



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
75 Shelfanger Road
Diss, IP22 4EH
Tel: 07796 410694**

Email: clerk@gislinghamparishcouncil.com

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 17th APRIL 2023 at 7:00PM**

Present: Cllr J Bell, Cllr I Urwin, Cllr L Tacey, Cllr J Mew
Clerk – J Challis, RFO – S Budd, DC Cllr Warboys

Apologies: Cllr C Tranter, Cllr S Alexander

1 Chair's welcome and to consider and approve apologies for absence

Cllr Bell welcomed everyone to the meeting, including the members of the public. Apologies received from Cllr Tranter and Cllr Alexander were approved unanimously.

2 To receive Declarations of Interest on Agenda items

None received.

3 To received Requests for Dispensations on Agenda items

None received.

4 To resolve the draft minutes of the Parish Council Meeting held on Monday 20th March 2023 are a true and correct record.

Parish Council Meeting minutes 20th March 2023: Cllr Bell proposed approval of the minutes as a true and correct record; seconded by Cllr Urwin and approved unanimously.
'In Camera' minutes 20th March 2023: Cllr Urwin proposed approval of the minutes as a true and correct record; seconded by Cllr Mew and approved unanimously.

5 Matters Arising/Update on actions from the 20th March 2023 Parish Council Meeting

All covered elsewhere on the agenda.

6 Report from County Councillor

A copy of CC Cllr Fleming's report can be found as an addendum at the end of the minutes.

7 Report from District Councillor

A copy of DC Cllr Warboy's report can be found as an addendum at the end of the minutes.

8 Public Participation Session (15 minutes set aside)

No members of the public present.

9 Chair's Report

- Cllr Bell attended BMSDC's Joint Local Plan Modifications Teams meeting, on Thursday 30th March, reporting that it was mainly focused on ensuring the modifications were understood, rather than being a question answering exercise.

10 Clerk's Report

- A remittance advice has been received from MSDC confirming payment of the first half of the precept, £6,588.18, plus a Parish CIL payment of £7,834.74 relating to planning applications DC/20/03152 and DC/22/05230.
- The second dog bin, received as part of MSDC's Welcome back Funding Initiative, has now been installed by Footpath 56.
- The grit bins and CCTV signage and are on MSDC's list of works to install, which they have confirmed they will do as soon as possible.
- Play equipment/surfacing CIL Bid Application – due to the application being over £10,000 it needs to be approved by Cabinet at their next meeting in July, and therefore needs to be completed by mid-May. MSDC Infrastructure have confirmed that new VAS devices can be included, rather than a separate application being made in the May CIL Bid round.
- Noticeboard; no further update from the supplier regarding the condensation issues. Cllr Bell gave keys to Cllr Urwin and Cllr Tranter, and also the RFO. The Clerk already has a key.
- Play Inspection Report dated 18th January 2023: MSDC contacted the Play Inspection Company to ask why the inspection was conducted, given that Gislingham PC had advised we would be arranging our own inspection, and the contractors were present carrying out the works to the under 6 play area and resurfacing at the time the inspection was carried out. No further update from MSDC.
- Verges opposite the Lovells Development: the issues with potholes and ruts where the verges have eroded, have been reported to Lovells and Suffolk Highways.
- Litter picks: Mr Bryant has confirmed that Mendlesham Scouts are willing to organise the Spring litter pick each year. Gislingham Primary School have indicated that the school Conservation Group may be able to take on responsibility for the Autumn litter pick.
- War Memorial – the grant application to the War Memorials Trust is still ongoing.
- Defibrillator – no further updates.
- An email has been received from the Editor of the Messenger publication regarding the King's Coronation. The Editor has been approached by residents questioning why the village is not doing anything for the King's Coronation apart from the church picnic.
- The hedge encroaching on to the High Street has now been cut back.
- A resident emailed to report damage to the bridge on Mill Street. Highways are aware and have cordoned the area off whilst repairs are made.
- An email has been received from a resident making complaint of an air horn being sounded for excessive lengths of time. The Clerk has replied that concerns of this nature should be reported to the Police using their non-emergency 101 telephone number.

ACTION

- **Clerk to ensure grit bins and CCTV signage are installed as soon as possible.**
- **Clerk to pursue complaint regarding the new noticeboard**
- **Clerk to pursue response regarding the annual Play Inspection Report**
- **Clerk to pursue report to Lovells Development and Highways regarding verges**
- **Clerk to confirm whether the School Conservation Group can take on responsibility for the Autumn litter pick**
- **Clerk to draft a response to the Editor of the Messenger, for Councillor's approval before sending**

Approved response sent to the Editor of the Messenger:

As advised yesterday, and in response to your concerns regarding the King's Coronation, I included your email in my report at our meeting on Monday night.

Firstly, councillors were disappointed to hear that you have been receiving emails and comments from residents, when no one has approached me directly as the first point of contact for the Parish Council. The Parish Council funded the Queen's Platinum Jubilee events 9 months ago. However, we were not directly involved in the organisation of the events, this was undertaken by the Queen's Platinum Jubilee Committee, which was not connected to the Council. Likewise the Summer Fair was previously organised by the Summer Fair Committee, and not the Parish Council. The Parish Council currently has three vacancies, but as with the annual Litter Picks, it is difficult to find volunteers who are willing to take the lead in organising events, if we do not have the capability to do so ourselves. Furthermore we have not been approached by any organisations within the village for funding towards the King's Coronation weekend.

The Parish Council has just installed new play equipment and carried out resurfacing to the play area on Charity Meadow, at a cost of £36,868.80, and contributed £4,595.00 towards the new running track at the School, for the benefit of the whole community. These were both funded using our CIL monies.

The funding we provided for the Queen's Platinum Jubilee had to come out of precept monies. When setting the Budget for 2023/24, Councillors were mindful that they did not wish to increase the precept requested, which directly impacts resident's council tax rates. Therefore taking into account the funding provided for the Queen's Platinum Jubilee, and also the improvements to the play area at Charity Meadow, and the running track contribution, it was agreed not to set aside funds for the King's Coronation, and the precept requested actually saw a council tax band D reduction of 20.32%.

We cannot comment on events being organised by other parishes, or on behalf of Gislingham Village Hall Committee, Gislingham CE Primary School, or the Summer Fair Committee. The Parish Council is pleased to see the Coronation Picnic being organised by Gislingham PCC, which we encourage residents to support and enjoy.

11 RFO's Report

- A summary of reserves, receipts and payments, and a bank reconciliation, all to 31st March 2023, were sent to Councillors prior to the meeting.
- Cllr Tranter has conducted an audit of the last quarter of 2022/23 and confirmed all is in order.
- Payroll year end has been completed.
- Budget Monitoring: the only item with a variance on 2021/22 over 15% is the street-lighting. This is not unexpected taking into account the energy price increases.
- CIL Expenditure Report – sent to councillors in advance of the meeting, and approved unanimously. Cllr Bell then signed the report.
- The RFO is checking whether the Parish Council's insurance policy includes cover for the new surfacing to the play area, or if this is something that cannot be insured.

ACTION

- **RFO to submit signed and completed CIL Expenditure Report to MSDC**
- **RFO to advise councillors on insurance policy as above**

Cllr Bell thanked the RFO and the Clerk for their hard work.

7:44pm DC Cllr Warboys left the meeting

12 Audit Plan & Terms of Reference Approval

Sent to Councillors prior to the meeting. Approval proposed by Cllr Bell, seconded by Cllr Tacey and approved unanimously.

Cllr Bell asked when the audit will commence. The RFO said she will liaise with the auditor to ensure he has all the required documents now that the Audit Plan and Terms of Reference have been approved.

13 Neighbourhood Watch Report (Clerk)

The April Neighbourhood Watch Report can be found as an addendum at the end of the minutes.

14 Footpath Warden's Report (Martyn Bryant)

The Footpath Warden confirmed prior to the meeting that there are no updates to his February 2023 report.

15 SID (Speed Indicator Device) Report

The March SID report can be found as an addendum at the end of the minutes.

16 New Speed Indicator Devices, including approval of updated quotations

The Clerk obtained three quotations with up-to-date pricing for the new VAS devices, which were sent to councillors prior to the meeting. Councillors discussed their preferred options in order for the costs to be included within the CIL Bid application for the play equipment (as per agenda item 10 Clerk's Report). Councillors expressed preference for the option for the device to display a 'SLOW DOWN' message instead of a happy/sad face. Final approval of the exact model will be agreed at the May meeting, upon confirmation that a 'SLOW DOWN' message can be provided by the preferred supplier.

ACTION – Clerk to add to the May 2023 agenda

17 Elections 4th May 2023

The Clerk delivered completed nomination forms from councillors wishing to stand for election to the mobile Electoral station in Eye on Friday 24th March. Notification of an uncontested election has been received and published. The 9th May is when retiring councillors stand down, and the new council takes office.

18 Annual Village Meeting and Annual Parish Council Meeting Arrangements 2023

The Annual Meetings will be held on Monday 15th May. The Annual Village Meeting will start at 6pm in the Village Hall. Annual reports will be invited from organisations within the village, and the Watson Bowl and Volunteer of the Year awards for 2022 will be presented. Light refreshments will be served at the end of this meeting. The Annual Parish Council Meeting will start at 7pm. At the Annual Parish Council Meeting the Chair and Vice Chair for 2023/24 will be appointed. The Chair of the Staffing Panel will also be appointed, and Councillors will discuss whether they wish to have a Planning and Finance Committee, and confirm the meeting dates for the forthcoming year.

19 Expiry of Allotment Agreement with GAGA in May 2023

The RFO has been advised by the solicitor acting on behalf of the Landowner, that the Landowner is prepared to extend the lease for 10 years, with no changes to the terms of the current Agreement. They are happy for the payment to come directly from GAGA, but would like the Agreement to continue to be held with the Parish Council. The Clerk will take advise from SALC regarding the Council's management duties detailed in the Agreement, before a final decision is made after the election period.

ACTION – Clerk to speak to SALC as above

20 CIL Fund Application from Village Hall for purchase of a marquee

A CIL Fund Application was previously received from the Village Hall, and approval of £600.00 towards a new marquee was agreed at the 18th October 2021 meeting. The Village Hall did not proceed with purchase of the marquee, so the CIL fund payment was not made to the Village Hall, and at the meeting on 21st November 2022 it was agreed that a new application would need to be made due to the amount of time elapsed.

A new application has now been made by the Village Hall, in which it is requested that the Parish Council purchase the marquee in order to reclaim the VAT. The Village Hall will provide storage, but the marquee will be owned by the Parish Council.

Councillors discussed the request, raising concerns that there is already one marquee, possibly two, stored at the Village Hall, therefore questioning the need for another one to be purchased. A councillor who joined the Parish Council after the initial approval was given at the 18th October 2021, was particularly keen to understand the need for a new marquee.

ACTION – Clerk to ask the Village Hall for a more detailed reason for their new application, as pointed out above that there is already possibly two marquees

21 To consider quotations for cutting of the footpaths 2023

Deferred to the next meeting. The Footpath Warden has confirmed that the first cut is not required until the end of May.

22 Planning

- DC/23/01477 – APPLICATION FOR CONSENT TO CARRY OUT WORKS TO TREE(S) PROTECTED BY A TREE PRESERVATION ORDER – Proposal: Application for Works to a tree subject to Tree Preservation Order MS283/T£ - Fell 1no Ash. Location: Oak Lodge, Finningham Road, Gislingham, Eye, Suffolk, IP23 8JG.

After discussing, councillors agreed unanimously that they have no objection to this planning application.

ACTION – Clerk to add no objection comment to MSDC Planning Portal

23 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment for April 2023 (Clerk & RFO)	£816.46	Cllr Bell	Cllr Urwin	Unanimous
Clerk mileage expenses (April 2023 PC meeting)	£8.55	Cllr Urwin	Cllr Mew	Unanimous
Clerk mileage expenses to deliver Nomination Forms to Eye (total expenses shared with 2 other PCs)	£2.04	Cllr Mew	Cllr Tacey	Unanimous
Hire of Village Hall (March 2023 PC meeting)	£20.00	Cllr Tacey	Cllr Bell	Unanimous
SALC Annual Subscription	£467.53	Cllr Urwin	Cllr Mew	Unanimous
Inn House Technology – SIM card for CCTV	£25.00	Cllr Tacey	Cllr Bell	Unanimous

The RFO raised cheques for all payments, which were signed by Cllr Bell and Cllr Urwin, as all cheques need to be signed by two signatories.

24 Training

SALC New Councillor Training dates will be announced after the May elections.

25 Policies and Reports

- Website Accessibility Statement

The Website Accessibility Statement was reviewed by Councillors.

ACTION – Clerk to update review date of Website Accessibility Statement

26 IN CAMERA (Watson Bowl and Volunteer of the Year nominations)

This item was held 'In Camera' due to the confidential nature of the discussion.

27 Date of next meeting

The Date of the Annual Village Meeting is 15th May 2023 at 6pm in Gislingham Village Hall, followed immediately by the Annual Parish Council Meeting at 7pm.

Meeting Closed at 8:32 pm