



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 16<sup>th</sup> June 2025 at 7.00PM**

**Present:** Cllr C Tranter, Cllr C Calver, Cllr K Chapman, Cllr C Fell, Cllr F Oliver, Cllr C Saunders, Clerk/RFO – S Budd, 2 members of public, DC Cllr R Warboys arrived at 7.05pm

**Apologies:** None received

- 1 **Chair welcome and to consider and approve apologies for absence**  
Cllr C Tranter welcomed everyone to the meeting
- 2 **To receive Declarations of Interest on agenda items**  
Received from Cllr C Saunders, Item 16.
- 3 **To consider requests for Dispensations on agenda items**  
None Received
- 4 **To resolve the draft minutes of the Parish Council Meeting held on 19<sup>th</sup> May 2025 are a true and correct record.**  
The draft minutes of the Parish Council Meeting held on 19<sup>th</sup> May were approved, with 1 abstention.
- 5 **Report from County Councilor**  
CC Cllr Fleming's no report received.
- 6 **Report from District Councilor**  
DC Cllr Warboy's report can be found as an addendum to the minutes
- 7 **Public Participation Session**  
A member of public to discuss the applications for additional bus services on Thursday's and Friday's. Details on item 16.
- 8 **Chair's Report**  
Nothing to report.
- 9 **Clerk/RFO Report**
  - Internal Audit report emailed to all Councillor's prior to the meeting
  - Accounts for May were sent to all Councillors prior to the meeting
  - Parish Council to declare exemption from a limited assurance review 2024/25, AGAR Form 2 completed, proposed by Cllr Tranter, Seconded Cllr Saunders, approved unanimously.
  - Period for the exercise of public rights - 23/06/2025 to 01/08/2025.
  - Top Garden sent quotation to remove a dead tree from Village Hall grounds and cut back a tree to the right of the Village Hall, the tree has already been cut back.
  - **ACTION: Clerk request a quote from Top Garden**
  - Shaping Suffolk Together leaflets / survey distributed to all at the meeting.  
**ACTION: Clerk put on noticeboard, website, Facebook**
  - Bus Stop sign has been installed at the Bus Stop, but the old Playground sign is still on the post

- **ACTION: Clerk to Contact Highways**
- Email from Eco Power Liaison Group requesting two nominees to join the group, Councillor's discussed and Cllr Calver and Cllr Saunders agreed to join the Group
- **ACTION: Clerk to Contact Ecopower with nominations**
- War Memorial's Trust Grant payment has been approved and should be in the bank within 7 days

## **10 Neighbourhood Watch Report**

We have recently had a report of sexual abuse in Coldham Lane  
Head-on collision in Haughley 8<sup>th</sup> June  
Essex police show all other crime categories for June as zero.

## **11 Footpath Warden's Report (Martyn Byrant)**

No footpath report due to holidays

## **12 SID (Speed Indicator Device) (Stuart Wells)**

No SID report received

## **13 Flagpole at Village Hall**

The existing Flagpole at the Village Hall is near the Car Park, at VE Day celebrations the raising of the flag was out of sight from the celebrations. There is a dead pine tree on Walsham Road which could be used as a flagpole, if approval granted by Village Hall and farmer willing to donate the tree.

- **ACTION: Clerk to Contact farmer and Village Hall committee**

## **14 Watson Bowl & Volunteer of the year**

Voting and award processes were discussed, and it was decided to follow a majority voting system in the first instance and then discussion and vote for multiple nominees.

## **15 Allotments**

Cllr Oliver was due to visit the site but due to the weather it was postponed, a resident had requested a plot but site is currently full.

**ACTION: Cllr Fell to discuss with Eamone and organise a visit.**

## **16 Bus Service**

The funding applications for bus services on Thursday's and Friday's are now being looked at, Friday service to Diss, the route being discussed with Simonds is Gislingham Village Hall > Finnerham (Gislingham Road bus stop) > Thornham Magna, Four Horseshoes > into Eye via Yaxley Road > out of Eye via Victoria Hill and Brome > Stuston > Diss Bus Station.

Thursday route to Stowmarket, we are waiting for a response from the service provider.

**ACTION: Clerk to contact provider**

## **17 Planning**

DC/25/02531 Six Bells Inn – Living Accommodation window replacement

Councillors discussed the application, it was noted there is a pending PEN (Public Enforcement Notice) on the property, some people felt further works should not be granted until the conclusion of the Notice, this is expected to be on the 3rd October 2025.

On the proposed plans, there is the addition of a kitchen to the upstairs living area, which is not listed in the current application.

Windows to clad front of outbuilding/garage, the application appears to be retrospective, after unapproved works have been completed

Councillors voted and decision was to decline the application

DC/25/02215/6 West End Farm, Mellis, IP23 8EF Open sided Agricultural building

This property is in Mellis, No issue with this application

**ACTION: Clerk to respond to applications on portal**

## **18 Charity Meadow Bench**

The bench has been delivered, and Cllr Oliver will assemble and install when time permits

## **19 Finance**

<b>Payments</b>	<b>Amount</b>	<b>Proposed</b>	<b>Seconded</b>	<b>Approved</b>
Admin payment for June	<b>£54.88</b>	<b>Cllr Tranter</b>	<b>Cllr Chapman</b>	<b>Unanimous</b>
Expenses S Budd – Bench for CM	<b>£314.10</b>	<b>Cllr Oliver</b>	<b>Cllr Tranter</b>	<b>Unanimous</b>
Expenses S Budd – stationary, stamps	<b>£50.05</b>	<b>Cllr Tranter</b>	<b>Cllr Oliver</b>	<b>Unanimous</b>
Gislingham Village Hall	<b>£20.00</b>	<b>Cllr Oliver</b>	<b>Cllr Tranter</b>	<b>Unanimous</b>
Inn-House Technology	<b>£25.00</b>	<b>Cllr Tranter</b>	<b>Cllr Calver</b>	<b>Unanimous</b>
ICO renewal 21 <sup>st</sup> July DD	<b>£47.00</b>	<b>Cllr Tranter</b>	<b>Cllr Chapman</b>	<b>Unanimous</b>
Expenses S Budd – travel internal auditor, postage	<b>£5.34</b>	<b>Cllr Tranter</b>	<b>Cllr Saunders</b>	<b>Unanimous</b>
Top Garden April & May 2886&2287	<b>£846.00</b>	<b>Cllr Tranter</b>	<b>Cllr Calver</b>	<b>Unanimous</b>
Trevor Brown – Internal Auditor	<b>£250.00</b>	<b>Cllr Oliver</b>	<b>Cllr Chapman</b>	<b>Unanimous</b>

## **20 Training**

Cllr C Saunder's training sessions booked for September

## **21 Policies**

Safeguarding

Transparency

CCTV

Reserves

Financial Regulations

Health & Safety Policy

Internet Banking Policy – c/f to next meeting

Councillors discussed and decided to carry forward Internet Banking Policy to next meeting, possibility of changing bank to allow dual payment processing via internet banking, proposed by Cllr Tranter and seconded by Cllr Chapman, approved unanimously.

**ACTION:** Clerk to update the policy and upload them to the website, send bank options to councillors to discuss at the next meeting.

Date of the next meeting is **21<sup>st</sup> July 2025** at 7.00pm in Gislingham Village Hall.

Meeting closed at 8.45pm