


*Final Minutes*

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

**MINUTES OF PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON MONDAY 21<sup>st</sup> JANUARY 2019**

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

**1 TO CONSIDER & APPROVE APOLOGIES FOR ABSENCE**

Cllr C Pitt, Cllr S Wells ~~and Cllr G Laurence~~ County Cllr J Fleming was attending a different meeting and had forwarded a report.

**2 TO RECEIVE DECLARATIONS OF INTEREST ON AGENDA ITEMS**

None Declared

**3 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 17<sup>th</sup> DECEMBER 2018**

After discussion at the beginning and at the end of the meeting regarding item 16.7 of the last meeting, *It was proposed by Cllr K Brooke, seconded by Cllr R Pye and unanimously agreed for the Chairman to sign the minutes as a true record.*

**3.1 Matters Arising**

The actions of the last meeting were run through. Item 16.4 was on hold due to matters to be discussed at item 13.2 this evening. All other actions were completed.

**4 NEW COUNCILLORS**

Following an introduction at Decembers' meeting, a resident was observing the meeting ready to co-opt as a councillor. The resident had been in the village just over a year, had great experience in the volunteer sector and a good understanding of committees. The resident was very interested in community life and wished to contribute to improving parish life for all.

*It was proposed by Cllr R Pye, seconded by Cllr J Bell, and unanimously agreed to co-opt Jennifer Malone as a new Parish Councillor.*

**5 PUBLIC PARTICIPATION SESSION**

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

Planning item 7 was brought forward as residents had attended the meeting to provide information on this. **Item 7 DC/18/05266**

A resident had emailed the parish council and raised concerns for this planning application. The greatest concern was given to the proposed new entrance and the highways report of cutting down a considerable amount of hedgerow. Residents who had put in the planning application were present to confirm that a revision had been made rectifying all concerns raised by the resident, which was to use the existing entrance and to prevent the hedgerow being cut. After discussion, the council confirmed they wished to place an objection on the existing planning DC/18/05266 based solely on the new entrance and resulting



hedgerow cutting, but would have no objection to the revision once submitted as discussed. *This was proposed by Cllr K Brooke, Seconded by Cllr J Bell with 4 in favour and 1 abstention.*

Items 13.2 & 13.5 were then moved forward on the agenda as a guest speaker from BMSDC had come to speak about details of plans and funding for outdoor sport and recreation.

**Item 13.2** Nothing new to report, waiting to hear from guest speaker as emails had been received from BMSDC to place the Parish Council's request for a slide and roundabout on hold until after the speaker had spoken this evening.

**Item 13.5** During this time two residents spoke about the involvement with efforts for the skatepark and needs for young people to have something to do. New correspondence was also read out by those who could not attend the meeting. One from an Outdoor Sport and Recreation Committee member, a resident, and a letter from the head of the primary school in Gislingham, all of which provided information on their preference for use of the funds available.

The speaker, who was the Strategic Leisure Advisor & Leisure Projects Manager in Community Services of BMSDC then spoke.

The speaker advised, this role was to give advice on running, managing and building leisure, sport and recreation facilities. The speaker gave a long list of local projects that had now come to fruition and showed a great depth of knowledge and understanding of parish projects. The advisor went on to give basic costs for Skateparks, tennis courts, MUGAs (Multi Use Games Areas) and advised, rather than focusing on what type of item to build, the advisor asked that the project be looked at by the council taking into account what the village needed over the next 30yrs. Eg: will you need a new village hall by that time. Is everything in the village fit for purpose. The speaker/advisor went on to talk about the other existing facilities, such as the Silver Band Hut, and the large size of Charity Meadow which seemed to have under used space available.

The advisor mentioned that £800,000 was available to apply for to the right project, correctly organised. The advisor also went on to say that the concern on a time limit for monies to be available to apply for from BMSDC were unfounded and there are approximately £140,000 funds left for Gislingham, following the Viking Close development 3yrs ago. The advisor went on to suggest that the mix up with time limits may have been due to £4,500 being allocated for the Skatepark, but not for the £140,000. The advisor did then say he had a meeting on 23<sup>rd</sup> January with the infrastructure team of BMSDC to clarify the dates of return for the 106 funds to developers, which he believes we have a further 2yrs or 7yrs to go and he had ringfenced funds as Gislingham will want to spend it.

The advisor then went on to say that clarification with the owners of Charity Meadow would need to take place on what could be provided for and what was the planned future of Charity Meadow. The advisor suggested, as a personal observation only, why not build a new village hall on Charity Meadow with new road access on existing public footpaths, an approximate cost of £750,000, to make Charity Meadow an informal destination to go to.

The advisor then went on to speak about the new CIL funds that have replaced 106 funds, and the new influx of funds Gislingham will receive from the new developments taking place in Gislingham. The advisor explained that not only are there funds directly given to the village but also funds that can be applied for, for improving social infrastructure.

The advisor went on to explain that securing a guaranteed tenure of 25yrs is sufficient for BMSDC to provide funds for a project, why not secure the whole of Charity Meadow for that time. An allocation of £100,000 can be granted to Gislingham if clarification of responsibility of Charity Meadow was provided and clear intent of village needs given. Again the advisor went on to speak about types of items costs directly relating to the Outdoor Sports and Recreation Committee Consultation Results. Such as Crazy Golf being £10,000 a hole, BMX tracks very low cost, MUGA's varying in price, outdoor table tennis low cost and lasting forever, Tennis courts around £60,000, but was there a demand sufficient to warrant two courts and for this to be provided for at a cost, the same could be said for football and netball. The advisor clarified that information such as the survey provided a good basis for informed decisions and investigation to begin. This type of information would show BMSDC that support for chosen items are needed/wanted.



The advisor concluded by suggesting a new group, a 'community infrastructure group' should be created to make a plan for the next 30yrs for the village, encompassing what items should be put in place and the long term costs of maintenance (which would have an impact on the precept).

Residents also mentioned the needs for the younger generation, eg: no safe places to bike, the advisor suggested an initial option of a hard surface area on charity meadow.

Cllr Tranter thanked the guest speaker for their information and time, confirming it was a lot for the Parish Council to think about.

Cllr D Kearsley then gave her report (shown in the addendum) and advised further information on the planning item discussed previously, that BMSDC were likely to refuse the planning application based on the Highways report.

Cllr J Fleming was absent from the meeting, but requested further information from resident on the current transport service and a report can be found in the addendum.

## 6 CLERKS REPORT

### 6.1 The clerk read out the following report:-

Cllr Pitt has organised for the Footpath Warden to liaise with our former Footpath Warden.

Cllr Pitt has spoken with the developer regarding the footpath, which remains slippery and muddy, and they currently show no signs of ensuring the footpath is improved. I have placed this as an agenda item should the council feel it necessary to ask the clerk to contact the Area Rights of Way Officer at SCC.

Cllr Pitt is still waiting for the landowner to go get back to him for a site visit for the Dog Bin.

I am still waiting for SCC Highways to get back to me on the Broken Barrier.

The Bring your own device policy has been paused whilst more research is underway for all councillors to have their own emails specifically for use as a councillor.

The Data Consent form is now ready and is an agenda item today.

The concrete post has been removed from the footpath leading alongside of the primary school into Charity Meadow.

Still no response has been received from the IT contact that Cllr Pitt referred. Request to book a training session with CAS IT, as they will be able to help and do the work at the same time as the training.

I am waiting for different contacts to get back to me regarding CIL analysis.

Duke of Edinburgh Award Litter Pickers – I can confirm that our insurance would require the litter pickers to be supervised by an adult at all times during the litter pick as they are 15yrs old.

The Adventure Playground has been placed on hold due to the meeting this evening with our Speaker Tony Bass. Cllr Pitt requested I place the quotes for repairs to the playground also on hold until after this meeting.

Welcome Packs for the Helpdesk this February are ready to be given to the Cllr who is taking the helpdesk.

The Precept has been submitted.

Election training took place this morning, details and dates will be on the agenda for the next scheduled meeting in February.

### 6.2 Details of Circulated Emails & Correspondence up to 15<sup>th</sup> January 2019

None were discussed (except for planning in item 7 & item 12), list in the addendum.

## 7 PLANNING – Discussed in Public Forum above. Action: Clerk to log results on BMSDC planning website.

## 8 BUSINESS PLAN 2018/19

### 8.1 To consider & approve the Finance Business Plan for 2019/20

The Clerk provided a new plan for the financial year of 2019-2020. Councillors discussed the items on the Business Plan.

*It was proposed by Cllr K Brooke, seconded by Cllr J Bell with 4 in favour and 1 abstention to accept the plan for 2019/20* Action: Clerk to update and place on Website.



## 8.2 To consider & approve the Publication Policy

The Publication Policy was discussed by councillors.

*It was proposed by Cllr J Bell, seconded by Cllr K Brooke with 4 in favour and 1 abstention to accept the policy after the crossed out information had been removed, and policies on the website had been added. Action: Clerk to amend, update and place on Website.*

## 8.3 DPA 2018 – To approve Data Consent Form

The Data Consent Form was introduced by the Clerk and discussed by Councillors.

*It was proposed by Cllr J Bell, seconded by Cllr R Pye with 4 in favour and 1 abstention to accept the form. Action: Clerk to ensure all volunteers who data is used or kept to complete form and used in line with the Parish Council's DPA policies.*

## 8.4 Review Training Needs

The Clerk requested further IT training with CAS (Community Action Suffolk) who maintain the website as this enables to work to get done at the same time as learning. This would be at a cost of £40 *Action: Clerk to arrange and attend.*

*It was proposed by Cllr K Brooke, Seconded by Cllr J Bell with 4 in favour and 1 abstention.*

## 9 FINANCE

9.1 Current Account Balance as at 31<sup>st</sup> Dec 2018 - £23,618.83

9.2 Deposit Account Balance as at 26<sup>th</sup> Nov 2018 - £19,508.37

9.3 Income – None

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

SALC training (Outstanding Cllr Training from May 2018) - £67.80

Village Hall Hire - £72.00

T Davis – Salary & Expenses for December 2018 - £373.28

*It was proposed by Cllr J Bell, seconded by Cllr K Brooke with 4 in favour and 1 abstention to approve all payments. Action: Clerk to arrange payments.*

9.5 To confirm payment made to MSDC for Annual Play Inspection - £58.45

## 10 THORNHAM ROAD DEVELOPMENT

Councillors discussed the current state of the roads, verges and footpaths in and surrounding the development. It was confirmed this had improved greatly.

## 11 POT HOLES

Cllr J Bell confirmed reporting two pot holes to SCC Highways, one by the Village Hall and one on Mill Street

## 12 BMSDC Building Control Team Email (sent to councillors on 8<sup>th</sup> January)

This email is to be passed on to the Messenger. *Action: Clerk to forward to Messenger*

## 13 CHAIRMAN AND COUNCILLORS REPORTS

13.2 Adventure Playground – Discussed in the Public Forum above

13.3 Neighbourhood Watch

Cllr C Tranter advised that there are various telephone and email scams around at present. One purporting to be from BT, saying your internet had been compromised, the other purporting to be from TV Licensing offering refunds. The Messenger has been advised regarding both.

13.4 Speed Indicator Device – No report

13.5 Outdoor Sport & Recreation Working Party – Discussed in the Public Forum

## 14 HELP DESK REPORT

A potential new villager liked the idea of a welcome pack, no issues were raised. Cllr J Bell and Cllr J Malone agreed to attend the next Helpdesk. *Action: Cllr J Bell & Cllr J Malone to report at next meeting*

## 15 ITEMS FOR THE NEXT AGENDA

Parish Councils Facebook Page

## 16 DATE OF THE NEXT PARISH COUNCIL MEETING – 18<sup>th</sup> FEBRUARY 2019



## **Addendum**

### ***Correspondence received***

Sent to Councillors on 18<sup>th</sup> Dec:-

14<sup>th</sup> Dec – BMSDC Planning Consultation Request DC/18/05266

Sent to Councillors on 21<sup>st</sup> Dec:-

11<sup>th</sup> Dec – Letter from Cllr J Ward, leader of BDC

12<sup>th</sup> Dec – BMSDC Planning Decision Notice DC/18/04957

13<sup>th</sup> Dec – Local Police Newsletter

15<sup>th</sup> Dec – Google Terms of Service & Privacy Policy

17<sup>th</sup> Dec – BMSDC CIL Transparency Update, Exacom

17<sup>th</sup> Dec – Adult Community Services SCC Survey

18<sup>th</sup> Dec – BMSDC Planning Decision Notice DC/18/04670

19<sup>th</sup> Dec – CAB (Citizens Advice Bureau) Newsletter

19<sup>th</sup> Dec – SALC GDPR Bulletin

20<sup>th</sup> Dec – SCC Community Energy & Neighbourhood Planning Workshop (free)

20<sup>th</sup> Dec – Suffolk Flood Risk Management Partnership – Riparian Ownership

20<sup>th</sup> Dec – Suffolk Trading Standards Newsletter Request

21<sup>st</sup> Dec – Post Office Consultation

21<sup>st</sup> Dec – SALC Bulletin

Sent to Councillors on 27<sup>th</sup> Dec:-

21<sup>st</sup> Dec – Poppy Appeal Thank You

Sent to Councillors on 8<sup>th</sup> Jan:-

01<sup>st</sup> Jan – Royal British Legion Newsletter

03<sup>rd</sup> Jan – BMSDC Building Control Advice (agenda item)

04<sup>th</sup> Jan – Community Energy & Neighbourhood Planning (24<sup>th</sup> Jan)

04<sup>th</sup> Jan – SALC Bulletin

07<sup>th</sup> Jan – SPCC Survey (Closed 14<sup>th</sup> Jan)

08<sup>th</sup> Jan – Funding Information Dates (6<sup>th</sup> & 7<sup>th</sup> Feb 10-3pm)

Sent to Councillors on 10<sup>th</sup> Jan:-

06<sup>th</sup> Jan – Resident Information regarding DC/18/05266

Sent to Councillors on 15<sup>th</sup> Jan:-

10<sup>th</sup> Jan – BMSDC Cllr D Kearsley January report

10<sup>th</sup> Jan – Suffolk Minerals & Waste Management Notice of Submission

12<sup>th</sup> Jan – Information from Resident regarding Outdoor Sport & Recreation

15<sup>th</sup> Jan – BMSDC Town & Parish Liaison Meetings

15<sup>th</sup> Jan – Copy of paper correspondence Post Office Ltd – Mobile Post Office

15<sup>th</sup> Jan – Copy of paper correspondence Royal British Legion Thank of £100 donation

### ***Councillor Reports***

#### **Mid Suffolk District Councillor's Report - January 2019**

*Happy New Year to everyone in the Gislingham Ward* - due to the Christmas break and some urgent work on budgets etc., there is not too much to update you on this month.

2018 has been a busy year, with many challenges, but we've made it to 2019 with just as many achievements and that is in part thanks to the work and help from our Parishes. Mid Suffolk DC is always appreciative of the hard work and commitment put in by the Parish Councillors,. So I would like thank you on their behalf and look forward to working with all throughout 2019.

*Cabinet votes to consult on Communities Strategy* - At the Cabinet Meeting on Monday, 7 January, the Cabinet voted to put Mid Suffolk and Baberghs' Joint Communities Strategy out for consultation. The strategy is the councils' response to the big community-related challenges the districts will face in coming years, and lays out the councils'

vision for the kind of future we would like to see for our communities over the next two decades. More details will be sent to you, but you can find the draft Strategy as part of the Cabinet Committee Papers available [online](#).

*Work begins on analysing responses to Homes Strategy* - thank you to everyone who took part in the BMSDC consultation on our Housing Strategy and the Homelessness Reduction Strategy. The consultations closed on 7 December 2018 and the councils are now working to fully analyse all of your responses.

The full results will be made available on our website shortly, and work is already underway to amend the draft strategies to take into account the feedback received. In particular the Homes Strategy will include a focus on the relationship between housing and the environment, while the Homelessness Reduction Strategy will be more explicit in its role in combating rough sleeping in our districts.

#### *Hot topics on social media*

- Tree for Life scheme
- Planning Committee decision to refuse permission for housing scheme in Debenham
- Christmas Tree recycling
- Waste Collection over the Christmas period

#### *Best wishes*

*Cllr Diana Kearsley*

*District Councillor representing*

*Mid Suffolk District Council, Gislegham Ward*

*01379 783061 mobile 07889301417/07508520813*

## **County Council Report for Gislegham Parish Council**

### **January 2019**

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980 twitter: @jesstfleming

**Application for A140 Roundabouts near Eye** - The application for 2 new roundabouts and a link road west of Eye can be viewed and comments made on the Suffolk planning register: <http://suffolk.planning-register.co.uk/>. Hard copy details for the scheme are available at the Eye Public Library. Comments should be returned by the end of January via the web site or directly to [mark.barnard@suffolk.gov.uk](mailto:mark.barnard@suffolk.gov.uk)

**Sizewell C Stage 3 Pre-Application Consultation Open 4<sup>th</sup> Jan – 29<sup>th</sup> March** - Following Stage 3 EDF will prepare and submit an application for development consent for the two 'UK EPRs' (European Pressurised Reactors) to the Planning Inspectorate, taking into account the consultation responses and lessons learned from Hinkley Point C. This is a very large energy project for Suffolk which along with other major offshore wind projects will need new connecting on and off shore infrastructure.

Please visit EDF's [project website](#) for all Stage 3 documentation, and details on how to respond.

**Consultation on Proposed Changes to Citizens Advice (CAB) Grant Funding** - Suffolk County Council is carrying out a consultation about possible effects of a proposal to phase out grant funding to local Citizens Advice Bureaux. The consultation runs from Mon 17 Dec until Wed. 23rd Jan. Comments made through the consultation will be used to help inform the final decision on the council budget, which is due to be made by cabinet and full council on 14 February 2019. A link to the survey can be found at: <https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/local-citizens-advice-cab-consultation/>