



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Miss Teresa Davis
30 Broadfields Road
Gislingham
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Tel: 07719 208444**

Email: gislinghamparishcouncil@gmail.com

I hereby give notice that an ANNUAL meeting of Gislingham Parish Council will be held in Gislingham Village Hall on Monday 20th May 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
15th May 2019

AGENDA

- 1** To sign Acceptance of Declaration of Office
- 2** To elect the Chair of Gislingham Parish Council
- 3** To elect the Vice Chair of Gislingham Parish Council
- 4** To consider and approve apologies for absence
- 5** To receive declarations of interest on agenda items
- 6** To approve the draft minutes of the Parish Council Meeting held on Monday 15th April 2019
 - 6.1** Matters arising from the last meeting
- 7** Public Participation Session
To hear reports from the County Councillor, District Councillor and Comments from the Public
- 8** To discuss Parish Councillor Vacancies by Co-option
- 9** To discuss forming a Planning Committee
- 10** To discuss forming a Finance Committee
- 11** To Set Dates for meetings to the year ending April 2020. (See end of Agenda for suggested dates)
- 12** Clerk's Report
 - 12.1** Clerk report regarding Audit, Bank, CIL, Playground Equipment, Agenda Items.
 - 12.2** Details of circulated emails & correspondence up to 14th May 2019
Sent to Councillors on 29th April :-
 - 11th Apr - BMSDC Remittance Advice £56,272.87
 - 11th Apr – CAS Newsletter
 - 11th Apr – Eye Mayors Parade 23rd June
 - 12th Apr – SCC Highways Grass Cutting
 - 15th Apr - BMSDC Planning Decision Notice DC/19/00869
 - 15th Apr - BMSDC Planning Decision Notice DC/18/05122
 - 15th Apr - BMSDC Planning Decision Notice DC/18/05123
 - 15th Apr - BMSDC Planning Decision Notice DC/19/00323
 - 15th Apr – Move Suffolk Week 18th – 26th May
 - 18th Apr – Womens Cycle Tour 10th June

- 18th Apr – CAB Newsletter
- 22nd Apr – Resident email re: Charity Meadow Park Damage
- 23rd Apr – Resident email re: Dog Waste Bin Request
- 24th Apr – SALC bulletin
- 25th Apr – Suffolk Preservation Society Spring News
- 25th Apr – Resident email re: Pot Holes on Mill Street
- 25th Apr – Further Resident email re: Pot Holes on Mill Street
- 26th Apr – Resident email re: Ditch Infilling
- 29th Apr – SARS Letter of Thanks re: donation of £50
- Sent to Councillors on 10th May:-
- 30th Apr – Carnegie UK Trust
- 3rd May – BMSDC Planning DC/19/01755 (Closing 24th May)
- 3rd May – Eye & District Volunteer Centre Letter of Thanks re: donation of £50
- 3rd May – New CIL PIIP & Consultation Quote received
- 3rd May – SALC Bulletin
- 3rd May – Footpath Officer Report
- 3rd May – Footpath Closure
- 8th May – Public Works Loan Board
- 8th May – SALC Councillor Briefing
- 8th May – CAS Newsletter
- 9th May – SALC Training
- 9th May – SALC Suffolk Constabulary Information Request
- Sent to Councillors on 14th May:-
- 13th May – SALC Bulletin

13 Finance

- 13.1 Current Account Balance as at 30th April 2019 - £60,318.13**
- 13.2 Deposit Account Balance as at 31st March 2019 - £36,965.30**
- 13.3 Income – HMRC VAT reclaim - £2,234.23**
 - Mid Suffolk DC - £56,272.87 (CIL & £7,560 of Precept)**
- 13.4 Formal Confirmation of NALC recommended Pay Increase for 1st April to £10.16phr**
- 13.5 To acknowledge and authorise a regular monthly wage payment for the Clerk at the end of the month worked via Standing Order (see financial regulations 6.8)**
- 13.6 To review and approve new quote for CIL PIIP & Consultations - £500**
- 13.7 Direct Debit Payment made to Public Works Loan Board - £1,004.02**
- 13.8 To approve the following invoices for payment – (resolution required)**
 - Top Garden Services (2 cuts) - £329.14**
 - Clerk Wages & Expenses - £376.92**
 - Mr C Pitt (Waston Bowl engraving) - £40.00**

14 New Website Domain & Emails

- Secure Green Padlock (for the website when visitors visit) - One off fee £36 plus £15 per year
- Website - £60 per year (we already pay this amount for existing one)
- Emails - £30 each per year (including IT support)

15 Chairman, Councillor's and Representative Reports

- 15.1 Neighbourhood Watch – Cllr Tranter**
- 15.2 Speed Indicator Device – Stuart Wells**
- 15.3 Footpath Warden Report - Martin Bryant**

16 Business Plan 2019/2020

- 16.1 Councillor Training Dates**
- 16.2 Internal Audit Courier**
- 16.3 Annual Governance and Accountability Return Section 1**
- 16.4 Annual Governance and Accountability Return Section 2**
- 16.5 Annual Staff Review for Parish Clerk will take place on 5th June**

17 Planning

- 18.1 BMSDC Re-consultation Application for Planning Permission DC/19/01755

18 Help Desk Report and to discuss rota for future Help Desk dates.

- 19 Village Welcome Pack - Cllr Bell
- 20 Dog Waste Paint Spray - Cllr Oliver
- 21 Local Drainage Ditch Infilling – Resident emails
- 22 Mill Street Road Conditions – Resident emails
- 23 Gislingham Parish Council Facebook - Cllr Oliver
- 24 Gislingham Summer Fayre Stand
- 25 Items for the next Agenda
- 26 Date of the next Parish Council meeting

Provisional Dates for the Year, up to April 2020

Wednesday 19th June 2019 (SALC training on 17th June)

Monday 15th July 2019

Monday 19th August 2019

Monday 16th September 2019

? ? October 2019 (Parish Clerk has meeting as a Parish Clerk on 21st Oct)

Monday 18th November 2019

Monday 16th December 2019

Monday 20th January 2020

? ? February 2020 (Parish Clerk has a meeting as a Parish Clerk on 17th Feb)

Monday 16th March 2020

Monday 20th April 2020