



**FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 19<sup>th</sup> AUGUST 2024 at 7:00PM**

**Present:** Cllr J Pitt, Cllr S Alexander, Cllr F Oliver, CC Cllr Flemming, DC Cllr Warboys (arrived 7.01pm)  
Clerk/RFO – S Budd

**Apologies:** Cllr C Tranter,

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

Cllr Pitt (Vice Chair) welcomed everyone to the meeting and apologies from Cllr C Tranter was approved unanimously.

CC Cllr Fleming and DC Cllr Warboys advised they may be unable to attend due to a prior meeting.

**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 15<sup>th</sup> July 2024 are a true and correct record**

The draft minutes of the Parish Council Meeting held on 15<sup>th</sup> July 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, Cllr Fleming left to attend another meeting 7.18pm.

**6 Report from District Councillor**

DC Cllr Warboys' report can be found as an addendum at the end of the minutes, Cllr Warboys left to attend another meeting 7.31pm.

**7 Public Participation Session (15 minutes set aside)**

Seven members of the public were in attendance, resident was raising a question whether the parish council could get another bench on charity Meadow she was asking on behalf of another resident in the village who finds it difficult to walk her dog and a bench would enable her to take a rest in between walking, a question was raised if the resident had tried using a walking frame but some felt that it may not be suitable to use on the grass.

**Action Clerk to contact GUC to ask for permission to install another bench on GUC land**

Residents raised a question regarding a fence around a property in Westview gardens has been built over communal land, it was suggested that they contacted MSDC and seek their advice.

A resident questioned the parish council on spending precept money to facilitate the pylon meeting and expenses for the poster printing. At previous meeting numerous residents requested the pylon meeting and after discussion with MSDC Gislingham Parish Council Agreed to host the meeting and print leaflets to distribute to as many properties as possible in the short time available this was to include residence who do not use social media or the Internet.

**8 Chair's Report**

Nothing to report.

**9 Clerk/RFO Report**

- A summary of reserves, receipts and payments, and a bank reconciliation, up to 29<sup>th</sup> July 2024 were sent to Councillors prior to the meeting.
- External Auditor questioned difference between loan amounts, this is due to it being the final payment
- Encroachment of hedge on high Street has been reported to Highways
- Welcome pack delivered to new residents
- War Memorial – emailed regarding the status of the grant application, the pre-application has been completed but the application and faculty application has not yet been completed, review earmarked amount at budget review
- Gocompare have put together a guide to preparing for a flood and protecting your property and asked if we can add a link to our website, councillors approved unanimously
- Healthwatch Suffolk – Ageing well in Suffolk would like us to post the survey on our website, councillors approved unanimously
- **ACTION**
- Cllr Pitt to contact J Campbell regarding Faculty Licence
- Clerk to complete application to War Memorials Trust, add links to website for Healthwatch and Gocompare

## **10 Neighbourhood Watch Report**

Nothing to report specifically in Gislingham

Hoxne - van was stolen in green St and a white van driving fast forcing horse and rider into the hedgerow.

Haughley - illegal encampment Irish travellers on playing field, police monitoring and eviction notice has been served

Thornham Magna - burglary to a shed 30<sup>th</sup> of July between 2.30-5pm

Lawes in Bacton – broken into 16<sup>th</sup>/17<sup>th</sup> August Power tools, screwdriver sets stolen

## **11 Footpath Report (Martyn Bryant)**

Will be attached as an addendum to the minutes

MB reported a fallen tree on bridleway FP014. Members of the public have been walking around the edge of a field which is not a public footpath, MB has put up posts/signs and will monitor the situation.

Autumn litter pick need to be organised; councillors agreed 27<sup>th</sup> October.

### **ACTION**

Clerk to book village hall, Cllr Alexander create advert for messenger

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

Cllr Pitt discussed the role with Steve Critchley and will have a think about taking on the volunteer role

## **13 Footpath Cutting Update**

SCC are providing a quotation for the additional footpaths as they cut the others already.

## **14 Health & Safety Lead Volunteer**

Cllr Alexander will decide after training is completed.

## **15 New VAS (Vehicle Activated Speed) device update**

Resident enquires about having a VAS device installed far end of Mill Street, vehicles are still driving over the limit and as there are no footpaths, dogs / walking children to schools can be quite dangerous. The other site is outside St Mary Church,

Councillors discussed the 2 proposed sites and approved unanimously.

Stuart Wells said we should consider purchasing another battery as the current one does not last the whole month.

### **ACTION**

Clerk to complete site suitability checklist and submit to Highways, obtain quote for additional battery.

## **16 Parish Council Nomination request for GUC**

None received.

## 17 Bus Stop Bench update

A resident enquired about the status of the Bus stop bench which was approved and the meeting on 23/10/2024, Highways confirmed they had not received a Street Furniture Licence previously, licence has been submitted, street furniture licence is £160.00 and bench is £349.00, new quotations for installation from MSDC

Install Concrete base £601.64

Installing bench including fixings £111.38

## 18 Planning

- DC/24/03063 Application for Listed Building Consent – Replacement of existing front door with like-for-like timber door

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

BMSDC Survey – carried forward to next meeting.

### **ACTION**

Clerk to add comment to planning portal as above

## 19 Suffolk Preservation Society

We are now members of The Suffolk Preservation Society (SPS) they are available to offer advice and support in protecting historic and landscape qualities of Suffolk.

## 20 Buses

BSIP have funded a new bus service due to start on the 2<sup>nd</sup> September.

Monday, Wednesday and Friday's to Stowmarket.

Thursday's bus to Stowmarket is due to finish on the 29<sup>th</sup> August, approx. 20 people use the bus as it is Market day in Stowmarket.

The BSIP portal is now open for submit ideas for **new or improved** services.

A resident has asked if we could apply for funding for a service to Diss on a Friday and Stowmarket on a Thursday (Market days).

I was also mentioned we have a bus service on a Wednesday to Bury St Edmunds and most people use this service and feel that the Wednesday service to Stowmarket will not be used.

### **ACTION**

Clerk to apply for BSIP funding for service to Diss (Friday) and Stowmarket (Thursday)

## 21 Charity Meadow

Playgrounds Supplies have seen photo evidence of the damage and believe that is it vandalism as the other areas do not have any damage, the quotation to repair the damage is £715.00+VAT.

Councillors discussed the quote and Cllr Pitt would like them to carry out a site visit to look at the damage but will approve the quotation approved by Cllr Alexander and seconded Cllr Pitt, approved unanimously.

Soft play bark has been delivered and spread underneath the zip wire bring to current standard.

CCTV footage is saved for 4 weeks, IH-T said the footage can be zoomed for clearer images, previous councillor said the footage on the photo was a better quality.

Cllr Alexander has a live DBS, Clerk to have an enhanced DBS at a cost of £60.00, approved by Cllr Pitt and seconded by Cllr Alexander, approved unanimously.

### **ACTION**

Clerk to contact In-House Tech to obtain details for phone access.

Cllr Pitt to discuss site visit will Playground Supplies, Clerk to have enhanced DBS.

## 22 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment for August 2024	£474.85	Cllr Alexander	Cllr Oliver	Unanimous
Cllr Tranter expenses 2 x printer ink	£38.90	Cllr Oliver	Cllr Alexander	Unanimous
Hire of Village Hall July 2024 PC meeting	£20.00	Cllr Alexander	Cllr Oliver	Unanimous
SALC – Cllr Training Cllr Oliver	£76.80	Cllr Alexander	Cllr Pitt	Unanimous
S Budd Expenses – H & S Training Cllr Alexander	£36.00	Cllr Oliver	Cllr Alexander	Unanimous

S Budd Expenses Suffolk Preservation Society	£30.00	Cllr Alexander	Cllr Oliver	Unanimous
Volunteer Expenses – M Bryant – posts/signs	£19.87	Cllr Oliver	Cllr Alexander	Unanimous
I-HT Sim Card monthly DD August 2024 to July 2025 £25.00 pm		Cllr Alexander	Cllr Oliver	Unanimous
CAS – Website Hosting	£60.00	Cllr Oliver	Cllr Alexander	unanimous

The RFO raised cheques for all payments, except HMRC, I-HT paid online.

### 23 Training

Cllr Pitt would like to be booked onto 19<sup>th</sup> September and 26<sup>th</sup> September.

#### **ACTION**

Clerk to book training for Cllr Pitt.

### 24 Policies and Reports

Health and Safety Policy reviewed.

The Clerk circulated the above policies to councillors prior to the meeting.

Financial Regulations - SALC are currently updating the Financial Regulations module, it was agreed to carry forward to the next meeting when the SALC module is finalised.

CCTV policy - discussed and agreed to carry forward to next meeting when CCTV is discussed

### 25 Councillor Co-option

Kevin Chapman completed a Councillor Co-option Form which was circulated to councillors prior to the meeting, it was agreed that Kevin met all the criteria and was welcomed to the council.

#### **Date of next meeting**

The next meeting is due to be held on **Monday 16<sup>th</sup> September 2024** at 7pm in Gislingham Village Hall.

Meeting Closed at 9.00pm