



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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**MINUTES OF THE PARISH COUNCIL MEETING HELD BY ZOOM VIDEO LINK ON  
MONDAY 21<sup>ST</sup> SEPTEMBER @ 6PM**

**Present:** Cllr J Bell, Cllr I Urwin, Cllr C Tranter, Cllr F Oliver, Cllr D Kearsley  
Clerk – J Challis  
DC Cllr R Warboys, CC Cllr J Flemming, Footpath Warden Mr Bryant  
Two members of the public

**Apologies:** Apologies received from Cllr J Clifford

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

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

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

Cllr J Bell declared a non-pecuniary interest on Agenda item no.17, as Acting Chair of Governors at Gislingham Primary School.

**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 17<sup>th</sup> August 2020 are a true and correct record**

The minutes for 17<sup>th</sup> August 2020 (held via zoom) were approved unanimously.

**5 Matters Arising / Update on actions from the 17<sup>th</sup> August 2020 meeting**

The preferred Contractor has been contacted regarding cutting of the footpaths. The litter pick took place on 20<sup>th</sup> September 2020. There was a turn out of approximately 25 residents and the event was a great success.

**6 Report from County Councillor**

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

**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.

*J Bell*

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

Two members of the public were present in relation to items further on in the Agenda.

## **9 Chair's Report**

- Surrender of the Skatepark Lease has now been completed.
- Signage and replacement Litter and Grit Bins are currently being investigated; CIL money can be used for these items.
- Footpaths – it would be a good idea to look into SCC cutting them.
- Charity Meadow – recycling is being mixed in with normal rubbish, would it be viable to look into a contractor?
- The Chair commended the Clerk and RFO for both doing a brilliant job in their new roles so far.

### **ACTION**

- Clerk to contact SCC to investigate the possibility of them taking on the contract for Footpath cutting currently actioned by the Parish Council.
- Clerk to investigate costs of a contractor to empty the Litter Bin on Charity Meadow
- Clerk to contact SCC regarding replacing damaged Signage and replacement Grit Bins.
- Clerk will look into costs to replace the 4 Litter bins in the Village.

All these items are ongoing and will be reported back to the Parish Council at future Parish Council meetings.

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

The Clerk advised that the clerk training courses are now available, and she has booked onto all 6 modules taking place via Zoom between November and December.

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

Cllr C Tranter read out his report, a copy of which can be found as an Addendum at the end of the minutes.

## **12 Footpath Warden Report**

Mr Bryant read out his report, a copy of which can be found as an Addendum at the end of the minutes. In addition he advised that a footbridge opposite Viking Close needs repairing.

Cllr Oliver pointed out that there appears to be others who are spraying "dog waste" which is not being picked up by dog owners.

### **ACTION**

Mr Bryant to contact SCC to carry out the repair work needed, copying in the Clerk.

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

It was noted that the figures seemed low. It was also noted to thank Mr Wells for the work he does for the council.

### **ACTION**

Clerk to contact Mr Wells to express the Council's thanks.

## **14 Policies**

- Complaints Procedure
- Disciplinary Procedure
- Disciplinary Rules
- Grievance Procedure
- Laptop and Cell (Mobile) Phone Usage Policy
- Sickness Absence Policy

*Wells*

- Training Policy
- Travel and Expenses Policy

All policies were agreed unanimously.

#### **ACTION**

Clerk to update policies on the website.

6:48pm Cllr D Kearsley joined the meeting and apologised for late attendance.

### **15 Charity Meadow**

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

A discussion took place regarding the CCTV trail cameras which Cllr C Tranter has been investigating. It was agreed that Cllr C Tranter would obtain final prices for these cameras, and the clerk would order them. There is still an issue with littering, and also recycling items being mixed in with non-recyclables as pointed out in the Chair's report. It was decided to look into litter collection services, and separate bins.

#### **ACTION**

Cllr C Tranter to send trail camera information to the Clerk to order. Clerk to investigate litter collection Contractors and separate bins.

### **16 Playground Inspection**

A discussion took place regarding the Inspection which was carried out on 20<sup>th</sup> August 2020. It was agreed to obtain quotations to carry out the repairs required. It was also noted in the report that there was strimmer damage from the grass cutting.

#### **ACTION**

Clerk to contact play equipment companies for quotations, and also the grass cutting Contractor to advise of the strimmer damage.

### **17 Gislingham Primary School Running Track CIL Application**

Cllr J Bell handed the Chair over to Cllr C Tranter. Cllr C Tranter outlined the application received from Gislingham Primary School, and a discussion took place involving one of the members of the public, who was in attendance in their capacity as a School Governor. Points were raised by Cllr C Tranter regarding access to the proposed track, benefits to residents not directly involved with the school, and the school's own financial contribution. The member of the public advised that the school was looking towards community groups using the track, rather than individuals, and that the school was seeking funding for the full amount having already invested in play equipment and fencing. Cllr D Kearsley said that she was very supportive of the application, but suggested it would be a good idea for the school to look at additional funding options. Cllr C Tranter summarised that the application needs more consideration following investigation into additional funding options. The member of the public asked the Council what amount they would consider providing. Cllr C Tranter advised it was not possible to confirm an amount without further consultation with the Council, including Councillors not currently present, but suggested an amount of £5,000.00, may be considered, which Cllr F Oliver supported. This application would need to be approved by all Councillors. It was pointed out that an application for CIL monies can also be made to Mid Suffolk District Council. Councillors felt there needed more discussion to take place given the large amount being requested. Councillors would like more information on who would use it. The resident present advised it was there for Groups to use and support from Local Groups was included in the application.

#### **ACTION**

Gislingham Primary School to investigate additional ways of funding the running track, before further discussion at a future Parish Council meeting.



## **18 Grants & Donation Requests**

- **Wives of Gislingham £100**
- **Friends of St Mary's (FOSM) £375**
- **The Messenger £500**

A member of the public was present during this item as Secretary of Friend's of St Mary. Councillors unanimously agreed to grant the request from Wives of Gislingham. Councillors agreed to grant the request from Friend's of St Mary's but with one abstention Councillors unanimously agreed to grant the request from The Messenger.

### **ACTION**

Clerk to request bank details from each applicant, and Cllr J Bell to transfer donations via BACS.

## **19 Website Accessibility Statement**

It was agreed unanimously to proceed with the statement, previously prepared and issued to all Councillors.

### **ACTION**

Clerk to put Statement on website by deadline of 23<sup>rd</sup> September 2020.

## **20 Finance – the following invoices for payment were approved unanimously.**

Admin Payment (Clerk & RFO) - **£482**

BHIB Public Indemnity Insurance including Cyber Insurance and Data Protection - **£956.78**

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

Litter pick sanitize gel and spray - **£13.98**

Top Garden Inv No. 20 - **£360.00**

**Proposed by:** Cllr Bell

**Seconded by:** Cllr Kearsley

Unanimously approved

### **Action**

Cllr J Bell to pay approved invoices by BACS.

Cllr Oliver left the meeting at 7.45pm.

## **21 Training**

There has been some confusion caused by all training being booked against the Clerk's email address. Cllr J Bell asked for everyone to use their own email addresses for future bookings, but to let the Clerk know.

## **22 Date of next meeting 19<sup>th</sup> October 2020 at 6pm via Zoom.**

Meeting Closed at 8.00pm



## District Councillor Report: Gislingham Ward August 2020

**Mellis, Gislingham, Wickham Skeith, Thornham Magna, Thornham Parva, Wortham and Burgate**

Covid-19	Staff are continuing to work from home, making use of Microsoft Teams to hold virtual meetings with colleagues, councillors, and residents. Non-urgent site inspections are not taking place. Some officers are beginning to return to their normal jobs having been seconded to different duties arising from the pandemic. Online meetings are planned up to February 2021
Meetings	All District Council and Committee meetings are now being held as virtual meetings using the Microsoft Teams platform. They can be viewed on YouTube. The full Council meeting on 23 July will be the Annual Council Meeting where the Chair of the Council will be elected for the year and appointments to committees and outside bodies will be confirmed.
Joint Local Plan	The Joint Local Plan is promised for October 2020 when it will be available and ready to be considered at a meeting of the full Council. The next version of the Plan, when we see it, may well be very different from the consultation draft of July 2019. If, and when, Council approves the Plan, it will be subject to further consultation and an Inspector's Examination before it can be formally adopted as planning policy. However, there are two Government Papers out for consultation that may have to be taken into account.
<p>Changes to the Current Planning System</p> <p>Ends 1<sup>st</sup> Oct 2020</p>	<p><i>This consultation sets out proposals for measures to improve the effectiveness of the current planning system. The 4 main proposals are:</i></p> <ul style="list-style-type: none"> <li>• <i>changes to the standard method for assessing local housing need</i></li> <li>• <i>securing of First Homes through developer contributions in the short term until the transition to a new system</i></li> <li>• <i>supporting small and medium-sized builders by temporarily lifting the small sites threshold below which developers do not need to contribute to affordable housing</i></li> <li>• <i>extending the current Permission in Principle to major development</i></li> </ul> <p><i>The full document may be found here: <a href="https://www.gov.uk/government/consultations/changes-to-the-current-planning-system">https://www.gov.uk/government/consultations/changes-to-the-current-planning-system</a></i></p> <p><i>Changes to the method for assessing house needs will put further pressure on MS&amp;BDC to bring forward sites for development.</i></p> <p>Presently the baseline for Babergh is 342.5 homes. Applying the proposed factor results in <math>342.5 \times 2.304375 = 789</math> homes.</p> <p>Presently baseline for Mid Suffolk is 456.2 homes. Applying the proposed adjustment factor results in <math>456.2 \times 1.651875 = 754</math> homes</p>
<p>Response to Govt. White Paper Planning Reforms</p> <p>Ends 29<sup>th</sup> Oct 2020</p>	<p><i>This is out to consultation, significantly it is proposed to simplify the role of local plans by focusing on identifying land under three categories— <b>Growth areas</b> suitable for substantial development, and where outline approval for development would be automatically secured for forms and types of development specified in the Plan; <b>Renewal areas</b> suitable for some development, such as gentle densification; and <b>Protected areas</b> where – as the name suggests – development is restricted."</i></p> <p><i>The full document can be found here: <a href="https://www.gov.uk/government/consultations/planning-for-the-future/planning-for-the-future">https://www.gov.uk/government/consultations/planning-for-the-future/planning-for-the-future</a></i></p> <p><i>In the forward, the Prime Minister promises a new planning system: "That gives you a greater say over what gets built in your community."</i></p>

MSDC Housing Land Supply	MSDC will soon be publishing details of housing land supply in the district. It is likely that this will show a supply sufficient for around 7 years and outstanding permissions for around 7,000 housing units.
Gateway 14	Gateway 14, the commercial development site bought by MSDC in 2018. - a consultation on is due to launch next week. The web address is G14yoursay.co.uk and you can register for updates. There has been a reasonable amount of interest in the site from a variety of types of businesses.
Impact of COVID-19	<p>Since March 2020</p> <ul style="list-style-type: none"> <li>residents relying on <b>benefits</b> have increased by <b>93% and 97% in Babergh and Mid Suffolk respectively</b> (compared to 75% locally + 84% nationally)</li> <li>those <b>classed as 'unemployed' by DWP</b> have increased across <b>Babergh by 140% and Mid Suffolk by 142%</b> (compared to 108% locally and nationally)</li> <li><b>in-work UC claimants</b> have increased by <b>92% (BDC) and 95% (MSDC)</b> (compared to 78% locally + 87% nationally)</li> </ul> <p>In <b>Mid Suffolk</b> all responding businesses that were not required to close are still trading at the end of July. While 42% of those that were required to close have since reopened, and the remaining 58% are getting ready to reopen as soon as possible.</p> <p>78% of businesses currently trading say their revenues have decreased by on average 61% compared to pre-COVID.</p>
Recovery Action Planning	<p>Current support to businesses through grants.</p> <p><b>Developing Business Support</b></p> <ul style="list-style-type: none"> <li>Areas of new flexible workspace and virtual business support</li> <li>New Workspace pilots</li> <li>Digital infrastructure rollout with partners and promotion of local fibre voucher scheme</li> <li>Promotion of key clusters for innovation, sector specialism and enterprise</li> <li>Skills mapping – Centre of excellence targeting transferable and specialist skills development</li> <li>Support for growth of initiatives such as Innovation Labs</li> <li>New business support programmes</li> <li>Develop sector resilience plans which reflect emerging growth sectors but support core/traditional sectors</li> <li>New business grants launched in Autumn</li> </ul>
Wellbeing Concerns across Suffolk	Report to follow.
Locality Awards	A reminder that Locality Awards have been launched for 2020/21. If you know of a community group in need of some funding, please put them in touch with me.
Disabled Facilities Grant	<p>In the recent Performance Reporting we raised concerns, again, that the grant available is not being spent. If you know anyone who needs any kind of adaptation to their home, from a handrail to a wet room, please ask them to get in touch. The application process is very straightforward. Please use the following link:</p> <p><a href="https://www.babergh.gov.uk/housing/private-sector-housing-grants/disabled-facilities-grant/">https://www.babergh.gov.uk/housing/private-sector-housing-grants/disabled-facilities-grant/</a></p>
Home but not Alone	<i>This service is now phased out, only 2 or 3 phone calls were being received, the nature of the calls means that it is best responded to by the individual service providers themselves. The number will still be monitored but staff have now returned to their normal roles. The structure is being "moth-balled" and would be revived if there is a future need. It is recognised that there was a terrific response by local community groups and organisations to ensure that individual needs were met during the current NHS emergency.</i>

<i>Wellbeing NHS</i>	<a href="https://www.wellbeingnands.co.uk/suffolk/">https://www.wellbeingnands.co.uk/suffolk/</a> Suffolk NHS has a new Wellbeing Community Advisor, Nikki Betts, who is keen to make contact with groups and individuals who are interested in or have concerns about Mental Health, Wellbeing and Emotional Support. The link is to the new NHS site where families, young people, and professionals may access make a referral or get advice about wellbeing and mental health services or you can get in contact on <b>0345 600 2090</b> . To contact Nikki: <a href="mailto:Nicola.betts@nsft.nhs.uk">Nicola.betts@nsft.nhs.uk</a> .
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Councillor: Rowland Warboys  
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01379 783412

## County Councillor Report

September 2020



### Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980 Twitter: @jesstfleming

**School Transport** - The Passenger Transport team guidance on school travel and health can be found at <https://www.suffolkonboard.com/schooltravel> and [www.suffolkonboard.com/covidguide](https://www.suffolkonboard.com/covidguide). Unfortunately spare seats cannot be committed at this time, but this position will be reviewed in October. If under exceptional circumstances a parent has **no means** of getting their child to school, please contact [transport.review@suffolk.gov.uk](mailto:transport.review@suffolk.gov.uk) to seek immediate assistance.

**Schools** – To date schools have had a successful start to the term with very high attendance levels across Suffolk.

**A140 Roundabouts** – The roundabouts are progressing, a separate newsletter is available with current information and contacts. Both are anticipated to be complete by the end of February 2021.

**Bus Services** - A list of bus timetable changes is posted on [www.suffolkonboard.com](http://www.suffolkonboard.com). The 387 service to Stowmarket will run normally until the end of March, after that its future is uncertain.

**Remembering VJ Day, 75 years ago** - Saturday 15 August was the 75th anniversary of VJ Day in the UK, marking Victory in Japan at the end of the Second World War. The team at Suffolk Archives have put together a [special online exhibition marking VJ Day](#), exploring the way our county marked the end of the Second World War.

**Changes to the Current Planning System** – these proposals would change the method for calculating housing need and increase local authority housing targets. The consultation closes on 1<sup>st</sup> October. <https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

**Planning for the Future Gov White Paper** – the changes proposed for strategic planning are substantial and require primary legislation. Under these proposals land would be 'zoned' and decision making centralised, for example. The consultation closes on 29<sup>th</sup> October. <https://www.gov.uk/government/consultations/planning-for-the-future>  
The County Council is developing a response to this consultation. The views of the Royal Town Planning Institute on planning reform may be of interest: <https://www.rtpi.org.uk/policy/2020/april/priorities-for-planning-reform-in-england/>

**County Council and Suffolk Corona Watch** – Suffolk Public Health maintains local COVID related information on [www.healthysuffolk.org.uk/jsna/coronawatch](http://www.healthysuffolk.org.uk/jsna/coronawatch).



## Neighbourhood Watch Report September 2020

A Luton type white van has been operating in the area ( possibly being driven by two " Eastern European " gentlemen ), reported from at least 4 local villages and seen operating where dogs have been stolen from residents garden. The police are fully aware of this, have the registration, and it is part of an ongoing police investigation.

Vehicle speeding in Coldham Lane and West View gardens over the past few weeks, a vehicle has been identified by 7 residents speeding late at night and causing a certain amount of nuisance, in addition two individuals were noted riding ( helmetless ) down Coldham lane during daylight hours ( dangerous !!) . Both incidents have been reported to the police along with registrations and are part of an ongoing police investigation.

There is a new Police Unit based in Eye called Kestrel, which has been set up to deal with ( among other things ) nuisance problems in the local villages .

### Footpath Warden Report – September 20

I have now had contact with Neil, however he does not me to show him the footpaths. He plans to cut the paths before the end of September.

I inspected FP52/53 where I cleared the poo bags and I am pleased to say that no more have been left there.

I also inspected FP 28, from Morleys Lane. I noticed that Felix had sprayed at least 12 times in the first 200 metres of the path. What I sprayed on the 19<sup>th</sup> August, it had not been cleared up. Walking around the perimeter of the field, I had to spayed 3 dog poos.

Walked FP 46 west bound from the Charity Meadow, which in the past has been prime path to leave dog poo, but it was all clear, which is great news.

Replies from SCC regarding the Bowling Alley, will cut back within the next two weeks. I did cut the worst of the brambles, as the school children will be using as from the 4<sup>th</sup> September.

As SCC have not recruited a local Footpath officer, they are unable to carry out any remedial work. Will need to keep an eye on the bridge to see if the situation gets any worse. If so, we could close the bridge, as there is access via the driveway.

FOOTPATH ISSUES							27/08/20
FP No.	From	To	On Cutting List?	Reported?	Date Reported	Issue Description	Status
36	Mill St	Broadfields	YES	YES	27/08/20	Reported by resident, lots of brambles and nettles, making it difficult to walk.	Inspected and took photo, reported to SCC  reply from SCC, will cut within the next 2 weeks. I did cut the brambles back ready for the school use.
7	Mill St		NO	YES	27/08/2020	Reported by resident. Boards on footbridge damaged/rotting	Inspected and took photo, reported to SCC  reply from SCC, as no one appointed yet, deferred. Will need to keep an eye on the bridge

## SID ANALYSIS SEPTEMBER 2020

For Project: Mill Street Gislingham

Project Notes:

Location/Name: Eastbound

Report Generated: 20/09/2020 16:36

Speed Intervals 5 MPH

Time Intervals Instant

Traffic Report From 16/08/2020 13:00:00 through 20/09/2020 16:59:59

85th Percentile Speed 32.1 MPH

85th Percentile Vehicles 12699

Max Speed 50 MPH on 12/09/2020 16:40:00

Total Vehicles 14940

AADT: 424

### **Volumes -**

#### **weekly counts**

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

Average Daily 460 419

AM Peak 08:00 29 28

PM Peak 05:00 52 45

### **Speed**

Speed Limit: 30

85th Percentile Speed: 32.1

Average Speed: 26.99

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

Count over limit 472 535 550 509 623 492 389

% over limit 22.4 22.9 23.7 22.1 25.5 25.5 25.9

Avg Speeder 33.1 33.1 33.1 33.1 33.2 33.4 33.3