



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
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**DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
MONDAY 15th MAY 2023 at 7:00PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr I Urwin, Cllr L Tacey, Cllr J Mew, Cllr S alexander,
Clerk – J Challis, RFO – S Budd, 2 members of the public

Apologies: None received

1 To elect the Chair of Gislingham Parish Council 2023/24

Outgoing Chair Cllr Bell opened the meeting and invited nominations. Cllr Tranter proposed Cllr Bell be elected as Chair for 2023/24; seconded by Cllr Mew and approved unanimously with one abstention (Cllr Bell).

2 To elect the Vice Chair of Gislingham Parish Council 2023/24

Cllr Urwin proposed Cllr Tranter be elected as Chair for 2023/24; seconded by Cllr Bell and approved unanimously with one abstention (Cllr Tranter).

3 To sign Declaration of Acceptance of Office – all Councillors

Following the 4th May 2023 elections, all councillors signed a Declaration of Acceptance of Office which was witnessed and signed by the Clerk. In addition Cllr Bell signed a Declaration of Acceptance of Office for Chair 2023/24, and Cllr Tranter signed a Declaration of Acceptance of Office for Vice Chair 2023/24, which were witnessed and signed by the Clerk.

4 New Register of Interests – all Councillors

All councillors confirmed they would complete a new Register of Interests form for the Clerk to return to MSDC within the required 28-day period.

ACTION – All Cllrs to complete ROI form and return to the Clerk as above

5 Councillor consent to receive summons electronically

All councillors gave their written consent to the Clerk, to receive summons electronically.

6 Local Government Association Model Councillor Code of Conduct

Cllr Bell proposed readopting the LGA Model Councillor Code of Conduct, previously adopted by the Parish Council on 23rd May 2022. Seconded by Cllr Mew and approved unanimously.

ACTION – Clerk to update LGA Model Councillor Code of Conduct

7 New Chair’s welcome and to consider and approve apologies for absence

Cllr Bell welcomed everyone to the meeting, including the members of the public. No apologies were received.

8 To receive Declarations of Interest on Agenda items

None received.

9 To received Requests for Dispensations on Agenda items

None received.

10 To resolve the draft minutes of the Parish Council Meeting held on Monday 17th April 2023 are a true and correct record.

Cllr Urwin proposed approval of the minutes of the Parish Council Meeting held on 17th April 2023, including the 'In Camera' minutes, as a true and correct record; seconded by Cllr Mew and approved unanimously with 2 abstentions (councillors who were not present at the meeting).

11 Matters Arising/Update on actions from the 17th April 2023 Parish Council Meeting

All covered elsewhere on the agenda.

12 To elect the Chair of the Staffing Panel and confirm Councillors who are members

Cllr Urwin nominated Cllr Tranter as Chair of the Staffing Panel 2023/24, which was seconded by Cllr Mew and approved unanimously with one abstention (Cllr Tranter).
It was agreed unanimously that all councillors would be members of the Staffing Panel, and that a minimum of three councillors are required to attend meetings.

13 To discuss if Councillors wish to form a Planning Committee

After discussing, Councillors agreed unanimously that they do not wish to form a Planning Committee.

14 To discuss if Councillors wish to form a Finance Committee

After discussing, Councillors agreed unanimously that they do not wish to form a Finance Committee.

15 To set dates for meetings to May 2024 starting at 7pm in Gislingham Village Hall

- Monday 19th June 2023
- Monday 17th July 2023
- Monday 21st August 2023
- Monday 18th September 2023
- Monday 16th October 2023
- Monday 20th November 2023
- Monday 18th December 2023
- Monday 15th January 2024
- Monday 19th February 2024
- Monday 18th March 2024
- Monday 15th April 2024
- May 2024 TBC

The above meeting time and dates were approved unanimously. The date of the Annual Parish Council Meeting, and Annual Village Meeting are to be confirmed.

16 Clerk's Report

- The grit bins and CCTV signage and are on MSDC's list of works to install. They have requested confirmation of the exact placement of the signage, Cllr Bell and Cllr Urwin stated they are willing to arrange a meeting.
- Play equipment/surfacing and new VAS device CIL Bid Application – will be completed this week prior to the next Cabinet meeting for applications over £10,000 in July.
- Noticeboard; no further update from the supplier regarding the condensation issues. After discussing, it was agreed to try placing a small container of rice inside the corner to see if it helps reduce the condensation.
- Play Inspection Report dated 18th January 2023: still awaiting response 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. Awaiting update.
- War Memorial – the grant application to the War Memorials Trust is still ongoing.
- Defibrillator – no further updates. There was a discussion regarding clarification on ownership of the old defibrillator in the phone box outside the Village Hall. A member of the public present advised they are a member of the Village Hall Committee, and will check to see if it is included on their asset register. They confirmed that it is in working order and on the active defibrillator map should a 999 operator need to identify its location.
- BMSDC have advised the start of further Examination Hearing Sessions for the BMSDC Joint Local Plan, commencing 26th June 2023 via online MS Teams meetings.
- Six Bells Inn, High Street, Gislingham - DC/21/06315 – APPEAL - APP/W3520/W/22/3306727 – The Planning Inspector has advised that the appeal has not been finalised and so no decision has been made as yet.
- BMSDC have put together provision of free holiday activities and food to eligible children: [May Holiday Activities \(office.com\)](http://www.office.com)

ACTION

- **Clerk to ensure grit bins and CCTV signage are installed as soon as possible**
- **Clerk to pursue response regarding the annual Play Inspection Report**
- **Clerk to pursue report to Lovells Development and Highways regarding verges**
- **Clerk to forward BMSDC Joint Local Plan further Examination Hearing Session details to Councillors**

17 RFO's Report

- Current Account Balance 31/03/23 – £664.29
- Deposit Account Balance 31/03/23 – £15,365.62
- Income 2022/23
 - HMRC VAT reclaim - £1,380.81
 - Mid Suffolk District Council (CIL) - £2,722.39
 - Mid Suffolk District Council (Precept) - £16,372.00
- Grants and Donations awarded 2022/23 - £547.87
- Accounts 22/23 approved by Full Council
 - The Accounts 22/23 were circulated to Councillors prior to the meeting. Cllr Bell proposed approval; seconded by Cllr Tranter and approved unanimously.
 - The Internal Audit, Internal Audit Report, and AGAR Sections 1 and 2 were circulated to Councillors prior to the meeting. Cllr Urwin proposed approval; seconded by Cllr Mew and approved unanimously. Section 1 of the AGAR was then signed by the Chair and the Clerk, and Section 2 by the Chair and the RFO.

- The Notice of Public Rights, 5th June to 14th July 2023, was circulated to Councillors prior to the meeting.
Approval was proposed by Cllr Tacey, seconded by Cllr Alexander and approved unanimously.
- To agree Councillor to conduct quarterly internal audit – Cllr Bell proposed Cllr Tranter to conduct the quarterly internal audit, seconded by Cllr Urwin, and approved unanimously with one abstention (Cllr Tranter).

The RFO also requested the Policy review dates be looked at to avoid them falling just before the year end.

ACTION – RFO to submit all required AGAR documents to the External Auditor by 30th June 2023 deadline, and Clerk to publish.

18 Neighbourhood Watch Report (Clerk)

Nothing to report.

19 Footpath Warden’s Report (Martyn Bryant)

The Footpath Warden’s Report can be found as an addendum at the end of the minutes.

20 SID (Speed Indicator Device) Report

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

21 New Speed Indicator Devices, including approval of updated quotations

Further to the meeting held on 17th April 2023, when Councillors requested confirmation that their preferred option from the quotations obtained includes a ‘SLOW DOWN’ message rather than a happy/sad face, the Clerk advised she has spoken further to the supplier. The device can be ordered to display a ‘SLOW DOWN’ message with no change to the costs provided, and can be manually turned off to comply with Suffolk Highway’s requirements for permanently installed devices. The supplier has also confirmed that it is TSRGD (Traffic Sign Regulations and General Directions) compliant. Cllr Bell proposed the Council proceed with the purchase of 3 of the devices; seconded by Cllr Urwin and approved unanimously. The Clerk will request a pro forma invoice from the supplier, to be submitted with the CIL Bid application. The Clerk will also ensure the supplier is aware that the purchase will be completed upon receipt of the CIL funds from the Playground Equipment/VAS device CIL Bid application.

ACTION – Clerk as above

22 Expiry of Allotment Agreement with GAGA in May 2023

Councillors discussed the Council’s management duties as detailed in the Agreement, concurring that significant input is required to ensure they are met. This would involve an initial assessment of the allotments, and subsequent regular inspections by a Council member. It was agreed to send a copy of the Agreement to Peter Neale and to invite him to attend the next Parish Council meeting to discuss the implications of this further.

ACTION – Clerk to speak to Peter Neale as above

23 To consider quotations for cutting of the footpaths 2023

The Clerk requested quotations for both a one-year and a three-year contract, from five different contractors. A map of the footpaths that require cutting was provided, and two cuts requested each year in May and September, weather dependant. Councillors discussed the quotations

received and agreed their preferred contractor based on a three-year contract. Cllr Bell proposed instructing the preferred contractor to proceed, on a three-year contract, which was seconded by Cllr Urwin and approved unanimously.

ACTION – Clerk to advise contractors as above

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

As discussed at the meeting held on 17th April 2023, a CIL Fund Application was previously received from the Village Hall, and approval of £600.00 towards a new marquee agreed at the 18th October 2021 meeting. The Village Hall did not proceed with the purchase of the marquee, so the CIL fund payment was not made, and at the meeting on 21st November 2022 it was agreed 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 to reclaim the VAT. The Village Hall will provide storage, but the marquee will be owned by the Parish Council.

Following Councillor's concerns regarding the need for a third marquee, the Village Hall has now confirmed that there are already three marquees stored at the Hall; small, medium and large. The small and large sizes are in a reasonable state of repair, but the medium, which is the most used, is no longer fit for purpose and needs replacing.

8:06pm Cllr Urwin left the meeting

There was a further discussion, including the fact that the Village Hall charge users for the marquees, and the subsequent implications of this if the purchase were to be approved. If the marquee belonged to the Parish Council, and income generated, it would create a significant amount of additional work to manage. There would also be insurance concerns.

8:09pm Cllr Urwin re-joined the meeting

Councillors decided that more information is still required in order for a decision to be made, and requested the Clerk ask the Village Hall how many times a hire request has been received for the marquees, and specifically for the medium sized one, over the last two years.

ACTION – Clerk to speak to the Village Hall as above

25 Gislingham United Charity nominated representative

Councillors agreed they would prefer the nomination to be a member of the Parish Council. Cllr Urwin proposed Cllr Bell be the Council's nominated Gislingham United Charity Trustee. Seconded by Cllr Tranter and approved unanimously with one abstention (Cllr Bell).

ACTION – Clerk to advise the resident who indicated their interest and attended the meeting held on 20th March 2023. Clerk to also advise the Chair of GUC.

8:14pm Cllr Alexander left the meeting

26 Planning

- DC/23/00761 – APPLICATION FOR PLANNING PERMISSION Householder Application – Erection of single storey extension. Location: 30 Martins Meadow, Gislingham, Eye, Suffolk, IP23 8H

8:15pm Cllr Alexander re-joined the meeting

After discussing, councillors agreed unanimously that they neither object to or support this planning application, however they are concerned by the comments of a neighbouring resident as detailed on MSDC's Planning Portal, and would like to make a comment requesting they are addressed. Councillors also expressed their concern that the deadline for comments against this application has almost expired. The application was not received as an electronic consultation

request in the usual way, and was only seen on the Planning Portal when the Clerk was preparing the agenda. Councillor Bell requested the Clerk forward the Planning Officer's contact details for her to express the Council's concerns directly.

ACTION – Clerk to add comment to MSDC Planning Portal as above, and request the Planning Officer's contact details to forward to Cllr Bell

27 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment for May 2023 (Clerk & RFO)	£769.62	Cllr Tacey	Cllr Alexander	Unanimous
Clerk mileage expenses (May 2023 PC meeting)	£8.55	Cllr Bell	Cllr Alexander	Unanimous
RFO mileage expenses (meeting with auditor)	£5.85	Cllr Urwin	Cllr Tranter	Unanimous
J. Bell mileage expenses (engraving of Watson Bowl and Silver Salver, and purchase of refreshments for Annual Village Meeting)	£25.65	Cllr Urwin	Cllr Tranter	Unanimous with 1 abstention
Watson Bowl Engraving – PARISH COUNCIL DEBIT CARD	£55.00	Cllr Bell	Cllr Alexander	Unanimous
Silver Salver Engraving – PARISH COUNCIL DEBIT CARD	£12.00	Cllr Tranter	Cllr Urwin	Unanimous
Refreshments for Annual Village Meeting – PARISH COUNCIL DEBIT CARD	£65.93	Cllr Tranter	Cllr Mew	Unanimous with 1 abstention

The RFO raised cheques for all payments, apart from those paid for using the Parish Council Debit Card, which were signed by Cllr Tranter and Cllr Mew as all cheques need to be signed by two signatories.

28 Training

SALC have announced New Councillor Training dates which the Clerk will forward to Cllr Tacey and Cllr Alexander. The training format has been updated and now consists of two basic two hour training sessions held online, at a cost of £60.00 plus VAT for both sessions in total.

Cllr Bell proposed approval for Cllr Tacey and Cllr Alexander to book the training as soon as possible. This was seconded by Cllr Urwin, and approved unanimously with two abstentions (Cllr Tacey and Cllr Alexander). Cllr Bell reminded all Councillors to let the Clerk know if they feel they would like to attend training, even if they have previously done so.

ACTION – Cllr Tacey and Cllr Alexander to advise Clerk which training dates they would like to book

29 Policies and Reports

- Health & Safety Policy

The Health & Safety Policy is not due for review until September 2023, but has been included on the Agenda for councillors to confirm they have re-read it for good practice.

All Councillors confirmed they have re-read the Health & Safety Policy.

30 Date of next meeting

The next meeting is due to be held on Monday 19th June 2023 at 7pm in Gislingham Village Hall.

Meeting Closed at 8:27 pm