



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 19<sup>th</sup> JULY 2021 @ 7PM**

**Present:** Cllr J Bell, Cllr J Clifford, Cllr I Urwin, Cllr J Mew  
Clerk – J Challis, DC Cllr R Warboys

**Apologies:** Cllr C Tranter, Cllr F Oliver

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

Cllr Bell welcomed everyone to the meeting, approved apologies from Cllr Tranter and noted apologies received from S Budd RFO, CC Cllr Fleming and M Bryant Footpath Warden. Apologies received from Cllr Oliver were not approved which was a unanimous decision.

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

Cllr Bell declared a non-pecuniary interest on item 20 as a Governor at Gislingham Primary School.

Cllr Urwin declared a non-pecuniary interest on item 20 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 21<sup>st</sup> June 2021 are a true and correct record.**

The minutes for 21<sup>st</sup> June 2021 were approved unanimously.

**5 Matters Arising/Update on actions from the 21<sup>st</sup> June 2021 meeting**

- MSDC have installed the new litter bin on Charity Meadow. It has been added to their schedule and the Clerk is waiting for confirmation as to when they will start emptying it.
- MSDC have been asked if they are able to arrange the placement of the Geoff Laurence memorial bench. The Memorial Bench will be ordered when confirmation that MSDC can install a base so that the bench can be permanently sited.
- MSDC have been advised of the new casual vacancy, of which we now have 3.

**ACTION Clerk to follow up on all actions with MSDC**

## **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.

## **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.

Gateway 14 - Cllr Urwin asked whether work to build the new footway cycleway over the A1120 Bridge will affect the Stowmarket bus service. DC Cllr Warboys confirmed that the bus route will not be affected by the works.

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

No Members of the public were present; however an email was sent to the Clerk today from a new resident. The email included the following concerns:

- Speeding on Thornham Road – to be discussed on agenda item 19
- Flooding/sewerage issues in connection with Lovells Estate – This was addressed in the Clerk's Report, agenda item 10, of the 21<sup>st</sup> June 2021 minutes. The Clerk will forward the new complaint to Lovell Developments and suggest resident contacts them directly in addition to Anglian Water.
- White goods left in resident's private garden - The Messenger advertise any white goods for sale or free to collection, the Parish Council will advise the resident of this contact.
- Regarding activities at the Village Hall the Clerk has advised the resident of the contact for the Village Hall Committee.

The letter also praised the lovely flower bed near the village hall which is maintained by volunteer Emma Bryant.

### **ACTION**

- **Clerk to respond to resident as above**
- **Clerk to forward concern to Lovell Developments**
- **Clerk to forward thanks to Emma Bryant**

## **9 Chair's Report**

- Cllr Bell advised that she was recently asked by Vinoth and Kaarunya, the proprietors of the newly re-branded Londis Village Shop to cut the ribbon at their reopening ceremony. Whilst carrying out works to their shop they have kindly also revarnished the village noticeboard for which Councillors expressed their thanks.
- Geoff Laurence Memorial bench – Cllr Bell has been in contact with Jo Laurence who is going to provide wording to be inscribed on the Memorial bench on Charity Meadow.

## **10 Clerk's Report**

- Request received from Cllr Urwin to contact neighbouring Clerks in Eye, Finningham, Cotton, Bacton and Wyverstone, to ask them to advertise the 320 bus route in their parishes in order to promote the route.
- MSDC have been asked if it would be possible for them to install the memorial bench for Geoff Laurence.
- Mellis Parish Council have confirmed they are happy to support the Clerk undertaking the CiLCA training sharing the cost with Gislingham Parish Council.

## **11 RFO's Report**

The Clerk advised on behalf of the RFO that all paperwork has now been sent to the external auditors, and the quarterly internal audit of the accounts is due to be actioned by Cllr Tranter.

## **12 Neighbourhood Watch Report**

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

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

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

Cllr Clifford advised that work is still ongoing.

Cllr Bell suggested it would be beneficial for Cllr Clifford to attend the next book sale/coffee morning at the village hall to engage with residents in her capacity as Tree Warden.

## **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.

It was noted by Health and Safety lead Cllr Urwin, that he needs to be advised of all volunteers as they need to complete a risk assessment for the work they are undertaking.

Cllr Urwin also requested that any pictures or correspondence sent to MSDC or MSCC was directed via the Parish Council so that we can have a record of any reporting.

## **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.

## **16 Staffing Panel Nomination**

There is now a seat on the staffing panel following Cllr Kearsley's resignation. Cllr Bell asked if anyone would like to put themselves forward. Cllr Urwin volunteered, and his appointment was agreed unanimously with one abstention (Cllr Urwin).

## **17 Friends of St Mary's Village Hall Hire**

The secretary of FOSM has approached the Council to see if they are prepared to carry on with the pre covid arrangement of sharing the cost of the village hall hire for the monthly book sale/coffee mornings. The Council will no longer have a help desk but members of the Council will be present to engage with residents, wearing a badge to identify themselves.

After discussing it was agreed unanimously to pay for alternate months of the village hall hire, with one abstention.

**ACTION Clerk to advise FOSM and the village hall secretary.**

## **18 War Memorial Repairs**

It has been confirmed by SALC that the faculty required is not classed as restricted expenditure, so the Council is able to pay for this as part of the overall war memorial repairs.

After discussing Councillors agreed unanimously to pay for the repairs required as there is already funding set aside for this.

**ACTION clerk to advise the Church Council and request details of the contractor for invoicing purposes.**

## **19 Speed Limit Sign/SID Locations**

A complaint has been received from residents regarding the speeding in and out of the village on Thornham Road. The Speedwatch team has advised that they are aware of the high level of speeding traffic in this location, but have been refused police approval to use the junction with Columbine Way as a location because it is too close to the 30mph sign, as sites have to be 100 metres within the 30mph limit. The clerk has contacted SCC Highways to request moving the sign (report ref 00329092).

The Clerk has also inquired about using this site as a location for the speed indicator device. This requires a Site Suitability Checklist to be completed and submitted to SCC for authorisation to operate the SID at the approved site.

**ACTION Clerk to follow up on SCC Highway request and forward Site Suitability Checklist to councillors.**

## **20 CIL Running Track Application Gislingham Primary School**

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. Councillors discussed the application but were unable to vote on how to proceed due to the two declarations of interest rendering the agenda item inquorate.

**ACTION CIL Running Track Application carried over to next meeting.**

## **21 Charity Meadow**

- **CCTV quotations**

Three quotations have been received and circulated to councillors in advance of the meeting. Councillors discussed each quotation confirming footage will only be viewed by Councillors and the Clerk and forwarded to the police if necessary. After discussing councillors agreed unanimously to proceed with the preferred contractor whose quotation includes the cable work required to connect to the power supply at the school.

- **Playground Repair quotations**

Still awaiting third quotation – carried over to next meeting

**ACTION**

- **Clerk to instruct chosen contractor and advise the other two that they have been unsuccessful.**
- **Playground Repair quotations carried over to next meeting.**

## **22 Finance**

Admin Payment (Clerk & RFO) - £521.90

J Bell mileage expenses - £16.20

Clerk mileage expenses - £17.10

Hire of Village Hall (June) - £20

Neighbourhood Planning Webinar (5<sup>th</sup> July 2021) - £25

All payments were approved unanimously apart from J Bell's mileage, which was approved unanimously with one abstention.

**ACTION Cllr Bell to make payments by BACS (Neighbourhood Planning Webinar paid by debit card). Cllr Bell's expenses will be facilitated by a cheque signed by Cllr Tranter and Cllr Urwin.**

## **23 Training**

Clerk – CiLCA

SALC have advised that there is an Introduction to CiLCA training webinar on 28<sup>th</sup> October 2021 costing £25 plus VAT, prior to the 11 CiLCA modules which start in November 2021.

Councillors agreed unanimously for the Clerk to book the Introduction to CiLCA webinar.

**ACTION Clerk to book Introduction to CiLCA training**

## **24 Policies and Reports**

Appraisal Policy – carried over to August meeting due to absence of Staffing Panel Chair.

## **25 IN CAMERA**

Deferred due to absence of Staffing Panel Chair

## **26 Date of next meeting 16<sup>th</sup> August 2021 at 7:00pm in Gislingham Village Hall.**

Meeting Closed at 8:51pm

## County Councillor Report



July 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

**Independent Review of Suffolk County Council's SEND services** - A multi-agency team from Lincolnshire will carry out an independent review into Special Education Needs and Disabilities provision. The review starts at the end of June and will be completed in mid. August. About 18,000 young people are supported through SEND services, including 5,900 with Education Health and Care Plans which is about double the 2014 number.

If you would like to participate in this review then please share your experiences of the processes, communication protocols and family-facing elements of SEND services within Suffolk County Council by email at [SendReview@suffolk.gov.uk](mailto:SendReview@suffolk.gov.uk).

**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. Please refer to the accompanying flyer: 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.

**Progress Power, Eye and Mellis** –After several years dormancy, minor works commenced on the main site near Eye on 28<sup>th</sup> June 2021. Information about the project is on <https://www.drax.com/about-us/our-projects/progress-power/>. A Community Liaison Group is being set up and nearby parishes have been invited to join.

**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 holding public drop-in events between 5 July – 15 August including Stowmarket Community Centre on 21<sup>st</sup> July, and is encouraging communities to engage.

A second phase will begin in the autumn. Further information about public engagement and an online feedback form can be found on <https://www.wsh.nhs.uk/New-healthcare-facility/>

**Covid-19 Update** - 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 JULY 2021

Meetings	The full council meeting scheduled for July 22 <sup>nd</sup> has been 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.
Locality Awards	New grants available now for 2021/22. 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. <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>
B&MSDC LCWIP (Local cycling and Infrastructure Plan)	<p>To the online consultation: <i>over 1,800 comments made.</i>  <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:  <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 Green and Liberal Democrat Group – no responses have been received.	<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> <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>
Temporary Campsites	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

	<p>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>
Waste Collection services	<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. Week-end 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>
Mental Health and Well-being	<p>At the moment councillors are engaged in a series of workshops that explore their own and their communities mental health and wellbeing needs. In particular neurodiversity and managing stress.</p>
Anti-social behaviour	<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

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#### **NEIGHBOURHOOD WATCH REPORT JULY 2021**

I am advised that there is a team of individuals operating in south to mid Suffolk trying to sell garden furniture (left over from trade shows !!!) the origins of this furniture are unclear, but it seems they show they show the furniture, take payment but never deliver!!

BT Calls (or rather non BT calls) continue to do the rounds, pointing out that there is something wrong with your system, but if you give them temporary control of your computer they will rectify the problem ...no doubt after they have taken any of your financial details from your computer .

Finally ...this is supposedly from NatWest but could be applied to any Bank in the UK ..you receive a call from the Bank's fraud dept advising that there have been fraudulent transactions on your account totalling over £1000, they will then ask you to do an ID check and request two new Numbers from your account password, they will then get cut off, ring again apologising for the breakdown, and request a different two digits from your account password. After which they will confirm that they are resolving the problem by proceeding to empty your account of funds!!

Christopher Tranter



## Footpath Warden's Report July 2021

With the latest bout of rain and sun, the footpaths have quickly become overgrown.

There has been a delay with SCC and the PC's contractor in cutting the agreed paths. This has led to several complaints from residents who have had difficulty in walking some of these overgrown footpaths.

I had reported this at the last PC meeting, so I had hoped that action would have been taken by now.

As of the 15<sup>th</sup> of July, I have checked a small number of footpaths. There is no evidence that SCC have started their cut, the footpaths are badly overgrown. FP36 commonly known as the Bowling Alley is on the SCC cutting list has been cut, but I suspect that someone else has done it, as it has recently been reported to the PC by a resident.

FP33, Lovells Estate, this FP has now been cut. However, they have not removed the ivy tree cuttings from the FP between the church and the Lovells Estate, as agreed from their email. I will contact them. I will check more footpaths next week to see what the situation is.

I had received a report that an ivy tree had blocked the path between the church and the Lovells estate, which I did clear. Ironically, the rest of the tree fell soon afterwards, so I also cleared it away, which I then received a complaint from the resident that backs onto the path from West View Gardens to say someone had dumped a load of ivy against his fence, which was not actually the case. Nevertheless, I reported the debris to Mid Suffolk DC and as they are the PC's contractor, they have added it to the path cutting to clear away.

The muddy path between the Lovells Estate and Coldham Lane, has still not had an extra covering of wood bark as requested many months ago. I received an email this week from the SCC Rights of Way Officer to say that he has now been chasing up their contractor.

Sam Trayton, the SCC Rights of Way Officer has informed me that he will be leaving his post later this month. There is not a replacement as yet. I will report any issues through the usual reporting method.

On my travels, I noticed that the 'High Street' sign as you come into the village from Finningham was totally covered with growth. I did take some away, but it will require another cut to make it more visible.

Martyn Bryant

## **SID ANALYSIS JULY 2021**

For Project: Mill Street Gislingham

Project Notes:

Location/Name: Eastbound

Report Generated: 19/07/2021 12:36

Speed Intervals 5 MPH

Time Intervals Instant

Traffic Report From 20/06/2021 12:00:00 through 19/07/2021 12:59:59

85th Percentile Speed 31.7 MPH

85th Percentile Vehicles 11203

Max Speed 50 MPH on 25/06/2021 00:45:00

Total Vehicles 13180

AADT: 453

### **Volumes - weekly counts**

#### **Time 5 Day 7 Day**

Average Daily 488 446

AM Peak 08:00 37 31

PM Peak 05:00 56 48

### **Speed**

Speed Limit: 30

85th Percentile Speed: 31.7

Average Speed: 26.82

#### **Monday Tuesday Wednesday Thursday Friday Saturday Sunday**

Count over limit 430 420 432 420 434 354 320

% over limit 21.1 20.0 21.7 21.0 21.1 21.5 23.7

Avg Speeder 33.0 33.1 33.1 33.0 33.1 33.0 33.1