



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
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**MINUTES OF THE PARISH COUNCIL MEETING HELD BY ZOOM VIDEO LINK ON
MONDAY 15th FEBRUARY 2021 @ 6PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr J Clifford, Cllr I Urwin, Cllr D Kearsley, Cllr F Oliver
Cllr J Mew
Clerk – J Challis
DC Cllr R Warboys, CC Cllr J Fleming

Apologies: None received

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

Cllr Bell welcomed everyone to the meeting, including new councillor Cllr Mew. Cllr Bell noted that apologies had been received from Mr Bryant the Footpath Warden.

2 To receive Declarations of Interest on agenda items

None received.

3 To consider requests for Dispensations on agenda items

None requested.

4 To resolve the draft minutes of the Parish Council Meetings (via Zoom) held on Monday 18th January 2021 are a true and correct record.

The minutes for 18th January 2021 (via zoom) were approved unanimously.

5 Matters Arising / Update on actions from the 18th January 2021 meeting.

- Zoom share - it is not possible to recharge Mellis Parish Council for sharing Gislingham Parish Council's Zoom account. The Chair proposed to allow them to use it free of charge in exchange for occasionally sharing their website training. Cllr C Tranter seconded the proposal, and it was agreed unanimously.
- A letter has been sent by Cllr Bell to the resident advising that the salt bin cannot be relocated.
- The Clerk has noted the Council's planning comments for Planning DC/21/00456 on MSDC Planning Portal.
- The Clerk has sent the approved response to MSDC re Broadfields Close.
- Gislingham Primary School Running Track Application - a Compliant Consultation letter has been received from MSDC. The Chair has called an Extraordinary Meeting on 18th February 2021 as the letter was received too late to include on the Agenda for this meeting.
- Geoff Laurence memorial bench – still ongoing due to Covid-19 restrictions.
- Charity Meadow play equipment repairs - Cllr Bell and Cllr Urwin have taken pictures and measurements of the areas needing replacement safety surfacing, which the Clerk will

forward to suppliers requesting quotations. Whilst there they also noted suitable places for signage which have been forwarded to Cllr Clifford.

6:15pm Cllr F Oliver joined the meeting. Cllr Bell apologised that she did not see Cllr Oliver requesting permission to enter the Zoom Meeting.

6 Report from County Councillor

No report received

6:17pm DC Cllr R Warboys joined the meeting.

7 Report from District Councillor

DC Cllr R Warboys advised that he will send his report after the District Council's budget meeting due to be held on 18th February 2021.

He advised of two local issues; work being carried out to the culvert on Back Street, and flood management in the village which is an ongoing project the County Council are also involved with. There was a discussion about the current flooding issues in the village.

8 Public Participation Session (15 minutes set aside)

No members of the public present.

9 Chair's Report

- Policies/Documentation – these need reviewing before the end of the current financial year and will be an Agenda item for March.
- Annual Meetings - we need to start planning the Annual Parish Council Meeting and Annual Parish (Village) Meeting. SALC have advised that there are currently no plans from the government to extend the legislation which allowed these meetings to be cancelled last year due to the pandemic. Therefore unless the legislation is extended in the interim these meetings must be between 1-6 May 2021 if being held remotely. Cllr Bell will write an article for the next edition of the Messenger asking residents who they would like to nominate for the Watson Bowl. Cllr Bell requested any nominations for Parish Council Chair or Vice Chair to be sent to the Clerk.

**ACTION Annual Meetings – Chair to write an article for the Messenger
Annual Meetings and Policies/Documentation to be an Agenda item for March**

10 Clerk's Report (and RFO)

- Damage to church pathway edging and Charity Meadow picnic benches – The grass cutting contractor has attended the church pathway damage with the Deputy Church Warden, and will return to fix it. They have confirmed they will also look at the picnic benches but have not been able to do this yet.
- Litter bins - the Clerk obtained and forwarded three quotations for new litter bins to Councillors prior to the meeting. After a brief discussion Councillors unanimously agreed to order five black hooded 105 litre capacity bins at a cost of £170.74 plus VAT. Four will be replacements, and the fifth will be installed outside the primary school.
- Dog bins – The Clerk advised that additional fixings were required for the new dog bins, at a cost of £24.99 each plus VAT. Councillors agreed unanimously to this cost.
- Provider to empty refuse bin on Charity Meadow – this is ongoing.
- Website – work to the website is ongoing
- Replacing damaged signage in the village – this is ongoing.
Cllr Bell queried whether there was an update to the Highways report logged (no. 00302219) for the missing 'Gislingham' sign on Burgate Road. The Clerk has not yet received an update but will find out and report back.

- Charity Meadow Play Equipment Repairs – the measurements and photos taken by Cllr Bell and Cllr Urwin have been sent to the suppliers. The Clerk will report back once their responses are received.
- Salt bins – specific details of the repairs/replacements needed are required but this cannot be done yet as they have only just been refilled.

The RFO sent a summary of the Reserves, and Receipts and Payments as of 29/01/21 to Councillors before the meeting.

ACTION

- **Clerk to ensure grass cutting contractor looks at the picnic benches**
- **Clerk to order litter bins and additional fixings for dog bins, and look into installation**
- **Clerk to request an update on Highways report no. 00302219**
- **Charity Meadow Play Equipment Repairs – Clerk to report back once quotations received**

11 Neighbourhood Watch Report

Cllr Tranter sent his report to Councillors prior to the meeting, a copy of which can be found as an addendum at the end of the minutes.

12 Footpath Warden Report

Mr Bryant sent a copy of his report which the Clerk emailed to Councillors prior to the meeting. A copy can be found as an addendum at the end of the minutes.

13 SID (Speed Indicator Device) Report

The SID report will be forwarded to Councillors and added as an addendum to the minutes once received.

14 Planning DC/21/00456 – 1 Hillcrest, Gislingham, Eye, Suffolk, IP23 8HR

Councillors discussed this application and agreed that they did not have any objections to the application.

ACTION Clerk to note on the MSDC Planning Portal that Gislingham Parish Council have no objection.

6:41pm CC Cllr J Fleming joined the meeting

The Chair proposed to return to Agenda item 6, which was agreed unanimously

(6 Report from County Councillor)

CC Cllr J Fleming read out her report, a copy can be found as an addendum at the end of the minutes.

CC Cllr J Fleming noted that consultation plans for a new build West Suffolk hospital in Bury St Edmunds are underway. She will send details of a community engagement initiative created to consult people affected by the project.

Gislingham Primary School has now been included in a list of MSDC projects relating to traffic/dangerous parking. This was an Agenda item in November 2020 when a resident brought dangerous traffic and parking issues outside the school to the Council's attention.

The garden waste collection is still suspended.

Cllr Bell commented that general waste bin collections are currently a few days behind schedule. Cllr J Fleming recommended residents continue to leave their bins out for collection as MSDC are working hard to catch up.

Cllr Fleming reiterated the importance of reporting flooding issues so that a report number is generated. She confirmed that engineering work and an assessment will be carried out in the village to address the situation.

Cllr Fleming confirmed the bus routes will be looked at in the autumn and thanked Cllr Urwin for keeping a close eye on the situation.

6:55pm CC Cllr Fleming left the meeting

15 Footpath Cutting Tenders Paths 007, 20, 21, 37, 45, 56, 59 and 61

Having received confirmation from Mr Bryant the Footpath Warden as to which paths need cutting and how frequently, the Clerk has obtained three tenders for cutting eight footpaths. One cut in May, and one cut in September.

After Councillors had discussed each tender, Cllr I Urwin proposed to proceed with the tender received from Mid Suffolk District Council, Cllr Bell seconded this proposal, and it was agreed unanimously with one abstention.

ACTION – Clerk to confirm acceptance to the chosen contractor, and to express the Council’s thanks to the other two contractors but advise they were unsuccessful this time.

16 Finance

Admin Payment (Clerk & RFO) - **£521.40** agreed unanimously

Zoom Subscription for February meeting (Direct from Co-op Bank account) - **£14.39** agreed unanimously

SALC Planning Training (Oct 2020) - **£30.00** agreed unanimously with one abstention (new Cllr co-opted January 2021)

SALC Clerk Training (Nov/Dec 2020) - **£180.00** agreed unanimously with one abstention (new Cllr co-opted January 2021)

SALC RFO Budget/audit Finance Training - **£30.00** agreed unanimously with one abstention (new Cllr co-opted January 2021)

Action Cllr Bell to pay approved invoices by BACS.

17 Training

Cllr Mews 6 x SALC New Councillor Training modules - £180

Cllr Oliver 1 x SALC New Councillor Training module - £30

Cllr Urwin online Health & Safety course - £36.00

Cllr Urwin Playground Inspection Co. Routine Inspectors course including end exam - £205

Cllr Urwin transport cost to attend Routine Inspectors course due to be held in Elmswell - TBA

RFO SALC End of Year Accounts training - £30.00

Cllr Bell queried who decides the appointment of the internal auditor? After a brief discussion it was decided to ask the RFO to look into this and advise the Parish Council together with costings for approval.

Approved unanimously

ACTION RFO to confirm whether appointment of the internal auditor needs Council approval, or whether the RFO can decide, and provide costings.

18 Date of next meeting 18th February 2021 at 6pm via Zoom.

Meeting Closed at 7:20pm

County Councillor Report



February 2021

Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

Jessica.fleming@suffolk.gov.uk Tel: 07714-597980 Twitter: @jesstfleming

COVID Vaccination Programme – The Suffolk & NE Essex Clinical Commissioning Group (CCG) has developed a web site for Suffolk residents about the vaccine rollout, call up process, and about web based public engagement sessions [SNEE NHS COVID-19 Vaccination Service website](#).

West Suffolk Hospital New Build Community Engagement - Hardwick Manor has been announced as the preferred site for a new West Suffolk hospital subject to business case review. More information about the plans is on <https://www.wsh.nhs.uk/new-healthcare-facility>.

School Safety – In August 2020, Suffolk Highways assigned funds to tackle dirty or damaged signs and refresh faded road markings around our county's schools. Road markings around Gislingham Primary School are included in this work stream which is expected to commence in the next month or two. Problems of traffic and parking around the school have been previously reported to the Safety and Speed Team, and assigned Customer Ref No: 296597.

Suffolk County Council Budget Agreed – The Council at its February meeting announced a budget of £597.9million - an increase of £41million (7.4%) on 2020/21. About £15m is allocated to ongoing pandemic responses. Council tax will increase by 3.99% of which 2% is dedicated to social care.

Recycling and Get Recycling Right Campaign - The Suffolk Waste Partnership is promoting an information campaign about what can be placed in recycling bins. Not all items labelled as recyclable are suitable for the bins, some items such as cartons should be brought to recycling centres. Information about what you can and can't recycle can be found at www.suffolkrecycling.org.uk

Please note that garden waste collection remains temporarily suspended due to pandemic related staff shortages.

Public Consultation - A12 improvements - A14 at Seven Hills to A1152 at Wood Lane, Melton ("the A12 Scheme") includes proposals for additional traffic lights. Commences 9th Feb - 19 March. Details are available at www.suffolk.gov.uk/A12improvements There will be two public virtual events where people can hear a presentation on the proposals and ask questions – details and link available on the webpage.

DISTRICT COUNCILLOR'S REPORT FEBRUARY 2021

<p>Current COVID - 19 Information</p>	<p>Home But Not Alone number and underpinning services. 0800 876 6926. The phonenumber are open from 9am to 5pm, Mon to Fri. Demand on the Home But Not Alone phone number has grown but the most significant calls involve help with complex mental health issues.</p> <p>Latest news: https://www.midsuffolk.gov.uk/features/our-covid-19-response/ Suffolk Advice and Support Service: Hardship Fund: For financial advice or support with access to food, call The Suffolk Advice and Support Service on 0800 068 3131.</p> <p>Covid-19 business grants now available Business in Babergh and Mid Suffolk who have had to close their doors to customers, or have been significantly financially impacted by Covid-19 restrictions, may be eligible for support. Further info. https://www.midsuffolk.gov.uk/features/support-available-for-businesses-in-babergh-and-mid-suffolk</p> <p>The numbers of COVID-19 cases and deaths are on the Suffolk public health site which can be accessed at: HTTPS://www.healthysuffolk.org.uk/jsna/coronawatch. It has data massaged by SODA into a really informative form.</p>
<p>INDEPENDENT LIVING SERVICE</p>	<p>New 'Independent Living Service' developed to help improve the quality of life of the districts' most vulnerable residents needing home adaptations - offering advice and support to help them live independently and safely in their homes. More information: https://www.babergh.gov.uk/housing/private-sector-housing-grants/independent-living-service/ You could receive a Disabled Facilities Grant if you or someone in your household is disabled and changes to your home are needed. Who is the service for? The service is for residents who:live in Babergh or Mid Suffolk, have a registered (or able to be registered as) disability, own a home or rent from a private landlord</p> <p>If you are a Council or housing association tenant, contact your Housing Officer for help and advice on how you can remain safely in your home or consider alternative accommodation.</p>
<p>Locality Budget</p>	<p>Please be advised the deadline date for submitting 2020/21 Locality Awards applications to Councillors before Friday 26th February 2021, two weeks prior to the deadline. Updated forms with wording to this effect have been uploaded to MSDC website.</p>
<p>New West Suffolk Hospital</p>	<p>As the plans for a new hospital for West Suffolk get underway it is important that as many people are involved in developing the proposals as possible. The vision for the West Suffolk NHS Foundation Trust (WSFT) project is to ensure the way that health services are delivered is fit for the local population's current and future needs and the team need your help to do that. The new facility is for West Suffolk people and is to be designed by West Suffolk people.</p> <p>The project team are establishing a Co-production Community Engagement Group (CCEG) which will help shape the public engagement around the hospital redevelopment.</p> <p>If you would like to join the CCEG or to find out more information, please visit the website at https://www.wsh.nhs.uk/New-healthcare-facility/Get-involved.aspx and complete an expression of interest form.</p>

Advance notice -elections	B&MSDC will be observing a pre-election period moratorium (purdah) in respect of the forthcoming Police and Crime Commissioner and Suffolk County Council Elections on Thursday 6 May 2021. The moratorium will run from 25 March 2021 – the date that the notice of election is published – through to 7 May 2021. Please note that the Mid Suffolk full council meeting will not be affected as the notice will be published after the meeting has concluded.
CENSUS 21 21 st March	<p>Feb 22-27 Advance Card Lands Mar 3-12 Initial contact Packs Digital-first pack: Aims to:</p> <ul style="list-style-type: none"> • Provide Digital-First households (89% of all households) with their household access code for the electronic questionnaire. • Replicate messaging that appears on the front page of the paper questionnaire. • Provide help options - including where to request a paper questionnaire. <p>Followed by reminders, a “Field Force”, non-compliance measures 30th April From 2011 Census: Household Spaces with at least one usual resident 40,306 – 96% Household spaces with no usual residents 1,623 – 4%</p>
16 th Feb MSDC Council Meeting	<p>2021/22 Budget The Council was asked to vote to approve the budget, in particular: That the General Fund Budget for 2021/22 is based on an increase to Council Tax of 1.66% which equates to £2.80 per annum (23p per month) for a Band D property. This will raise a total sum in the region of a total of £130,000.. This increase was opposed by the opposition on the grounds that the budget was being set year on year to create a surplus that would increase reserves further and this increase was unnecessary and inappropriate in these difficult times.</p> <p>An extra item was: “That the General Fund Budget proposals for 2021/22 and four-year outlook set out in the report be approved, <i>and that recommendations to Cabinet be prepared, using a balanced, cross-party approach, for the allocation of the additional £4m of funding for investment in our local economy, housing, the wellbeing of our residents and in our communities. This cross-party approach would also give consideration to the budget amendments proposed in 2020/21 and 2021/22.</i>”</p> <p>This was in response to a detailed set of amendments to the budget that were targeted to achieve the councils stratic priorities and support the ambition of achieving carbon net zero by 2030. Those amendments were withdrawn and this was supported by both the administration and the opposition.]The administration also put forward the Housing Revenue Account Budget which was carried although again the opposition opposed it because of increases in Social Rents for the most vulnerable that were again inappropriate and unjustified in the context of reserves being held.</p>
Bins	<p>Message 9th Feb “I’m sorry I can’t be more definite but as soon as we can safely start collecting we will. That may be tomorrow, however if we do it will be limited to areas that are safe to do so. We’ve the safety of moving the large vehicles about as well as the guys safety making the collections on untreated surfaces. We will work weekends to try and catch up and can get extra crews out as available next week (COVID absence has impacted the service as well) We will take extra waste and if you can advise residents to leave bins out and will be along as soon as we can.”</p> <p>Oliver Faiers Corporate Manager – Waste, Recycling & Fleet</p>

Neighbourhood Watch Report February 2021 – Cllr C Tranter

I have today been advised by a resident in Mill Street of theft of their oil from their garden oil tank, sometime between 1st and 8th February.

This is obviously of great concern that despicable people would steal a heating source from our elderly and vulnerable residents at this particularly difficult and cold time of year.

Please check your oil tanks, make sure that they are locked and secure, check for leaks, and if you have been subject to a similar incident please let me know, and I will advise the police accordingly, and highlight this to the various information services that we utilise.

Thank you for your co-operation, stay safe.

Gislingham Footpath Report – February 2021

The footpaths continue to be in very bad condition with all the rain and snow. Hopefully with some drier weather, they may start to dry out.

Some of the cross-field paths have not been reinstated, however, a conversation with the SCC PROW Officer has requested I submit a report for each one and they will contact the landowner to reinstate as soon as the weather permits.

When I was recently submitting a report of the SCC site, I did notice that several reports had been submitted by residents. I have mentioned to the PROW Officer and he will be contacting the residents to give them an update.

I have submitted a report to the Messenger with the following comment, so hopefully this will help our residents.

'It would be helpful in future, if you do see an obstruction, overhead branches or undergrowth, that is restricting your access to the footpath or bridleway, to please contact me in the first instance, as the Parish Council will contact the house or landowner to request they cut back the obstruction. In certain situations, a contractor will need to attend to do this work.'

'One resident did ask to have the footpaths cut by the SCC. The current situation is that the SCC has a dedicated list of footpaths in Gislingham that they cut twice a year and at present, this list cannot be added to. There are about 8 other footpaths in the village that can get overgrown, so the Parish Council have employed a contractor to cut these paths also twice a year. If you do find a path that is overgrown, then again contact me, as I can identify if it is in the SCC or PC remit or one that needs to be added to our list.'

I have had another email from a resident, regarding the footpaths across land owned by a Farm on Morley's Lane. I have emailed the PROW Officer and he is investigating the situation with a colleague to rectify the situation and to reinstate the footpaths. I have included part of the email:

'I have now walked the route four times with my dog and had a number of conversations with villagers about this situation.

My findings over my four walks have been, lack of any SCC "Footpath" signage. No "Bridge" access over the drainage ditches and just recently, he has ploughed over the Right of Way. Looking through the regulations, landowners that plough over a Right of Way are required to reinstate the footpath within two weeks. Needless to say, he has not done this.

At some stage he has placed an old gate in the way of the footpath at the Finningham road end which basically writes off the whole footpath from one end to the other.

I believe that it is the responsibility of Suffolk County Council to maintain this right of way and perhaps it is about time now that they took action against this Farmer to restore this important footpath to be enjoyed by villagers and other people alike.'

I have submitted a list of the footpaths to be cut with maps to the Parish Clerk to be distributed to the potential contractors.

My apologies for not being able to attend the meeting, so if you do have any questions, then the Clerk can send me an email.

Martyn Bryant
Gislingham Footpath Warden

SID Analysis February 2021

For Project: Mill Street Gislingham
Project Notes:
Location/Name: Westbound
Report Generated: 21/02/2021 10:33
Speed Intervals 5 MPH
Time Intervals Instant
Traffic Report From 17/01/2021 13:00:00 through 18/02/2021 05:59:59
85th Percentile Speed 29.6 MPH
85th Percentile Vehicles 10792
Max Speed 55 MPH on 03/02/2021 19:10:00
Total Vehicles 12697
AADT: 400

Volumes - weekly counts

Time 5 Day 7 Day

Average Daily 421 386
AM Peak 01:00 79 79
PM Peak 04:00 31 35

Speed

Speed Limit: 30
85th Percentile Speed: 29.6
Average Speed: 21.09

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Count over limit 222 272 267 190 239 200 148
% over limit 14.2 12.7 16.1 6.1 14.7 11.8 16.8
Avg Speeder 33.3 33.4 33.6 33.3 33.3 33.2 33.9