



Working for our Community

GISLINGHAM PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON MONDAY 15th APRIL 2019

Present: Cllr C Pitt (Chair), Cllr S Wells, Cllr J Bell, Cllr R Pye, Cllr J Malone, Cllr F Oliver, Cllr C Tranter, 0 members of the public and Miss T Davis (Parish Clerk).

Apologies: Cllr G Laurence, Cllr K Brooke, DC D Kearsley, SCC Cllr J Flemming

1 TO CONSIDER AND APPROVE APOLOGIES FOR ABSENCE

Apologies were sent and accepted from Cllr G Laurence, Cllr K Brooke, Cllr J Flemming

2 TO RECEIVE DECLARATIONS OF INTEREST ON AGENDA ITEMS

Cllr C Pitt declared a pecuniary interest in Item 6.5

3 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 18th MARCH 2019

It was Proposed by Cllr C Tranter, Seconded by Cllr J Bell and unanimously agreed to accept the minutes as a true record of the meeting held on 18th March 2019

3.1 MATTERS ARISING FROM THE LAST MEETING

A review of the past actions was carried out by the Chair, with actions either completed, ongoing or not yet completed. The Clerk report contains details of the Clerk tasks. Item 11 and 12 of the previous meeting were discussed and it was decided these would be better placed to be discussed with the new council. A letter had been sent by the Chair regarding the protruding bush on the high street.

4 PUBLIC PARTICIPATION SESSION

No members of the public, District or County Councillors were in attendance. Any reports sent will be placed in the Addendum.

5 CLERK REPORT

5.1 Litter Pick A successful Litter Pick was carried out on 6th April, although the weather was grim we had 20 people volunteer and over 14 bags of rubbish were collected, along with some reports of larger rubbish being noted – these will be passed onto the district council.

Footpath The Footpath warden has confirmed the footpath by the school is being resurfaced over the Easter holidays.

Post Box & Mobile Post Office The Post Box is now in working order. The Mobile Post Office has been notified of two contacts for Gislingham, which they will contact if they are not going to come on any set days.

Audits I have been in contact with the Internal Auditors and had information sent from the External Auditors. There is a lot of work involved in putting together the material which will take over the rest of April and into May.

New Councillors I will also be contacting new councillors, producing packs for each councillor and arranging the 2 day training for them with SALC (Society of Local Councils).

HMRC I need to chase HMRC regarding the VAT reclaim payment, I have attended a HMRC webinar for updates in 2019 & 2020 and find that it looks possible that the correct information has not been returned to HMRC in last year's records, prior to me becoming Clerk, regarding Parish Council's payments relating to National Insurance, Income Tax. – I need to investigate this with HMRC directly and it is possible that the Parish Council is fined, if it transpires that the council have failed to make the correct payments or failed to send a nil report for 2017/18.

Pay Scale Changes Just a reminder that following the notification from NALC (National Association of Local Councils) in December, I will be making a pay increase in line with those advertised and amending the Clerk wage slips to the new payscale for April, as set out in the NALC contract of Employment.

Annual Village Meeting I have been trying to contact the list of clubs and associations to let them know about the AVM (Annual Village Meeting). So far only the Messenger has requested a table.

Volunteer Litter Pick I have provided all the details the new litter picker needs and provided Cllr Brooke with contact details to go through the health and safety/risk assessment with the new litter picker volunteer.

MUGA & Skatepark I have contacted Mr Bass regarding planning for the next 3yrs and he has contacted me to say he will be in touch shortly.

CIL I have conversed with one of our residents regarding CIL analysis and obtained a quote to analyse the CIL, along with collating the other two consultations to bolster the responses we have from the Village.

Training I have been in contact with SALC regarding Cllr training and have been sent the cost and flexibility of days. If councillors could let me know what days are suitable. Following attending the second day of training for CiLCA, I have yet found time to begin. I foresee this will be the case until June. I am very conscious this was requested of me when starting the role, and SALC have pointed out that my Parish Council should be discussing how much time is set aside for the CiLCA work.

Outstanding Tasks I have not heard from Suffolk County Councillor Flemming regarding the Bowling Alley Barrier. I have run out of time to write to GUC about the land opposite the village hall. I have not contacted BMSDC regarding fitting the new Dog Bin. I have not yet forwarded the Playground Equipment forms to BMSDC. I have not yet updated the Pension Regulator online, the 'update' date on the transparency code online, nor have I written to Community Transport seeking further information. I do not see many of these above outstanding tasks being completed in the next month due to the more time pressing needs of the Parish Council eg: Audits, New Cllrs, AVM).

Following the report the councillors felt it important that the clerk's time is looked at as only having the equivalent of 4 days each month does not last long. Maybe the wages could be outsourced. The clerk advised that her other Parish employs SALC to liaise with HMRC and carry out the wages which does free up time, especially when you are learning about new things such as P11 & P30 forms and looking into historic information. To be discussed at the next meeting.

5.2 Details of circulated emails & correspondence up to 9th April 2019 can be found in the Addendum

6 Finance

6.1 Current Account Balance as at 28th February 2019 - £3,881.28

6.2 Deposit Account Balance as at 26th March 2019 - £36,965.30

6.3 Public Works Loan Board Outstanding Balance as at 31st March 2019 - £8,573.13

6.4 Income- None

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

Gislingham Village Hall Hire - £116.00

SALC Annual Membership (including NALC) - £402.67

Clerk Wages & Expenses – £372.10

Cllr Expenses (Mileage) - £17.10

Viking Ink Cartridges & Paper - £87.04

SARS Donation - £50

Gislingham CE Primary School Donation - £50

Eye & District Volunteer Centre Donantion - £50

It was Proposed by Cllr J Bell, Seconded by Cllr J Malone and carried with 6 in favour and 1 abstention to pay all items in 6.5

6.6 Confirmation of Payments Made on 18th March 2019
Flower Bed Plants – Hayloft Plants Ltd - £40.95
CAS Website Training - £48

7 CIL – PIIP & CONSULTATION ANALYSIS

Following from the discussion that took place in the November Parish Council meeting, the clerk had managed to obtain only 1 quote for the work outlined for the analysis of the PIIP (blue consultation document for the Parish Council CIL funds). The Clerk put forward this quote and recommended this work to the Parish Council to ensure a professional and polished report could be presented to the residents at a future date. A discussion took place regarding the quote provided and how much analysis needed to be done. The Chair felt that unnecessary analysis would be a waste of public funds.

It was Proposed by Cllr C Pitt, Seconded by Cllr S Wells and carried by 4 in favour, 2 against with 1 abstention to request a quote for a Qualitative Report only. ACTION: Clerk to gain new quote

8 NEW WEBSITE DOMAIN & EMAILS (as detailed in the minutes 18th March item 5.1)

Secure Green Padlock - One off fee £36 plus £15 per year

Website - £60 per year

Emails - £30 each per year

A discussion took place regarding changing the existing website hosted by OneSuffolk for Gislingham, which is currently carried out by Community Action Suffolk (CAS), moving to a secure and independent website which will enable all councillors to have an email. This would then be maintained by CAS at the costs quoted. It was agreed this would be best discussed by the new councillors.

9 CHAIRMAN, COUNCILLORS & REPRESENTATIVE REPORTS

9.1 Chairman's Report

The Chair advised he had attended a village meeting regarding the purchase of the pub for the community. The meeting was very well attended from the community and as a result of overwhelming support a steering group was formed to investigate ways of purchasing the pub. As this was his last meeting as a Parish Councillor, the Chair thanked all councillors for their support for the 10 years he had been chairman and wished the new council every success.

9.2 Neighbourhood Watch – Nothing to report

9.3 Speed Indicator Device – Nothing to report

9.4 Footpath Warden Report – Nothing to report

10 BUSINESS PLAN 2019/20

10.1 Decide Watson Bowl – The decision was deferred until the end of the meeting. The Chair agreed to take the Watson Bowl to the engravers in Diss

10.2 Final Arrangements for AVM (Annual Village Meeting)

The Chair explained the process of the AVM and confirmed that the New Chair will be hosting the meeting. The County Councillor, the new Chair and the Clerk will provide a brief report (Responsible Financial Officer) and other associations and clubs, the village school etc will have a chance to provide a report. The Clerk was asked to chase Speedwatch, to see if they were going to be in attendance. The Chair reconfirmed that the Good Neighbours Scheme organizer from CAS will be providing this year's talk. ACTION: Clerk to chase Speedwatch

10.3 PREPARATION FOR INTERNAL & EXTERNAL AUDITS

The Clerk reported on the internal audit requirements, end of year financial summary attached.

10.4 ANNUAL STAFF REVIEW

It was agreed that a small committee was formed to carry out this task to review the clerk and provide an outlook for the year ahead. Cllr C Pitt, Cllr J Bell have initially agreed to be part of the employer committee. Staff review is due in May/June.

10.5 OUTSTANDING ITEMS FROM THE HELPDESK - Viking Close Pot Holes

It was agreed the Chair would highlight this to SC Cllr J Flemming ACTION: Chair to liaise with SC Cllr J Flemming

11 HELP DESK REPORT & COUNCILLOR FOR MAY - Cllr C Pitt

Two items arose from the Help Desk, The Bowling Alley Barrier and a request for the outdoor recreation consultation results. The Bowling Alley Barrier is still with SC J Flemming. The outdoor recreation

results were published online within the December 2018 minutes and can be found on p728, the resident was also sent a copy.

Cllr C Tranter volunteered to attend the Helpdesk in May.

12 REQUEST BY MSDC FOR FORMAL ACCEPTANCE OF 106 FUNDS FOR SILVER BAND

(this is not part of the 106 outdoor and recreation funds)

It was Proposed by Cllr C Pitt, Seconded by Cllr F Oliver and unanimously agreed to fully back the BMSDC 106 funds for the Silver Band

13 DOG FOULING ON FOOTPATHS

The problem of continually finding dog waste on the footpaths was discussed by councillors. A spray can to highlight the dog waste was suggested and it was agreed that the Footpath Warden be asked if it would be possible to do. **ACTION: Clerk to liaise with Footpath Warden**

14 COSTS OF DISPOSING PAINT & WEEDKILLER

Cllr J Bell advised of the situation with the disposal of Paint and Weedkiller and that some residents were finding things difficult and costly to dispose. It was confirmed by Cllr J Bell that ¼ tin of paint which has been left to dry out can be placed in your normal black household bin provided it has been “double bagged”. However things like Weed Killer are classified as hazardous waste and need to be collected by the District Council at a cost. A brief discussion took place, nothing was decided, further investigation was needed on how many people would use this facility in the village.

15 ITEMS FOR THE NEXT AGENDA

Clerk tasks

Those mentioned in the minutes above.

16 DATE OF THE ANNUAL PARISH COUNCIL MEETING – MONDAY 20th MAY 2019

ADDENDUM



County Council Report for Gislingham Parish Council – April 2019

County Councillor Jessica Fleming, Hartismere Division, Suffolk

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

Roadside Vegetation Trimming Guidance – If a town/parish council would like to undertake hedge or tree noticing there is now a registration mechanism with Suffolk Highways, mindful that special requirements apply to work during bird nesting season - 1st March to 31st July. Request details of this process from customer.service@suffolk.gcsx.gov.uk

Grass Cutting – Plans and improvements to this year’s programme include:

- Recruiting new contractors to work with Suffolk Highways to undertake the works.
- Assigning the County into two areas covered by two distinct contractors, rather than one
- Publishing the programme earlier to enable planning for additional cuts if needed.

The grass cutting programme is published online at [grass cutting webpages](#). It includes 2 cuts on the A & B network and a single cut on C & U roads, some flexibility is inbuilt for seasonal variation.

A140 Roundabouts – the planning application for two roundabouts on the A140 at Yaxley and Thrandeston/ Brome will be determined by the County Council planning committee on 30th April. Construction is anticipated this summer. Refer to: <http://suffolk.planning-register.co.uk/Planning/Display?applicationNumber=SCC/0110/18MS>

Womens OVO Cycle Race - On Monday June 10th the first stage of Britain's longest-running professional UCI Women's World Tour series race will pass through Yaxley, Thornham & Walsham en route to Stowmarket. Download the [Stage 1 map from Beccles to Stowmarket](#) (PDF, 734KB).

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.](#)

Extended Hours at Recycling Centres - Suffolk County Council's 11 centres are open from 9am to 5pm every day (including Sundays, but NOT Wednesdays) from Monday 1 April to September. On Thursdays from May to August, all sites will be open until 7pm.

Correspondence received up to 9th April 2019

Sent to Councillors on 25th March:-

- 15th Mar - SALC Bulletin
- 20th Mar - BMSDC re: Silver Band 106 funds
- 21st Mar – MSDC Land Housing Supply Position
- 21st Mar – BMSDC CIL changes
- 23rd Mar – Watson Bowl Nomination
- 24th Mar – The Royal British Legion

Sent to Councillors on 28th March:-

- 27th Mar – MBSDC Joint Area Parking Plan

Sent to Councillors on 5th April:-

- 2nd Apr – BMSDC Decision Notice DC/19/00492
- 2nd Apr – BMSDC Decision Notice DC/19/00493
- 3rd Apr – CIL Payment Notice (not yet paid) £48,712.87
- 3rd Apr – SALC notice of New Website

Sent to Councillors on 8th April:-

- 4th Apr – CAS Newsletter
- 5th Apr – SALC Bulletin
- 6th Apr – Stowmarket Police Newsletter
- 7th Apr – The Royal British Legion