



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

Email: clerk@gislinghamparishcouncil.com

**FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 21st July 2025 at 7.00PM**

Present: Cllr C Tranter, Cllr C Calver, Cllr K Chapman, Cllr C Fell, Cllr F Oliver, Cllr C Saunders, Clerk/RFO – S Budd, 2 members of public, DC Cllr R Warboys arrived at 7.05pm, CC Cllr J Fleming arrived at 7.10pm

Apologies: None received

1 Chair welcome and to consider and approve apologies for absence

Cllr C Tranter welcomed everyone to the meeting, apologies were received from Cllr C Saunders and approved unanimously.

2 To receive Declarations of Interest on agenda items

None Received.

3 To consider requests for Dispensations on agenda items

None Received

4 To resolve the draft minutes of the Parish Council Meeting held on 16th June 2025 are a true and correct record.

The draft minutes of the Parish Council Meeting held on 16th June were approved unanimously.

5 Report from County Councilor

CC Cllr Fleming's report can be found as an addendum to the minutes.

6 Report from District Councilor

DC Cllr Warboy's report can be found as an addendum to the minutes

7 Public Participation Session

A member of public raised concerns regarding the Solar Farms and National Grid projects, he has seen 2 purchase order on the footpaths, one in Mill street and the other in Coldham Lane and is concerned about the proposed use of these footpaths.

Our village has been subject to flooding in recent years and has raised concerns if the proposed works go through land drainage it may increase risk of flooding. He is also concerned that 500-year oak trees are going to be removed as they are in the way of the proposed route.

He asked for this to be an agenda item at each meeting and asked what our MP is doing to help villages, DC Cllr Warboys said Richard Rout is working with SCC behind the scenes and have been taking legal advice.

CC J Fleming said it would be a good idea to keep a record of potential damage to environmental aspects of the village (habitats, trees)

The Parish Council has not been made aware of the purchase orders and will investigate; 2 members of the council have joined the Ecopower community group and will give updates after the meeting in August.

8 Chair's Report

Nothing to report.

9 Clerk/RFO Report

- Internal Audit report emailed to all Councillor's prior to the meeting
- Accounts for May were sent to all Councillors prior to the meeting
- Parish Council to declare exemption from a limited assurance review 2024/25, AGAR Form 2 completed, proposed by Cllr Tranter, Seconded Cllr Saunders, approved unanimously.
- Period for the exercise of public rights - 23/06/2025 to 01/08/2025.
- Top Garden sent quotation to remove a dead tree from Village Hall grounds and cut back a tree to the right of the Village Hall, the tree has already been cut back.
- **ACTION: Clerk request a quote from Top Garden**
- Shaping Suffolk Together leaflets / survey distributed to all at the meeting.
ACTION: Clerk put on noticeboard, website, Facebook
- Bus Stop sign has been installed at the Bus Stop, but the old Playground sign is still on the post
- **ACTION: Clerk to Contact Highways**
- Email from Eco Power Liaison Group requesting two nominees to join the group, Councillor's discussed and Cllr Calver and Cllr Saunders agreed to join the Group
- **ACTION: Clerk to Contact Ecopower with nominations**
- War Memorial's Trust Grant payment has been approved and should be in the bank within 7 days

10 Neighbourhood Watch Report

We have recently had a report of sexual abuse in Coldham Lane
Head-on collision in Haughley 8th June
Essex police show all other crime categories for June as zero.

11 Footpath Warden's Report (Martyn Byrant)

No footpath report due to holidays

12 SID (Speed Indicator Device) (Stuart Wells)

No SID report received

13 Flagpole at Village Hall

The existing Flagpole at the Village Hall is near the Car Park, at VE Day celebrations the raising of the flag was out of sight from the celebrations. There is a dead pine tree on Walsham Road which could be used as a flagpole, if approval granted by Village Hall and farmer willing to donate the tree.

- **ACTION: Clerk to Contact farmer and Village Hall committee**

14 Watson Bowl & Volunteer of the year

Voting and award processes were discussed, and it was decided to follow a majority voting system in the first instance and then discussion and vote for multiple nominees.

15 Allotments

Cllr Oliver was due to visit the site but due to the weather it was postponed, a resident had requested a plot but site is currently full.

ACTION: Cllr Fell to discuss with Eamone and organise a visit.

16 Bus Service

The funding applications for bus services on Thursday's and Friday's are now being looked at, Friday service to Diss, the route being discussed with Simonds is Gislingham Village Hall > Finningham (Gislingham Road bus stop) > Thornham Magna, Four Horseshoes > into Eye via Yaxley Road > out of Eye via Victoria Hill and Brome > Stuston > Diss Bus Station.

Thursday route to Stowmarket, we are waiting for a response from the service provider.

ACTION: Clerk to contact provider

17 Planning

DC/25/02531 Six Bells Inn – Living Accommodation window replacement

Councillors discussed the application, it was noted there is a pending PEN (Public Enforcement Notice) on the property, some people felt further works should not be granted until the conclusion of the Notice, this is expected to be on the 3rd October 2025.

On the proposed plans, there is the addition of a kitchen to the upstairs living area, which is not listed in the current application.

Windows to cladded front of outbuilding/garage, the application appears to be retrospective, after unapproved works have been completed

Councillors voted and decision was to decline the application

DC/25/02215/6 West End Farm, Mellis, IP23 8EF Open sided Agricultural building

This property is in Mellis, No issue with this application.

ACTION: Clerk to respond to applications on portal

18 Charity Meadow Bench

The bench has been delivered, and Cllr Oliver will assemble and install when time permits

19 Finance

Payments	Amount	Proposed	Seconded	Approved
Admin payment for June	£54.88	Cllr Tranter	Cllr Chapman	Unanimous
Expenses S Budd – Bench for CM	£314.10	Cllr Oliver	Cllr Tranter	Unanimous
Expenses S Budd – stationary, stamps	£50.05	Cllr Tranter	Cllr Oliver	Unanimous
Gislingham Village Hall	£20.00	Cllr Oliver	Cllr Tranter	Unanimous
Inn-House Technology	£25.00	Cllr Tranter	Cllr Calver	Unanimous
ICO renewal 21 st July DD	£47.00	Cllr Tranter	Cllr Chapman	Unanimous
Expenses S Budd – travel internal auditor, postage	£5.34	Cllr Tranter	Cllr Saunders	Unanimous
Top Garden April & May 2886&2287	£846.00	Cllr Tranter	Cllr Calver	Unanimous
Trevor Brown – Internal Auditor	£250.00	Cllr Oliver	Cllr Chapman	Unanimous

20 Training

Cllr C Saunder's training sessions booked for September

21 Policies

Safeguarding

Transparency

CCTV

Reserves

Financial Regulations

Health & Safety Policy

Internet Banking Policy – c/f to next meeting

Councillors discussed and decided to carry forward Internet Banking Policy to next meeting, possibility of changing bank to allow dual payment processing via internet banking, proposed by Cllr Tranter and seconded by Cllr Chapman, approved unanimously.

ACTION: Clerk to update the policy and upload them to the website, send bank options to councillors to discuss at the next meeting.

Date of the next meeting is **21st July 2025** at 7.00pm in Gislingham Village Hall.

Meeting closed at 8.45pm