



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

**Clerk: Ms Jane Challis
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**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 18th DECEMBER 2023 at 7:00PM**

Present: Cllr J Bell, Cllr C Tranter, Cllr I Urwin, DC Cllr R Warboys, RFO – S Budd

Apologies: Cllr J Fleming, Clerk – J Challis

Minutes were taken collectively by Councillors present at the meeting.

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

Cllr Bell welcomed Councillors to the meeting. *As apologies from Councillors are sent to the Clerk (who was not in attendance) apologies for this evening's meeting will be carried over to the Parish Council meeting on 15th January 2024.*

2 To receive Declarations of Interest on Agenda items

None received.

3 To received Requests for Dispensations on Agenda items

None received.

4 To resolve the draft minutes of the Parish Council Meeting held on 20th November 2023 are a true and correct record

There was a correction to the draft minutes of the Parish Council Meeting held on 20th November 2023, noting "*Councillors were in agreement to reducing the Grass Cutting frequency on Town Yard in 2024*". The November minutes will be signed off at the meeting on 15th January 2024.

5 Report from County Councillor

CC Cllr Fleming's report can be found as an addendum at the end of the minutes.

6 Report from District Councillor

DC Cllr Warboys' report can be found as an addendum at the end of the minutes.

Cllr Warboys updated the Parish Council on the ongoing important work carried out by Mid Suffolk District Council regarding Homelessness and Rough Sleepers.

7 Public Participation Session (15 minutes set aside)

No members of the public were in attendance.

8 Chair's Report

Cllr Bell attended the SALC (Suffolk Association of Local Council's) Local Council Conference in Ipswich on 29th November 2023. The new Suffolk County Council Highways contractor, Milestone Infrastructure were in attendance.

9 Clerk's Report

There is no Clerk's Report because the Clerk was not in attendance.

10 RFO's Report

The Receipts and Payments, summary of Reserves, and Bank Reconciliation, up to 31st November 2023 were prepared by the RFO and sent to councillors prior to the meeting.

11 Neighbourhood Watch Report (Clerk)

No Report received.

12 Footpath Warden's Report (Martyn Bryant)

No Report received.

13 SID (Speed Indicator Device) Report

The SID report can be found as an addendum at the end of the minutes.

14 Pride in Your Place Grant from Mid Suffolk District Council

Nothing to Report

15 Grass Cutting 2024

The Parish Council have to date only received a quotation from Top Garden. Councillors discussed and approved at the November meeting to reduce the frequency of cuts on Town Yard so this will be reflected in the requested amended Top Garden quotation.

ACTION –

- **Clerk to email 2 further quotes to Councillors as a comparison to Top Garden.**
- **Clerk to advise Top Garden on reduced frequency of cuts only on Town Yard with effect from 2024.**

16 Village Signage

It was confirmed that work of posting the Dogs-on-Leads signage has now been completed.

17 CIL Fund application from Gislingham Variety Club for a new projector

Councillors discussed the request from Gislingham Variety Club for a contribution to the funding of a Projector at a cost of £2109 (inc VAT)

ACTION

- **Clerk to advise GVC that our next round of Grants and Donations will take place in March 2024**

18 New VAS (Vehicle Activated Speed) Devices update

DC Cllr Warboys advised that he would be prepared to contribute funding towards one VAS device from his Locality Budget.

In the absence of the Clerk the update on the VAS devices will be discussed at the Parish Council meeting on 15th January 2024

19 Charity Meadow update

Nothing to Report

The RFO confirmed that Cllrs Bell and Urwin had received their DBS Certificates. There was a question regarding the compliance of DBS certificates held by the Clerk and other Councillors as their DBS applications had not been processed by the Parish Council. The RFO was thanked for her work in securing the DBS certificates.

ACTION

The RFO will investigate the compliance of DBS applications not obtained by the Parish Council.

20 Planning

- DC/23/05546 – Application for Listed Building Consent. Repairs to the Timber frame and roof. Location: Ivy Lodge Farm, Back Street, Gislingham, IP23 8JH.

Councillors discussed the application and had No Objection.

ACTION

In the absence of the Clerk the Chair (Cllr J Bell) will note the Parish Council comments on to the Mid Suffolk District Council Planning Portal.

21 Finance

Payment	Amount	Proposed by	Seconded by	Approval
Admin Payment for December 2023 (Clerk & RFO)	£621.32	Cllr Bell	Cllr Tranter	Unanimous
Clerk mileage expenses (November 2023 PC meeting meeting) & CCTV meeting (30 th October 2023)	£17.10	Cllr Tranter	Cllr Urwin	Unanimous
Local Government back dated pay award for November 2023 (clerk & RFO)	£38.25	Cllr Urwin	Cllr Bell	Unanimous
Cllr Bell mileage expenses (21/11/23 take Clerk's laptop to 121 Computers in Diss £8.55, 29/11/23 SALC AGM £27.00)	£35.55			
RFO expenses (2 x DBS checks for Cllr Bell and Cllr Urwin)	£63.60	Cllr Tranter	Cllr Urwin	Unanimous
Hire of Village Hall November 2023 PC meeting	£20.00	Cllr Bell	Cllr Tranter	Unanimous
Top Garden Services (grass cutting) Invoice 2016	£360.00	Cllr Tacey	Cllr Bell	Unanimous
Cllr Uwin (Fixtures for Dog-on-Leads signage on Charity Meadow)	£5.96			

As the meeting was not Quorate to have 3 Councillors approval for Cllrs Bell and Urwin's expenses this item will be presented to the Parish Council meeting on the 15th January 2024 for approval.

The RFO raised cheques for all payments, except HMRC which is paid online.

22 Training

No new requests received.

23 Policies and Reports – next review date January 2024

- Community Engagement Policy
- Complaints Policy
- Cookies Policy
- Parish Publication Policy

The RFO advised that the following Policies will need to be adopted following the DBS applications for Cllrs Bell and Urwin.

- Handling of DBS Certification Information
- The Recruitment of Ex Offenders

ACTION

- **Cllr Bell will circulate the Policies to be reviewed to Councillors in readiness for the January Parish Council meeting.**
- **Cllr Bell will review the DBS policies and send to Councillors for comments.**

24 Date of next meeting

The next meeting is due to be held on **Monday 15th January 2024** at 7pm in Gislingham Village Hall.

Meeting Closed at 8:04pm

Cllr Bell wished everyone a Merry Christmas and a Happy New Year.