



**MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD AT GISLINGHAM  
VILLAGE HALL ON MONDAY 15<sup>th</sup> October 2018**

- Present: Councillor C Pitt (Chairman), Councillor J Bell, Councillor C Tranter, Councillor R Pye, Councillor G Laurence, Councillor J Fleming, 7 members of the public and Miss T Davis (Parish Clerk)
- Apologies: Councillor S Wells, Councillor D Kearsley

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

The apologies sent were accepted by the Parish Council, it was also confirmed by the Chairman at this time that Councillor C Chopping resigned from the post of councillor.

**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 17<sup>th</sup> SEPTEMBER 2018**

*It was proposed by Councillor G Laurence and seconded by Councillor R Pye and agreed with 1 abstention for the Chairman to sign the minutes as a true record, once the venue & date were applied.*

**3.1 Matters Arising**

The actions of the last meeting were run through by the Chairman. Three actions remained ongoing.

Action under item number 5.4 of the July's minutes page 694 and covered in matters arising in August & September regarding the problem of dog poo on the pavements walked by young residents, Councillor J Bell confirmed this was not discussed in October and will now be discussed in November **ACTION: Councillor J Bell to liaise with School Head**

Item 5.1 in Septembers minutes contained 6 actions, 1 is due to be completed for the meeting in November **ACTION: Councillor C Pitt to place Tree Warden request in the messenger**, and following details provided by the Clerk to the Councillors on the Good Neighbour Network Scheme Councillor C Tranter has agreed to look into this under the Neighbourhood Watch remit and will be discussed at Novembers meeting

Item 8.1 The clerk has carried out the actions, however is still waiting for the bank to confirm the change of address following the complaint made.

Item 13.2 action to contact local schools regarding bringing local politics to schools, Hartismere have shown no interest to the Chairman. **ACTION: Councillor J Bell to liaise with Gislingham Primary School**

#### 4 PUBLIC PARTICIPATION SESSION

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

Members of the public wanted to discuss the current situation with the current county bus service being provided by the minibus. The residents spoke of the problems of accessibility, storage, frequency and the lack of tickets. Residents also advised that a second bus will be called for should the first become full. All residents agreed the drivers were brilliant and the service always arrived on time. Councillor J Fleming took note of this information and summarised that most problems could be resolved with a better more suitable bus. The Chairman confirmed to residents that this issue will be looked into by the County Council via Councillor J Fleming. The report from County Councillor J Fleming is provided in the addendum at the end of the minutes with Councillor D Kearsley's report.

Members of the public then left along with Councillor J Fleming.

1 member of the public wished to speak about the current situation with the Silver Band CIL (Community Infrastructure Levy) application with MSDC to replace the existing band hut/community building and the application for CIL funds to the Parish Council on 26<sup>th</sup> September.

The member of the public gave a recount of the experience of the process of the application with MSDC and felt that MSDC were not looking at the paperwork sent by the Silver Band, that all answers to MSDC questions being asked were provided already in the paperwork, the member of the public was very unhappy. The Silver Band have not been granted funds in the first round of bids but have been asked to reapply for the second round, the deadline being 31<sup>st</sup> October. The member of the public also went on to discuss the next round of bidding for MSDC CIL, the Silver Band's application and the backing of the Parish Council, with a more formalised request for £3,000 for the Silver Band CIL request for Item 14 on the agenda. The Council discussed the current situation of budgets and general reserves. Chairman re-confirmed the Parish Council's full support for the Silver Band. The Parish Council were currently waiting for the parish residents to respond to the PIIP (Parish Infrastructure Investment Plan) before deciding on what to spend the Parish CIL funds on. The remaining member of the public then left.

#### 5 CLERKS REPORT

5.1 Details of circulated emails & correspondence up to 10<sup>th</sup> October 2018,

17<sup>th</sup> Sept – SALC Bulletin

19<sup>th</sup> Sept – MSDC Planning DC/18/04189 Extension till 17<sup>th</sup> Oct

20<sup>th</sup> Sept – MSDC Decision Notice DC/18/03795

21<sup>st</sup> Sept – MSDC Licence to Plant in the Highway CR221626

25<sup>th</sup> Sept – SALC 'Voice of the Councillor' x2

26<sup>th</sup> Sept – Post Office Ltd, Mobile Post Office

26<sup>th</sup> Sept – Silver Band Request for CIL

28<sup>th</sup> Sept - SALC Bulletin

28<sup>th</sup> Sept - Headway Newsletter

28<sup>th</sup> Sept - BHIB Insurance Certificate & Renewal confirmation

30<sup>th</sup> Sept - PKF Auditor Report & Certificate & Invoice

1<sup>st</sup> Oct – MSDC Infrastructure Support Team – Silver Band CIL

1<sup>st</sup> Oct – Gislingham Village Hall Invoice

1<sup>st</sup> Oct – One Suffolk Website Subscription Invoice

2<sup>nd</sup> Oct – MSDC Decision Notice DC/18/04070

2<sup>nd</sup> Oct – MSDC Decision Notice DC/18/04069

4<sup>th</sup> Oct – Highways Back Street Road Repair

5<sup>th</sup> Oct – SNT Newsletter

5<sup>th</sup> Oct – Gipping Press Invoice

5<sup>th</sup> Oct - SALC Bulletin

5<sup>th</sup> Oct – BMSDC Estimated Election Costs

5<sup>th</sup> Oct - BHIB/AVIVA Funding Information

The correspondence listed was gone through to ensure all councillors had received it.

*It was proposed by Councillor G Laurence, Seconded by Councillor J Bell that the Auditors report and recommendation (30<sup>th</sup> Sept) was accepted. This was unanimously agreed.*

*ACTION: Clerk to place note on Business Plan for next Audit and AGAR form.*

**5.2 MOBILE PHONE** – Smart Phone £39.00 v Non Smart Phone £14.99

Discussion of the pros and cons of a smart phone, the prices and the use of the phone for Parish Council Business took place.

*It was proposed by Councillor C Pitt, Seconded by Councillor G Laurence and unanimously agreed that a non smart phone for £14.99 is purchased*

*ACTION: Clerk to purchase said phone for Parish Council*

**5.3 CIL RESPONSES** – 8 organisation responses

8 organisation responses were received in response to the CIL working partys letter and the folder containing the responses was passed to the CIL Working Party to analyse.

**5.4 LOVELL HOMES DOG WASTE BIN MOVE** The Dog waste bin move is now complete.

**5.5 PARISH LIAISON MEETING SUMMARY**

The clerk attended the parish liaison meeting and has details of what was discussed. The major items were:- the district council have a new 'open for business' strategy team who are looking to help new and existing business thrive in Suffolk. There are grants available, for example a £5,000 grant towards new shop fronts, this would be available to businesses such as pubs, village shops, hairdressers etc. Christine Thurlow presented the results of MSDC CIL applications, Tony Bass spoke about the importance of the PIIP, the upcoming election process and cost were also presented by Jan Robinson, Tom Barker spoke about the councils 5yr Housing plan and a new community strategy. The BMSDC CEO spoke about finance and the need to become 'self sufficient', no longer relying on funds from central government in the future.

**6 FINANCE**

**6.1 Current Account Balance as at 30<sup>th</sup> Sept 2018 - £13,309.98**

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

**6.3 Income – £7405.00 Precept BMDC**

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

**Gipping Press (PIIP for CIL) – £201.60**

**Community Action Suffolk One Suffolk Hosting - £60.00**

**PKF External Auditor review of AGAR - £240.00**

**T Davis – Salary for August 2018 - £324.24**

**T Davis - £35.07 (Stamp purchase, mileage for meeting and phone investigation)**

**Gislingham Village Hall (Hall Hire) - £90.00**

*It was proposed by Councillor G Laurence, Seconded by Councillor J Bell and unanimously agreed to pay all payments in item 6.4.*

*ACTION: Clerk to arrange payments.*

**7 PLANNING**

DC/18/04189

The district council had provided the Parish Council with an extension until 17<sup>th</sup> October for comments. The planning application was discussed by councillors and no objections were raised.

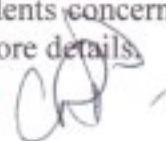
*ACTION: Clerk to log comments on planning system online by 17<sup>th</sup> October*

**8 CORRESPONDENCE since 10<sup>th</sup> October 2018** – no urgent matters had been received

**9 CASUAL VACANCIES**

The PARISH COUNCIL ARE NOW LOOKING FOR NEW COUNCILLORS. As the elections are due in May 2018, where all councillors must step down and re-stand, the chairman is asking residents if they would like to apply to be a councillor until May 2018 and to look on this situation as a 'taster' for those wanting to become involved in local decisions and giving voice to residents concerns. All residents interested in becoming a councillor should contact the Parish Clerk for more details.

*ACTION: Clerk to liaise with MSDC to obtain correct process for new councillors*



## 10 GRIT BIN AND WASTE BIN REPORT

Following Councillor C Pitt's investigation it was recommended to the parish council that 4 waste bins were in the future to be replaced with a new set. In the meantime, it was deemed prudent to move the existing waste bin that resides behind the Pub to by the shop and to remove the one near the shop for disposal. It was also concluded from the investigation that 2 grit bins with broken lids also needed to be removed/replaced.

*This was proposed by Councillor C Pitt, seconded by Councillor J Bell and unanimously agreed to investigate the cost of this. ACTION: Clerk to investigate cost of changes and purchases*

## 11 COUNCILLORS REPORTS

### 11.1 Adventure Playground – Councillor R Pye

Councillor R Pye presented the outline quotes from two providers of play equipment and asked for confirmation of whom to gain a third quote from and clarification on the basket swing type, which was clarified. ACTION: Councillor R Pye to gain third quote

### 11.2 Finance Working Party – Councillor R Pye

Following the presentation of the working party's recommendations and budget for the precept next year, the council discussed the details. It was concluded that the ringfenced sport funds should be renamed 'village sports', once this is done the results can be placed on the website and a note of the precept rise mentioned in the messenger.

ACTION: Clerk to place on Website, Councillor C Pitt to mention in Messenger

### 11.3 Neighbourhood Watch – Councillor C Tranter

Councillor C Tranter has tried to contact our local Stowmarket police team but has not yet been called back. Councillor C Tranter reported that 'Nottingham Knockers' were back in this area and for residents to be aware. 'Nottingham Knockers' are from the area of Nottingham and will knock on peoples doors saying they are part of prison rehabilitation and are looking to do odd jobs or sell things. Advice is to report if approached, vulnerable & elderly people to beware.

ACTION: Councillor G Laurence to place on Facebook

### 11.4 CIL Working Party

The CIL working party met on the 8<sup>th</sup> October and recruited Councillor C Tranter to head up the team. The PIIP went well, hoping for the breakdown of information and results for the next meeting

ACTION: Councillor J Bell to provide results and breakdown of information

### 11.5 Speed Indicator Device – Councillor S Wells

Councillor S Wells provided a written report to the council prior to the meeting.

No out of the ordinary observations were made.

### 11.6 Outdoor Sports & Recreation Working Party – Councillor K Brooke

In Councillor K Brooks absence Councillor J Bell took the opportunity to up date the council. A meeting has taken place, there are 5 members. A flyer consultation has been agreed to find out residents preferences, there are 9 options, residents are asked to choose 2 from these 9. The working party hope the flyer can go out with the messenger in November, voting responses to be placed in a box in the village shop. The Skatepark committee will also be returning the Parish Council funds.

It was agreed that once the council had sight of the flyer and if it was agreed via email unanimously to be acceptable, the flyer can be placed in the messenger. Councillor J Bell confirmed the cost was approximately £20, which would be looked at by both the Clerk and Chairman prior to an order being placed under the existing financial regulations set out by the Parish Council.

## 12 HELPDESK – Councillor J Bell

Both the Clerk and Councillor J Bell covered the help desk. No actions remain outstanding, residents had queries on the PIIP, which were resolved then and there. Councillor J Bell agreed to hold the next Helpdesk. ACTION: Councillor J Bell to reside at helpdesk in November



**13 REQUEST FOR DICTAPHONE FOR CSW (COMMUNITY SPEED WATCH)**

*It was proposed by Councillor C Pitt and seconded by Councillor G Laurence and unanimously agreed to purchase the Dictaphone for CSW.*

*ACTION: Clerk to advise CSW*

**14 REQUEST FOR CIL FUNDS FOR SILVER BAND – dealt with under item 4.**

**15 BUSINESS PLAN 2018/2019**

**15.1 Consider & Approve Code of Conduct**

*It was proposed by Councillor G Laurence, seconded by Councillor C Pitt and unanimously agreed to approve the code of conduct without change.*

**15.2 Consider & Approve Grants & Donations**

The parish council had received no requests and it was suggested that in this significant year a donation of £100 was given to the Royal British Legion.

*This was proposed by Councillor C Pitt and Seconded by Councillor J Bell and unanimously agreed.*

**15.3 Arrangements for Remembrance Day**

Preparations for Remembrance Day were scheduled to take place over the weekend of 3<sup>rd</sup>/4<sup>th</sup> Nov. A commemorative service to include wreath presenting and 2minute silence would take place at the church on 11<sup>th</sup> Nov. Following the service the W.I. would be providing refreshments at the village hall, while the Variety Club and Jubilee Singers would be providing entertainment. It is planned that 5,000 poppies will be cascaded from the church roof and Councillor C Pitt will need help on 3<sup>rd</sup> Nov to place poppy sticks in the ground (the sticks have been donated by a local business). All volunteers to contact Councillor C Pitt.

**15.4 Consider & Approve the purchase of Wreath for Remembrance Day of £17.50**

*It was proposed by Councillor C Pitt, seconded by Councillor C Tranter and unanimously agreed to purchase the Remembrance Day Wreath*

**15.5 Consider & Approve to conduct half yearly Audit of Accounts**

Following the resignation of Councillor C Chopping, it was agreed that Councillor R Pye would conduct the half yearly audit of accounts. *ACTION: Clerk to arrange with Councillor R Pye.*

**15.6 Review Training Needs – No councillors requested training**

**16 ITEMS FOR THE NEXT AGENDA**

Councillor C Pitt confirmed he would not be standing in the elections in May 2019

Councillor C Pitt requested interest for a Vice Chair

Revised Clerk Contract

Data Protection Policy & GDPR

**17 Date of the next Parish Council Meeting – Monday 19<sup>th</sup> November 2018**

**Addendum**

**County Council Report for Gislingham Council - October 2018**

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

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**Opportunity to Comment on new Suffolk Design Guide** – The Suffolk Design Guide is being updated and the Council invites members of the public to comment. The [survey](#) closes on Wednesday 31<sup>st</sup> October. It is anticipated that the Design Guide will be a material Consideration in future planning decisions across the County and will help steer developers toward good design (style, access, layout for example) at an early stage of projects. A link to the survey can be found on: <https://www.hemingwaydesign.co.uk/suffolk-design-guide/>



**Suffolk's 2019/ 2020 Budget Consultation is 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.

**Schools Application Deadline** - The deadline for applications to secure a place at a Suffolk secondary school for 2019/ 20 is 31<sup>st</sup> October 2018. For primary schools it is 15<sup>th</sup> January 2019. Secondary schools include high and upper schools and primary schools includes infant, junior and middle schools. Note that the new school transport policy offering service for new students only to the nearest suitable school will commence in September 2019. More information about the changes is available at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

**District Councillor Report - Gislingham**

**October 2018**

**Cllr Diana Kearsley** [Diana.kearsley@midsuffolk.gov.uk](mailto:Diana.kearsley@midsuffolk.gov.uk) 01379 783061

There one or two concerns in Gislingham which I can update the Parish Council on –

- 1) regarding the piece of land opposite the village hall. MSDC Public Realm team have established that this land is owned privately and because of this they cannot maintain it. However, they are trying to establish if the rightful owner will be carrying out the maintenance and when. Until they have an answer to this they will not be cutting the grass etc.
- 2) There have been complaints about the parking in Broadfields Close – there is a problem but is not something that can be easily solved. My suggestion would be for the Parish Council to either write to SCC Highways to highlight the problem or ask Cllr Jessica Flemming if she can do something. I have checked with MSDC and there is nothing within their remit that allows them to do anything.

- 3) **The Community Infrastructure Levy (CIL)** Regrettably, although a bid from the Gislingham Silver Band was validated, it was pulled from round 1 – we hope to be successful in round 2 in February next year.

These funds are collected from property developers under CIL to invest in infrastructure projects that benefit communities in Mid Suffolk. Allocation of CIL funds take place twice a year if you want to know more, please go to the Mid Suffolk website. Now that the house construction has started on the Thornham Road development Gislingham should expect further monies to be available to the PC.

- 4) **Gang and Drug Trafficking**

One of the most serious issues being tackled in our region is the 'gang & drug' problem or as it is known countrywide 'County Lines'. The Police & Crime Commissioner together with the Suffolk Chief Constable consider this problem of major concern and a priority in our county. The PCC has contributed a sum of money to assist with the this and have put in a bid to national government who announced that they were making funds available for the 'County Line' problem. Suffolk has had some success in arresting lead members of the gangs, who have been jailed etc. But this isn't in any way near to getting rid of the problem. The danger and fear are that these despicable people are infiltrating our smaller towns and villages and children as young as 11 or 12 are being targeted. All parents are being urged to speak to someone if they suspect their child is being influenced by anything unusual or suddenly has more money than expected, because these are just some of the signs that they are becoming involved. Dealing with these cases could also reduce violence against men and women in Suffolk, curb hate crimes and protect those at risk of radicalisation or extremism. More information is on the PCC website.

- 5) **Lullaby Concerts** - I think this is perhaps the thirteenth year that Mid Suffolk has worked in collaboration with the City of London Sinfonia to produce the 'Lullaby Concerts'. The popular Lullaby Concerts, performed by the City of London Sinfonia and facilitated by Orchestras Live, will be returning to Stowmarket this month. The concert, entitled The Musical Puzzle, is intended for children ages 2-7 years, as well as their parents and carers, and has been warmly welcomed in the town in past years. Two Concerts are planned for Friday 26 October in the United Reform Church, Stowmarket. The young audience will be at the heart of a musical puzzle in an exploration of shapes, puzzles and orchestral music.

For ticket information contact Stuart Bruce, Partnership Manager – Orchestras Live, on 07831 272123 or [stuart@orchestraslive.org.uk](mailto:stuart@orchestraslive.org.uk).

- 6) **Business Rate funds** -Funds retained by the council under the Business Rates Retention Pilot have now been earmarked for use in key schemes. The funds, totalling £980k, have been divided between six key projects, including £300k for the development of Needham Lake Café/Visitor Centre and £240k for the Town Centre redevelopment of Stowmarket. The decision was taken by Cabinet at their meeting on 8 October, and is available as a result of Suffolk being one of 10 areas across the country to take part in the 2018/19 pilot scheme allowing 100% of business rates growth to be retained by local authorities for use in their districts. You can find the full report considered by Cabinet [on the MSDC website](#).
- 7) **Strategic Property and Land Investment Fund approved** - Mid Suffolk's Cabinet has allocated £3m to the Strategic Land and Property Fund, intended to allow the council to act swiftly and efficiently when opportunities to acquire key properties in the district arises. The decision, made at the Cabinet Meeting on 8 October, will make funds available to secure properties that represent outstanding opportunities for the council and community before they are purchased by private bidders. You can find the full report considered by Cabinet on the website. As part of the strategic work to acquire land and premises, Mid Suffolk DC has acquired former Aldi building in Stowmarket. This was formerly occupied by food store chain Aldi, including its car park on Gipping Way. The acquisition forms part of the Stowmarket Vision for Prosperity – a wider five-year action plan, which aims to revitalise the town centre with the aim of attracting more businesses and visitors. The council will now be administering the parking on the site, which was previously unmanaged and had seen some vehicles trapped by double parking.