



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
75 Shelfanger Road
Diss, IP22 4EH
Tel: 07796 410694**

Email: gislinghamparishcouncil@gmail.com

**FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 10th JANUARY 2022 @ 7PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr J Clifford, Cllr I Urwin, Cllr J Mew, Cllr L Tacey
Clerk – J Challis, CC Cllr J Fleming, DC Cllr R Warboys, 22 members of the public

Apologies: S Budd – RFO, M Bryant – Footpath Warden

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

Cllr Bell welcomed everyone to the meeting including the 22 members of the public, and noted apologies received from the RFO and Footpath Warden.

In line with current Government guidance all attendees were requested to wear facemasks unless an exemption badge was provided, and in addition contact details were taken for track and trace purposes (to be destroyed two weeks after the meeting date). Attendees were requested to leave via the fire exit doors in order to operate a one-way system for social distancing. Cllr Urwin is exempt from wearing a facemask and wore his exemption badge.

Cllr Bell explained that the Public Participation session (15 minutes) was available for any members of the public wishing to speak at the meeting.

Cllr Bell also clarified that an Extraordinary Meeting is called to discuss anything that due to planning or other deadlines, cannot be included in a normal monthly meeting. This was the case with the Extraordinary Meeting called in December 2021, when planning application DC/21/06315 was received too late to be included on the November 2021 agenda. The meeting was subsequently postponed due to Covid-19.

2 To receive Declarations of Interest on agenda items

Cllr Tacey declared a pecuniary interest against planning application DC/21/06904 (agenda item 12).

3 To consider requests for Dispensations on agenda items

None requested.

4 To resolve the draft minutes of the Parish Council Meeting held on Monday 15th November 2021 are a true and correct record.

The minutes for 15th November 2021 were approved unanimously.

5 Matters Arising/Update on actions from the 15th November 2021 meeting

To be addressed further down on the agenda or within the Clerk's report.

The Chair proposed moving to agenda item 8 as CC Cllr Fleming and DC Cllr Warboys had not yet arrived due to attending other meetings prior to this one. Agreed unanimously.

6 Chair's Report (agenda item 8)

- It has been announced that the SALC Board Annual Strategic Review meeting will be held remotely in line with the Government's Plan B framework.
- Parish Council meetings are still required to be held face to face. NALC have been working with the LGA and others to lobby the Government on remote council meetings and urge all councils to consider highlighting their support of remote and hybrid council meetings, in writing, to their local MP, which the Clerk has done.

7 Clerk's Report (agenda item 9)

- The new Facebook page is now live, and a link has been published on the old page redirecting people. The old Facebook page will now be deactivated.
- MSDC casual vacancies – ongoing
- Contractor to empty litter bin on Charity Meadow – despite providing location details and instructions to proceed, the contractor has now advised that they cannot empty the bin due to the location and being unable to leave their vehicles unattended. The alternative quotation provided by the RFO was for £45 per week plus VAT, or there is the option of removing the bin completely whilst the play area is closed. After a brief discussion Cllr Urwin kindly offered to continue emptying the bin until an alternative solution is found.
- Signage/bin Audit – ongoing (grit bins to be looked at April onwards when empty)
- Lagoon fencing –The Regional Technical Manager from Lovells has confirmed fencing has now been installed around the lagoon, but that it is only knee high as per their standard approach to these developments.
- Resident's concern re B1113 sharp corner – logged with Suffolk Highways
- Resident's concern re Road bridge Mill Street – logged with Suffolk Highways
- War Memorial – the Church has now responded to the Clerk's emails requesting confirmation to proceed, as agreed by Cllrs at the July 2021 Council meeting. They have advised that they expect the Parish Council to apply for the faculty and seek contractors for the work required.
- CiLCA training module attended on 3rd December 2021. Dates for the four remaining modules are due to be announced shortly.
- Geoff Laurence memorial bench informal unveiling 22nd November 2022. This was attended by Jo Laurence, Cllr Bell, the Clerk, and the Chair of GUC. Pictures have been added to the website and Facebook page.
- A resident emailed regarding loose dogs on FP59a. The Footpath Warden is aware, and a reply has been sent advising to call 101 or the Dog Warden if it happens again. MSDC have confirmed they do not have authority in this instance.
- Welcome Back Funding Dog Waste Bins – these are now available and being stored by MSDC until locations for installation have been agreed.

ACTION

- **Clerk to speak to MSDC again regarding casual vacancies**
- **Clerk/Cllrs to inspect new fencing around lagoon and report back at next meeting**
- **War Memorial – Clerk to progress**
- **Locations for the two new dog waste bins to be included on the next agenda**

8 RFO's Report (agenda item 10)

- A summary of reserves, and receipts and payments for November 2021 and December 2021 were sent to Councillors prior to the meeting.
- The Clerk advised on behalf of the RFO that an invoice had been raised to Mellis Parish Council for 50% of the CiLCA training costs so far, including additional hours.

7:10pm CC Cllr Fleming arrived

9 Report from County Councillor (agenda item 6)

CC Cllr Fleming sent her report in advance which can be found as an addendum at the end of the minutes.

CC Cllr Fleming had also provided an update on the parking situation outside the primary school with her report; the general feeling from SCC is that poor parking by persons dropping off is causing most of the problems and they would like to see more pressure put to bear from the school and the Junior Road Safety Organization.

Further to this CC Cllr Fleming advised that she would like to make contact with the school directly, and advised that she needs specific information and solutions to the problems from residents, rather than hearsay which does not help to address the problem.

Cllr Clifford commented that she felt it was inappropriate for the Junior Road Safety Team to be involved, and Cllr Tacey noted that the fundamental issue is lack of parking facilities at the school. After discussing it was agreed for the Clerk to forward CC Cllr Fleming's update to the school requesting their feedback/input to address the situation.

ACTION - Clerk to forward CC Cllr Fleming's email to the school

**Any residents with specific information and/or ideas for solutions to the parking issues outside the primary school are requested to contact the Clerk as follows:
clerk@gislinghamparishcouncil.com.**

7:17pm DC Cllr Warboys arrived

10 Report from District Councillor (agenda item 7)

DC Cllr Warboys sent a copy of his report prior to the meeting, a copy of which can be found as an addendum at the end of the minutes.

11 Public Participation Session (15 minutes set aside)

Before the 15 minutes commenced, the Clerk read out a statement sent on behalf of the applicants of planning application DC/21/06315 – The Six Bells Inn. Following this the Chair opened the public participation session.

All members of the public were present in relation to planning application DC/21/06315. Various comments were made by residents objecting to the planning application and showing overwhelming support for the retention of the property as a public house. Residents stressed the point that the previous owners did not cater to the needs of the local community, which is increasingly expanding, but that they would willingly support owners who did. They raised concerns regarding the advice of the applicant in their statement, that the property had been purchased as a commercial building only and not as a going concern.

A member of the public asked if the District Council has a responsibility to ensure business accounts can be inspected, as this was refused by the then owners in 2020 when the Six Bells Steering Group attempted to obtain an AVC against the pub, which was subsequently rejected.

DC Cllr Warboys responded and advised that the District Council cannot request to see a business's financial accounts. He confirmed that this planning application had been 'called in' and

will now go forward to a Development Committee meeting at a future date (to be confirmed). Whilst he cannot vote at the Development Committee meeting, DC Cllr Warboys assured residents that he will ensure the tone of this meeting is emphasised.

A member of the public commented that whilst the Parish Council had received an extension to the comments deadline against this planning application, it appeared that public comments had not been extended. However the member of the public acknowledged that having contacted the Clerk, they had been advised that comments could still be made by contacting the Principal Planning Officer direct using the following email address, which had also been notified on the Parish Council's website and Facebook page: Daniel.Cameron@babberghmidsuffolk.gov.uk

At the end of the 15 minutes Cllr Bell confirmed that the Public Participation Session was now closed.

Cllr Bell asked DC Cllr Warboys what would happen next if the change of use was refused? DC Cllr Warboys advised that should a further ACV be successful, and the pub were to be for sale again, then the village would get the first option to purchase it. He also confirmed that the District Council could provide funding support.

DC Cllr Warboys confirmed that the public may attend the Development Committee meeting and will advise the Parish Council when the date has been confirmed. CC Cllr Fleming advised that the meeting is likely to be held remotely if scheduled before March 2022.

12 Planning

- **DC/21/06315 – The Six Bells Inn, High Street, Gislingham, IP23 8JD**

Councillors discussed this application considering all comments made in the Public Participation session. Cllr Tranter noted that a pre planning application could have happened. Councillors agreed unanimously their objection to this application, and requested the Clerk collate their comments for approval before adding to portal.

The following comment was added to the MSDC planning portal on 11th January 2022:

GISLINGHAM PARISH COUNCIL RESPONSE DC/21/06315

The Parish Council considered and debated the Planning Application (DC/21/06315) for change of use of the Six Bells Inn Public House at a meeting last night with residents in attendance who have themselves previously made comments on the MSDC Planning Portal.

The Parish Council wish to object to the change of use from a Public House to a Veterinary Practice and pet supplies

Councillors trust the Planning Department will address The Supplementary Guidance (SPG) on the Retention of Shops, Post Offices and Public Houses adopted by MSDC in 2004 containing the following policy statement:

- "The change of use of a village Public House (PH) to an alternative use will not be permitted unless at least one other PH exists within the settlement boundary or within easy walking distance to it (defined as 200-300m from the boundary)."

This is clearly not the case in Gislingham.

A Six Bells Steering Group was formed when the previous owners first put the Public House on the market and were very keen to seek funding to purchase the Pub but as noted on the MSDC Portal (by the Chair, Mr Saunders) the owners were not prepared to supply accounts for the current business, did not allow any photographs to be taken, refused to cooperate with an attempt to have a professional commercial valuation of the business undertaken and stated

they would strongly object to an ACV. The Parish Council did apply for an ACV but this was subsequently refused.

The number of comments already made by residents objecting to the application demonstrates overwhelming support for the retention of the pub. At the Parish Council meeting last night residents made the valid point that the previous owners did not cater to the needs of the local community, which is increasingly expanding, but that they would willingly support owners who did.

At the meeting residents expressed their views regarding the previous unsuccessful purchasing of the Six Bells PH as they believe that, contrary to previous claims, the Pub could be a thriving business.

Our District Councillor Rowland Warboys was also in attendance at the meeting last night and advised that he had "called this Planning Application in" and it would now be discussed at a future Development Meeting.

The Parish Council would very much appreciate being advised of the date this application will be considered so that Councillors and residents can attend and speak about the reasons for their objections to the change of use.

Please note our Parish Clerk is in the process of applying for an ACV for the Six Bells Inn Public House.

- **ACV (Asset of Community Value) – The Six Bells Inn, High Street, Gislingham, IP23 8JD.**

After discussing, Councillors agreed unanimously to reapply for an ACV against the Six Bells Inn.

8:11pm DC Cllr Warboys, CC Cllr Fleming, and twenty members of the public left the meeting.

- **DC/21/06904 – 8 West View Gardens, Gislingham, IP23 8HT**
Cllr Tacey left the room having declared a pecuniary interest against this planning application. After discussing Councillors agreed they supported this application, and Cllr Tacey was called back in to re-join the meeting.

ACTION

- **DC/21/06315 – Clerk to collate Councillors comments for approval before adding the objection to MSDC planning portal**
- **Clerk to action ACV Six Bells Inn**
- **DC/21/06904 – Clerk to add support stance to MSDC planning portal**

13 Neighbourhood Watch Report

Nothing to report.

14 Tree Warden's Report

- **MSDC Tree, Hedge and Wildflower Planting Initiative**
Cllr Clifford confirmed that the first tree, a rowan, was planted in December in the church grounds by Ann Cottee, Ken & Jackie Campbell, Simon Bell and Graham Oven. There will be an article about this in the next issue of the Messenger, and the Clerk will share it on the Council's website and Facebook page.

ACTION – Clerk to update website and Facebook page

15 Footpath Warden's Report

A copy of the Footpath Warden's Report can be found as an addendum at the end of the minutes.

16 SID (Speed Indicator Device) Report & new SID/VAS devices update

- The SID Report can be found as an addendum at the end of the minutes.
- MSDC's Traffic Regulation Officer has approved the SID/VAS devices agreed by Councillors at the November 2021 meeting. Further information is required to support the checklist that needs to be completed and submitted to SCC for each location.

ACTION – Clerk to arrange completion of checklist for each site with required supporting evidence

17 Gislingham United Charity Parish Council Nomination

Cllr Bell asked councillors to again consider whether they know anyone they would like to put forward and to please let the clerk know if they do.

18 Charity Meadow to include CCTV update

- Cllr Urwin reported in his capacity as Health & Safety and Playground Lead that the adult swings need to be taken down due to weakened chain links rendering them dangerous. Glass has been found around the baby swings, and it is evident that the play area is being used despite the closed notices.
- An email has been received from the Chair of GUC advising that due to a variation of the lease plan between GUC and the School, the Parish Council might need to reconsider the intended location of the CCTV tower. Cllr Urwin suggested a new location a few metres away from the intended location which the Clerk will investigate further, responding to the Chair of GUC accordingly.
- Following the meeting of the School Governors held on Tuesday 30th November 2021, the Chair of Governors has contacted the Clerk with suggestions raised regarding the CCTV, including safeguarding surrounding viewing and management of the video footage/data. After discussing, Councillors agreed that although footage would only be viewed retrospectively following reports/evidence of anti-social behaviour, (rather than live footage which is not an option with the type of CCTV device due to be installed), this would be done in the presence of a nominated person with appropriate Safeguarding qualifications. The Governors also requested that the Parish Council confirm they will be responsible for the fitting, ongoing repair and maintenance of the electricity meter, cables between the meter and the CCTV tower, and administration incurred by the school to read the meter and invoice for payment. Agreed unanimously by Councillors.
- The Clerk confirmed that quotations were being sought from playground equipment companies to ascertain whether it would be more cost effective to repair or replace the equipment. Cllr Tacey advised she has contact details for companies who may be able to help which she will forward to the Clerk. Cllr Clifford and Cllr Tacey were keen to involve local children to ascertain their preferences on play equipment when the process starts.

ACTION

- **Cllr Urwin/Clerk to arrange for adult swings to be dismantled**
- **Clerk to put further notification on website and Facebook page advising that the play area is closed until further notice for health and safety reasons**
- **Clerk to investigate alternative location for CCTV tower and update Chair of GUC**
- **Clerk to confirm the above to Chair of Governors**
- **Clerk to update CCTV Policy as above**

- **Cllr Tacey to forward playground company contact details to the Clerk**
- **Clerk to seek quotations/presentations from playground supply/installation companies**

19 Gislingham School Running Track (User Agreement) update

Following the meeting of the School Governors held on Tuesday 30th November 2021, the Chair of Governors has contacted the Clerk requesting changes to Schedule 1 (5.1), and clause 6.1 of the User Agreement, and has requested clause 6.2 be removed. They would like these changes to be agreed by Councillors before signing and returning the User Agreement.

After discussing Councillors agreed unanimously to approve the changes requested.

ACTION – Clerk to amend User Agreement as above and send to Chair of Governors to be signed and returned.

20 Queen’s Platinum Jubilee 2022

Cllr Tranter updated councillors in his capacity as Chair of the Queens Platinum Jubilee Committee. He advised that in order to be eligible for funding from the Locality Budget and District Council a bank account is needed. The QPJ Committee are requesting permission to use the Parish Council’s bank account because there is not enough time for them to open a new one. Cllr Bell commented that this arrangement would need to ensure it satisfied the auditor and additional hours may be incurred by the RFO.

Cllr Tranter advised he has already spoken to the RFO who has advised that if it is not possible for the QPJ Committee to open a bank account in time, and if Councillors approve, as the Council is providing the majority of the money it would be possible. The monies from District and Localities would need to be made to Gislingham Parish Council and state that they are for the Queen’s Platinum Jubilee to show an audit trail.

The Parish Council procedures for payments would need to be adhered to, any invoices must be made out to Gislingham Parish Council with the Queens Platinum Jubilee celebration mentioned, and approved at the next possible meeting.

Cllr Tranter advised he did not envisage the arrangement creating an additional workload for the RFO.

Councillors agreed to allow the QPJ Committee to use the Parish Council’s bank account unanimously, with one abstention (Chair of QPJ Committee).

Cllr Tranter advised that the following event items had already been arranged:

- 1) Dave’s Hog Roast £1,600.00 - payable on the day
- 2) Epping Forest Pipe Band £500.00 - payable on the day
- 3) Zillionaires £250.00 payable on the day

Cllr Bell proposed items 1-3 to be paid by cheque signed by Cllr Bell and Cllr Urwin on the day. Approved unanimously with one abstention (Chair of QPJ Committee)

- 4) Jubilee Flag £12.00 – already paid by Cllr Tranter
- 5) Children’s personalised Pens and Cases £220.00 – already paid by Cllr Tranter
- 6) Children’s Games £60.00 – already paid by Cllr Tranter
- 7) Bunting £70.93 – already paid by Cllr Tranter
- 8) Medals for fancy dress competitions £18.00 – already paid by Cllr Tranter
- 9) Banner £39.00 – already paid for by Cllr Tranter
- 10) 2 x £20 book vouchers – already paid by Cllr Tranter

It was agreed for Cllr Tranter to provide an expenses form for items 4 – 10, to reclaim the total amount of £459.93 at a future meeting. Agreed unanimously with one abstention (Chair of QPJ

Committee)

ACTION

- **RFO to liaise with Cllr Tranter to ensure all Parish Council financial procedures are adhered to**
- **RFO to raise cheques for items 1 – 3 to be signed by Cllr Bell and Cllr Urwin, and given to suppliers on the day of the event**
- **Cllr Tranter to complete expenses form for items 4-10 to present at future meeting**

21 Parish Council Replacement Noticeboard

Due to Cllr Mew being unable to procure comparable quotations, Councillors discussed the three quotations already obtained by the Clerk at the November 2021 meeting. Councillors decided on their preferred option, a lockable 24 x A4 sized noticeboard, and approved purchase of the new noticeboard unanimously.

ACTION – Clerk to arrange order/purchase of new noticeboard

22 Finance

Admin Payment for December (Clerk & RFO) - £611.37 paid 23/12/21
Clerk mileage expenses (January)- £8.55
Hire of Village Hall (November PC and meeting/book sale) - £40.00
SALC (Clerk's CiLCA training module 1) - £60.00

All payments were approved unanimously.

It was agreed unanimously to approve the January admin payments later in the month by email, and record the details in the February minutes.

ACTION - Cllr Bell to make payments by BACS (December admin payment already made on 23/12/21)

23 Training

- Cllr Tacey requested approval to book the New Councillor training modules (six in total) as soon as suitable dates are announced. Cllr Alexander had requested approval to do the same by email to the Clerk prior to the meeting.
- The Clerk requested permission to register for the February 2022 CiLCA intake with the SLCC (£410 plus VAT to be shared 50/50 with Mellis PC)

Cllr Tacey and Cllr Alexander's request was approved unanimously with one abstention. The Clerk's request was approved unanimously.

Cllr Mew noted that he had not received a copy of the Good Councillors Guide or a certificate for completing his New Councillor Training.

Action

- **Cllr Tacey and Cllr Alexander to book 6 x New Councillor modules when suitable dates are announced**
- **Clerk to register for CiLCA with SLCC**
- **Clerk to speak to SALC regarding Cllr Mew's Good Councillor Guide and New Councillor training certificate**

24 Policies and Reports

The following policies were sent to Councillors for approval prior to the meeting.

- Code of Conduct
- Community Engagement Policy
- Cookies Policy
- Parish Publication Policy
- Complaints Policy

Approved unanimously

ACTION – Clerk to update the above policies

25 Date of next meeting

The next meeting will be held on Monday 21st February 2022 at 7pm Gislingham Village Hall.

Meeting Closed at 8:50 pm