



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

Email: clerk@gislinghamparishcouncil.com

**FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 16th SEPTEMBER 2024 at 7:00PM**

Present: Cllr J Pitt, Cllr K Chapman, DC Cllr Warboys

Apologies: Cllr C Tranter, Cllr Oliver, Cllr Alexander, Clerk/RFO – S Budd

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

Cllr Pitt (Vice Chair) welcomed and apologies from Cllr C Tranter, Cllr Oliver, Cllr Alexander, Clerk/RFO – S Budd were approved.

2 To receive Declarations of Interest on agenda items

None Received

3 To consider requests for Dispensations on agenda items

None Received

4 To resolve the draft minutes of the Parish Council Meeting held on 19th August 2024 are a true and correct record.

Draft minutes of 19th August 2024 were considered basically correct and true by all Except for the missing information about the co-option of Cllr Chapman

ACTION: Clerk to add the omitted notes for Item 25 on the agenda

5 Report from County Councilor

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

6 Report from County Councilor

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

7 Public Participation Session

A member of the public brought attention to a letter he had received from Terraquest and he was asked to send the details to the PC as it was felt that this company should be asked to copy in the PC. He asked if a bigger approach to the media could be made and was asked if he would prepare a proposal for the next PC meeting to which he agreed.

Items 17 & 20 were discussed, a member of the public would like to be notified when the site survey for the bus stop bench is carried out as he would like to attend along with whoever will be attending on behalf of the PC.

8 Chair's Report

Nothing to report

9 **Clerk/RFO Report**

Accounts information for August was emailed to councilors prior to the meeting external auditor has sent an e-mail confirming they will be adding 1 non-compliance which is the same as the internal auditor - the internal controls policy was not reviewed within the 23/24 period. AGAR Section 3 has been received.

Date of the Notice of conclusion of Audit is 16th September 2024

I have added the Healthwatch and Go-compare flood guide links to the website.

War Memorial, I have been investigating the progress of the grant, a pre application was put in 2022, I have found a estimate from 2022 but War Memorial Trust require a conservation-accredited structural engineer report. I am in the process of gathering documentation and quotations and this will be an agenda item next month.

There is a professional advice grant which we can apply for to help with the cost of the survey

I have contacted GUC to ask for approval for another bench to be sighted on charity Meadow, there next meeting is the 20th September

Allotments - Eamonn emailed regarding rent/water charges, I chased LSK for them, Eamonn will be providing a report for the council in the next couples of months.

Notification from BMSDC 2nd Precept payment of £7500.00 has been paid into the account

RBLI's 2024 Remembrance Range – D-Day 80 years – there is a range of items available to purchase

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10 **Neighbourhood Watch Report**

Nothing to report

11 **Footpath Warden's Report (Martyn Byrant)**

Nothing to report

12 **SID (Speed Indicator Device) (Stuart Wells)**

Report for August circulated prior to the meeting

13 **Footpath Cutting Update/ Church Grass**

We have been asked if we could cut the grass verge outside the church, which we had been cutting, I requested a quote from our current grass cutting contractor Top Garden, and they have quoted £20 + VAT per cut

This proposal was considered and was proposed for acceptance by JP, seconded by KC

ACTION: Clerk to inform St Mary's Church and arrange Top Garden to carry out the cuts

14 Health & Safety Lead Volunteer

C/f to next meeting as Cllr Alexander not present

15 New VAS (Vehicle Speed Device) Update from RFO

I have submitted site suitability applications for Thornham Rd and Mill Street, I have not yet had a response.

We have advertised for a volunteer to take over did pass device from Stuart wells but have not had any responses.

Stocksigns are send a replacement battery FOC for the VAS device

16 Parish Council Nomination request for GUC

Cllr Chapman attends his first GUC meeting this Friday

17 Bus Stop Bench Update

I have completed a Street furniture licence for the bench, I have not had any response yet.

There two options for installing the bench

Site Survey £108.46

Ground Anchors £102.96, Labour £ waiting for a price for this but would expect to be like installation costs below

Concrete Option

Making the base will take 2 men 3 hours – the cost including materials is £601.64.

Installation of the bench 1 man 1 hour – the cost including materials is £111.38.

Bench cost £349.00

Councillor discussed the options above and agreed on the soft anchor option and site survey

ACTION: Clerk to contact BMSDC to arrange site visit, Ian Urwin would like to attend when the site survey is carried out.

18 Planning - DC\24\03795 – 3 Willow Close, Gislingham, Eye, IP23 8LE

Application discussed and no objections to the application

ACTION: Clerk to add response to BMSDC portal

19 Autumn Litter Pick

The Village Hall has been booked for the 27th of October for the litter pick

20 Buses Application

I have reviewed the application for the bus funding, and have approached four companies for quotations,

Dan's coaches and he is unable to quote as he has other commitments.

Aclass Corporate Travel quoted for a minibus £299 per day and would review after 3 months

Still wait for other quotes

21 Charity Meadow

I-HT have looked at the CCTV and set-up on mobile devices as it was mentioned at the previous meeting the quality may be better, DBS's are complete.

Repairs to the surfacing is due to be completed this week, will the other area of damage FOC

22 Finance

Payments	Amount	Proposed	Seconded	Approved
Admin payment for August	£438.80	Cllr Chapman	Cllr Pitt	Unanimous
Expenses S Budd DBS	£32.77	Cllr Chapman	Cllr Pitt	Unanimous
Hire of Village Hall July 2024 PC meeting	£20.00	Cllr Chapman	Cllr Pitt	Unanimous
Top Garden – April – 2444	£242.00	Cllr Chapman	Cllr Pitt	Unanimous
Top Garden - May – 2445	£290.40	Cllr Chapman	Cllr Pitt	Unanimous
Top Garden – June – 2446	£290.40	Cllr Chapman	Cllr Pitt	Unanimous
Top Garden – July – 2447	£435.60	Cllr Chapman	Cllr Pitt	Unanimous
Top Garden – August – 2448	£290.40	Cllr Chapman	Cllr Pitt	Unanimous
SALC Training	£153.60	Cllr Chapman	Cllr Pitt	Unanimous
Clear Council Insurance Renewal	£827.72	Cllr Chapman	Cllr Pitt	Unanimous
J Lawes Woodchip zipwire	£324.80	Cllr Chapman	Cllr Pitt	Unanimous
PFK External Auditor	£252.00	Cllr Chapman	Cllr Pitt	Unanimous

23 Training

One training attended by Cllr Pitt this month with another due. Cllr Chapman to attend training this month.

24 Policies

Disciplinary Policy
 Disciplinary Rules
 Equality, Diversity & Inclusion Policy
 Grants & Donations Policy
 Grievance Policy
 Asset Register
 CCTV policy
 Financial Regulations
 All policies c/f to next meeting

Date of the next meeting is **21st October 2024** at 7pm in Gislingham Village Hall.