



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

Email: clerk@gislinghamparishcouncil.com

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 15th JANUARY 2024 at 7:00PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr J Mew, Cllr L Tacey, Cllr S Alexander, Cllr I Urwin
Clerk – J Challis, RFO – S Budd

Apologies: None.

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 DC Cllr Warboys were noted.

Apologies for the 18th December 2023 meeting were received from Cllr Tacey, Cllr Alexander and Cllr Tacey, and approved unanimously with 3 abstentions.

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 18th December 2023 are a true and correct record

The draft minutes of the Parish Council Meeting held on 18th December 2023, were approved unanimously with 3 abstentions (councillors who were not present at the meeting).

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)

No members of the public were in attendance.

8 Chair's Report

- Cllr Tacey has decided to step down as a Parish Councillor immediately after this meeting. Cllr Bell thanked Cllr Tacey for all of her work as a councillor. Cllr Tacey raised the point that the New Councillor training she attended before making the decision to resign, could benefit from improvements to its presentation. Cllr Bell said she will feed this back to the next SALC Board meeting on 22nd February 2024.
- The Clerk has handed in her resignation. It was agreed for her last working day to be 30th January 2024. There will be a handover meeting on this day attended by the Clerk, the RFO and Cllr Bell, followed immediately by an exit interview with Cllr Bell and Cllr Urwin.

9 Clerk's Report

- The Street Furniture Licence has been approved. The agreed bench will be ordered upon receipt of the licence.
- The completed Speed Watch Volunteer list has been requested.
- CIL Bid Application for playground equipment/surfacing – no update; MSDC have not responded to any requests for an update.
- The Police and Crime Commissioner has launched a survey to gauge public support on his precept proposal, which is open for comments until 25th January 2024. Details have been added to the council website: <https://www.surveymonkey.com/r/PCCPreceptSurvey2024>
- The Headteacher of Gislingham Primary School has reported that he raised a flood report with Suffolk Highways, due to the school having to close on 5th January 2024 because

flooded roads into the village meant teachers were unable to get to work. The Clerk contacted SCC Flood Team directly and was redirected back to the Highways Reporting tool.

Report number 00444675 was subsequently raised.

10 RFO's Report

The Receipts and Payments, summary of Reserves, and Bank Reconciliation, up to 31st December 2023 were prepared by the RFO and sent to councillors prior to the meeting. The RFO has given Cllr Tranter the accounts October to December 2023 for his internal audit. The RFO confirmed that DBS checks need to be either live or conducted through the Parish Council, which means that currently only Cllr Bell, Cllr Urwin (both with Parish Council DBS checks), or Cllr Alexander (live DBS check) can view the CCTV footage.

11 Neighbourhood Watch Report (Clerk)

The Neighbourhood Watch report can be found as an addendum at the end of the minutes.

12 Footpath Warden's Report (Martyn Bryant)

The Footpath Warden's report can be found as an addendum at the end of the minutes.

13 SID (Speed Indicator Device) Report

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

14 Grass Cutting Quotations 2024

The Clerk approached 5 contractors to provide a quotation. Two quotations were received and shared with councillors, two contractors were unable to provide a quotation, and the final contractor's quotation was not received. Councillors noted that Financial Regulation 10.3, which states that all members and officers are responsible for obtaining value for money at all times, and that an officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining 3 or more quotations or estimates from appropriate suppliers, had been satisfied. After discussing, Cllr Tranter proposed instructing Top Garden Services to proceed with the grass cutting, based on a fixed price 3 year agreement. Seconded by Cllr Urwin and approved unanimously.

ACTION

Clerk to contact Top Garden to advise them of the approval to accept their Quote and request a contract is forwarded to the Chair of the Parish Council.

15 New VAS (Vehicle Activated Speed) device update

DC Cllr Warboys has confirmed he can contribute towards one device from his locality budget, although the amount has not yet been confirmed. The Clerk will approach CC Cllr Fleming as well and confirm whether there is a time limit for spending against each contribution.

ACTION

Clerk to approach CC Cllr Fleming

16 Parish Council Nomination for GUC wef March 2024

Cllr Bell asked councillors to consider the Parish Council's nominated GUC Trustee, as one of the current nominees has indicated that they will be stepping down in March 2024. A request will also be made via the Messenger.

17 Planning

- DC/24/00103 Application for works to Tree subject to Tree Preservation Order (MS325/T1). To remove Walnut tree (T1) as leaning towards garage and outgrown the area
Location: Hawthorn House, Spring Close, Gislingham, Eye Suffolk IP23 8GZ.
- DC/23/05761 Application for prior approval for a proposed installation, alteration or replacement of other Solar Photovoltaics (PV) equipment on the roofs of non-domestic buildings - The Town and Country Planning (General Permitted Development) Order 2015 (As Amended) - Schedule 2, Part 14, Class J - Installation of 32no. solar panels on barn roof. Location: Lines Farm, Back Street, Gislingham, Eye Suffolk IP23 8JH

After discussing, councillors agreed that they have no objection to either application.

ACTION

Clerk to add comment to planning portal as above

18 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment for January 2024 (Clerk & RFO)	£584.21	Cllr Urwin	Cllr Mew	Unanimous
Clerk mileage expenses (January 2024 PC meeting meeting)	£8.55	Cllr Bell	Cllr Tranter	Unanimous
Hire of Village Hall December 2023 PC meeting	£20.00	Cllr Tranter	Cllr Urwin	Unanimous
Cllr Uwin (Fixtures for Dog-on-Leads signage on Charity Meadow)	£5.96	Cllr Mew	Cllr Alexander	Unanimous with 1 abstention
Cllr Bell mileage expenses (21/11/23 taking Clerk's laptop to 121 Computers in Diss £8.55, 29/11/23 SALC AGM £27.00)	£35.55	Cllr Tacey	Cllr Tranter	Unanimous with 1 abstention

The RFO raised cheques for all payments, except HMRC which is paid online.

19 Training

Cllr Alexander and Cllr Tacey were both unable to attend their second New Councillor training sessions. Cllr Alexander confirmed that she can attend the next date which is 21st February 2024.

ACTION

Clerk to book training as above for Cllr Alexander, and cancel Cllr Tacey's session.

20 Policies and Reports

- Community Engagement Policy
- Complaints Policy
- Cookies Policy
- Parish Publication Policy
- Handling of DBS Certification Information Only
- Recruitment of Ex Offenders (DBS Checks) Policy

Cllr Bell circulated the above policies to councillors prior to the meeting.

All policies approved unanimously.

It was noted that the Neighbourhood CIL Policy is yet to be uploaded to the Parish Council Website.

ACTION

Clerk to publish policies as above

21 Date of next meeting

The next meeting is due to be held on **Monday 19th February 2024** at 7pm in Gislingham Village Hall.

Meeting Closed at 8:26pm