



Present: Councillor C Pitt (Chairman), Councillor G Laurence, Councillor J Cripps, Councillor J Bell, Councillor K Brooke, Councillor R Pye, Councillor S Wells, PC Henriksen, One member of the public and Miss T Davis (Clerk).

Apologies: Councillor C Chopping, Councillor C Tranter, Councillor J Fleming, Councillor D Kearsley.

Minutes of meeting 17th Sept 2018

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 declarations were made

3 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 20th AUGUST 2018

Amendments were discussed and agreed. Items 3.1, 6.5 & 17 were amended.

Insert 3.1 - It was also confirmed to the Clerk that receipts and payments accounts plus the bank reconciliation and bank statements should be sent to the Councillors prior to meetings but not detailed accounts.

Insert 6.5 - Additionally we would need to get a receipt for the PC equipment addressed to GPC.

Insert 17 - The consultation was to be collected no more than two weeks after distribution – also within the corresponding action Clerk to ready letters and handout 'once the distribution list was' emailed by Councillor J Bell.

It was proposed by Councillor C Pitt, seconded by Councillor G Laurence and unanimously agreed for the Chairman to sign the minutes as a true record.

3.1 Matters Arising

The 19 actions of the last meeting were run through, 8 actions were outstanding with updates as follows:-

Item 3.1: Councillor J Bell confirmed that a School Governor Council (SGC) meeting will take place around October and will discuss Dog Waste Awareness at that time.

Item 6.5: The clerk was waiting for the bank to update the correct address (now a complaint)

Item 8.1: The clerk was passed the Hi Vis Jacket Invoice of £27.66 to be paid **ACTION: Clerk to arrange payment**

Item 9.2: To be held over until the results of the CIL consultation are completed

Item 9.3: It was confirmed by the council for the Clerk to contact the parents of the resident photographed sitting on the roof of the shelter **ACTION: Clerk to contact parents**

Item 11.1: The clerk was waiting for BMSDC to respond regarding new Dog Waste Bin

Item 13.1: Councillor K Brooke currently arranging a meeting

Item 14.1: The clerk is waiting for an invoice for the Merchant Navy Day Ensign

ACTION: Councillor C Pitt to write thank you letter to resident who organised the day

Item 17: The consultation had gone to the printers. The remainder of the actions will then take place.

Councillor J Cripps advised her intention to step down as Councillor.

4 PUBLIC PARTICIPATION SESSION

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

A resident came to advise the Parish Council on the continued problems on the 456 minibus service. On 6th September the minibus was full and yet taking on more than 16 people, children were sitting on laps. No tickets are issued, and users are running the risk of not being able to obtain a return journey due to the minibus being full. In addition to this there has been no reply and not calling back when messages left from the BSEVC community transport service.

The council advised that these details will be passed to Councillor J Fleming. The Clerk will speak to other parish clerks about the matter and Councillor C Pitt would contact BSEVC. **ACTION: Clerk to liaise with other clerks in Cotton, Bacton, Old Newton, Mendlesham. Clerk to advise Councillor J Fleming. Councillor C Pitt to contact BSEVC.**

PC Henrikson attended the meeting to introduce himself and the Safe Neighbourhood Team he was now part of. He is formally a Community Engagement Officer (CEO) and our first point of contact. They are based in Stowmarket and Gislingham is part of the area that they cover. PC Henrikson would like to ensure he has close ties with Gislingham and already has good communication with our Community Speedwatch and would like more with our Neighbourhood Watch.

The matter of 'county lines' was discussed and while it was present in Stowmarket, it seems to be less so in more rural areas as communities were very good at noticing the unusual and reporting it.

PC Henrikson went on to confirm they have a webpage <https://www.suffolk.police.uk/your-area/stowmarket> and also a twitter @PoliceSTOW but it is not for reporting crime.

PC Henrikson is asking for people to be more vigilant and to review their security as thefts are taking place, eg: lead is still being taken from church roofs and tools etc from garden sheds. **ACTION: Clerk to pass details to Councillor Tranter (neighbourhood watch)**

A report was sent from Councillor J Fleming as follows:-

County Council Report for Gislingham Parish Council – September 2018

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

Jessica.fleming@suffolk.gov.uk Tel: 07714-597980 twitter: @jesstfleming

Flower Bed Planting -This request has been logged under CR 221626 with our Community Engineer, Francesca Clarke to review and confirm if approval can be granted. It is marked urgent. **The chairman noted that we could only use bedding plants or low shrubs to avoid obstructing drivers' views.**

New Grit Bin Policy - Suffolk Highways has reviewed grit bin and grit heap provision. Details of how the new system will operate will be sent to parish/town/borough and district councils shortly. Grit heaps will no longer be restocked due to pollution concerns. Any parish/town which has a grit heap is encouraged to apply for a new grit bin in line with the guidance.

County Council Listening Events - Suffolk residents are invited to come and meet the Leader of the Council, other county councillors and senior managers about their concerns and ideas for the County of Suffolk. The following events are scheduled from 11.00 – 1.00 pm for the remainder of 2018:

- **Bury St Edmunds, Arc Shopping Centre, 2.00 -4.00 pm: Wednesday 26 September**
- **Ipswich: Thursday 25 October**



5 CLERKS REPORT

5.1 Details of circulated emails & correspondence up to 11th Sept 2018,

14th August Local Government Boundary Commission

14th August Westminster Briefing re: Neighbourhood Planning

14th August Curry's Data Breach Notice

16th August Ancient Woodland – Suffolk Tree Warden Network

ACTION: Councillor C Pitt to place Tree Warden request in the Messenger

20th August DC/18/03331 Decision Notice

21st August Prettys Business Academy – Sept 2018 Seminars

22nd August Tree Work Application DC/18/03795 **ACTION: Clerk to advise no objection**

28th August Leader Announcement SCC – Councillor Awards

28th August SCC Railing result

29th August SNT Sept Newsletter

29th August SCC New Grit Bin Process

ACTION: Councillor C Pitt to review Grit & Litter Bin condition

31st August SCC councillor update on A140

31st August Lovells request to re-site Dog waste Bin

ACTION: Clerk to confirm no objection to the move of the Dog Waste Bin

31st August Community News Groundwork East

4th September DC/18/02937 Decision Notice

4th September Parish Liaison Meetings

ACTION: Clerk to confirm attendance of one Councillor & Clerk

6th September The Access Group

6th September Street Scape Information

7th September SALC Bulletin

ACTION: Clerk to investigate Suffolk Good Neighbour Network Scheme for next meeting

10th September St Elizabeth Hospice Open Gardens 2019

10th September Barclays bank

10th September BMSDC Gambling Act 2005 Consultation, deadline 12th October

5.2 Waste Bins – Litter Bin ordered delivery due on 19th October 2018

The weight of the litter bin (approx. 100kgs) was discussed. It was confirmed that the bin was to be delivered to the Village Hall (VH) following agreement with the VH and for Councillor C Pitt to arrange moving the Litter Bin to the Children's Playground. **ACTION: Clerk to change delivery to VH and establish how the bin was to be unloaded. Councillor C Pitt to arrange moving the bin from the VH**

5.3 Mobile Phone

The Clerk had arranged for a free pay as you go sim to be delivered. The type of phone and potential drain on cost from a smart phone was discussed. **ACTION: Clerk to find out more from specialist at local phone shop**

5.4 CIL Letters

Some of the CIL letters to local organisations were completed by the CIL working party and delivered. Councillor J Bell confirmed the remaining letters will be sent. **ACTION: Councillor J Bell to send letters and forward copies to Clerk with final distribution list.**

5.5 Planning Course & 106 Funds

The clerk wanted to advise that after attending the planning course it was highlighted that outstanding funds under section 106 will be returned to the developer. Therefore if Gislingham's funds of £26,079.05 for the playground and £84,747.08 for outdoor sport and recreation are to be spent by Gislingham Parish, we need applications in by approximately May of next year.

5.6 Lovell Homes request to move existing Dog Waste Bin

Dealt with under 5.1

5.7 No Invoice yet for Hi Vis or Flag – Dealt with in 3.1



6 FINANCE

- 6.1 Current Account Balance as at 31st August 2018 - £7,814.16
- 6.2 Deposit Account Balance as at 30th June 2018 - £19,505.31
- 6.3 Income – £263.57 from GAGA
- 6.4 To approve the following invoices and salaries for payment – Resolution required
 - Top Garden Services – July & August Grass Cutting - £658.28
 - T Davis – Salary for July 2018 - £324.24
 - T Davis - £15.30 (mileage for training)
 - LCPAS - £40 (planning training for Clerk)

It was proposed by Councillor G Laurence, seconded by Councillor C Pitt and unanimously agreed to pay all items in 6.4. **ACTION: Clerk to send**

7 PLANNING

None

8 CORRESPONDENCE / EMAILS - received since 11th September 2018

- 8.1 12th Sept SALC meeting 19th Sept
 - 12th Sept SALC notice re: passing of Chairman of SALC
 - 12th Sept Viking Invoice for £88.87
 - ACTION: Clerk to pay**
 - 13th Sept Co-op Complaint Acknowledgement (sent to old address)
 - ACTION: Clerk dealing as in item 3.1**
 - 13th Sept Barclays Bank Account Balance £0.00 (sent to old address)
 - ACTION: Clerk to amend address**
 - 17th Sept Community Speedwatch request for Dictaphone
 - ACTION: To be discussed at next meeting**
 - 17th Sept Councillor J Fleming – Grit Bin & Shrubs by VH
 - ACTION: Being dealt with by Councillor C Pitt**
 - 17th Sept One Organisation CIL response

9 COUNCILLOR REPORTS

- 9.1 **Rights of Way/Footpaths – Councillor C Chopping**

Councillor C Chopping sent a report in his absence.

Footpath (FP) 14A is awaiting crop harvesting before assessment, FP27 is now clear, replacement of rotted FP29 sign is not yet done by Suffolk County Council (SCC), FP sign at front of church to be replaced by SCC, FP54 has an overhanging tree which SCC are currently dealing with.

Concerning item 9.1 of the last meeting, the clerk confirmed speaking to the agents and a letter had been written.
- 9.2 **Adventure Playground – Councillor R Pye**

The Summer Fair Questionnaire was discussed, it was agreed that Councillor R Pye would gain three quotes/examples for the Roundabout & Basket Swing. It was also reported that a small tree was growing at the Zip Line, Councillor R Pye would look into this. **ACTION: Councillor R Pye to obtain details for new playground equipment & look into small tree issue.**
- 9.3 **Neighbourhood Watch – Councillor C Tranter**

Councillor C Tranter sent a report in his absence.

No notifications, only the continued phone calls supposedly from BT advising that Internet will be cut off unless you press button A – **this is a scam**, it is not BT and the Internet will not be cut off - more details are in The Messenger.
- 9.4 **Speed Indicator Device – Councillor S Wells**

Councillor S Wells confirmed a seven week period was covered. As usual the majority didn't speed and (on average) those that do, didn't exceed the speed limit by much (33mph). However, one driver exceeded the speed limit significantly on 27th July at 9:20am.
- 9.5 **Outdoor Sports & Recreation Working Party – Councillor K Brooke**

As dealt with in 3.1, a meeting is being arranged.

10 HELPDESK REPORT – Councillor C Pitt

Councillor C Pitt confirmed the new form was used in the new folder. Two issues arose, one regarding the bus service (as dealt with in the public session) and the other regarding the reinstatement of the unofficial footpath near Thornham Rd. It was confirmed at the helpdesk that the footpath that was not officially listed could not be reinstated. Next Helpdesk is on Saturday 6th October where Councillor J Bell and Clerk T Davis will be on site to assist with the CIL consultations. **ACTION: Councillor J Bell & Clerk T Davis to attend Helpdesk, Clerk to bring Stowmarket Police Newsletter.**

11 REVIEW AND APPROVE STANDING ORDERS 2018

Having had time to review the standing orders at home and following a brief discussion it was proposed by Councillor G Laurence, Seconded by Councillor C Pitt and unanimously agreed to take on the new standing orders following changes noted to the clerk. **ACTION: Clerk to update and upload Standing Orders to the Website.**

12 CONSIDER & APPROVE INSURANCE POLICY RENEWAL

The insurance policy and 3yr lock in was discussed. The insurance policy renewal was £626.49.

It was proposed by Councillor G Laurence, seconded by Councillor K Brooke and unanimously agreed to pay the renewal. **ACTION: Clerk to arrange payment & renewal**

13 BUSINESS PLAN 2018/2019

13.1 Consider and Approve Health & Safety Policy

The councillors discussed the current policy and made changes.

It was proposed by Councillor G Laurence, seconded by Councillor K Brooke and unanimously agreed to accept the policy following amendments. **ACTION: Clerk to amend and upload to the website & ensure virtual accident book and risk assessment form in place.**

13.2 Consider and Approve Community Engagement Policy

The councillors discussed the current policy and made changes. Further engagement of young people was also discussed by the councillors. Such as mock meetings in assembly, bringing local politics to schools. **ACTION: Councillor J Bell to liaise with Gislingham Primary School, Councillor C Pitt to liaise with Hartismere Secondary School.**

It was proposed by Councillor G Laurence, seconded by Councillor R Pye and unanimously agreed to accept the policy following amendments. **ACTION: Clerk to amend and upload to website**

13.3 Form Finance Working Group

Councillor R Pye, Councillor G Laurence and possibly Councillor C Chopping (absent) would form the working party. The Clerk would also be invited to attend.

13.4 Organise Litter Pick

Provisional dates were discussed and agreed and a list of to do's drawn up and distributed. Clerk was to arrange refreshments & posters, carry out risk assessment, bring litter pickers. Councillor C Pitt to place notice in the messenger and bring bin bags. Councillor J Cripps agreed to advertise on FOGS facebook page, Councillor G Laurence to oversee. **ACTIONS: Tasks to be carried out as discussed. (Post Meeting Note: The Litter Pick will take place on 28 October from 10-11am starting from the VH.)**

13.5 Training

Clerk completed day 1 of LCPAS Planning Training & 1hr HMRC Webinar on Employer Filing Obligations.

14 ITEMS FOR THE NEXT AGENDA

Revised Clerk Contract, New Dog Waste Bin, Councillor J Cripps Standing Down, Bin Survey, Welcome Pack & GDPR, Planning Committee

15 Date of the next Parish Council Meeting – Monday 15th October 2018

