



**DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT  
GISLINGHAM VILLAGE HALL ON MONDAY 20<sup>th</sup> MAY 2019**

Present: Cllr J Bell, Cllr C Tranter, Cllr J Malone, Cllr F Oliver, Cllr C Saunders,  
DC Cllr R Warboys arrived at 8.45pm 7 members of the public and Miss T Davis (Parish  
Clerk).  
Apologies: Cllr J Pitt, SCC Cllr J Fleming

**1 TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**

The Clerk opened the meeting in lieu of the previous Chair and asked for the declaration of acceptance forms to be signed in the Clerk's presence. It was agreed that Cllr J Pitt and Cllr F Oliver would sign their forms either in the presence of the Clerk before the next meeting or at the next meeting.

**2 TO ELECT THE CHAIR OF GISLINGHAM PARISH COUNCIL**

A nomination was made by Cllr C Tranter for Cllr J Bell to become Chair, this was unanimously agreed and Cllr J Bell took the Chair.

**3 TO ELECT THE VICE CHAIR OF GISLINGHAM PARISH COUNCIL**

A nomination by Cllr J Bell was made for Cllr C Tranter to continue in his role as Vice Chair. This was unanimously agreed.

**4 TO CONSIDER AND APPROVE APOLOGIES FOR ABSENCE**

District Councillor R Warboys had forwarded apologies should his first District Council meeting overrun, County Cllr J Fleming had sent apologies due to a clash of meetings. The Clerk had also been advised that Cllr J Pitt was unable to attend.

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

There were no declarations of interest made by Cllrs.

**6 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 15<sup>th</sup> APRIL 2019**

The Draft minutes for the meeting held on 15<sup>th</sup> April 2019 were unanimously approved.

**6.1** There were no matters arising from the last meeting

**7 PUBLIC PARTICIPATION SESSION - To hear reports from the County Councillor, District Councillor and Comments from the Public**

It was understood by Cllr J Bell that residents had attended the meeting with the intention to be co-opted onto the Council, as well as other residents wishing to speak. Cllr J Bell requested that the residents wishing to speak on topics went first. Process to co-opt Cllrs was moved to the end of the Agenda. Residents reported that the potholes on Mill Street were declared by Suffolk Highways to not be big enough to repair at the present time (1<sup>st</sup> April). Residents were unhappy with this and highlighted the unknown depth when surface water covers the potholes, and the danger cars present when swerving to avoid them. As there is no pavement, it is also a danger when walking down Mill Street at night on parts of the road where there is no street lighting.

Cllr J Bell suggested to keep reporting and that Cllr J Bell would go round with a camera to report any that had not been done. Further discussion took place regarding the up-coming Cyclists tour, the narrowness of the road and the general impairment of safety the potholes were bringing. It was concluded that our County Councillor, Cllr J Fleming can speak to Suffolk Highways on our behalf and that Cllr J Bell would email her to request this. **Please see item 18.**

Later into the meeting DCllr R Warboys arrived at 8.45pm. Newly elected, Cllr R Warboys introduced himself. He advised that no report was available yet as the first council meeting had only just taken place hence the late arrival. Cllr R Warboys would be having training, looking to find out how things worked and then report back to us on what was going on and also to be a representative to all people in the Parish. Cllr R Warboys confirmed he would also attend our Annual Village Meeting on 22<sup>nd</sup> May to speak more informally to people and make himself known.

#### **8 TO DISCUSS PARISH COUNCILLOR VACANCIES BY CO-OPTION**

Cllr J Bell then spoke to those wishing to be co-opted and advised that item 8 would be moved to the end of the meeting where a short Q&A would be carried out. The responses would then be discussed by the Council and the potential co-optees would be notified the next day.

#### **9 TO DISCUSS FORMING A PLANNING COMMITTEE**

This was moved to the meeting in June

#### **10 TO DISCUSS FORMING A FINANCE COMMITTEE**

This was moved to the meeting in June

#### **11 TO SET DATES FOR MEETINGS TO THE YEAR ENDING APRIL 2020**

Cllr J Bell identified that the Gislingham Parish Council had traditionally set every third Monday as their Parish Council Meeting. As the Clerk's other Parish Council had set their dates prior to this meeting, the clerk had identified two dates that clashed, in addition to this an initial training course set out by SALC was also on the 17<sup>th</sup> June. Cllr J Bell wished to keep every third Monday as the date throughout 2019-2020 and asked if any Cllr would be prepared to minute the meetings for 21<sup>st</sup> October and 17<sup>th</sup> February. Cllr C Tranter volunteered for the 21<sup>st</sup> October 2019, Cllr J Malone volunteered for 17<sup>th</sup> February 2020. Confirmed dates for the meeting for the year ahead are set out in the addendum below. **ACTION: Clerk to place on website**

#### **12 CLERK'S REPORT**

**12.1** Clerk report regarding Audit, Bank, CIL, Playground Equipment, Agenda Items.

**Audits** I have been in contact with the Internal Auditors and I am arranging for the Documentation/Accounts to go off by Thursday of this week. Under item 16.2/3&4 you will note the need to finalise the details and agree the figures of the accounts for 2018-2019.

**Bank** – The Bank Mandate has been correctly updated to authorise our new signatories.

**HMRC** The VAT reclaim payment has been made, I will now look into claiming for 2018-2019.

**SALC & Payroll** – SALC have advised that they are happy to carry out payroll on either a quarterly at £36 or £90 on an annual basis.

**CIL** - A new quote has been arranged which is on the agenda this evening under item 13.6.

**Suffolk Highways Self Help Launch** – I attended this meeting last week for my other Parish and invited Cllr J Bell. I felt that it will be of benefit to this parish as well. Details have been published in the Local Press and you can view details on their website, <https://www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme>

Residents have been in contact regarding Potholes and Ditch Infilling, these are on the agenda under items 21 & 22.

**Outstanding Tasks** I have not heard from Suffolk County Councillor Fleming regarding the Bowling Alley Barrier, although Cllr Bell now has a better contact within Suffolk Highways to get this job done. I have forwarded the information I received from District council regarding the land opposite the Village Hall to GUC. I have not contacted BMSDC regarding fitting the new Dog Bin. I have forwarded the Playground Equipment forms to BMSDC and have had a reply for more information. I have not yet written to Community Transport seeking further information.

**Crime in Gislingham** – I have had two residents report to me crimes happening last week in the early hours. I did contact our local police to ask if anything had been reported, only one crime had. I would urge all those who witness or are a victim of crime, such as break ins and vandalism/criminal damage to report it directly to the police. Details for reporting are on our website or just ring 101. This helps the police ensure our village has adequate resource or can be improved.

**New Councillors** – I have emailed all councillors an introduction and all emails and correspondence received this month, along with advice for reading all policies held on the Gislingham Parish Council Website, especially the Code of Conduct, Financial Regulations and Standing Orders. A Data consent

form, Register of Interests & Acceptance of Office form have also been sent.

**Councillor Vacancies** – I have placed information on our website regarding our councillor vacancies and 4 residents have shown an interest. The procedure of Co-opting is under item 8.

### 13 FINANCE

**13.1 Current Account Balance as at 30<sup>th</sup> April 2019 - £60,318.13**

**13.2 Deposit Account Balance as at 31<sup>st</sup> 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 1<sup>st</sup> April to £10.16phr**  
*It was Proposed by Cllr C Tranter, Seconded by Cllr C Saunders and unanimously agreed to adhere to the NALC recommended pay increase as from 1<sup>st</sup> April 2019*

**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)**

*It was Proposed by Cllr C Tranter, Seconded by Cllr J Malone and unanimously agreed that the Clerk would be paid for 35hrs a month at the end of the month via Standing Order from 1<sup>st</sup> of the month, beginning the 1<sup>st</sup> June 2019 for May Wages. ACTION: Clerk to arrange*

**13.6 To review and approve new quote for CIL PIIP & Consultations - £500**

This matter was discussed briefly by the new council. It was agreed that some questions remained unanswered in respect of what was the report going to look like, what kind of information will it contain, could there be an example produced or could the person quoting come to a meeting to answer any questions the council may have.

*It was proposed by Cllr C Saunders, Seconded by Cllr F Oliver and agreed that Cllr J Bell would arrange to visit and discuss further the quote. ACTION: Cllr J Bell to arrange*

**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**

*It was Proposed by Cllr J Bell, Seconded by Cllr F Oliver and unanimously agreed to pay all wages, invoices and expenses above.*

### 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)

The Clerk referred to the costs (above) quoted by Community Action Suffolk (CAS) who already host the Website. The council had a brief discussion, where it was deemed prudent to hold off on a decision as a potential new councillor was an IT expert who could provide sound advice.

It was also raised by Cllr J Malone that with the new regulations, it would be nice to look into having WiFi at the Village Hall.

### 15 CHAIRMAN, COUNCILLOR'S & REPRESENTATIVE REPORTS

**15.1 NEIGHBOURHOOD WATCH – Cllr Tranter**

Cllr tranter reported that break ins had occurred in the High Street and Martins Meadow and cars had been keyed.

**15.2 SPEED INDICATOR DEVICE – S. Wells**

A report had not been sent to the Parish Council, although Cllr F Oliver had been reviewing the reports and noticed that very slow cars had been seen at very early hours of the morning. Cllr Tranter will report this to the police. Cllr J Bell also confirmed she will look into having a Councillor take over this role once more people had joined.

**15.3 FOOTPATH WARDEN REPORT – M. Bryant**

The report is contained in the addendum. Cllr F Oliver advised that he would like the Footpath Officer to look into the width of the path cleared through a field on FP42 to FP66 as it looked 3metres wide and surely this was too wide a clearing.

## 16 BUSINESS PLAN 2019/2020

### 16.1 COUNCILLOR TRAINING DATES

It was advised by Cllr J Malone that SALC were holding a training evening on 13<sup>th</sup> June 7-9pm at Hoxne, which was closer than Claydon. It was agreed that this date would be the best option for new Cllrs to attend. **ACTION: Clerk to organise and confirm**

### 16.2 INTERNAL AUDIT COURIER

It was highlighted by the Clerk that both her parishes are having their audit at the same auditors and that taking both on Thursday and having them couriered back together would enable the Parish Councils to share the cost.

*It was Proposed by Cllr J Bell, Seconded by Cllr C Tranter and unanimously agreed to share the costs.*

### 16.3 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) SECTION 1

Section 1 of the AGAR was viewed by all councillors.

*It was Proposed by Cllr J Bell, Seconded by Cllr J Malone and agreed by 4 with 1 abstention for the Chair and RFO to sign the AGAR Section 1.*

### 16.4 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) SECTION 2

Section 2 of the AGAR was viewed by all councillors.

*It was Proposed by Cllr J Bell, Seconded by Cllr J Malone and agreed by 4 with 1 abstention for the Chair and RFO to sign the AGAR section 2.*

### 16.5 ANNUAL STAFF REVIEW FOR PARISH CLERK TO TAKE PLACE ON 5<sup>th</sup> JUNE 2019.

## 17 PLANNING

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

A discussion took place regarding the planning permission DC/19/01755. No Objections were raised, only a concern that the surface water should be looked at. **ACTION: Clerk to place comments on District Council Planning website.**

## 18 HELP DESK REPORT & TO DISCUSS ROTA FOR FUTURE HELPDESK DATES

Cllr C Tranter gave his helpdesk report below.

- 1) A resident complained about overgrown trees and an unkempt garden in one of the houses on the entrance to the village, work is now being undertaken and the complaint was withdrawn.
- 2) An observation from a resident about the lack of seating in the playpark away from the play area. This point was taken up by those in the meeting wishing to organise a commemorative bench for the late Cllr G Lawrence who was also Chair of The Gislingham United Charities. It was agreed to be placed on the next agenda.
- 3) Potholes at the far end of Mill Street, apparently reported on numerous occasions but not actioned. This has also been discussed in the Public Participation where Cllr J Bell is going to photograph and contact Suffolk County Cllr J Fleming. **ACTION: Cllr J Bell to peruse roads and contact CCllr J Fleming.**
- 4) A resident pointed out that they have seen the same two vehicles 'racing' along Mill street early evenings at weekends ....it had not been reported to the police and without details of the vehicles involved there is nothing that the police can do.
- 5) A resident reported that there have been instances in the surrounding villages of dogs being stolen / 'dog napped' ..speculation is for breeding / fighting ..I have passed this on to the Messenger
- 6) Drains flooding in Burgate Road. I have looked but am unable to find any real evidence of this, although the recent rains may now provide evidence
- 7) A resident pointed out that some of the Gislingham village signs were bent / damaged or missing, and the sign at the end of Back Street was lying in the grass. I pointed out that this is something that the Parish Council is aware of and hopefully, subject to Council approval, will be addressed in the coming months.

## 19 VILLAGE WELCOME PACK - Cllr Bell

Cllr J Bell confirmed the Welcome pack is being updated and will be emailed to all councillors once this has been done. Cllr J Bell would like feedback from everyone once they had looked through the Welcome Pack, with a view to this going online on the Gislingham Parish Council website and deliver through the letterboxes of people who have recently moved to Gislingham.

**20 DOG WASTE PAINT SPRAY - Cllr Oliver**

It was confirmed the Footpath Warden was happy to have a can of spray to highlight dog waste on the footpaths. It was arranged that Cllr F Oliver would purchase the spray (environmentally friendly) and provide the Clerk with a receipt, made out if possible to the Gislingham Parish Council. **ACTION: Cllr F Oliver to arrange**

**21 LOCAL DRAINAGE DITCH INFILLING – Resident emails**

No discussion took place regarding this. Cllr J Bell advised this would be reported to the District Council by the Clerk **ACTION: Clerk to report**

**22 MILL STREET ROAD CONDITIONS – Resident emails**

See Public Participation and Helpdesk along with Cllr J Bell actions.

**23 GISLINGHAM PARISH COUNCIL FACEBOOK - Cllr Oliver**

It was briefly discussed that Cllr F Oliver could take over the running of the Gislingham Parish Council Facebook Page. Once a discussion and handover had taken place with the Clerk on what to say and what not to say. The Clerk would also look for a training course to cover the regulations surrounding information in the public domain and asked that Cllr F Oliver was conversant with the Information Policies on the Gislingham Parish Council website. **ACTION: Cllr F Oliver to arrange**

**24 GISLINGHAM SUMMER FAYRE STAND**

Cllr J Bell confirmed that the Gislingham Parish Council would like a stand at the Summer fayre, which is to be held on the Primary School Grounds on the 29<sup>th</sup> June 2019 from 12-4pm. **ACTION: Cllr J Bell to confirm with Summer Fayre Committee**

**8 CO-OPTING CONTINUED**

Prior to the last item on the agenda, Cllr J Bell asked the potential co-optees to take turns in answering some set questions. Unfortunately only two residents were able to stay and took turns waiting outside. Once both residents had answered the questions they were asked to leave whilst the Cllrs discussed and voted on an outcome. It was unanimously agreed that both candidates would be co-opted to the council and that they would attend the training on 13<sup>th</sup> June. Cllr J Bell was to advise the successful candidates, whilst the Clerk was to explain to the resident who had not been able to stay that unfortunately regular attendance to every meeting is expected of every councillor and that councillors would need to be in attendance of the whole of a meeting, which normally runs for 2hrs. **ACTION: Cllr J Bell & Clerk**

**25 ITEMS FOR THE NEXT AGENDA**

Apologies from Cllr C Tranter & Cllr C Saunders  
Finance Committee  
Planning Committee  
Playground Officer  
Speed Indicator Custodian  
Safeguarding Officer  
Sports & Recreation 106 funds  
Suffolk Highways Self Help Scheme  
Commemorative Bench For the late Cllr G Lawrence  
Drains Flooding on Burgate Rd  
Gislingham Village Signs  
Playground Maintenance

**26 DATE OF THE NEXT PARISH COUNCIL MEETING 17<sup>th</sup> JUNE 2019 7:30pm  
at GISLINGHAM VILLAGE Hall**

**Addendum**

**Confirmed Dates for Parish Council Meetings for the Year, up to April 2020**

**Monday 17<sup>th</sup> June 2019**

**Monday 15<sup>th</sup> July 2019**

**Monday 19<sup>th</sup> August 2019**

**Monday 16<sup>th</sup> September 2019**

**Monday 21<sup>st</sup> October 2019 (Minutes to be taken by Cllr C Tranter)**  
**Monday 18<sup>th</sup> November 2019**  
**Monday 16<sup>th</sup> December 2019**  
**Monday 20<sup>th</sup> January 2020**  
**Monday 17<sup>th</sup> February 2020 (Minutes to be taken by Cllr J Malone)**  
**Monday 16<sup>th</sup> March 2020**  
**Monday 20<sup>th</sup> April 2020**

**Details of circulated emails & correspondence up to 14<sup>th</sup> May 2019**

Sent to Councillors on 29<sup>th</sup> April :-

11<sup>th</sup> Apr - BMSDC Remittance Advice £56,272.87  
11<sup>th</sup> Apr – CAS Newsletter  
11<sup>th</sup> Apr – Eye Mayors Parade 23<sup>rd</sup> June  
12<sup>th</sup> Apr – SCC Highways Grass Cutting  
15<sup>th</sup> Apr - BMSDC Planning Decision Notice DC/19/00869  
15<sup>th</sup> Apr - BMSDC Planning Decision Notice DC/18/05122  
15<sup>th</sup> Apr - BMSDC Planning Decision Notice DC/18/05123  
15<sup>th</sup> Apr - BMSDC Planning Decision Notice DC/19/00323  
15<sup>th</sup> Apr – Move Suffolk Week 18<sup>th</sup> – 26<sup>th</sup> May  
18<sup>th</sup> Apr – Womens Cycle Tour 10<sup>th</sup> June  
18<sup>th</sup> Apr – CAB Newsletter  
22<sup>nd</sup> Apr – Resident email re: Charity Meadow Park Damage  
23<sup>rd</sup> Apr – Resident email re: Dog Waste Bin Request  
24<sup>th</sup> Apr – SALC bulletin  
25<sup>th</sup> Apr – Suffolk Preservation Society Spring News  
25<sup>th</sup> Apr – Resident email re: Potholes on Mill Street  
25<sup>th</sup> Apr – Further Resident email re: Potholes on Mill Street  
26<sup>th</sup> Apr – Resident email re: Ditch Infilling  
29<sup>th</sup> Apr – SARS Letter of Thanks re: donation of £50

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

30<sup>th</sup> Apr – Carnegie UK Trust  
3<sup>rd</sup> May – BMSDC Planning DC/19/01755 (Closing 24<sup>th</sup> May)  
3<sup>rd</sup> May – Eye & District Volunteer Centre Letter of Thanks re: donation of £50  
3<sup>rd</sup> May – New CIL PIIP & Consultation Quote received  
3<sup>rd</sup> May – SALC Bulletin  
3<sup>rd</sup> May – Footpath Officer Report  
3<sup>rd</sup> May – Footpath Closure  
8<sup>th</sup> May – Public Works Loan Board  
8<sup>th</sup> May – SALC Councillor Briefing  
8<sup>th</sup> May – CAS Newsletter  
9<sup>th</sup> May – SALC Training  
9<sup>th</sup> May – SALC Suffolk Constabulary Information Request

Sent to Councillors on 14<sup>th</sup> May:-

13<sup>th</sup> May – SALC Bulletin

**Parish Report May 2019 - Gislingham Parish Council**

Councillor Jessica Fleming, Hartismere Division, Suffolk

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980 Twitter: @jesstfleming

**Highways** - A community 'self help' scheme has been developed and is now available to parishes to enable minor works to be carried out locally. <https://www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme/>

**Suffolk Walking Festival** – Launched last Saturday, there are 120 different guided walks and something for everyone, advance ticket purchase is necessary. To find out more and buy tickets visit [www.suffolkwalkingfestival.co.uk](http://www.suffolkwalkingfestival.co.uk)

**Special Education Needs Funding** - On 23 April, Suffolk County Council's Cabinet agreed a financial investment of up to £45.6 million to support the development of local specialist provisions for children and young people with SEND. This includes two or three new special schools and approximately 30 specialist units attached to existing mainstream schools, a number of which aim to open in 2020.

**Greenest County Entries Closing** - Nominations close on 20<sup>th</sup> May for this summer's 10th Creating the Greenest County awards. Nominations can be submitted online at <http://www.greensuffolk.org/awards/>. The awards ceremony will be held on 17 July 2019.

**Energy Grants** - A range of energy and environmental funding for community projects can be found at: <http://www.greensuffolk.org/green-communities/grants-and-funding-opportunities/>  
For village halls: [Applicants can apply for grants by following this link.](#)

**Footpath Report from our Gislingham Footpath Officer**

Footpath issues for FP14 and FP24 have been highlighted to SCC.

The SCC Officer has recently inspected the paths under question and has informed me of the actions.

I can confirm that FP 35 (next to school) has been resurfaced and there is a notice posted for the re-direction of the path to go around the outside of the field instead of splitting the 2 fields.

I did an inspection walk on the 1<sup>st</sup> May and I am really disappointed to discover that there was fresh dog mess on the path behind Mill St, at the entrance to Broadfields next to the school and the short footpath that links the High St with Westview Gardens. I did take photos and past to Jeff to put on the Messenger Facebook page. Alarming as it was only a week ago there were other reports of dog mess.

Something that may be of interest is Mendlesham Scout Group and the Explorer unit have had talks with Mendlesham PC to make up some dog poo bags dispensers. Basically, they are a 3 litre plastic bottle with the bottom cut out and the poo bags stuffed in the space. A notice is then attached to say the scouts have constructed them and to use the bags. They are then attached to a post near the footpath. Mendlesham PC were going to supply the bags. We have not yet started this project, but should be done shortly.

Perhaps this can be a discussion with the new PC and if you do want the Scouts & Explorers to do this, please let me know.