



*Working for our Community*

**GISLINGHAM  
PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL  
ON MONDAY 17<sup>th</sup> JUNE 2019**

Present: Cllr J Bell, Cllr J Malone, Cllr E Sheehan, Cllr I Urwin, Cllr J Pitt  
DC Cllr R Warboys, 2 members of the Public & Miss T Davis (Parish Clerk)

Apologies: Cllr C Saunders, Cllr C Tranter, Cllr F Oliver, Cllr J Fleming

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

Apologies were sent from Cllr C Saunders, Cllr C Tranter & Cllr F Oliver, all were accepted

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

None were given

**3 TO SIGN REMAINING DECLARATIONS OF ACCEPTANCE OF OFFICE**

Cllr E Sheehan, Cllr J Pitt and Cllr I Urwin signed their forms. Cllr F Oliver was unable to attend and under Local Government Act 1972 s.83 this Councillor position is now a casual vacancy

**4 REGISTER OF INTEREST ONLINE FORMS**

All Register of Interest (ROI) forms will be sent via Email from the District Council. The Clerk notifies the District council of the contact details and will be sent an email from the District Council when a councillor has completed the form. The Clerk then checks the form and accepts the form to be published on the District website once it is deemed correct. Cllrs will need to complete these as soon as possible. Under the Localism Act 2011 ss.24-36 Councillors need to complete these forms within 28days of office, this is being extended by District Council due to the change over to digital.

**5 TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL ANNUAL MEETING HELD ON MONDAY 20<sup>th</sup> MAY 2019**

5.1 Matters arising from the last meeting

Cllr J Pitt wished to advise that apologies had been sent to the new Chair. For future reference it was advised that all apologies need to be sent to the Clerk.

The incorrect spelling of the Late Mr G Laurence was corrected.

Cllr J Bell advised that a small analysis of the PIIP comments was being carried out by a qualified resident free of charge and was aiming to have them to the Clerk by 5<sup>th</sup> July.

*It was proposed by Cllr J Bell, Seconded by Cllr J Malone and unanimously agreed to accept the minutes as a true record, following the amendment of the Late Mr Laurence's name had been done and for the Chair to sign them.*

**6 PUBLIC PARTICIPATION SESSION - To hear reports from the County Cllr, District Cllr & Comments from the Public**

Cllr J Fleming had forwarded a report which can be found in the addendum. Cllr R Warboys gave his report which can also be found in the addendum at the end of the minutes.

During the report Cllr R Warboys highlighted that house prices in this region are 9 times above average wages. That the elderly population is set to grow by over 9% by 2036 and SCC want to be carbon neutral by 2030. Cllr R Warboys had attended training on Planning ready for joining the Planning Committee, the Cllr expressed a growing importance on Neighbourhood plans in planning decisions. Cllr J Bell welcomed any help in neighbourhood plans from the Dst Cllr should Gislingham Parish Council agree to carry out a neighbourhood plan. The Cllr noted the end of the Community Value Asset (CVA) on the Gislingham Shop.

A question was asked regarding public transport, and Cllr R Warboys said this was an important part of planning, especially in providing public rural transport which is carbon neutral.

A further question was asked on what constitutes a large development. Cllr R Warboys said 20 units or greater. The councillor was then asked if he had knowledge of the housing figures for the next 5yrs and if he knew our allocation. Cllr R Warboys advised this would be in the Joint Local Plan, which is due to come to consultation soon. However it seems the main focus is on the A14 corridor.

A resident then introduced herself as a representative of the Six Bells Steering Group. The Steering group had 2 requests. The first, to ask for the Pub to be registered as an CVA (Community Valued Asset). The second, to ask for the Parish Council to fund costs incurred of the group.

A discussion took place whereby it was ascertained that the last Chair had been undertaking the task of registering the Pub as an AVM on item 13 on Page 719 of the Minutes, and this can still continue. Cllr E Sheehan offered to look into this. It was also brought to the attention of the Parish Council that the Steering Group was not formally created yet. The Clerk requested a formal letter setting out exactly what the group wanted as the Clerk felt that the term the resident used of 'ringfencing funds' from general reserves to use as an expense account for the group, especially not a formalised group, was not possible for public money to be used in this way, but would consult with SALC for clarification, once the letter had been received.

## **7 TO DISCUSS THE ROLES OF OFFICER & VOLUNTEERS**

A discussion took place regarding the possible role the councillors could volunteer for to lighten the load from the Clerk. The role of Health and Safety Officer was of interest to Cllr I Urwin, the role of Playground Officer was of interest to Cllr J Pitt who also has a DBS and Safeguarding training, as volunteering within a nearby school. Cllr J Malone also offered to undertake Safeguarding. Cllr J Bell advised that Cllr F Oliver had expressed an interest in being the Tree Protection Officer, and that Cllr C Saunders was considering being a member of the finance committee. Cllr J Bell also mentioned the Legislation and policy changes, and the Clerk advised that all policies should be reviewed by full council. Whilst the Clerk had not heard from the previous councillors now carrying on as volunteers for the Litter Pickers and Speed Indicator Device (SID), Cllr J Bell advised that the SID volunteer was happy to continue but would need a reminder to send the information in time for the meeting.

Cllr J Bell also advised that due to the small number of councillors, the forming of the finance committee and the planning committee would be on the agenda in July.

No formal resolutions were made.

## **8 CLERK REPORT**

8.1 All tasks from the last meeting have been completed.

Training, 2 councillors were unavailable for Training in June. I am hoping all councillors will be familiar with the SALC training programme now and will be able to discuss further training in item 12.7

Register of Interest form. These need to be carried out as soon as you receive your email to complete it. I have to then review them before they are placed on the District Council website.

External Auditor. I will be putting together the remaining items for the External Auditor following item 12.3.

Clerk hrs and tasks

Following the 6 month clerk report on my role, tasks and time, the Chair is currently trying to cut the number of things the Clerk does in order for the Clerk to concentrate on the core regulatory tasks and free up time for study of the Cilca qualification.

Pot holes – I have been emailing, in conjunction with Councillor Fleming, the Suffolk County Council about the pot holes. I believe a lot of them have been done and some being completed this week.

The Playpark in Charity Meadow There has been more vandalism over this weekend, which has now been reported to the police. Today I have been looking and photographing the damage and finding out the replacement costs along with contacting our insurance supplier. There is approximately £250 of damage. I have also contacted the District Council to look into quoting for the repair or finding someone that can carry out the repairs if they can't– along with our other maintenance issues. Due to the continued problems over the park of reported anti social behaviour and vandalism, I thought the council may wish to discuss the matter further at item 20, especially

as I am in the process of obtaining funds from the District Council via 106 funds for the purchase of a new accessible roundabout and basket swing. I have today booked a meeting at the Charity Meadow with PCC Stefan Henriksen on Friday 21<sup>st</sup> June at 10am should Cllr J Pitt or Cllr J Bell wish to attend.

To Do items this month I would like to complete the External Audit and ensure the transparency laws are adhered to on the 1st July. I would like to sort out the new online process of claiming VAT for items the Parish Council purchased last year. I need to complete the minutes for the AVM and place them online.

So far I have used 27hrs of my monthly 35hrs of time not including this meeting, on time sensitive and urgent items, as well as speaking to the Chair and Vice chair for 4hrs over the last two weeks, to help them into their role and to understand mine.

**8.2 Details of circulated emails & correspondence up to 11<sup>th</sup> June 2019** can be found in the addendum.

## **9 FINANCE**

**9.1 Current Account Balance as at 31<sup>st</sup> May 2019 - £59,522.07**

**9.2 Deposit Account Balance as at 31<sup>st</sup> March 2019 - £37,016.29**

**9.3 Income – Deposit A/c Interest - £50.99**

**9.4 To move £50,127.92 from current account into the deposit account in line with Ring Fenced and Earmarked reserves set for 2019-2020**

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

**Top Garden Services (2 cuts) - £329.14**

**Clerk Home Office, Mileage & AVM Expenses - £88.41**

*It was proposed by Cllr J Pitt, Seconded by Cllr I Urwin and unanimously agreed to pay all items under 9.5. Action: Clerk to make payments*

## **10 INFORMATION SECURITY & ACCESSIBILITY**

### **10.1 New Website Domain & Emails**

Following on from discussion last month, this topic was readdressed and advice was sought from Cllr E Sheehan who is an IT specialist.

*It was Proposed by Cllr E Sheehan, Seconded by Cllr I Urwin and unanimously agreed for Cllr E Sheehan to contact CAS (Community Action Suffolk) with the authority to accept the transition to a new website, which will accommodate 10 emails, 9 for councillors, 1 for the clerk, alongside a green padlock, at the quoted price held in the minutes of May, on page 760 item 14 or less. To ensure a good deal is made. ACTION: Clerk to pass contact details to Cllr E Sheehan to liaise with CAS.*

### **10.2 McAfee Renewal**

Again this was deferred to the expertise of *Cllr E Sheehan who Proposed, and was Seconded by Cllr I Urwin and unanimously agreed for the Clerk to renew McAfee security protection for the year. ACTION: Clerk to do*

### **10.3 Laptop Protection Renewal from Curry's Know How**

Again this was deferred to the expertise of Cllr E Sheehan, it was not deemed necessary and Cllr E Sheehan could provide an automated backup tool to backup configuration and data.

## **11 CHAIRMAN, COUNCILLORS AND REPRESENTATIVE REPORTS**

The Chair advised attendance to the Helpdesk with SC Cllr J Fleming on 1<sup>st</sup> June, when Pot Holes were discussed. Work on Patching began on 12<sup>th</sup> June.

Cllr Bell attended former Councillor Geoff's Laurence's funeral on Tuesday 11<sup>th</sup> June, instead of flowers/wreaths the family had requested contributions were sent to the Funeral Directors Susan Whymark Funeral Services to be shared between (Friends of Botesdale Health Centre, My WISH Charity (West Suffolk Hospital) and Cancer Research UK. Cllr Bell requested that a donation of £50 be sent from Gislegham Parish Council, this will be an item for the Parish Council July meeting. It would have been nice to have been in a position to make a donation at the time and Cllr Bell noted that it would be something address when the review of the Grants & Donation Policy takes place.

Cllr Bell attended a joint North & South Area Forum in Eye on Tuesday 11<sup>th</sup> June at 7.00pm.

This gives Councillors and Parish Clerks an opportunity to discuss any concerns that they have in their Parishes. Highways Self-Help was discussed, Twin hatted Councillors, and also a discussion took place

on the fact that Parish Councils do not receive any monies towards administrating the implementing of CIL, unlike District Council, SALC planned to bring this subject up with MSDC. Discussion on Grit bins. Stowuplands announced their Neighbourhood Plan had been approved by local residents at their recent referendum. This is the link for the minutes of this meeting.

<https://www.salc.org.uk/membersarea/area-meetings/midsuffolk/>

### **11.1 Neighbourhood Watch – Cllr Tranter**

‘Latest report, which will be featured in July edition of the messenger :

Incidents reported

2 weeks before end of May bank holiday

6 cars keyed in Martins Meadow

1 attempted break in of a garage in Martins Meadow

All reported to Police, although many residents had difficulty contacting the police on 101, delays up to 1 hour. 3 youths were seen and involved in these incidents, described as up to 20 years of age, around 5ft 8 to 5ft 10, 2 wearing hoodies and shorts, 1 wearing a GAP t shirt, they were driving a dark coloured ford fiesta which they parked in front of the school gates prior to these incidents taking place at around 02.30.

The police are investigating, although can only act on the residents report, not heresay from me. Other incidents reported took place over the bank holiday weekend between 00.30 and 03.00 on the Sunday morning, damage to the hogg roast van in Broadfields reported to the police, suspicious activity around the village store, and again in Colombine way and the new builds in Mill St, 3 youths, same description, looking over fences, trying garage doors etc .

The police do not respond to suspicious activity reports unless it is immediate and via 999.

Drone activity reported in village. In addition to the above report, it was advised on my helpdesk duty of flooding in Burgate road near village hall, I have investigated this whilst dry and following the recent rains, no evidence of flooding’.

### **11.2 Footpath Warden Report – Mr M Bryant**

Updates had been sent to the Clerk from our Footpath Warden, who is requesting that particularly difficult paths are cleared by a contractors, namely FT Path 21. The Bowling Alley has been cleared by our Footpath Warden, as well as other paths. Reports have been sent to our District contact by the Footpath Warden and they are in regular communication with each other.

Cllrs were very pleased with the excellent efforts Mr Bryant was carrying out.

## **12 BUSINESS PLAN 2019/2020**

### **12.1 To appoint 3yr Budget Forecast Working Party**

This item was deferred until July when more councillors would be available.

### **12.2 To consider and approve Internal Audit Report and Internal Control Document**

*It was Proposed by Cllr J Pitt, Seconded by Cllr J Malone and unanimously agreed to approve the Internal Audit Report and retain the Internal Control Document with no changes.*

**ACTION: Clerk to update**

### **12.3 Review Annual Governance and Accountability Return Section 2 Box 10 amendment (Chair to initial)**

It was highlighted in the Internal Audit that Box 10 of Section two had an incorrect amount reported for the outstanding Public Loan. This had now been corrected by the Clerk.

*It was Proposed by Cllr J Pitt, Seconded by Cllr J Bell and unanimously agreed to accept the correction and for the Chair to Initial the amendment.*

### **12.4 To consider and approve existing bankers Co-operative Society**

*It was Proposed by Cllr E Sheehan, Seconded by Cllr J Bell and unanimously agreed to accept the existing bankers for the year ahead.*

### **12.5 To discuss move of the below to July & August in the Business Plan (shown on the website):-**

*Complaints Procedure*

*Equality & Diversity Policy*

*Risk Assessment & Management Policy*

*Training Policy*

It was agreed that the top three would be moved to August, whilst the Training Policy would be moved to July. **ACTION: Clerk to update**

## 12.6 Outstanding Helpdesk Item – Drain flooding on Burgate Rd

Cllr C Tranter had addressed this in his report under item 11.1.

It was at this point that *Cllr J Malone proposed that Standing Order 3.x (that the meeting shall take a maximum of 2hrs) is suspended and for the meeting to continue. This was seconded by Cllr I Urwin and unanimously agreed.*

## 12.7 Training Review

### i. To discuss training for councillors not able to attend 2hr training on 13<sup>th</sup> June

5 Councillors were able to attend the Briefing which enabled the Parish Council to pay for only 4, an invoice would be sent by SALC shortly. It was identified that Cllr J Pitt could attend the Councillor Briefing on 18<sup>th</sup> June, the Clerk would arrange for this to be booked. **ACTION: Clerk to book**

### ii. To organise 2 day councillor training

It was advised by the Clerk that the Councillor Training takes place on either a weekday, weekend or evening and asked that Councillors provide the Clerk with dates to book, or book them and let the Clerk know before the next meeting.

## 13 PLANNING – None for consultation by the Parish Council see 8.2

## 14 HELPDESK REPORT & DISCUSS A ROTA FOR THE HELPDESK

Cllr J Bell was at the Helpdesk with SC Cllr J Fleming. The Pot Holes were discussed, Welcome packs were given out and a need for new ones for the Helpdesk once they have been updated. Thank yous were expressed by residents to the Footpath Warden for clearing the footpath where they walk. **ACTION:**

**Welcome Packs Cllr J Bell & Clerk**

**The Following Councillors agreed to organise the Helpdesk on the following dates:-**

**Cllr E Sheehan Sat 6<sup>th</sup> July**

**Cllr I Urwin Sat 3<sup>rd</sup> August**

**Cllr J Malone Sat 7<sup>th</sup> September**

**Cllr J Pitt Sat 5<sup>th</sup> October**

## 15 VILLAGE WELCOME PACK - Cllr Bell

Cllr J Bell confirmed a copy of the Welcome Pack will be sent to all councillors from Cllr J Bell for comments and discussion at the next meeting.

## 16 NEW SCC OPT-IN SCHOOL BUS PASS – Cllr Oliver, who was not in attendance, nothing discussed

## 17 SUFFOLK HIGHWAYS SELF HELP SCHEME

This was highlighted for councillors to read.

[www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme](http://www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme)

## 18 GISLINGHAM VILLAGE SIGNS AUDIT

It has been noted by more than one resident that the signs within the village are not up to standard.

Cllr J Bell agreed to take on the audit of all signs and report back to the council in August. **ACTION:**

**Cllr J Bell.**

## 19 COMMEMORATION FOR THE LATE CLLR G LAURENCE

Cllr C Tranter had suggested at the last meeting that a Commemorative Bench was erected on Charity Meadow. Cllr J Bell would firstly draft a letter to be sent to the Clerk of Gislingham United Charities requesting their permission. **ACTION: Cllr J Bell**

## 20 PLAYGROUND MAINTENENCE – (Resident email of 22<sup>nd</sup> April sent on 29<sup>th</sup> April)

Please see Clerk report, this is in progress.

## 21 SALC & NALC WEBSITE PASSWORD & USERNAME

Cllr J Bell explained what Suffolk Association of Local Councils (SALC) and National Association of Local Councils (NALC) were. Cllr J Bell offered to forward the Password & Username to all Councilors. **ACTION: Cllr J Bell**

## 22 SUMMER FAYRE PARISH COUNCIL STALL – Rota

Cllr J Bell asked that Cllrs attend the stall at some point during 12-4pm on 29<sup>th</sup> June to meet residents and introduce themselves.

## 23 ITEMS FOR THE NEXT AGENDA

*Training Policy*

*Planning & Finance Committees*  
*Outdoor Sport & Recreation 106 Funds*  
*3yr Budget Working Party Formation*  
*PIIP Results*  
*Apologies given from Cllr E Sheehan, Cllr J Malone*  
**For August agenda:**  
*New Emails & Website*  
*Gislingham Signs Audit Results*

**24 Date of the next Parish Council meeting 15<sup>th</sup> July 7:30pm**

**Meeting Closed at 9.55pm**

**Addendum**

**District Councillor Report: Gislingham Ward  
 Gislingham, Mellis, Wortham and Burgate, Thornham, Wickham Skeith.**

June 2019

<b>Annual Council meeting 20<sup>th</sup> May</b>	The recent election created ‘no-overall control’ at MSDC. At the first Council meeting held on 20 <sup>th</sup> May, Cllr Lavinia Hadingham was elected chair. She then had to use her Chair’s casting vote in order to elect the Leader and the Committee Chairs. All these posts except the Chair and Vice Chair of Overview and Scrutiny went to Conservative councillors. The Conservative and Independent group, who had gained 41% of the vote in the elections, now have 100% of the power at MSDC.
<b>Leader and Cabinet</b>	The new leader at MSDC is Cllr Suzie Morley, with Cllr Gerard Brewster as deputy leader. She announced her cabinet of 7 portfolio holders and one member without portfolio, all of whom are from the Conservative and Independent group. The Green group and the Liberal Democrats tried to collaborate with the Conservative group who no longer have a majority, but the new Leader was unwilling to offer any portfolios to member from the other two groups.
<b>Draft Joint Local Plan</b>	The agreement of the Regulation 18 Draft Joint Local Plan is due at the June Council meeting. This draft will set out the preferred strategic policies, development management policies and site allocations to guide and support development in the two districts. A cross-party working group of councillors from both districts has been set up to work on the final draft with officers. Once this draft is agreed it will go out for public consultation.
<b>Neighbourhood plans</b>	The Development of a Neighbourhood plan is essential if a Parish is to be able to manage development within its boundaries. There are three main areas to consider: infrastructure, traffic and housing. At present there are three Neighbourhood plans in Mid Suffolk progressing towards a referendum. Thurston Neighbourhood Plan is due to be agreed at the June Cabinet meeting, and both Haughley and Botesdale will be discussed in July.
<b>Crucial Crew</b>	The Crucial Crew programme for primary school children to learn about personal safety is running at The Mix in Stowmarket from 17 <sup>th</sup> to 24 <sup>th</sup> June. Over 1000 Year 6 pupils from 48 primary schools across the district are expected to attend.
<b>PCO’s</b>	Working in partnership with Suffolk Constabulary, Mid Suffolk District Council is currently funding 2 PCSOs to deal with a range of activities including parking related matters, speeding and low level anti-social behaviour and will also be available to drop in on local businesses and community organisations across the Mid Suffolk District.
<b>Restrictions on recycling</b>	The amount of goods that can be recycled in Suffolk has reduced, with TetraPak cartons and metal items such as pots and pans no longer being accepted in recycling bins. This decision was made by the Suffolk Waste Partnership following a refurbishment of the Material Recycling Facility near Great Blakenham, because the new sorting equipment that is being installed will not be able to separate out cartons.

	Cartons and metal items will now need to be taken to household recycling centres. In addition, new restrictions on composting mean that households can no longer put kitchen waste into brown bins.
<b>MSDC Developer Contributions</b>	The council is pleased to make an offer of £53431.25 inclusive of V.A.T towards the cost of the rebuild of the Gislingham Silver Band Hall/Meeting Room

Rowland Warboys

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## Parish Report June 2019 Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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**Work on A14** - Highways England is planning to close the A14 in whole or part between J51 (Beacon Hill) and J43 (Bury) at night (8.00 pm – 6.00 am) Mondays – Fridays as follows (to be confirmed): Eastbound A14 will be closed between 8<sup>th</sup> and 18<sup>th</sup> July and westbound A14 will be closed between 29<sup>th</sup> July and 16<sup>th</sup> August. The official HGV diversion route uses the A143 and A140.

**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/>

### Details of circulated emails & correspondence up to 11<sup>th</sup> June 2019

#### Sent to Councillors on 3<sup>rd</sup> June:-

- 17<sup>th</sup> May – SALC – Suffolk Day 21<sup>st</sup> June
- 20<sup>th</sup> May – McAfee Security renewal notice (18/07/19)
- 20<sup>th</sup> May – SALC Bulletin
- 22<sup>nd</sup> May – BMSDC Planning Decision DC/19/01940
- 23<sup>rd</sup> May – BMSDC planning Decision DC/01589
- 24<sup>th</sup> May – BMSDC notice of section 106 payment offer to Silver Band
- 28<sup>th</sup> May – Suffolk Highways Rd Repairs Notice 10<sup>th</sup>-14<sup>th</sup> June (now 11<sup>th</sup>)

#### Sent to Councillors on 6<sup>th</sup> June:-

- 4<sup>th</sup> June – Rural Housing Week 3<sup>rd</sup> July RSVP 26<sup>th</sup> June
- 4<sup>th</sup> June – Suffolk Highways Rd Closure 17<sup>th</sup>-21<sup>st</sup> June
- 4<sup>th</sup> June – Jo Churchill – Self Help Scheme
- 4<sup>th</sup> June – Calor Rural Community Fund reminder
- 5<sup>th</sup> June – SALC Bulletin
- 6<sup>th</sup> June – HMRC Business Help & Support
- 6<sup>th</sup> June – Mid Suffolk & North Forum 11<sup>th</sup> June
- 6<sup>th</sup> June – CAS Newsletter
- 6<sup>th</sup> June – BMSDC Invitation ‘Lunch & Learn’ Asset Community Value

#### Scanned & Sent on 6<sup>th</sup> June:-

- 22<sup>nd</sup> May – Laptop Cover from Currys Know How renewal notice
- 4<sup>th</sup> June – BMSDC Asset of Community Value – Village Shop
- 5<sup>th</sup> June – Internal Auditor Report

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

- 6<sup>th</sup> June – CIL Analysis update from Cllr J Bell
- 7<sup>th</sup> June – Footpath Update from Footpath Warden
- 7<sup>th</sup> June – Hopkins Homes
- 8<sup>th</sup> June – Silver Band comments on DC/19/01589