



**GISLINGHAM  
PARISH COUNCIL**

## **WORKING FOR OUR COMMUNITY**

### **MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON MONDAY 18<sup>th</sup> June 2018**

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

Apologies: Councillor G Laurence & Councillor D Kearsley

#### **1. TO CONSIDER/APPROVE APOLOGIES FOR ABSENCE**

Both Councillor G Laurence & Councillor D Kearsley sent their apologies and reasons for absence.

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

Councillor C Pitt signed a non-pecuniary interest for item 9.3. & Councillor J Bell signed a pecuniary interest for item 6.4 within the Declarations of Interest Register.

#### **3. TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21<sup>st</sup> MAY 2018**

It was proposed by Councillor J Bell, Seconded by Councillor C Chopping and agreed by 7 votes with 1 abstention that the Chairman sign the minutes as a true record.

##### **3.1 Matters Arising**

A run through of the actions from the last meeting took place, all actions were concluded or to be discussed during this meeting, except for the following:-

7.3 SALC confirmed unable to make discretionary payments **ACTION: Councillor C Pitt to write Letter of appreciation to resident for helping with the bin.**

8.4 Current Grass Cutting not being carried out as per contractual agreement **ACTION: Clerk to write formal letter of complaint in respect of Charity Meadow Play Area.**

Councillor C Pitt requested that item 9.3 on the agenda be discussed straight after the Public Participation Session.

#### **4. PUBLIC PARTICIPATION SESSION**

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

Councillor J Flemming gave a report at the meeting as follows:-

## County Council Report for Gislingham Parish Council June 2018

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

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

**County Council Administration** - Suffolk County Council's new Leader Mathew Hicks took office on 24<sup>th</sup> May. Councillor Mary Evans is Deputy Leader and Cabinet Member for Highways, Transport and Rural Affairs

**Home-to-School Transport – Cabinet Decision** - new proposals for school and 'post-16' students will be decided by Cabinet on Tuesday 19<sup>th</sup> June, refer to Suffolk County Council's [website](#) under item 19-06-2018. NOTE – Option 2 with amendments was approved by Cabinet, this replaces the Transport Priority Area/ catchment system with transport only to the nearest geographic school; funding will be retained for post-16 education more or less as current.

**Grass Verge Cutting** – You can follow the local area grass verge cutting programme for various types of road, refer to the Mid Suffolk grass cutting schedule on Suffolk Highways' web site: <https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/trees-grass-and-weeds/grass-cutting/#tab2>

**Bus Services** – I am aware of the problems the new mini-bus service is having with capacity and disability access and am in communication with the commercial transport manager at Suffolk County Council.

Councillor J Bell raised the issue of the inability to use a bus pass on some of the new services. Councillor J Flemming identified that a section 22 permit must be carried by the provider of the service for them to accept bus passes.

Councillor C Pitt requested more information on Suffolk CC becoming a unitary council for the next meeting.

A member of the Skatepark Committee came to provide current information on progress and ask for the Skatepark Committee to formally become a sub committee of the Gislingham Parish Council following a meeting with BMSDS (Babergh & Mid Suffolk District Council) on 4<sup>th</sup> June. The resident identified that problems with the lease can be rectified, that the website [www.theboardinghouse.eu/spotguide.html](http://www.theboardinghouse.eu/spotguide.html) has been shown to the School's head, when clicking in 'this' refers to "Do skateparks reduce anti social behaviour" - it is a university thesis. Lastly, that monies are there.

### 9.3. SKATEPARK

Councillors discussed the minutes of the Skatepark meeting held between the Skatepark Committee and BMSDC on 4<sup>th</sup> June. The councillors identified 5 main problems:-

- 1) The lease had only 23yrs left
- 2) The residents of Gislingham need to be openly consulted about other proposals for outdoor activities alongside the Skatepark proposal in order to gain proper unbiased consultation which establishes clear choice by Gislingham Residents in order for District Council approval to be given
- 3) The School would need to provide a favourable letter in respect of the Skatepark Proposal
- 4) The deadline for 106 funds is June 2019
- 5) Payment methods for such a large amount would need to be considered

The councillors agreed 3 things:-





- 1) That if the Skatepark committee were able to pursue the venture for Gislingham residents under the name of "Outdoor Sports Committee" the parish council were prepared to accept them as a sub committee at the next meeting. New members can also join.
- 2) That adequate and impartial consultation of residents is carried out by the new "Outdoor Sports Committee", which follow GDPR regulations of consent.
- 3) The Sub committee will have no decision powers. Decisions will be made by the Parish Council.

Councillor K Brooke proposed, Seconded by Councillor C Tranter and agreed by 7 votes with 1 absence. **ACTION: Clerk to confirm with SALC correct term 'Sub Committee' for the Outdoor Sports Committee and if the Skatepark committee can be part of it.**

## 5. CLERKS REPORT

### 5.1 Details of Circulated Emails

The Clerk confirmed that the following emails were circulated:

Parish Update – Transparency of Data, Developer Contributions & CIL 22<sup>nd</sup> May

Eye Town Clerk Letter – Planning concerns 25<sup>th</sup> May

SALC E-Bulletin 31<sup>st</sup> May CAS Newsletter 31<sup>st</sup> May

MSDC Planning Consultation Request 1<sup>st</sup> June

MSDC Planning Decision Notice 1<sup>st</sup> June

Gislingham Skatepark Meeting Minutes 4<sup>th</sup> June

Cabinet Paper – School & Post 16 Travel 7<sup>th</sup> June + Councillor J.Flemming email

Suffolk Minerals & Waste Consultation Request 8<sup>th</sup> June

SALC E-Bulletin 8<sup>th</sup> June

Town & Parish Liaison Invitation for July 11<sup>th</sup> June

### 5.2 Update of Bank details

The Clerk reported that details of the new clerk had not yet gone through and will chase the bank **ACTION: Clerk to contact bank**

### 5.3 Update on Bins

Following discussion at the last meeting and brief discussion at this meeting, it was proposed by Councillor K Brooke, Seconded by Councillor J Cripps and unanimously agreed to site a new dog bin on Morleys lane subject to landowners permission if needed.

**ACTION: Clerk to organise**

It was proposed by Councillor C Pitt, Seconded by Councillor C Chopping and unanimously agreed to purchase a new bin for the play area on the Charities Meadow.

**ACTION: Clerk to organise**

### 5.4 Costing of New Equipment for Clerks Office - To be covered under 6.5

### 5.5 Holiday & Holiday Pay

A discussion took place in respect of holiday pay entitlement for the recently left Clerk and the current Clerk. **ACTION: Clerk to consult SALC**

### 5.6 Gislingham Council Mobile Phone - To be covered under 5.8



**5.7 To review Asset Register**

The clerk confirmed this had been carried out, queries were asked of the councillors and answered to finalise things

**ACTION: Updated Asset Register to be agreed by Councillors at next meeting**

**5.8 GDPR Audit Results & proposed Action Plan**

The clerk had provided a summary outcome of the GDPR Audit along with a proposed action plan. An Email Notice, Privacy Policy, Consent Form, Subject Access Request (SAR) Policy with model letters, Website Privacy Policy & Cookies Policy has been provided along with the need for an update of data control procedures.

It was proposed by Councillor C Pitt and seconded by Councillor C Tranter with unanimous agreement that the action plan continues and the Email notice, Privacy policies and cookie policy were adopted.

**ACTION: Clerk to implement and place policies on Business Plan for regular review.**

The question of Councillor emails and their security was also raised, this is something to be discussed by the Clerk with both the IT provider for the parish council website and SALC.

**ACTION: Clerk to investigate further.**

The need for a Gislingham mobile phone was also highlighted by the Clerk to minimise Personally Identifiable Information (PII's) within GDPR guidelines. It would also aid Holiday cover, long term Resident familiarity of the council telephone number and safeguarding for minors in the home of a current Clerk.

It was agreed a parish council mobile phone is a good idea and costings to be provided at the next meeting.

**ACTION: Clerk to provide mobile phone costings**

**5.9 Street Lighting Loan Details**

This item was raised by Councillor G Laurence. The outstanding balance of the Street Lighting Loan is £10,369.81, first payment this year is to be made on 6<sup>th</sup> June 2018, with approximately a further 5yrs of payment. Councillor J Cripps requested the interest rate

**ACTION: Clerk to gain sight of a copy of the original loan agreement for the next meeting with full details ready for discussion.**

**6. FINANCE**

**6.1 Current Account Balance**

As at 31<sup>st</sup> May 2018 - £16,010.63

**6.2 Deposit Account Balance**

As at 30<sup>th</sup> April 2018 - £19505.31

**6.3 Income**

In June 2018 – 106 monies from BMSDC - £6,263.82

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

K J Wells – Salary for May 2018 - £336.72

T J Davis – Salary for May 2018 - £294.24

T J Davis – Expenses (mileage for Audit) £18.90

Councillor J Bell – Expenses (training mileage) £16.20

SALC – Training T Davis - £27.60

Playdale – Shelter 50% Deposit - £6118.20

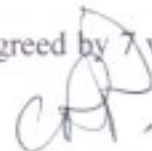
Top Garden Services - £329.14

G.C.Joinery – Village Map Display/Stand - £450

Climbingwall Solutions - £4196.98

Summer Fair Marquee Hire - £80

It was proposed by Councillor J Cripps, Seconded by Councillor C Chopping and agreed by 7 votes with 1 abstention to pay all the items at 6.4. **ACTION: The Clerk will arrange.**





**6.5 To approve cost of Parish Council Office Equipment – Resolution required**

22" Screen - £99.99 (all figures inclusive of VAT)

Microsoft Office 365, annual renewal payment – currently £59.99

Bundle Including Dell Inspiron 15 5570 15.6" Laptop, Security & Office for 1yr £509.18

It was proposed by Councillor K Brooke, Seconded by Councillor J Cripps and unanimously agreed to approve the cost of the Parish Council Office Equipment. **ACTION: Clerk to purchase**

**6.6 To consider & approve AGAR Sections & Internal Audit ready for External Auditor Resolution required**

Each councillor was provided with a copy of the AGAR (Annual Governance and Accountability Return 2017/18 Part 3, along with the Internal Auditor's report and summary of recommendations. The councillors discussed the details of each in turn and resolved the following:-

- I. To agree section 1 – Annual Governance Statement 2017/18
- II. To agree section 2 – Accounting Statements 2017/18
- III. To accept the Internal Auditors report for 2017/18

It was proposed by Councillor J Bell, Seconded by Councillor K Brooke and unanimously agreed. **ACTION: Clerk to compile information for External Audit**

The recommendations regarding Payroll Controls, Internal Audit Procedures and External Audit Procedures were also accepted by the councillors.

It was proposed by Councillor C Chopping, Seconded by Councillor K Brooke and unanimously agreed. **ACTION: Clerk to integrate into the Business Plan and existing policies.**

**6.7 To consider & approve the Three Year Budget Forecast – Resolution required**

Councillor R Pye had presented the 3yr Budget forecast. Councillors identified that some headings were old and should be deleted. Councillors were happy with the proposed figures. It was proposed by Councillor C Pitt, Seconded by Councillor K Brooke and unanimously agreed to approve the forecast once discussed deletions had been made for the three years ahead. **ACTION: Clerk to make amendments**

**7 PLANNING APPLICATIONS, NOTIFICATIONS AND DECISIONS**

A planning decision notice had been circulated via Email to all councillors on 1<sup>st</sup> June and noted by the councillors. **DC/18/02385**

A planning application for listed building consent had been circulated via Email to all councillors on 1<sup>st</sup> June and this was discussed.

A resolution to make no comment was proposed by Councillor C Pitt, Seconded by Councillor K Brooke and unanimously agreed.

**ACTION: No Comment on Planning Application.**

**8 CORRESPONDENCE**

**8.1 Suffolk County Council**

None

**8.2 Mid Suffolk District Council**

None.

**8.3 Suffolk Association of Local Councils**

None.

#### 8.4 Miscellaneous

Eye Town Council

This letter was noted by the councillors.

#### 8.5 Correspondence received since circulation of correspondence bag

Letter regarding the Summer Fair Marquee Hire – Dealt with in item 6.4.

### 9 COUNCILLORS REPORTS

#### 9.1 Rights of Way/Footpaths

Councillor C Chopping reported that all issues relating to the last meeting were cleared. Although Foot Path (FP)59 will be monitored regarding it's compactedness.

Councillor C Chopping was aware of the current need for path clearing following vegetation growth and will be monitoring the footpaths concerned.

Councillor C Chopping then proposed, Seconded by Councillor C Pitt, and unanimously agreed on obtaining contracts from local gardening contractors to clear the FP's not on the Highways cutting list, namely FP 45 & FP 59. **ACTION: Clerk to obtain quotes for next meeting.**

#### 9.2 Adventure Playground

Clerk confirmed that the Shelter is due to be put up in the week beginning 25<sup>th</sup> June 2018. Contact details have been given to the contractor.

Councillor K Brooke highlighted issues with the current slide and suggested we use 106 monies to upgrade the current site it resides on, a suggestion of Tunnels was met with a positive response. It was concluded after much discussion that a questionnaire be put to the Residents of Gislingham at the Summer Fair on 14<sup>th</sup> July 2018. Tunnels, Boat Swing, something to climb on, Accessible Swings and Roundabouts were also put forward. **ACTION: Councillor C Pitt to compile Questionnaire ready to canvass opinion at the Summer Fair.**

#### 9.3 Skatepark – Previously heard above.

#### 9.4 Neighbourhood Watch

Councillor C Tranter reported that only 1 crime in the last 6 weeks has been reported. A break in occurred in Mill Street.

#### 9.5 Riparian Responsibilities

Councillor J Cripps has nothing to report at this time but has noticed some ditches are currently overgrown.

#### 9.6 Speed Indicator Device

Councillor S Wells reported that numbers were down, unsurprisingly as Mill Street road had been closed. Speeding was still recorded down this road at 40mph and 50mph.

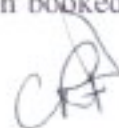
### 10 REVIEW OF ACTIONS ARISING FROM MONTHLY PARISH COUNCIL HELP DESK ON SATURDAY 2<sup>nd</sup> June – COUNCILLOR J BELL

Councillor J Bell reported that there were no matters arising.

**ACTION: Councillor J Bell confirmed for next HelpDesk on 7<sup>th</sup> July**

### 11 ACTION PLAN & PARISH COUNCIL WEBSITE/FACEBOOK – CLERK

Councillor C Pitt advised that the action plan will be looked at once the website and hardware for the office had been sorted out. The Clerk advised of the training/meeting session booked with CAS for 26<sup>th</sup> June 2018.





## 12 BUSINESS PLAN 2017/2018

### 12.1 Review Complaints Procedure

It was proposed by Councillor C Chopping, Seconded by Councillor R Pye and unanimously agreed to readopt the Complaints Procedure.

### 12.2 Review Equality & Diversity policy

Councillor C Pitt highlighted some changes to be made. It was proposed by Councillor C Pitt, Seconded by Councillor C Tranter and unanimously agreed to readopt the Equality & Diversity Policy following the highlighted amendments. **ACTION: Clerk to amend**

### 12.3 Review Risk Assessment & Management policy

Following discussion on CIL, Safeguarding and GDPR amendments, it was proposed by Councillor S Wells, Seconded by Councillor C Chopping and agreed unanimously to readopt this policy once amendments were made. **ACTION: Clerk to amend.**

### 12.4 Review Training Policy

It was highlighted that a current paragraph was now obsolete. It was proposed by Councillor S Wells, Seconded by Councillor C Chopping and agreed unanimously that the policy is readopted once the amendment was made. **ACTION: Clerk to amend.**

### 12.5 Review Training Needs

The clerk confirmed that training was available over two days for Planning. The Clerk confirmed attendance to the two day Clerk course provided by SALC in July.

### 12.6 See item 10

## 13 CIL – Community Infrastructure Levy

Members of the CIL Committee were confirmed as Councillor C Chopping, Councillor J Bell and Councillor S Wells. The initial remit is to find out how best to spend the CIL money via a consultation type, aiming for an investment plan by September. **ACTION: Plan of action by the committee to be presented at the next meeting**

## 14 ITEMS FOR THE NEXT AGENDA

Road Closures

## 15 DATE OF NEXT PARISH COUNCIL MEETING

Monday 18<sup>th</sup> June 2018 at 7.30 pm in Gislingham Village Hall

