



*Working for our Community*

## **GISLINGHAM PARISH COUNCIL**

### **MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON MONDAY 19<sup>th</sup> NOVEMBER 2018**

**Present:** Cllr C Pitt (Chairman), Cllr J Bell, Cllr R Pye, Cllr S Wells, Cllr K Brooke, Cllr G Laurence, Cllr D Kearsley (District Council), 3 members of the public and Miss T Davis (Parish Clerk)

**Apologies:** Cllr C Tranter, Cllr J Fleming (County Council), Community Transport

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

The apologies sent were accepted by the Parish Council.

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

No interests were declared

#### **3 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 15<sup>th</sup> OCTOBER 2018**

*It was proposed by Councillor C Pitt and seconded by Councillor G Laurence 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. Councillor J Bell confirmed that actions regarding contact with Gislingham Primary School are due to be resolved on 26<sup>th</sup> November. All other actions were completed. The Clerk is waiting for costs for the moving of litter bins from MSDC. It was noted that no one had come forward as a Tree Warden volunteer.

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

To hear reports from County Councillor, District Councillor, Questions & Comments from the Public. Councillor D Kearsley was invited to provide the District Council's report for November. A copy of the report is provided in the addendum along with Councillor J Fleming's report for Suffolk County Council. Councillor D Kearsley will also be attending the Police & Crime Panel in January, both County Lines and Road Safety are on the agenda. The Chairman requested more information on the 5yr Housing Plan, Councillor D Kearsley will seek further information on this from the District Councils planning dept.

**Item 8** was brought forward by the Chairman, as a resident who was interested in becoming a councillor attended the meeting. It was advised that the period of notice for a call to election ended on Friday 23<sup>rd</sup> November and the council will be co-opting councillors to fill the current two vacancies at the next meeting, Monday December 17<sup>th</sup> 2018. It was warmly noted that the resident was concerned about the current situation with dog fouling and dog waste bins.

Anyone who is interested in becoming a councillor and would like more information please contact the Parish Clerk or Chairman.

**Item 12** was brought forward by the Chairman, as a resident willing to volunteer for planting and maintaining the new bedding triangle opposite the Village Hall was in attendance. A discussion took place regarding the plants, safety and an annual budget of £150. A smaller discussion also took place regarding the wording of the thank you plaque, which is to be placed on the bedding area. The cost of the plaque to be no more than £30. **ACTION: Cllr C Pitt to arrange Plaque**

*It was proposed by Councillor C Pitt, seconded by Councillor G Laurence and unanimously agreed to accept these proposals for 12.1, 12.2 and 12.3.*



**Item 9** was also brought forward by the Chairman to discuss the request for funding by Community Transport. It was noted that the councillors required further information on its use by Gislingham residents, how many other parish councils were involved in the funding and how much would it be. The Councillors also raised the question of leasing rather than buying the minibus in the future. It was established that Gislingham was a regular user of the service and SCC (Suffolk County Council) were looking to reduce the budget for rural transport next year.

## 5 CLERKS REPORT

The Clerk advised that a 6 month summary report had been completed in regard to the workload of the clerk. A breakdown of hours in direct relation to Parish Council legislative tasks, regular tasks and projects had been carried out. In summary, there is a distinct shortfall of hours. The Clerk has asked that this be an item of discussion at the next meeting.

### 5.1 *Correspondence is now listed in the addendum*

The Chairman discussed some of the correspondence received. The Keep Britain Tidy Dog fouling campaign was generally agreed to be inappropriate for the village and had unreliable results. The Chairman invited Councillors to give individual comments on the BMSDC Homes & Homelessness Strategies. Members of the public can also provide their views, the closing date is 7<sup>th</sup> December.

## 6 FINANCE

6.1 **Current Account Balance as at 31<sup>st</sup> October 2018 - £19,290.31**

6.2 **Deposit Account Balance as at 30<sup>th</sup> June 2018 - £19,505.31**

6.3 **Income - £25.00 Credit from Co-Op Bank Plc  
- £6846.24 Mid Suffolk CIL Payment**

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

**BROXAP (Playground Litter Bin) – £330.00**

**Top Garden Service (Grass Cutting Oct & Nov) - £658.28**

**Royal British Legion Donation - £100**

**SALC training (Meetings, Minutes & Agendas) - £27.60**

**T Davis – Salary for October 2018 - £362.90**

**T Davis – Expenses £44.67 (Envelope purchase, mileage, phone purchase)**

**G Sullivan (Dictaphone for Community Speedwatch) - £21.99**

*It was Proposed by Councillor G Laurence, Seconded by Councillor K Brooke and unanimously agreed to pay all payments in item 6.4. ACTION: Clerk to arrange payments.*

## 7 PLANNING

DC/18/04670

DC/18/04704

DC/18/04957

All three planning applications were discussed and supported. **ACTION: Clerk to update Planning Site**

8 **TWO COUNCILLOR CASUAL VACANCIES** - Discussed during Public Participation

9 **COMMUNITY TRANSPORT FUNDING REQUEST** - Discussed during Public Participation

## 10 COUNCILLORS REPORTS

10.1 **Adventure Playground** – Councillor R Pye

The annual playground reports were discussed. It was highlighted that nothing rated higher than low risk and many were very low risk. It was agreed that Councillor R Pye would go through the reports thoroughly with a view to produce a list of maintenance or repair to be quoted for before the spring.

Councillor R Pye confirmed all three quotes for new equipment had now been received. It was decided that these quotes would be placed in the Yellow Bag for each Councillor to view and decide which quote provided the best service, guarantee, after care and quality for each item (Basket Swing & Roundabout). **ACTION: Clerk to place quotes in Yellow bag**

10.2 **Neighbourhood Watch** – Councillor C Tranter

None reported



**10.3 CIL Working Party – Councillor J Bell & Councillor S Wells**

A total of 152 consultations had been collected and were brought to the meeting, this was an excellent response and held a large volume of information. Councillor J Bell had emailed the initial results of the CIL consultation to the Parish Council. The results were discussed and Councillor J Bell confirmed that residents put importance on Post Office facilities, the condition of roads, public transport and working broadband.

The matter of ‘number of ticks’ was also discussed. The Chairman advised that the consultation had asked for “NO MORE THAN 8 number of examples (mark with a X)”. It has transpired that some residents have marked only 1 or 2 items compared with other residents who had used the full 8. The clerk advised that this disparity would need to be considered as the relevance from one consultation which had one ‘tick’ would be made significantly smaller when compared to another consultation which contained eight ‘ticks’. The clerk advised on using a weighted system to analyse the data further and then compare the results with the overall results. In the discussion that followed it was felt that because it was not explicit that there would be a weighting system it could be unfair to those who had used all 8 ticks. On balance it was decided to simply count the ticks. The consultation had provided good guidance, and further analysis would be carried out by a professional. A resident was recommended as well as Community Action Suffolk (CAS).

The members of the working party were thanked for their considerable efforts, the working party closed, and the CIL consultations, which will now reside with the Parish Council, will be passed to an external body for analysis and to provide a summary for each section. **ACTION:**

**Clerk to contact CAS and Resident**

**10.4 Speed Indicator Device – Councillor S Wells**

Councillor S Wells reported on the findings of the traffic data from 14<sup>th</sup> Oct to 18<sup>th</sup> Nov. A small percentage of drivers continue to speed, the majority of those only by a small amount. There was a marked increase in traffic volume to over 18,500.

**10.5 Outdoor Sports & Recreation Working Party – Councillor K Brooke & Councillor J Bell**

Councillors reported on the current status. The voting sheets had been sent out with the Messenger, the voting boxes had been placed in the Village shop and School. Collection of the boxes would take place at the end of November, meeting set for 3<sup>rd</sup> December.

The Chairman also provided the Clerk with correspondence from the now dissolved Gislingham Skatepark Association with a cheque for £7686.19 made out to the Parish Council with a breakdown of earmarked and ringfenced allocations. **ACTION: Clerk to bank and update financial reserves.**

**11 DOG & LITTER BIN**

The Chairman confirmed that both the clerk and Chairman had been in touch with Mid Suffolk District Council in respect of having the litter bins moved/removed. We are waiting for a response from MSDC. The councillors had been emailed a copy of quotes for different types of dog bins.

*It was Proposed by Councillor C Pitt and Seconded by Councillor R Pye and agreed unanimously to order the basic Dog Waste Bin for Morleys Lane. ACTION: Clerk to place order*

**12 FLOWER BED TRIANGLE – Discussed during Public Participation**

**13 PUBLIC HOUSE & COMMUNITY ASSET REGISTER**

The Chairman provided information on the MSDC community Asset Register. The councillors discussed the register in respect of the Gislingham Public House & Village Hall.

**ACTION: Clerk to apply for the Public House and Village Hall to go on the Register.**

**14 TO CONSIDER & APPROVE REVISED EMPLOYEE CONTRACT**

The updated model contract was discussed.

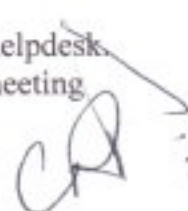
*It was proposed by Councillor C Pitt, Seconded by Councillor G Laurence and unanimously agreed to adopt the new employee contract.*

**15 HELPDESK – Councillor J Bell**

Councillor J Bell advised 4 issues arose at the helpdesk and agreed to take the next helpdesk.

- i. The footpath by the large development is flooding -To be discussed at next meeting

**ACTION: Councillor C Pitt to liaise with developer**



- ii. A First Aid course had been suggested – To be discussed at next meeting
- iii. The Litter pick (LP) takes place after Halloween in future – To be taken forward to next LP
- iv. Footpath gate locked by the Public House – Resolved

## 16 BUSINESS PLAN 2018/2019

### 16.1 Consider & Approve Proposed Precept

*It was proposed by Councillor C Pitt, Seconded by Councillor G Laurence and unanimously agreed to accept the proposed Precept.* The Finance Working Group was thanked once again for their work in preparing the Council budget for 2019/2020.

### 16.2 Consider & Approve Christmas Arrangements

The Christmas season was discussed. It was advised that the Village Hall would be putting up and decorating a Christmas Tree. The Jubilee Singers had been invited to lead the Carol singing.

*It was Proposed by Councillor C Pitt, Seconded by Councillor S Wells and unanimously agreed to have Carols round the tree on 10<sup>th</sup> December and that Mulled wine, soft drinks and minces pies would be provided by the Parish Council at a cost of up to £50.*

### 16.3 Consider & Approve Retention Policy (part of Data Protection Act 2018)

Both 16.3 and 16.4 were discussed in some depth.

*It was proposed by Councillor C Pitt, Seconded by Councillor G Laurence and agreed by 4 to 2 in favour to adopt the retention policy.*

### 16.4 Consider & Approve Bring Your Own Device Policy (part of DPA 2018)

Both 16.3 and 16.4 were discussed by the Parish Council in some depth. The council felt that while the retention policy was generally accepted the 'bring your own device' (BYOD) policy was too intrusive for councillors. The Clerk advised that the policies are there to protect the Parish Council and need to follow legislation. The Parish Council requested the Clerk reword the policy and undertake more time to research, such as an example located by councillor S Wells.

**ACTION: Councillor S Wells to forward example, Clerk to research and rework BYOD Policy.**

### 16.5 Review Training Needs – CiLCA

It was unanimously agreed by the councillors that the Clerk was able to book the CiCLA course.

## 17 ITEMS FOR THE NEXT AGENDA

Barrier on Mill Street

Co-opt of Councillors

## 18 Date of the next Parish Council Meeting – Monday 17<sup>th</sup> December 2018

## Addendum

### *Correspondence received*

- 10<sup>th</sup> Oct – CAB (Citizens Advice Bureau) AGM invitation for 2<sup>nd</sup> Nov
- 11<sup>th</sup> Oct – SALC AGM Invitation for 6<sup>th</sup> Nov
- 12<sup>th</sup> Oct – PCC Update Oct 2018
- 15<sup>th</sup> Oct – Letter from Community Transport to request funding
- 15<sup>th</sup> Oct – Mid Suffolk North Area Meeting Summary from SALC
- 16<sup>th</sup> Oct – CAB Annual Review
- 17<sup>th</sup> Oct – Letter of apology from Co-Op Bank with £25 credit
- 17<sup>th</sup> Oct – Letter of instruction from Barclays Bank for change of address
- 17<sup>th</sup> Oct – SALC Bulletin
- 18<sup>th</sup> Oct – SALC AGM Reminder
- 18<sup>th</sup> Oct – Mid Suffolk Notification of CIL payment
- 24<sup>th</sup> Oct – Planning Request DC/18/04704 Extension till 20<sup>th</sup> Nov
- 25<sup>th</sup> Oct – BMSDC Homes Strategy & Homelessness Strategy now online
- 26<sup>th</sup> Oct – Planning Request DC/18/04670 Extension till 20<sup>th</sup> Nov
- 26<sup>th</sup> Oct – Suffolk Webchat Link with Suffolk PCC
- 29<sup>th</sup> Oct – Older Person's Fair Poster by Jo Churchill

- 29<sup>th</sup> Oct – SALC AGM reminder
- 29<sup>th</sup> Oct – SALC Finance Subscription details
- 1<sup>st</sup> Nov – Suffolk Mineral & Waste Consultation closed 17<sup>th</sup> Dec
- 1<sup>st</sup> Nov – BMSDC Dog & Litter Bin Collection Charges for 2019
- 5<sup>th</sup> Nov – Planning Decision Notice DC/18/04189
- 5<sup>th</sup> Nov – SALC Bulletin (including Wild Area Grant £2,000-£4,000)
- 6<sup>th</sup> Nov – BMSDC CIL Customer Survey
- 6<sup>th</sup> Nov – SNT Newsletter (Stowmarket & Our Area Police Station)
- 8<sup>th</sup> Nov – Brain Injury Survivors Dinner Awards 22<sup>nd</sup> Nov
- 8<sup>th</sup> Nov – Annual Play Inspection Reports
- 8<sup>th</sup> Nov – Keep Britain Tidy – Dog Fouling Prevention Information
- 9<sup>th</sup> Nov – Botesdale & Rickingham Neighbourhood Plan Pre-Submission Consultation
- 9<sup>th</sup> Nov – Planning Application DC/18/04957 Closing 30<sup>th</sup> Nov

## Councillor Reports

### County Council Report for Gislingham Parish Council November 2018

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

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**Highways and Drainage Reporting Reminder** - All defects or drainage problems or dangerous winter road conditions should be reported using the reporting tool on the Highways website: <https://www.suffolk.gov.uk/roads-and-transport/>

**Grit Bins** - Parish Councils can apply via the SCC Website via the link below. <https://www.suffolk.gov.uk/roads-and-transport/check-which-roads-are-gritted/grit-bins/>

**Community Transport** – This is a reminder that the Mid Suffolk area Connecting Communities provider (BSEVC) offers on-demand minibus services, phone 01449 614271 to arrange transport, or to volunteer as a driver. Or email: [bookings@bsevc.co.uk](mailto:bookings@bsevc.co.uk) The Rickingham-Botesdale Good Neighbour Scheme also offers transport locally and to hospital and doctor appointments, phone Gordon Lawrence on 01379 897109.

**Suffolk's 2019/ 2020 Budget Consultation is still open** - and can be accessed by visiting [www.suffolk.gov.uk/budget2019](http://www.suffolk.gov.uk/budget2019) Hard copies will be available from libraries. The consultation closes at 5pm on Friday 16 November. The scrutiny committee will look at the approach to budget management at its 22<sup>nd</sup> November meeting. A proposed budget will go to Cabinet on 29 January, the final budget will be discussed at Full Council on Thursday 14 February 2019.

### MS District Councillor's Report Cllr Diana Kearsley

November 2018

Firstly a local issue: the attempt to contact the owner of the grassed area, opposite the village hall is ongoing because so far a letter from MSDC has not produced any response. I am regularly checking with the Public Realm team.

### Stars of Babergh and Mid Suffolk celebrated at Awards Ceremony

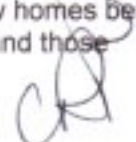
The winners of the Stars of Babergh and Mid Suffolk awards have been announced following a night of glamour and celebrations on Thursday 18 October. The finalists for the Stars of Babergh and Mid Suffolk awards gathered at St Mary's Church in Hadleigh for a star-studded event to celebrate their outstanding efforts in the community, hosted by BBC Radio Suffolk's Stephen Foster. The awards received over 150 entries and the church was packed with businesses and individuals who have all played a vital role in making the districts what they are today. You can find the full results on our [website](#).

### Over £119k of CIL funding paid to Town and Parish Councils

The April to September 2018 Community Infrastructure Levy (CIL) funding has been calculated, with Mid Suffolk towns and parishes due to receive over £119k from CIL payments collected in their areas. Town and Parish Councils receive 15% of all CIL funds collected, rising to 25% if they have a made Neighbourhood Development Plan. Find out more about CIL reporting [online](#).

### Have Your Say on Homes Strategy & Homelessness Reduction Strategy

Residents are being invited to take part in consultations on our draft Homes Strategy and our draft Homelessness Reduction Strategy: the consultation runs to Friday 7 December and residents can take part [online](#). The draft Homes Strategy covers the period 2019-24 and lays out how the councils aim to increase the number of new homes being delivered in their districts. This strategy also aims to increase housing options for older households and those

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requiring accessible homes and to ensure the existing housing stock is fit for 21<sup>st</sup> century living. The councils have also worked together on a Homelessness Reduction Strategy, covering the same period, which aims to reduce homelessness in both districts and support the most vulnerable Babergh and Mid Suffolk residents in finding and sustaining a home.

### **Time to brush up on the NPPF ahead of Joint Local Plan Consultation**

Plans to launch the second round of public consultation on our Joint Local Plan have been delayed by a few months as a consequence of the government's new National Planning Policy Framework (NPPF). The NPPF, which sets out the government's planning policies for England and how local planning authorities are expected to apply these, was published in July 2018. The changes made to previous versions of the NPPF must be considered as part of all planning applications and all planning policies across England and Mid Suffolk planning officers are currently ensuring the draft Local Plan is in full compliance with the new national guidelines. This delay gives residents the chance to familiarise themselves with the new NPPF as well: gaining an understanding of the NPPF will allow individuals to provide incisive feedback on our Joint Local Plan when the second round of public consultation opens in a few months.

### **English Oaks planted to commemorate fallen of First World War**

At a ceremony in Debenham on Friday 2 November seven English Oak trees were planted to mark the centenary of the 1918 Armistice. The planting ceremony was hosted by Cllr David Burn, Mid Suffolk District Council's Cabinet Member for Environment, and attended by Eddy Alcock the chairman of the Debenham Branch Royal British Legion, local school children, representatives of the Lord Lieutenant of Suffolk's 2018 Committee and county, district and parish councillors. Find the full press release on our [website](#), with photos available on the councils' [Flickr pages](#).

### **Mid Suffolk offers new arrivals a Tree for Life**

New parents who live in Mid Suffolk are being invited to apply for one year pilot of a Tree for Life scheme, offering parents a chance to plant a tree in the district to mark the arrival of new family members. The scheme aims to encourage the planting of trees and promote the benefits which trees bring to communities and is open to all families celebrating a new arrival, including by adoption in the 2018 calendar year. Read the full details in our [press release](#).

### **New VIP Network to provide Visitor Information throughout district**

We and our partners in Babergh have joined up with Suffolk Libraries and other businesses in the community to support a new Visitor Information Point (VIP) network, giving visitors to the area more choice about where and how they access visitor information across the districts. Visitors will be able to use their own devices and self-service tablets, available at some sites in the coming months, to find attractions leisure facilities, accommodation, transport and more. Read our full press release [online](#).

Cllr Diana Kearsley

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