



Working for our Community

GISLINGHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON MONDAY 17th DECEMBER 2018

Present: Cllr C Pitt (Chairman), Cllr C Tranter, Cllr J Bell, Cllr R Pye, Cllr S Wells, Cllr K Brooke, Cllr G Laurence, Cllr D Kearsley (District Council), Cllr J Fleming (County Council), 7 members of the public, and Miss T Davis (Parish Clerk).

Apologies: None

1 TO CONSIDER & APPROVE APOLOGIES FOR ABSENCE

All Councillors were in attendance.

2 TO RECEIVE DECLARATIONS OF INTEREST ON AGENDA ITEMS

Cllr C Pitt for 9.4 & 16.7, Cllr J Bell for 9.4 & 15, Cllr R Pye for 15, Cllr G Laurence for 15, all declared and signed the register.

3 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 19th NOVEMBER 2018

It was proposed by Cllr G Laurence, seconded by Cllr K Brooke and agreed with 1 abstention for the Chairman to sign the minutes as a true record.

3.1 Matters Arising

The actions of the last meeting were run through. Cllr C Pitt advised that item 10.3 would be discussed at the next meeting and Cllr C Pitt had now taken on item 13. Item 16.4 was due to be discussed at item 8.3 this evening. All other actions were completed.

4 NEW COUNCILLORS

It was advised to the Parish Council that a resident was observing the meeting with a view to co-opt as a councillor at the meeting in January. In addition, following the introduction of a potential councillor in November's meeting, and after questioning, it was *proposed by Cllr C Pitt, seconded by Cllr R Pye, and unanimously agreed to co-opt Mr Felix Oliver as a new Parish Councillor.*

5 PUBLIC PARTICIPATION SESSION

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

Two residents came to the meeting to discuss the current condition of the verges and curbs outside of the large development currently taking place on Thornham Road. Much concern was given to the constant erosion that would take place over the months to come which could give rise to permanent damage. It was relayed that Cllr C Pitt had been in contact with the developer regarding this issue and that the developer had advised the verges would be repaired. Residents were concerned that this would not get done once the development was completed. It was concluded that the best possible action would be to contact the developer, SCC Highways, and MSDC Planning to ensure proper practices, as detailed in their planning conditions, would be met and restitution made. Actions Set in Item 12.

Cllr D Kearsley then requested that her time was used to discuss item 16.7, as Cllr D Kearsley was part of the working party. The Chairman then requested Cllr C Tranter take the Chair for the duration of 16.7.

Item 16.7 Cllr K Brooke and Cllr J Bell then summarised the findings of the Outdoor Sports and Recreation Consultation Flyer. The main findings are provided in the addendum. A resident also from the Working party, along with Cllr D Kearsley expressed views regarding the results. A lot of mixed views were discussed between the councillors. Cllr D Kearsley requested that a specialist come to the next meeting in January to provide details of cost, design etc to the council, with a view to making

provision for combining the result options and therefore maximising the fulfilment of resident need. Some councillors felt that the Skatepark should still go ahead. All were conscious of the time limit of June 2019 for the availability of applying for the 106 monies held by BMSDC.

All were concerned about the use of the Gislingham United Charities land which is currently under a lease of now 23yrs and has the skatepark accepted on it. There was also concern over the unknown view of the Primary School. The next meeting of the GUC would be in January. The clerk provided an extract from the minutes taken in June 2018 regarding the barriers existing for the skatepark to progress and also advised the councillors that MSDC will require a seen need by residents above other selections in order to give the 106 funds which the Parish Council have to apply for. It was confirmed by the Clerk and the Chairman that any work carried out by a contractor over the cost of £25,000 would need to be listed on the Central Government website to ensure the best quotes could be provided by contractors. It was pointed out by Cllr J Bell that the outdoor recreation and sport need is for both adults and children. It was agreed that the specialist should attend the next meeting and that Cllr D Kearsley would look into the time limits of the 106 monies available.

A proposal of "Is the Skatepark still supported by the Parish Council?" was proposed by Cllr K Brooke and Seconded by Cllr S Wells, of the 8 Councillors, 3 were in favour, 4 abstained. ← 4 x 4
Cllr C Pitt then resumed the chair and requested that Item 14 was brought forward as residents were present relating to this item.

Item 14 A letter had been written by a resident who was seeking permission to begin a regular litter pick from the beginning of February as part of a Duke of Edinburgh Award. Cllr C Pitt asked the resident some questions. Cllr K Brooke advised that she had carried out a risk assessment and as a DBS approved person and the safeguarding officer would supervise.

It was proposed by Cllr G Laurence, Seconded by Cllr R Pye and unanimously agreed for this to take place. Action: Copy of risk assessment to be given to Clerk, Clerk to confirm ok with insurance company, arrange for hi-vis jackets and picker sticks. Litter Pickers to liaise with Cllr K Brooke

Cllr J Fleming was then invited to provide a report. The report can be found in the addendum.

The Verges and the mud on the road was discussed with Cllr Fleming, it was suggested that any emails sent to Highways or Planning were copied to her as well.

6 CLERKS REPORT

6.1 To 6.11

The clerk related that the issue of the mud on the road by both developments has been increasing over the month. Cllr C Pitt had been liaising with both developers and update information had been placed on Facebook to keep residents advised of the situation. The developer had stated that the verges were to be reinstated and regular sweeping would take place off the road. Both developers had improved. Because of the ongoing nature of the mud, it has been placed as item 12 on the agenda.

The Co-op bank address was now correct and the PC (Parish Council) was now in a position to reclaim the VAT due. This is scheduled to be done in the new year and reported on in February 2019.

The new mobile phone is not yet operational, this is due to a lack of time available to communicate the changes and update the records. It is on the list of things to do.

A new volunteer has come forward to be our Footpath Warden. Further details will follow.

The Clerk is now booked on the CiLCA, beginning 31st January 2019, more details will follow in February.

Following the SALC Bulletin sent out on 30th November all councillors details have been removed from the website pending consent. Ideally the Parish Council will need a consent form which will be available for all councillors and volunteers to specify how they want their details used. A provisional form has been compiled and this is resubmitted under item 8.3 of the agenda.

Highways were chased regarding the barrier on Mill Street at the bottom of Bowling Alley. Highways had closed the item as completed in September, clearly it is not and an investigation is now underway, the clerk is yet to hear the results of this investigation. It is being monitored.

The clerk attended the SALC Information Workshop, which proved very informative. Eg: Lots of Parish Councils are experiencing problems with Highway repair and requests. Long delays or no actions being taken. Some Parish Councils have decided to make repairs themselves. The key for the Village Hall has been cut for access to water for our Volunteer Gardener. Details of circulated emails & correspondence up to 10th December 2018 can be found in the addendum.

7 CURRENT WORKING HOURS & PAY OF THE CLERK

A report had been circulated to the councillors summarising the work carried out by the Clerk over the last 6 months, detailing the time taken for regular tasks, along with outstanding historical work, training and projects.

It was proposed by Cllr C Pitt, seconded by Cllr G Laurence and unanimously agreed to increase the Clerks monthly hours to 35 and use the Clerk contingency budget to fund this, for both 2018/19 and 2019/20. ACTION: Clerk to update contract and use clerk contingency funds.

8 BUSINESS PLAN 2018/19

8.1 To consider & approve the Finance Regulations

The current finance regulations were discussed. It was suggested by the Clerk that paragraph 6.7 was reinstated & amendments were made to 2.2.

It was proposed by Cllr G Laurence, seconded by Cllr C Pitt to accept the Clerks recommendations. Action: Clerk to update Financial regulations and place on Website

8.2 To consider & approve the Budget & Set the Precept

It was confirmed no changes were to be made to the budget, the agreement for the precept request of £15120 at the last meeting was reconfirmed.

8.3 DPA 2018 - To discuss email addresses for BOYD Policy & Consent Forms

Cllr C Pitt requested this was moved to the end of the meeting and discussed if time allowed. (Subsequently, due to lack of time this Item was deferred to January PCM)

8.4 Review Training Needs – Election Training

The Clerk requested to be placed on the Election training course coming up in January, as the training budget was now over budget. This was agreed, in light of the elections coming up early next year. **Action: Clerk to go on training**

9 FINANCE

9.1 Current Account Balance as at 30th Nov 2018 - £25,441.06

9.2 Deposit Account Balance as at 30th June 2018 - £19,508.37

9.3 Income- £3.06 Bank Interest
- £7686.19 Skatepark Association

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

Glasdon (New Dog Bin & Attachments) - £152.03

Councillor J Bell Expenses (mileage) - £17.10

Councillor C Pitt Expenses (Plaque & Wreath & Carol Refreshments) – £80.94

SALC training (Clerk Networking & Information) - £20.40

T Davis – Salary for November 2018 - £343.28

T Davis – Expenses £25.85 (Mileage, VH Key Cut)

9.5 To consider, approve & sign Precept Form for BMSDC – Resolution required

It was proposed by Cllr G Laurence, seconded by Cllr C Tranter with 6 in favour and 2 abstentions to approve 9.4 and 9.5. Action: Clerk to arrange payments and ensure precept is signed, completed and sent.

10 PLANNING

DC/18/03845 Decision

DC/18/02478 Decision

11 CHRISTMAS PERIOD LIGHTING

It was agreed by councillors that they were happy with the information provided regarding the Christmas lights and happy to go with option 1. **Action: Clerk to advise SCC**

12 MUD ON ROAD – mostly in public forum.

The mud on road issue was slightly revisited following the Public Forum, as a landowner had recently placed a lot of mud on the road leading to Finningham. It was agreed that it would be appropriate to liaise with the landowner before reporting to Highways. **Action: Cllr C Pitt to contact Landowner, Clerk to liaise with SCC Highways, BMSDC Planning.**

13 FOOTPATH WARDEN

Following the offer of a new footpath warden, all councillors were happy. It was decided that the previous councillor who had been taking on the responsibility would be notified and that they would liaise with the clerk to provide any details to the new footpath warden, which the clerk would in turn pass to the new warden. **Action: Cllr C Pitt to liaise with past councillor**

14 RESIDENT LETTER, DUKE of EDINBURGH AWARD, Litter Pickers, dealt with in Public Forum

15 FOOTPATH DIVERSION

The proposed footpath diversion was discussed by the councillors. It is the footpath that runs between the back of the primary school and a treelined and gated field on the Gislingham United Charity Meadow.

It was proposed by Cllr C Pitt, seconded by Cllr K Brooke with 5 in favour and 3 abstentions to agree to the move. **Action: Clerk to notify Suffolk Highways**

16 CHAIRMAN & COUNCILLOR REPORTS

16.2 Mid Suffolk North Area Meeting – Cllr C Pitt

Cllr C Pitt noted that it was not a very informative meeting, one highlight was the possible need to revisit formulating a neighbourhood plan in the future.

16.3 SALC Forum 5th Dec Feedback – Cllr J Bell

Cllr J Bell found this seminar quite interesting on the voice of the councillor and will distribute copies of the slides to all councillors.

16.4 Adventure Playground – Cllr R Pye

The comments made on the quotes for the playground equipment were read out. It was also advised by Cllr C Pitt that a bird's nest basket could be supplied by Playdale. It was then agreed that Playdale were the best quote for both the basket swing and the accessible roundabout.

*It was proposed by Cllr C Pitt, seconded by Cllr G Laurence with 5 in favour to purchase these from Playdale once a new updated quote had been received. **Action: Cllr C Pitt to begin process of applying for 106 funds from BMSDC.***

Cllr R Pye then provided an overall summary of the recent playground report. Cllr R Pye had taken a lot of time conducting a review of the issues raised in the report, visiting the playground and undertaking minor repairs such as missing caps being replaced, checking loose posts, tightening loose screws, removing the rotten stepping post. Cllr R Pye had identified four things that needed specialist attention. 1) missing panel on the slide, 2) to replace the spinning plate on the multi gym, and some missing bolts, 3) to repair the frame and replace hoop on the small multi use game area, 4) to replace the soft pour around the pieces of rocking equipment. It was agreed that the clerk would look to gain quotes for these repairs from the providers.

At this time it was declared by Cllr R Pye that he would not be standing at next year's election.

Action: Clerk to contact suppliers

16.5 Neighbourhood Watch – Cllr C Tranter

Cllr C Tranter reported that a lady had been approached in the village from someone selling drugs. Cllr C Tranter requires more information from residents as he has had two conflicting reports on the same incident. Please get in contact if you have any information or have also been approached.

16.6 Speed Indicator Device – Cllr S Wells

Cllr S Wells reported on the latest speeding figures. 85% of drivers continue to stay within the speed limit. A small number of drivers continue to break the law.

16.7 Outdoor Sports & Recreation Working Party – Cllr K Brooke & Cllr J Bell – dealt with in Public Forum.

17 HELP DESK REPORT – Cllr J Bell

First Aid Course at the Village Hall (from last Helpdesk)

It was agreed that the First Aid Course could be held at the Annual Village Meeting in May. The following was reported to Cllr J Bell on the Helpdesk held on December:-

1. Wheel scrubbing off sites in Thornham Road and Mill Street – roads very muddy.
2. When is the Post Box going to be put in place at the Village Shop
3. Holes in Mill Street and Burgate Road
4. Verges (Columbine Way) being dug up and damaged by heavy vehicles coming off Lovells site. Advised resident to attend December 2018 Parish Council meeting.
5. When is the Bowling Alley wrought iron barrier going to be replaced?
6. New residents (moved in a week ago). Can they please receive a “Welcome Pack”.

Action: Clerk to provide some Welcome Packs for the Helpdesk

18 ITEMS FOR THE NEXT AGENDA

To discuss email addresses for BOYD Policy & Consent Forms

School Readers Volunteer Poster – taken off agenda

Post Box

Bowling Alley Barrier

Holes in Mill Street & Burgate Road

Verges

Outdoor Sports and Recreation Specialist

Thank you letters – Cllr C Pitt agreed to do

Cllr Pitt presented his apologies. He will not be attending the January PCM.

19 DATE OF THE NEXT PARISH COUNCIL MEETING – Monday 21st January 2019

Addendum

Correspondence received

Sent to Councillors on 22nd Nov:-

15th Nov – 2019-20 Parish Council Precepts & Tax Base

15th Nov – SALC Bulletin

15th Nov – Update from Mid Suffolk CAB (Citizen Advice Bureau)

16th Nov – Microsoft Terms of Use

19th Nov – Connecting Communities Leaflet

21st Nov – Tree Warden Network Update

21st Nov – Gipping Press Invite & Christmas Opening Times

21st Nov – SALC Mid Suffolk North Area Meeting 5th Dec (info on SCC budget)

Sent to Councillors on 27th Nov:-

23rd Nov – Needham Market Older Persons Fair reminder

23rd Nov – Proposed Footpath Diversion (charity meadow behind school) deadline 20th Dec

26th Nov – Local Green Space Policy – Stowmarket Tinklers Meadow Campaign

Sent to Councillors on 30th Nov:-

27th Nov – CAS (Community Action Suffolk) free networking event

28th Nov – CAS survey

28th Nov – Christmas Lights switch on time request, deadline 18th Dec

28th Nov – BMSDC reminder, Homes & Homelessness strategies consultation deadline 7th Dec

29th Nov – PSMA (Public Sector Mapping Agreement) Newsletter

29th Nov – New Electoral Register Information

30th Nov – SALC Bulletin

30th Nov – BMSDC DC/18/02478 Decision Notice

Sent to Councillors on 5th Dec:-

30th Nov – Post Office Ltd, Mobile Post Office Update

30th Nov – BMSDC Decision Notice DC/18/03845

3rd Dec – Eye & District Volunteer Centre Donation Request
 3rd Dec – SCC Suffolk Minerals & Waste Local Plan Consultation, deadline 17th Dec
 4th Dec – SCC Suffolk Highways Road Closures 17th -21st Dec
 4th Dec – The Pension Regulator, Re-enrolment
 5th Dec – TWM Traffic Controls, Pedestrian Crossings
 Sent to Councillors on 7th Dec:-
 5th Dec – SALC Bulletin
 6th Dec – BMSDC Polling District, Place & Station Review 2018, deadline 31st Dec
 7th Dec – SALC Bulletin (including new payscales for April 2019)
 Sent to Councillors on 10th Dec
 10th Dec – School Readers Volunteer Poster Request
 Correspondence Bag:-
 Quotes of playground equipment
 Letter from Resident – Litter Picking Volunteers

Outdoor Sports & Recreation Consultation Flyer Results

76 RESPONSES RECEIVED (December 2018)	ADULT 1ST CHOICE	ADULT 2ND CHOICE	ADULT TOTAL CHOICE	CHILD 1ST CHOICE	CHILD 2ND CHOICE	CHILD TOTAL CHOICE	GRAND TOTAL
MULTI USE GAMES AREA (MUGA)	27	5	32	19	7	26	58
EXERCISE TRAIL/JOGGING TRACK	23	17	40	8	2	10	50
GOLF/CRAZY GOLF/PITCH'N'PUTT	7	11	18	8	13	21	39
TENNIS COURT	11	13	24	5	7	12	36
GYM	10	12	22	3	5	8	30
OUTDOOR TABLE TENNIS	2	10	12	7	4	11	23
BMX TRACK	4	1	5	9	8	17	22
SKATEPARK	5	1	6	8	7	15	21
FOOTBALL/RUGBY GOALS	0	1	1	2	5	7	8
CRICKET NETS	0	0	0	0	3	3	3

OTHER SUGGESTIONS

Band Stand (3 responses)
 Multisports Court marked for Netball
 Trail & Gym for over 65s
 Exercise Trail/Jogging Track to be wheelchair friendly
 Jogging Track wide enough for children to learn to cycle
 Better Play area for over 5s.
 Booking system for games
 Radio controlled car race track
 Girls Football Team
 Floodlighting for evenings (Netball/Football/Tennis)
 Seating for elderly and disabled

Tennis Wall
Shooting Range
Swimming Pool
Netball

ADDITIONAL COMMENTS

CCTV - No shelter (Vandalism risk)

No Gym or Crazy Golf due to damage/vandalism

Councillor Reports

County Council Report for Gislegham Parish Council

MERRY CHRISTMAS – HAPPY NEW YEAR!

December 2018

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

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Application for A140 Roundabouts has been Submitted - The application can (or soon will) be viewable and open for comment on: <http://suffolk.planning-register.co.uk/>. Scheme drawings can be found here: <https://www.suffolk.gov.uk/roads-and-transport/transport-planning/a140-eye-airfield-junction-improvements-and-link-road/>

Citizens Advice Bureau (CAB) Consultation - Suffolk County Council is carrying out a consultation to understand the implications of proposed changes to CAB grant funding which the authority currently provides. SCC is one of several organisations which funds CABs. The consultation will run from 17 December until 23 January. To take part please visit the website or your local library: <https://www.suffolk.gov.uk/cabconsultation>

Highways and Drainage – Winter preparations are underway, including a new grit bin policy and securing drivers and local contractors to respond to harsh conditions. Reminder to report defects, drainage problems or dangerous winter road conditions using the reporting tool on the Highways website followed by a phone call to Customer Service, tel. no. (0345 606 617), then contact me. <https://www.suffolk.gov.uk/roads-and-transport/>

School Transport – Please let me know if you experience problems with changes to the new school transport policy as it starts to phase in for the following school year.

