



**GISLINGHAM  
PARISH COUNCIL**

*Working for our Community*

**MINUTES OF A PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON  
MONDAY 16 APRIL 2018**

Present: Councillor C Pitt, Councillor C Chopping, Councillor C Tranter, Councillor R Pye, Councillor J Bell, Councillor K Brooke, Councillor J Cripps, Councillor S Wells, Councillor J Fleming, Councillor D Kearsley, one member of the public and Mrs K Wells (Clerk)

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

There were none.

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

There were none.

**3 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
19 FEBRUARY 2018**

It was proposed by Councillor Bell, seconded by Councillor Brooke and agreed unanimously that the Chairman sign the minutes as a true record once 9.1 on page 665 had been amended as following:- As a result of footpath issues identified from residents' reports to the help desk, Councillors Chopping and Cripps walked the respective footpaths and discovered that two footpaths which cross farmers' fields had not been reinstated following ploughing. Additionally, some of the waymarking signs had fallen down which may have been deliberate as they had not rotted through. These are important paths as they are connecting footpaths to other paths which are now only accessible by walking around the field perimeter effectively trespassing and walking in front of properties at the back of Viking Close. One resident of Viking Close has put up a sign reminding walkers that "this is not a footpath." Councillor Chopping has reported this to SCC and they have visited the sites and issued enforcement notices. The reinstatement of the waymarking posts has also been added to their contractor's works. This is the third time in as many months that a situation where footpaths have not been reinstated by landowners subsequent to ploughing has been reported. A number of suggestions were made including contacting the Ramblers' Association and/or organising a footpath walking day. Councillor Chopping suggested that it might be better to try and open a dialogue with the landowners in question by writing to them to establish why there appear to be problems. **Councillor Chopping to contact SCC to establish who the landowners are.****3.1 Matters Arising.**

Councillor Cripps reported that she had been unable to find the article about riparian responsibility in the back dated Rickinghall magazines and had passed them on to Ellie Beecroft. Ellie is writing an article for the May Messenger. **Councillor Cripps to remind her of the deadline for the Messenger article.**

The Clerk confirmed that all the payments had been made as per 6.4 page 664.

Councillor Chopping confirmed he has contacted SCC about new maps. He has also requested information about landowners but there may be a data protection issue so he will discuss land

ownership with Councillor Laurence instead. It was suggested that SCC could write directly to the landowners but Councillor Chopping explained that SCC has already sent some enforcement notices and it may be better to have more informal dialogue.

Councillor Pitt confirmed that interview questions had been prepared and that there had been two candidates. Councillor Chopping talked through the interview process. Both candidates interviewed well, were highly motivated and met the requirements of the post. Ms Teresa Davis had been offered the position and it had been accepted. She had stated she would attend this evening but then realised she had a previous engagement. The selection committee was consulted and agreed to remain with Teresa. There was a discussion about remuneration during the hand over process in May. It was proposed by Councillor Brooke and seconded by Councillor Pye that both the current and the new clerk be paid in full during the hand over period from 1 May to 31 May at current pay scale SPC 18. This was resolved. Ms Davis will take on full responsibility from 1 June. It was suggested that Councillors should make own notes for the first few meetings so that the new clerk can come back if she has any questions.

The Clerk confirmed that she had contacted Suffolk Wildlife but had been informed that the person who did the evening talks was on leave and did not usually attend evening events. Councillor Pitt suggested asking the archaeologist who had been working on the development site off Thornham Road. He had contacted Sam, the Lovell Homes representative but had not had a response yet.

Councillor Cripps confirmed that she had made information about the litter pick available to FOGS.

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

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

A resident reported that she had recently walked down the footpath next to Chapel Farm and rubbish is being blown into the ditch from the development. Plant labels, a dead plant and some cuttings are in the ditch which will block the ditch and this is not good for wildlife. Councillor Cripps attempted to reassure the resident by advising that the article Ms Beecroft was writing would include "litter in the ditches" and hopefully this would remind residents of their riparian responsibilities. Councillor Cripps intends to forward the photographs, recently taken by Councillor Bell, showing the effects of excess water and drainage issues.

The resident also commented that the litter pick should be earlier in spring before the nettles and brambles have grown and suggested that it should take place over the first weekend in April. Councillor Pitt agreed that he would do that area to see where the problem is and target all the houses which back on to the ditch.

Councillor Kearsley stated that if the rubbish becomes a bigger problem to report it as fly tipping which can have serious consequences for the resident who is putting rubbish in the ditch.

The application for the 40 houses off Thornham Road is going to committee on 25 April. The application is the first item on the agenda at 9.30am, unless the Chair moves items around. Councillor Wells commented that he had looked at the papers and others seemed to know that the committee would be 25 April before the meeting was announced. Councillor Kearsley stated that there was a statutory period and they only know a week in advance. Councillor Bell said it is down to the public to go online and check when an application is coming before committee and confirmed that the planning officer's report is available. Councillor Kearsley confirmed that she will be there and will talk on behalf of herself as a District Councillor rather than as a resident of Gislingham.

There is a discrepancy between the layout document and the design and access statement in the quantity of 5 bedroom houses going from 2 to 7. The Lovell representative, Sam, had said that they would make changes. The village would want more affordable housing. Councillor Kearsley said that the meeting on 25 April was to decide on access and that the Secretary of State appeal had been about 20% affordable housing. This application should be what was allowed in the appeal decision. Councillor Chopping noted that there had been discussion at the January meeting and the PC commented on that in writing to MSDC about the discrepancy between the design and access statement and the application.

Councillor Kearsley explained that at the meeting on 25 April the planning officer has time to present their case, the committee ask question and then members of the public gallery, who have made

themselves known, get 3 minutes each. Anyone who wants to challenge has only a short period of time to get the content for their 3 minutes ready. The Parish Council has the opportunity to point things out because the planning committee may not be aware of our comments. Councillor Bell volunteered to go to the committee meeting and speak for 3 minutes. As part of granting permission, conditions can be added if there is good reason for them to be added. The Parish Council has always attended when something controversial is on agenda.

Councillor Kearsley reported that she has received comments from a resident about the bus service. The bus routes 456 and 459 are being altered. She will respond to the resident.

CIL payments are coming out. Councillor Pitt stated that he would like to see the calculation. His calculation is £18,000 and the £9,000 which is to be received is only half that amount.

Councillor Kearsley explained how the CIL money was being split 80% District and 20% to Parish with a Neighbourhood Plan, those Parishes without Neighbourhood Plans get 15%. There is a proportion allocated to administration. This distribution needs more transparency. Councillor Kearsley said that there is information on the website and that there will be an invitation to attend workshops on CIL. Councillor Pitt thought that this could have been done before money allocated. Councillor Kearsley said that a lot of effort had gone into preparing for CIL and that it had finalised in March. There should be more transparent going forward.

Councillor Fleming arrived at this point and stated that there is uncertainty about CIL going forward and that there will be opportunities for further discussion. Councillor Fleming had been to CIL training and said it is complex. Councillor Pitt stated that there was confusion and frustration because of two different amounts £2,000 and £9,000 in two separate notifications. CIL known about but not informed how payment has been calculated. Councillor Pitt stated that he would write to complain about the difference and Councillor Kearsley said that she would send him the email address.

The following report had been submitted by County Councillor Jessica Fleming, Hartismere Division, Suffolk. [Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980 twitter: @jesstfleming

**Data Protection** - new data protection laws based on the EU General Data Protection Regulation (GDPR) will be implemented in the UK with effect from 25<sup>th</sup> May, these regulate how personal information is managed. A separate note has been circulated prepared by SCC.

**Primary School Places** – Suffolk County Council received 7,544 applications from parents and carers for admission into Reception (Year R) in September 2018: 94.68% (7,143) of applicants received offers for their first preference school; and 98.85% (7,457) of applicants received an offer for one of their three preferred schools. The % of preferences met is slightly higher than last year. For queries relating to Admission please contact:

- Angela Davey on 01473 260978
- Gio Eburne on 01473 260934; or
- Jan Scott on 01473 264657

**Highways** – The County Highways teams are aware of the number of new potholes and drainage problems due to the recent severe weather, and requests patience while these issues are addressed. Additional funds are being channelled into surface repairs. Continue to report issues on the website: <http://highwaysreporting.suffok.gov.uk>

Review road works and report other issues on <https://www.suffolk.gov.uk/roads-and-transport/> Customer service no. is 0345 606 6171 if follow up is needed, you will need a web report number.

**Planning** – Draft NPPF 2018 remains open for consultation until 10<sup>th</sup> May – refer to <https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

**Suffolk's Walking Festival** - this year's Walking Festival is shaping up to be the biggest yet with 125 organised walks. Sign up on [www.suffolkwalkingfestival.co.uk](http://www.suffolkwalkingfestival.co.uk)

Whether young or old, a novice or an expert, there is something for everyone! You could kick start your day on a Dawn Chorus walk or end it on a Twilight Safari. There is also Nordic Walking, the Sandlings Challenge and GeoCaching - seeking out treasures dotted around the landscape. The

festival launches with two walks at St Peter's Brewery in Bungay, on Saturday 12 May, each walk includes a brewery tour.

Suffolk CC has prepared a guidance document for GDPR with lots of info and there should be training. Councillor Pitt reported that NALC had also prepared guidance.

Councillor Fleming said that daft NPPF is very important because it sets the stage for how planning decisions will be made in future.

Highways are aware of the many potholes around the county. There is some money for repairs so there will be some improvement. If there is a lack of response from using the website then phone customer service number. Next stage would be to contact Councillor Fleming.

Councillor Pitt stated his disappointed about the bus services through Gislingham being cut back. It has been done without consultation. Councillor Fleming said she would take this up with the appropriate officers. Councillor Brooke stated that there had been no change in funding but what will happen to money? Councillor Fleming explained that it is not that simple. There is a contract which allows providers to be flexible and they said that the route was not being used enough. Councillor Pitt reported that he had spoken to Galloways who had stated that it was not cost effective because so few people were actually paying for the service. A subsidy to continue running would need to be nearly 100%. SCC gets subsidy for bus pass users but only 20p. Councillor Brooke volunteered to speak to the resident who had been most involved in previous community transport discussions.

## **5 CLERKS REPORT**

### **5.1 Details of Circulated Emails**

The Clerk confirmed that she had circulated the following emails: CAS Newsletter, SALC Training Programme, MSDC Needham Market Centre, CAS Newsletter, NALC guidance on GDPR.

### **5.2 Update on BT Phone Box and Defibrillator**

Councillor Pye reported that there is a schedule for the work to take place in June. The defibrillator will move once there is a solar panel in place.

### **5.3 Update on bin emptying at adventure playground**

The Clerk confirmed that there had not yet been any interest in the job. Councillor Cripps reported that she had been that way the other day and that it was full. She suggested that there should be a sign saying not emptied frequently. Councillor Brooke suggested a lockable wheelie bin could be easier to move or the Parish Council could contract someone to do it. Councillor Chopping to approach Wincups about emptying with payment and Councillor Cripps and Brooke offered to mention it to the parents at school. Councillor Cripps also agreed to advertise the opportunity on the FOGS facebook page.

### **5.4 Details of Litter Pick**

The Litter Pick will take place on Sunday 22 April from 10am. It has been advertised. Clerk to get list of areas from Councillor Laurence. Councillor Pitt volunteered to do ditch next to Chapel Farm and stated that someone would be needed to wash signs.

## **6 FINANCE**

### **6.1 Current Account Balance**

As at 29 March 2018 - £1695.17

### **6.2 Deposit Account Balance**

As at 29 March 2018 - £19501.85

### **6.3 Income**

None

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

K J Wells – Salary for March 2018 – £311.76

Jeff Norman Photography - £20.00

SALC – subscription - £402.17

Gislingham Village Hall – Jan-Mar 18 - £54.00

The Clerk confirmed that she had received thanks from all those who had received donations apart from FOGS.

It was proposed by Councillor Tranter, seconded by Councillor Brooke and agreed unanimously, with one abstention, to pay all the items at 6.4. **The Clerk will arrange.**

## **7 PLANNING APPLICATIONS, NOTIFICATIONS AND DECISIONS**

None.

## **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**

None.

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

1 Announcement of changes in bus routes at the end of May. Had been discussed earlier.

2 Planning committee on April 25. Councillor Pitt stated that he usually attends and speaks but couldn't do 25 April. Councillor Wells volunteered to feed in observations to Councillor Bell to take to the committee. Need to highlight issues that MSDC planners may want to smooth over. Look at detailed plan for drainage water because if this is not sorted then could be left without a flood plan. Any comments to be forwarded to Councillor Bell for inclusion in her 3 minutes. Mr Mike Grant may want to attend too. Need to use 3 minutes each usefully. Councillor Bell was reminded to make herself known on day as the representative for the Parish Council.

### **9.1 Rights of Way/Footpaths**

Nothing new to report other than to say that the sign off Mill Street which had the speedwatch sign has been replaced. Councillor Chopping to inform speedwatch coordinator so sign can be replaced

SCC maps department had been contacted about getting a copy of the footpath map. They can't provide an electronic map at the moment as they are going through consolidation so that what is on the definitive map is represented on electronic map. This will not be sent out until finished. The definitive map is difficult to read so until the electronic map is updated Councillor Chopping will get copies of current electronic map from Copy Diss but will check with SCC about copyright first. The current electronic map does not have new footpaths from closure of railway crossings.

Councillor Chopping reported that he had received an email from a resident of Morleys Lane about the footpath next to his garden. A user had left a dog bag behind rather than take it home. It was also reported that pushing a child in a buggy along footpaths was not good. A notice could be put in the Messenger and/or a dog bin could be sited near Morleys Lane. Councillor Chopping stated that he had walked to the Village Hall from his house and found 2 dog poos on pavement. It had been reported that there was a problem around the school too. **Councillor Chopping to draft something for the Messenger and Clerk to get price for bin.**

### **9.2 Adventure Playground**

Councillors Pitt and Pye are working with Gillian Hilder. Councillor Pitt had left messages but had not received a reply.

### **9.3 Neighbourhood Watch**

Councillor Tranter reported that the garden salesman was in Back Street last week. The salesman called at 4 houses with no cars outside. This, in itself, is not a crime. It is on facebook and people need to be aware.

#### **9.4 Village Map**

The Clerk reported that she had met with the Village Hall committee. Gary Cobbold has been asked to position the map in front of the white Village Hall sign. The map should be in place soon.

#### **9.5 Speed Indicator Device**

Councillor Wells reported that the SID wasn't working over weekend. It has been moved down to far end of Mill Street. There have been 17,400 trips this month with 75% at 30mph or below. The average speeder is going at 33mph. The Gislingham Speedwatch co-ordinator contacted Councillor Wells about not getting as many with speed gun when sign at Village Hall end of the Mill Street. Councillor Wells has two keys to padlocks and could give Speedwatch a key and they could switch it off for duration of Speedwatch. The two do slightly different things, SID records what happens but can't identify whereas Speedwatch can identify speeders registration numbers and they get a letter from police. The SID works 24 hours a day and slows people down. It was agreed to that both Speedwatch and the SID should continue to operate as they currently do so the SID would not be turned off when Speedwatch is in operation.

#### **9.6 Riparian Responsibilities**

**Councillor Cripps to chase up Ellie Beecroft re article for the Messenger.**

### **10 PARISH COUNCIL WEBSITE/FACEBOOK – CLERK**

Nothing particular to report.

After the clerk interviews the website was discussed. The new clerk is not experienced with websites. It was suggested that Alan Stanley would be happy to sort it out with clerk and would then help new clerk.

### **11 CONSIDER PLANS FOR THE BATTLE'S OVER COMMEMMORATION 2018**

Councillor Pitt reported that he had contacted Simon Burgess and he was happy to help with planters for poppies. There are 100 poppies to go on sticks and large poppies on 30 mph signs. Burgess Homes would be acknowledged on side. Councillor Pitt has asked Councillor Fleming to arrange moving the grit box so the island is freed up. The idea of projecting poppies onto the Church is being researched by Mr Chris Saunders but the cost could be prohibitive.

### **12 CONSIDER IMPLEMENTATION OF REQUIREMENTS OF GENERAL DATA PROTECTION REGULATIONS IN 2018**

The Clerk had circulated a guidance leaflet from NALC before the meeting. There was more information on SALC weekly update. Some actions need to be taken now and we need to consider level of data held. Help could be bought in but need to be working toward requirements. There is also the appointment of a DPO to consider. There is a need to work out what data we have on what people such as the electoral roll and councillors. There should be a form that councillors sign to say happy for council to hold info. The toolkit says that privacy statements should be issued to tell councillor what information is held and why. Appendix 3 has proforma to use.

More guidance will come over time. It was agreed not to use the paid services of DPO at this time. Clerk to let them know.

A DPO has to be appointed and the data protection policy will need to be updated.

### **13 ACTION PLAN 2018**

Has been updated but not yet on website. **Clerk to action.**

### **14 BUSINESS PLAN 2017/2018**

#### **14.1 Consider and Approve arrangements for the Annual Village Meeting**

Not finalised yet as don't know who speaker will be.

#### **14.2 Debate the Watson Bowl**

There were many nominations before the evening and more at the meeting. After a long discussion this year's recipient was agreed. **Councillor Pitt to organise engraving.**

#### **14.3 Review Training Needs**

Councillor Bell has been booked on planning course.

**14.4 Annual Staff Review**

The local government pay rates have not yet been agreed but it looks like it will go up from £9.392 per hour to £9.78 per hour. This will be put on agenda once announced and back dated to 1 April.

**15 ITEMS FOR THE NEXT AGENDA**

There were apologies from Councillor Tranter.

There should be a grit bin volunteer list. Grit bins are topped by highways.

**16 DATE OF NEXT PARISH COUNCIL MEETING – Monday 21 May 2018 at 7.30 pm in Gislingham Village Hall. This will be the Annual General Meeting of Gislingham Parish Council.**