



**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 16th July 2018

Present: Councillor C Pitt, Councillor C Chopping, Councillor J Cripps, Councillor J Bell, Councillor C Tranter, Councillor R Pye, Councillor S Wells, Councillor D Kearsley, Councillor J Fleming, one member of the public, Miss T Davis (Parish Clerk)

Apologies: Councillor G Laurence & Councillor K Brooke

1 TO CONSIDER / APPROVE APOLOGIES FOR ABSENCE

Apologies were accepted

2 TO RECEIVE DECLARATIONS OF INTEREST ON AGENDA ITEMS

Councillor C Pitt signed a pecuniary interest for item 6.4

3 TO APPROVE DRAFT MINUTES FOR THE PARISH COUNCIL MEETING OF 18th JUNE 2018

It was Proposed by Councillor S Wells, Seconded by Councillor C Chopping and unanimously agreed that the Chairman sign the minutes as a true record, once the planning notice reference was placed onto item 7. **ACTION: Clerk to insert planning reference**

3.1 MATTERS ARISING

Councillor C Pitt ran through the actions of the last meeting. It was highlighted that both the CIL committee and the initially proposed Outdoor Sports Committee are in fact Working Party's and to be referred to as this moving forward.

3.2 OUTSTANDING ACTIONS

Three actions were not completed by the Clerk in time for the meeting.

i. Litter Bin & Dog Bin Orders

ACTION: Councillor C Pitt to gain permission for Dog Bin from Landowner

ACTION: Clerk to obtain new quotes for Dog Bin's with Bag Dispensers

ACTION: Clerk to order litter bin shown at last meeting

ii. Mobile Phone investigation

ACTION: Clerk to do for next meeting

iii. Street Lighting Loan Agreement located

ACTION: Clerk to locate for next meeting

4 PUBLIC PARTICIPATION SESSION

To report from the County Councillor, District Councillor, Questions & Comments from the Public

Councillor D Kearsley gave a report as follows on the next page:-

Mid Suffolk demonstrates over six years of housing land supply

Mid Suffolk District Council has published its Annual Monitoring Report, demonstrating a Housing Land Supply of 6.5 years – meeting the government's requirement of 5 Years. On Wednesday 11th July the Council announced that they are now able to demonstrate a '5-year housing land supply'. This is a significant development to the whole of Mid Suffolk and will play an important part in the future applications for housing in rural Mid Suffolk. This means that Mid Suffolk can prove that there is enough deliverable land to meet the number of homes they need to be built over the 5-year period to meet housing needs. The Council will be in a stronger position to refuse inappropriate proposals for housing development. Up until now the Council has been unable to demonstrate this land supply, but now with a proactive approach to delivery the updated figures have made this possible.

Former Needham Market Council office

Mid Suffolk District Council's Cabinet has given the go-ahead for a planning application to be drawn up to develop 99 new homes at the site of their former offices in Needham Market. [Read more in our press release.](#)

Stars of Mid Suffolk

Please spread the word to encourage people to make their nominations.

There are 17 categories in this new awards scheme, which was launched in Brome. These are split between community awards and business accolades including five business awards, five community awards and seven individual community awards. [Full details can be found in our press release.](#) To nominate your Stars of Mid Suffolk, visit the East Anglian Daily Times website and complete the online nomination form: <http://www.eadt.co.uk/news/nominate-your-community-heroes-for-the-new-stars-of-babergh-and-mid-suffolk-scheme-1-5544117>

The closing date for nominations is midnight on 28 September and a glittering award ceremony will be held on Thursday 18 October at St Mary's Church in Hadleigh.

CIFCO

Babergh and Mid Suffolk District Councils' property investment management company, CIFCO Capital Ltd, has made six acquisitions in its first year which are generating an annual return of £1.4million. Each of the two councils has invested £25million and has a 50 per cent shareholding in CIFCO, which reports to two holding companies, Babergh District Council (Suffolk Holdings) and Mid Suffolk District Council (Suffolk Holdings). At the end of the first year's trading, a total of £23,572,000 has been invested by CIFCO in six assets, generating a total of £1,410,466 in annual rental income. [Read more in our press release.](#)

Council launches new online payments system for land charges searches

A new online payments system has been introduced for those buying homes in Mid Suffolk. The new system allows those requesting a Local Land Charge Search – which carries with it a search fee – to pay quickly and easily online, via credit or debit card. Most Land Charge Service customers are solicitors and agents delivering conveyancing services to those buying a house although anyone can request this service regarding any property. [Read more in our press release.](#)

Boundary Commission for England

The commission intends to report its final recommendations on the parliamentary constituency boundaries to the Government on or shortly before 5 September 2018, in order that they have every chance to lay the report in Parliament before the party conference recess begins on 13 September. Once the Government has laid the report in Parliament, the commission will publish our final recommendations on our website

Keeping 'Fit' in Mid Suffolk

For some time now there has been a great deal of emphasis on how important physical activity is to our health and wellbeing. SCC has launched several initiatives over the past few years and now MSDC have announced a new 3-year joint project with Suffolk Sport- the ACTIVE WELLBEING project is a bespoke approach to help those who are physically inactive into more activity. MSDC

have now announced a new three-year joint project with Suffolk Sport – the **Active Wellbeing** project is a bespoke approach to help those who are physically inactive into more activity. Statistics show that inactivity is one of the main causes for dementia, hip fractures, depression as well as other chronic conditions and diseases. **Active Wellbeing** will work closely with identified GP surgeries and Patient Participation Group members to develop partnerships with community organisations such as the Women’s Institute, Parish Council, local Churches, ‘OneLife Suffolk’ and more.

Councillor D Kearsley also advised of the Police Commissioners drive to combat drugs and violence which is spreading from towns into villages and effecting children as young as 11yrs old. Further details can be found on the Suffolk Police website <https://www.suffolk.police.uk/about-us/police-and-crime-commissioner>

Councillor D Kearsley also advised of the results of the number plate recognition pilot being carried out in Halesworth is due to be published. Possibly with a roll out to on a wider scale. A discussion regarding 30mph limits took place.

Clarification was also sought in respect of the 5yr Housing Plan and if this is broken down. The land areas are shown in the joint local plan.

Councillor D Kearsley also brought the attention to the overgrown high verge opposite the Village Hall, which was promised to be grassed but remains unkempt. Councillor D Kearsley has now taken responsibility for getting this area properly grassed.

Councillor D Kearsley also wanted to remind the village about the locality funds available. Councillor J Bell asked if up-to-date information on current outstanding amount could be made available. No funds have yet been distributed. (Further details of this grant are on the Village Notice board outside the shop).

A resident attended to relay the difficulties being experienced on the new mini bus which has taken over the 456 bus route to Stowmarket. It was at this time that item 5.2 was read out. Shopping trolleys, Zimmer Frames, Pushchairs cannot be accommodated on the mini bus. It is reducing the number of users because the service is not accessible to all. The resident’s wife is having to get on and off the mini bus at every stop to move the push chair for people to get out and the resident’s shopping trolley (which is also a walking support) has been banned by the owners of the company. All councillors were upset by this news and clear discrimination. Councillor C Pitt advised the resident to come and meet with our local MP Jo Churchill who will be conducting a drop in at the Village Hall on 16th August from 9:30-11am. It was also to be discussed with Councillor J Fleming, who had been delayed, later in the meeting.

Councillor J Fleming attended later in the meeting, this was the report:-

County Council Report for Gislingham Parish Council July 2018

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

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Home-to-School Transport – Cabinet Decision – The decision-making process about the future of home to school travel made by Suffolk County Council’s Cabinet on 19th June has been considered by the Scrutiny Committee and upheld. The new school and post-16 travel policy will be phased in starting in September 2019.

Local Transport - a mini-bus service is now serving Gislingham and Stowmarket with extra capacity on Thursdays and Saturdays, augmented by Community Transport. I understand that some issues remain with access and the extent of the service and wish to assure residents that the Cabinet Member for Transport is aware and has undertaken to re-view the situation.

Highways Programme review – A major review has been launched about the highways programme and use of funds for maintaining the county’s roads, bridges and other assets. A new Highways Improvement and Innovations Board has been established to undertake this work.

Consultation on Specialist Education – The public is invited to comment on options for future special educational provision for children and young people between the ages of 5 and 25, reply by close of business on 7th August. Refer to www.suffolk.gov.uk/SENDSufficiencyeducation

The options propose varying providers from either wholly independent sector, developing new special schools, and/or specialist centres alongside mainstream schools.

We Are Listening events -Suffolk residents are invited to come and meet with the Leader of the Council, other councillors and senior managers about their concerns and ideas for Suffolk. The following are scheduled for the remainder of 2018:

- Framlingham: Tuesday 18 September
- Bury St Edmunds: Wednesday 26 September
- Haverhill: Friday 12 October
- Ipswich: Thursday 25 October

Councillor J Fleming was advised of the situation worsening with the min bus 456 Route to Stowmarket. Councillor J Fleming was hoping that now the Minister for Transport had become involved a sensible solution would be provided as a matter of urgency.

Councillor J Fleming also confirmed that a unitary council authority was currently on hold for the foreseeable future.

5 CLERKS REPORT

5.1 Details of circulated emails & correspondence,

LCPAS Course – Rights of Way & ByWays 9th July
LCPAS Course – Bylaws & Public Nuisance 9th July
LCPAS Course – Village Green & Common Land 9th July
SALC Notice regarding Solar Panels 9th July
CAS Newsletter Link 9th July
BMSDC Joint Housing Strategy 29th June, resent 9th July
Diana Kearsley Locality Award Information 5th July
Women in Government information 5th July
SALC Bulletin 4th July
Police Newsletter & News Release 4th July
Access Group Information 3rd July
Water & Minerals Plan 2nd July
Letter to Jo Churchill of 5th June, Chased on 22nd June
PCSO's letter regarding funding 25th June
Police Meetings Taking Place with Police & Crime Commissioner 26th June
Community Energy & Neighbourhood Planning Workshop 26th June
Planning Decision Notice DC/18/01813 19th June
Planning Decision Notice DC/18/01787 19th June
Planning Consultation Request DC/18/02706 18th June
SALC Bulletin 18th June
Pretty Quiz Night 18th June
Baskerville Theatre Tour 11th June
Sept Searfarer Celebrations (May)

5.2 Bus Service Update – completed under public participation

5.3 Post Box update

Councillor C Pitt advised that a letter had been written on 5th June to Jo Churchill regarding the Post Box, this was again chased on 22nd June and again chased 16th July.

ACTION: Councillor C Pitt to monitor

5.4 Bins update & resident communication re: Dog Waste

A communication from a resident was relayed to the Councillors regarding the littering of full dog waste bags being dumped along the footpath route by the Silver Band Hut. Councillors were very disappointed to learn of this public nuisance being caused to other residents when the village had a dog waste bin not 200m from the site. Councillors also advised of children walking dogs on their own and not having bags with them. Councillors concluded Councillor J Bell to liaise with the School regarding an awareness drive. Issue of dumping to be monitored as no funds in this year's budget for either signs or a further dog waste bin.

ACTION: Councillor J Bell to liaise with School Head

5.5 Jo Churchill Drop In on 16th August 9:30-11am @ Village Hall

Clerk relayed this information to the Councillors.

ACTION: Clerk to place posters on the Notice Board outside the Shop

ACTION: Councillor C Pitt to place in the Messenger

5.6 Website – Gradually being updated & cleansed

The Clerk advised that the website is being updated and CAS have removed some old programming following the training meeting on 26th June, which now allows for the ease of updating certain pages, such as the photographs of the councillors. The updating will be ongoing through July and August. **ACTION: Ongoing action for the Clerk**

5.7 Shelter

Clerk confirmed the Shelter is now completed and ready for use. It was also pointed out that these new purchases (Climbing Wall and Shelter) needed regular checks to be made, the Climbing Wall sometimes to be adjusted. Councillor R Pye was happy to continue with responsibility for the play area.

ACTION: Clerk to place Councillor R Pye – Playground Officer on website

5.8 Office Equipment – Purchased and due to be set up

Clerk confirmed the purchases had been made by councillor C Pitt and the equipment and software was ready to be set up this week. **ACTION: Clerk to set up equipment & software**

5.9 Change of Authorised Account Persons – In progress with bank

A complaint was lodged with the bank, the bank had now received its final form and in due course the new clerk details will be place on the account.

5.10 Holiday Pay Information from SALC

It was identified via investigation into holiday that the employment contract the Parish Council held was over 10yrs old. Much was out of date, including Holiday. The councillors discussed options provided to them in respect of resolving the holiday issue. It was proposed by councillors this was discussed in a closed session at the end of the meeting.

5.11 Traffic Calming Mill Street Bridge – Resident communication

A resident's communication was relayed to the councillors regarding recent minor accidents on Mill Street by the bridge. The resident wanted to know if the bridge could be narrowed or a sign posted to ensure drivers slow down. This matter was discussed at length. It was confirmed no accidents had been reported to Neighbourhood Watch or the police. Regular speed checks are being maintained by our speedwatch team. It was concluded that Highways were contacted to look into the needs of the village for a sign or traffic calming for Mill Street.

ACTION: Clerk to contact Highways

5.12 Pavement by Shop – Resident communication

Councillors were advised of a further communication by a resident regarding the hedge near the shop. It was confirmed by the Clerk that a visit had taken place with the landowner. Both the hedge and pavement were measured. It was identified that this pavement is barely 1m wide, the hedge is currently over the pavement by 3cms. It was concluded with the landowner that the hedge would be clipped back once the hot weather was over, as a clip during the hot weather may kill the hedge.

5.13 Grass Cutting – letter of complaint sent

Clerk confirmed that following the letter of complaint the grass cutting had been improved greatly and strimming had taken place. There were still outstanding issues and a meeting had been arranged with the contractor for Sunday 22nd July.

5.14 ICO Direct Debit – set up for yearly payment & renewal

The Clerk advised that under the current finance policy the Chairman & Clerk had agreed to set up an annual direct debit of (currently) £40 for the legally required membership of the Information Commissioner’s Office (ICO).

6 FINANCE

6.1 Current Account Balance as at 30th June 2018 - £7,918.87

A query was asked regarding the Dog Bin Emptying payment.

ACTION: Clerk to bring details of Dog Bin Emptying Payment to next meeting

6.2 Account Balance as at 31st May 2018 - £19,505.31

Following the new layout of the accounts a query was asked regarding the ringfenced and earmarked reserves in light of the new Outdoor Sports & Recreation.

ACTION: Clerk to adjust to reflect current reserves

6.3 Income – MSDC £6,263.82 confirmed

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

T Davis – Salary for June 2018 - £324.24

Councillor C Pitt – (Parish Council Office Equipment) - £622.92

T Davis (mileage for training) - £93.56

Summer Fair Marquee Hire - £80 (agreed but not paid last month)

Viking (Ink cartridges) - £40.18

SALC training - £37.20

It was proposed by Councillor C Tranter, Seconded by R Pye and agreed with 6 votes and 1 abstention to pay all items under 6.4. **ACTION: Clerk to Pay**

7 PLANNING

7.1 Decision Notices for DC/18/01813 & DC/18/01787

7.2 Consultation Request DC/18/02706

The councillors agreed there was No Objection to this planning consultation.

ACTION: Clerk to place this onto the consultation online

8 CORRESPONDENCE / EMAILS SINCE 10th JULY

It was proposed by Councillor C Pitt that any outstanding issues regarding communications to the council were addressed here.

8.1 Suffolk County Council

None

8.2 Mid Suffolk District Council

Both the Minerals & Waste Strategy and Joint Housing Strategy notice were discussed.

ACTION: Clerk to place ‘In Favour’ on the Minerals & Waste Strategy

8.3 Suffolk Association of Local Councils

The Solar Panels Notice was forwarded to the Village Hall by Councillor C Pitt

8.4 Miscellaneous

The Lovell Homes Street Lighting provision was discussed. It was confirmed that Suffolk County Council would be taking over the costs once handed to them by Lovell Homes. Councillor C Pitt was in communication with SCC to ensure the Parish had a say in the lighting provision. Councillors agreed it would be best practice to ask for low level lighting on the main thoroughfare to ensure child safety.

The councillors agreed to NO for the Police Funding request

The Councillors agreed NO to the Hound of the Baskervilles

The councillors agreed for Councillor J Cripps to investigate Merchant Navy Day

ACTION: Councillor J Cripps to investigate Merchant Navy Day

8.5 Correspondence received since 10th July 2018

Village Shop AVM refreshments invoice £37.41 11th July

Playdale Final Payment for Shelter £6118.20 11th July

Village Hall Hire £72.00 11th July

CAS (Training) £48.00 11th July

Planning Consultation DC/18/02937 13th July (deadline before next meeting)

Westminster Neighbourhood Planning 16th July

It was agreed that there was No Objection to planning consultation DC/18/02937

It was Proposed by Councillor C Pitt, Seconded by Councillor C Tranter and unanimously agreed to pay the invoices on 8.5. **ACTION: Clerk to pay**

9 COUNCILLOR REPORTS

9.1 Rights of Way/Footpaths – Councillor C Chopping

There are only two new issues this month, both of which are in hand with SCC.

Also, Volunteers kindly cleared the overgrowth from the path FP 53. SCC has also now cleared the ground growth.

Volunteers spent an hour or so cutting back the overgrowth on FP 51 (runs from Mill St by the post box north) which was making it difficult to pass. This is now clear.

3 contractors were shown around the footpaths by Councillor C Chopping and the Clerk that needed clearing namely FP 36 (bowling alley), FP 45 (Finningham Road to FP46), sections of Footpath 59 and of Footpath 42. A resident has asked if the landowners should not be clearing these paths. Councillors confirmed that Landowners are responsible for ensuring footpaths on their land are clear and it was agreed by councillors that landowners should be identified with SCC and correspondence sent them in early November to advise that if the Parish Council need to clear the footpaths again, a bill for the work will be sent directly to them for payment.

Councillor C Chopping also advised of the fence that is littering the Bowling Alley (FP 36) which should be reported as fly tipping.

ACTION: Clerk to identify property owners and request clearing the fence or being reported

ACTION: Clerk to identify landowners with Foot Paths (FP) ready for November

The quotes were discussed by the councillors.

ACTION: Clerk to advise go ahead to successful contractor.

It was proposed by Councillor C Pitt , Seconded by J Bell with unanimous votes to accept the lowest quote of £397

9.2 Adventure Playground – Councillors C Pitt and R Pye

Reported earlier at 5.7

9.3 Neighbourhood Watch

Councillor C Tranter reported news that the playground slide had been vandalised to gain access for those using bikes. Tyre tracks had been shown down the slide. The damage had left protruding bolts which had been temporarily covered by the Clerk whilst a repair is being sourced – this has also been ripped down. This will be going into the Messenger.

ACTION: Councillor C Tranter to report in the Messenger

ACTION: Clerk to arrange to make the slide area fit for purpose

9.4 Riparian Responsibilities – Councillor J Cripps

Nothing to report

9.5 Speed Indicator Device – Councillor S Wells

Councillor S Wells had distributed the current speeding data to all Councillors prior to the meeting. A maximum of 50mph was recorded. A percentage of drivers continue to speed.

The battery failed from 6th July -12th July, this will be monitored.

10 HELP DESK REPORT

Three issues arose from the help desk

10.1 Grass Cutting on Martins Meadow – addressed in Clerks Report 5.13

10.2 Post Box – addressed in Clerks report 5.3

10.3 Railings on Mill St. (bottom of Bowling Alley)

ACTION: Clerk to contact Highways regarding the warped railings at the bottom of the footpath onto Mill Street.

ACTION: Next Helpdesk Councillor to be Councillor R Pye

11 106 FUNDS – SUMMER FAIR QUESTIONNAIRE RESULTS

An overview of the initial results was given by the Clerk. Currently both the accessible roundabout and the basket/caterpillar swing are favourites as new additions to the park. It was also brought to the council's attention that those completing the questionnaire were not aware this was for ideas on playground equipment only. More ideas were provided by residents on larger projects. These will be passed to the Outdoor Sports Working Party for when they carry out their consultation.

ACTION: Clerk to collate results ready for next meeting

ACTION: Clerk to pass information to new Outdoor Sports & Recreation Working Party

12 OUTDOOR SPORTS WORKING PARTY

Following the confirmation by the Council that they are willing to create only working party's, Councillor C Pitt confirmed that this information needs to be conveyed to the Skatepark Committee in a letter, asking for their members to become members of the Outdoor Sports & Recreation Working Party. Councillor C Pitt also recommended that as well as Councillor K Brooke running the Outdoor Sports & Recreation Working Party, Councillor J Cripps should also head up the party to ensure we meet our ongoing responsibility of impartiality. Other councillors were also invited to join. This is also open to any resident who wishes to volunteer (contact the Clerk for further information). Councillor J Cripps confirmed that Councillor D Kearsley has also expressed an interest in joining.

The working party is to establish how the funds available under 106 for Outdoor Sports and Outdoor Pitches, approximately £84,747.08 is to be spent, along with earmarked reserves held by the Parish Council and the funds due to be repaid from the Skatepark committee.

ACTION: Members to be notified to the Clerk ready for the next meeting on 20th August 2018

ACTION: Clerk to write letter to the Skatepark Committee

ACTION: Clerk to ensure funds repaid to the Parish Council by the Skatepark Committee

13 BUSINESS PLAN 2018/2019

13.1 Consider & Approve Asset Register

The Asset Register was distributed to the councillors prior to the meeting.

It was proposed by Councillor R Pye and seconded by Councillor J Cripps and unanimously agreed to approve the Asset Register once Dog Bins were amalgamated.

13.2 Training

The following Clerk training has taken place.

Clerk completed 2 day Clerk Course with SALC

Clerk completed SALC workshop on Accounts/Audits & Book Keeping

Clerk completed 2hr Website Training at CAS

The following training was currently available to councillors.

LCPAS Rights of Way & Byways 16th August

LCPAS By Laws & Public Nuisance 8th August

LCPAS Village Green & Common Land 10th August

ACTION: Councillors to confirm their interest to the Clerk for the above training, for booking to take place if training budget allows.

14 CIL – COMMUNITY INFRASTRUCTURE LEVY

14.1 Report from the CIL working party

The CIL working party met on the 4th July. An audit of both the internal and external infrastructure of Gislingham was carried out. It was proposed by the working party that a letter introducing CIL and the audits conclusions would be sent out with a questionnaire to every resident. This will ensure all residents have the opportunity to highlight what they think the Parish Council's CIL funds should be spent on. The working party aim to send out the letter and questionnaire by Sept. Currently there are 468 properties to distribute to. It was also acknowledged by the working party that existing groups within Gislingham will need to be consulted by working party.

15 ROAD CLOSURES – Councillor J Cripps

An in depth discussion took place regarding the recent road closures and the way in which they have been carried out, particularly the last three road closures in Gislingham.

It was agreed that Highways should be contacted to clarify the requirements for Road Closures, make formal complaints for the last three road closures and ask for tighter scrutiny on future road closure applications.

ACTION: Clerk to contact Highways

16 CLOSED SESSION FOR HOLIDAY & OTHER EMPLOYMENT CONTRACT DETAILS

Following lengthy discussion and the inability to agree, it was agreed that Councillor C Pitt and the Clerk review the current contract and bring it in line with current legislation. Following this it will then be brought to the Council attention to review and approve.

In addition to this the council wished to ask the last Clerk if any holiday had been taken during the appointment as Clerk.

ACTION: Clerk to write a letter to the last Clerk.

ACTION: Councillor C Pitt & Clerk to review & update contract.

17 ITEMS FOR THE NEXT AGENDA

No items were proposed

18 Date of the next Parish Council Meeting – Monday 20th August 2018