



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD AT
GISLINGHAM VILLAGE HALL ON MONDAY 21st OCTOBER 2019 AT 7.30PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr C Saunders, Cllr J Pitt, Cllr F Oliver, Cllr I Urwin,
Cllr E Sheehan, DC Cllr R Warboys, CC Cllr J Fleming (arrived later in meeting)
Members of the Public

Apologies: Cllr T Holder

- 1) **To consider and approve apologies for absence**
Apologies were received from Cllr Holder and these were accepted.
- 2) **To receive declarations of interest on agenda items**
Cllr Saunders declared an interest on Item 8 as Chairman of the Six Bells Steering Group.
- 3) **To approve the draft minutes of the Parish Council Meeting held on Monday 16th September**
Proposed by Cllr Tranter
Seconded Cllr Urwin
All agreed
- 4) **Matters arising from minutes of the last meeting**
Cllr Bell had written to a representative from Lovells inviting them to a future Parish Council Meeting, date yet to be confirmed.
- 5) **Parish Councillor resignation (Casual Vacancy)**
Cllr Bell announced that Cllr Malone had recently resigned and was thanked for her time whilst serving on the Parish Council. A Casual Vacancy will shortly be advertised on the Website and on the Village Noticeboard.
- 6) **Public participation Session -To hear reports from the County Cllr, District Cllr and Comments from the Public. Cllr Bell announced that as residents attending the meeting this evening were there to hear a report on Item 7, she was therefore allocating the 15 minutes to that item.**
 - 6.1 Cllr J Fleming had forwarded a Report which can be found in the addendum at the end of the Minutes. Cllr Fleming will be liaising with Cllr Urwin regarding possible alterations to bus services. Cllr Urwin shared his concerns regarding the buses and agreed to have discussions with Cllr Fleming and report back to Parish Council at a future Council Meeting.
ACTION: Cllr Urwin to liaise with Cllr Fleming
 - 6.2 Cllr Warboys had forwarded a Report that can be found in the addendum at the end of the minutes.
Mr Chris Pitt, former Chair and Councillor praised the Parish Council for all the work they were doing for the residents of Gislingham.
- 7) **Outdoor Sports and Recreation Meeting**
A healthy debate took place and residents attending the meeting were given the opportunity to express their views. Cllr Pitt wished to sign off the minutes from the meeting held on Friday 27th September but a resident requested that a copy of the Audio Recording be made available to them as they were not happy with the minutes and felt that residents attending the OS&R meeting had not been given the opportunity to make comments.
ACTION: Cllr Saunders will forward the audio recording as requested.

The question on whether the OS&R was a sub-Committee, or a Committee was again raised. A resident requested that the Parish Council liaise with SALC to seek the definition on a sub-Committee and Committee and Terms of Reference be obtained. As yet a second meeting has not been arranged. **ACTION:** Cllr Bell will seek guidance from SALC on the question of whether this body should be a sub-Committee or Committee and obtain appropriate Terms of Reference so that current members of the OS&R can decide the way forward for future meetings. Residents confirmed they wished meetings to be held in public.

a) After listening to residents' concerns, not only this evening but also at previous Parish Council meetings, in addition to receiving a petition from nearly 200 people expressing their concerns, regarding the siting of a Skatepark on Charity Meadow, Cllr Bell put forward the following proposal. "A letter be sent to the Chairman of Gislingham United Charities (GUC) from the Parish Council advising them of the decision taken at the Parish Council Meeting on 21st October to surrender the Lease for the Skatepark on Charity Meadow". The letter would request the cost and process that the Parish Council would need to take to surrender this Lease. It was reiterated that the present Lease, which was granted in January 2015 with approximately 20 years remaining, was for a Skatepark only. Cllr Bell declared a non-pecuniary interest as being related to the Chair of GUC. Cllr Bell requested a named vote.

Proposer: Cllr Bell

Seconder: Cllr Saunders

Those in favour of surrendering the Lease: Cllr Bell, Cllr Saunders, Cllr Tranter, Cllr Irwin

Those against surrendering the Lease: Cllr Pitt, Cllr Sheehan, Cllr Oliver

Proposal carried

b) A proposal was put forward by Cllr Sheehan (a resident pointed out this was an amendment to the original proposal and should therefore be voted on first) so this was actioned.

"The proposal was that the Lease should be retained until such time as Villagers suggestions as to usage could be established".

Again, a named vote was requested by Cllr Bell.

Proposer: Cllr Sheehan

Seconder: Cllr Pitt

Those in favour of retaining the Lease: Cllr Sheehan, Cllr Pitt, Cllr Oliver

Those against retaining the Lease: Cllr Bell, Cllr Saunders, Cllr Tranter, Cllr Urwin

Proposal not carried.

ACTION: Cllr Bell to write to GUC advising the Trustees on the decision by Parish Council to surrender the Lease for the Skatepark and requesting cost and process.

8) Six Bells Public House Steering Group AVC and funding application

Cllr Saunders reported that the proposed purchase of the Pub was ongoing and proceeding well. DC Cllr Warboys and Cllr Saunders are having ongoing discussions regarding potential funding from our District Councillor's Locality Budget. Cllr Warboys advised that the cut-off date for applications was December, but ideally applications should be made by November. Cllr Sheehan agreed to undertake the AVC application. A resident who is also a member of the Six Bells Steering Group expressed their willingness to assist.

ACTION: Cllr Bell to write to resident willing to assist with AVC. Cllr Sheehan to meet with resident and process the AVC application.

9) Village Shop AVC & Gislingham Silver Band Hut AVC

ACTION: Cllr Sheehan agreed to action these AVC's in conjunction with Item 8.

10) Finance

a) Approval given for payment of following invoices:

Top Garden No 13 **£329.14** and invoice No.14 **£401.14**

BHIB Public Indemnity Insurance Renewal **£649.05**

Village Hall Hire (July –Sept) **£152.00** (**£18.00** set against OS&R budget)

SALC Training (Invoice 2456 Cllr Oliver) **£72.00** (Invoice 22471 Planning Cllr Bell) **£38.00.**

In addition, an overdue payment to MSDC for underpayment for Dog Bin emptying **£81.60**

Proposer: Cllr Tranter

Seconder: Cllr Urwin

All agreed

b) Cllr Bell advised that as Cllr Malone, who has recently stepped down as a Councillor, was a signatory on the Bank Account, we need to appoint a new signatory. Cllr Urwin has kindly agreed to take this on.

Proposer: Cllr Bell

Secunder: Cllr Tranter

All agreed

11) Planning

No current applications noted on MSDC Planning portal.

12) Chair's Report (Cllr Bell)

a) Cllr Bell was approached by a resident willing to help with design work etc for the Parish Council. Councillors were asked if they were agreeable to requesting that the Welcome Pack be updated by the resident. Councillors in agreement.

b) Cllr Bell advised that she had contacted the landowner to have the new Dog Bin sited, which had been agreed by Parish Council some months ago. This should be in place in a month or so.

c) Replacement swings on the Playground. The Chair was looking into quotes that had been previously been requested and will present at the next meeting.

ACTION: Cllr Bell will contact the resident regarding the Welcome Pack and follow up on Swing replacements.

13) Neighbourhood Watch (Cllr Tranter)

See report at addendum, which will also be reported in the Messenger.

14) Footpath Warden

The Footpath Warden had forwarded a report which can be found in the addendum at the end of the minutes. The post on Foot Path No. 51 is broken.

ACTION: Cllr Bell will report the broken post on FP No. 51.

15) Grass Cutting Contract

It was noted that the current contract is due for renewal. Councillors in agreement that we should obtain three quotes.

ACTION: Cllr Bell to obtain renewal quotes

16) Helpdesk (Saturday 5th October 2019)

Some overhanging branches were noted and reported.

Councillors manning future Helpdesks:

2nd November 2019 –Cllr Saunders

7th December 2019 –Cllr Sheehan

4th January 2020 –Cllr Bell

1st February 2020 –Cllr Tranter

Cllr Bell thanked Councillors for giving up their Saturday mornings.

17) Speed Indicator Report

The Speed Indicator Lead had forwarded a report which was discussed. A front page of the report is an addendum at the end of the minutes.

At this point in the meeting Councillor Pitt announced that she was resigning from the Parish Council due to lack of support from fellow Councillors at the recent Outdoor Sports and Recreation Meeting

ACTION: Cllr Bell will contact the Electoral Services at MSDC advising there are two casual vacancies for Gislingham Parish Council.

18) Training

Cllr Bell attending 2 half-day training courses (Budgeting and Finance)

Cllr Tranter attending refresher Councillor training course on 23rd and 30th October

Cllr Urwin to investigate booking a Health and Safety course as well as Playground Safety.

19) Website and Councillors Emails Update (Cllr Sheehan)

Cllr Sheehan took us through the costings and advised the following:

a) Green Padlock costs would be £36 plus VAT

b) £15.00 for the domain registration.

c) Website support would be £60.00 per year.

d) Costs for emails would be £30 for each email per year. We need to have 10 email addresses for Gislingham Parish Council. Nine for Councillors and one for the Clerk.

All Councillors agreed that we should move forward with this as would make our Website and emails more secure.

Proposer: Cllr Sheehan

Seconder: Cllr Bell

All agreed.

20) Gislingham Parish Council Facebook

Cllr Oliver was thanked for agreeing to be the Administrator. It will be used primarily as a communication tool and incorporate such things as the Chair's monthly report in the Messenger and dates of the Help Desk and promote any activities in Gislingham.

At this point the meeting was closed to the public for confidential discussions.

Date of next meeting –Monday 18th November at 7:30pm

Meeting Closed at 21.45. Councillor Tranter was thanked for minuting this meeting.

ITEM 6 (6.1)



Parish Report October 2019

Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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

Suffolk Warm Homes Initiative and Fuel Poverty – Assistance is available for anyone in need of advice or help with winter heating bills, adding insulation or replacing an old boiler. For information ring Rural Coffee Caravan on 03456-037686 or go to www.greensuffolk.org/whf

School Places for 2020 Entry – Submit applications for school places by the closing date of 31 October 2019 for secondary schools and 15 January 2020 for primary schools to give children the best chance of getting into their preferred school. Apply online at www.suffolk.gov.uk/admissions

Pothole and Drainage Reporting – Please continue to report all defects and drainage problems via the County Council web site - <https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/potholes/report-a-pothole/>
Contact may also be made by phone on 0345 606 6171.

Local Bus Services – I have little new to report from the previous month and thank Cllr Unwin for his update from speaking with bus users. The present situation is that the 456 from Gislingham to Stowmarket will continue to operate on a commercial basis by Stowmarket Mini Bus & Hire, Monday to Friday. The 387 Stowupland / Gislingham to Stowmarket Thursday service will operate until March 2020. Conversations are ongoing to secure additional funding from an alternative source for the continuation of this service.

Please note that paper copies of timetables are no longer being routinely posted by SCC. Refer to current timetables in: <https://www.suffolkonboard.com/buses/bus-timetable-updates/>

Cabinet Reshuffle at SCC – Cllr Andrew Reid is now Cabinet Member for Highways, Cllr Mary Evans (formerly Cabinet Member for Highways) takes on Children's Services and Education, and Cllr Gordon Jones takes on Finance.

Climate Change Work – Suffolk County Council is working with the Suffolk Climate Change Partnership to undertake a baseline or evidence base for Suffolk and so that energy and resources are put to best effect. An action plan is anticipated in spring 2020 to achieve the County Council climate and environmental objectives. The County Council is working alongside other Suffolk local authorities all of which have now committed to a 2030 net zero aspiration.

ITEM 6 (6.2)

District Councillor Report: Gislingham Ward

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

October 2019

Locality Budget	I have received some bids for locality funding. Please could any group wishing to apply for funding get in touch with me. The application deadline is December, but it would be helpful if I received all bids by the beginning of November.
Trees in the district.	<p>The Green group proposed a motion for the Council to pledge to increase tree cover across the district, to work with communities to encourage the development of community woods and orchards and promote parish tree wardens. The Administration of the council voted against the proposal so it was not agreed.</p> <p>At the July Council meeting MSDC acknowledged a 'Climate emergency and agreed to set up a cross party task panel to explore way to achieve carbon neutrality by 2030 to meet in September – this has now met.</p> <p>Just to give you something for starters, here's a link to a document that was discussed, it's a guide produced by the Arup group for local authorities: "So you've called a Climate Emergency – what next?" https://drive.google.com/file/d/1E6eOAKPWhpaTdUWhIGqHob1mfV0cPycr/view</p>
Joint Local Plan	<p>The consultation period for the Joint Lo ended on 30th and officers will now be collating all the comments and considering how to amend the plan accordingly.</p> <p>Rickinghall and Botesdale's Neighbourhood Plan has been through the inspector and is now recommended, with some minor amendments, to go forward to a local referendum.</p>
Treasury Management Report	<p>Full council discussed the Half Year Treasury Management Report at last month's meeting. To March 2019 CIFCO Ltd made a loss of £4.6M (split evenly across both councils). This is mainly due to the downward valuation of the company's investment properties. MSDC also made a loss of £1.5 on the Gateway 14 project as this is still in the early stages of development and has yet to start generating income.</p>
Housing	<p>Babergh and Mid Suffolk Building services are looking into creating a joint venture business case with Flagship Housing in order to improve the services for tenants.</p> <p>It has a turnover of £31.7 million, 6,710 houses and has £11.8 million identified for building and buying new homes.</p>
Waste collection	<p>The changes to the Waste collection rounds were discussed by the Joint Overview and Scrutiny Committee in September. The main comments were made about moving personnel from one location to another, and the ability of the control room staff to handle calls efficiently. Hopefully lessons have been learnt and the Waste Collection rounds now seem to back to normal regarding the number of missed bins.</p>
Needham Lake Visitor Facilities development	<p>MSDC has plans to create new visitor centre at Needham Lakes. There was a public consultation event at Needham Market Community Centre on 10th October.</p> <p>It is hoped that the new facility will encourage more visitors to the Lake, and the council are seeking tenders for the management of the facility.</p>
BREXIT preparations	<p>MSDC is working with the rest of the Suffolk local authorities to prepare for the implications of Brexit at the end of October, to form some sort of resilience plan. This was discussed by the Public Sector Leaders Group last week.</p>
CIL and Section 106	<p>Reminder: The reports detailing the CIL income and expenditure for the financial year should be published on the parish and town councils' websites. Parishes have 5 years from receipt of CIL to allocate. Evidence: Parish Infrastructure Investment Plan</p> <p>The information can be found online: https://www.midsuffolk.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/parish-support/</p>

Councillor Rowland Warboys

rowland.warboys@midsuffolk.gov.uk

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

ITEM 13

NEIGHBOURHOOD WATCH REPORT

Latest Neighbourhood Watch advice.

Nothing reported from the Village, however latest scams update (which will be posted by The Messenger)

OFCOM " WANGIRI " phone calls

scammer rings then **immediately hangs up ..you call back and are connected to a premium rate call line , often international ..could prove very expensive ,,IF YOU RECEIVE AND MISS A CALL FROM A NUMBER THAT YOU DO NOT RECOGNISE DO NOT CALL IT BACK !**

Individuals cold calling either offering to do some garden jobs for you or advising that perhaps they are acting on a complaint regarding an overhanging tree etc ..this scam recently took place in Woolpit and unfortunately it was believed and the cost £ 500 for a small tree to be cut back

"Amazon " calling to advise you that your Prime acct renewal subscription has automatically been taken from your acct ..press 1 to speak to the advisor dealing with your account ..they will apologise and ask for your details in order to process a refund .. needless to say they will not and you may end up with a bill for a lot of items that you have never ordered and will never receive.

Amazon will not call you !!!

Kind Regards

Cllr Christopher Tranter

FOOT PATH REPORT 10/10/19 – ITEM 14

Footpath Issues

I have not attached the Issue sheets this time as the main concerns are fields ploughed over and the paths not reinstated, but we need to give the landowners 2/3 weeks to have an opportunity to reinstate. Two way market posts that have been damaged by harvesting and ploughing which need to be resited.

I have also reported to SCC three-way marker posts adjacent to the highways that need replacing.

Footpath Identification

I have now nearly completed the marking of posts with the numbers on, just a few to do. Charlotte likes the idea and will be telling other PC's that they should adopt this.

Mendlesham PC Footpath Working Group

I have spoken to Sharon Jones the Mendlesham PC Clerk to enquire about their project regarding the management of their footpaths.

In the past the Mendlesham Walking Group did a lot of work of clearing paths and minor repairs, however the question of insurance was raised and the PC felt that it was not a good idea to encourage this. They have since enlisted about 6 volunteers who have been registered with the PC for insurance purposes to maintain the footpaths that are not covered by the SCC cutting list.

The volunteers have been given training and there needs to be a Risk Assessment form completed prior to the work and is lead by 'Leader in Charge'. The process is as currently used. I will inform SCC of any issues, Charlotte will respond with either the landowner complying with the work or the PC volunteer group can do the work. The landowner will need to be informed prior to the work commencing.

When I first started and asked in my article in the Messenger, I did get a few responses of help. If the PC are willing to consider this course of action, then I can put out another appeal for volunteers.

Footpath Map

I was unable to get a copy of a map from SCC and the definitive map produced is not very legible. I have been in touch with OS and then have given me 3 companies that can produce a map of the village with the footpaths on. Please see below a copy of the emails from two of the companies. I can confirm that the price for an OS Explorer map of Gislingham Parish will start from £70.00 for a Paper finish or £80.00 for a Laminated finish map at a size of A1 (841mm x 594mm). We can make maps at any size and we can also make maps in a number of different finishes.

Lead times vary between finishes but for the Paper and Laminated finishes they are 5 & 7 working days.

		Paper	Laminated	Framed	Magnetic
SMALL	75 x 90cm	£70	£80	£130	£175
MEDIUM	91 x 110cm	£80	£90	£140	£185
LARGE	105 x 130cm	£90	£100	£155	£205
X-LARGE	120 x 150cm	£100	£110	£170	N/A

Footpath Cutting

As there has been a delay in receiving a quote and any decision being made, the footpaths highlighted as require a cut, do now require attention, as the growth has died down. I walked FP 007 today, better known as Northlands Lane. It is still in need of cutting back. I have attached a couple of photos which show the growth covers the path. It is worse at the north end. IF you can agree for Anthony to cut this back, that is all required this year.

ITEM 17

SID – SEPTEMBER 2019 REPORT SUMMARY

TRAFFIC ANALYSIS REPORT

For Project: Mill Street Gislingham
Location/Name: Incoming
Report Generated: 10/20/2019 3:09:53 PM
Speed Intervals = 5 mph
Time Intervals = 5 minutes

Traffic Report From 9/15/2019 6:20:00 PM through 10/20/2019 3:02:02 PM

85th Percentile Speed = 32.1 mph
85th Percentile Vehicles = 13,125 counts
Max Speed = 55.0 mph on 10/17/2019 9:50:00 PM
Total Vehicles = 15,441 counts
AADT: 442.9

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		487	434
AM peak	8:00 to 9:00	41	33
PM peak	5:00 to 6:00	57	49

Speed

Speed limit: 30 mph
85th Percentile Speed: 32.1 mph
Average Speed: 27.2 mph

	Monday	Tuesday	Wednesday	Thursday	Friday
Count over limit	547	543	575	581	556
505	346				
% over limit	23.5	21.9	23.8	23.4	22.3
26.1	26.6				
Avg speeder	33.1	33.1	33.1	33.2	33.2
33.1	33.3				