



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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**MINUTES OF THE PARISH COUNCIL MEETING HELD BY ZOOM VIDEO LINK ON  
MONDAY 19<sup>th</sup> OCTOBER @ 6PM**

**Present:** Cllr J Bell, Cllr J Clifford, Cllr F Oliver, Cllr D Kearsley  
Clerk – J Challis  
DC Cllr R Warboys, CC Cllr J Flemming

**Apologies:** Apologies received from Cllr C Tranter.  
Both Cllr I Urwin & RFO had issues joining the Zoom meeting, apologies sent and accepted.

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

Cllr J Bell welcomed everyone to the meeting, and accepted Cllr C Tranter's apologies.

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

None received.

**3 To consider requests for Dispensations on agenda items**

None requested

**4 To resolve the draft minutes of the Parish Council Meeting (via Zoom) held on Monday 21<sup>st</sup> September 2020 are a true and correct record**

The minutes for 21<sup>st</sup> September 2020 (held via zoom) were approved unanimously.

**5 Matters Arising / Update on actions from the 21<sup>st</sup> September 2020 meeting**

Investigation into new litter and grit bins, and signage, is ongoing, as is further investigation into the Running Track by the Primary School.

6:13pm Cllr F Oliver joined the meeting

**6 Report from County Councillor**

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

Cllr J Bell advised SC Cllr J Fleming that a complaint had been received from a resident regarding inconsiderate parking and traffic outside the Primary School which would be an Agenda item for November, and SC Cllr Fleming said she would try to invite a representative from Suffolk County Council Highways to attend the meeting.

*J Bell*

## **7 Report from District Councillor**

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

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

No members of the public present.

## **9 Chair's Report**

The footpaths have now been cut by the chosen Contractor.

Concerns have been raised by a resident regarding traffic and parking outside the Primary School. This will be an Agenda item for the November meeting. Cllr Bell will also refer to the inconsiderate parking around the School in the Gislingham Parish Council article in the November Messenger.

A resident has been in contact to ask why the Six Bells Public House is still closed. A brief discussion ensued, and Cllr Warboys offered to investigate further as it is not a Parish Council matter.

## **10 Clerk's Report (and RFO)**

The Clerk advised that she has contacted SCC regarding the grass cutting and is waiting for a response. She is still looking into replacement salt and litter bins, as well as signage, and will report back as soon as there is an update.

An email has been received advising of damage caused to the wooden edging of the church path during grass cutting. An apology has been sent and the Contractor has been contacted. The Clerk will update further upon their reply, and has forwarded the email received to Councillors. A letter of thanks has been received from the Editor of the Messenger for their donation, which has been forwarded to Councillors to read. Also thank you emails from FOSM and Gislingham Wives for donations received.

A member of the public has been in contact regarding the Councillor Vacancy. The clerk has advised that we need to speak to the Electoral Officer for clarification on how to proceed on Co-Option whilst meetings are being held via Zoom. An Application form will be sent to the resident as soon as a response is received from the Electoral Office on the process. Gislingham Parish Council currently have 2 Casual Vacancies

The Clerk advised that the Website Accessibility Statement is on the website. There is a lot of work now required to bring it in line with Website Accessibility guidelines, as well as general updates and improvements, which would require approximately five additional hours over the Clerk's contracted monthly amount.

Cllr J Bell proposed agreeing an additional five hours, Cllr J Clifford seconded, and it was agreed unanimously.

**ACTION Clerk to continue looking into bins and signage. Clerk to contact Electoral Officer regarding Co-Option. Clerk to carry out work to website.**

## **11 Neighbourhood Watch Report – Councillor Tranter**

Nothing to report

## **12 Footpath Warden Report**

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

Cllr J Bell confirmed that tenders for services etc are sought by the Clerk and presented to Councillors for discussion and approval at a Parish Council meeting.

## **13 SID (Speed Indicator Device) Report**

It was noted that the Police had been doing speed checks in the village.



## **14 Charity Meadow**

### **Update on CCTV equipment and issues with littering.**

There was no further update on the trail cameras and a discussion took place on how to proceed. Cllr J Bell pointed out that trail cameras need to be installed on trees which the Parish Council do not own, and are set too far back, plus the battery needs to be changed every four days. In addition, if the Council approves spending a significant amount on repairs to the playground, then it would make more sense to have CCTV cameras.

It was also noted that beer bottles and cans are still being littered.

It was decided that there were not enough Councillors present to make a decision, and to revisit CCTV when the playground repairs had been agreed.

Cllr J Clifford suggested looking at metal signs as a deterrent in the meantime.

**ACTION Cllr J Clifford to look into metal signage, including the correct wording to use.**

## **15 Playground Inspection**

### **Update on equipment repairs**

The Clerk advised that she has contacted eight companies for quotations and is still waiting for replies. One has come back to say they would need to inspect the playground themselves at a cost of £150. It was agreed unanimously to move forward when the other companies have responded.

**ACTION Clerk to update Councillors by email once quotations received.**

## **16 AGAR**

The AGAR has been distributed to councillors by the RFO and will be put onto the village noticeboard and Parish Council website.

**ACTION Cllr J Bell to update noticeboard. Clerk to update website.**

## **17 Tree Preservation Order – DC/20/04219**

Tree Warden Cllr J Clifford explained that the tree in question is overhanging a neighbouring property, and the owner has no objections to the neighbour trimming it back. Cllr J Clifford has no objections either but would like to be advised prior to works being carried out.

**ACTION Clerk to comment on MSDC planning website stating no objection, and requesting Cllr J Clifford be contacted beforehand.**

## **18 Gislingham Playgroup and Primary School request to move dog waste bin.**

A complaint has been received from the Playgroup that the current dog waste bin outside the Primary School is consistently overflowing. A brief discussion took place, it was agreed the simplest solution would be to install a second dog waste bin as there is already a post for one, plus another litter bin.

Proposed by Cllr J Bell, seconded by Cllr J Clifford, and agreed unanimously

**ACTION Clerk to look into purchase and installation of new bins.**

## **19 Website**

This was discussed and agreed in item 10 with nothing further to add.



## 20 Finance

Admin Payment (Clerk & RFO) - **£483.50**

Zoom Subscription for October meeting (Direct from Co-op Bank account) - **£14.39**

One Suffolk website training - **£48.00**

Top Garden Inv No. 21 - **£360.00**

AGAR - **£360.00**

Green Leaves Gardening Ltd - **£300.00**

SALC planning training - **£90.00**

CAS emails/domain - **£292.50**

Remembrance wreath - **£17.00** Mr Chris Pitt (Chair of FOSM) was thanked, by the Chair, for purchasing the Wreath on behalf of Gislingham Parish Council.

**Unanimously approved**

**Action Cllr J Bell to pay approved invoices by BACS.**

## 21 Training

Cllr F Oliver needs to complete the second part of his Councillor training and queried whether it had already been paid for with the first. The RFO will check, and it was agreed unanimously for Cllr F Oliver to go ahead and book the next part of his training.

The Clerk has her Clerk training booked in November and December which amounts to an additional nine hours. Cllr J Bell proposed for this to be paid in addition to normal hours. Cllr J Clifford seconded, and it was agreed unanimously.

Cllr J Clifford would like to investigate training relevant to her Tree Warden role, which was agreed unanimously.

**ACTION Cllr F Oliver to book training. Clerk to advise Councillors of her Clerk training dates. Cllr J Clifford to investigate relevant courses.**

## 22 To discuss future meetings

It was agreed unanimously that it would not be necessary to hold a meeting in December unless there was a Planning Application to be discussed. All finance payments will be agreed and approved via email.

## 23 Date of next meeting 16<sup>th</sup> November 2020 at 6pm via Zoom.

Meeting Closed at 8.08pm



**District Councillor's Report for Gislingham Ward  
Mellis, Gislingham, Thornham, Wortham & Burgate, Wickham Skeith Parish Councils  
October 2020**

Annual Council meeting	The annual meeting was held virtually on 24th September. Barry Humpheys was elected as Chairman and Paul Ekpenyong as Vice Chair. The Committees and Chairs were all agreed, with the Chairman using his casting vote to elect all the chairs and vice chairs from the Conservative and Independent Group, except for Overview and Scrutiny which is traditionally chaired by an opposition member and will continue to be chaired by Keith Welham, with Keith Scarff as vice chair.
Government consultations on planning	<p><i>Changes to the current planning system</i> is about changes to planning policy and regulation including how the housing numbers for each local government area are calculated (which would be upwards for Mid Suffolk). It also recommends changing the threshold of homes built (from 10 to 40) on a development before which affordable homes must be built. The Council's response to this consultation was discussed at the September Council meeting, following which the response has been amended by the Corporate Director in consultation with the portfolio holder for planning and the opposition spokesperson for planning, and has now been submitted.</p> <p><i>Planning for the future</i> is a White Paper that proposes major reforms to the planning system. These include reducing the timeframe in which a Local Plans must be created to a maximum of 30 months; and dividing land into zones for development, renewal (brown-field) and protect (green belt, national parks etc) then automatically granting outline planning permissions within the development and renewal zones. Planning Committees at a district council would therefore only consider design and not the principle of development. The White Paper also considers greater digitalisation, a different system for developer levies and a fast-track system for "beautiful buildings". The consultation closes on 29<sup>th</sup> October and the Mid Suffolk response to this will be discussed by a cross-party working group of members before being submitted.</p>
Public Realm	A Joint Cabinet meeting was held in September to discuss the findings of a review of the management of the public realm service. The review occurred because Babergh's contract with an outside contractor is due to end in October 2021. Mid Suffolk Cabinet decided to continue with an in-house team and Babergh Cabinet decided to be part of the same arrangement. The Public Realm service for both districts will now be managed by the same in-house team.
Homelessness	Babergh and Mid Suffolk Councils have been awarded a grant of £100,000 to help cover the cost of temporary accommodation for homeless people over the winter. In Mid Suffolk there are few (possibly only 2) people sleeping rough but pre-Covid many others had been sofa-surfing or staying with elderly relatives. In order to protect vulnerable people, some of these people became homeless and have been accommodated in hotels. This will need to continue for some months at least.
Stowmarket Leisure Centre/ High School site	Officers are working together with representatives from Stowmarket High School to develop the school and leisure centre site to improve leisure facilities. Stakeholders from local sports clubs will be consulted in order to fully assess what is needed.
Gateway 14	A public consultation on proposals for Gateway 14, which now includes land up to A14, was launched on Monday 14 <sup>th</sup> September and continues until 31 <sup>st</sup> October – to comment or just to see the scale of the development, go to <a href="http://G14yoursay.co.uk">G14yoursay.co.uk</a> .

Councillor Rowland Warboys  
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## County Councillor Report



October 2020

### Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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**COVID Updates** - As of 8 Oct East and West Suffolk have been placed on an East of England watchlist by Public Health England due to a rise of Covid-19 cases. Areas which are seeing a rise of cases are Bury St Edmunds, Haverhill, Newmarket, Beccles, Bungay, Felixstowe and Lowestoft.

**COVID support line** – a new phonenumber has been set up as of 1<sup>st</sup> October to help access information or support relating to debt, benefits, housing or employment. The phonenumber, **0800 068 3131**, is open from 9am to 5pm Monday to Friday.

**Suffolk Corona Watch** – Suffolk Public Health has set up a dedicated web site available on [www.healthysuffolk.org.uk/jsna/coronawatch](http://www.healthysuffolk.org.uk/jsna/coronawatch).

**Highways** – Correspondence about problems around the primary school are noted.

**Bus Services** – The current commercial services are due to end in March 2021. I am looking at alternatives and will keep you posted.

**Quiet Lanes Programme** - Suffolk County Council is promoting new Quiet Lane designations using the Suffolk 2020 Fund. A Quiet Lane is a nationally recognised designation of single-track low usage road suitable for walking, cycling and horses with limited access for motorised vehicles<sup>i</sup>. Suffolk County Council is asking parish and town councils to register interest on Quiet Lanes Suffolk [website](#) Once registered, the situation details will be explored by the Quiet Lanes Suffolk team.

**Fast EV Charging Points** - Suffolk County Council along with Plug-in Suffolk is funding new EV fast-charging points which may be suitable for rural towns and villages. These sites do not require registration, membership or apps - drivers simply park and charge using contactless payment.

For further information on this programme or to apply to join the Plug-in Suffolk network, visit [www.greensuffolk.org/plug-in-suffolk](http://www.greensuffolk.org/plug-in-suffolk)

**School Year 2021 primary and secondary school applications are open** - Parents and carers can now apply for primary and secondary school places for September 2021. The deadline for applications for secondary school is **Saturday 31 October 2020** and for primary schools it is **Friday 15 January 2021**. Parents and carers should apply for a school place online at [suffolk.gov.uk/admissions](http://suffolk.gov.uk/admissions)

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<sup>i</sup> CPRE Guide - [https://www.cpre.org.uk/wp-content/uploads/2019/11/quiet\\_lanes\\_1.pdf](https://www.cpre.org.uk/wp-content/uploads/2019/11/quiet_lanes_1.pdf)

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FOOTPATH REPORT PC OCT 20

I have received confirmation from Neil Sidwell has now completed the path cutting. I spoke to him today and he has commented that some walkers were really appreciative of the FP007 (end of Mill St) being cut.

He now has a better idea of what is required, time wise especially.

As we have experienced that gaining 3 quotes and awarding the contract takes several months, especially in the current climate. Therefore it may be pertinent to start the process now, as the first cut will need to be in April 21.

As reported last month, I have contacted SCC direct regarding the footbridge at FP 007. The Manager apologised for not picking up the urgency and I can confirm that the footbridge has now been repaired.

Whilst contacting the Manager, she has confirmed that they have now recruited two new area footpath officers. Hopefully by the new year. I will know who we have allocated to us.

I have noticed that the footpath that goes behind the new Lovells homes parallel with the main road FP 33, has now become overgrown. Lovells have in the past cut this back, so I am not sure if they will do again. I will report to SCC and they will hopefully contact Lovells to arrange a cut. Otherwise, this may be a FP that will need to be added to our own cutting list.

I am pleased to say, that walking FP 28 from Morley's lane today, where last time I counted over dozen dog poos, none were seen, result.

I did notice that a couple of the finger posts have been damaged due to the hedge cutting on FP 29 (around the field behind Coldham Lane). I will reinstate them.

I have now received the leaflets for the circular walks around Gisingham. I have given some to the shop and had to replenish this morning already. I will arrange to put some in the church, just need to speak to Ann Cottee. I have submitted a report to the Messenger and mentioned that these walks leaflets are now available. I have two boxes in my garage, so these will last for several years.

I did ask in the past, but who sends out the 'Welcome Packs' for new residents, so a leaflet can be added to this pack. If you can confirm.

I did find a finger post on the ground by the pub fence. Not sure how long it has been there or where it was sited, as there is no number on it, but as it has a circular route disc on it, I will need to identify where it should have been sited.

In my Messenger report, I did mention the 'Don't Lose Your Way' project to save lost/hidden footpaths. This was an article I read in the Norfolk Magazine from the Ramblers. I contacted the editor and he was more than happy for me to reproduce some of the script.

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## SID ANALYSIS OCTOBER 2020

For Project: Mill Street Gislingham

Project Notes:

Location/Name: Westbound

Report Generated: 18/10/2020 15:22

Speed Intervals 5 MPH

Time Intervals Instant

Traffic Report From 20/09/2020 16:00:00 through 18/10/2020 15:59:59

85th Percentile Speed 30.9 MPH

85th Percentile Vehicles 11620

Max Speed 55 MPH on 29/09/2020 20:50:00

Total Vehicles 13670

AADT: 488

### **Volumes -**

#### **weekly counts**

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

Average Daily 541 479

AM Peak 09:00 49 43

PM Peak 04:00 53 44

#### **Speed**

Speed Limit: 30

85th Percentile Speed: 30.9

Average Speed: 25.63

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

Count over limit 375 361 321 337 383 326 283

% over limit 17.8 16.4 14.7 15.5 17.7 19.8 23.9

Avg Speeder 33.3 33.3 33.4 33.7 33.7 33.8 33.8