



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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**FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 21<sup>st</sup> OCTOBER 2024 at 7:00PM**

**Present:** Cllr J Pitt, Cllr K Chapman, Cllr Oliver, Clerk/RFO – S Budd, DC Cllr Warboys, 7 members of public, CC Cllr Fleming arrived 7.04pm

**Apologies:** Cllr C Tranter, Cllr Alexander

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

Cllr Pitt (Vice Chair) welcomed and apologies from Cllr C Tranter, Cllr Alexander, were approved.

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

Cllr Chapman Item 21

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

None Received

**4 To resolve the draft minutes of the Parish Council Meeting held on 16<sup>th</sup> September 2024 are a true and correct record.**

The draft minutes of the Parish Council Meeting held on 16<sup>th</sup> September 2024, were approved unanimously.

**5 Report from County Councilor**

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

A Resident was concerned about the speed motorist pass horses and asked Cllr Fleming about signage for passing horse, highway code states 10mph, Cllr Fleming will investigate

**6 Report from District Councilor**

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

**7 Public Participation Session**

A member of the public is concerned about the Environmental impact the pylons will have on our village, Cllr Rowland discussed; it is currently at the consultation stage and once it gets to the planning stage there will be opportunity for the Environmental Impact to be reviewed. Residents have brought attention to public nuisance issues and car fire in Coldham Lane, police have attended a few times in the last month, it was felt the police who attended seemed uncaring of their issues and previous incidents had not been logged, some of the residents feel frightened to walk down the road alone. The community policing team were due to attend but unable to change the shift pattern.

Reports were made of large dogs off leads on footpaths, residents are concerned as could cause attacks if they approach other dogs.

Cllr Warboys & Cllr Fleming will try and assist with these matters.

Another resident is concerned with the speeding through the village, especially in Mill Street, the VAS device in Mill Street was not working. One of the VAS devices can only be on for three

weeks and then it must be off for one week. The new VAS device battery does not last a full month, we have received and new battery for the device, we are looking for a volunteer to take over the VAS device data downloads and battery charging.

**ACTION: Councillors will monitor the reports from the devices**

**8 Community Policing Team**

Unable to attend

**9 Chair's Report**

Nothing to report

Cllr Fleming left at 20.23pm

**10 Clerk/RFO Report**

Accounts information for August was emailed to councilors prior to the meeting. 6 Month budget review and explanation of variances was emailed to all councilor's prior to the meeting. Variances were discussed and approved by all councilor's.

MSDC Half Term activities and Rural Coffee Caravan details have been posted on the website Transport Plan portal is open until 25th November – everyone is able to complete the online survey Suffolk's Local Transport Plan webpage , the link is also on the website.

Inn-house Technology Direct Debit has not been going through due to the changes in signatories, I have a new DD form to complete.

Citizens Advice Bureau have emails requesting a donation, they have helped 16 in Gislingham with 150 issues in the last 12 months – after a discussion and reviewing our Grants policy, it was agreed by all Councilor's we ask they apply again so it can be considered in March.

NG carried out a survey near FP21 / Spring Farm – we have not been informed of the survey or the outcome.

CAS emailed the new invoice details for website and emails, enquired if we were looking to move to the .gov.uk domains instead, we have also had emailed from SALC regarding the changeover – quotations for both emailed to all councillor's it was agree to carry forward to the next meeting to give time to find out the benefits of transferring.

Suffolk Highways – SALC have published a poll on the highways in our area, the deadline to complete the poll is 31st October

**ACTION: Clerk to inform CAB to re-apply in February to be considered in March.**

**Post Transport Plan link on website,**

**Complete DD Form and send to Inn-House Technology.**

**Find out benefits to moving to .gov.uk**

**11 Neighbourhood Watch Report**

Car Fire in Coldham Lane – police are investigating

Notification of burglaries in surrounding villages but not in Gislingham

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

Tree fallen on FP 21 – MB has organized the removal

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

Report for September circulated to Councillor's and displayed on the noticeboard

**14 Health & Safety Lead Volunteer**

C/f to next meeting as Cllr Alexander not present

**15 New VAS (Vehicle Speed Device) Update from RFO**

Site Suitability applications for Thornham Rd and Mill Street completed, Thornham Road position has been accepted but Mill Street Highways have rejected this due to the distance between the device and speed limit sign.

A resident has taken photos of Wortham's device which is closer than 80M.

We are looking for a Volunteer to take on the VAS devices – charge batteries and download the data.

We have received a replacement battery for the new VAS Device

**ACTION:** Clerk to send details of location to CC Cllr Fleming,  
Send pictures of Wortham to Highways  
Deliver battery to Stuart Wells

## 16 War Memorial

Professional advice grant application has been sent for Structural survey – should hear within 2 months

## 17 Bus Stop Bench Update

BMSDC visit was so impromptu we were not informed so our volunteer did not attend. BMSDC said the scanner picked up cables along the verge which means earth anchors are not a suitable option for this location.

Our volunteer is not sure they checked the correct location, we proposed it to be to the left of the Bus Stop sign.

**ACTION:** Clerk to send pictures of the site to BMSDC and ask if they can reattend and inform us so our volunteer can attend

## 18 Planning - The Six Bells – Notification of Planning Enforcement Appeal

Application discussed all councillor's agreed with terms from MSDC

**ACTION:** Clerk to respond

## 19 Autumn Litter Pick

The litter pick has been changed to the 24<sup>th</sup> November and the Village Hall has been booked. Mendlesham Scout Group are going to assist.

Support is needed please be at the Village Hall for 10am equipment is provided

## 20 Buses Application

Bus Service quotations

Stowmarket Minibus - 16-Seater. £160 per day

Simonds Coach Hire - 53-Seater £359 per day

- 19-Seater £299 per day

Fareline. Thursday only no availability on Fridays

- 44-Seater £240 per day

Quotations were discussed and it was agreed the large bus option is better as easier access for residents with walking aids and more space for shopping bags.

Thursday – Fareline proposed by Cllr Chapman, seconded by Cllr Calver, approved unanimously

Friday – Simonds proposed by Cllr Calver, seconded by Cllr Chapman, approved unanimously.

**ACTION:** Clerk to submit applications for the two services

## 21 Charity Meadow

Bench location has been forwarded to the GUC for approval and will be discussed at the next GUC meeting on the 15<sup>th</sup> November

## 22 Finance

Payments	Amount	Proposed	Seconded	Approved
Admin payment for October	<b>£462.53</b>	Cllr Oliver	Cllr Pitt	Unanimous
Expenses S Budd RBLI	<b>£23.95</b>	Cllr Oliver	Cllr Pitt	Unanimous
Hire of Village Hall September 2024 PC meeting	<b>£20.00</b>	Cllr Oliver	Cllr Pitt	Unanimous
Expenses S Budd postage, envelopes	<b>£11.18</b>	Cllr Oliver	Cllr Pitt	Unanimous
Playground Supplies – surface repairs	<b>£858.00</b>	Cllr Oliver	Cllr Pitt	Unanimous
Cyber Insurance Renewal	<b>£405.25</b>	Cllr Oliver	Cllr Pitt	Unanimous

Top Garden –September – 2525	<b>£338.40</b>	<b>Cllr Oliver</b>	<b>Cllr Pitt</b>	<b>Unanimous</b>
Inn-House Technology July-October	<b>£100.00</b>	<b>Cllr Oliver</b>	<b>Cllr Pitt</b>	<b>Unanimous</b>
CAS – Website Hosting	<b>£60.00</b>	<b>Cllr Oliver</b>	<b>Cllr Pitt</b>	<b>Unanimous</b>
Wreath Donation	<b>£20.00</b>	<b>Cllr Oliver</b>	<b>Cllr Pitt</b>	<b>Unanimous</b>

## 23 Training

Councillor Training for Cllr Calver

**ACTION:** Clerk to send dates of both sessions and book once agreed

## 24 Policies

Disciplinary Policy

Disciplinary Rules

Equality, Diversity & Inclusion Policy

Grants & Donations Policy

Grievance Policy

Asset Register

CCTV policy

Financial Regulations

All policies were sent to the councillors prior to the meeting.

Councillors agreed to adopt the Financial Regulations model from NALC

Proposed by Cllr Oliver and seconded by Cllr Pitt, approved unanimously

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

## 25 Co-option

Co-option brought forward before Item 9 Chairs Report

Co-option form was emailed to all Councillor's prior to the meeting

Councillor's discussed and agreed Carla Calver met the criteria and was appointed as a member of the council.

Date of the next meeting is **18<sup>th</sup> November 2024** at 7pm in Gislingham Village Hall.

Meeting closed at 9.30pm