



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 20<sup>th</sup> FEBRUARY 2023 at 7:00PM**

**Present:** Cllr J Bell, Cllr I Urwin, Cllr C Tranter, Cllr L Tacey, Cllr J Mew  
Clerk – J Challis, RFO – S Budd, CC Cllr Fleming, DC Cllr Warboys, 1 member of the public

**Apologies:** Cllr Alexander

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

Cllr Bell welcomed everyone to the meeting, including the member of the public. Approval of apologies received from Cllr Alexander were deferred until the next meeting due to no reason being provided.

**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 Monday 16<sup>th</sup> January 2023 are a true and correct record.**

Cllr Bell proposed approval of the minutes of the meeting held on 16<sup>th</sup> January 2023 as a true and correct record; seconded by Cllr Mew and approved unanimously with one abstention (Councillor who had not read the minutes).

**5 Matters Arising/Update on actions from the 16<sup>th</sup> January 2023 Parish Council Meeting**

All covered elsewhere on the agenda.

**6 Report from County Councillor**

CC Cllr Fleming read through her report, a copy of which can be found as an addendum at the end of the minutes.

Cllr Bell expressed condolences on behalf of the Parish Council upon hearing of the death of Cllr Graham Newman.

Cllr Bell thanked CC Cllr Fleming for her report.

7:05pm CC Cllr Fleming left the meeting.

## **7 Report from District Councillor**

DC Cllr Warboys read through his report, a copy of which can be found as an addendum at the end of the minutes.

Voter ID: Cllr Urwin commented that a family member had recently applied for photographic ID, and was very impressed with how quickly it was received following submission of the application. He also confirmed that it is valid for 10 years, and not just for the forthcoming elections.

VCFSE Fund: Cllr Bell asked if DC Cllr Warboys could confirm whether it includes applications from Village Halls.

The RFO said that skip hire companies are no longer accepting upholstered sofas. DC Cllr Warboys said he believes selected local recycling centres will accept them, but he will check and report back.

Cllr Bell asked DC Cllr Warboys if there is a time frame for a decision from the Planning Inspectorate regarding Planning Appeal **APP/W3520/W/22/3306727** – The Six Bells Inn, High Street, Gislingham, IP23 8JD. DC Cllr Warboys said appeals can take quite a few months before a decision is made.

Cllr Bell thanked DC Cllr Warboys for his report.

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

The member of the public was present in relation to agenda item 18. Cllr Bell therefore proposed moving to agenda item 18 which was approved unanimously.

(18. Expiry of Allotment Agreement with GAGA in May 2023)

A copy of the original Tenancy Agreement for the Allotment Agreements dated 1<sup>st</sup> June 2009 – 31<sup>st</sup> May 2023 was sent to councillors prior to the meeting. The member of the public was present in their capacity as Chairman and Treasurer of Gislingham Allotments and Garden Association (GAGA). Cllr Bell explained that the current Tenancy Agreement is due to expire on 31<sup>st</sup> May 2023, so councillors need to decide if they wish to renew it. Cllr Bell asked the member of the public if they could explain the historic reasoning behind the current financial arrangement, which necessitates travel to Ipswich Co-op and therefore incurs time and mileage expenses for the Council which come out of the Precept.

The member of public explained that due to illness the Landowner involved Property Agents hence the current arrangement. There was a discussion with points being raised on whether the Parish Council needs to be involved in the arrangement, the security of the 3 year renewal period indicated in the current Agreement, Stamp Duty implications, the number of Gislingham residents who benefit from the arrangement.

Cllr Bell summarised that more information is needed for councillors to make a decision, and asked the RFO to speak to the Property Agents regarding the concerns raised.

Cllr Bell thanked the member of the public for attending the meeting.

7:58pm the member of the public left the meeting.

DC Cllr Warboys said to let him know if there is anything the District Council can do to help on the above, before leaving the meeting at 8:00pm.

## **9 Chair's Report**

- Cllr Bell attended the SALC Area Forum on 16th February 2022, which is a combined forum of Mid Suffolk North and Mid Suffolk South. Cllr Bell is the Chair of Mid Suffolk North, and encouraged councillors to attend the next forum which is being held online, on 14<sup>th</sup> March 2023.
- Cllr Bell advised that SALC have a new Finance Manager who reported concerns with Barclays Business and Community accounts. This is something to bear in mind should the council decide to pursue an alternative bank account.

- The SALC AGM is upcoming if councillors wish to attend. Cllr Bell will forward the details once received.
- Mr Bryant, the Footpath Warden, has kindly agreed to organise a litter pick in conjunction with Mendlesham Scout Group. It will be held on Sunday 12<sup>th</sup> March at 10am. Cllr Bell has told Mr Bryant to submit expenses for refreshments to the Clerk prior to the next Parish Council meeting. The Clerk will forward a risk assessment template to Mr Bryant.

## 10 Clerk's Report

- Placement of the 30mph sign near the Lovells Development; SCC has advised that any movement of the 30 mph signs will require a new traffic regulation order and must meet the requirements of our Speed Limit Policy.
- New VAS signs – current costs requested from suppliers.
- A pro forma invoice has been received for the grit bins; to be approved under finance.
- MSDC hope to install the signage for the CCTV on Charity Meadow and the second Welcome Back Funding dog bin on Back Street later this week.
- The new Gislingham sign on the B1113 is due to yet to be fitted by SCC.
- Play equipment/surfacing CIL bid application – ongoing; copies of invoicing have been requested.
- Erosion of verges opposite the Lovells Development by lorries entering the site; Lovells have requested photographs of the verges which have been sent.
- Defibrillator – Community Heartbeat have been contacted for their advice as no reply received from the local Ambulance Service.
- Noticeboard; the 13<sup>th</sup> February 2023 site visit for the supplier to inspect the faults was cancelled. They are now due to visit 22<sup>nd</sup>/23<sup>rd</sup> February 2023 instead.
- S106 Eye Wind Turbine funds; Gislingham falls within the 10km zone of visual impact (ZVI) for the wind turbines in Eye. There is currently approximately £2,100.00 available, of which £1,000 per project can be applied for via BMSDC Grants.
- Play equipment; the resurfacing and works to the under 6 area are now complete. Cllr Urwin advised that there is an area of the new surfacing in the under 6 area that feels much spongier than the rest of area. The surfacing under the slide, cone climber and adult swings are all fine, so he is concerned that there is a fault with the section in the under 6 area. The Clerk will contact the supplier and forward photographs of the location which Cllr Urwin will take tomorrow.  
Cllr Tacey reported that she has received lots of positive feedback regarding the new equipment and resurfacing.
- A Play Inspection Report has been received from MSDC. It was conducted by the Play Inspection Company on 18<sup>th</sup> January 2023, despite the Council advising it would be arranging its own inspection, and the contractors being present carrying out the works to the under 6 play area and resurfacing. The Clerk has contacted MSDC who have raised the issues with the Play Inspection Company.
- Cllr Bell forwarded concerns received from a resident regarding encroachment of a hedge, High Street, Gislingham, onto the road/pavement. Cllr Tacey reported that she has received the same complaint from another resident. The Clerk has reported the issue to Suffolk Highways, and included a link on the Parish Council website under 'Useful Links' should residents need to report a highways issue directly.

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

### **ACTION**

- **Clerk to look at SCC's Speed Limit Policy**
- **Clerk to forward updated VAS device costings once received**
- **Clerk to pursue response from Lovells Developments regarding completion date and verges**
- **Clerk to pursue response from Community Heartbeat regarding defibrillator advice requested**
- **Clerk to speak to supplier regarding concerns with the resurfacing in the under 6 area**
- **Clerk to pursue response regarding Play Inspection Report**

## **11 RFO's Report**

- A summary of reserves, receipts and payments, and a bank reconciliation, all to 31<sup>st</sup> January 2023, were sent to Councillors prior to the meeting.
- A confirmation of receipt has been received from BMSDC for the submitted Precept request form 2023/24. The RFO is still awaiting confirmation of the payment instalments.

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

The February Neighbourhood Watch Report was sent to councillors prior to the meeting, and can be found as an addendum at the end of the minutes.

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

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

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

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

## **15 Elections 4<sup>th</sup> May 2023**

Parish Councillor elections are due to be held on 4<sup>th</sup> May 2023. Anyone wishing to stand for the next 4 year period will need to complete and submit a nomination form by 4<sup>th</sup> April 2023. The Clerk has SALC Election training to do, following which further details will be made available on the Parish Council website and Facebook page.

[Gislingham Parish Council Website » Gislingham Parish Council](#)  
[Gislingham Parish Council | Facebook](#)

## **16 Annual Parish Meeting and Annual Parish Council Meeting 2023**

Due to it being an Election year, the Annual Parish Council Meeting needs to be held within 14 days of the 9<sup>th</sup> May, which is the date retiring Councillors step down, and new Councillors start office. After discussing it was unanimously agreed to hold the Annual Parish Council meeting on Monday 15<sup>th</sup> May 2023 at 6pm, followed by the Annual Parish Meeting at 7pm. The Clerk will invite reports from organisations within the Parish for the Annual Parish meeting and try to organise a guest speaker. The Parish Council will arrange refreshments.

**ACTION – Clerk as above**

## **17 Nominations for the Watson Bowl and Volunteer of the Year Awards 2022**

Cllr Bell asked Councillors to consider nominations for the Watson Bowl and Volunteer of the Year Awards 2022, and forward to the Clerk. The recipients will be decided 'IN CAMERA' at the 17<sup>th</sup> April meeting 2023, for presentation at the Annual Parish Meeting.

**ACTION – Councillors as above**

## **18 Expiry of Allotment Agreement with GAGA in May 2023**

Already discussed above

## **19 Gislingham United Charity nominated Parish Council Representative**

Cllr Bell explained that GUC are seeking a new nominated Parish Council Representative, and suggested it would be beneficial for any nominees to attend a Parish Council meeting. A resident has already indicated their interest so Cllr Bell asked the Clerk to extend an invitation to attend the next meeting.

**ACTION – Clerk as above**

## 20 Gislingham CE Primary School No Idling Project

Gislingham CE Primary School have sent a request for the Council to support their planned 'No Idling' project, to encourage people to turn their vehicle engines off when in the vicinity of the school. The project is being organised by the school's Eco Council and Junior Road Safety Officers. After discussing the request, councillors agreed unanimously to support the project.

**ACTION – Clerk to advise Gislingham CE Primary School as above**

## 21 Charity Meadow update

Updated within the Clerk's Report (agenda item 10)

## 22 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment for <b>February 2023</b> (Clerk & RFO)	£839.10	Cllr Bell	Cllr Tranter	Unanimous
Clerk mileage expenses (February 2023 PC meeting)	£8.55	Cllr Tranter	Cllr Urwin	Unanimous
Hire of Village Hall (January 2023 PC meeting)	£20.00	Cllr Urwin	Cllr Mew	Unanimous
Julie Bell expenses (mileage to Co-op Bank Ipswich)	£22.50	Cllr Mew	Cllr Tacey	Unanimous with 1 abstention
Gislingham CE Primary School (Running Track)	£4,595.00	Cllr Tacey	Cllr Bell	Unanimous
Playground Supplies (resurfacing work/under 6 play area)*	£36,868.80	NA	NA	NA
GAGA Cheque	£346.13	Cllr Bell	Cllr Tranter	Unanimous
SCC Street Lighting & Maintenance costs **	TBA	NA	NA	NA
Kingfisher Direct (grit bins)	£1,088.21	Cllr Tranter	Cllr Urwin	Unanimous

\* Playground Supplies – Councillors agreed unanimously to approve this payment at the March meeting once the surfacing issue was resolved.

\*\* SCC Street Lighting & Maintenance – SCC have confirmed the invoice was raised in error and the correct one will be issued in April 2023.

The RFO raised cheques for all payments, which were signed by Cllr Tranter and Cllr Urwin, as all cheques need to be signed by two signatories.

## 23 Training

Cllr Tacey and Cllr Alexander to book New Councillor training dates. Cllr Bell asked for this to be done as soon as possible now.

Cllr Urwin requested permission to book Health and Safety refresher training as his current certification expires on 9<sup>th</sup> March 2023. Approved unanimously.

**ACTION**

- **Cllr Tacey and Cllr Alexander to book New Councillor training**

- **Cllr Urwin to book H&S refresher training, for reimbursement via expenses at the next meeting**

Cllr Bell proposed moving to agenda item 25. Agreed unanimously.

(25. Policies and Reports)

- CIL Fund Application Policy (new Policy)

A draft CIL Fund Application Policy was prepared by Cllr Bell and circulated to councillors prior to the meeting.

Cllr Bell proposed approval of the policy; seconded by Cllr Tranter and approved unanimously.

- Health & Safety Policy

Included as a refresher and not to review. Cllr Bell reminded councillors to ensure they had reread the policy.

**ACTION – Clerk to publish CIL Fund Application Policy**

## **24 Staffing**

Cllr Bell asked the RFO and Clerk if they had booked their holiday entitlement due before the financial year end. The RFO has booked all her entitlement, the Clerk has 31 hours to take.

Cllr Bell said that although the annual reviews are held in August, Councillors wanted to ensure the RFO and Clerk are managing their roles, and to let Councillors know if they have any concerns. Cllr Tranter asked that time sheets are maintained each month to ensure time is being managed effectively.

## **25 Policies and Reports**

- CIL Fund Application Policy (new policy)
- Health & Safety Policy

Already discussed as above

## **26 Date of next meeting**

The next meeting of Gislingham Parish Council will be held on Monday 20<sup>th</sup> March 2023 at 7pm in Gislingham Village Hall.

Meeting Closed at 9:29pm