



**MINUTES OF A PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL ON MONDAY
20 NOVEMBER 2017**

Present: Councillor C Pitt (Chairman), Councillor C Chopping, Councillor C Tranter, Councillor R Pye, Councillor S Wells, Councillor G Laurence, Councillor K Brooke, Councillor J Cripps, three members of the public and Mrs K Wells (Clerk)

1 TO CONSIDER CO-OPTION OF A NEW PARISH COUNCILLOR

This item was moved to the end of the agenda.

Two people applied for co-option and they were both interviewed. After a discussion it was proposed by Councillor Pye, seconded by Councillor Chopping and agreed, by 4 votes to 3 with one abstention, to co-opt Julie Bell to the Council.

2 TO ELECT THE VICE CHAIRMAN OF GISLINGHAM PARISH COUNCIL

It was proposed by Councillor Pitt, seconded by Councillor Pye and agreed unanimously to elect Councillor Chopping to the position of Vice Chairman.

With the departure of Councillor Kitson there was also a need for a new cheque signatory and Councillor Laurence volunteered for this position. **Clerk to arrange.**

3 TO CONSIDER/APPROVE APOLOGIES FOR ABSENCE

Councillors Kearsley and Fleming had sent their apologies.

4 TO RECEIVE DECLARATIONS OF INTEREST ON AGENDA ITEMS

Councillor R Pye declared a non-pecuniary interest in Item 7.2.

Councillor G Laurence declared a non-pecuniary interest in Item 7.2.

Councillor C Pitt declared a pecuniary interest in Item 8.4.

5 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18 SEPTEMBER 2017

It was proposed by Councillor Laurence, seconded by Councillor Chopping and agreed with one abstention (not at meeting) that the Chairman sign the minutes as a true record after Councillor C Chopping had been added to the list of those present.

3.1 Matters Arising.

The Clerk confirmed that money had been applied for from the Locality Award Fund but no response had been received. **Councillor Kearsley to report on planning CIL at next meeting.** Councillor Pitt reported that he had spoken to the CEO of MSDC who thought it a good idea to show the CIL on planning documents.

The Clerk confirmed that the Skatepark Committee had been written to. They had replied with an action plan. The Clerk confirmed that the insurance had been paid.

Councillor Pitt reported that the precept figures had been published in the Messenger. There have not been any comments. **Clerk to prepare sheet for board for December Help Desk.**

The Clerk reported that she had missed the deadline for comment on planning application DC/17/05075 at Lodge Farm, Back Street. There were a number of residents of Back Street who objected and Councillor Pitt advised them to contact MSDC on their own behalf. The application could go to committee.

Councillor Pitt purchased a wreath and attended the commemoration at the War Memorial.

Councillor Chopping is checking the bank statement and accounts on a quarterly basis. Internal and

external audits are considered to be good practice.

The standing orders had been circulated.

6 PUBLIC PARTICIPATION SESSION

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

Councillor Fleming sent the following report :-

Jessica.fleming@suffolk.gov.uk Tel: 07714-597980 twitter: @jesstfleming

Council Tax – The Council's 2018/19 budget proposals include a 1.99 per cent council tax increase following a seven-year freeze, the 3% Social Care Precept will continue for that year also. This implies band D will pay £1.14 per week additional cost and Band B (majority of properties in Suffolk) 88p per week due to the tax increase. The budget will be agreed next February.

Highways. Reminder to use the website for reporting; please contact me if you have difficulties:–

<http://highwaysreporting.suffok.gov.uk>

School Transport – Plans to consult on proposed changes to school transport will be re-considered by Cabinet in December. The proposals are about limiting support for home to school transport to statutory levels (nearest school).

Suffolk & Essex Rail Conference –Suffolk County Council hosted this conference in Ipswich in late October. Speakers representing Network Rail, Greater Anglia Franchise and Port of Felixstowe gave their commitment to regional railway improvements and key projects needed to add passenger and freight capacity.

Councillor Kearsley sent the following report:-

The move to Endeavour House, Ipswich is now complete and the Needham Market building is closed entirely. If there is any doubt about the Stowmarket drop in office, I believe there is a notice to be sent out detailing what our communities need to do. Universal Credit will roll out in Mid Suffolk in February 2018 – I shall probably include something on this in the first 2018 Messenger magazine but if anyone needs to know more about how MSDC will deal with the complexities of this please let me know.

A resident came along as a representative of the Skatepark Committee. They are progressing plans to build next summer. There is an issue which is the extra cost involved in paying VAT. The Skatepark Committee wondered whether Gislingham Parish Council could pay and reclaim the VAT. The committee requires letters for paperwork from Councillor Kearsley and from PC to confirm ongoing support. Another survey was undertaken at the Christmas Fair and Councillor Brooke has the results. Ninety nine people thought it was a great idea and 3 said no. One was a young girl who had been knocked over at another skatepark. The result shows support.

There were requests for lighting and a path all the way there and also for a bench. There will need to be a sign saying wear protective gear. There is approximately another £12,000 to find and contact being made with various potential sources.

VAT in relation to expenditure to purchase skatepark. **Clerk to report on VAT implications at next meeting.** Clerk to check back through minutes too to see if this was decided before.

Clerk to compose letter of support for Chair to sign. One of the newer Councillors asked if the support should go through but it was agreed that the Council agreed it at the time and should stand by the decision. The Councillor understood the decision to support this project was made before their appointment but couldn't support it. As a youth worker they had experienced the effects on a community in relation to antisocial behaviour and increased crime as a result of such a project. Plan has been seen by Councillors.

There have been a number of complaints about the lack of attendance of the post office van.

Councillor Pitt to report the lack of Post Office Van to the Post Office.

There is a bath and cistern next to Finningham road under the oak tree. **Councillor Brooke to report to MSDC as fly tipping.**

7 CLERKS REPORT

7.1 Details of Circulated Emails

The Clerk confirmed that she had circulated the following emails: SALC Finance for Councillors course, Suffolk Preservation Society Newsletter, CAS Newsletter including GDPR, Stowmarket community minibus, SALC Data Protection and Right Homes, Came and Company newsletter, MSCAB Annual Review, Suffolk Preservation Society Design Training, SALC Newsletter, CAS Newsletter, SALC Information about AGM on 7 November, SALC vacancies, SALC Newsletter, SALC Information about GDPR, CAS Newsletter, MSDC Precept and Taxbase, SALC Newsletter.

7.2 Update on BT Phone Box move to Village Hall

The Village Hall Committee has cemented a base for the box and it will be moved by a haulage company soon. There was a question over power supply and it was stated that the amount of power required could be supplied by a small solar panel with a battery for overnight. The defibrillator needs to be kept at a certain temperature but the adaptor was missing from the pack so the supplier has been contacted. There is a sponsor to cover any electrical work required.

A limited number of people have asked for the video from the shop. A record is being kept.

7.3 Update on grass cutting

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

8 FINANCE

8.1 Current Account Balance

As at 31 October 2017 - £1400.51

8.2 Deposit Account Balance

As at 31 October 2017 - £25,000.

8.3 Income

October 2017 – none

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

TOP Garden Services – August - £274.28

K J Wells – Salary for October 2017 – £311.76

K J Wells – Expenses - £3.35

Playdale – remaining 50% - £685.63

SALC – New councillor training – J Cripps - £132.00

Community Action Suffolk – website hosting - £60.00

C Pitt – wreath - £17.00

Cost of framing village map - £450

It was proposed by Councillor Laurence, seconded by Councillor Chopping and agreed by 7 votes with one abstention (declaration of interest) to pay all the items at 8.4 except for TOP Garden Services. **The Clerk will arrange.**

9 PLANNING APPLICATIONS, NOTIFICATIONS AND DECISIONS

9.1 Application for Planning Permission number DC/17/05494 for consent to carry out work on tree protected by a tree preservation order at Plum Tree House, Spring Close.

The Council agreed unanimously to support the application.

9.2 Application for Planning Permission number DC/17/05656 for the erection of an extension to North House, High Street

The Council agreed unanimously to support the application.

9.2 Decision on Planning Permission number DC/17/03755 at Grebe Cottage, Rickinghall Road

It was noted that permission to erect the fence was refused.

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

Local Government Boundary Commission - boundaries are going to change
Clerks and Councils Direct - no comments

Gislingham Skatepark – committee produced a good time table for progress. There are three new committee members.

8.5 Correspondence received since circulation of bag

8.5.1 Decision on Planning permission number 17/04835 at Rose Cottage. Planning permission was granted on 17 November.

8.5.2 Community Housing Fund.

The red bag needs to be changed. **Clerk to investigate.**

9 COUNCILLORS REPORTS

11.1 Rights of Way/Footpaths

Councillor Chopping reported that an update had been circulated before the meeting. The fallen tree on footpath 21 has been removed. Path across to footpath 21 has had crop planted. A request to have it sprayed has been made but has not been carried out. It also needs to be compacted. SCC to contact landowner again.

There is a path off the charity meadow which has been ploughed over. It may not be an official footpath as it is not marked on the footpath map. Footpath goes across the field but hasn't been marked for several years.

9.2 Adventure Playground

Councillor Pye displayed information about the quotes he had received and after some discussion Councillor Laurence proposed that the zigzag climbing wall from Climbing Wall Solutions and the pavilion from Playdale were the preferred options. This was seconded by Councillor Tranter and agreed unanimously.

The quotes will be presented to Gillian Hilder at MSDC for payment from S106 money.
Councillor Pitt to complete paperwork.

9.3 Neighbourhood Watch

Councillor Tranter has volunteered to become the neighbourhood watch co-ordinator. **Clerk to update website.**

9.4 Village Map

Councillor Brooke has emailed map to the printer and will collect the printed copy. The printer will send the invoice to the clerk. There were two quotes for the sign and the cheaper quote was selected. The installation at the village hall includes holes for putting it in the ground.

9.5 Speed Indicator Device

Councillor Wells reported that in the most recent monthly period there had been 14600 vehicle movements. 12400 of vehicles were at or below 32 mph. 2200 vehicles were recorded at more than 32mph.

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

Councillor Laurence reported that there was a complaint about the pavement on the High Street opposite the Church near the village hall. It was noted that this has already been dealt with.

There were comments about the ongoing problems of both the post office van and the lack of a second post box. The process for getting a second post box is under way but there has not been formal information from post office or Stowupland regarding the post van.

Councillor Laurence will attend the next Help Desk on Saturday 2 December 2017 from 1000 to 1200 at the Village Hall.

Councillor Pitt will attend in January.

11 PARISH COUNCIL WEBSITE/FACEBOOK – CLERK

The Clerk reported that Community Action Suffolk, who host the website, are updating the website and it should be ready for implementing in early 2018.

The Facebook page has reached 100 likes. The post about the closure of Mellis road has been seen by 350 users. The Litter pick thanks was seen by 136. It was suggested that the next Litter Pick should be advertised at the school.

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

Councillor Pitt reported that he had talked to the Messenger about a poetry competition and it was stated that the Messenger will support whatever the schools want to do. Definitely want to do something for 2018 commemoration.

Poppy seeds won't be followed up as they don't flower in November. However, David Braybrooke has suggested that some artificial poppies could be provided.

Kay Lucas had responded that they would be willing to do a full peal. The bell ringers are allowed to do 6 full peals a year.

The WI had not responded to the suggestion of a party so it was agreed to write formally to ask about doing lunch in the Village Hall. **Clerk to arrange.**

Councillor Pitt to work out how many planters required under village signs.

14 **REPORT FROM PARISH LIAISON MEETINGg**

Councillor Chopping reported on population change in East Anglia. Family unit split up has a massive impact as does the aging population. In 20 years 1 in 3 in Suffolk will be over 65. There are implications on health care, health centres and GPs. New developments will cause bigger impact. There is a need to get developers to finish developments nationwide. There was a suggestion of payment of council tax after 3 years if haven't started building.

There is a shortage of planning staff at MSDC. There is a need to look at affordable housing and may consider a return to building council housing.

15 **CONSIDER IMPLEMENTATION OF REQUIREMENTS OF GENERAL DATA PROTECTION REGULATIONS IN 2018**

NALC and SALC still working through the implications of the new roles. A councillor can't be a Data Protection Officer. Clerk represents the council as proper officer so should be able to take on DPO role but may be too close or too biased.

If it has to be outsourced then it has to be funded. Even if Clerk can do there may be an increase in costs to implement. There should be training for 2 or 3 councillors too.

Hold on for next month. **Clerk to approach SALC for further information.**

17 **ACTION PLAN**

This is ok.

Clerk to contact previous clerk to sort through website issues.

15 **BUSINESS PLAN 2017/2018**

15.1 **Consider and Approve Code of Conduct**

Proposed by Councillor Laurence, seconded by Councillor Pitt and agreed unanimously to re-approve the Code of Conduct.

15.2 **Consider and Approve Finance Regulations**

There are several changes to be made.

Clerk/RFO. Take out the crossed through sections. Bring to next meeting

15.3 **Consider and Approve Precept**

No input from the public. Any costs on GDPR but these are unknown for holder of post and training of councillors. It was agreed to prepare the precept paperwork but hold it for December meeting.

15.4 **Christmas**

It was agreed that the street lights would go with the SCC arrangement and be left on overnight from Christmas Eve to Christmas Day and again from New Years Eve to New Years Day. **Clerk to respond to SCC.**

15.5 **Review Training Needs**

Councillor Pitt asked Councillor Cripps if there was anything else she had learned. She replied that it would be worthwhile for Councillors who had been on council for some time to

go for a refresher.

16 ITEMS FOR THE NEXT AGENDA

Resolution on approving or not approving an external audit next year.

Photo opportunity. **Councillor Pitt to contact Jeff Norman**

17 DATE OF NEXT PARISH COUNCIL MEETING 18 December 2017 at 7.30 pm in Village Hall.