



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 25<sup>th</sup> APRIL 2022 @ 7:00PM**

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

**Apologies:** Cllr S Alexander, Cllr L Tacey

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

Cllr Bell welcomed everyone to the meeting including the members of the public. Apologies received from Cllr Alexander and Cllr Tacey were approved unanimously (Cllr Alexander was required to work late and Cllr Tacey was on holiday), and apologies were noted from the Footpath Warden.

**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 21<sup>st</sup> March 2022 are a true and correct record.**

The minutes for 21<sup>st</sup> March 2022 were approved unanimously, with one abstention (Cllr who was not present at the meeting).

**5 Matters Arising/Update on actions from the 21<sup>st</sup> March 2022 meeting**

All covered elsewhere on the agenda.

**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.

Cllr Bell reported she had received an email from a resident requesting an update from CC Cllr Fleming, regarding the parking in St Martins Meadow at school drop off and collections times. The resident previously reported the issues during the public participation session at the 28<sup>th</sup>

February 2022 meeting. CC Cllr Fleming has requested a meeting with the County Council Road Safety Officer which she will follow up. CC Cllr Fleming also acknowledged receipt of an update from the Gislingham JRSO's responsible adult.

**ACTION – Clerk to ask for an update from CC Cllr Fleming once she has spoken to the CC Road Safety Officer.**

## **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.

There were no questions from councillors.

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

A member of the public was present representing the Six Bells Community Group to request financial support. The group are organising a village survey to ascertain support for a community bid to purchase the Six Bells Inn should it be listed for sale in the future. They would like the group to become a member of the Plunkett Foundation which provides practical advice, support and training to help communities establish and run successful community businesses, and also incorporate the Six Bells Community Group. They are seeking financial assistance to do all of this and would like to use the council's bank account as they do not yet have one.

The RFO said that as per the internal auditor's advice it would be better for the group to have their own bank account, which would be a requirement if the group was to be incorporated anyway, although it may be possible to help initially. After discussing councillors felt that whilst they supported the village survey, further support would depend upon the results of the survey. Cllr Bell requested the group shared the survey with the council before conducting it. The member of the public said the group would be happy to do this, and asked whether a councillor would consider joining the group to represent the council. Councillors reiterated their concern that if a Councillor were to join the Action Group it would be inappropriate for transparency and impartiality reasons, and it was suggested again that the Action Group should instead submit a report to the Council each month with their updates and a progress report, as per the 28<sup>th</sup> February 2022 minutes.

It was agreed unanimously to support the survey up to a cost £500 based upon the council having sight of the survey in advance, and a formal application being submitted once the full costs are known.

7:47pm CC Cllr Fleming and one member of the public left

A member of the public was present to represent the Playground Working Party. He advised that some maintenance has been carried out and the equipment is now open and safe to use, however to progress any further financial support from the council is required.

Cllr Clifford expressed thanks on behalf of the council for all the work that has been done so far. Cllr Bell advised that the playground is item 21 at which point this will be discussed further.

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

## **9 Chair's Report**

Cllr Bell asked councillors to please make sure they respond to emails received from the Clerk. The clerk does filter them to show which are for information only, and which require a response.

## 10 Clerk's Report (agenda item 9)

- DC/21/06315 Six Bells Inn - The Clerk attended the Development Committee meeting at Endeavour House, Ipswich on 23<sup>rd</sup> March 2022 and read out the preprepared statement on behalf of the Council. The planning application was refused unanimously.
- ACV Application Six Bells Inn - MSDC have confirmed that the ACV application against the Six Bells Inn has been successful.
- Signage/bin Audit – progressing. All 12 grit bins in the village need replacing and will be a future agenda item before the autumn/winter.
- The two new dog bins are on MSDC's work list to install. MSDC will provide the posts and fixings FOC as part of the Welcome Back Funding scheme.
- An update has been received from the JRSOs and responsible adult, as per agenda item 6. They have drafted a letter to send to all families and are planning a questionnaire to collate information on how people get to school, where they park if driving etc.
- War Memorial – the contractor has carried out an assessment and discovered the movement is due to sinking/failure of the concrete footing, which means it requires disassembly, a new reinforced base, and reassembly, costing an estimated £7,000.00. The Church Warden has been advised and further funding sources need to be investigated.
- MSDC have advised that they have been requested to remove the recycling bins from the Six Bells Inn and have asked if the Parish Council would like them sited elsewhere in the village. The village hall has also been contacted but they do not wish to take them. The council does not own any land in the village so the request has been forwarded to GUC who will include it on their May meeting agenda.
- The village hall have confirmed that equipment stored at the village hall eg the TV and sound system, is available for community use by prior arrangement. It is not currently stated on their booking form but this will be discussed at their next meeting.
- East Anglia GREEN Energy Enablement consultation – this has been forwarded to councillors and will be included on the May agenda.

### **ACTION**

- **Clerk to investigate new grit bins**
- **Clerk to investigate funding sources for War Memorial**
- **Clerk to add East Anglia GREEN Energy Enablement consultation to next agenda**

## 11 RFO's Report (agenda item 10)

- A summary of reserves to the end of March 2022, and receipts and payments to the end of March 2022 were sent to Councillors prior to the meeting.
- The Neighbourhood CIL Report 2021/22 has been completed and was sent to councillors prior to the meeting
- The Budget Monitoring and 15% Variance Explanations 2021/22 was sent to councillors prior to the meeting
- Cllr Tranter has completed and approved the last quarterly year check of the accounts 2021/22.

The Neighbourhood CIL Report 2021/22, and Budget Monitoring and 15% Variance Explanations 2021/22 were approved unanimously.

**ACTION – Clerk to add to website**

## 12 New Parish Councillor Co-Option

Cllr Bell introduced the member of the public who had expressed an interest in becoming a parish councillor. The member of the public had completed an application form in advance of the meeting which had been circulated to councillors, and confirmed they were happy to commit to the meeting times and undertake new councillor training. There being no further questions from councillors, Cllr Bell asked both members of the public still present to leave the meeting room whilst the

application was discussed. Councillors agreed unanimously to co-opt the member of the public and asked both members of the public to re-join the meeting. New Cllr Phil Steadman was then asked to sit with the council for the remainder of the meeting and signed a Declaration of Acceptance of Office.

**ACTION – Clerk to arrange for Cllr Steadman to complete Register of Interests**

8:21pm DC Cllr Warboys left the meeting

**13 Member’s approval to receive Agendas by email**

The Local Government Act 1972 schedule 12, requires permission from members for summonses (agendas) to be sent electronically. Councillors agreed unanimously that they give permission to receive agendas via email. Cllr Alexander and Cllr Tacey gave their permission via email prior to the meeting.

**14 Community Governance Review (Boundaries)**

MSDC are conducting a Community Governance Review of Parishes, Town Councils and Unparished areas. The first stage of the review process will be a consultation, and the District Council will be inviting residents and other interested persons or organisations to submit their views. The deadline for submission to the first stage of the review is Friday 27<sup>th</sup> May 2022. Full details were circulated to councillors prior to the meeting. To be discussed further at the next meeting prior to the first stage submission deadline.

**15 Final arrangements of the Annual Parish (Village) meeting & Annual Parish Council Meeting**

The Annual Parish Council meeting will be held on Monday 23<sup>rd</sup> May 2022 commencing at 6pm in Gislingham Village Hall. The Annual Parish meeting will start at 7pm following the Annual Parish Council meeting with refreshments to conclude. There will a guest speaker, Stefan Henriksen Suffolk Police Community Engagement Officer, and Annual reports have been invited from organisations within the village.

**16 Neighbourhood Watch Report (Cllr Tranter)**

Sent prior to the meeting and included as an addendum at the end of the minutes.

**17 Tree Warden’s Report (Cllr Clifford)**

Cllr Clifford reported that she has undertaken a free online Tree Warden course and has attended the induction with 7 more modules to follow.

Cllr Clifford also advised that there is a half-fallen tree on footpath 007 which she has reported to both the Footpath Warden and Suffolk County Council. Cllr Clifford has received email confirmation from Suffolk Highways regarding the bridge on Mill Street which has previously been reported as dangerous, to advise it has been assessed and added to their works list.

**ACTION – Cllr Clifford to forward Suffolk Highways email to the Clerk for the PC’s records.**

**18 Footpath Warden’s Report including bridleway update from SCC (Mr Bryant)**

The Footpath Warden’s report was sent to councillors prior to the meeting and can be found as an addendum at the end of the minutes.

## 19 SID (Speed Indicator Device)

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

## 20 Book Sale/Coffee Morning Report and Rota

Cllr Clifford reported that a member of the public had complained at the recent book sale that the play equipment on Charity Meadow looks in a poor state. Cllr Clifford told them that the council is currently looking at the repairs/replacements required to the equipment alongside routine maintenance.

## 21 Charity Meadow to include CCTV update

- CCTV update

Permission from GUC to re-site the CCTV to ensure it does not sit on land leased to a third party, is included on their May meeting agenda.

A resident has advised that there was an incident at Charity Meadow on Friday 22<sup>nd</sup> April 2022 when a child was pushed by a group of youths. The resident reported it to the Police and has since discovered that it involved a year 11 student from Hartismere High School. The school has been made aware and has spoken to the student.

- Play Area including Report from Working Party

The Working Group have carried out basic maintenance to allow the play area to remain open safely, but further work will require a financial input from the council. Cllr Clifford proposed approving spending of up to £2,000.00 to allow the Working Group to continue maintaining the play area and repairing the equipment that does not need replacing. Seconded by Cllr Tranter and approved unanimously.

Two companies have conducted site inspections in order to provide quotations, and a third company is due to visit in the next couple of weeks. MSDC have confirmed that they are holding £47,341.48 of available CIL funding for Gislingham from the Lovells Development.

After discussing councillors agreed unanimously to carry out work to the play area and equipment in stages, starting with the surfacing.

### **ACTION**

- **Clerk to email Play Area Working Party advising approval of funds up to £2,000.00, confirming expenses need to be submitted to the next council meeting for reimbursement, and that any invoices need to be in the name of Gislingham Parish Council and include VAT details if applicable.**
- **Clerk to ask Playground companies to provide a full breakdown in their quotations ensuring surfacing is shown separately.**

## 22 Queen's Platinum Jubilee 2022 – update from Cllr Tranter

All arrangements are in place with just a plaque and tree guard to organise. Judges are needed for the fancy dress competition, volunteers for the road closure, and two children to volunteer to carry the relay torch. The cost to the Parish Council is expected to be approximately £2,900.00.

## **23 Spring/Summer Litter Pick – update from Cllr Tranter following QPJ Meeting**

The Queen’s Platinum Jubilee Committee have organised the clean-up post event, so the Spring/Summer litter pick is still to be arranged as a separate event.

## **24 Finance**

Admin Payment for March 2022 (Clerk & RFO) - £677.01  
NALC 2021/22 pay scales backdated pay (Clerk & RFO) - £130.96  
Clerk mileage expenses (March PC meeting & playground meeting)- £17.10  
Clerk mileage/parking expenses (Development Committee meeting) - £28.58  
Clerk expenses (shredder and paper) - £32.00  
Hire of Village Hall (March and Feb book sale) - £40.00  
Gislingham Variety Club (CIL application for sound system) - £1,580.00  
One Suffolk (annual website hosting) - £60.00  
SALC Annual Membership - £433.30  
SALC (CiLCA module 3) - £66  
SCC (50% share of Finningham/Gislingham sign) – £836.82  
New Noticeboard - £1,501.02  
Cllr Tranter expenses (Queen’s Platinum Jubilee) - £276.75

All payments were approved unanimously with one abstention against Cllr Tranter’s expenses.

**ACTION – The RFO had prepared a cheque for Cllr Tranter’s expenses which was signed by Cllr Bell and Cllr Urwin. Cllr Bell to make remaining payments by BACS**

## **25 Training**

New councillor training – it was approved unanimously for Cllr Steadman to book the 6 six New Councill training modules when convenient dates are announced.

**ACTION – Cllr Steadman to check dates and advise Clerk**

## **26 IN CAMERA (Watson Bowl and Volunteer of the Year nominations)**

The member of the public was kindly asked to leave the meeting at this point due to the confidential nature of the items to be discussed.

9:18pm the member of the public left the meeting

## **27 Date of next meeting**

The Annual Parish Council meeting will be held on Monday 23<sup>rd</sup> May 2022 at 6pm in Gislingham Village Hall, followed at 7pm by the Annual Parish meeting.

Meeting Closed at 9:28 pm