

**MINUTES OF THE PARISH COUNCIL MEETING HELD AT
GISLINGHAM VILLAGE HALL ON MONDAY 17th FEBRUARY AT 7.30PM**

Present: Cllr J Bell, Cllr J Clifford, Cllr I Urwin, Cllr T Sheehan, Cllr D Kearsley, Cllr F Oliver, Clerk S Jarvis
SC Cllr J Fleming, DC Cllr R Warboys, 3 members of the public

Apologies: Received and accepted from Cllr C. Tranter, Cllr C. Saunders, Cllr T. Holder

1 Chairman's welcome and to accept Councillors' apologies

Cllr Bell welcomed our new Clerk/RFO and newly co-opted Cllrs J Clifford and D Kearsley to the meeting.

2 To receive Declarations of Interest

None received.

3 To consider requests for Dispensations

No dispensations requested.

4 To resolve that the Minutes of the meeting of the Parish Council held on 16th December 2019 and Monday 20th January are a true and correct record.

The minutes for 16th December 2019 were approved by Cllrs Bell and Urwin as they were the only councillors present at December's meeting and this evening. 4 abstentions.

The minutes for 20th January 2020 approved with 3 abstentions (Cllr Sheehan not present and Cllrs Clifford and Kearsley not yet co-opted).

5 Public Participation Session (15 minutes set aside)

A member of the public brought to the attention of the Parish Council the increase in volume and speed of traffic along Mill Street. Cllr Bell informed them that any road concerns can be self-reported on the SCC website. Link for reference: <https://highwaysreporting.suffolk.gov.uk/> This takes you to a reporting site, again map based, where any concerned resident of the parish can make comments. Speeding will be a future Agenda item. At this point 2 other members of the public had concerns relating to planning, so the Chair moved the meeting on to other items until Cllr Warboys arrived.

20.00hrs DCllr Warboys arrived

20.10hrs SCCllr Fleming arrived

Item 5 recommenced at 20.15 hrs with Cllr Warboys present.

Residents spoke regarding concerns on a Planning Application. Cllr Warboys is in conversation with the MSDC Planning Department. Members of the public were thanked by Cllr Bell for attending.

6 Reports received from Suffolk County Councillor and District Councillor

Cllr J Fleming gave her report, a copy of which can be found as an addendum at the end of the minutes.

Cllr J Fleming advised that Suffolk County Council will not charge for any temporary road closures for VE Day, on May 8th. VJ Day will be on 15th August. Cllr Fleming also stated the need for another meeting with Cllr Urwin regarding bus services.

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

7 Buses update (Cllr Urwin)

The current provision of service (route 387) has been extended until the end of August 2020. Cllr Urwin highlighted the fact that this service only runs on a Thursday.

ACTION Cllr Fleming and Cllr Urwin to arrange a meeting with Community Transport.

8 Health and Safety (Cllr Urwin)

Cllr Urwin spoke on Health & Safety concerns at our Parish Council Meetings. The number of residents should be noted (not names) in the event of an evacuation from the Village Hall, this is already done. As residents sometimes leave during a meeting this should also be noted by the Clerk so that we can do a headcount if there was an evacuation. Informed the meeting of the location of the Fire Assembly Point, which is the Noticeboard by the bench. He expressed additional concerns regarding the safety aspect of setting up the tables and chairs in the hall and considering members of the public helping to do this.

ACTION – Clerk to review Health and Safety Policy

The Chair to advise all present at the commencement of any Parish Council meetings the fire exits and location of the Fire Assembly Point.

9 Progress Reports for Information

a. Chair's Report (Cllr Bell) Outdoor Sports and Recreation (OS&R) the surrender of the Skatepark lease is progressing, will report back when more information received; Chair is in discussion with Gislingham United Charity regarding mounting of a memorial bench for ex-Cllr Lawrence; Update on Asset of Community Value (ACVs) to be sought on Six Bells PH, Shop and Band Hut. Discussion regarding Insurance and Training for Volunteers (Footpath Warden, Speed Indicator Device (SID) Co-ordinator and Triangle Co-ordinator) took place later in the evening.

b. Clerk's Report (SJarvis) Thanks to Cllr Bell for welcome and tour of the Village; Training attended Clerk 1 and 2, Preparation for Audit, GDPR; a member of the Village Hall Committee has approached the Parish Council requesting funds for the Village Hall repairs, they were directed to the CIL Application form on the website; Replied to residents upset about dog mess on grass verges opposite Village hall (within sight of dog bin) They are happy to continue cutting the grass around the Triangle if this does not conflict with other gardening activities there (refer Item 13); Telephone message to MSDC to ascertain frequency of bin emptying – no response yet; Requested free Dog Litter Bin stickers from Dog's Trust UK. Enquired on behalf of Stuart Wells how often Council would like to receive SID reports, Councillors agreed monthly is the preferred frequency.

c. Footpath Warden (Mr Bryant - Volunteer) Ongoing discussion regarding equipment, including Health and Safety aspects and liability for using mechanical strimmer. Mr Bryant sent his report, a copy of which can be found as an addendum at the end of the minutes.

ACTION - Cllr Bell will email Mr Bryant inviting him to the March meeting so that we can discuss this matter further.

Clerk to update on Dog Bin collection details at the next meeting.

Clerk to advise Mr Wells regarding agreed frequency of SID report.

d. Speed Indicator Device (SID) (Mr Wells - Volunteer) Mr Wells sent apologies for only being able to send an image of statistics, which can be found as an addendum at the end of the minutes. Full report to follow.

e. Feedback from residents on issues/concerns (Cllr Tranter)

A copy of this report can be found as an addendum at the end of the minutes.

The Chair highlighted the issue regarding dog owners depositing dog mess in bags in the Litter Bin on Charity Meadow. This bin is for litter only. The location of Dog Bins are advertised in the Village Noticeboard outside the Shop. Cllr Clifford suggested additional signage may be of use.

f. Neighbourhood Watch (Cllr Tranter.) A copy of this report can be found as an addendum at the end of the minutes.

10 Planning

No Planning Applications received

11 Training Requests

Parish Clerk is booked to attend Preparing for Audit 13/02/2020; GDPR 17/02/2020; IT Training 05/03/2020

Cllr Clifford is booked to attend Councillor Training 22/02/2020 and 29/02/2020

Cllr Holder has yet to complete his Councillor Training.

Councillors unanimously approved these courses.

12 Finance – To approve the following invoices for payment (Resolution required)

Community Action Suffolk	for 6 email accounts and subscription	£391.00 (inc VAT)
Community Action Suffolk	for 3 x mailboxes	£71.24 (inc VAT)
SALC	Training for Clerk	£132 (inc VAT)
Admin	Clerk salary plus expenses	£496.69
Cllr Bell	expenses, stationery, stamps, mileage for Forum Meeting	£36.46
SALC Payroll Services	Monthly	£7.50 (ex VAT)

Payments were unanimously approved with one abstention by Cllr Bell as a recipient.

13 Grass Cutting

Cllr Bell confirmed the contract with Top Garden will cost £2,400 per annum fixed for 3 years at £7,200. Cllr Clifford requested an additional condition to the contract that no pesticides will be used.

Proposed by: Cllr Clifford

Seconded by: Cllr Urwin

Unanimously approved.

The continuing issue of Dog Fouling was discussed. The resident mentioned in Clerk's Report, advised he was not prepared to continue cutting one verge due to irresponsible owners not clearing up after their dogs.

ACTION Cllr Bell will ensure the Grass Cutting Contract states, "no pesticides to be used in Gislingham" and will forward to the Parish Clerk. Also speak to the Contractor to see if we can add on this additional verge to the new Contract starting in April 2020.

14 Gislingham United Charity Nomination

A prospective nominee was put forward which will be discussed at Agenda Item 19.

ACTION Cllr Bell to approach nominee and forward email.

15 VE Day

Council discussed liaising with other organisations.

ACTION Cllr Bell will contact the WI and Friends of St Mary's to see their intentions.

16 Litter Pick

Sunday April 19th from 11 to 12am agreed. Meeting at the Village Hall. Cllr Kearsley to investigate obtaining hi-viz jackets and litter pickers for approx. 25 volunteers. Cllr Bell to advertise and to book the Village Hall from 10.30am – 12.30pm. Refreshments (tea, coffee, milk and biscuits) together with bin liners to be purchased nearer the date.

ACTION Cllrs Bell/Kearsley

17 Guest for Annual Village Meeting

Councillors unanimously agreed to hold the Annual Village Meeting (AVM) on 18/05/2020 at 18.00hrs prior to Annual Parish Council Meeting (APCM),

ACTION Cllr Kearsley to approach Street Forge Workshop (Thornham) for potential speaker

ACTION Cllr Bell to check hall availability and advertise in Messenger, Village Noticeboard and Parish Council website

18 Watson Bowl Nominations

Need to start thinking of nominations. Cllr Bell advised that the previous Chair had informed her that the recipient could not be a Councillor or receive remuneration for the service they perform. The Parish Council will discuss and vote on nominations at the April Council Meeting. The Watson Bowl will be presented to the recipient at the Annual Village Meeting on Monday 18th May. Nominations to be sent to the Parish Clerk on clerk@gislinghamparishcouncil.com

ACTION Cllr Bell to advertise in Messenger, Village Noticeboard and Parish Council website

19 To consider excluding the public and press

To consider excluding the public and press for the next item as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies Admission to Meetings Act – 1960)

As there were confidential items to discuss members of the public were kindly asked to leave.

20 Next Parish Council Meeting: Monday 16th March 2020 at 7.30pm Meeting concluded at 10.15pm



Parish Report February 2020

Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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

Roadworks Permit Scheme – SCC intends to introduce a permit scheme for all road and street works which will give the County Council powers to manage and condition work carried out on the public highway such as utilities and Suffolk Highways. The new scheme will be in place from 1st April. Details of the scheme are available on Suffolk County Council's [website](#) under the item 28-01-2020.

Civil Parking Enforcement – transfers from the police to local authorities on 6th April. West Suffolk Council and Ipswich BC will enforce CPE in the Mid Suffolk.

Bus Services – current buses will run until August while the no. 387 route is reviewed.

Post-16 School Travel Policy Consultation – SCC is seeking views on proposed Post-16 Travel Policy (mainly clarifications); the consultation runs from 13th January until 26 February 2020 and affects Year 11 and 12 students. Please refer to the online survey at www.suffolk.gov.uk/consultations, email views to Post-16TravelConsultation@suffolk.gov.uk or write to Post-16 Travel Consultation Team, Floor 3 Gold, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

New Special Educational Needs and Disability (SEND) units - The following schools have been identified to develop adjunct SEND facilities:

- Two Generic Key Stage 1 (Primary) Units – Pipers Vale Academy and Burton End Academy
- Three Communication and Interaction Key Stage 2 Units – Murrayfield Primary Academy, Houldsworth Valley Primary Academy, and Causton Junior School
- One Cognition and Learning Key Stage 2 Unit – Clements Primary Academy
- Three Communication and Interaction Key Stage 3/4 Units – Copleston High School, Ixworth School, and Newmarket Academy
- One Cognition and Learning Key Stage 3/4 Unit – Castle Manor Primary Academy.

These units will provide 168 additional specialist placements in Suffolk as of September 2020 and more as this project progresses with further commissioning for units post September 2021.

Ipswich Northern Relief Road - SCC has published the Strategic Outline Business Case (SOBC) for the route(s) which concluded that there is an economic case to progress to a second phase. However, the project is not supported by affected Districts and it would require a commitment to building a large no. (15,000 approximately) additional new homes. Cabinet will decide next steps on Tuesday.

Cllr Jessica Fleming: Jessica.fleming@midsuffolk.gov.uk

Tel: 07714-597980 Twitter: @jesstfleming

District Councillor Report: Gislingham Ward

Mellis, Gislingham, Thornham, Wickham Skeith, Wortham and Burgate Parish Councils

Feb 2020

This is a bit of a “cheat” on my part but we are waiting in council for briefings from: the Environmental Task Force due April/May, The Draft Local Plan due April, and the Council Meeting to decide the budget 27th Feb. but I received this update from the Corporate Manager for Environment and the Public Realm that I thought would be useful to share especially as it has the email address for reporting fly tipping.

I intend to take up Mr Garrett’s invitation for a ward tour to look together at what can be done at a ward level with respect to day to day management as well as improvement works to enhance the local environment that could be planned in your ward.

I would be grateful for the respective Parish Councils suggestions with regard to this.

Welcome to the first Public Realm update of 2020.

This update covers highlights of our work since the beginning of the new year.

I regret that along with dealing with many things that enhance the environment and peoples’ enjoyment of it there are some very unpleasant tasks that we also have to deal with so I make no excuses for starting this update on a more negative note.

I promise the rest of the update will be more positive.

Edwardstone Fly Tip: Fly Tipping remains the blight of our countryside and public areas. At the beginning of January there was a buzz on social media about 50 to 60 tyres that had been dumped on road verges in Edwardstone. This is on a commercial scale and it took Babergh’s contractor two visits to clear two truck-loads. I attach photos of the extent of what was cleared. It is estimated that this cost the authority £600 in labour to clear and additional costs would have had to be met by the County Council who foot the bill for the disposal of tyres.

Other Fly Tipping cleared in January: Each month we report on the number of fly tips that each Council clears and we also have a target to clear them within 48 hours. This table charts our performance for January:

	Jan-20	Cleared within 48hrs	Percent cleared within 48 hrs	Over 48hrs
MSDC Fly Tips	38	38	100%	0
BDC Fly Tips	42	42	100%	0
Total Fly Tips	80	80	100%	0

I am pleased to report that for such a busy month, all were cleared within 48 hours of being reported. Occasionally we do not meet that target but that is usually for sound reasons such as not finding the fly tip in the reported location and having to go back to the customer who reported it for more information or finding that the fly tip contains hazardous waste such as asbestos where we then have to call in another specialist contractor to deal with it. Whilst Public Realm have the dirty job of collecting and disposing of fly tipped material it is our Environmental Protection Team who enforce the law, especially around trying to secure prosecutions. Public Realm work closely with them to sift through the material, looking for evidence of who might have dumped it and where that evidence is found the Environmental Protection Team will try to secure a

prosecution.

Both Councils have a duty to deal with fly tipping on public land, fly tipping on private land remains the responsibility of the relevant landowner to deal with.

Fly tipping can be reported via the Councils website using these links:

<https://www.midsuffolk.gov.uk/environment/street-care-and-cleansing/fly-tipping/>

I will report in a later update on a campaign that the team will be involved in during 2020 that will seek to help tackle this nationwide issue.

Now on a more positive note:

Tree For Life: Following this schemes successful second year in Mid Suffolk and its successful first year in Babergh the team organised two collection events at Cedars Park Community Centre on the 25th January and Hitcham Village Hall on the 1st February. Proud parents, many bringing their new born babies and other family members arrived to choose their trees. There were many smiling faces as parents took away their tree and instructions on how to plant and look after them and many questions were answered demonstrating there is a real appetite for improving the environment and also celebrating new born life. We also offered a tree for those who had sadly lost a baby, who wanted a memorial tree to remember the sad loss of their infant loved one. The scheme will see 274 trees planted in Mid Suffolk and 196 trees in Babergh. Parents were offered a fruit tree of different varieties of Apple, Pear, Plum and Cherry and a selection of native woodland trees including Oak, Hornbeam, Lime, Alder, Horse Chestnut, Silver Birch and Beech.

I wish to thank Cabinet Members Cllr Jessica Fleming and Cllr Elisabeth Malvisi as well as Cllrs Andrew Stringer, Rachel Eburne, Gerard Brewster and Robert Lindsay who also attended to help. My thanks also to the Public Realm team members who made this a success.

Play Area Improvements: this is not the usual time of year for this but the team managed to squeeze in a few improvements to play areas across both districts.

Partridge Close play area, Stowmarket: Replacement of dilapidated play equipment with modern apparatus for younger children. Chosen for the best play value and to fit in to the surroundings.

Poplar Road (HRA play area), Great Cornard: The removal and landscaping of dangerous and dilapidated sleeper steps and play equipment:

Uplands Road play area, Sudbury: The removal of an old, damaged multi-play unit. This will be replaced and improved upon once a consultation has been carried out.

And everything else we do every day: this update is intended to cover the highlights and will not be an exhaustive list of everything we do every day of the month however on a daily basis the team is involved in a massive range of tasks that keep our parks, open spaces and other assets ticking over as well as our streets and other public places. After we stopped cutting grass in October our attention has turned to trees, hedges, shrub beds and other areas worked on as part of our winter programme. This is also the time of year when equipment is given its annual service such as mowers and all the construction tasks such as fencing and path works are completed.

Peter Garrett
Corporate Manager for Countryside and Public Realm

Rowland Warboys 05/01/2020
rowland.warboys@midsuffolk.gov.uk

Report from Councillor C. Tranter February 2020

Neighbourhood Watch Report .

It has been widely reported that Gislingham resident Mr Lee Fitzgerald was reported missing on 13th January 2020 , friends and family are obviously concerned , therefore if you have any information please contact Suffolk Police on 101 quoting CAD ref 161 of 13 January .

No crimes have been reported to me , however I have been advised of some " illegal " roofers operating in Suffolk --they drive past your property advise that they were just driving past and noticed some major damage to your roof which is in urgent need of repair , they will then quote a price and offer to do the work , will probably return the next day , remove a few tiles and the price for " the work undertaken " simply removing and putting back the tiles may have increased tenfold ...A SCAM ..**Never** employ 2 tradesmen " who were just passing by " , if you need or suspect that you need some work done contact a qualified or recommended tradesperson .

Booksale/Helpdesk

I do not really have a report from the February Booksale / Help desk , however , the residents that I did speak to were concerned over the amount of potholes that have appeared during recent weeks (no doubt worsened by the recent bad weather) in Mill St , Finningham Road and Back St , each of those spoken to was referred to the Suffolk Highways web site for self reporting .

In addition there was much concern expressed regarding missing Gislingham resident Mr Lee Fitzgerald , reported missing 13TH January 2020 .(This will feature in my neighbourhood watch report) .

Houston Radar Stats Analyzer Pro - [[Mill Street Gillingham\Imported Data [Incoming]] Traffic Report/Stats/Charts]

File Data Edit Window Help

Analysis Report Monthly Counts/Speed Avgs Weekly Counts/Speed Averages Charts: Average Weekly Speeds Charts: Average Weekly Volumes

TRAFFIC ANALYSIS REPORT

For Project: Mill Street Gillingham
 Location/Name: Incoming
 Report Generated: 2/16/2020 2:30:23 PM
 Speed Intervals = 5 mph
 Time Intervals = 5 minutes

Traffic Report From 1/17/2020 2:40:00 PM through 2/16/2020 2:35:00 PM

85th Percentile Speed = 32.4 mph
 85th Percentile Vehicles = 10,833 counts
Max Speed = 50.0 mph on 1/26/2020 8:15:00 PM
 Total Vehicles = 12,745 counts
 AADT: 424.9

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		469	417
AM peak	9:00 to 10:00	37	29
PM peak	6:00 to 7:00	55	46

Speed
 Speed limit: 30 mph
 85th Percentile Speed: 32.4 mph
 Average Speed: 27.5 mph