



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

Email: clerk@gislinghamparishcouncil.com

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 18th August 2025 at 7.00PM**

Present: Cllr C Tranter, Cllr K Chapman, Cllr F Oliver, Cllr C Saunders, Cllr R Gray, Clerk/RFO – S Budd, Cllr C Fell, at 7.30pm

Apologies: Cllr C Calver, DC Cllr Warboys & CC Cllr J Fleming

1 Chair welcome and to consider and approve apologies for absence

Cllr C Tranter welcomed everyone to the meeting, apologies were received from Cllr C Calver and approved unanimously.

2 To receive Declarations of Interest on agenda items

Cllr C Saunders Item 15- Cllr Saunders did not declare an interest on the agenda item, the interest was declared on his behalf which he objected to, Cllr F Oliver Item 15-flagpole.

3 To consider requests for Dispensations on agenda items

None Received

4 To resolve the draft minutes of the Parish Council Meeting held on 21st July 2025 are a true and correct record.

The draft minutes of the Parish Council Meeting held on 21st July were approved with 1 abstention.

5 Report from County Councillor

CC Cllr Fleming's report can be found as an addendum to the minutes.

6 Report from District Councillor

DC Cllr Warboy's report can be found as an addendum to the minutes

7 Public Participation Session

No public present.

8 Chair's Report

I attended a remembrance flag flying ceremony with Cllr C Saunders on Friday 15th August along with Chris Pitt, David Braybrooke and a cornet player from the Silver Band to commemorate VJ Day.

9 Co-option

Councillor Co-option Forms for Robert Gray were circulated to all Councillors at the previous meeting; it was agreed that Mr Robert Gray met all the criteria and was welcomed to the council.

10 Clerk/RFO Report

- Accounts for July were sent to all Councillors prior to the meeting
- Volunteer has completed the litter picking at the playpark for his Duke of Edinburgh award, we would like to thank him for his work, paperwork has been signed off by Cllr Tranter.
- Co-operative bank does offer dual authorization, banking forms for dual authorization have been completed by Cllr Tranter, Cllr Oliver and Cllr Chapman for signatories and dual authorization and Clerk for dual authorization.

- Grants and Donations will take place at Octobers meeting as there is no meeting in September due to holidays
- **ACTION: Clerk to send forms to bank, return paperwork to Volunteer**

11 Neighbourhood Watch Report

Hit and run into a parked car in Botesdale – Any CCTV/Doorbell cam coverage would be appreciated.

Scams – people knocking on doors offering Drive Tarmac and roof repairs.

12 Footpath Warden's Report (Martyn Byrant)

No Footpath report for August; a complaint has been received regarding persistent dog fouling on two footpaths. To address this issue and encourage responsible behaviour among dog owners, it is proposed that a pack of 10 reminder signs be installed along the most affected footpaths. The cost for the pack is £7.99 and will help to raise awareness and prompt owners to clean up after their pets. Proposed by Cllr Tranter, seconded by Cllr Oliver, approved with 1 abstention.

13 Speed Indicator Device) (Stuart Wells/Anthony London

No SID report received

14 Lloyds Tour pf Britain Men's Cycle Race

The cycle race is due to travel through the village between 12-1pm, Gislingham Road and Mill Street may face some delays.

15 Village Hall Flagpole & Defibrillator

Cllr C. Saunders raised the matter of the defibrillator, recommending that the Parish Council assume responsibility for its ongoing maintenance and reimburse the Village Hall for previous expenses. Councillors noted that the unit had originally been gifted by the Parish Council to the Village Hall Management Committee (VHMC).

It was noted that, according to guidance from NALC, that the VHMC operates independently, manages its own funds, and is not under the control of the Parish Council.

Due to a declared Disclosable Pecuniary Interest (DPI), a councillor was unable to participate in the debate or vote on this item.

Following discussion, it was agreed that the Parish Council will assume responsibility for maintenance costs going forward until the end of the unit's operational life, the unit's life expectancy need to be established, However, the Council will not reimburse any previously incurred expenses related to its upkeep.

This proposal was made by Cllr C. Tranter, seconded by Cllr K. Chapman, and approved with one abstention.

Discussions are ongoing regarding the possible gifting of a new defibrillator unit to the Parish Council. A final decision is expected in September.

The installation of a flagpole at the Village Hall was discussed. Due to a declared DPI (Disclosable Pecuniary Interest), a councillor was unable to participate in the debate or vote on the defibrillator matter.

The Village Hall Management Committee (VHMC) has agreed to the siting of the flagpole at the Village Hall, on the condition that the Parish Council assumes full responsibility for its insurance and ongoing maintenance.

Two options for the flagpole were considered:

- **Wooden Flagpole:** Crafted from a dead pine tree, with an estimated cost of £750.00+ VAT
- **Metal Flagpole:** Approximate cost of £100.00+ VAT

Councillors discussed both options, raising concerns about insurance implications which will require further investigation, councillors agreed in principle to proceed with the wooden flagpole. Proposed by Cllr C Saunders, seconded by Cllr K Chapman, and approved with one abstention.

ACTION: Clerk to contact VHMC and find out cost for maintenance and life expectancy

Clerk to contact the insurers to find out if the flagpole can be covered in our existing policy, find out if CIL money can be used

16 Bus Services

The new service to Diss on Friday's has been confirmed and it is due to start on 5th September; I am waiting to confirmation of route times.

ACTION: Clerk to circulate route and times

17 Planning

No applications received, a question was raised regarding the Six Bells and if the previously agreed funds of £2000.00 were still available to help with legal fees if needed, it was noted that the funds could be made available.

18 Play Area

The Occupational Licence on the play area is due to expire in 2030, the GUC have agreed an extension to the lease if we pay all costs involved. I have contacted 5 solicitors for quotations, some do not deal with the type of licence, quotations are Birkett's £2250.00 + VAT + disbursements Spire £2000.00 + VAT + disbursements Ashton's £2500.00 + VAT + disbursements + £1000.00 + VAT verifying landowner; We are acting for both sides and some solicitors charge additionally, the previous clerk had a 20 min consultation with Birkett's in November 2023 and they have agreed to honour the quotation, Councillors discussed , Birkett's was proposed by Cllr C Tranter, seconded by Cllr K Chapman agreed unanimously. A QR code linking to a community survey has been circulated to Councillors to gather feedback on potential installations and improvements at the village play area. The survey will also be featured in the next edition of *The Messenger*, allowing residents to share their views. Responses will be compiled and shared with both Mid Suffolk District Council (MSDC) and the Parish Council, to we will then compile a pictorial survey of choices of equipment for residents of the village to vote on.

New signs have been installed at the play area and the toddler area, new signs for equipment are being quoted, I have sprayed the witches' hat with UD40 so it spins more freely and tighten the fixings.

Bin Emptying at the play area, this was previously carried out by Cllr Alexander and when she left it was carried out by Debbie Hunt from the playgroup, and she has now asked if this can be taken over by someone from the council. – any volunteers.

20's plenty sign was discussed briefly and it was decided to carry over to the next meeting Quotes for repairing/replacing the equipment and first draft should be ready in September and then we can carry out the pictorial survey.

19 Finance

Payments	Amount	Proposed	Seconded	Approved
Admin payment for August	£553.76	Cllr Tranter	Cllr Fell	Unanimous
MSDC -	£823.51	Cllr Chapman	Cllr Tranter	Unanimous
Expenses – Suffolk Preservation Society	£30.00	Cllr Oliver	Cllr Chapman	Unanimous
Gislingham Village Hall - July	£20.00	Cllr Oliver	Cllr Tranter	Unanimous
Inn-House Technology CCTV Sim	£25.00	Cllr Tranter	Cllr Chapman	Unanimous
Clear Council Insurance	£954.53	Cllr Tranter	Cllr Oliver	Unanimous

20 Training

Cllr C Saunders has been moved and is now taking place in October.

Following on from the staff appraisal it was agreed that the clerk should look into the ILCA training £120.00 + VAT and the new Cilca is not available until February 2026, proposed by Cllr Tranter, seconded by Cllr Fell approved unanimously.

Date of the next meeting is **16th October 2025** at 7.00pm in Gislingham Village Hall.

Meeting closed at 8.20pm