



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
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**FINAL MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD BY ZOOM VIDEO
LINK ON TUESDAY 4th MAY 2021 @ 6:10PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr J Clifford, Cllr I Urwin, Cllr J Mew, Cllr D Kearsley,
Cllr F Oliver
Clerk – J Challis, RFO – S Budd , Footpath Warden - M Bryant
DC Cllr R Warboys, CC Cllr J Fleming

Apologies:

1 To elect the Chair of Gislingham Parish Council

The Clerk advised there was one nomination for Chair: Cllr Bell.
Cllr Tranter proposed electing Cllr Bell as Chair of Gislingham Council, which was seconded by Cllr Urwin, and agreed unanimously with one abstention (Cllr Bell).

2 To elect the Vice Chair of Gislingham Parish Council

Newly elected Chair Cllr Bell took over chairing of the meeting and advised there was one nomination for Vice Chair: Cllr Tranter.
Cllr Bell proposed electing Cllr Tranter as Vice Chair of Gislingham Parish Council, seconded by Cllr Clifford, agreed unanimously with one abstention (Cllr Tranter).

3 To sign Acceptance of Declaration of Office

The Clerk will arrange for Cllr Bell to sign the form. The Vice Chair does not need to do so.

4 To consider and approve apologies for absence

None received.

5 To receive Declarations of Interest on Agenda items

None received.

6 To consider requests for Dispensations on agenda items

None requested.

7 To resolve the draft minutes of the Parish Council Meeting (via Zoom) held on Monday 26th April 2021 are a true and correct record.

The Clerk advised there was one correction: agenda item 19 should read approved unanimously with one abstention against Cllr Urwin's expenses claim.
The minutes for 26th April 2021 (via zoom) were approved unanimously to include the above amendment.

6:15pm Cllr Kearsley joined the meeting and gave her apologies which were approved unanimously.

8 Matters Arising / Update on actions from the 26th April 2021 meeting.

- Bins – MSDC still to advise date to install new litter and dog bins.
- Third quotation for play equipment repairs – still waiting for this.
- CCTV –the Clerk has arranged a site meeting on 6th May 2021 with the Headteacher from Gislingham Primary School to discuss the possibility of procuring a mains power supply from the school.
- Charity Meadow bins – MSDC have added the two bins to their list to empty.

6:20pm Cllr Oliver joined the meeting.

- Charity Meadow Playground Repairs – social media comments regarding the playground equipment have been brought to Councillor's attention. This was discussed and Councillors noted their disappointment that residents were not expressing their views directly to the Council when the play area has been a consistent agenda item and there is also a public participation session at each meeting.

6:23pm CC Cllr J Fleming joined the meeting.

9 Report from County Councillor

CC Cllr Fleming read out her Annual Report, a copy of which can be found as an addendum at the end of the minutes. CC Cllr Fleming commended the way all public bodies in Suffolk responded to the pandemic and stressed the importance of remembering the loss experienced by so many people as we move forward.

Cllr Bell asked whether the Suffolk Archive is open. CC Cllr Fleming confirmed it is, with contact details available on the website.

Cllr Bell commented that the current appointment system being operated by the recycling centres is excellent. CC Cllr Fleming advised that they are also looking into the possibility of automatic numberplate recognition.

Cllr Bell thanked CC Cllr Fleming for her report.

6:40pm CC Cllr Fleming left the meeting

10 Report from District Councillor

DC Cllr Warboys read out his Annual Report, highlighting what a significant and tragic year it has been. A full copy can be found as an addendum at the end of the minutes.

Cllr Bell queried CIFCO and why it is outside of Suffolk. DC Cllr Warboys advised it is a company established jointly by Babergh and Mid Suffolk District Councils, to generate alternative sources of income through the purchase of commercial property using loans from the PWLB (Public Works Loans Board). The system has been debated at length including why the properties purchased are outside of Suffolk.

Cllr Bell thanked DC Cllr Warboys for his explanation and his report.

11 Public Participation Session (15 minutes set aside)

No members of the public present.

12 To discuss if Councillors wish to form a Planning Committee

After discussing Councillors agreed unanimously that they did not wish to form a Planning Committee.

13 To discuss if Councillors wish to form a Finance Committee

After discussing Councillors agreed unanimously that they did not wish to form a Finance Committee.

14 To confirm Councillors who are members of the Staffing Panel

Councillors Bell, Tranter and Kearsley confirmed that they are all willing to continue as members of the Staffing Panel with Cllr Tranter continuing as Chair. No other Councillors wished to join.

15 To set Dates for meetings to the year ending April 2022

It was agreed to hold meetings on the following dates starting at 7pm, apart from Monday 21st June 2021 which will start at 6pm. These will be face to face meetings as the remote meeting legislation ends on 7th May 2021.

Monday 21st June 2021
Monday 19th July 2021
Monday 16th August 2021
Monday 20th September 2021
Monday 18th October 2021
Monday 15th November 2021
Monday 20th December 2021
Monday 17th January 2022
Monday 21st February 2022
Monday 21st March 2022
Monday 18th April 2022

The Parish Council have purchased Face Shields for Councillors, the Clerk and RFO to wear if they wish, plus a supply of disposable masks for residents attending meetings. Hand sanitizer will be available.

7:05pm DC Cllr Warboys and M Bryant left the meeting

ACTION Clerk to book the village hall for these dates and action risk assessments to adhere to Government Covid 19 rules.

16 Chair's Report

Cllr Bell read out her Annual Report which can be found as an addendum at the end of the minutes.

17 Clerk's Report

- MSDC Tree, hedge and wildflower planting initiative – the deadline for submitting the application is 20th June 2021 prior to the next Council meeting. Tree Warden Cllr Clifford advised she has already been approached by residents in response to her article in the Messenger, and asked Councillors to advise of any areas suitable for planting they may be aware of before the submission deadline. After discussing Cllr Clifford agreed to organise a poster with a cut-off date for resident applications, which can be advertised in the village and on the Council's website and social media page.

The Clerk thanked Councillors for their welcome and support since starting in the role in July 2020.

ACTION Cllr Clifford to create poster to advertise tree and hedge planting initiative

7:34pm Cllr Oliver left the meeting

18 RFO's Report

- Current Account Balance 31/03/21 - £213.92
- Deposit Account Balance 31/03/21 - £79,737.74
- Income 2021 - £21,190.43
 - HMRC VAT reclaim 20/21 - £1,006.26
 - Mid Suffolk District Council (CIL) - £0.00
 - Mid Suffolk District Council (Precept) - £15,420.00
- Grants and Donations Awarded 2020/21 - 15,721.35

The End of Year Accounts 2020/21 have been audited by Cllr Tranter and forwarded to Councillors in advance of the meeting, with the AGAR, for approval. Approval of the End of Year Accounts and AGAR proposed by Cllr Bell, seconded by Cllr Tranter, and agreed unanimously.

Payments for approval:

Top Garden invoice 23 - **£360.00**

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

Admin Payment (Clerk & RFO for May) - **£467.00**

Agreed unanimously

The RFO expressed her thanks to Councillors, SALC, and Clive Chopping for their help and support during the 9 months since taking on the RFO role.

ACTION Cllr Bell to pay approved invoices by BACS.

19 Business Plan 2021/2022

Needs updating for 2021/2022 to show forward monthly actions.

ACTION Clerk and Cllr Bell to look at and update

20 Date of next Parish Council Meeting

The next meeting will be held on Monday 21st June 2021 at 6pm in the village hall.

Vice Chair Cllr Tranter expressed thanks to the Chair, new Councillors, and the new Clerk and RFO for adapting to the unusual working arrangements caused by the pandemic.

Meeting Closed at 7:48pm

Annual Parish Report 2020/ 2021

Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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

It goes without saying that this has been one of the most extraordinary years in memory. A year of intermittent lock down has had varying effects on people across the country, from financial devastation and loss to a renewed sense of the importance of a stable home life. During this time the Council public health team along with the NHS and CCGs have achieved a very successful testing, tracing and vaccination effort across the County. Suffolk's economic recovery plans are gearing up as restrictions lift, and attention is turning to support for businesses and people through grants, training and advice.

The work of the council has continued over the past year and all meetings have been held 'virtually' as of the end of March 2020. This has demanded a leap in technology and learning by officers and members as we have mastered chairing public meetings and voting remotely. The administrative staff and IT team have risen to the challenges. Moving forward, formal meetings are required to be in person again as of May 7th but less formal may remain remotely held.

During this period the Council has supported Suffolk schools as they moved to remote learning but key worker children still needed to attend classes, which has challenged teachers and parents alike; the return to school is welcomed by most. Other functions of the council have continued, such as the adoption and fostering programme, special education needs services and adult social care, all of which do not lend themselves well to remote working and have needed much organisational focus. There have been costs due to lockdown in mental and physical health, with lack of community activities, organised sport, and isolation particular concerns.

In 2019, most councils in Suffolk including the County declared a Climate Emergency, committing to work toward Carbon Net Zero by 2030. Initiatives have commenced over the past year with tree and hedge planting and the Plug-in Suffolk electric vehicle charging programme, which includes funds for fast charge points for parish and town councils and non-profit organisations in rural areas.

The Hold - Suffolk's flagship new heritage facility on Ipswich Waterfront- opened in September. It is now the permanent home of Suffolk Archives Ipswich and shares facilities with the University of Suffolk. This is possible thanks to a grant of £10.3m from The National Lottery Heritage Fund, and further support from national organisations and Suffolk heritage groups

Recycling Centres have remained open most of the time with a new requirement to book slots, plans to introduce automatic number plate recognition to ease site entry are planned later this year. Also upgrades are planned for Foxhall, Rougham and Stowmarket centres and reuse shops will re-open.

Without the support of community groups and volunteers the picture of our return to living more normally would be very different. The collective effort has been massive and life changing for many.

DISTRICT COUNCILLOR'S ANNUAL REPORT MAY 2020 – APRIL 2021

May 2020 Due to the Covid-19 emergency, from 23 March 2020, all Council meetings were cancelled, and Council staff began working from home where possible. Many staff have been seconded to different service areas and some of the routine work has been paused for the time being.

The Home but Not Alone helpline - 0800 876 6926 - was receiving several hundred calls a day. Staffed 09:00 to 17:00, seven days a week.

MSDC have so far received £1.069M in grants from Central Government to assist towards extra costs and reduced income.

Since the lockdown there were no formal District Council meetings until a planning committee meeting was held on Tuesday 28th April with members and officers using Skype facilities from their homes. The May Cabinet meeting was held using Skype and more and more meetings were being set up. Where possible task groups and informal meetings are continuing to try to move forward as much council business as possible.

Under delegated powers, as augmented by government legislation, some key decisions have been made by the Chief Executive. Most significant are the approval of Section 106 conditions regarding the Snoasis development and amendments to our statement of community involvement which means no site notices for planning applications.

The majority of planning decisions are now delegated to the Chief Planning Officer. Ward members are able to provide information and advice which is taken into account as decisions are taken.

June 2020 Staff were continuing to work from home, making use of Skype (now Microsoft Teams) to hold virtual meetings with colleagues and residents; non-urgent site inspections are not taking place. Many officers have been seconded to different duties to help MSDC respond to the issues arising from the pandemic.

A new £300,000 funding programme, for small businesses across Babergh and Mid Suffolk, The Business Innovation and Growth Fund, has been agreed - with funds to be allocated over the next three years. The aim is to help sustain and create jobs, provide opportunities to grow and innovate as well as react to the changing business landscape.

MSDC has funds to support organisations providing help to vulnerable residents. Community groups, along with town and parish councils, are playing a key role in easing the challenges faced by residents at this time. A Covid-19 Emerging Needs Grant was set up last month, ensuring much-needed funding could be provided to new and existing groups.

July 2020 **The first full Council meeting since February 2020 was held virtually on 23rd of July and broadcast live via YouTube.**

First "post Covid" Review: Cabinet Targets. – Get economy moving again, get housing market moving again, improving housing standards, public health and wellbeing, climate change, innovation and transformation.

Proposals from the Cross-Party Task Force of Mid Suffolk and Babergh Councillors were considered by Cabinet on 6 July. They contained a number of environmental measures which could form the councils' first Carbon Reduction Management Plan, setting out how they aim to fulfil their ambitions of becoming carbon neutral within the next ten years. These included: B&MSDC will develop a plan to significantly increase tree and hedgerow planting in the district and B&MSDC will work with local communities and support them to develop local 'place-specific' solutions and build resilience to climate impacts.

Staff were returning from redeployments but systems such as the "Home but Not Alone" helpline kept in place.

Aug. 2020 The Green Group and the Liberal Democrat Group of Councillors joined forces to become 'The Green and Liberal Democrat Group' in order to more effectively hold the current administration to account. The new group has 17 members, one more than the Conservatives who will need to rely upon the Independent member and Chairman's casting vote. Rachel Eburne is the Leader of the new group; she approached the Conservative Leader with a request that the two groups work collaboratively for the benefit of residents of the District.

Babergh and Mid Suffolk are to share a £800,000 grant from the "Getting Building Fund" for the introduction of micro-generation and electricity storage solar carports in Sudbury and Stowmarket. The funding will provide 50% of the budget for Babergh and Mid Suffolk District Council to install multifunctional solar carports which will generate and store electricity and provide a point for electric vehicle charging.

Sept. 2020 The Annual Council Meeting was held virtually on 24th September. Barry Humphreys was elected as Chairman and Paul Ekpenyong as Vice Chair. The Committees and Chairs were all agreed, with the Chairman using his casting vote to elect all the chairs and vice chairs from the Conservative and Independent Group, except for Overview and Scrutiny which is traditionally chaired by an opposition member and will continue to be chaired by Keith Welham, with Keith Scarff as vice chair.

The Councils have carried out a review of the delivery of the public realm service which includes maintenance of open spaces, litter picking, public toilets and tree maintenance. Currently the service is provided by MSDC staff in Mid Suffolk, whereas in Babergh that work is contracted out. The aim is to have a common service delivery across both districts. Changes will be implemented in summer 2021

Oct. 2020 Babergh and Mid Suffolk Councils have been awarded a grant of £100,000 to help cover the cost of temporary accommodation for homeless people over the winter. In Mid Suffolk there are few (possibly only 2) people sleeping rough but pre-Covid many others had been sofa-surfing or staying with elderly relatives. In order to protect vulnerable people, some of these people became homeless and were accommodated in hotels.

Government consultations on planning: *Changes to the current planning system* is about changes to planning policy and regulation including how the housing numbers for each local government area are calculated. *Planning for the future* is a White Paper that proposes major reforms to the planning system.

Nov. 2020 Mid Suffolk is administering the £500 compensation payment for those who have had to isolate due to Track and Trace. To date they have allocated £33,000. Separately, Government has provided £40,000 to the district council to use on compliance issues relating to Covid 19 such as environmental health or the need for Covid Marshalls in Stowmarket.

The Biodiversity Action Plan, produced by the cross-party task force, was adopted at the Cabinet meeting held on 9 November. The aim is to improve biodiversity in the way that MSDC operate, through specific initiatives and partnership working. One such initiative is to plant 500 trees and a kilometre of hedging during 2021/22. The task force will monitor the Action Plan and look for initiatives for increasing biodiversity.

Dec. 2020 Mid Suffolk is administering payments of grants to businesses forced to close or suffering a significant loss of income during the current lockdown period. The current assessment of additional costs is £800k and income reduction currently stands at £1.3 million. Support from Central Government has so far totaled £2.2million. When the shortfall in collection of council tax and business rates is also taken into account, the overall shortfall due to Covid 19 is £81k.

The budget setting process is under way; this will be a more difficult exercise than usual due to the uncertainty caused by the Covid-19 pandemic. MSDC has suffered a loss of income and extra costs. Also, more and more residents are unable to make payments of council tax and council rents.

MSDC has made further investments in properties in Luton and Epsom for £10.5 million and plans to spend a further £15 million making a total of £50 million, all paid for on long-term loans. These investments are managed by CIFCO. The property portfolio continues to decrease in value; two of the properties have been without tenants

and some 30% of rental income is unpaid or delayed. Nevertheless, the Leader of MSDC is quoted as saying, 'Through these careful investments, CIFCO will continue to bring in much-needed income to support our district's recovery post-Covid'.

January 2021 Babergh and Mid Suffolk District Councils will cut their fleet's carbon emissions by up to 90% – supporting the councils' carbon neutral aims. The move follows approval by both councils' cabinets this week, to switch their vehicle fleet to Hydrotreated Vegetable Oil (HVO).

Strategic Asset Management Plan announced following the appointment of a Corporate Manager for Strategic Property, this is being prepared to cover MSDC's physical assets from patches of open space to office buildings -total value £20,987,880. This does not include Gateway 14 nor CIFCO. This will include acquisitions, disposals and monitoring of the estate.

B&MSDC working with Norse Group. The underlying purpose of the Design Guide is to define the quality standards of new development, at all scales, and to create well-designed and well-built places that benefit people and communities

February 2021 MSDC Council: Budget Approved, Council Tax increased 1.66%, equates to £2.80 per year for a band D property, increases in social rents £1.30 per week.

In response to amendments proposed by the Green and Lib Dems Opposition Group the council accepted the motion: "That the General Fund Budget proposals for 2021/22 and four-year outlook set out in the report be approved, *and that recommendations to Cabinet be prepared, using a balanced, cross-party approach, for the allocation of the additional £4.1 million 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.*"and be funded from reserves.

March 2021 Joint Local Plan submitted for examination by the Secretary of State. Following both councils opting to prepare a [Joint Local Plan](#) in 2016, careful consideration has been given to how the districts will balance the delivery of housing growth, important infrastructure, and essential employment, while safeguarding our natural and historic environment until 2037.

Full Council supports the motion: "That the Council carries out a review of green space to ensure that it is optimising the biodiversity and wellbeing aspects of natural and amenity green space in Mid Suffolk."

Gateway 14 Ltd has submitted a planning application to Mid Suffolk District Council for the development of Gateway 14, a mixed-use business park planned for land adjacent to junction 50 of the A14 in Stowmarket, Suffolk. Gateway 14 is one of a variety of sites in our region to be granted Freeport status.

April 2021 Since March 2020, 6,237 business grants worth £30,041,539 have been paid to businesses in Mid Suffolk. On 31st March the COVID support grant scheme ended. **However, there are still grants to help with business rates and a new Restart Grant to help retail businesses open safely.**

May 2021 County Council and Police Commissioner Elections 6th May.

End to Virtual Meetings from 7th May

Ongoing issues: In the light of recent (and continuing) breaches of planning conditions by developers. Philip Isbell has advised that he is completely revisiting the Enforcement Policy and expects this to be done at Overview and Scrutiny Committee as soon as it can be. He also expects to reconvene the Member Working Group (that was used for the Joint Local Plan discussions) to discuss this in detail.

GISLINGHAM PARISH COUNCIL

CHAIR'S REPORT FOR 2020

It is an understatement to say that the last year has been an exceedingly difficult period for the Residents of Gislingham. The Parish Council have endeavoured to continue to hold Parish Council Meetings, via Zoom, to ensure that residents can attend and have their say.

I would like to thank all current Councillors for their hard work and commitment whilst on the Parish Council:

Cllr Christopher Tranter (Vice Chair)	I am so pleased that Cllr Tranter has agreed to be Vice Chair for another year and will continue to be our Neighbourhood Watch Co-ordinator.
Cllr Ian Urwin	I do not wish to single out any particular Councillor on the Parish Council, but Cllr Urwin is our "Bus" Champion and is also the H&S Lead and Playground Co-ordinator, he has certainly had his hands full regarding Charity Meadow. Recently Cllr Urwin undertook a Playground Inspectors course, I am happy to report that he passed. Congratulations.
Cllr Jo Clifford	Tree Warden
Cllr Felix Oliver	Parish Council Facebook Co-ordinator
Cllr Diana Kearsley	A wealth of knowledge with her background as a former District Councillor
Cllr Jerry Mew	New Councillor and eager to take on responsibilities on the Council

I would like to mention that we still have 2 Vacancies on the Parish Council if any resident is interested in joining us. Just drop a line to our Parish Clerk, Jane Challis for further details.

Sadly, some Councillors had previously stood down for various reasons and I would like to thank them for their contributions to the Parish Council:

Cllr Tim Holder
Cllr Chris Saunders
Cllr Eric Sheehan

Thank you to our County Councillor Jessica Fleming and District Councillor Rowland Warboys for their support and for keeping us updated on what is happening at our County and District Councils. Councillors really appreciate them giving up their time to attend our Parish Council Meetings, sending through Reports and following up on any issues or concerns that residents have made us aware of.

I would also like to thank the many Volunteers in the Village.

Martyn Bryant – Footpath Warden (earlier this evening at the Annual Village Meeting Martyn was the first recipient of the newly introduced Award of "**Volunteer of the Year**" for 2020)

Emma Bryant – Triangle Co-ordinator

Stuart Wells – Speed Indicator Device Co-ordinator

Litter Pickers – Even during the various stages of Lockdown Residents still came out. Thank you it is really appreciated.

Graham Sullivan – Speedwatch Co-ordinator (at our meeting in April 2021 Councillors agreed to fund a new Speed Indicator Gun, approved by Suffolk Police, with more up to date technology). So keep your speed down please, Speedwatch are back!!!

Congratulations to FOSM (Friends of St Mary's) for their initiatives and fund-raising events throughout the past years which has led to the Lighting up of the Clock Tower at St Mary's Church, it looks spectacular when you drive, cycle or walk past!

Gislingham Parish Council would like to recognise the contribution made during the Covid-19 Pandemic by **The Messenger** (earlier this evening at the Annual Village Meeting "**The Messenger Team**" were named as the recipients of the **Watson Bowl** for 2020).

In January 2020 we appointed Sally Jarvis as the Parish Clerk/RFO. Sally's previous career was as a Community based Registered Nurse and when the Covid-19 pandemic arrived she realised that she missed Nursing so decided to return to the NHS in July 2020. I would like to thank Sally for her contribution to Gislingham Parish Council. We have still to arrange Sally's "leaving party".

When we advertised the Clerk/RFO vacancy we were approached by Sharlene Budd, an Accounts Manager, who was interested in the role of the RFO but due to other commitments could not undertake the Clerk's role as well. The Parish Council then had a re-think on the two roles of Parish Clerk and RFO (Responsible Financial Officer).

The Parish Council then received an application from Jane Challis for the role of Parish Clerk. Weird world that we live in the interviews were carried out on Zoom and Jane and Sharlene were both duly appointed in July and August 2020 respectively

Initially we did have reservations regarding splitting the roles but it has worked out extremely well and both Jane and Sharlene work closely together (remotely currently of course due to social distancing) and both ensure Councillors are kept up to date on Parish Council matters.

Both Jane and Sharlene have attended the various courses relevant to their roles. SALC (Suffolk Association of Local Councils) quickly put in place Zoom on-line Training for the Clerk and RFO and I know they are both enjoying their roles. Councillors appreciate the contribution made by them both to the smooth running of Gislingham Parish Council.

I would also like to thank SALC for all their updates to Parish Clerks and Councillors during the Covid-19 pandemic, we are living in unprecedented times and they have kept Parish Councils up to date on legislation etc.

Just before the Covid-19 pandemic forced the various Lockdowns the Parish Council were looking into purchasing replacement Litter Bins and additional Dog Waste Bins. These have been purchased and we are currently waiting to have them installed (currently sitting in my Garage). Signage is another item that is currently being addressed within the Village.

CHARITY MEADOW

Unfortunately, when there are "positives" there are also "negatives" there has been vandalism, anti-social behaviour and littering on Charity Meadow over the past year. The Parish Council would love to spend more money on Playground equipment etc but will residents be happy for the Precept and CIL monies to be spent on replacing playground apparatus when the few, not the majority, feel it is their right to damage the equipment? The Parish Council are currently discussing the installation of CCTV with outside Companies who have expertise in combating vandalism etc in Playgrounds and Open Spaces. The issues with Charity Meadow are ongoing and is a regular Agenda Item at the Parish Council Meetings. Residents are very welcome to attend Parish Council meetings which are on the third Monday of the month and from June will be returning face-to-face.

I know you are all thinking The Chair kept that "Short & Sweet"!

Cllr Julie Bell
Chair
Gislingham Parish Council
4th May 2021