



**MINUTES OF A PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL ON MONDAY  
18 DECEMBER 2017**

Present: Councillor C Pitt (Chairman), Councillor C Chopping, Councillor C Tranter, Councillor R Pye, Councillor J Bell, Councillor G Laurence, Councillor K Brooke, Councillor J Cripps, Councillor J Fleming and Mrs K Wells (Clerk)

**1 TO CONSIDER/APPROVE APOLOGIES FOR ABSENCE**

Councillor Wells had sent his apologies (unwell.) The reason for his absence was accepted.

**2 TO RECEIVE DECLARATIONS OF INTEREST ON AGENDA ITEMS**

There were none.

**3 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
20 November 2017**

It was proposed by Councillor Laurence, seconded by Councillor Tranter and agreed with one abstention (not a councillor at the time) after the following addition to Matters Arising – “The Councillor understood the decision to support this project was made before their appointment but could not support it. As a youth worker they had experienced the effects on a community in relation to antisocial behaviour and increase crime as a result of such a project” – and changing to Councillor Laurence attended Help Desk rather than Councillor Pye that the Chairman sign the minutes as a true record.

**3.1 Matters Arising.**

The paperwork required to update bank signatories is being circulated. There was no report on CIL from Councillor Kearsley but Councillor Pitt reported that he had spoken to Mr Burgess who has paid £138,000 in CIL for the new properties at the Little House and off Mill Street – The Gislingham Parish Council share of approximately £20,700 would be available after 31 March.

The precept will be agreed in January.

The VAT implications for the skatepark were explained from the Finance Guide. The skatepark equipment will belong to Gislingham Parish Council going forwards but will be bought by the Skatepark Committee. Gislingham United Charity own the land. It was agreed to ask SALC for specific advice in writing. **Clerk to write.** Councillor Pitt reported that a letter of support for the skatepark from the Parish Council had been sent as well as one from Councillor Kearsley.

Councillor Pitt reported that he had made a complaint about the lack of the Post Office van in Gislingham to the Post Office. The Clerk reported that she had contacted Stowupland PO who confirmed that they had given up the contract and the van returned to the PO.

C Brooke reported fly tipping. Councillor Chopping to ask The Messenger to put the website information in for people to see.

Authorised invoices were paid.

The Clerk reported that she had looked into purchasing a new Correspondence bag and had found one that was waterproof for approximately £20. There were lots of different colours and it was agreed to select something bright. **Clerk to arrange purchase.**

Councillor Pitt reported that the play area lease was not accurate as the existing equipment goes beyond the area in the original lease. GUC has contacted solicitors to see what can be done and currently waiting for a response. It could be possible to alter the map and resign. New equipment will be in the existing area of use. The playarea application will need a letter of support from Councillor Kearsley once she has considered quotes. **Councillor Pitt to arrange.**

Clerk confirmed that the website had been updated to show Chris Tranter as the Neighbourhood

Watch coordinator.

The clerk reported that she has not yet written to WI about food for 11 November 2018. **Clerk to write**

Clerk has responded to SCC re Christmas lights.

Jeff Norman was contacted about taking photographs and attended.

#### **4 PUBLIC PARTICIPATION SESSION**

##### **To receive reports from the County Councillor, District Councillor, and Questions and Comments from the Public.**

Councillor Fleming sent the report attached after the minutes.

Councillor Pitt reported that he hasn't had a response from MSDC so Councillor Fleming will contact again. Councillor Pitt stated that he would relaunch FOI in February if no response by then. The Post Office van has stopped coming to the village. Stowupland Post Office has resigned from the service.

There is an out of use post box which has been inaccessible for 3 months but there should be one within 0.5 mile of 95% of population. Councillor Pitt raised the query more than 12 weeks ago and has contacted the Post Office again. There was an apology for the delay but no action. Councillor Pitt to email Councillor Fleming to see what she can do. **Councillor Pitt to progress.** Jo Churchill will be contacted if Councillor Fleming can't take it further. The premises and facilities person wasn't helpful as there wasn't a reference number. Councillor Laurence stated that he has been trying to get resolution for 10 years.

The home to school transport is an important consultation. There is a workshop in Eye on 17 January at 7pm at Eye Community Centre. Councillor Fleming stated that she would circulate any further information.

Babergh and Mid Suffolk District Councils holding a meeting on Tuesday 19 December at 5.30pm. Merger is on the agenda.

#### **5 CLERKS REPORT**

##### **5.1 Details of Circulated Emails**

The Clerk confirmed that she had circulated the following emails:

SALC Notification of area meeting on 4 December 2017, Smaller Authorities Audit Appointments – external auditor, SALC Papers for the area meeting, SALC Internal Audit Service, CAS Newsletter, SALC Weekly bulletin including Post Office funding, MSDC Consultation about a new council for the Heart of Suffolk, CAS Newsletter, Realise Futures Computer Clubs, SALC Weekly bulletin.

##### **5.2 Update on BT Phone Box move to Village Hall**

BT phone box has been moved to its new location outside the Village Hall. It will need some maintenance work before transferring the defibrillator from the wall of the Village Hall. It is anticipated that the transfer will take place in the spring.

There will be a defibrillator at school. It has been ordered.

Councillor Pitt proposed and Councillor Tranter seconded a vote of thanks to Gislingham Village Hall Committee for the work done in re-siting the BT phone box. It was also stated that the Christmas tree looks good.

##### **5.3 Update on grass cutting**

Nothing to report. No reply from TOP Garden Services yet.

##### **5.4 Update on Highways**

A pot hole had been reported in Mill Street and repaired within 2 weeks.

There have been repairs made down Coldham Lane.

#### **6 FINANCE**

##### **6.1 Current Account Balance**

As at 30 November 2017 - £3664.28

##### **6.2 Deposit Account Balance**

As at 30 November 2017 - £22001.85

##### **6.3 Income**

November 2017 – interest - £1.85

**6.4 To approve the following invoices and salaries for payment – Resolution required**

TOP Garden Services – August - £274.28

K J Wells – Salary for November 2017 – £311.76

K J Wells – Expenses – stamps - £24.20

J Cripps – Expenses – Mileage to SALC –£35.86

Street Forge Workshop – Donation - £100

It was proposed by Councillor Laurence, seconded by Councillor Brooke and agreed by 7 votes with one abstention (expenses claim) to pay all the items at 6.4 except for TOP Garden Services. **The Clerk will arrange.**

**7 PLANNING APPLICATIONS, NOTIFICATIONS AND DECISIONS**

**7.1 Discharge of Conditions Application DC/17/02781 – Condition 3,4 and 7 at The Little House, High Street**

Noted

**7.2 Refusal of Non Material Amendment 1454/01/FUL – Bowmans Barn, Back Street**

Noted

**7.3 Consent to Carry Out Works to Tree – DC/17/05494 – Plum Tree House, Spring Close**

Noted

**7.4 Discharge of Conditions Application DC/17/03393 – Archaeological Works at Jaylands, Mill Street**

Noted

**7.5 Decision on Planning Application DC/17/05075 – Lodge Farm, Back Street**

This planning application has been granted. There were 24 objections but it did not go to committee. The public could have contacted Councillor Kearsley to ask for the application to go to committee. It was suggested that the Parish Council write to MSDC to check what the procedure is and criteria for taking an application to committee. People in the village would like to know why. Councillor Pitt to write to Councillor Kearsley and copy in Mr Isbell.

**8 CORRESPONDENCE**

**8.1 Suffolk County Council**

None

**8.2 Mid Suffolk District Council**

None.

**8.3 Suffolk Association of Local Councils**

None.

**8.4 Miscellaneous**

None.

**8.5 Correspondence received since circulation of bag**

None

**9 COUNCILLORS REPORTS**

**9.1 Rights of Way/Footpaths**

Councillor Chopping reported that an update had been circulated before the meeting. No new issues. The crop on the footpath at the bottom of Coldham Lane has not been sprayed off. SCC contact Francesca has left so we are now dealing with someone else.

**9.2 Adventure Playground**

The application for section 106 money is ongoing with Councillor Kearsley

**9.3 Neighbourhood Watch**

Councillor Tranter reported on figures for September and October. As in the past, the data was very out of date. There have been reports of an egg throwing scam in Eye. General trend for crime figures is downwards in last 3 months.

**9.4 Village Map**

Councillor Brooke has not heard from printers, Polstead Press, so will chase this up.  
**Councillor Brooke to action.**

## 9.5 Speed Indicator Device

Councillor Wells was not at the meeting but made the following report. There was a total of 13,646 vehicle movements with 85% at or below 30.7 mph.

There were a couple of days when the SID was not working and it was recharged.

### 10 REVIEW OF ACTIONS FROM MONTHLY PARISH COUNCIL HELP DESK – COUNCILLOR PYE

Councillor Laurence reported that there was nothing to report. .

**Councillors Pitt and Bell will attend the next Help Desk on Saturday 6 January 2018 from 1000 to 1200 at the Village Hall.**

### 11 PARISH COUNCIL WEBSITE/FACEBOOK – CLERK

The Clerk reported that 104 likes.

Website will be updated in December.

Councillor Brooke apologised and left the meeting

### 12 CONSIDER PLANS FOR THE BATTLE'S OVER COMMEMORATION 2018

Councillor Pitt reported that the village signs on the B113 are a long way from the centre of the village house so planters should be under 30mph signs where more easily accessible ie, Finningham Road, Mill Street and Thornham Road. There could be 2 at each and also have them round the island at the Village Hall. It was suggested that they could be sponsored. Concrete planters would enhance village. There would need to be some agreement about who would be responsible for looking after them. There could be temporary ones at 30mph signs and more permanent ones at the Village Hall island.

St Mary's Church is planning to do knitted and crocheted poppies. Anyone who want to get involved should contact Jackie Campbell. Councillor Pitt reported that he had asked for a full peal of the bells for 11 November 2018.

### 13 Consider implementation of requirements of General Data Protection Regulations in 2018

The decisions on what needs to be done have not yet been made. SALC is still waiting for information.

At the North Area meeting Sarah Foote said that there would be more information for Parishes. The role of Data Protection Officer can't be held by the clerk or a Councillor. It needs to be filled by an outsider. There could be organisations to buy into. There are many aspects and lots of conflicts of interest.

### 14 ACTION PLAN 2018

No amendments required

### 15 CONSIDER ARRANGEMENTS FOR EXTERNAL AUDIT FOR YEAR ENDING 31 MARCH 2018

Councillor Chopping volunteered to go to the SALC briefing on 30 January 2018. We do have option to opt out. As a Quality Council it would be best practice to have an external audit. **Clerk to book.**

### 16 LOCATION OF MEETING IN MARCH 2018

The Village Hall is having some work done on the roof and there is a provisional start date of 12 March 2018. The work should take two weeks so would be unavailable for the Parish Council meeting on 19 March. The Clerk reported that she had contacted the School about hosting a one off meeting. Could change meeting date instead. It was agreed to hold over discussion until 19 February when more information might be available on the schedule of work for the Village Hall so a decision could be made.

### 17 BUSINESS PLAN 2017/2018

#### 17.1 Consider and Approve the Budget and Set the Precept for 2018/2019

There could be extra money required for GDPR. It was proposed by Councillor Pitt and seconded by Councillor Laurence that the previous agreed figures should be used. This was agreed by all.

#### 17.2 Consider and Approve the Business Plan for 2018/2019

There will be an election in May 2019 so this should be added.

#### 17.3 Consider and Reapprove Co-operative Bank for 2018

The paperwork required to facilitate the change of signatories on the account includes the following resolution:- The Co-operative Bank plc shall continue as our bankers in accordance with our original application. The full list is found on page 6, Declaration.

Councillor Pitt proposed and Councillor Pye seconded that the Co-operative Bank plc shall continue as our bankers in accordance with the original application and other resolutions on page 6. All were in agreement and it was resolved to continue with the Co-operative Bank plc.

#### **17.4 Review Training Needs**

Councillor Bell has been booked on new councillor training.

Councillor Bell stated that at the recent North Area meeting there had been a report on planning. Neighbourhood Plans have been put in place around Suffolk but can take 18 months. Councillor Pitt stated that the idea of a Neighbourhood Plan had been discussed in council and at a public meeting but with no response. It would need a strong working party to move it forward and there are grants of up to £8000 available. In East Bergholt the NP didn't count until actually signed.

#### **18 CONSIDER CONSULTATION ABOUT A NEW COUNCIL FOR THE HEART OF SUFFOLK**

There are lots of different views on this but there was no volunteer to co-ordinate response. Councillors were reminded that they could comment as individuals. Babergh voted against a merger in a previous referendum and not being asked again. There could be vote of no confidence in Babergh District Council.

#### **19 ITEMS FOR THE NEXT AGENDA**

Mother and Baby group not running anymore. Is there any funding?

Councillor Pitt will be absent and Councillor Chopping will be in the chair.

#### **20 DATE OF NEXT PARISH COUNCIL MEETING 15 January 2018 at 7.30 pm in Village Hall.**

The report from County Councillor Fleming follows:-

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980 twitter: @jesstfleming

**School Transport Consultation**—Changes to home-to-school transport are under review, the consultation began on 12<sup>th</sup> December running until 28<sup>th</sup> February. Views are sought on three options for pre-and post-16 age groups. Please refer to: [www.suffolk.gov.uk/schooltravel](http://www.suffolk.gov.uk/schooltravel)

**Option 1:** Change the school travel policy so that it is in line with the legal requirements starting in September 2019. This would mean implementing all the changes at once, including ceasing free travel to schools other than a pupils' nearest.

**Option 2:** Introduce changes over time as a child joins or moves school commencing in 2019, all changes would be phased. This option would be more expensive to implement.

**Option 3:** Make no changes to the school travel policy but make savings from other services provided by Suffolk County Council.

The Council is also requesting feedback on use of Rights of Way in its home to school distance calculations, and on other local solutions.

**Highways.** Reminder to report defects on:- <http://highwaysreporting.suffok.gov.uk> for other highways matters refer to <https://www.suffolk.gov.uk/roads-and-transport/> Please use the 'escalation procedure' if you have difficulties:

Simple escalation procedure

1. Initial faults/repairs/reporting

The first point of contact for standard defects should be the Suffolk Highway reporting tool via <https://highwaysreporting.suffolk.gov.uk> or over the telephone on 0345 606 6171.

A log reference number will be given enabling reports to be tracked

2. Follow up on a fault/repair/report

Please telephone 0345 606 6171 number with the log reference number to hand.

3. If no resolution contact your county councillor.

**Sign Replacement Information** - limited to essential or mandatory signs as described in the Highway Maintenance Operational Plan: <https://www.suffolk.gov.uk/assets/Roads-and-transport/how-we-manage-highway-maintenance/Suffolk-Highway-Maintenance-Operational-Plan.pdf>

Matrix G - Road Signs							
		SEVERITY					
		Extreme	Major	Moderate	Minor	Minor	Negligible
		Road Type 2	Road Type 3a	Road Type 3b	Road Type 3b	Road Type 4a	Road Type 4b
		Strategic 'A' roads	Main distributor - major urban network and inter-strategic routes	Main rural secondary distributor roads	Main urban secondary distributor roads	Local roads	Minor rural roads and urban culs-de-sac
LIKELIHOOD	Very Likely/Likely Mandatory sign missing or heavily obscured	Cat 2 2 working days	Cat 2 2 working days	Cat 2 2 working days	Cat 4 10 working days	Cat 5 20 working days	Cat 5 20 working days
	Possible Warning sign missing	Cat 5 20 working days	Cat 5 20 working days	Cat 5 20 working days	Cat 7 Potential future works	Cat 7 Potential future works	Cat 7 Potential future works
	Unlikely/Rare Regulatory, ADS or Tourist sign missing	Cat 7 Potential future works	Cat 7 Potential future works	Cat 7 Potential future works	Cat 7 Potential future works	Cat 7 Potential future works	Cat 7 Potential future works
<b>Notes</b>							
Non electrical equipment only. Include reflectorised bollards with traffic sign for example dia. No. 610. Mandatory signs are referenced as Diagram No. 601.1; 606; 609; 610; 616; 670 for 30 and 40mph speed limit terminal signs. The matrix will be fully reviewed now TSRGD 2016 has been published. Insert pictures of signs							
Diagram No.	601.1	Dia 606	Dia 609	Dia 610	Dia 616	Dia 670	
							