



**GISLINGHAM  
PARISH COUNCIL**

*Working for our Community*

**MINUTES OF THE PARISH COUNCIL MEETING HELD AT  
GISLINGHAM VILLAGE HALL ON MONDAY 20<sup>TH</sup> JANUARY AT 7.30PM**

**Present:** Cllr J Bell, Cllr C Tranter, Cllr I Urwin, Cllr T Holder, Cllr F Oliver  
CC Cllr J Fleming, DC Cllr R Warboys, 7 Members of the Public

**Apologies:** Cllr C Saunders, Cllr E Sheehan

**1. Chairman's welcome and to accept Councillors' apologies**

Apologies were received from Cllr C Saunders and Cllr E Sheehan and were accepted.

**2. To receive Declarations of Interest**

None received.

**3. To consider requests for Dispensations**

No dispensations requested.

**4. To resolve that the Minutes of the meeting of the Parish Council held on 16<sup>th</sup> December 2019 are a true and correct record.**

The minutes were not signed off as there was not a quorate of attendees this evening who were present at the December meeting. The minutes will be carried over to the February 2020 for approval and signing off.

**5. Public Participation Session (15 minutes set aside)**

There were no questions from residents in attendance, but the Chair advised that she would accept any questions relating to Item 7 when it was presented.

**6. Reports received from County Councillor and District Councillor**

6.1 Cllr J Fleming gave her report, a copy of which can be found as an addendum at the end of the minutes.

6.2 Cllr R Warboys gave his report, a copy of which can be found as an addendum at the end of the minutes.

**7. Buses update (Cllr Urwin)**

Cllr Urwin attended a meeting at Suffolk County Council on 13<sup>th</sup> January 2020. There are ongoing discussions with Simonds Coaches regarding potential additional service to Diss. The Parish Council will keep residents updated on future meetings, yet to be arranged. The Chair thanked Cllr Urwin for attending the meeting.

**8. ACV (Cllr Sheehan)**

8.1 Six Bells PH

8.2 Village Shop

8.3 Gislingham Silver Band Hut

**ACTION**

As Cllr Sheehan was not present this evening this item will be carried over to February.

**9. To receive Progress Reports for Information**

**a. Chair's Report (Cllr Bell)**

Budget and Precept agreed at the December 2019 meeting. Paperwork to be signed off this evening.

Cllr Bell advised that we have now appointed a new Parish Clerk and Responsible Financial Officer, who was introduced to Councillors.

**ACTION**

Signed documentation to be forwarded by Cllr Bell to MSDC (closing date is 31<sup>st</sup> January 2020)

**b. Footpath Warden (Mr Bryant)**

Nothing to Report.

*J Bell*

Cllr Bell advised that discussions regarding equipment for the Footpath Warden would be discussed at a future Parish Council Meeting. The Footpath Map (the order to be confirmed when the invoice has been approved at Item 13).

**ACTION**

Cllr Bell to confirm order for Footpath Map.

**c. Speed Indicator Device (SID) (Mr Wells) Report**

A summary can be found as an addendum at the end of the minutes. The full report is available on request.

**d. Helpdesk Feedback (January – Cllr Bell)**

Cllr Bell who was on duty in January advised that rather than have the Help Desk set up in the Village Hall at the Book Sale she chose to circulate which was less formal and introduced herself. Cllr Bell accepted that it was a different approach but felt that it was a better use of time and a more personal approach was well received. It was decided not to have a formal rota for Councillors to attend (the first Saturday in the month) but Councillors asked to pop into the Book Sale (coffee and cake on offer) and to socialise with residents

**ACTION**

Purchase some badges for Councillors to wear at the Book Sale.

**e. Neighbourhood Watch (Cllr Tranter)**

A copy of this report can be found as an addendum at the end of the minutes.

**10. Planning**

- DC/20/00045 – Former Pig Barn at Lodge Farm, Back Street, Gislingham IP23 8JH  
Councillors had objections.

**ACTION**

Cllr Bell to post response on Planning Portal.

**11. Update Councillor Emails and Parish Council Website (Cllr Sheehan)**

This is ongoing. Councillors not already allocated a Gislingham Parish Council email address will be contacted by Cllr Sheehan.

**12. Training**

The new Parish Clerk is booked to attend the following:

- Clerk's Course – 2 whole days (January)
- GDPR – half day (February)
- Agendas/Minutes/Notices – half day (February)

Councillors unanimously approved these courses.

Cllr Holder has yet to complete his Councillor Training.

**ACTION**

Cllr Bell to email Cllr Holder details for him to book his training with SALC.

**13. Finance – To approve the following invoices for payment (Resolution required)**

Expenses – Cllr Urwin – Travel to SCC December 2019 & January 2020 re: Buss meeting £21.00

Footpath Map (will be affixed to Village Hall) - £121.95

Annual Play Inspection 2019 £60.11 (inc VAT)

Community Action Suffolk (CAS) Website subscription £55.00 (inc VAT)

Village Hall Hire Oct/Nov/Dec 2019 £54.00

**Proposed by: Cllr Bell**

**Seconded by: Cllr Tranter**

Unanimous except for one abstention (Cllr Urwin in receipt of expenses)

**14. Grass Cutting**

Cllr Bell advised that four quotes were sought. One Contractor has provided a quotation of £2400 per annum and also offered a quote of £7200 if we signed up for a 3 year contract, which meant increases over the coming years would be capped at £2400 per annum.

**ACTION**

Cllr Bell to contact Contractor to confirm quotation for Year 1 at £2400 and to request a contract is forwarded detailing the 3 year quote and to discuss the cancellation clause and annual review.

**15. The future provision of services/activities to support all residents in Gislingham (Cllr Holder)**

A discussion took place when it was decided to look at this issue in more depth. Cllr Bell said that the CIL Report, which has now been uploaded to the Website, identified the absence of activities for all residents in Gislingham. It was agreed that as there had been no further meetings of the OS&R sub-Committee it would be dissolved and incorporated into this initiative.

**16. OS&R sub-Committee (Cllr Oliver)**

Now dissolved – refer to Item 15.

**17. Staffing Panel**

A discussion took place regarding filling the vacant seat on this Panel. It was suggested that Cllr Bell join the Staffing Panel.

**Proposed: Cllr Tranter**

**Seconded: Cllr Holder**

Unanimous except for one abstention (Cllr Bell)

**18. Memorial Bench (Ex Cllr G Laurence)**

One quote has been received so far. Ongoing.

**ACTION**

More quotes to be obtained.

**19. Gislingham United Charity (GUC) Nomination**

A resident has agreed to be the Parish Council nominee as Trustee to GUC. Cllr Bell said that there was now another vacancy for us to nominate as the GUC Trustee standing down has now served their term. Councillors were asked to think of any residents they feel may be interested on taking this on.

**ACTION**

Cllr Bell will email details of the role of a Trustee on GUC to Councillors.

**20. Co-options (2 seats)**

Two residents had indicated their interest in becoming a Parish Councillor. They were both interviewed. A vote took place, which was unanimous, and both were accepted. Ms Diana Kearsley and Ms Jo Clifford were congratulated and given documentation for completion and return to process their application. Both will formally take their place on the Parish Council when completed forms have been returned.

**ACTION**

Documentation to be processed when received.

**21. To consider excluding the public and press**

To consider excluding the public and press for the next item as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies Admission to Meetings Act – 1960)

As there were confidential items to discuss members of the public were kindly asked to leave.

**22. Next Parish Council Meeting: Monday 17<sup>th</sup> February 2020**

**Meeting concluded at 9.30pm**

**Councillor Tranter was thanked for minuting this meeting.**



## Parish Report January 2020

### Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980 Twitter: @jesstfleming

**Bus Services Update** – A meeting was held on 13<sup>th</sup> January with County Council officers and was attended by Cllr Ian Urwin who will update the Parish Council.

The bus services timetables for some County routes have been updated, refer to timetable changes at [www.suffolkonboard.com](http://www.suffolkonboard.com)

**Roadworks Permit Scheme** – SCC intends to introduce a permit scheme for all road and street works which will give the County Council powers to manage and condition work carried out on the public highway such as utilities and Suffolk Highways. The proposal will be considered at a Cabinet meeting on Tuesday 28<sup>th</sup> January and if approved, will be in place from 1<sup>st</sup> April. Details of the Cabinet report are available on Suffolk County Council's [website](#) under the item 28-01-2020.

**Post-16 School Travel Policy Consultation** – SCC is seeking views on proposed Post-16 Travel Policy (mainly clarifications); the consultation runs from 13<sup>th</sup> January until 26 February 2020 and affects Year 11 and 12 students. Please refer to the online survey at [www.suffolk.gov.uk/consultations](http://www.suffolk.gov.uk/consultations), email views to [Post-16TravelConsultation@suffolk.gov.uk](mailto:Post-16TravelConsultation@suffolk.gov.uk) or write to Post-16 Travel Consultation Team, Floor 3 Gold, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

**New Special Educational Needs and Disability (SEND) units** - The following schools have been identified to develop adjunct SEND facilities:

- **Two Generic Key Stage 1 (Primary) Units** – Pipers Vale Academy and Burton End Academy
- **Three Communication and Interaction Key Stage 2 Units** – Murrayfield Primary Academy, Houldsworth Valley Primary Academy, and Causton Junior School
- **One Cognition and Learning Key Stage 2 Unit** – Clements Primary Academy
- **Three Communication and Interaction Key Stage 3/4 Units** – Copleston High School, Ixworth School, and Newmarket Academy
- **One Cognition and Learning Key Stage 3/4 Unit** – Castle Manor Primary Academy.

These units will provide 168 additional specialist placements in Suffolk as of September 2020.

A further commissioning round will begin in Spring 2020 to consider further expressions of interest from mainstream schools who would like to open units in September 2021.

## District Councillor Report: Gislingham Ward

**Mellis, Gislingham, Thornham, Wickham Skeith, Wortham and Burgate Parish Councils**  
January 2020

### **General Election – December 12**

Last month saw the General Election on 12 December with many of our staff involved administering and counting the votes. You can find the full results on our website. <https://www.babergh.gov.uk/elections/general-election-2019/>

### **Mid Suffolk councillors consider budget for 2020/21**

The first draft of Mid Suffolk District Council's budget for 2020/21 is set to be considered by councillors later this month, including a 1.66% increase in its share of council tax, adding £2.76 a year to the bill of a Band D Property.

### **District Council Budget and Council Tax Notes**

*Members received a briefing on the draft budget for 2020/21. This draft budget will be considered by Cabinet on 13 January and Overview and Scrutiny Committee on 16 January; it is expected to be approved at full Council meeting on 27 February. Government have agreed that Shire Districts may increase council tax by £5 or 2% whichever is the greater. There are no new proposals for Central Government grants to District Councils. Government propose to phase out or replace New Homes Bonus. Any new grant is likely to be based upon achieving higher house building targets.*

*New Homes Bonus for 2020/21 will be £1.612M, an increase of £232k over 2019/20 but is likely to reduce (possibly by 50%) in 2021/22.*

*Baseline business rates will increase by 2%. Government propose a full business rates revaluation in 2021; a fundamental review of business rates is also likely.*

*Factors taken into account in preparing the draft budget include: a recent increase in the Public Works Loans Board interest rate; the Climate Emergency and continuing uncertainty over BREXIT.*

*There is £5.8M in Suffolk Pooled Business Rates Fund; £280k remains unallocated from the Mid Suffolk Business Rates pilot; MSDC is holding CIL of £8.5M; Mid Suffolk Growth and Efficiency Fund has £3m unallocated;*

*The effect of the Provisional Settlement from Government is £213k better than previously assumed. £500,000 is being allocated this year for measures to mitigate climate change, followed by a further £500,000 next year.*

*The net revenue budget is proposed to be £10M and the Capital Programme £12M, the latter includes a proposed further investment of £8.7M in commercial properties.*

### **Housing Revenue Account**

*After four years of government-enforced reductions, the council is also proposing putting up council house rents by 2.7% - 1% above Consumer Prices Index. This will result in an average increase of £2.19 per week increase for tenants. Sheltered housing tenants also face an increase of £2 a week on their bills plus a 62p a week increase to their utility bills. It is proposed to build or acquire 200+ new homes over the next two years at a cost of £45m, and it is proposed that £16.2m will be needed to fund the maintenance and improvements to council properties. Receipts from properties purchased under "Right to Buy" scheme should be retained and used to replace the lost social housing.*

### **Stowupland High School CIL Bid**

MSDC Cabinet on 6 January will consider an application for CIL Funding for the new Sixth Form Centre at Stowupland High School. The bid is for £2.45M (total project cost £2.98) and is subject to the completion of a Community User Agreement. The concerns of Stowupland Parish Council, in respect of traffic, safety, parking etc, are included in the report to Cabinet.

## **Council Tax Payments**

MSDC Cabinet on 6 January are to discuss an initiative to introduce new fines for Council Tax fraud. Cabinet will also consider adoption of a new protocol produced by Citizens Advice and Local Government Association for the collection of council tax arrears. This seeks to assist those falling behind with their payments in a less confrontational way.

Read the full story <https://www.midsuffolk.gov.uk/news/mid-suffolk-councillors-consider-budget-for-202021/>

Councils to consider move to clamp down on Council Tax fraud – while helping those in need

Penalties may be introduced in Babergh and Mid Suffolk to tackle council tax fraud, alongside a new Citizens Advice council tax protocol to help those in genuine need, following cabinet discussions this month.

Read the full story <https://www.babergh.gov.uk/news/councils-to-consider-move-to-clamp-down-on-council-tax-fraud-while-helping-those-in-need/>

## **Next phase in development of Needham Lake visitor centre and café agreed**

Plans for a £600,000 visitor centre/cafe at Needham Lake have been approved and a local operator selected to run it – supporting local youth work and boosting tourism to the town.

Read the full story <https://www.babergh.gov.uk/news/next-phase-in-development-of-needham-lake-visitor-centre-and-cafe-agreed/>

## **1000 Endangered Animals**

Over Christmas the Suffolk Waste Partnership's celebration of recycling took on a theme of endangered animals.

The artwork created by schools across Suffolk will be on display at Ipswich Town Hall café Gallery until 11 Jan, and The Apex, Bury St Edmunds until March 2020.

Read the full story <https://www.babergh.gov.uk/news/1000-endangered-animals/>

## **More than £791k funding boost for communities**

Communities across Babergh and Mid Suffolk received a funding boost totalling £791,000, for local projects including a new car park and bus shelter.

Read the full story <https://www.babergh.gov.uk/news/more-than-791k-funding-boost-for-communities/>

**New recycling wrap up** The festive and New Year period are always a great time to encourage residents to think about reducing waste <https://www.suffolkrecycling.org.uk/reduce-your-waste> and improving their recycling knowledge and this year Suffolk Recycling launched a new Christmas Wrap Up.

The guide has tips on how to reduce waste and improve recycling habits over Christmas, all in one place - including information on what to do with old fairy lights, wrapping paper, baubles, trees, food, metals and more. You can find the full guide on our website. <https://www.babergh.gov.uk/assets/Waste-Services-Bins/Documents/Suffolk-Recycling-Christmas-Wrap-Up.pdf>

Suffolk's Recycling Centres also offer free 'Reduce, Reuse and Recycle - not a Waste of time!' sessions to interested parties to learn more about ways to reduce waste and recycling. Providing an alternative way to access information about recycling which is also available on the Suffolk Recycling website. <https://www.suffolkrecycling.org.uk/>

To book a visit from their Information and Education Manager any interested parties can email [Sharon.Lockhart@fccenvironment.co.uk](mailto:Sharon.Lockhart@fccenvironment.co.uk)

**Mid Suffolk Citizens Advice** - Mid Suffolk CAB recently held their AGM. During the last year they addressed nearly 10,000 issues and helped 3,400 clients. So far their client numbers are up 17% on last year. In 2018/19 the CAB helped clients in Mid Suffolk achieve over £1.4 million in financial gains through benefit claims, employment negotiations, consumer refunds and charitable support. The work done by the 45 volunteers has been officially valued at more than £380,000. The Overview and Scrutiny committee had commenced a scrutiny of CABs in Suffolk but the work was halted because of the General Election. This work will start again in January.

**Tree Planting/Tree Wardens** – The missing section of Cowpasture Lane between Mellis Common and Thornham Parva, south of the Railway Line has been restored by planting native trees and hedging to redefine its ancient boundaries and establish a wildlife corridor linking the intact sections of the lane. 2,500 plants and trees were planted on Saturday 30th Nov. A tremendous effort by local residents, made possible by the partnership formed by the landowner, Nigel Patel, The Woodland Trust, Suffolk County Council and the Suffolk Tree Warden Network coordinated by Frances Jannaway, Thornham's Tree Warden.

#### **Useful Websites –**

<https://www.midsuffolk.gov.uk/planning/pre-application-advice/free-online-planning-guidance/interactive-mapping-service/>

This takes you into an interactive map that you can zoom into individual houses, check what planning applications are associated with these properties and indicates planning constraints.

<https://highwaysreporting.suffolk.gov.uk/>

This takes you to a reporting site, again map based, where any concerned member of the parish may paste comments.

**Rowland Warboys 05/01/2020**

**TRAFFIC ANALYSIS REPORT**

For Project: Mill Street Gislingham  
 Location/Name: Outgoing  
 Report Generated: 1/17/2020 1:27:51 PM  
 Speed Intervals = 5 mph  
 Time Intervals = 5 minutes

Traffic Report From 12/15/2019 5:10:00 PM through 1/16/2020 8:50:00 AM

85th Percentile Speed = 30.8 mph  
 85th Percentile Vehicles = 12,685 counts  
**Max Speed = 70.0 mph on 12/31/2019 7:45:00 AM**  
 Total Vehicles = 14,923 counts  
 AADT: 471.5

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		510	455
AM peak	10:00 to 11:00	39	36
PM peak	4:00 to 5:00	44	39

Speed  
 Speed limit: 30 mph  
 85th Percentile Speed: 30.8 mph  
 Average Speed: 24.5 mph

	Monday	Tuesday	Wednesday	Thursday	Friday
Saturday	Sunday				
Count over limit	452	498	379	340	337
314	267				
% over limit	17.6	19.3	17.0	15.9	12.9
20.4	21.1				
Avg speeder	33.5	33.7	33.4	33.6	33.5
33.4	33.5				

Full report available on request

# NEIGHBOURHOOD WATCH REPORT

January 2020

Nothing criminal acts or activity reported to me so this is rather a brief report.

There is one scam doing the rounds at present - you receive an email supposedly from British Gas advising you that there is an amount that is outstanding on your electric or gas bill, very kindly giving you a log on (your email address) requesting that you log on to pay the bill OR the will issue a warrant via Local Magistrates for entry to your property to secure items to cover the debt .

IT IS A SCAM DO NOT LOG ON, IT IS NOT FROM BRITISH GAS AND THEY CANNOT GET A WARRANT TO SECURE GOODS FROM YOUR PREMISES .

Kind Regards

Christopher Tranter