



**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 21st MAY 2018**

Present: Councillor C Pitt, Councillor C Chopping, Councillor R Pye, Councillor J Bell, Councillor K Brooke, Councillor J Cripps, Councillor S Wells, Councillor J Fleming, Councillor D Kearsley, three members of the public, Mrs K Wells (Clerk) Miss T Davis (Shadow Clerk)

Apologies Sent: Councillor C Tranter

1. TO ELECT THE CHAIRMAN OF GISLINGHAM PARISH COUNCIL

Councillor Pitt stood for Chairman. Proposed by Councillor Pye, Seconded by Councillor Laurence. This was resolved by 7 votes with 1 abstention.

2. TO ELECT THE VICE CHAIRMAN OF GISLINGHAM PARISH COUNCIL

Councillor Chopping stood for Vice Chair. Proposed by Councillor Pitt, Seconded by Councillor Laurence. This was resolved by 7 votes with 1 abstention.

3. TO CONSIDER/APPROVE APOLOGIES FOR ABSENCE

Councillor Tranter had sent his apologies. Councillor J Flemming and Councillor D Kearsley were not in attendance.

4. TO RECEIVE DECLARATIONS OF INTEREST ON AGENDA ITEMS

There were 3 councillors with payments in agenda item 8.4. The Declarations of Interest Register was duly signed by Councillor C Pitt, Councillor C Chopping, Councillor J Bell for Pecuniary Interest.

**5. TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON
16th APRIL 2018**

It was proposed by Councillor Pitt, Seconded by Councillor Cripps and agreed by 7 Votes with 1 abstention that the Chairman sign the minutes as a true record.

5.1 Matters Arising.

I) Reparation Information - Councillor Cripps has been provided with the information in Poster Form. **ACTION: Clerk to distribute 40 Copies at the AVM**

II) Footpaths - The Article has been completed for the Messenger by Councillor Chopping.

- III) Dog Bins - Prices were perused for Morleys Lane, to be discussed where to place the bin at the next meeting. There would be an increase in cost on annual bin emptying by MSCC of £35 + VAT. **ACTION: Councillors approve precise location, cost of purchase and emptying at next meeting**
- IV) The Clerk confirmed that payments in 6.4 of 16th April Minutes had been made.
- V) The Action Plan has been updated but is not yet on the Website. **ACTION: Clerk to place on Website**
- VI) Councillor Pitt has had the Watson Bowl engraved for the Annual Village Meeting.

6. PUBLIC PARTICIPATION SESSION

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

There were 3 residents to raise concerns regarding village transportation – the current bus service.

Residents informed the council:-

- I) The bus service will cease on 26th May with no warning, residents very unhappy about the lack of consultation given by SCC.
- II) The bus service is needed for access for the elderly, vulnerable & those who cannot drive
- III) Residents are frustrated with new service of booking & planning from other providers, not good enough
- IV) Residents are not able to use Bus passes on other services provided
- V) New bus service due to start has no provision to provide a fully connecting service, one resident unable to go to Stradbroke at all. There is no details of who is running this service The timetable also has the wrong information on it for the bus stop
- VI) Residents asked for Parish Councils to unite to request return of buses
- VII) Residents were unhappy with little or no information on Parish Council Website
- VIII) Residents would like a safe place to get on the bus (bus shelter / stop)
- IX) Residents are uneasy with details of volunteer drivers

Councillors advised:-

- a. Councillors also unhappy with the situation, it is not an amenity the Parish Council have control of. Emails were sent to SCC (Suffolk County Council). Both Councillor C Pitt and Councillor K Brooke have spoken to Councillor J Flemming
- b. Councillor J Cripps has tried to recruit volunteer drivers in the village for 'Connecting Communities' Service provided by BSEVC
- c. Councillor C Pitt asked residents to attend the Annual Village Meeting where Councillor J Flemming will be speaking. A speaker will also be there from the service BSEVC Connecting Communities Service which connects from Gislingham to Eye bus service
- d. An email will be written to Councillor J Flemming from Councillor C Pitt before the Annual Village Meeting to stress the points raised **ACTION: Email to Councillor J Flemming from C Pitt**

CLERKS REPORT

7.1 Details of Circulated Emails

The Clerk confirmed that the following emails were circulated:

- I) SALC General Bulletins on 16th April, 23rd April, 11th May & 21st May
- ii) SALC GDPR Updates on 26th April, 26th April, 16th May
- iii) 'Your Police your say meetings' 27th April
- iv) MSDC report & appendices for CIL Expenditure 28th April
- v) Community Action Suffolk Newsletter 3rd May
- vi) Post Office Letter re: Mobile Van Update 3rd May
- vii) MSDC report & appendices for CIL Expenditure 30th April (1 further attachment)
- viii) Alternative Visitor Information Service Workshops 30th April
- ix) SCC cabinet paper notification: Post 16 travel policy statement 2018/19 4th May
- x) Letter from the Silver Band, Request for CIL monies 7th May
- xi) Legal Briefings on GDPR from NALC 12th May
- xii) Top Garden Services Invoice 15th May
- xiii) Safeguarding Policy Template 16th May
- xiv) Post-16 Travel Policy 17th May
- xv) Annual Play Inspection Request letter 17th May
- xvi) Suitability of Gislingham Parish Council Laptop Assessment 20th May
- xvii) Visitor Information Workshops 21st May
- xviii) One Suffolk GDPR Update 21st May

7.2 Report on Litter Pick and Related Correspondence

The litter pick was well attended and all areas were covered. Correspondence had taken place since the litter pick, which a resident had asked to be discussed at the next parish council meeting. This discussion was chaired by Councillor C Chopping.

Councillor C Pitt gave background of the matter and answered any questions. There is a deep ditch and narrow bank with 3 houses, all of which received a letter due to a bag, a heavy full carrier, being found in the ditch the day after the litter pick. Correspondence then came from one resident.

The councillors discussed the history of litter in this area and the contents of the correspondence.

Councillor C Chopping summarised it was not unreasonable for Councillor C Pitt to conclude that the rubbish came from one of three houses abutting the ditch. Councillors agreed.

In response to correspondence from the resident, the letter from Councillor C Pitt does apologise, however correspondence could have been worded better. **ACTION: Letter of apology, highlighting conclusions, to be written by Councilor C Chopping/Clerk.**

7.3 Update on bins

Playground Litter Bin – Councillor J Cripps confirmed a resident is now emptying the bin on the understanding a payment will be made. The type of payment was discussed by councillors. Problems with the bin were also discussed **ACTION: Clerk to check with SALC regarding discretionary payments. Councillor C Pitt & Clerk to research new bins.**

7.4 Confirmation of Clerk's salary

There has been agreement from NALC regarding the SCC payscale. It has risen to £9.808 Per Hr. Proposed by C Laurence, Seconded by C Chopping to adopt and back date to 1st April 2018. **ACTION: Clerk to implement.**

7.5 Support for Gislingham Silver Band's application for CIL money.

Gislingham Silver Band has made an application for the first tranche of CIL money available from MSDC. They have requested Gislingham Parish Councils support. Councillors agreed to place them as a candidate on the list. **ACTION: Clerk to draft letter to confirm candidacy.**

8 FINANCE

8.1 Current Account Balance

As at 30 April 2018 - £17217.12

8.2 Deposit Account Balance

As at 30 April 2018 - £19505.31

8.3 Income

In April 2018 – Precept - £7405.00
 CIL - £9358.91
 Interest in deposit a/c - £3.46

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

K J Wells – Salary for April 2018 – £315.32 (includes expenses for litter pick)

T Davis – Traveling Expenses for Intro To Clerk Course - £15.84

C Chopping – Printing Footpath Maps - £20

J Bell – Traveling Expenses for Planning Committee Meeting - £25.50

C Pitt – Watson Bowl Engraving - £38.00

SALC – Booklet - £4.93

MSCC – Annual Litter & Dog Bin Emptying - £480

Climbingwall Solutions – 25% deposit for climbing Wall - £1398.98

Viking – Office Supplies- £77.53

Top Garden Services – Grass Cutting in April - £329.14

TOP garden services there have been complaints about the grass not being cut on the Charity Meadow & outside the Village Hall. **ACTION: Clerk to investigate contract to check what areas are covered.**

PWLB – Direct Debit Payment for Street Lighting Loan - £1,004.02

ACTION: Clerk to obtain copy of original paperwork for next meeting.

It was proposed by Councillor G Laurence, Seconded by Councillor J Cripps and agreed by 5 votes with 3 abstentions to pay all the items at 6.4. **ACTION: The Clerk will arrange.**

9 PLANNING APPLICATIONS, NOTIFICATIONS AND DECISIONS

Report from Councillor Bell regarding Planning Committee on 25 April in relation to land south of Thornham Road.

Councillor Bell reported on the planning meeting. The meeting was heard at 1pm, Councillor J Bell spoke as follows: - **PLANNING MEETING – 3 MINS**

Thank you for allowing me to speak on behalf of Gislingham Parish Council.

The Parish Council have a few concerns that we would like the Committee to consider:

The Design and Access Statement dated December 2017 stated there would be **2 - 5 bedroom houses** and **17 - 4 bedroom houses** the application now states **7 - 5 bedroom houses** and **only 12 - 4 bedroom houses**. There is a need in Gislingham for more 3 and 4 bedroom houses. **Can this please be clarified?**

Vehicle numbers travelling through Gislingham were recorded on a Speed Indicator device as **554** over a 5 day period during **April 2017**, this has now increased to **704** vehicles in **April 2018**. With the additional houses being built it is even more important that the access road to the site is reconsidered and either situated further down Thornham Road or alternatively the 30mph speed restriction sign could be moved further away in the direction of Thornham.

There are concerns regarding maintenance of the lagoon and maintaining the drainage flows to prevent flooding. We have all recently experienced a very high level of surface water due to very heavy rains – and this will happen again in the future!! At present, in fact most of the time the archaeological dig has been taking place, there is a lot of standing water on the site close to the approximate location of the lagoon. We want to know what safety measure will be in place to avoid accidents with young children.

Condition 8 of the Appeal Decision states that: “No development shall take place until a scheme for the disposal of surface water has been submitted to and agreed in writing by the Local Planning Authority. The development shall be undertaken in accordance with these approved details.”

As of 5th March 2018, according to the Suffolk County Council Flood and Water team, there was still no detailed plan in place (DC_17_06092-SCC_FLOODS_AND_WATER_COMMENTS-6956228.pdf). Given the high levels of concern that there are in the village about this we question whether the current application should be granted while this is still outstanding.

As this is an application of 40 dwellings Gislingham Parish Council feel it is reasonable to request that **Construction Conditions, times of build etc** are added as a condition for the duration of the build.

10 CORRESPONDENCE

10.1 Suffolk County Council

None

10.2 Mid Suffolk District Council

None.

10.3 Suffolk Association of Local Councils

None.

10.4 Miscellaneous

None.

10.5 Correspondence received since circulation of correspondence bag

- i) Merchant Navy day on 3 September – to go in bag for next meeting.
- ii) Invoice from Playdale – to go in bag for next meeting.
- iii) Playground inspection – For Clerk to confirm.
- iii) Postbox communication – Jo Churchill gave Royal Mail a deadline of 31st May.
- iv) Riparian responsibilities – Heard in matters arising.
- v) Letter to Chairman from Village Hall – reviewed in section 11.3

11 COUNCILLORS REPORTS

11.1 Rights of Way/Footpaths

Councillor C Chopping, aided with maps presented the current status of Footpaths. FP (footpath) 22, 29, 42 & 59 were discussed. Signs for FP 42 & 59 are to be reinstated by Suffolk County Council (SCC). Clearing is occurring at FP 29 & FP 42. FP 52 is to be monitored and the correct channels taken if needed.

FP 22 is a Railway crossing due for closure, has not yet been closed. SCC have written directly to landowner regarding clearing FP 22.

Councillor J Cripps suggested writing to Viking Close once clearing and signs are completed as residents had put up a sign regarding the footpath at the back of their homes.

ACTION: Councillor Chopping to report at next meeting.

11.2 Adventure Playground

Councillor R Pye reported on meeting with Playdale representative to view site. Looking at area between mound and table for the Shelter. Access is fine, will relay to office to progress order.

Councillor Pitt reported the climbing wall is due by 30 May. They are not coming for site visit but need toilet and water for concrete. They were sent photographs of where climbing wall would be.

Councillor Pitt on payment/funding – MSDC will be paying ex VAT and Gislingham Parish Council will be paying out of reserves until a VAT reclaim is made and funds arrive from MSDC. A VAT repayment from previous years accounts is also due, approximately £2370.

Councillor Pitt went on to report that there was another £25,000 section 106 money available only for playgrounds. There will be a *deadline* for applying. A discussion then took place with ideas of refurbishment, fencing, running track, access via Mill Street. It was concluded that resident input was needed and possibly to obtain via a questionnaire at the summer fair.

ACTION: To discuss next steps of 106 monies at next meeting

ACTION: Councillor C Pitt to attend site on 30th May

11.3 Village Map

The Map has now been installed. The lack of the Village Hall on the map was discussed again, as well as a 'You are here' arrow. A revision/review will need to happen once the new houses are built. The Village Hall and Defibrillator could then be added. All councillors were very happy with the time and efforts put in by residents who created & installed the map.

Councillors discussed if a remuneration could be made for the resident who designed the map, Clerk advised the council would have to receive an invoice from the resident.

ACTION: Councillor C Pitt to write letter of thanks to resident

11.4 Speed Indicator Device

Councillor Wells reported that SID (Speed Indicator Device) is working.

12 REVIEW OF ACTIONS ARISING FROM MONTHLY PARISH COUNCIL HELP DESK ON SATURDAY 5 MAY – COUNCILLOR PITT

Councillor Pitt reported that there were 3 comments. 2 Residents regarding the reduction of the Bus service, causing difficulties to visit shop, doctor etc. 1 Resident reported the hedge encroaching on a path, the pavement measuring 95cm, this was relayed to the landowner.

ACTION: Councillor J Bell to confirm for next HelpDesk on 2nd June

13 PARISH COUNCIL WEBSITE/FACEBOOK – CLERK

A discussion took place regarding the current website and the difficulties of keeping the website up to date with current parish council office equipment which was deemed not fit for purpose by the new clerks report. There is £500 in reserves for IT.

It was concluded the new clerk was to research needs and use 1-2-1 in Diss. Software would also need to be costed and purchased including protection.

ACTION: Clerk to gain cost and specification needs from 1-2-1 for next meeting

14 CIL - Community Infrastructure Levy

Definition “The **Community Infrastructure Levy** (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the **Community Infrastructure Levy Regulations 2010**”

Councillor C Pitt recommended that a Parish Investment Infrastructure Plan needed to be created in order to properly invest the new CIL money. It is expected that bids will come from those wishing to use the CIL monies, which will need time to be reviewed. It was concluded that a small working group is formed to produce a plan and set procedures/framework for spending. It will take up more time with bids from various groups. Councillor C Chopping and Councillor S Wells have agreed to be on the working group, and others are welcome to join. Current CIL monies listed in 8.3.

ACTION: To Formalise working party at next meeting with confirmed remit & timescale

15 GRIT BIN

It has been identified by councillors that the Grit bins used to have a volunteer list some years ago, which is now redundant. The grit bins are refilled by MSDC periodically. It was deemed important that Grit bins were filled, and the identity of who can use them and what the insurance implications there are for users of the grit bins. Councillor C Pitt suggested a survey during autumn to check quantities in all the bins. C Brooke suggested putting advice in The Messenger nearer winter as reminder. It was generally agreed that a new list isn't created.

ACTION: No action took place

16 ACTION PLAN 2018/2019

Emails were circulated since the last meeting on the general data protection regulation (GDPR) coming into force on 25th May 2018. At this point a discussion took place regarding the GDPR information. It was confirmed that a bill was going through to ensure there was no requirement for Parish Councils such as ourselves to have a DPO. It was concluded that an audit on data streams would take place to ascertain any non-compliance with the new regulation. **ACTION: Clerk to conduct GDPR Audit**

The Action Plan has been updated but not yet on website due to shortcomings identified in section 13.

17 BUSINESS PLAN 2017/2018

17.1 Finalise arrangements for the Annual Village Meeting

Current clerk to be excused from AVM and new clerk to present financial statement. The archeologists coming to do presentation. There is an agenda and list of councillors with contact details. C Fleming – BSEVC connecting communities will be attending.

ACTION: Clerk to purchase refreshments

17.2 Form a working party to consider the Three Year Budget Forecast

Councillor C Chopping, Councillor R Pye and Councillor G Laurence agreed to be on the working party. CIL is to be viewed separately. Possibility of the precept going down for all residents as there will be more houses.

ACTION: To report at next meeting

17.3 Consider and Approve Bankers

It was proposed by Councillor C Pitt, Seconded by Councillor C Chopping to remain with Co-operative bank. Agreed by Votes 8 to 1

17.4 Consider and Approve Workplace Pension Scheme

Noted that earnings of employees of the Gislingham Parish Council are not high enough to warrant a pension at this time.

17.5 Consider and Approve Safeguarding Policy (circulated)

Proposed by Councillor C Pitt, Seconded by Councillor G Laurence and resolved by a unanimous Vote.

17.6 Review Training Needs

Councillor Bell has been booked on planning a course, but it was cancelled.

New clerk to do two days clerk training in July. There are also Clerk workshops available from SALC. Cilca training could take place over October & November of this year.

18 ITEMS FOR THE NEXT AGENDA

Skatepark

19 DATE OF NEXT PARISH COUNCIL MEETING

Monday 18 June 2018 at 7.30 pm in Gislingham Village Hall