



**GISLINGHAM
PARISH COUNCIL**

Working for our Community

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT
GISLINGHAM VILLAGE HALL ON MONDAY 18TH NOVEMBER 2019 AT 7.30PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr C Saunders, Cllr F Oliver, Cllr I Urwin, Cllr E Sheehan,
DC Cllr R Warboys, Members of the Public

Apologies: Cllr T Holder, CC Cllr J Fleming

1. Chairman's welcome and to accept Councillors' apologies

Apologies were received from Cllr Holder. Cllr Sheehan advised he would be late, and these were accepted.

2. To receive Declarations of Interest

Cllr Saunders declared an interest on item 9 as Chairman of the Six Bells Steering Group

3. To consider requests for Dispensations

No dispensations requested.

4. To resolve that the Minutes of the meeting of the Parish Council held on 21st October 2019 are a true and correct record.

Minutes were approved by a unanimous vote.

5. Public Participation Session (15 minutes set aside)

5.1 A resident questioned why a statement read out at the October Parish meeting by ex-Cllr Pitt had not been minuted. A discussion ensued as to whether this should be rectified. Council agreed to discuss and to respond to the resident once a decision had been made.

5.2 Same resident stated he felt the Parish Council had acted disgracefully in its treatment of Cllr Pitt, again Council to respond following discussion.

6. Reports received from County Councillor and District Councillor

6.1 Cllr R Warboys gave his report; a copy of which can be found as an addendum at the end of the minutes.

6.2 Cllr J Fleming sent her apologies that she was unable to attend the meeting to present her report. The report can be found as an addendum at the end of the minutes.

Cllr Sheehan arrived at 8pm.

7. Buses update (Cllr Urwin)

Cllr J Fleming had advised that she would be attending a meeting on 19th November with the Cabinet Member for Highways and Transport where this would be addressed; report to follow. There had recently been a Cabinet reshuffle at County.

8. Outdoor Sport & Recreation (Cllr Bell)

8.1 Minutes from first meeting have been modified and submitted by a sub-Committee member following the resignation of the Chair. Minutes still to be approved by sub-Committee at their next meeting.

8.2 Members of the public and sub-Committee were present and asked about status of sub-Committee following the Chair's resignation. A sub-Committee member forwarded an email "vote" taken from members to assess desire to continue, which indicated the sub-Committee should cease; this was not deemed acceptable.

It was proposed that Cllrs Oliver and Urwin arrange a new meeting of the OS&R when the Terms of Reference would be discussed and submitted to the Parish Council for approval at the December meeting. The sub-Committee will report back to the Parish Council meeting in February 2020 with final conclusions.

8.3 Cllr Bell agreed to investigate status of OS&R funding.

8.4 Cllr Oliver to confirm if any age restrictions exist for sub-Committee members, following a query from a sub-Committee member.

8.5 Cllr Bell confirmed surrender of the Skatepark lease has been accepted by Gislingham United Charities at their meeting of 11th November. The surrender is subject to conclusion of the legal process. Parish Council awaiting confirmation of costs from GUC, for approval (est. £500 - £700).

ACTION

Cllrs Oliver and Urwin (see above)

Cllr Bell (see above)

9. ACV Six Bells PH update (Cllr Sheehan)

9.1 Cllr Sheehan stated application 95% completed; requested supporting evidence from Cllr Saunders (as Chair of Six Bells Steering Group). Cllr Saunders agreed to provide.

9.2 Cllr Saunders presented quotation, T&C's and invoice from preferred valuers Fleurets Property Specialists for £1,500 + VAT for approval.

Votes to approve: 5

Votes against: None

Abstentions: 1 (Cllr Saunders)

10. ACV Village Shop update (Cllr Sheehan)

Cllr Sheehan stated application 50% completed.

11. ACV Gislingham Silver Band Hut update (Cllr Sheehan)

Cllr Sheehan stated application 25% completed; confirmation required as to whether to proceed any further.

12. To receive Progress Reports for Information

a. **Clerk** including urgent decisions taken since the last meeting – Nothing to Report.

b. **Chair's Report** (Cllr Bell)

- Welcome Pack being up-dated and will be an Agenda Item once completed.

- Emptying of bin on Charity, Parish Council are seeking a resident willing to undertake this duty, a request will appear in the December edition of the Messenger

- A resident is being sought to take on the maintenance of the Flower bed on the Triangle at Mill Street, a request will appear in the December edition of the Messenger

- Budget and Precept Planning underway and will be presented at December meeting for approval

- Cllr Bell confirmed that the CIL Report (previously circulated to Councillors) would be an Agenda item in December.

- Discussion regarding Memorial Bench in memory of ex-Cllr Geoff Laurence. GUC have agreed the siting and size can be up to 6ft. After consultation, with his widow, an inscription will be engraved on the bench. Cllr Oliver agreed to investigate quotes for a memorial bench (to incorporate engraving) and costing for a concrete foundation base.

ACTION

Cllr Bell (see above)

Cllr Oliver (see above)

c. **Neighbourhood Watch** (Cllr Tranter)

Report received and read, a copy of which can be found as an addendum at the end of the Minutes.

d. **Footpath Warden** (Mr Bryant)

Report received, a copy of which can be found as an addendum at the end of the minutes.

Discussion took place on purchasing Footpath Map, agreed to Large Framed, glazed, cost £155.00. to affix to outside of Village Hall wall.

Approval given by unanimous vote to purchase Footpath map.

ACTION

Cllr Bell to liaise and confirm with Footpath Warden regarding Footpath Map.

More information to be requested re: equipment for the proposed Footpath Working Group.

Permission has been obtained from VHC; Cllr Saunders to confirm once more.

e. **Speed Indicator Report** (Mr Wells)

Report was received and read, the front page can be found as an addendum at the end of the Minutes. A more detailed report can be requested from the Parish Council.

f. **Helpdesk November feedback** (Cllr Saunders)

- A resident enquired concerning recent work to electrical sub-station at junction of Mill Street and High Street, and damage to surrounding area from heavy vehicles. In addition, safety fence still to be repaired. Cllr Bell to contact resident.
- A resident complained that two footpaths across fields adjacent to Charity Meadow have been ploughed, but not re-instated. It was deemed that walking the paths is the best way to achieve this.

Next Helpdesk December 7th - Cllr Bell

ACTION

Cllr Bell to report issue regarding footpaths to the Footpath Warden and meet with resident.

13. Planning (No new applications on MSDC Planning Portal)

14. Update Councillor Emails and Parish Council Website (Cllr Sheehan)

Parish Council Website.com has been updated and Security Padlock applied.

Parish Council email addresses now available; Cllr Sheehan to confirm with Councillors preferred name format.

Existing Website host/security preferred; costs confirmed as per October minutes.

ACTION

Cllr Sheehan to liaise with Councillors

15. Contracts – Grass Cutting (Cllr Bell)

Quotation obtained from current contractor for £2,400 p.a. Detailed list of requirements to be generated, two more quotes to be obtained.

16. To consider quotes for Swings (Cllr Bell)

Three quotations obtained for £516; £800; & £1600

Vote to proceed with £516 cost

Proposer: Cllr Oliver

Secunder: Cllr Bell

Unanimous in favour – proposal carried

17. Finance – Approval given of following invoices for payment:

British Legion (Chris Pitt thanked for arranging the Wreath for the Parish Council) – Wreath for Remembrance Day £17.50.

Cllr Oliver – Spray Paint and Mileage for Councillor Training – Total £47.51.

Cllr Bell – (Expenses from July) Mileage for visit to Co-op Bank (Ipswich), Stamps, Mileage for 6 courses, Mileage for attending Network Forum Meeting in Claydon – Total £128.98

Cllr Tranter – (Expenses from August) Mileage for visit to Co-op Bank (Ipswich), Ink Cartridges (Staffing Panel expenses) Mileage for Councillor Training £99.13.

SALC – Councillor Training Courses x 3 £207.60.

PKF Littlejohn, External Auditors £360.00

One Suffolk (who host our Website) £60.00

Top Garden Services (last cut of the season under the current contract) £493.70

Suffolk Legal £771.80.

Proposer: Cllr Urwin

Secunder: Cllr Sheehan

Votes to approve: 3

Abstentions: 3 councillors as recipients.

18. To consider forming a Finance sub-Committee (Cllr Bell)

Approval given by unanimous vote to form sub-Committee; Cllr Bell plus two residents (request was put in recent Messenger).

ACTION

Cllr Bell will confirm with the two residents.

19. Training

Cllr Oliver still to complete Councillor training course; dates to be confirmed.

Cllr Urwin requested to complete online Health & Safety course. Approval sought to book and claim back on expenses sheet.

Proposer: Cllr Saunders

Secunder: Cllr Tranter

Unanimous in favour – proposal carried

20. VE Celebrations (8th to 10th May 2020 - SALC bulletin 31st October 2019)

ACTION

Cllr Bell to consult with other village organisations to a develop plan; Messenger article to be generated.

21. Next Parish Council Meeting: Monday 16th December at 7.30pm

22. To consider excluding the public and press at 21.15

23. Excluded Items

Meeting ended at: 21.42.

Councillor Saunders thanked for minuting the meeting.

DRAFT

GISLINGHAM NEIGHBOURHOOD WATCH REPORT

Recent drone activity over Charity Meadow and Back Street which may have been taking photos over Back Street ...activity reported to both the Messenger and Police

Suspicious activity near a property in Morleys Lane (2 youths in a small Peugeot) two weekends ago at 2 am). The 2 individuals were disturbed by householder and promptly left ..matter has been reported to both the Messenger and Police.

SCAM ALERT - If you have a note left in your letterbox advising that a courier tried to deliver a parcel but nobody was around to collect ...please callNumber to arrange collection / redelivery **DONT DO IT. ITS A SCAM. ???IF YOU CALL THE NUMBER AS YOU COULD END UP GETTING BILLED FOR A VERY EXPENSIVE INTERNATIONAL CALL AND YOU WILL NOT RECEIVE A PARCEL !!**

IF you receive a phone from (an unknown) admin depart/ customer care on a very bad line **HANG UP.** you may not be able to hear them properly but they can hear you, they will ask you various questions that will require a **YES** answer, each **YES** could be you placing an order for something that you would not want, you will never receive and you will not realise you have ordered it until it's too late!!

Remember if you have anything outside that you lock up in Spring / Summer or just during daylight hours **DO THE SAME NOW. BE SECURE !!!**

IF you see something suspicious please report it to me, **BUT IN THE FIRST INSTANCE REPORT IT TO THE POLICE.**

Wishing you all a merry and safe Christmas

Christopher Tranter
Gislingham Parish Council
Neighbourhood Watch

Parish Report November 2019 Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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

Cabinet Changes: The following cabinet level changes are effective as of 15th October:

- Cllr Mary Evans is Cabinet Member for Children's Services, Education and Skills (and remains Deputy Leader). Mary.Evans@suffolk.gov.uk
- Cllr Gordon Jones moves to Finance and Resources. Gordon.Jones@suffolk.gov.uk
- Cllr Andrew Reid joins as Cabinet Member for Highways, Transport and Rural Affairs. Andrew.Reid@suffolk.gov.uk
- Cllr Nick Gowrley takes on County Council's property and assets, in addition to Economic Development, Housing and Enterprise. Nick.Gowrley@suffolk.gov.uk
- Cllr Richard Rout takes on Sizewell C, in addition to Environment and Public Protection. Richard.Rout@suffolk.gov.uk

All other Cabinet positions remain the same, Cllr Richard Smith leaves the Cabinet after 4 years in this role.

Recycling - A new public recycling centre will open at Fornham Rd in Bury St Edmunds at the end of November replacing the centre at Rougham Hill. A charity Reuse shop will also be opening on site towards the end of the year. SCC operates a total of 11 Public Recycling Centres across the County. <https://www.suffolkrecycling.org.uk/where-to-recycle/recycling-centres>

The Materials Recycling Facility (MRF) at Gt Blakenham has almost completed redesign and is set to open in December following trials. This site takes all of Suffolk's recyclable materials where they are sorted and prepared for entry into the market.

School Travel Policy Review – SCC is undertaking a review of school transport led by Chief Fire Officer Mark Hardingham. The review may lead to changes to the current School Travel Policy, or to elements of the Policy. If you have comments you would like considered please email them to me.

Bus Services – verbal report

Civil Parking Enforcement across Suffolk – CPE was scheduled to transfer from the police to local authorities on 31st January 2020, but is likely to be postponed due to the general election. SCC is setting up a Suffolk Parking Partnership to implement CPE, with a consistent approach to enforcement across the County. Mid Suffolk and Babergh have entered into arrangements with West Suffolk Council as its enforcement partner. Any new restrictions or changes will go through SCC.

District Councillor Report: Gislingham Ward

Mellis, Gislingham, Thornham, Wickham Skeith, Wortham and Burgate Parish Councils

November 2019

New Corporate Plan	The Joint Strategic Plan (2016 – 20200) has been refreshed by the Cabinet members of both Councils. The new corporate plan includes both a vision and a mission statement and is summarised with a graphic representation. This was discussed at the October Council meeting, where the Green Group proposed an amendment to include an all-encompassing theme of environmental sustainability which should underpin all activity within the Council. This was rejected by the administration.
Environment Task Group	A cross party group of councillors from both Councils has now formed and agreed a programme of meetings to address the Climate Emergency and hopefully come up with some strategies for the Council to adopt in due course.
Housing	Mid Suffolk are delivering two completely affordable housing developments on the middle school sites in both Needham Market and Stowmarket. Both of these developments will include homes for affordable rent, social rent and shared ownership. Over the last 4 years Mid Suffolk have just about kept pace with the loss of properties to the Right to Buy Scheme.
Neighbourhood Plans	Congratulations to Thurston for completing their Neighbourhood Plan, which has now been adopted by Mid Suffolk and forms part of the statutory planning policy. Haughley's Neighbourhood Plans has also been adopted by Mid Suffolk .
West Suffolk Community Safety Partnership	The work of the WSCSP is to be discussed at Overview and Scrutiny Committee on 18 th November. The WSCSP is a statutory body of organisations who work together to reduce crime and disorder. Members of the group include representative from the district councils, county council, police, fire and rescue service, clinical commissioning groups. The priorities of the group are Hate Crime, County Lines, Domestic Abuse and Homicide.
SUFFOLK HOW ARE YOU	County Wide Campaign to help people eat healthily and move more for more information: www.suffolhowareyou.co.uk
Stowmarket Innovation Hub (Gateway 14)	Launch to businesses Nov 14 th aims to make Stowmarket the most innovative technologically advanced town in the UK. Funded by B & MSDC through NewAnglia the local enterprise partnership (also relies on 50% EU funding). Estimated 35,000 new jobs in the IT sector across East Anglia.

Councillor Rowland Warboys

rowland.warboys@midsuffolk.gov.uk

Phone number 07548 155779 (Work) 01379 783412 (Home)

Footpath Report 12th November 2019

Footpath Conditions

There are still several footpaths that have been ploughed over and not yet reinstated. This has been reported to SCC. Charlotte has stated that the landowners will be notified.

Finger Posts

Two out of the three posts that were damaged that I reported to SCC have been replaced. The one on FP51 will be replaced shortly. SCC said they did overlook this.

There are some Waymarkers that still need to be resited, hopefully I will complete this by the end of the month. The Waymarker at the corner of the Charity Meadow and has been resited incorrectly, so this will also need to be resolved.

St Mary's View – Lovells development

The footpaths that cross the development are gradually being reinstated with tarmac. Care should be taken if walking during the week, as you need to cross an access road to the development site. On occasions there has been a Marshall in attendance.

Footpath Working Group

I am awaiting a decision from the PC

Footpath Map

I am awaiting a decision from the PC

Martyn Bryant
Footpath Warden

TRAFFIC ANALYSIS REPORT – FRONT PAGE

For Project: Mill Street Gislingham

Location/Name: Outgoing

Report Generated: 11/16/2019 10:54:14 AM

Speed Intervals = 5 mph

Time Intervals = 5 minutes

Traffic Report From 10/20/2019 3:25:00 PM through 10/27/2019 10:05:00 AM

85th Percentile Speed = 31.4 mph

85th Percentile Vehicles = 2,576 counts

Max Speed = 50.0 mph on 10/25/2019 9:45:00 PM

Total Vehicles = 3,030 counts

AADT: 447.0

Volumes - weekly vehicle counts

Time 5 Day 7 Day

Average Daily 501 422

AM peak 8:00 to 9:00 44 36

PM peak 4:00 to 5:00 42 37

Speed

Speed limit: 30 mph

85th Percentile Speed: 31.4 mph

Average Speed: 26.3 mph