



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

THESE DRAFT MINUTES HAVE YET TO BE APPROVED BY THE PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON MONDAY 20th August 2018

Present: Councillor C Pitt (Chairman), Councillor C Chopping, Councillor J Cripps, Councillor J Bell, Councillor C Tranter, Councillor R Pye, Councillor G Laurence, Miss T Davis (Parish Clerk)
Apologies: Councillor S Wells & Councillor J Fleming

Prior to the meeting the Chairman, Councillor C Pitt, took the opportunity to propose to defer items 3.2, 11.1 and to ask councillors to email the Clerk directly concerning item 15. It was also proposed that a discussion took place regarding an item listed in 5.1 and a debrief of Jo Churchill's visit was given under matters arising. This was seconded by Councillor R Pye and unanimously agreed.

1 TO CONSIDER & APPROVE APOLOGIES FOR ABSENCE

The apologies sent were accepted by the Parish Council

2 TO RECEIVE DECLARATIONS OF INTEREST ON AGENDA ITEMS

Councillor J Bell signed the book in relation to item 6.4 as a pecuniary interest

3 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 16th JULY 2018

It was proposed by Councillor R Pye and seconded by Councillor J Bell and agreed with 2 abstentions for the Chairman to sign the minutes as a true record.

3.1 Matters Arising

The actions of the last meeting were run through.

Councillor C Pitt confirmed the Post Box issue has been forwarded to a Postal Review Team who have 30 days to reply. Councillor C Pitt also confirmed MP J Churchill has organised a press release following the review. Councillor C Pitt also gave an overview of the MP J Churchill's visit (details of this are found in the SCC Councillor J Fleming report under item 4)

Councillor J Bell confirmed the task on July's minutes of 5.4 will be completed by the next meeting. **ACTION: Councillor J Bell to liaise with School Head**

Councillor C Pitt confirmed that he would forward a contact to the Clerk regarding the updating of the Website of July's item 5.6 **ACTION: Councillor C Pitt to provide contact**

It was also confirmed to the Clerk that only one financial page, a summary page, should be sent to the council prior to meetings. It was also agreed that Councillor C Chopping would liaise with the Clerk to confirm what should be on this financial page.

3.2 To Review & Adopt New Standing Orders from NALC – deferred for the next meeting

3.3 Clerk's Outstanding Actions from last meeting

Street Lighting Loan Agreement

Whilst the Clerk is still looking for the original agreement, which now may be filed virtually, it was discussed between councillors that a copy can be obtained from the PWLB

4 PUBLIC PARTICIPATION SESSION

To hear reports from County Councillor, District Councillor, Questions & Comments from the Public

Councillor J Fleming sent this report in her absence:-

County Council Report for Gislingham Parish Council August 2018

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

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New Grit Bin Policy - Suffolk Highways has reviewed grit bin and grit heap provision. Details of how the new system will operate will be sent to parish/town/borough and district councils shortly. Grit heaps will no longer be restocked due to pollution concerns. Any parish/town which has a grit heap is encouraged to apply for a new grit bin in line with the guidance.

Parking Enforcement to Transfer to District Councils – SCC needs to create Traffic Regulation Orders for each of the 6 Suffolk districts so that this responsibility can be locally enforced. Existing parking restrictions need to be checked within parishes to ensure they are valid, Parish Council responses to this consultation (sent separately) should be returned by 28th September.

Recycling Sites to be Replaced - The existing Ipswich and Stowmarket sites are severely constrained with limited expansion opportunities and money has been earmarked for replacement sites. Construction of a new site in Stowmarket is expected to get underway in 2019/20.

Local Meeting with MP Jo Churchill – This took place in Gislingham Village Hall on 16th August and was well attended by local residents and by myself. Topics raised included:

- Public transport (local 456/ 459 bus service replacement and Community Transport): Capacity problems were raised on the Stowmarket route, particularly during school holidays; no room for push trolleys or baby chairs; no wheelchair access; passengers do not get issued paper tickets. (Follow up – JF meet with SCC Passenger Transport and BSEVC)
- Re. Community Transport it was noted that the phone was not always answered during office hours and messages were not always returned; the connection service is expensive. (Follow up – JF as above, inform JC)
- A140 Junction Safety: the junction at the Thornham White Horse was singled out as particularly dangerous, in general increased traffic is making access to the A140 difficult. (Follow up - JC to with Cabinet Member Mary Evans; JF clarify status of a Safety Study)
- Planning: very slow responses from Mid Suffolk noted.
- Design: house builders are not building the types of homes people WANT and NEED. Design in general is inferior and large builders get away with mass produced proposals (Follow up- JF Review SCC's progress with the Suffolk Design Guide Draft – update PC)
- Special Education Needs: a parent noted the difficulties of planning and in getting to and from school in Eye and poor state of mental health services generally. Thurston HS was mentioned as having in house specialist staff and that this is helpful

Road Closures – notices are put up but often the road is not closed (Follow up – JF, this may be highways or stat undertakers such as Anglian Water, UK Power, BT etc.)

5 CLERKS REPORT

5.1 Details of circulated emails & correspondence up to 13th August 2018,

- 11th July 5yr Housing Plan
- 13th July Headways Charity
- 13th July SALC Bulletin
- 16th July Women in Government Conference
- 17th July Unison Police Staff (Letter)
- 18th July Heathmatic re: Public Toilets
- 18th July Suffolk Highways – Morleys Lane
- 19th July Parish Online
- 20th July BMSDC CIL for Silver Band x2 emails
- 20th July SPCC Update

26th July BMSDC Planning Notice DC/18/03331
 30th July Landscape Training
 30th July SCC Problem Reports 00217711 & 00217709
 30th July CAS – Combat Loneliness funding & workshop
 31st July BMSDC - Walsham Le Willows Neighbourhood Plan Notice
 31st July Suffolk Highways Report No. 199723 & 199726
 2nd Aug Suffolk Highways Report no. 217709
 2nd Aug BMSDC Street Naming SN/18/00334/SN
 8th Aug Local Government Boundary Commission for England – Mid Suffolk Boundary
 8th Aug SALC Bulletin (with new standing orders)
 13th Aug SALC for NALC – Independent government review of planning appeal inquiries
 13th Aug BMSDC Planning Decision, permission granted, DC/18/02706

The street naming request sent on 2nd Aug was discussed by the councillors. The resulting three names were deemed appropriate by the councillors as they are flowers closely associated with the village:- 1. Poppy (or Peace) Way 2. Crocus Close 3. Saffron Close **ACTION: Clerk to respond to BMSDC Address Management**

In the matter of the BMSDC correspondence of 20th July regarding the Silver Band application for BMSDC CIL funds. During the period between the Parish Council meeting of 16th July and the meeting of 20th August, the Parish Councillors had agreed unanimously via email that the Clerk would write a positive letter of support for the BMSDC CIL funds application by the Gislingham Silver Band and to not hold an EGM. **ACTION COMPLETED: Clerk wrote letter of support for Gislingham Silver Band**

It was Proposed by Councillor G Laurence, Seconded by C Pitt and unanimously agreed that the Clerk had had the full agreement of the Parish Council to do so as the deadline was before the meeting of the 20th August.

6 FINANCE

- 6.1 Current Account Balance as at 31st July 2018 - £8,766.60**
- 6.2 Deposit Account Balance as at 30th June 2018 - £19,505.31**
- 6.3 Income – MSDC £8595.98**
- 6.4 To approve the following invoices and salaries for payment – Resolution required**
 - T Davis – Salary for July 2018 - £324.24**
 - Councillor J Bell - £32.40 (mileage for training)**
 - A O Services - £391 (footpath clearing)**
 - LCPAS - £120 (planning training for Councillor C Pitt & Councillor J Bell)**
 - SALC - £123.60 (2 day Clerk training)**
 - Lacy Scott & Knight (Allotment Water & Rent)- £263.57**

It was Proposed by Councillor G Laurence, Seconded by Councillor C Pitt and agreed with 1 abstention to pay all items in 6.4. **ACTION: Clerk to action**

6.5 VAT Reclaim for 17th March 2016 to 31st March 2018 of £2,234.23 – To Approve

It was brought to the councillors attention that some items were not able to be reclaimed under the current guidance. Councillor C Chopping and others discussed further ways of asking HMRC to allow these reclaims. It was agreed that one item regarding the Marquee purchase, would be looked into by Councillor C Chopping and details forwarded to the Clerk to provide a way of asking HMRC to reclaim the VAT on this item. **ACTION: Councillor C Chopping to forward details, Clerk to follow up**

It was proposed by Councillor G Laurence, Seconded by Councillor C Pitt and unanimously agreed to approve the VAT reclaim for the period 17th March 2016 – 31st March 2018 **ACTION: Clerk to forward to HMRC once Bank statements received with correct address.**

7 PLANNING

- 7.1 1 Consultation Request for DC/18/03331 – formal approval was not required.
- 7.2 1 Community Notice – Walsham Le Willows – no comments were made

8 CORRESPONDENCE / EMAILS

- 8.1 Correspondence received since 13th Aug 2018
 - 16th August Tesco Bags of Help
 - 17th August SALC Bulletin
 - 17th August Community Speedwatch Hi Vis Jacket funding Request

It was Proposed by Councillor G Laurence, Seconded by Councillor C Chopping and unanimously agreed that Hi Vis Jackets up to £30 would be paid for by the Parish Council **ACTION: Clerk to arrange payment of invoice when received**

9 COUNCILLORS REPORTS

- 9.1 **Rights of Way/Footpaths** – Councillor C Chopping

Councillor C Chopping reported on the footpaths. Footpath (FP) 49 is to be checked, FP 29 is in need of a new sign from SCC, FP 54 has now had it's path cleared of the tree. The official and registered FP's around the new build are open and confirmed the direct route from Thornham Rd to Coldham Lane is not an official FP.

Councillor C Chopping then advised he had reported items left on the Bowling Alley FP as fly tipping to the appropriate authority.

The Clerk advised that after speaking to the residents, the estate agents managing one of the properties needed to be contacted in removal of one of the items, whilst the other item is already being dealt with by the resident. It was agreed that the Clerk would write to the managing agent.

ACTION: Clerk to write to managing Agent
- 9.2 **Adventure Playground** – Councillor R Pye

Summer Fair Questionnaire – The Clerk had failed to email Councillors the questionnaire results prior to the meeting and gave an apology as the Clerk was under the impression it had already been sent. The item was deferred for the next meeting.

Councillor R Pye reported on the current status of the playground:- there was a small hole in the wet pour in the Toddler area to be monitored, Bolts were missing on the multigym which didn't seem to be inhibit the use but something to be looked at. A temporary repair had been made to the rope walkway as a cap was missing and small fingers could get caught. It was also brought to the Councils attention that the signage needs to be updated. **ACTION: CIL Working Party to Review**
- 9.3 **Neighbourhood Watch** – Councillor C Tranter

Councillor C Tranter highlighted the recent news of the large reduction in PCSO's.

One item was reported to Councillor C Tranter just prior to the meeting regarding boys named and photographed by young residents who were seen standing on the new Shelter and hitting the roof trying to break it. The discussion was concluded by Councillor R Pye to inspect for any damage **ACTION: Councillor R Pye to inspect Shelter, Clerk to provide details to Councillor C Tranter**
- 9.4 **Speed Indicator Device** – Councillor S Wells – No report

10 HELP DESK REPORT – Councillor R Pye

- 10.1 Footpath by The Elms blocked

Councillor R Pye reported on the details of the Helpdesk, noting that some had been dealt with by Clive's report. Councillor R Pye also pointed out that the current helpdesk book was no longer fit for purpose following the new Data Protection Laws that came in over May 2018. Following a discussion, it was concluded that Councillor C Pitt would take the next helpdesk and provide a loose leaf form to hold in a confidential folder to ensure residents personal details are safe for any open actions and that closed actions are destroyed. **ACTIONS: Clerk to provide folder, Councillor C Pitt to create form**

11 WASTE BINS

11.1 Dog Bin Bag Dispenser £164.06 + Fixing £24.95 or Dog Bin & Bag £267.16 + Fixing.
This item is deferred until the next meeting

11.2 Litter Bin for Playground £169 + Plinth £65 + Carriage £41 = £275

It was proposed by Councillor G Laurence, Seconded by Councillor C Pitt and unanimously agreed to order the bin at the above cost. **ACTION: Clerk to order Bin**

12 MOBILE PHONE

Details were provided by the Clerk of the outcome of investigation regarding types of phone line the Parish Council could have.

The approximate outlay on a mobile phone would be £100 if requiring smart phone

BT provide an 0800 number for £10 a month plus calls. This can be diverted to any number.

BT can also provide, if anyone is willing or already has a Business Line (£13 a month) an app which can be downloaded and diverts the calls to any other number, eg: a mobile. The app is free and caters for multiple users.

It was concluded by the Parish Council that no 0800's telephone numbers were needed and further investigation was needed on a Pay as You Go mobile. **ACTION: Clerk to investigate Pay As You Go mobiles**

13 OUTDOOR SPORTS AND RECREATION WORKING PARTY

13.1 To confirm members & remit

A letter had been written to the Skatepark Committee inviting their members to join the working party and also sent to all councillors on 5th August 2018.

Councillor K Brooke confirmed Skatepark members would join and that approximately £6,000 was due to be given to the Parish Council from the Skatepark Committee. Mention was given to Councillor K Brooke of other residents who had showed an interest.

Councillor J Cripps confirmed her involvement and knew Diane Kearsley wished to join.

It was agreed that Councillor K Brooke & Councillor J Cripps would get together to organise a first meeting before the next Parish Council meeting to draw up a timeline. **ACTION: Councillor K Brooke & Councillor J Cripps to arrange first meeting**

14 MERCHANT NAVY DAY – Councillor J Cripps

Councillor J Cripps confirmed a resident was willing to organise this day and had handed the Clerk a poster of the event. It is to take place on 3rd Sept at 10:30am outside the village hall. Jeff Norman is to take photographs. A flag was being obtained to the cost of £5.99.

It was Proposed by Councillor J Cripps, Seconded by Councillor C Pitt and agreed unanimously that this would be paid for by the Parish Council. **ACTION: Clerk to arrange payment when receipt received**

15 GOVERNMENT CONSULTATION – Independent review of planning inquiries (NALC request) – Councillors to email individual responses directly.

16 BUSINESS PLAN 2018/2019

16.1 Consider & Approve Grants & Donations Policy

It was proposed by Councillor G Laurence, Seconded by Councillor C Pitt and unanimously agreed to readopt the Grants & Donations Policy. **ACTION: Clerk to upload to Website**

16.2 Consider & Approve Health & Safety Policy

Prior to the Health & Safety Policy being readopted it was highlighted by the Clerk that the policy referred to a couple of forms and procedures which were not found within the Parish Council documents. It was agreed by the Parish Council that the policy would be rellooked at during the next meeting.

16.3 Training

Both Councillor J Bell and Councillor C Pitt attended the training on Planning held by LCPAS. Mixed feelings on the usefulness of the training were held, however it was agreed that the handouts would be distributed to all Councillors. **ACTION: Clerk to distribute to Councillors**

17 CIL WORKING PARTY – Community Infrastructure Levy

The working party met on Tues 7th Aug and agreed a draft letter and handout for the Gislingham organisations along with the Consultation to go out with the Messenger at the end of Sept. Councilor C Chopping confirmed that after retrieving three quotes it was agreed to adopt the quote from the contractor providing the best quality paper and price. It was agreed the Parish Council's October helpdesk will be available for any residents who wish to discuss the consultation. The consultation was to be collected from the end of October. **ACTION: Clerk to place order with contractor once confirmed by Councillor C Chopping, Clerk to ready letters and handout once emailed by Councillor J Bell. Councillor C Pitt to collect consultation, CIL working party to organise delivery.**

18 POST BOX – Councillor C Pitt – spoken about in Matters Arising.

19 Items for the next Agenda

- New Contract
- New Standing Orders
- Dog Bin
- New Health & Safety Policy
- Items to be displayed from Dig at next AVM

20 Date of the next Parish Council Meeting – Monday 17th Sept 2018