



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
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**MINUTES OF THE PARISH COUNCIL MEETING HELD BY ZOOM VIDEO LINK ON
MONDAY 15th MARCH 2021 @ 6PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr J Clifford, Cllr I Urwin,
Cllr J Mew, Cllr F Oliver, Cllr D Kearsley
Clerk – J Challis, RFO – S Budd, Footpath Warden - M Bryant
DC Cllr R Warboys, CC Cllr J Fleming

Apologies: None received

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

Cllr Bell welcomed everyone to the meeting. Apologies were received from Cllr Mew in relation to the Parish Council Meeting held on 18th February 2021, which were accepted.

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 Meetings (via Zoom) held on Monday 15th February 2021, and 18th February 2021 are a true and correct record.

The minutes for 15th February and 18th February 2021 (via zoom) were approved unanimously.

5 Matters Arising / Update on actions from the 15th February 2021 and 18th February 2021 meetings.

- Broadfields Close – an email has been received from MSDC confirming that there have been no further reports of damage to the bollards. MSDC will write to all residents concerned to let them know that permanent bollards will be installed if further damage occurs.
- Charity Meadow damage to picnic benches – Cllr Bell suggested the picnic benches are in such a poor condition that it would be better to consider replacing them, rather than looking at repairs. To be looked at with playground equipment repairs.
- CIL Application Gislingham Primary School Running Track – written confirmation has been received from the school advising they can reclaim VAT. MSDC Infrastructure Team has confirmed that CIL money cannot be used to pay for VAT or legal fees. MSDC's website is showing that the application has now been approved although the Parish Council has received no notification yet to confirm this.
- Planning Application DC/21/00456 1 Hillcrest, Gislingham, IP23 8HR – the council's approved response was noted on the planning portal by the Clerk.

- Planning Application DC/21/00771 Bowmans Barn, Back Street, Gislingham, IP23 8JH – the council’s approved response was noted on the planning portal by the Clerk.
- Grass Cutting Tenders – The Clerk has confirmed to MSDC that the council wishes to go ahead with their tender and is awaiting receipt of their R/A SSOW and liability insurance documentation.

ACTION

- **Clerk to ask MSDC for confirmation that the CIL Application from Gislingham Primary School for the Running Track has been approved.**
- **Clerk to confirm how the Parish Council proceeds with their contribution towards the Running Track if the application is confirmed by MSDC as approved.**

6:09pm Cllr F Oliver joined the meeting.

6 Report from County Councillor

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

CC Cllr Fleming advised Councillors that when lockdown (due to Covid-19) is lifted a visit to a recycling centre could be arranged.

6:14pm CC Cllr J Fleming left the meeting.

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.

Cllr Urwin brought up the subject of buses. DC Cllr Warboys advised he would send a link to Cllr Urwin relating to the future of the bus route in Gislingham.

Cllr Bell suggested moving the order of the Agenda so the Footpath Warden’s Report was next as Mr Bryant had advised he needed to leave the meeting early. Approved unanimously.

8 Footpath Warden’s Report

Mr Bryant read out his report, a copy of which can be found as an addendum at the end of the minutes.

On behalf of the Parish Council Cllr Bell expressed their thanks to Mr Bryant for all his hard work in maintaining the footpaths in the village.

6:36 Mr Bryant left the meeting

9 Public Participation Session (15 minutes set aside)

No members of the public present.

10 Chair’s Report

- ‘Conversation about speeding’ Forum – Cllr Bell attended this webinar organised by SALC and will arrange for the recording to be forwarded to councillors.
- Speed Watch is potentially starting again from March 29th when the current Covi-19 restrictions change.
- The chair thanked the Clerk and RFO for all their hard work in preparing for Year End, Financial Regulations, Standing Orders, Internal Audit and updating Policies and the Asset Register (items 12,19,20,21,22,23).

ACTION Clerk to forward speeding webinar to councillors.

6:41pm Cllr Kearsley joined the meeting

11 Clerk's Report

- The grass cutting contractor is yet to view the damage to picnic benches, however as mentioned by Cllr Bell on agenda item 5, it may now be preferable to replace the benches entirely. This will be looked at with the play equipment repairs.
- Provider to empty refuse bin on Charity Meadow – this is ongoing.
- Website – work to the website is ongoing
- Missing Gislingham sign Burgate Road – Report no. 00302219 appears to have been closed without any action being taken, therefore a new report has had to be logged ref 00312530.
- Charity Meadow Play Equipment Repairs – two of the suppliers approached for estimates requested site visits which were kindly accommodated by Cllr Urwin. Both estimates have been received, the first for **£16,747.00** plus VAT, the second for **£19,978.00** plus VAT. We are still awaiting the third supplier's quotation. Cllr Urwin confirmed that both suppliers said the play area would need to be closed for 7 days whilst the work was carried out.
Cllr Bell queried whether CIL money could be used to pay for the repairs. DC Cllr Warboys advised confirming this with MSDC. Cllr Tranter suggested looking at the possibility of other grants which may be available to cover this type of expenditure.
- The new dog waste and litter bins have now been ordered.

ACTION

- **Clerk to look at new picnic benches alongside playground equipment repairs.**
- **Clerk to forward third quotation for playground repairs to councillors once received**
- **Clerk to ask MSDC whether CIL money can be used to pay for the playground repairs**
- **Clerk to investigate grants for playground equipment repairs.**
- **Clerk to investigate contractor to fit new bins to existing posts/concrete bases.**

12 RFO's Report

- The RFO sent a summary of the Reserves, and Receipts and Payments as of 29/01/21 to Councillors before the meeting.
- The RFO confirmed she has attended two training courses arranged by SALC regarding end of year accounting and preparing for audit.
- Internal Audit – the RFO suggested T Brown or SALC to carry out the internal audit for year end March 2021. After discussing it was agreed to use T Brown who carried out last year's audit as there would be a conflict of interest with SALC due to them providing payroll services within this financial year.
- Internet Banking Policy – Prepared by the RFO and circulated to councillors in advance of the meeting. This is a new policy required as the Council has now approved the use of internet banking. Approved unanimously with 1 abstention.
- Reserves Policy – Prepared by the RFO and circulated to councillors in advance of the meeting. Approved unanimously with 1 abstention.
- Asset Register - Prepared by the Clerk/RFO and circulated to councillors in advance of the meeting. Approved unanimously with 1 abstention.

ACTION

- **RFO to instruct T Brown internal auditor.**
- **Clerk to add policies to website.**

13 Neighbourhood Watch Report

Nothing to report.

14 SID (Speed Indicator Device) Report

Apologies were received from Mr Wells for not sending the SID report. It will be forwarded to Councillors and added as an addendum to the minutes once received.

15 Grant and Donation Requests

- Gislingham Playgroup

After discussing the request it was agreed unanimously to award a donation of £100.00.

ACTION Clerk to confirm award to Gislingham Playgroup and request their bank details.

16 Planning DC/21/00900 – Dormouse Cottage, Mellis Road, Gislingham, IP23 8UR

Councillors discussed this application and agreed that they did not have any objections to the application. The following response was agreed and added to the planning portal immediately after the meeting by the Clerk.

Gislingham Parish Council have no objection to this application but note the Tree Preservation Order attached to the trees, and request that pruning is kept to an absolute minimum in order to protect the trees and ensure they can continue to act as a carbon sink and provide a habitat for wildlife. We request that any pruning be done at a time when it will not affect the nesting season for birds.

ACTION Clerk to note comment and no objection stance on the MSDC Planning Portal.

17 Dog Bin Requests

The Clerk advised that four separate requests from residents have been received for new dog bin locations in the village.

- Bridle path off Burgate Road
- Bridle path on Back Street
- Lovell estate (additional bin)
- Junction by the church

The clerk has obtained six dog fouling warning signs from MSDC Environmental Protection Team as highlighted on one of the requests. After discussing it was agreed to ask the Footpath Warden for his advice on where to locate the warning signs, and to carry the requests over to the next agenda for further discussion.

ACTION

- **Clerk to speak with Mr Bryant the Footpath Warden regarding locations for the warning signs.**
- **Clerk to include dog bin requests on April Agenda.**

18 Charity Meadow

- **Damage**
- **CCTV**
- **Signage**

Cllr Urwin advised that whilst inspecting the play area he discovered further damage to equipment including the slide. Cllr Bell confirmed that as it had previously been agreed at the August 2020 meeting, she had asked the Clerk to obtain quotations for CCTV. After a discussion it was agreed unanimously with one abstention to accelerate moving forward with the CCTV. Cllr Clifford has sent draft wording for signage to Councillors but after discussing it was agreed to wait until CCTV

was finalised in case there needed to be specific wording in relation to the CCTV. Cllr Clifford also suggested contacting Suffolk Police Design Guide for assistance with Crime Prevention.

ACTION

- **Clerk to obtain quotations for CCTV installation**
- **Clerk to contact Suffolk Police Design Guide**

19 Policies

Prepared by the Clerk and circulated to councillors in advance of the meeting

Health and Safety Policy	Agreed unanimously with 1 abstention
Privacy Policy	Agreed unanimously with 1 abstention
Community Engagement Policy	Agreed unanimously with 1 abstention
Cookies Policy	Agreed unanimously with 2 abstentions
Data Protection Policy	Agreed unanimously with 1 abstention
Parish Publication Policy	Agreed unanimously with 1 abstention
Safeguarding Policy	Agreed unanimously with 1 abstention
Transparency Code	Agreed unanimously with 1 abstention
Code of Conduct	Agreed unanimously with 1 abstention

ACTION Clerk to add policies to website.

20 Standing Orders

Prepared by the Clerk and circulated to councillors in advance of the meeting.
Cllr Bell highlighted that Standing Order no. 3(x) had been changed to 2.5 hrs.

Agreed unanimously with 1 abstention.

ACTION Clerk to add to website.

21 Financial Regulations

Prepared by the Clerk/RFO and circulated to councillors in advance of the meeting.

Agreed unanimously with 1 abstention.

ACTION Clerk to add to website.

22 Risk Assessment and Management

Prepared by the Clerk/RFO and circulated to councillors in advance of the meeting.

Agreed unanimously with 1 abstention.

ACTION Clerk to add to website.

23 Internal Controls

Prepared by the Clerk/RFO and circulated to councillors in advance of the meeting.

- Internal Control and Internal Audit effectiveness review

The RFO confirmed the council's internal control and internal audit system had been reviewed as adequate and satisfactory.

- Internal Control Statement approval
Agreed unanimously with 1 abstention.

ACTION Clerk to add to website.

24 Third Party Street Lighting Inventory 2020-2021 Approval

The current recorded inventory and associated costs for the financial year 2020-2021 was received from Suffolk Highways and forwarded to councillors in advance of the meeting for approval.

Approved unanimously.

ACTION Clerk to advise Suffolk Highways that the inventory is approved.

25 Finance

Admin Payment (Clerk & RFO) - **£1,055.70** (including accrued holiday pay for y/e March 2021) agreed unanimously

Zoom Subscription for March meeting (Direct from Co-op Bank account) - **£14.39** agreed unanimously.

Cllr I Urwin expenses (online Health & Safety course) - **£36.00** agreed unanimously

SALC Audit Training - **£30.00** agreed unanimously

SALC End of Yr Training - **£30.00** agreed unanimously

Glasdons (dog bins) - **£509.93** agreed unanimously

Office Needs Direct (litter bins) - **£1,049.70** agreed unanimously

Action Cllr Bell to pay approved invoices by BACS.

26 Annual Parish Council Meeting and Annual Parish (Village) Meeting

SALC have advised that both meetings need to be held between 1-6th May 2021 if councils wish to hold them remotely. After this time it is unknown whether the current Covid 19 legislation on holding meetings remotely will be extended or not.

After a discussion it was agreed to hold both meetings on Tuesday 4th May at 6pm, with the Annual Parish (Village) Meeting first followed by the Annual Parish Council Meeting.

27 Training

Cllr Mew confirmed that he is due to start his first New Councillor training module on 28th April 2021.

28 Date of next meeting 19th April 2021 at 6pm via Zoom.

Meeting Closed at 7:52pm

County Councillor Report



March 2021

Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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

COVID-19 Community Testing. Community testing is aimed at people who have to leave their home during lockdown, for example due to work or caring commitments, or for essential shopping. There are centres at Elmswell, Stowmarket and Eye Town Hall. To book a slot, visit: [COVID-19 testing in Suffolk if you don't have symptoms | Suffolk County Council](#)

Business Assistance – Suffolk authorities continue to support businesses through various packages including, but not limited to:

- *Local restrictions support grants (LRSG).* Visit: [Funding | Suffolk Growth](#) to find out more.
- *Additional Restrictions Grant.* Visit: [Funding | Suffolk Growth](#) to find out more.
- *Suffolk Inclusive Growth Investment Fund.* Intended to help Suffolk's business recovery. Round-2 announcement is due 26 March 2021. [SIGIF Funding | Suffolk Growth](#)

Suffolk County Council Budget Agreed – The Council at its February meeting announced a budget of £597.9million - an increase of £41million (7.4%) on 2020/21. About £15m is allocated to ongoing pandemic responses. Council tax will increase by 3.99% of which 2% is dedicated to social care.

Opt-in Open for Council funded School Travel for 2021/2022 - If eligible for funded school travel you will be contacted by 15 May 2021, earlier if starting secondary school. Everyone using the service must opt in by 31st May. Please refer to <https://www.suffolkonboard.com/schooltravel/>

Plug In Suffolk - offers grants for installing Electric Vehicle charging points at non-profit locations such as community centres, car parks and village halls. Visit [Green Suffolk's website](#) or contact Suffolk County Council's environment strategy officer Peter Frost (ESO) Peter.Frost2@suffolk.gov.uk

Recycling – Get Recycling Right Campaign! Locally, around 150 tonnes of nappies (about 3,000) end up in Suffolk recycling bins each year needing to be removed during sorting. This truly unpleasant job needs to be done by hand by staff at Suffolk's Material Recycling Facility in Gt Blakenham.

For bulky items, contact Mid Suffolk for collection. It costs **£42.50** for up to 5 separate items, or 10 bags of household refuse/garden waste. Be cautious about handing over to independent traders which may fly tip the materials collected.

The Suffolk Waste Partnership has a designated website on lessons and fun games for children -

<http://www.suffolkschoolsrecycling.org.uk/>

DISTRICT COUNCILLOR'S REPORT MARCH 2021

<p>Current COVID - 19 Information</p>	<p>Home But Not Alone number and underpinning services. 0800 876 6926. The phonedlines are open from 9am to 5pm, Mon to Fri. Demand on the Home But Not Alone phone number has grown but the most significant calls involve help with complex mental health issues.</p> <p>Latest news: https://www.midsuffolk.gov.uk/features/our-covid-19-response/</p> <p>Suffolk Advice and Support Service: Hardship Fund: For financial advice or support with access to food, call The Suffolk Advice and Support Service on 0800 068 3131.</p> <p>Covid-19 business grants now available Business in Babergh and Mid Suffolk who have had to close their doors to customers, or have been significantly financially impacted by Covid-19 restrictions, may be eligible for support. Further info. https://www.midsuffolk.gov.uk/features/support-available-for-businesses-in-babergh-and-mid-suffolk</p> <p>The numbers of COVID-19 cases and deaths are on the Suffolk public health site which can be accessed at: HTTPS://www.healthysuffolk.org.uk/jsna/coronawatch</p>
<p>INDEPENDENT LIVING SERVICE</p>	<p>New 'Independent Living Service' developed to help improve the quality of life of the districts' most vulnerable residents needing home adaptations - offering advice and support to help them live independently and safely in their homes. More information: https://www.babergh.gov.uk/housing/private-sector-housing-grants/independent-living-service/</p> <p>You could receive a Disabled Facilities Grant if you or someone in your household is disabled and changes to your home are needed.</p> <p>Who is the service for? The service is for residents who: live in Babergh or Mid Suffolk, have a registered (or able to be registered as) disability, own a home or rent from a private landlord</p> <p>If you are a Council or housing association tenant, contact your Housing Officer for help and advice on how you can remain safely in your home or consider alternative accommodation.</p>
<p>New West Suffolk Hospital</p>	<p>As the plans for a new hospital for West Suffolk get underway it is important that as many people are involved in developing the proposals as possible. The vision for the West Suffolk NHS Foundation Trust (WSFT) project is to ensure the way that health services are delivered is fit for the local population's current and future needs and the team need your help to do that. The new facility is for West Suffolk people and is to be designed by West Suffolk people.</p> <p>The project team are establishing a Co-production Community Engagement Group (CEEG) which will help shape the public engagement around the hospital redevelopment.</p> <p>If you would like to join the CCEG or to find out more information, please visit the website at https://www.wsh.nhs.uk/New-healthcare-facility/Get-involved.aspx and complete an expression of interest form.</p>
<p>Advance notice - elections</p>	<p>B&MSDC will be observing a pre-election period moratorium (purdah) in respect of the forthcoming Police and Crime Commissioner and Suffolk County Council Elections on Thursday 6 May 2021. The moratorium will run from 25 March 2021 – the date that the notice of election is published – through to 7 May 2021. Please note that the Mid Suffolk full council meeting will not be affected as the notice will be published after the meeting has concluded.</p>

<p>CENSUS 21 21st March</p>	<p>Feb 22-27 Advance Card Lands Mar 3-12 Initial contact Packs Digital-first pack: Aims to:</p> <ul style="list-style-type: none"> • Provide Digital-First households (89% of all households) with their household access code for the electronic questionnaire. • Replicate messaging that appears on the front page of the paper questionnaire. • Provide help options - including where to request a paper questionnaire. <p>Followed by reminders, a “Field Force”, non-compliance measures 30th April From 2011 Census: Household Spaces with at least one usual resident 40,306 – 96% Household spaces with no usual residents 1,623 – 4%</p>
<p>MSDC Fi- nancial Report</p>	<p>The latest financial report shows that MSDC incurred additional costs due to Covid of £1.1m and a reduction in income of £950k. All but £138 of these losses has been reimbursed via central government grants.</p> <p>The anticipated total underspend for the current year to the end of March 2021 is £1.8m. The underspend on staff due to unfilled vacancies is £450k. Many key areas of provision of much needed services to our residents are underspent. However, the target for investment in commercial properties across the country is likely to be met despite a huge loss in the value of properties already purchased.</p> <p>The medium-term forecast is that by the end of March 2021 MSDC will have built up a cash surplus of £8m, excluding New Homes Bonus which is expected to be £1.6m in 2020/21.</p>
<p>The Housing Revenue Account</p>	<p>The Housing Revenue Account is heading for an underspend of £2.7m in 2020/21. This is almost entirely due to delays in developing new council homes. To keep the underspend as low as possible, a substantial programme of acquisition of homes for rent is being undertaken in the last 3 months of the current financial year.</p>
<p>16th Feb MSDC Council Meeting</p>	<p>2021/22 Budget. The Council was asked to vote to approve the budget, in particular: That the General Fund Budget for 2021/22 is based on an increase to Council Tax of 1.66% which equates to £2.80 per annum (23p per month) for a Band D property. This will raise a total sum in the region of a total of £104,000. This increase was opposed by the opposition on the grounds that the budget was being set year on year to create a surplus that would increase reserves further and this increase was unnecessary and inappropriate in these difficult times.</p> <p>A 20% underspend.</p> <p>In response to detailed amendments proposed by the opposition the administration added an extra item to the published agenda.</p> <p>The extra item was: <i>“That the General Fund Budget proposals for 2021/22 and four-year outlook set out in the report be approved, and that recommendations to Cabinet be prepared, using a balanced, cross-party approach, for the allocation of the additional £4m of funding for investment in our local economy, housing, the wellbeing of our residents and in our communities. This cross-party approach would also give consideration to the budget amendments proposed in 2020/21 and 2021/22.”</i></p> <p>This was in response to the amendments to the budget from the Greens and Lib. Dems. that were targeted to achieve the council’s strategic priorities and support the ambition of achieving carbon net zero by 2030.</p> <p>Transfers will be made from the Growth and Efficiency Fund into the following reserves which are aligned to the Councils key strategic priorities;</p> <ul style="list-style-type: none"> • £1m for Economy, • £1m for Housing, • £1m for Communities, • £1m for Well-being, • £104k towards Covid related business recovery <p>will be used as directed by cross party work groups to be set up in May and due to report by July.</p> <p>The published amendments were withdrawn, and the new additions were supported by both the administration and the opposition.</p>

	<p>The administration also put forward the Housing Revenue Account Budget which was carried by one vote, it was opposed because it included increases in Social Rents - £1.30 per week, for the most vulnerable that were again considered inappropriate and unjustified in the context of reserves being held.</p>
Environment Briefing	<p>Solar Carports at leisure centres coming to cabinet. Will include battery storage. There will be a conduit between carport and leisure centre. LC can feedback to grid if needed.</p> <p>Decarbonisation of Public Assets - successful grant bid for further greening projects of the leisure centres at Stowmarket and Stradbroke. £650,000 for Mid Suffolk (£1.4 M between Babergh and Mid Suffolk). Scoping works to use the award, Solar Carports at leisure centres coming to cabinet. Will include battery storage. There will be a conduit between carport and leisure centre. LC can feedback to grid if needed.</p> <p>Gateway 14 – Greater South East Energy Hub – discussions on how to make it more sustainable using ground source heating, PV etc</p>
Biodiversity	<p>Will Birchnall Corporate Manager - Public Realm, Planning and communities, has looked into tree canopy surveys with Islington who have surveyed their trees to gain a monetary asset value.</p> <p>Tree and hedge planting. Web form for parish and community groups will be going out and running through March. Interested parties who own land can receive free trees to plant on their land next autumn/winter. Tree wardens will be involved and have helped to develop this form. Give a heads up to people in our wards.</p> <p>Meadow planting – open spaces and verges. Procurement team were re-deployed on business grants. This is being done now. Will B is scoping potential sites. Plan is for Yellow-Rattle seeding in Autumn. Two other pieces of equipment are purchased including scarifying machine.</p>
Sustainable Transport	<p>Katherine Davies - new sustainable transport officer in post now for 3 weeks.</p> <p>Working with County, looking at Local Transport Plan. Mechanism to capture views of communities will include a mapping tool where communities think routes should be instated. Parish Councils can register. Cycling facilities can also be mapped. A vision document will set out intent for plan.</p>
Tetra Pak	<p>There has been much debate amongst councillors and residents regarding the recycling of Tetra Pak. At present the only way to recycle them in Mid Suffolk is to take them to the recycling depot in Stowmarket. You should not add them to your green recycling bin.</p> <p>It has been suggested that perhaps there should be a scheme like Terracycle operates for Walkers Crisp packets, or manufacturers should be more responsible for the cost of recycling their packaging. What would residents like to see happen? Please let me know.</p> <p>Environment Bill will bring in the Resource and Waste Strategy. 3 consultations imminent on 1) implementation of consistent waste scheme country-wide 2) deposit return scheme on cans and bottles to supermarkets. 3) Extended Production Responsibility (EPR) in 2027- manufacturers to bear the costs of waste produced. So Tetrapak would have to pay for collection banks and for the disposal of any waste product after recycling</p>

Councillor Rowland Warboys

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