAS signs

14 Parish Council Nomination request for GUC ref March 2024 update No nominations yet received.

15 Speedwatch – Signed form from Co-ordinator See note in Clerk's Report Item 9.

16 Update on Footpath Noticeboard See note in Clerk's Report Item 9.

17 Finance

Payment	Amount
Hire of Village Hall January 2024 PC meeting <i>Proposer: Cllr Tranter, Seconded Cllr Urwin, Agreed unanimously</i>	£20.00
Gislingham Primary School Electricity for CCTV on Charity Meadow <i>Proposer: Cllr Urwin, Seconded Cllr Mew, Agreed unanimously</i>	£60.77
Website Training (<i>need to check Payee on Invoice</i>) <i>Proposer: Cllr Mew, Seconded Cllr Tranter. One abstention: Cllr Bell (as took part in training) Agreed.</i>	£48.00
Travel expenses for ex-Clerk <i>Proposer: Cllr Mew, Seconded: Cllr Urwin. Agreed unanimously</i>	£8.55

18 Training

Cllr Alexander attending - Cllr Training, Session 1 on Wednesday 21 st February. This training was rearranged and the RFO advised it had already been paid.
Cllr Bell and RFO undertook GPC Website training with Community Action Suffolk on 14 th February 2024 at a cost of £48.00 Took place remotely and up to 2 participants for 2 hours. Agreed by Councillors previously to book.

19 Policies and Reports

- Standing Orders – The Chair went through the Policy with Councillors noting any amendments.
ACTION:
Chair to make agreed amendments and forward the Policy to the RFO to upload to the PC Website.
- Health and Safety – No changes. To be reviewed again in May 2024

Meeting Closed at 9.05pm

20 In Camera

21 Date of the next meeting is 18th March 2024 at 7pm in Gislingham Village Hall