

MINUTES OF THE PARISH COUNCIL MEETING HELD AT GISLINGHAM VILLAGE HALL ON MONDAY 16th MARCH AT 7.30PM

Present: Cllr J Bell, Cllr J Clifford, Cllr I Urwin, Cllr D Kearsley, Cllr C. Tranter,
Cllr C. Saunders, Cllr T. Holder, Clerk S Jarvis
DC Cllr R Warboys, Footpath Warden

1 Chairman's welcome and to accept Councillors' apologies

Councillors and Footpath Warden welcomed.

Apologies received and accepted from Cllr E Sheehan. Apologies also received from Cllr F Oliver, no reason given so could not be accepted

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 17th February 2020 are a true and correct record.

The minutes for 17th February 2020 were approved with three abstentions, Cllrs T Holder, C Saunders and C Tranter were not present in February.

5 Public Participation Session (15 minutes set aside)

None

Item 8.3 Brought forward by Chair.

6 Report received from Suffolk County Councillor

Cllr J Fleming sent her apologies for not attending and her report was received after the meeting. A copy of the report can be found as an addendum at the end of the minutes.

7 Report received from District Councillor

- A copy of Cllr R Warboys' report can be found as an addendum at the end of the minutes. Cllr Warboys informed the Parish Council that Mid Suffolk District Council (MSDC) are liaising with other Local Agencies to ascertain their contingency plans for dealing with the Covid-19 threat to our communities. He advised the meeting that the Parish Council cannot currently seek guidance from District or County Council and must develop their own local plans, ensuring that contact details for Parish Council members are current and correct and that the populace are aware of how to obtain assistance, bearing in mind that not all residents have Internet access. **(See Item 20).**
- Additionally, Cllr Warboys informed the meeting of the recent changes in Prosecution of parking infringements – this is covered in Cllr Flemings' report.
- Cllr Warboys then left at 19.45

8 Progress Reports for Information

8.1 Chair's Report (Cllr Bell)

- Cllr Bell advised that due to the Covid-19 pandemic she has been advised by the Speedwatch Co-ordinator that this service will be suspended until further notice.
- VE Day Celebrations (8th May) Cllr Bell reported that at the last Quiz Night held in the Village Hall the Village Hall Committee announced they would be laying on activities etc. Please check in future editions of The Messenger for further details.
- Footpath Map – discussion had – on hold until normality resumes.

ACTION

Cllr Bell will contact relevant company after Covid-19 pandemic as company presently closed.

8.2 Clerk's Report (SJarvis)

Clerk read out report which can be found as an addendum at the end of the minutes.



8.3 Footpath Warden's Report

Mr Bryant informed the Council that he had been concerned that some paths had not been cut last year and due to this he had requested some additional equipment in order to undertake improvements himself. Councillors discussed, with the Clerk's input, around concerns that the Parish Council have regarding Mr Bryant's safety, including liability, risk assessment and other Health and Safety issues. Mr Bryant stated that he had previously investigated a local contractor previously paid by the Parish Council to undertake necessary path improvements that had not been achieved by Landowners or Suffolk County Council (SCC), but this had not been followed up on. He also stated that while he is willing to help, he is very happy to continue the Footpath Warden's role of reporting the condition of the village footpaths to Parish Council meetings but not undertaking repair work himself. Mr Bryant will supply the Parish Clerk with contact details of Local Contractors so they can be contacted and request quotes for consideration by Councillors, who were all in agreement with this plan going forward. Thanks were expressed to Mr Bryant by Cllr Bell for his ongoing contributions to the community. Mr Bryant advised that Footpath 32 is currently in a very wet state.

ACTION

Cllr Bell to contact the Developer to report the state of Footpath 32

Mr Bryant to email the Clerk with the Reference numbers of any reports he makes to SCC.

8.4. Speed Indicator Device (SID) (Mr Wells - Volunteer)

Mr Wells' report can be found as an addendum at the end of the minutes.

8.5. Feedback from residents on issues/concerns (Cllr Bell) No issues to report.

8.6. Neighbourhood Watch (Cllr Tranter.) No issues to report.

9 Planning Matter to include any applications received since the agenda was posted

9.1 DC/20/00625 – Hunters Lodge, Mill Street – No objections or comments by Council

9.2 DC/20/00699 – 3 affordable dwellings south of Crocus Close (previous outline for 7)

ACTION

Clerk to note on the MSDC Planning Portal that Parish Council have no objections.

10 Finance To consider payments : the following payments were approved.

10.1 Admin	Various, not itemised due to GDPR	£317.97
10.2 MSDC	Return of funds to Locality Budget	£800.00
10.3 E. Bryant (Triangle Co-ordinator)	Plants for Triangle	£102.15

10.4 Covid-19 – Bank Payments

Considering new and changing measures with regard to the Covid-19 pandemic, all Councillors agreed to support emergency BACS payments to be made by the Chair to ensure the Clerk's wages can continue to be paid. Also, it was unanimously agreed that any urgent invoices could be paid by the Chair via BACS if cheque signatories were unavailable due to self-isolating or social distancing. The Clerk or Chair will email Councillors requesting their approval for invoices to be paid by the Chair via BACS (quorate of 3 acceptable as in a Council Meeting). A scanned copy of the payment, made by the Chair via BACS, would be emailed to all Councillors and the Clerk.

11. Additional signatory for Bank Account (Cllr Bell)

Cllr T Holder was approved unanimously as an additional signatory.

ACTION

Cllr Bell in conjunction with the Clerk to action after the Covid-19 pandemic.

12 Annual Village Meeting (AVM) and Annual Parish Council Meeting (ACPM) 18th May

- Cllr Kearsley reported that the Manager of Street Forge Workshop has agreed to be the Guest Speaker this year. All present agreed to the Meeting starting at 6pm.
- Due to the Covid19 pandemic details are presently on hold. Residents will be kept updated.

13 Training requests for approval

Notice, Agenda and Minutes for Clerk 28/07/2020 - approved
 Path Condition Training SCC for Footpath Warden 18/03/2020 approved

14 Litter Pick April 19th

Risk assessment approved by all. Cllr Kearsley reported that other villages approached were not willing to loan out their equipment but that she was waiting for a reply from one parish. In light of the (perceived at the time) time remaining before the Litter Pick it was agreed to obtain our own equipment.

ACTION

Clerk to research and obtain 24 Hi Vis jackets (M and L) and 24 pickers, together with black bin liners and disposable gloves.

Cllr Oliver to publicise Litter Pick on Facebook

Due to the Covid-19 pandemic the Litter Pick has now been cancelled and will be rearranged later in the year.

15 Review and approve Policies

16.1 Health and Safety – Cllr Urwin noted that the Contact point should be Health and Safety Lead not the Parish Clerk.

ACTION

The Clerk will change contact details on the Health & Safety Policy to those of Cllr Urwin

16.2 Privacy Notice – Cllr Bell asked for the font size to be increased.

ACTION

Clerk to action.

16 To approve Internal Auditor Mr T Brown unanimously approved.**ACTION**

Further to the meeting Clerk has discovered that the Parish Council have an existing arrangement with Heelis and Lodge was for 2 years, only one of which has been completed. (2018-2019). Clerk communicating with T. Brown and Heelis and Lodge to resolve and find best option.

17 Next Parish Council Meeting April 20th 2020

Due to the Covid-19 pandemic ALL Parish Council Meetings will be cancelled until further notice. Any information will be advertised on the Parish Council Website, Facebook and the Noticeboard outside the Village Shop

18 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.

19 Urgent Exceptional Item – Coronavirus Strategy for Gislingham village

A discussion was had about the best and fastest way that the Parish Council can develop a strategy that will enable residents to help each other and be helped during the exceptional measures that have been announced by the Prime Minister this afternoon. Cllr T Holder has links with Community Action Suffolk (CAS) Good Neighbourhood Scheme. Cllr J Clifford volunteered to facilitate actions to achieve the strategy and to communicate resultant advice to the Parish Council. Cllr J Bell to add all Cllrs details to Parish Council website.

ACTION

Cllrs Bell, Clifford and Holder

Meeting ended at 21.45hrs



Parish Report March 2020 Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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

County Council and Covid-19 - Suffolk County Council is cancelling or deferring all non-urgent meetings including the Full Council on Thursday 19 March. Government guidance is subject to daily update -

<https://www.gov.uk/government/publications/covid-19-guidance/>

Support is available from <https://www.communityactionsuffolk.org.uk/>

Please get in touch if you have queries or know of anyone who is not getting the help needed.

Bid for Bus Funding - Suffolk has submitted a statement of intent for £580,715 from the DfT to support increased route mileage and passenger use, the outcome will be known by the end of April.

The county council will then work with local bus operators to finalise which routes would benefit from the funding commencing late summer 2020.

Consultation Open by East Suffolk and North Essex NHS Foundation Trust on a new Orthopaedic Centre at Colchester Hospital - closes 1 April. Respond to www.esneft.nhs.uk/publicconsultation/

School Transport Opt-in – This is a reminder that eligible students/ parents need to opt in to receive Council Funded School Travel for 2020/2021, starting on 4th March with a deadline of 31st May 2020. Please refer to

www.suffolkonboard.com/optin or <https://www.suffolkonboard.com/school-travel>

Street Lighting – Capital Investment for LED Conversion - Cabinet has approved a capital investment of £9.822m to convert all County Council owned streetlights to dimmable LED. The conversion will result in approx. 80% less energy use than standard lights. Assistance is available for parishes also.

Civil Parking Enforcement Commences on 1st April – Local authorities take over responsibility for enforcing public parking in Suffolk and for Traffic Regulation Orders. Note that school entrance markings across the County will be enforceable as 'No Stopping Mon- Fri 8am – 4.30pm'.

District Councillor Report: Gislingham Ward

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

March 2020

The Babergh and MidSuffolk Home Page: <https://www.midsuffolk.gov.uk/> now has a new banner:

Coronavirus (COVID-19): The best precaution is regular hand-washing with soap.

[Find out more about Coronavirus](#)

This links to the Public Health Site:

<https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-youneed-to-know>

The government has also published an action plan:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/869827/Coronavirus_action_plan_-_a_guide_to_what_you_can_expect_across_the_UK.pdf

There are four key points:

1. It is highly infectious and the simplest way to combat this is more conscientious washing of hands.
2. The symptoms of this new coronavirus (now known as COVID-19) include high temperature, dry cough, sore throat, or muscle aches. The current evidence is that most cases appear to be mild.
If you think you are infected you should dial 111 and avoid contact with other people.
3. It is serious, particularly for those with underlying health problems, however most people will recover quickly.
4. Depending on the spread of infection there will be some degree of disruption and businesses should be developing contingency plans accordingly.

B&MSDC's will be following the Government's lead with regards to public information however Arthur Charvonia Chief Executive B&MSDC has briefed Councillors on other actions that may be considered.

- All the relevant information is available via the internet, however at a community level it will be helpful to look out for neighbours who may not have access to the internet or having difficulty using it.
- Parish Councils may use this as an opportunity to look at their Emergency Plan and see if it is fit for purpose and/or appropriate to this current situation.
- The disruption to daily life is unpredictable but may persist for several weeks so, just as businesses are being advised to develop continuity plans perhaps the PC's may take the lead in being ready, reassuring and if necessary resilient.

Part 2 General News:

Environment and Commercial Partnerships Assistant Director Cassandra Clements The Environment and Commercial Partnerships teams provide the services and expertise to support our communities and businesses to maintain a sustainable environment and meet the highest possible standards of environmental protection, food safety, energy efficiency, built environment, heritage protection, waste management and grounds maintenance, street cleansing, arboriculture and public conveniences.

Public Protection. Through its membership of the Suffolk Climate Change Partnership (SCCP), a further offer to residents and businesses

to have solar panels installed on their premises at a significantly discounted rate has been made. There have been 1,048 registrants of

interest across Suffolk. The winning supplier is Greenspace, an Ipswich-based business with accreditation from SCC Trading Standards,

Which? And Trusted Trader. An average 32% saving on the typical market price of panels has been negotiated.

Installations should start in the New Year.

The Food and Safety team have been surveying the main industrial estates across the districts to establish information about

warehouse activities that are under the jurisdiction of the local authorities for health and safety. General health and safety advice has been given to relevant businesses with more than 100 contacted so far.

Building Control. Continue to provide support to those let down by the failures of the private sector, we are now writing to those that haven't contacted us yet. Government has issued consultations on future changes to the building regulations and we are expecting significant changes to legislation as a result, in how the private sector works, enforcement powers and energy efficiency.

Waste. Volumes have returned to business as usual following the exceptionally busy Q2 due to the round changes which took place. Our % of collected bins has increased by 0.21% to 99.82% which is back above the target of 99.80%. Our income streams are on track to meet and exceed the year targets.

The Full council met on 27th Feb to approve the council's budget. From the start it was made clear that this was a conservative led administration and that the budget would be one of continuity. The information provided by Corporate Resources was of a very high standard and very detailed.

£500,000 has been allocated to respond to the council's declared climate emergency but this has not been allocated as we are waiting for the Climate Action Group to report. 5 detailed amendments that were proposed by the opposition and would have gone towards a response to climate change were rejected by the administration. These were: all new housing, where possible within commercial constraints should be zero carbon, a public competition to produce "open source" designs for a Suffolk sustainable house, ev use promoted by providing ev charging points in all public car parks in Stowmarket, a scheme to encourage visitors to stay longer in Stowmarket – free parking after 3.00 pm – vouchers for public transport, an independent consultant on highways for planning.

The budget passed unamended by one vote. **Rowland Warboys**

06/03/2020

rowland.warboys@midsuffolk.gov.uk

Clerk Report for meeting March 16th 2020

APOLOGIES Cllr F Oliver rec 29/02/20 – reason requested and not yet received

1 Investigated Internal Auditor Information – 3 options costs similar – circulated and replied to T. Brown for provisional date in late May. SALC fully booked!

2 Response from MSDC on **Dog Bin** emptying is collected weekly. I asked about increased frequency but this was not mentioned in the reply. I think that is standard.

3 Action from feb meeting - Checked Health and safety policy – review needed – circulated .

4 Horses on footpaths complaints seen on “Next Door” – response from Rights of Way officer- do we know who owns the land to request their permission – mentioned by M. Bryant but no councillors able to help

5 Nominations received for Watson Bowl – One from M Bryant, One from J. Bell

6 Six Bells Bottle Bank problems - Pub owners reported to MSDC longstanding issue of incorrect glass items being dumped at bottle banks. Cllr Bell to follow up on this.

7 Confirmation received from Stuart Wells that he’s happy to continue sending SID report

8 From GDPR training –

Privacy notice review

Laptop backup – advised external HDD BOUGHT

Email footer - done

9 Four Councillors don’t, to my knowledge, have GPC emails yet – what is happening about these? Cllr Sheehan absent

10 Please, if any Councillors wish to stand for Chair in May, please let me know in good time, thank you. CLERK to ask advice on whether meetings can still be held due to Covid-19

11 **Re: annual litter pick** [the advice being issued by Public Health England \(PHE\)](#).

In particular, participants are asked to use the following guidelines:

- Wear gloves during the clean-up at all times
- Wash your hands thoroughly for 20 seconds before and after your event
- Event organisers are advised to provide hand sanitiser for participants where possible or signpost to accessible hand washing facilities
- Clean and disinfect regularly touched objects, such as litter pickers, using your regular cleaning products
- Stay at least 2 metres (about 3 steps) away from other people whenever possible
- NEW RISK ASSESSMENT MADE TODAY 16/03/2020

12 URGENT COMMUNICATION FROM BOTESDALE HEALTH CENTRE – CORONAVIRUS – APPOINTMENTS & MEDICATIONS

The Botesdale Health Centre Patient Participation Group (PPG) have been requested by the Health Centre to inform as many Patients as possible to ring the Practice prior to any appointments they already have booked.

Until further notice Patients with booked appointments will require to be telephone triaged and are not to attend the Health Centre.

Please refer to the Health Centre website <http://www.botesdalehealthcentre.nhs.uk/> for the latest status

Your assistance is much appreciated.

Many thanks for your help and assistance

Janet Russell Co-Chair Botesdale Health Centre Patient Participation Group (PPG)

13 FROM EYE HEALTH CENTRE

****CORONAVIRUS****

13th February 2020

CORONAVIRUS - CALL 111 IF YOU HAVE BEEN:

If you have travelled abroad in the last 14 days or been in close contact with someone with confirmed coronavirus please check the gov.uk website for the latest COVID-19 travel advice, you may need to call NHS 111 for further advice before making or attending any appointments.

Do not go to a GP surgery, pharmacy or hospital. Stay indoors and avoid close contact with other people. Call 111 if you need to speak to someone.

The NHS is well prepared for outbreaks of new infections diseases and has put in place measures to ensure the safety of all patients and NHS staff while also ensuring services are available to the public as normal.

SUMMARY OF SID DATA FEBRUARY 2020

For Project: Mill Street Gillingham
 Project Notes:
 Location/Name: Westbound
 Report Generated: 15/03/2020 15:04
 Speed Intervals: 5 MPH
 Time Intervals: Instant
 Traffic Report From: 16/02/2020 15:00:00 through 15/03/2020 15:59:59
 85th Percentile Speed: 32 MPH
 85th Percentile Vehicles: 12052
 Max Speed: 65 MPH on 22/02/2020 20:40:00
 Total Vehicles: 14179
 AADT: 505

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	554	496
AM Peak	51	40
PM Peak	49	44

Speed

Speed Limit: 30
 85th Percentile Speed: 32
 Average Speed: 26.28

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	452	450	510	492	539	433	334
% over limit	21.9	20.5	22.4	22.5	23.0	25.2	24.4
Avg Speeder	33.3	33.4	33.7	33.5	33.4	33.7	33.5

Footpath Report 10th March 2020Trees Blocking Paths

Due to the recent high winds, I have removed two obstructions from fallen trees onto footpaths. One was reported by a resident, the other I observed on a walk about. Both have been posted on the Messenger Facebook page for resident information.

Horses on Footpaths

There has been numerous comments made on the Next Door Gislingham forum site. Some of which have not been that helpful or appropriate. I have contacted the SCC Footpath Officer and have sent her reply to the Clerk. The concern is horses are using footpaths and also riding on the Charity Meadow. If the landowner gives permission to the horse owner, then this is allowed as long as the footpaths are not damaged. Hopefully the PC will discuss the contents of the email.

Finger Posts

I have resited a couple of posts that have been found on the ground. I do have some new posts to be sited when the weather is better.

Network Rail

I am still awaiting a response for Network Rail regarding the railway crossing south of Redhouse Farm.

Path Condition Training

This has been booked for the 18th March which will be provided by the SCC Footpath Officer. If anyone else would like to attend, I will need confirmation at the PC meeting. This training has to be approved by the PC.

Footpath at Lovells Site

I am concerned at the condition of the footpath when it leaves the site onto Coldham Lane. I suggested that SCC approach Lovells to lay some hard core, however, it appears what they have laid so far is not a legal substance. I will speak to SCC Footpath Officer on the 18th March, as this could one path that will be inspected.

Wheel Marked Paths

Any of concern have been reported to SCC and enforcement letters have been sent out. Due the recent weather, there may be a delay in sorting out.