



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

Email: [clerk@gislinghamparishcouncil.com](mailto:clerk@gislinghamparishcouncil.com)

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY  
20<sup>th</sup> January 2025 at 7:00PM**

**Present:** Cllr Tranter, Cllr Pitt, Cllr K Chapman, Cllr Oliver, Clerk/RFO – S Budd, 1 member of public  
DC Cllr Warboys arrived at 7.15pm, 2<sup>nd</sup> member of public arrived at 7.30pm

**Apologies:** Cllr Calver & CC Cllr Fleming

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

Cllr Tranter welcomed everyone and apologies from Cllr Calver, was approved.  
Cllr Tranter also thanked Cllr Pitt for the fabulous job she did looking after the council in his absence.

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

Cllr Chapman Item 23

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

None Received

**4 To resolve the draft minutes of the Parish Council Meeting held on 18<sup>th</sup> November 2024 and 8<sup>th</sup> January 2025 are a true and correct record.**

The draft minutes of the Parish Council Meeting held on 18<sup>th</sup> November, were approved with 1 abstention, draft minutes of the Extra Ordinary Meeting held on 8<sup>th</sup> January 2025 were approved unanimously.

**5 Report from County Council**

CC Cllr Fleming's report can be found as an addendum to the minutes

**6 Report from District Council**

DC Cllr Warboy's report can be found as an addendum to the minutes

**7 Public Participation Session**

The ditches in Mill Street have caused concerns among the residents, as the footpaths were cleared, and tree/hedge debris fell into them. Additionally, some areas have undergrowth that obstructs the water flow. Residents have contacted the farmer, but the ditches in question are not under the responsibility of the farmer.

The council are in communication with Ed King for River Waveney Trust as he manages the Natural Flood Management Scheme.

**ACTION:** Cllr Pitt will contact Ed King to discuss our issues.

Over the past seven weeks, there have been four accidents on the B1113, one of which has resulted in fatalities, and another was a severe accident. The resident asked if there were any measures to reduce the 60mph limit to 50 mph.

The councils previous the request to decrease the speed limit in Back Street from 60mph because it is a single-track road without any footpaths was rejected. The council will ask if there is any suggestions.

**ACTION:** Clerk to contact Cllr Fleming, Highways

**ACTION:** Clerk to contact the Headmaster and Suffolk Highways

## **8 Chair's Report**

Cllr Pitt thanked Cllr Tranter for this kind words and said it was a joint effort and thanked Councillors and Clerk for their efforts.

## **9 Clerk/RFO Report**

- Accounts information for November and December were emailed to councilors prior to the meeting.
- Quarterly accounts checked and signed off by Cllr Tranter.
- Ed King – River Waveney Trust made contact regarding Natural Flood Management Scheme, he would be happy for a call/meeting to discuss our issues.
- We have had a volunteer request to carry out litter picking at the play area towards his Duke of Edinburgh Award, councillors discussed and decided that he would need adult supervision and provide timesheet and photo evidence.
- Litter Pick in November was well attended and a request was made to purchase 7 more bag hoops @ £4.59 each, Councillors discussed and agreed, proposed by Cllr Chapman and Seconded by Cllr Oliver approved unanimously.
- The Silver Band contacted to ask if we were planning an event to mark the 80<sup>th</sup> Anniversary of the end of the War May 1945. Councillors discussed an event at the Village Hall with music, BBQ and bar and Teas/coffee, the proposed date is 11<sup>th</sup> May, **ACTION Clerk to contact potential groups to check availability.**
- Cllr Pit delivered a Welcome Pack to new residents in Coldham Lane
- A report was made to missing signs in the Village  
**ACTION Clerk to check signage around the Village and report back**

## **10 Precept 2025-26**

Budget figures were approved and the meeting on 18<sup>th</sup> November, Gislingham tax base increase is 2.1%

Budget 16050

Income 1650

Precept 14400

The precept is slightly lower than last year due to the street lighting loan has finished and Clerk/RFO salary is reduced. Councillors discussed and agreed, proposed by Cllr Tranter, seconded by Cllr Pitt, approved unanimously

## **11 Neighbourhood Watch Report**

Scams Elderly being targeted by scammers impersonating the police

Reports of low flying drones – residents should ensure sheds and outbuildings and securely locked.

## **12 Footpath Warden's Report (Martyn Byrant)**

Footpath report can be found as an addendum to the minutes

## **13 Spring Litter Pick**

The date for the Spring Litter Pick is 16<sup>th</sup> March, the Cubs and Scouts will hopefully be attending.

## **14 SID (Speed Indicator Device) (Stuart Wells)**

SID report can be found as an addendum to the minutes, we have had a volunteer who is interested in taking on the position, councillors discussed and are happy for the volunteer to take over the roll, Cllr Tranter would like to meet the Volunteer

**ACTION:** Clerk to send Volunteer paperwork and arrange a suitable meeting time

## **15 Health & Safety Lead Volunteer**

C/f to next meeting as Cllr Alexander unable to attend, Cllr Oliver has also agreed to carry out H&S Training. SALC do a more suitable H&S Course, the next one will be in the next few months

**ACTION: Clerk to check if Cllr Alexander has completed training**

## **16 New VAS (Vehicle Speed Device)**

Resident said when doing 30 mph the device flashed 30, slow down, why did it flash when doing the correct speed, The manufacturer said the sign are exceptionally accurate so if someone is doing 30 the sign will tell the off as 30 is the maximum speed permitted.

**ACTION: Clerk to contact Cllr Fleming for an update**

## **17 Overgrowing Hedges**

We have had reports over overgrown hedges encroaching on to the highway, reducing visibility and making it dangerous for pedestrians. There are 3 locations so far, Cross Pond Corner, Back Street, Chapel Fm Est.

**ACTION: Clerk to write a letter to deliver to residents**

## **18 20mph Speed Restrictions**

Highways suggestions

20's Plenty sign or Wigwag signs

H markings in front of driveways – we would need photo evidence of inappropriately parked cars - in front of resident's driveways

The JRSOS group carry out School Crossing Patrols and asking if a Zebra Crossing could be put forward.

Councillors discussed the options, and it was agreed to apply for a 20's Plenty Sign, approved by Cllr Tranter, seconded Cllr Chapman.

**ACTION: Clerk to contact Highways**

## **19 War Memorial**

War Memorial Grant declaration paperwork sent to Contractors MNP to sign and return ready for submission to WMT. Ed Harris from Diocese of St Edmundsbury to check confirmed do not need any formal permission for the survey to be conducted but to send him a copy of the report once complete and he will discuss the next steps.

**ACTION: Clerk to send complete grant documents and send to WMT**

## **20 Bus Stop Bench Update**

I chased Highways regarding the licence, they were unable to find the original sent in July 2024, I re-submitted it on 2<sup>nd</sup> January.

Pride in your Place grants are available; I sent an enquiry and our project is eligible.

Councillors discussed and agreed that we should apply for a grant for the bench

**ACTION: Clerk to apply for the Grant**

## **21 Planning – None received.**

## **22 Winter Get together / Community Emergency Plan**

This was arranged at short notice so lower numbers than hoped for, the residents that did attend enjoyed it and said it was a brilliant idea, all surveys completed would like it to be a regular event.

Councillors discussed and agreed the next date 12<sup>th</sup> April.

Once established the Council will gather information to create a register.

Cllr Pitt discussing Emergency Plan with District Emergency Planning Manager.

**ACTION: Clerk to book VH, WI, create poster, Cllr Pitt book GVC, meeting with Emergency Planning Manager**

## **23 Charity Meadow – Bench Location**

The GUC had a meeting on the 10<sup>th</sup> of January and discussed the location and they felt that the proposed sighting of the bench by the school could be a safeguarding issue.

I contacted the school, and they are happy for the bench to be located there if the bench is at least 2m from the perimeter fence.

The three possible locations are:

*Option 1 - hedge by school playing field.*

*Option 2 - directly opposite Option 1 but on the far side of the field.*

*Option 3 - somewhere in the middle of the meadow, at a junction where the paths meet (It would be rather exposed in this location with no hedging/trees backing it as in options 1 and 2)*

**ACTION:** Cllr Chapman to discuss at the next GUC meeting

## 24 Finance

Payments	Amount	Proposed	Seconded	Approved
Admin payment for December	<b>£455.12</b>	Cllr Tranter	Cllr Pitt	Unanimous
Admin payment for January	<b>£416.96</b>	Cllr Tranter	Cllr Pitt	Unanimous
Hire of Village Hall November 2024 PC meeting	<b>£20.00</b>	Cllr Tranter	Cllr Pitt	Unanimous
Expenses, Biscuits, etc litter pick, stamps, safeguarding training Cllr Pitt	<b>£57.68</b>	Cllr Tranter	Cllr Pitt	Unanimous
Gislingham PS - CCTV Electricity	<b>£50.80</b>	Cllr Tranter	Cllr Pitt	Unanimous
Inn-House Technology January / SO issues - Jan & Feb	<b>£50.00</b>	Cllr Tranter	Cllr Pitt	Unanimous
SALC – Councillor Training Cllr Calver	<b>£76.80</b>	Cllr Tranter	Cllr Pitt	Unanimous
Cllr Pitt – Expenses – Winter Get together	<b>£8.44</b>	Cllr Tranter	Cllr Chapman	Unanimous with 1 abstention
Clerk – Expenses – Paper, Ink	<b>£14.89</b>	Cllr Tranter	Cllr Chapman	Unanimous
Cllr Oliver – Expenses – Winter Get Together	<b>£5.98</b>	Cllr Tranter	Cllr Chapman	Unanimous with 1 abstention

## 25 Training

Contact Cllr Chapman has not carried out Councillor training due to email issues and would like to book 24<sup>th</sup> & 31<sup>st</sup> March.

Councillors agreed, proposed by Cllr Pitt, and seconded by Cllr Tranter, approved with 1 abstention.

**ACTION:** Clerk to book training sessions Cllr Chapman

## 26 Policies

Community Engagement Policy

Complaints Policy

Cookies Policy

Parish Publication Policy

Handling DBS Certification Information Policy

Recruitment of Ex Offenders DBS Checks Policy

Councillors agreed with the updates, proposed by Cllr Pitt and seconded by Cllr Tranter, approved unanimously.

**ACTION:** Clerk to update the policies and upload them to the website

Date of the next meeting is **17<sup>th</sup> February 2025** at 7pm in Gislingham Village Hall.

Meeting closed at 9.00pm