



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 21st JUNE 2021 @ 6PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr J Clifford, Cllr I Urwin, Cllr J Mew
Clerk – J Challis, RFO – S Budd, CC Cllr J Fleming, DC Cllr R Warboys

Apologies: Cllr D Kearsley, 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 Kearsley and Cllr Oliver, and noted apologies received from M Bryant, Footpath Warden.

2 To receive Declarations of Interest on agenda items

Cllr Bell declared a non-pecuniary interest on items 17 and 18 as a Governor at Gislingham Primary School.

Cllr Urwin declared a non-pecuniary interest on items 17 and 18 as a parent of a pupil attending Gislingham Primary School.

Cllr Tranter declared a non-pecuniary interest on item 16 as a resident of Back Street.

3 To consider requests for Dispensations on agenda items

None requested.

4 To resolve the draft minutes of the Extraordinary Parish Council Meeting held on Monday 24th May 2021 are a true and correct record.

The minutes for 24th May 2021 were approved unanimously.

5 Matters Arising/Update on actions from the 24th May 2021 meeting

- The additional litter bin for Charity Meadow has been delivered and will be installed by 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.

Cllr Urwin commented that he had been in contact with Katherine Davies, Sustainable Travel Officer for MSDC, regarding the lack of bus service from Gislingham to Diss. Katherine Davies replied to say she will feed back the information to SCC when they consult with MSDC about their

Bus Service Improvement Plan in July and put it forward as a potential location for some Demand Responsive Transport.

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.

DC Cllr Warboys highlighted two items, firstly the Footpath and Cycleways Consultation link included within his report, open to everyone until 22nd July 2021, and encouraged councillors to complete it: <https://baberghmidsuffolkactivetravel.commonplace.is/>

Secondly the Locality Budget now available for 2021/22 which is open to groups with projects that provide a clear and tangible benefit to the community.

Cllr Warboys also advised of an article in the East Anglian Daily Times regarding CIFCO (a property investment company established by Babergh District Council (BDC) and Mid Suffolk District Council (MSDC) group). The article advises of a £4.9 million loss, £12 million cumulative loss, and a 10% fall in rents.

Cllr Tranter asked what plans BMSDC have in consideration of this?

DC Cllr Warboys and CC Cllr Fleming both confirmed that as CIFCO is a long-term investment the current plan is to wait and see what happens.

6:21pm CC Fleming left the meeting.

Cllr Bell suggested moving item 16 up the agenda as she was aware DC Cllr Warboys needed to leave the meeting soon.

16 Planning

• DC/20/04786 – Lodge Farm, Back Street, Gislegham, IP23 8JH

After discussing, Councillors agreed that they objected to this application for the following reasons:

- over development on a non-sustainable site; Back Street is only a single carriageway, the impact on drainage, sewage, and subsequent flooding concerns, the impact on WiFi signal strength
- the negative impact on wildlife and ecosystems, including protected species such as bats and owls
- the current street scene
- planning policies not being adhered to

• DC/21/03352 – Fairfield House, Mill Street, Gislegham, IP23 8JS

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

ACTION

- **DC/20/04786 - Clerk to prepare comment for Councillors to approve before adding it to the MSDC Planning Portal**
- **DC/21/03352 – Clerk to add no objection comment to MSDC Planning Portal**

Comment added to Planning Portal on 22nd June 2021 for planning application DC/20/04786

Gislegham Parish Council object to this planning application on the following grounds:

- *we are concerned the proposed application is over development on a non-sustainable site*
 - *Back Street is only a single carriageway*
 - *the impact on drainage, sewage, and subsequent flooding concerns*
 - *the impact on WiFi signal strength*
- *the negative impact on wildlife and ecosystems, including protected species such as bats and owls*
- *the proposed application will be out of keeping with the street scene*
- *we are concerned that planning policies are not being adhered to*

7:00pm DC Cllr Warboys left the meeting

8 Public Participation Session (15 minutes set aside)

No Members of the public present.

9 Chair's Report

- Cllr Bell advised that Cllr Kearsley has resigned from the Parish Council because she is moving away from the village. Councillors were sorry to learn this and wished Cllr Kearsley well for the future.
- Geoff Laurence Memorial bench – Cllr Bell suggested asking MSDC if it is possible for them to install the bench as they have been installing the bases for the new litter bins, now that we have better weather and lockdown restrictions are being lifted. The Parish Council will look into purchasing the bench.

ACTION

- **Clerk to advise MSDC of the new casual vacancy**
- **Clerk to speak to MSDC re installation of the memorial bench**

10 Clerk's Report

- A complaint has been received from more than one resident of flooding issues in connection with the Lovells Estate development. Lovells Developments have been contacted and are looking into it. In addition Anglian Water have cleared the external sewer.
- A complaint has been received regarding the grass being overgrown on Charity Meadow. The grass cutting contractor has been contacted for their advice. The RFO advised that she has also received an indirect complaint about anti-social behaviour in the form of graffiti on the goal posts at Charity Meadow, and a piece of metal protruding from the goal. The goal posts are owned by GUC so do not come under the responsibility of the Parish Council.
- War Memorial – a request has been received from the Church council for funding towards works required to the war memorial. In addition a faculty costing £200 will be needed for the work to commence. The Parish Council has reserves set aside for the war memorial, but the faculty will need to be checked.
- Gislingham United Charity have confirmed their permission for a CCTV tower to be erected on Charity Meadow.
- Litter bin Charity Meadow – waiting for MSDC to confirm when they will start emptying this.
- Audit Plan – a copy of the updated Audit Plan had been sent to Councillors for approval prior to the meeting and was approved unanimously.

ACTION

- **Clerk to advise Clerk to GUC of the graffiti and protruding metal on the goal posts**
- **Clerk to ask SALC whether the Council has authority to pay for a faculty**
- **Clerk to publish updated Audit Plan**

11 RFO's Report

Internal Audit – the RFO advised that overall the internal auditor had commended the RFO and Clerk for their work and had only highlighted a few minor points.

One such item was donation and grant payments made April 2020 to March 2021. Approval is required for these payments to come out of the Section 137 allowance. Councillors agreed to this unanimously.

AGAR – the AGAR was approved unanimously and signed by the Chair and Proper Officer.

Period of Exercise of Public Rights – to be notified as 28th June – 6th August.

ACTION

- **RFO to make adjustment to Section 137 payments**
- **RFO to submit AGAR to the external auditors**
- **RFO to send documents to Clerk for publishing on the website**

12 Neighbourhood Watch Report

Cllr Tranter advised that there was nothing to report.

Cllr Bell commented that she has noticed a lot of scams are now being notified on the Messenger's Facebook page.

13 Tree Warden's Report

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

Cllr Clifford advised that there has been one more take up since the last meeting, and she is currently collating all requests and information received so far.

Cllr Bell asked for clarification on whether the initiative is for private or public land. Cllr Clifford confirmed that it is open for any land, private or public.

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 Bell noted Mr Bryant's thanks for his Volunteer of the Year 2020 Award.

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 CIL Running Track Application Gislingham Primary School

Gislingham Primary School have advised that they have had to seek a new quotation and provider for this project. Subsequently they are requesting approval for a new funding amount of £4,595 (25%) from the Parish Council.

The Clerk has been advised that the deed of surrender/variance in relation to the lease with GUC and SCC is still to be started.

The RFO advised Councillors that Parish Council CIL could not be used to fund Legal Fees and as previously confirmed to us the School is able to claim back VAT.

Councillors discussed the request and expressed disappointment that it appears the track is still only intended for use by organised groups and clubs. Councillors agreed that approval of the new funding request should be conditional on clarification from the School that the running track will be open to all residents. Councillors would also like confirmation as to when the deed of surrender/variance is due to be started.

ACTION – Clerk to seek clarification from the School on the intended use of the track, and when the deed of surrender/variance will be started.

17 Gislingham Primary School ICT Infrastructure Project (laptops)

Gislingham Primary School have requested financial support to purchase a class set of 24 laptops for pupils to use in their computing lessons. The school has provision in their budget for 10, so are seeking funds for the remaining 14, for which they have also approached GUC.

The RFO has confirmed with MSDC Infrastructure that this is eligible for CIL funds.

Councillors discussed the request and Cllr Tranter proposed providing funds for the purchase of two laptops, Cllr Clifford seconded the proposal, and a vote took place:

Votes in favour = 2, votes against = 1, abstentions = 2 (non-pecuniary interests previously declared).

At the time of the meeting the motion was recorded as not being carried.

However, upon consultation with SALC, after the meeting, regarding revisiting a motion, it was confirmed that the total number of members voting is required to be quorate, and not the vote itself. Therefore the decision to provide funding for two laptops was carried.

ACTION Clerk to advise school and request an invoice for payment to be made.

18 Charity Meadow

- **CCTV Quotations** – three quotations have now been received, however costing is still to be confirmed for the channel and cabling required to connect the CCTV tower to the school. Therefore it was decided to carry this item over to the next meeting.
- **Playground Repair Quotations** – the third quotation is still to be submitted by the contractor, so this will also be carried over to the next meeting.

19 Finance

Admin Payment (Clerk & RFO) - £703.85

Hire of Village Hall - £20 (EM May)

PWLB loan repayment - £1,004.02 (it was noted that this is an active direct debit set up to be taken in June and December each year, and was approved at the time the direct debit was set up)

Bank Charge re PWLB direct debit - £10.50

Top Garden inv. 24 - £360.00

RFO expenses - £40.31

T. Brown (auditor) - £230.00

SALC - £30

All payments were approved unanimously

ACTION Cllr Bell to make payments by BACS

20 Training

Cllr Bell and Clerk – Neighbourhood Planning Training 5th July 2021 (£25)

Approved unanimously with one abstention being the attendee

Clerk – CiLCA - The Clerk asked Councillors if they would be supportive of her starting the CiLCA training once dates are announced. The overall cost of this could potentially be shared with Mellis Parish Council if they are in agreeance.

Councillors expressed their support and agreed unanimously to give the Staffing Panel authority to make decisions on this matter when discussed at the Clerk's annual Appraisal.

ACTION

- **Cllr Bell to book Neighbourhood Planning Training webinar**
- **Clerk to speak to Mellis Parish Council re CiLCA training**

21 Litter Pick 13th June 2021

Cllr Bell expressed disappointment that the turnout for this was relatively low.

After discussing, Councillors agreed to hold the next litter pick on **Sunday 7th November 11-12pm.**

22 Health and Safety Policy

Cllr Bell reminded Councillors of the importance of ensuring they are aware of the contents of this policy, and requested they reread it as a refresher.
It was noted that any volunteers should be notified to the Clerk in order that they complete a risk assessment.

23 Business Plan

An up-to-date Business Plan for 2021/22 was prepared by the Clerk/Chair and sent to Councillors in advance of the meeting.

Approved unanimously.

ACTION Clerk to publish Business Plan 2021/22

24 Date of next meeting 19th July 2021 at 7:00pm in Gislingham Village Hall.

Meeting Closed at 8:18pm

County Councillor Report

June 2021



Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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

The annual meeting of the County Council took place on 27th May at Wherstead Park, Ipswich. New cabinet roles and appointments were confirmed, as follows:

Deputy Leader & Cabinet Member for Finance & Environment – Richard Rout

Cabinet Member for Adult Care – Beccy Hopfensperger

Cabinet Member for Children & Young People’s Services – James Reeder

Cabinet Member for Education & Skills – Rachel Hood

Cabinet Member for Economic Development, Transport Strategy, & Waste – Richard Smith

Cabinet Member for Ipswich, Operational Highways, & Flooding – Paul West

Cabinet Member for Public Health, Public Protection, & Communities – Andrew Reid

Deputy Cabinet Member for Fostering and Adoption – Stephen Burroughes

Deputy Cabinet Member for Highway Drainage – Steve Wiles

Deputy Cabinet Member for Property – Craig Rivett

Deputy Cabinet Member for Protected Landscapes & Archaeology – Melanie Vigo di Gallidoro

Deputy Cabinet Member for SEND – Chris Chambers

Deputy Cabinet Member for Transport Strategy – Alexander Nicoll

Committees:

Overview & Scrutiny - Michael Ladd

Health Scrutiny - Jessica Fleming

Audit - Joanna Spicer

Planning - Jenny Ceresa

Education & Young People - Graham Newman

Pensions - Karen Soons

The July Council Meeting has been postponed until September 8th. Other meetings are as scheduled.

Bus timetables - bus services have been updated on Suffolkonboard since the last email alert. To view a full list of all upcoming bus timetable changes, visit www.suffolkonboard.com

DISTRICT COUNCILLOR'S REPORT JUNE 2021

Meetings	<p>Although the council is continuing to follow working from home guidelines where possible, public meetings are now being held in person, the events are recorded and transmitted on youtube.</p> <p>The Full Council met at Wherstead Park, Ipswich and the full meeting can be viewed here: https://babergmidsuffolk.moderngov.co.uk/ieListDocuments.aspx?Cid=154&Mid=3070&Ver=4</p> <p>Paul Ekpenyong (Con.) was elected as Chairman of the Council for the Municipal Year 2021/22 and conservative members continue to chair all but one committee and form the cabinet.</p> <p>The appointments were made on the deciding vote of the chair as the council vote was tied.</p> <p>Cllr. Welham (Green) continues as Chair of the Mid Suffolk Overview and Scrutiny Committee.</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>https://www.midsuffolk.gov.uk/communities/grants-and-funding/locality-awards-2021-22/</p>
Re-minder	<p>How would you improve cycling and walking routes in our districts? Babergh and Mid Suffolk District Councils are developing a Local Walking and Cycling Infrastructure Plan. As part of this, we want to hear your views on where and how you think improvements could be made to walking and cycling routes in your area. This consultation will remain open until Thursday 22nd July</p> <p>Link to site: https://babergmidsuffolkactivetravel.commonplace.is/</p>
Communities	<p>£110k funding available for holiday activities for children on free school meals. These will not all be centred on Stowmarket, some to wider communities. Same being planned for 2022.</p> <p>Re-start Grants funded by MSDC, administered by CAS – total £37k. eg small grants to allow groups like WI to re-start, also arts groups, chair-based exercise etc. Advertised via social media. Also £38k for sports clubs to re-start.</p>
WSPC	<p>The Western Suffolk Community Safety Partnership (WSCSP) is a statutory body with a responsibility to: • Make an assessment of community safety issues • Produce a plan which responds to those issues • Review and report on progress against that plan • Carry out Domestic Homicide Reviews</p> <p>The Mix, Stowmarket received a grant of £7k from WSCSP. Possibility of making bids for grants from WSCSP for 'diversionary activities'. Other bids: The Forge for detached youth work in Debenham; Kenetic Science for work in Claydon. ("It's lift off for a new science centre and kid's space academy near Ipswich after plans were granted permission by the council. Plans for the new centre, at the site of the former Age UK Suffolk offices in Claydon, were granted permission by Mid Suffolk District Council last week. Run by registered charity Kinetic Science Foundation, the centre will offer children across the UK the chance to learn more about science and technology – including the chance to experience its own space academy.</p>
Paper Banks	<p>"Dear Parish Clerks,</p> <p>Our contractor unexpectedly stopped paper bank collections in the districts on 1 May, as we understand it is no longer viable for them to continue with the service..." BMSDC have responded:</p> <p>"We have a total of approx. 130 sites over the 2 districts. The glass and textile banks remain unchanged.</p> <p>We have notified PC's and explained the position that Bolton's are no longer going to provide the service and that we are looking into alternativesThe smaller sites we're going to service ourselves by swapping the paper banks with wheelie bins and are in the process of working through the sites and bins are being delivered."</p> <p><i>I notice that we do not have any local Paper Banks, Some Parish Council do, Would the PC's like to suggest possible sites and I will ask if we can have one or more.</i></p>

MSDC Councillor Rowland Warboys

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FOOTPATH REPORT JUNE 2021

Firstly, I would like to thank the PC for the very kind gesture in awarding me 'Volunteer of the Year 20'. I am very pleased and humbled in receiving this. I volunteer for this role, as I enjoy doing it and if it helps the villagers enjoy their walks, all the better.

With all this lovely weather of late, the paths have finally dried out, which has been an issue on some of the footpaths.

With the help of Chris Pitt, we replaced two waymarkers that had become rotten.

I have been remarking several of the waymarkers with the FP number as they have become weathered and difficult to read.

I had a report from Jo to say that a tree was in a dangerous position on Northlands Lane FP007. I checked it out and reported it to SCC for action.

Another report to me was for the horse paddock behind Mill St going south, an electric fence had given a shock to a dog. This was reported to SCC and they are in contact with the owner to install the required notices and also to cut back some of the overgrown trees/bushes.

FP 51 near the postbox on Mill St, a report was received that a tree had fallen across the FP. In fact there were two trees, which I have cut back to reopen the FP. I also cut back the overhead brambles and branches which was obstructing the FP. I did notice that this FP is on the SCC cutting list and a resident contacted me to say another path was very overgrown, so I have queried with SCC as to when the FP's will be cut and the answer being this month. With all the rain and then the heat, the undergrowth have grown very quickly.

This led me to check when the PC cutting by the contractor was being done and from an email from Jane, it was completed on the 21st May. I have since inspected the FP's on the list I submitted and I was surprised to see, that three FP's had not been cut and two were questionable. I have submitted a report and photos to Jane who has contacted the contractor.

The FP from the Lovells estate towards Coldham Lane, when inspected on the 29th May, it was found to be very muddy. I was able to get some free wood bark and lay it down to help with the surface. I have again contacted SCC, who were going to lay some wood bark down, but to date have not yet done so.

Martyn Bryant

For Project: Mill Street Gislingham

Project Notes:

Location/Name: Westbound

Report Generated: 20/06/2021 12:35

Speed Intervals 5 MPH

Time Intervals Instant

Traffic Report From 16/05/2021 16:00:00 through 16/06/2021 06:59:59

85th Percentile Speed 31.4 MPH

85th Percentile Vehicles 13259

Max Speed 60 MPH on 30/05/2021 21:00:00

Total Vehicles 15599

AADT: 509

Volumes - weekly counts

Time 5 Day 7 Day

Average Daily 534 492

AM Peak 09:00 44 42

PM Peak 03:00 49 43

Speed

Speed Limit: 30

85th Percentile Speed: 31.4

Average Speed: 25.84

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Count over limit 565 513 409 431 454 341 349

% over limit 22.2 18.6 18.7 19.3 18.4 18.6 22.3

Avg Speeder 33.7 33.7 33.7 33.6 33.7 33.4 33.5