



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

**Clerk: Ms Jane Challis  
75 Shelfanger Road  
Diss, IP22 4EH  
Tel: 07796 410694**

**Email: [gislinghamparishcouncil@gmail.com](mailto:gislinghamparishcouncil@gmail.com)**

**FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 16<sup>th</sup> AUGUST 2021 @ 7PM**

**Present:** Cllr J Bell, Cllr C Tranter, Cllr J Clifford, Cllr I Urwin, Cllr F Oliver  
Clerk – J Challis, CC Cllr J Fleming, DC Cllr R Warboys, M Bryant Footpath Warden

**Apologies:** Cllr J Mew

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

Cllr Bell welcomed everyone to the meeting, and approved apologies for absence received from Cllr Mew.

**2 To receive Declarations of Interest on agenda items**

Cllr Bell declared a non-pecuniary interest on item 17 as a Governor at Gislingham Primary School.

Cllr Urwin declared a non-pecuniary interest on item 17 as a parent of a pupil attending Gislingham Primary School.

**3 To consider requests for Dispensations on agenda items**

None requested.

**4 To resolve the draft minutes of the Parish Council Meeting held on Monday 19<sup>th</sup> July 2021 are a true and correct record.**

The minutes for 19<sup>th</sup> July 2021 were approved unanimously, with two abstentions (Councillors not present at the meeting).

**5 Matters Arising/Update on actions from the 19<sup>th</sup> July 2021 meeting**

- Cllr Oliver raised objection to his apologies for absence not being approved. This was discussed, with Cllr Bell advising Cllr Oliver that as the 2021/22 meeting start time of 7pm was agreed to fit in with his work commitments at the May 2021 AGM, Councillors felt they could not approve work commitments as his reason for absence from the July 2021 meeting.
- Cllr Oliver made a complaint that an email sent to Councillors regarding speeding in the village was not included in the minutes. Cllr Bell advised that if making a comment as a resident rather than in his capacity as a councillor, Cllr Oliver should contact the Clerk using a personal email address.
- The Footpath Warden advised that Emma Bryant had not received the thanks noted for her volunteer work with the flower bed maintenance near the village hall.

- Cllr Bell attended the coffee morning/book sale held in the village hall on Saturday 7<sup>th</sup> August 2021, in her capacity as Chair of the Parish Council. Cllr Bell advised that it was very successful with good interaction with residents, and suggested other Councillors attend the next one on Saturday 4<sup>th</sup> September 2021.
- Cllr Oliver asked what was being done to recruit new councillors. Cllr Bell advised there was interest from quite a few new residents but unfortunately, they need to have lived or worked in the village for one year before becoming eligible. Cllr Bell asked councillors to endeavour to speak to residents to recruit new Councillors to co-opt. As soon as MSDC respond to the Clerk the most recent casual vacancies can be advertised.

**ACTION - Clerk to resend email to Emma Bryant.**

## **6 Report from County Councillor**

A copy of CC Cllr Fleming's report was sent to Councillors prior to the meeting and can be found as an addendum at the end of the minutes.

Cllr Bell asked whether the recycling centres would be keeping the appointment system which CC Cllr Fleming confirmed they would.

CC Cllr Fleming reminded Councillors that the County Council locality budget is open again. Cllr Bell asked whether the conditions are the same as the District Council's locality budget, in that it cannot be used to fund schools and churches. CC Cllr Fleming advised it is slightly different as church structures are eligible.

7:20pm CC Cllr Fleming left the meeting

## **7 Report from District Councillor**

A copy of DC Cllr Warboy's report was sent to Councillors prior to the meeting and can be found as an addendum at the end of the minutes.

Cllr Bell commented that the Clerk is having issues obtaining responses to emails and messages sent to various MSDC departments. DC Cllr Warboys acknowledged the concern and will pass it on.

Further to his report concerning bin collections, DC Cllr Warboys advised the problem is partly due to the number of additional brown bins now needing to be collected, and services may be suspended due to lack of drivers, but residents will be compensated.

7:35pm DC Cllr Warboys left the meeting

## **8 Public Participation Session (15 minutes set aside)**

No Members of the public were present.

## **9 Chair's Report**

Nothing to report.

## **10 Clerk's Report**

- MSDC have advised that despite agreeing to empty the litter bin on Charity Meadow, they are now unable to do so because it is too far from their parking point.
- MSDC have confirmed they are able to arrange the installation of the memorial bench for Geoff Laurence.
- MSDC have been advised of the current casual vacancies – waiting for a response
- Welcome Back Funding – MSDC have been allocated a share of ERDF funding to support the return to the high street. This has mostly been allocated to larger towns, but MSDC are offering parishes a choice of the following in addition to sets of litter pickers, to help with the increase in littering resulting from more people walking and visiting local areas:
  - \* 2 x litter bins
  - \* 2 x dog waste bins

\* 1 x litter bin, 1 x dog waste bin

\* 1 x planter (75cm x 75cm)

Councillors agreed 2 x dog waste bins would be most beneficial and noted that any new dog bin locations would be subject to emptying charges from either MSDC or an external contractor. Locations for the bins were discussed and will be a future agenda item.

Cllr Bell asked if more black bin bags could also be requested in time for the next litter pick due to be held in November.

- Speeding within the village – Suffolk Highways have advised the 30 mile limit sign can be moved subject to the Parish Council agreeing to cover the cost, but are yet to advise the cost or process to arrange for this to be done.

#### **ACTION**

- **Clerk to look at quotes from private contractors to empty litter bin and potential new dog bin on Charity Meadow**
- **Clerk to arrange for MSDC to install memorial bench once ordered**
- **Clerk to contact MSDC again re casual vacancies**
- **Clerk to confirm Welcome Back Funding choice of 2 x dog waste bins to MSDC and request black bin bags**
- **Clerk to contact Suffolk Highways again re 30 mile limit sign**
- **Chair to include appeal for new Councillors to join the Parish Council in the September edition of the Messenger**

### **11 RFO's Report**

The RFO sent a copy of the reserves, and receipts and payments to councillors prior to the meeting.

### **12 Neighbourhood Watch Report**

Nothing to report apart from a garden furniture scam around the Stonham Barns area.

### **13 Tree Warden's Report**

- **MSDC Tree, Hedge and Wildflower Planting Initiative**

Cllr Clifford has spoken to everyone who has been in contact to establish the location and preference of tree species required. It is still intended for there to be a village tree planting day later in the year.

Cllr Bell queried the wildflower planting. Cllr Clifford advised it is more about identifying locations where grass can be cut less to allow wildflowers to grow.

### **14 Footpath Warden's Report**

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

Cllr Oliver asked whether anything had happened regarding previous discussions to have a footpath map on display in the village. Cllr Bell advised there was a map but it was too small to display clearly and current frame is not weatherproof. Cllr Clifford advised she may be able to enlarge the map.

**ACTION - Cllr Bell and Cllr Clifford to look at footpath map**

### **15 SID (Speed Indicator Device) Report**

The SID Report was sent to Councillors prior to the meeting and can be found as an addendum at the end of the minutes.

7:58pm M Bryant left the meeting

## 16 Planning

- **DC/21/04046 - Mill Farm, Stone Hall Lane, Gislingham, IP23 8JL**

After discussing Councillors agreed unanimously that they had no objection to this application.

- **DC/21/04438 – 5, Poppy Way, Gislingham, IP23 8LA**

After discussing Councillors agreed unanimously that they had no objection to this application.

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

## 17 CIL Running Track Application Gislingham Primary School (carried forward from July 2021 meeting)

As advised at the July 2021 meeting, written confirmation has been received advising that the running track will be available to groups and organisations, but the school is unable to let individuals access it on their own.

After discussing at length, Councillors agreed that they would like clarification from MSDC Infrastructure Team regarding the eligibility of the application as MSDC's guidance for Parish Councils states CIL income must be spent to benefit the whole community.

**ACTION - RFO to seek clarification from MSDC.**

## 18 Charity Meadow

- Playground Inspection – an independent inspection will be arranged which Cllr Urwin will attend as Playground Co-ordinator and Health & Safety Lead. New quotations for repairs/replacements of the equipment will be sought once the Inspection Report has been received.
- CCTV installation – Gislingham Primary School have confirmed they are happy for this to proceed subject to written permission from SCC and GUC as the landowners, for the required cable to be laid, this has now been received by the Clerk. They have also requested a meter be installed so the Council is fully responsible for the costs of the power used. Cllr Oliver requested his opposition to the CCTV installation be noted in the minutes.
- Cllr Oliver suggested a gardening club and a graffiti wall, both situated on charity Meadow, as potential activities to engage residents and address anti-social behaviour. Councillors thought the graffiti wall in particular was a very good idea and worth further investigation.

### **ACTION**

- **Clerk to forward permissions to the school.**
- **Cllr Oliver to investigate graffiti wall and gardening club further, and report back at a future meeting.**

## 19 Queen's Platinum Jubilee 2022

Cllr Bell has collated a list of village organisations which might like to be involved with the Queen's Platinum Jubilee weekend (Thursday 2<sup>nd</sup> June – Sunday 5<sup>th</sup> June 2022) and potentially lead or co-ordinate the event. One of the trustees of the village hall has advised that the village hall car park is already booked for a private event and has suggested events be held in conjunction with the Village Fayre at the school instead. Councillors agreed that with three casual vacancies the Parish Council cannot be responsible for solely organising this event but would discuss contributing towards funding etc.

### **ACTION**

- **Clerk to contact all organisations on the list asking if they would like to be involved and/or lead or co-ordinate events.**

- **RFO to see if CIL funds can be used.**

## **20 Geoff Laurence Memorial Bench**

Cllr Bell has received the wording to be carved onto the bench from Jo Laurence. Having looked at the costings with the Clerk, it will be cost approximately £1,500.00 to purchase and install a 6ft bench, including the wording.

Cllr Urwin proposed approval of spending of up to £1,500.00 for the bench. This was seconded by Cllr Clifford and approved unanimously.

**ACTION – Chair/Clerk to arrange purchase and installation of the memorial bench.**

## **21 Finance**

Admin Payment (Clerk & RFO) - £518.85

Clerk mileage expenses - £17.10

Hire of Village Hall (July) - £20

Top Garden inv. 25 (June) - £360.00

Top garden inv. 26 (July) - £360.00

SALC Preparing for CiLCA - £30.00

ICO registration - £60.00

Microsoft Annual Subscription - £59.99

All payments were approved unanimously.

**ACTION - Cllr Bell to make payments by BACS (ICO registration and Microsoft payment taken by direct debit).**

## **22 Training**

Cllr Oliver is still to book his remaining Councillor training module as soon as there is an evening date available.

**ACTION – Cllr Oliver to ask SALC to advise when the next evening date becomes available.**

## **23 Policies and Reports**

- **Appraisal Policy**

Approved unanimously (no members of public present so it was not necessary to discuss this policy 'in camera').

- **CCTV Policy**

Approved unanimously

**ACTION – Clerk to publish both policies on the website.**

## **24 Date of next meeting 20<sup>th</sup> September 2021 at 7:00pm in Gislingham Village Hall.**

Meeting Closed at 8:45pm

## County Councillor Report



August 2021

### 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

**Suffolk Highways Contract Renewal** – SCC 's current contract with Kier ends on 30<sup>th</sup> September 2023. The County is seeking a partnership to deliver highways projects after this contract ends. A new contract is envisioned to be worth close to £1 billion over a projected 20-year period.

**Independent Review of Suffolk County Council's SEND services** – The team from Lincolnshire has completed its review of the Special Education Needs and Disabilities service in Suffolk, results will be available in October.

**Suffolk Recycling Centres Update** – Post July 19<sup>th</sup> social distancing requirements at recycling sites are being relaxed, as are some other limitations such as the 2-axel trailer rule. Bookings can be made online via <https://suffolkrecycling.org.uk/where-to-recycle/recycling-centres/suffolk-recycling-centres-booking-page> or by calling 0345 606 6067.. Further changes are planned after 16<sup>th</sup> August.

**Locality Budgets** – The County Council locality scheme is now open again for applications. Please get in touch if any local projects need financial support.

**West Suffolk Hospital Trust New Build** – The SCC Health Scrutiny Committee has an observer role on plans for the replacement of WSH by a new hospital, the preferred (adjacent) location is Hardwick Manor. The Trust is encouraging communities to engage and a second phase of public outreach will begin in the autumn. Refer to <https://www.wsh.nhs.uk/New-healthcare-facility/>

**Womens Bike Tour** - The 6<sup>th</sup> and final stage of the tour runs from Haverhill to Felixstowe via Stowmarket on 9<sup>th</sup> October, it will be the first time since 2014 that Suffolk has hosted the final stage. The full route can be found here: [The Women's Tour | Stage Six \(womenstour.co.uk\)](https://www.womenstour.co.uk)

**Covid-19 Update** – The Prime Minister has announced that [step 4 of the easing of COVID restrictions in England is to go ahead](#), from Monday (19<sup>th</sup> July).

SCC bulletins are available on [via the Suffolk County Council website](#). For updates on the vaccine rollout refer to [SNEE NHS COVID-19 Vaccination Service website](#)

## **DISTRICT COUNCILLOR'S REPORT AUGUST 21**

Meetings	<p>On Wed. 18<sup>th</sup> Aug Cllr Matthew Hicks (Cons) is due to chair Development Committee A where the Hybrid Application for the phased employment-led redevelopment of Land at Mill Lane, Stowmarket (Gateway 14) will be decided.</p> <p>Gateway 14 is the largest logistics and business park development site in East Anglia on 160 acres of farmland, designated for future employment use. Gateway 14 Ltd is owned by Mid Suffolk District Council (Mid Suffolk) who are investing at least £37M of borrowed money in the project. They are both the Applicant and granter of appropriate planning permission (although they have the power to defer this to another body should they elect to).</p> <p>This development has much community support but concerns have been raised because of the divergence from the initial consultation and the ambition for the development to be exemplar in terms of energy and environment use and the stimulus to local industry.</p> <p>At the moment because of the complexity of the issue and the public interest it has been requested by the opposition group to defer this proposal to the Development Referral Committee as a single issue where both Committees A and B will debate the matter, so giving time for stakeholders to make their contribution and the matter to be dealt with as transparently as possible.</p>
Meetings	<p>The full council meeting scheduled for July 22<sup>nd</sup> was cancelled as the council chamber at Endeavour house is too small to comply with Covid related business regulations. Other council meetings continue as planned, with briefings and workshops being hosted on-line whenever possible.</p>
Locality Awards	<p>New grants available now for 2021/22.</p> <p>Open to groups with projects that provide a clear and tangible benefit to the community. Full information available using the link, or contact me to discuss your project.</p> <p><a href="https://www.midsuffolk.gov.uk/communities/grants-and-funding/locality-awards-2021-22/">https://www.midsuffolk.gov.uk/communities/grants-and-funding/locality-awards-2021-22/</a></p>
B&MSDC LCWIP (Local cycling and Infrastructure Plan)	<p>To the online consultation: <i>over 1,800 comments made.</i></p> <p><i>Next Stages: Initial analysis of all responses received will determine what kind of interventions are needed, and categorise them into one of the following three actions:</i></p> <ol style="list-style-type: none"> <li>1. <i>An issue (an immediate problem or defect) that needs reporting to SCC Highways for repair or attention</i></li> <li>2. <i>An issue (an immediate problem or defect) that needs reporting to SCC Rights of Way for repair or attention</i></li> <li>3. <i>Something more significant is required in terms of infrastructure improvement – potentially a suitable location for a scheme</i></li> </ol> <p>Aims: The key outputs of our LCWIP will be:</p> <ul style="list-style-type: none"> <li>• a network plan for walking and cycling which identifies preferred routes and core zones for further development</li> <li>• a prioritised programme of infrastructure improvements for future investment</li> <li>• a report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements and network.</li> </ul> <p>This is supported by and links to Suffolk CC's LCWIP which can be found here:</p> <p><a href="https://www.suffolk.gov.uk/assets/coronavirus/Advice-on-travel/Local-Cycling-and-Walking-Infrastructure-Plan-for-Suffolk.pdf">https://www.suffolk.gov.uk/assets/coronavirus/Advice-on-travel/Local-Cycling-and-Walking-Infrastructure-Plan-for-Suffolk.pdf</a></p>
All party workshops: These are the proposals put forward by the	<ol style="list-style-type: none"> <li>1. £1m should be directed to exemplar zero-carbon housing projects, in particular selecting those that can be delivered within a 2-year timeframe using innovative techniques. We also propose that a set of Suffolk specific designs and specifications be drawn up and used for these developments, and then made open-source for small-scale developers and self-builders to use. The intention is that more housing will be delivered at social rents.</li> </ol>

<p>Green and Liberal Democrat Group – no responses have been received.</p>	<ol style="list-style-type: none"> <li>2. Up to £1m should be used to improve the delivery of our planning services, to strengthen and train the staff team, and make the department the best in the region. In particular the role of planning enforcement should be enhanced, so that conditions imposed on developers are followed up and implemented in full, thus moving enforcement into a positive, proactive role alongside its current reactive function.</li> <li>3. £1m to be allocated across the District to each Councillor as a locality “super-budget” (£29,400 per Councillor) to be directed as capital funding for innovative and creative projects, drawing on the many ideas proposed in the workshops. This would allow Councillors to fund a diverse range of projects, combining funds where appropriate. Members would provide the direction and decisions on funding, but implementation would be managed by officers or approved partner organisations.</li> <li>4. £1m to be retained for future response to the Covid pandemic as needs arise over the next couple of years.</li> </ol>
<p>Temporary Campsites</p>	<p>Last year the Government introduced a temporary permitted development right which allows for the temporary use of land (<i>by the owner</i>) as a commercial campsite for up to 56 days, without the need to apply for planning permission. This allows businesses across the tourism and hospitality sectors to establish temporary ‘pop up’ campsites on their land to meet additional demand. The Government would like to see more of these businesses taking advantage of this opportunity over the summer, so is encouraging local planning authorities to take a flexible and proportionate approach to the enforcement of planning controls, including restrictions through planning conditions on existing campsites.</p> <p>This guidance from the Government applies from now through to the end of October this year.</p>
<p>Waste Collection services</p>	<p>These continue to be disrupted. There are various issues chief amongst them is a shortage of HGV drivers, there have also been technical issues with the vehicles and a much higher demand than usual for garden waste collections. Weekend collections are being made to catch up and the advice continues to be to leave the bins out and eventually they will be collected.</p>
<p>Mental Health and Well-being</p>	<p>At the moment councillors are engaged in a series of workshops to explore their own and their communities mental health and wellbeing needs. In particular neurodiversity and managing stress.</p>
<p>Anti-social behaviour</p>	<p>This can take many forms, environmental, physical and mental abuse and the council has dedicated officers to investigate and support victims. It can be reported via the council’s website or please contact me.</p>

MSDC Councillor Rowland Warboys

rowland.warboys@midsuffolk.gov.uk Tel. 01379 783412 Mobile: 07484 186121

## Footpath Wardens report to the Parish Council meeting 16<sup>th</sup> August 2021

Since my last report, SCC have now cut all the paths on their Cutting List. Disappointedly, the PC Contractor has missed two paths, which have been reported to the Clerk.

The resident of West View gardens was getting a bit agitated that the ivy branches had not been removed from the side of his fence, albeit that I have made two requests to MSDC to remove. I have now put them on the opposite side of the path to avoid any further upset.

In response to the comment at the last PC meeting, made by Cllr Urwin regarding Risk Assessments and copying reports to the PC. I have written up a Risk Assessment for when I inspect and carry out any remedial work to clear any path. In future, if I have an additional helper, I will inform Cllr Urwin in advance and confirm the Risk Assessment procedure.

Regarding copying in the PC of any reports, I do this anyway. Whenever I submit to SCC regarding any issues and also to MSDC, I cc the Clerk.

Everything is now fairly quiet on the footpaths. I do need to snip back any overhanging branches or brambles upon my travels.

I will now need to keep an eye out for footpaths across fields which have been harvested, as when they do get ploughed, it may take a short while to reinstate them.

There are no additions or amendments to the Footpath Issues spreadsheet, so not attached.

Martyn Bryant

**SID ANALYSIS AUGUST 21**

For Project: Mill Street Gislingham

Project Notes:

Location/Name: Westbound

Report Generated: 14/08/2021 13:21

Speed Intervals 5 MPH

Time Intervals Instant

Traffic Report From 19/07/2020 14:00:00 through 16/08/2020 11:59:59

85th Percentile Speed 31.7 MPH

85th Percentile Vehicles 11060

Max Speed 60 MPH on 01/08/2020 15:35:00

Total Vehicles 13012

AADT: 466

**Volumes -**

**weekly counts**

**Time 5 Day 7 Day**

Average Daily 497 455

AM Peak 07:00 42 33

PM Peak 05:00 42 37

**Speed**

Speed Limit: 30

85th Percentile Speed: 31.7

Average Speed: 25.79

**Monday Tuesday Wednesday Thursday Friday Saturday Sunday**

Count over limit 425 371 413 437 449 385 267

% over limit 22.8 18.4 19.9 21.2 23.2 21.6 21.0

Avg Speeder 33.3 33.4 33.3 33.5 33.3 33.4 33.5