



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 26th SEPTEMBER 2022 at 7:00PM**

Present: Cllr J Bell, Cllr C. Tranter, Cllr I Urwin, Cllr J Mew, Cllr L Tacey, Cllr S. Alexander
Clerk – J Challis, CC Cllr Fleming, DC Cllr Warboys
3 members of the public

Apologies: None received

1 Her Majesty Queen Elizabeth II

Cllr Bell invited everyone present to stand for a minute silence in memory of Queen Elizabeth II.

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

Cllr Bell welcomed everyone to the meeting including the members of the public. Apologies were noted from the RFO and Mr Bryant the Footpath Warden.

3 To receive Declarations of Interest on Agenda items

Cllr Alexander declared a non-pecuniary interest against agenda item 23 Gislingham Playgroup.

4 To received Requests for Dispensations on Agenda items

None received.

5 To resolve the draft minutes of the Parish Council Meeting held on Monday 15th August 2022, are a true and correct record.

The minutes for the meeting held on 15th August 2022 were approved unanimously with one abstention (Cllr who was not present at the meeting).

6 Matters Arising/Update on actions from the 15th August 2022 Parish Council Meeting

All covered elsewhere on the agenda.

7 Report from County Councillor

CC Cllr Fleming sent her report prior to the meeting, a copy of which can be found as an addendum at the end of the minutes.

8 Report from District Councillor

DC Cllr Warboys read through his report, a copy of which can be found as an addendum at the end of the minutes.

7:11pm CC Cllr Fleming arrived

In addition to his report, DC Cllr Warboys advised he had just attended a workshop regarding the provision of electric buses. He also highlighted BMSDC's Local Cycling and Walking Infrastructure Interactive map. Projects have been identified between Gislingham and Rickinghall, Mellis, and the Thornhams. Changes to CIL eligibility now enable projects like these aiming to reduce carbon footprints, to be included.

<https://www.google.com/maps/d/edit?mid=1sxy99y1tOzI74iXgTZrB9-ofvsF1q7nH&ll=52.329927066523766%2C1.0450080800292971&z=13>

Cllr Bell thanked DC Cllr Warboys and proposed returning to agenda item 7. Agreed unanimously.

(7 Report from County Councillor)

CC Cllr Fleming reported that she has checked with the private bus service provider and the 456 service to Diss on a Friday is unfortunately not being well used, running at approximately 50% capacity. The 457 service to Stowmarket on a Thursday however is doing well. Cllr Bell advised that a resident has recently made a complaint to the council regarding the discontinuation of the daily bus service to Stowmarket, which they say has affected their ability to seek employment. CC Cllr Fleming noted the complaint and said she will continue to fully support the services as an important asset to the village.

Cllr Bell asked if the parking issues outside the school could be looked at again now that the new academic year has started. CC Cllr Fleming said she will arrange for the SCC Speed and Safety Officer to conduct another site visit. She also said that the school's JRSO (Junior Road Safety Team) Adult Lead has been in contact to advise that they have recruited a brilliant team of JRSOs for the next academic year, and are looking forward to working with CC Cllr Fleming on their key priorities. Cllr Tacey said that the new headteacher has already asked parents to be considerate when parking outside of the school, but Cllr Tacey still feels the fundamental issue is that there is nowhere for them to park. It was also noted that there are no bus services to the school.

There being no further questions, Cllr Bell thanked CC Cllr Fleming for her report and updates.

9 Public Participation Session (15 minutes set aside)

No members of the public wished to speak at this point.

10 Six Bells Community Group Report

Two members of the public were present as members of the Six Bells Community Group. They reported that the decision made in March 2022 to refuse planning application DC/21/06315 - the Six Bells Inn change of use, has been appealed. The Planning Inspectorate has yet to provide a start date for the appeal, but that the SBGC have further representations to make once the process starts. They said they may need to request financial support from the council towards legal costs, which they estimate to total no more than £2,000.00. After discussing, Cllr Bell proposed agreeing a maximum amount of £2,000.00 towards the SBCG's legal costs, should it be required, and on production of invoices/receipts; seconded by Cllr Mew and approved unanimously. The SBCG members also commented on a recent social media post from a councillor, which suggested it was made on behalf of the Parish Council, regarding support of the SBCG. The Clerk

confirmed the comment did not come from the Parish Council and that all decisions are made collectively within an official meeting, and recorded in the minutes for transparency. Cllr Bell apologised for the confusion and confirmed the comment has now been deleted.

The SBGC members went on to confirm that they are in the process of preparing a business plan. Cllr Bell requested the Parish Council be given sight of it once completed to which they agreed.

7:38pm CC Cllr Fleming and 2 members of the public left the meeting.

Cllr Bell proposed moving to agenda item 20. Approved unanimously.

(20 Planning Applications)

- DC/22/03766 – Manor House Farm, Mill Street, Gislingham, IP23 8JR
- DC/22/03767 – Manor House Farm, Mill Street, Gislingham, IP23 8JR

After discussing, councillors agreed unanimously that they have no objection to application DC/22/03766 or DC/22/03767.

ACTION – Clerk to add no objection comment to MSDC planning portal for both applications above.

7:48pm DC Cllr Warboys and 1 member of the public left the meeting.

11 Chair's Report

- Online payment procedure: The procedure for making online payments cannot be changed; the Co-op bank has confirmed that they do not provide dual authorisation to non-signatories, therefore it is not possible for the RFO to set up online payments for Cllr Bell to authorise. Cheque payments will be used for any payments apart from regular payees i.e. salaries, utility and service providers.
- Litter pick; Cllr Bell asked for councillors to consider anyone who might be willing to take the lead on a village litter pick. The Parish Council is currently unable to take on this responsibility due to the limited number of councillors.
- Cllr Bell attended the Suffolk Community Awards on 20th September 2022, presenting the 'Highly commended – small village of the year category' award to Harleston: [Home - Suffolk Community Awards](#)

12 Clerk's Report

- Signage/bin audit ongoing: new grit bins are a separate item (agenda item 21).
- War Memorial – no update regarding additional funding sources as yet.
- VAS (speed indicator devices) – ongoing no update.
- As advised in agenda item 10, an appeal has been made against the decision to refuse the change of use planning application DC/21/06315. The Planning Officer has advised that once the Planning Inspectorate has confirmed the start date of the appeal, they will write to all parties who made comment against the original application, and forward all previous comments to the Inspector. Only representations of new information can be made.
- An email has been received from a resident regarding overhanging trees on FP32, and the post for FP30 which has fallen down. The details have been forwarded to the Footpath Warden.
- The new noticeboard has been delivered and will be installed by MSDC, along with the second Welcome Back funding dog bin.
- As reported in agenda item 7, a complaint has been received following the Parish Council's article in the recent Messenger magazine regarding new bus routes 456 and 457. The complainant feels that these services are not an improvement, expressing their grievance that there is no longer a daily service to Stowmarket. The Clerk has replied acknowledging both the complainant's frustration at the reduced number of services which unfortunately is a result of not enough people using them, and the hard work from Cllr Urwin to keep at least two weekly services in operation.

ACTION

- **Clerk to progress signage audit, War Memorial, and new VAS devices**
- **Clerk to follow up FP 32 and FP30 with the Footpath Warden and advise resident accordingly**
- **Clerk to ensure new noticeboard and dog bin are installed by MSDC.**

13 RFO's Report

- A summary of reserves to 31st August 2022, and receipts and payments to 31st August 2022 were sent to Councillors prior to the meeting.
- The Notice of Conclusion of Audit has been received from PKF Littlejohn LLP the external auditor, with a post closure letter confirming that the council did comply correctly with the period of exercise of public rights.

ACTION – RFO to ensure Notice of Conclusion of Audit and post closure letter are published

14 Casual Vacancies

Cllr Clifford and Cllr Steadman have both resigned from the Parish Council, meaning there are now three casual vacancies. Cllr Bell expressed thanks to both Cllr Clifford and Cllr Steadman on behalf of the council for their hard work and commitment during their time as councillors.

ACTION – Clerk to ensure new vacancies are correctly advertised and reported to MSDC.

15 Staffing Panel Vacancy

Due to Cllr Clifford's resignation, there is now a vacancy on the Staffing Panel. Cllr Mew, Cllr Tranter, Cllr Tacey, and Cllr Alexander all said they would be happy to join the panel. After discussing, it was unanimously agreed for all four councillors to be Staffing Panel members. It was noted that should a meeting of the Staffing Panel be called, it is not a necessary requirement for all six members of the panel to be in attendance, as per the Staff Appraisal Policy.

16 Neighbourhood Watch Report (Clerk)

The September Neighbourhood Watch Report was sent to councillors prior to the meeting, and can be found as an addendum at the end of the minutes.

17 Tree Warden's Report (Jo Clifford)

Jo Clifford has agreed to continue as Tree Warden on a voluntary basis. There was nothing to update on or report this month.

18 Footpath Warden's Report (Martyn Bryant)

The Footpath Warden sent his report prior to the meeting, a copy of which can be found as an addendum at the end of the minutes.

19 SID (Speed Indicator Device) Report

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

20 Planning Applications

- DC/22/03766 – Manor House Farm, Mill Street, Gislingham, IP23 8JR
- DC/22/03767 – Manor House Farm, Mill Street, Gislingham, IP23 8JR

Discussed as above.

21 New Grit Bins

Further to the meeting held on 15th August 2022 when it was decided to replace all 12 grit bins, the Clerk provided councillors with quotations for 3 comparable yellow bins which meet with the required criteria provided by Suffolk Highways. After discussing councillors unanimously agreed their preferred option.

ACTION – Clerk to arrange order and purchase of agreed new grit bins.

22 Insurance Renewal 2022/23

The Parish Council's Public Indemnity and separate Cyber Insurance/Data Protection are due for renewal on 1st October 2022. This will be the final year of a 3-year long term agreement for the main Public Indemnity policy, which has been amended to include the new CCTV equipment. Full details of both policies were sent to councillors prior to the meeting.

After discussing Councillors approved both policies unanimously.

ACTION – Clerk to instruct BHIB to proceed with both policy renewals

23 Grants and Donations

- **Organisers of Gislingham Flower Show**

A request has been received for a donation towards the Annual flower Festival held in August 2022. The Parish Council cannot make retrospective awards, as per the Grants and Donations Policy, so is unable to consider the request. As grant and donation requests are accepted in March and September, a request relating to the August 2023 Flower Show would need to be made in March 2023.

- **Gislingham Playgroup**

A request has been received for a grant to purchase new resources to support learning and development of children born during the Covid 19 pandemic. The total cost of the equipment is £77.88.

After discussing, Cllr Bell proposed approving a grant of £77.88; seconded by Cllr Tacey and approved unanimously with one abstention.

ACTION – Clerk to advise the Organisers of Gislingham Flower Show and Gislingham Playgroup as above, and arrange payment of agreed grant.

24 Charity Meadow

- **CCTV Update**

The CCTV provider's contractor was able to lay the cable to connect the power supply from the school to the tower on Friday 19th August. External access to the school grounds was kindly arranged by the outgoing headteacher. The CCTV provider's electrician arranged to visit the school on 22nd September with the School's Office Manager permission, and connected the power supply. The power now needs to be connected to the CCTV tower on Charity Meadow. At this time signage will be installed and full training provided before the CCTV 'goes live'. The CCTV provider hopes to be able to arrange this in the next week or so.

- **Approval to purchase SIM card for CCTV**

The council needs to purchase a SIM card to be installed within the CCTV tower. This will connect to a phone or computer app allowing the recorded data to be viewed. O2 provides

the best network coverage in this location. A SIM card only on a 24 month contract with unlimited data, will cost £15 for the first 6 months, and £30 for the remaining 18 months. After discussing councillors agreed that as there is no council mobile phone, the app for viewing the recorded data should be installed on the parish council laptop held by the Clerk. Cllr Bell proposed proceeding with the O2 sim card as detailed above; seconded by Cllr Mew and approved unanimously.

- **Enhanced DBS checks**

After discussing, councillors unanimously approved proceeding with DBS checks for anyone approved to view the recorded data, up to a maximum of £150 per check. It was agreed that the Clerk, Cllr Urwin, and Cllr Bell would be the approved persons.

- **Play Area Working Party Update**

Cllr Tacey reported that the slide still needs to be painted, but everything else is now complete. Cllr Bell again thanked all members of the Working Party for their hard work.

- **Play Area Quotations**

The 3 quotations for the first stage (resurfacing and the under 6 area) have now been updated to reflect the changes agreed at the meeting held on 18th July 2022. All 3 revised quotations were circulated to councillors prior to the meeting. The Clerk also forwarded details of CIL monies available including the funds being held by MSDC relating to the Lovell Development which need to be accessed via a CIL bid application.

Councillors discussed all 3 options at length after which Cllr Bell asked for a proposer and seconder for each.

Quotation 1 proposed by Cllr Alexander; seconded by Cllr Tacey and approved unanimously.

Quotation 2 proposed by Cllr Urwin. No seconder.

Quotation 3 no proposer.

Quotation 1 carried, with councillors noting that the tower option provided for the under 6 area was the most appealing.

Councillors also agreed to proceed with a CIL bid application for the October round, and approved any extra hours of the work the Clerk may incur.

ACTION

- **Clerk to instruct agreed supplier to proceed, and advise the other two suppliers that they have been unsuccessful on this occasion**
- **Clerk to proceed with CIL bid application for October round**

25 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment Sept 2022 (Clerk & RFO)	£667.51	Cllr Tacey	Cllr Mew	Unanimous
Clerk mileage expenses (August PC meeting)	£8.55	Cllr Alexander	Cllr Tacey	Unanimous
Hire of Village Hall (August PC meeting & appraisal meetings)	£50.00	Cllr Mew	Cllr Urwin	Unanimous
Julie Bell expenses (mileage/parking Suffolk Community Awards event)	£11.90	Cllr Tacey	Cllr Urwin	Unanimous with 1 abstention
MSDC – emptying new dog bin July 22 to March 23	£39.10	Cllr Tacey	Cllr Urwin	Unanimous
David Hardman expenses (Play Area Working Party wood for posts)	£80.97	Cllr Alexander	Cllr Tacey	Unanimous
Top Garden Inv. 1232	£360.00	Cllr Urwin	Cllr Alexander	Unanimous
Top Garden Inv. 1233	£540.00	Cllr Urwin	Cllr Alexander	Unanimous
Top Garden Inv. 1234	£360.00	Cllr Urwin	Cllr Alexander	Unanimous
BHIB Insurance	£749.45	Cllr Bell	Cllr Mew	Unanimous
BHIB Cyber Insurance	£299.99	Cllr Tranter	Cllr Urwin	Unanimous
PKF Littlejohn LLP Auditor Inv. SB2022222380	£240.00	Cllr Urwin	Cllr Mew	Unanimous
SALC CiLCA Inv. 26343 Unit 5	£66.00	Cllr Tacey	Cllr Alexander	Unanimous

ACTION

- **Cheque payments to be raised for Cllr Bell's expenses (to be signed by two signatories not including Cllr Bell), the Village Hall, and PKF Littlejohn LLP**
- **Cllr Bell to pay remaining payments by bank transfer**

26 Training

Cllr Bell requested approval for herself and the RFO to book the upcoming SALC Budget training. Approval proposed by Cllr Tacey; seconded by councillor Tacey and approved unanimously with one abstention.

Cllr Alexander and Cllr Tacey to confirm which New Councillor Training dates they can attend.

ACTION

- **Cllr Bell and the RFO to book SALC Budget training**
- **Clerk to send current New Councillor Training dates to Cllr Alexander and Cllr Tacey**

27 Policies and Reports

- Health and Safety Policy
- Disciplinary Rules
- Disciplinary Policy
- Equality, Diversity, and Inclusion Policy
- Grants and donations Policy
- Grievance Policy
- Laptop and Cell (Mobile) Usage Policy
- Sickness and Absence Policy
- Travel and Expenses Policy
- Training Policy
- Staff Appraisal Policy

The above policies were circulated to councillors prior to the meeting, and all unanimously reapproved.

ACTION – Clerk to update and publish above policies

28 Date of next meeting

The next Parish Council meeting will be held on Monday 17th October 2022 at 7pm in Gislingham Village Hall.

Meeting Closed at 9:02pm