



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

**Clerk: Miss Teresa Davis  
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Gislingham  
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I hereby give notice that a meeting of Gislingham Parish Council will be held in Gislingham Village Hall on Monday 17<sup>th</sup> June 2019 commencing at 7.30pm. The Press and the Public are invited to attend. Councillors are summoned to attend.

The Parish Council, members of the public and the press may record, film, photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and wishes to record, film, and photograph or broadcast the meeting should advise the Parish Clerk.

T Davis  
Proper Officer  
12<sup>th</sup> June 2019

## **AGENDA**

- 1** To consider and approve apologies for absence
- 2** To receive declarations of interest on agenda items
- 3** To sign remaining Acceptance of Declaration of Office
- 4** Register of Interest Online Forms
- 5** To approve the draft minutes of the Parish Council Meeting held on Monday 20<sup>th</sup> May 2019
  - 5.1** Matters arising from the last meeting
- 6** Public Participation Session - To hear reports from the County Cllr, District Cllr & Comments from the Public
- 7** To discuss the roles of Officer & Volunteers
- 8** Clerk's Report
  - 8.1** Clerk report containing Internal & External Audit, AVM, Pot Holes, Online Accessibility etc.
  - 8.2** Details of circulated emails & correspondence up to 11<sup>th</sup> June 2019
    - Sent to Councillors on 3<sup>rd</sup> June:-
      - 17<sup>th</sup> May – SALC – Suffolk Day 21<sup>st</sup> June
      - 20<sup>th</sup> May – McAfee Security renewal notice (18/07/19)
      - 20<sup>th</sup> May – SALC Bulletin
      - 22<sup>nd</sup> May – BMSDC Planning Decision DC/19/01940
      - 23<sup>rd</sup> May – BMSDC planning Decision DC/01589
      - 24<sup>th</sup> May – BMSDC notice of section 106 payment offer to Silver Band
      - 28<sup>th</sup> May – Suffolk Highways Rd Repairs Notice 10<sup>th</sup>-14<sup>th</sup> June (now 11<sup>th</sup>)
      - Sent to Councillors on 6<sup>th</sup> June:-
        - 4<sup>th</sup> June – Rural Housing Week 3<sup>rd</sup> July RSVP 26<sup>th</sup> June
        - 4<sup>th</sup> June – Suffolk Highways Rd Closure 17<sup>th</sup>-21<sup>st</sup> June
        - 4<sup>th</sup> June – Jo Churchill – Self Help Scheme
        - 4<sup>th</sup> June – Calor Rural Community Fund reminder
        - 5<sup>th</sup> June – SALC Bulletin
        - 6<sup>th</sup> June – HMRC Business Help & Support
        - 6<sup>th</sup> June – Mid Suffolk & North Forum 11<sup>th</sup> June
        - 6<sup>th</sup> June – CAS Newsletter
        - 6<sup>th</sup> June – BMSDC Invitation 'Lunch & Learn' Asset Community Value

Scanned & Sent on 6<sup>th</sup> June:-

22<sup>nd</sup> May – Laptop Cover from Currys Know How renewal notice

4<sup>th</sup> June – BMSDC Asset of Community Value – Village Shop

5<sup>th</sup> June – Internal Auditor Report

Sent to Councillors on 10<sup>th</sup> June:-

6<sup>th</sup> June – CIL Analysis update from Cllr J Bell

7<sup>th</sup> June – Footpath Update from Footpath Warden

7<sup>th</sup> June – Hopkins Homes

8<sup>th</sup> June – Silver Band comments on DC/19/01589

**9 Finance**

**9.1 Current Account Balance as at 31<sup>st</sup> May 2019 - £59,522.07**

**9.2 Deposit Account Balance as at 31<sup>st</sup> March 2019 - £37,016.29**

**9.3 Income – Deposit A/c Interest - £50.99**

**9.4 To move £50,127.92 from current account into the deposit account in line with Ring Fenced and Earmarked reserves set for 2019-2020**

**9.5 To approve the following invoices for payment – (resolution required)**

**Top Garden Services (2 cuts) - £329.14**

**Clerk Home Office, Mileage & AVM Expenses - £88.41**

**10 Information Security & Accessibility**

10.1 New Website Domain & Emails

10.2 McAfee Renewal

10.3 Laptop Protection Renewal from Curry's Know How

**11 Chairman, Councillor's and Representative Reports**

11.1 Neighbourhood Watch – Cllr Tranter

11.2 Footpath Warden Report - Martin Bryant

**12 Business Plan 2019/2020**

12.1 To appoint 3yr Budget Forecast Working Party

12.2 To consider and approve Internal Audit Report and Internal Control Document

12.3 Review Annual Governance and Accountability Return Section 2 Box 10 amendment (Chair to initial)

12.4 To consider and approve existing bankers Co-operative Society

12.5 To discuss move of the below to July & August in the Business Plan (shown on the website):-

*Complaints Procedure*

*Equality & Diversity Policy*

*Risk Assessment & Management Policy*

*Training Policy*

12.6 Outstanding Helpdesk Item – Drain flooding on Burgate Rd

12.7 Training Review

i. To discuss training for councillors not able to attend 2hr training on 13<sup>th</sup> June

ii. To organise 2 day councillor training

**13 Planning – None for consultation by the Parish Council see 8.2**

**14 Help Desk Report & discuss Rota for Helpdesk**

**15 Village Welcome Pack - Cllr Bell**

**16 New SCC Opt-In School Bus Pass – Cllr Oliver**

**17 Suffolk Highways Self Help Scheme**

[www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme](http://www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme)

**18 Gislingham Village Signs Audit**

**19 Commemoration for the late Cllr G Lawrence**

**20 Playground Maintenance – (Resident email of 22<sup>nd</sup> April sent on 29<sup>th</sup> April)**

**21 SALC & NALC Website Passwords & Usernames**

**22 Summer Fayre Parish Council Stall - Rota**

**23 Items for the next Agenda**

*Planning & Finance Committees*

*Outdoor Sport & Recreation 106 Funds*

**24 Date of the next Parish Council meeting 15<sup>th</sup> July 7:30pm**