



**GISLINGHAM
PARISH COUNCIL**



Working for our Community

Email: clerk@gislinghamparishcouncil.com

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 18th May 2026 at 6.30pm**

Present: Cllr F Oliver, Cllr Fell, Cllr C Calver, Cllr K Chapman, Cllr C Saunders, Clerk/RFO – S Budd, CC Cllr P Bains, 7 members of public

Apologies: Cllr R Warboys

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 18th May 2026 at 6.30PM**

1 To elect the Chair of Gislingham Parish Council

Cllr. Calver nominated Cllr. Fell, following acceptance of their nomination, Cllr. Fell was proposed and approved by all Councillors.

2 To elect the Vice Chair of Gislingham Parish Council

Cllr F Oliver is happy to continue as vice-chair, Cllr. Oliver was proposed and approved by all Councillors.

3 To sign Declarations of Interest of Office

Cllr. Fell signed the Declaration of Acceptance of Office which was countersigned by the Clerk as Proper Officer and will be retained in the Parish Council records.

4 To consider and approve apologies for absence

Cllr Warboys sent apologies and will be present at the Annual Village meeting to give his report

5 To receive Declarations of Interest on Agenda Items

None

6 To consider Requests for Dispensations on Agenda Items

None

7 To resolve the draft minutes of the Parish Council Meeting held on Monday 20th April 2026 are a true and correct record

Approved except for Item 7 - Cllr Saunders noted he voted against getting quotes for repairing the marquees and had proposed purchasing a new marquee which was not seconded.

8 Matters Arising/Update on actions from the 20th April 2026 meeting

Original supplier of batteries for SID Devices is still out of stock and will order once in stock
Marquee repairs, I have sent the purchase invoice to Mr C Pitt, waiting for a parts list to get quotes
Apology received from Openreach regarding litter left by Technician, forwarded to resident

9 Report from County Councillor

Cllr P. Bains introduced himself and expressed his delight at being elected to the County Council. He provided a brief overview of his background.

10 Report from District Councillor

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

11 Footpath Warden's Report

Footpath report can be found as an addendum to the minutes.

12 Vice-Chair's Report

Cllr Oliver would like to thank Christopher Tranter for his service to the community as Councillor, Vice and Chair of the Council and thank Councillors, Clubs, Organisations GUC, Village Hall, Variety Clubs, footpath warden and all other volunteers.

13 Clerk's Report

Play area is opened and completed, I have contact Playdale regarding the shoulder press which is not working. I have sourced the spin disc and price to remove the old, rotted benches which have been concreted in place, Quotation £2790.00 + VAT proposed Cllr. Oliver seconded Cllr Chapman approved unanimously.

Defibrillator cabinet – received application form for Cllr. Warboys to complete.

Litter at play area reported on social media, clerk carried out a litter pick and emptied the bin, councillors discussed and a notice to be put in the Messenger to respect the play area.

Playdale to carry out play area inspection on the 20th May, report will follow.

Play area rent as per the lease is £1.00 per year and the lease expires on 30/04/2056, Councillors discussed and agreed to the rent to the entirety on the lease in one sum of £30.00. Proposed by Cllr. Fell, seconded by Cllr. Calver approved unanimously.

ACTIONS: Update website with Chair details, send declaration of acceptance to Office to ROI, Clerk to contact GUC for bank details and arrange payment, contact Playdale,

14 RFO's Report

Accounts for April forwarded to all councillors prior to the meeting

Approve HMRC Vat reclaim 25-26 emailed to all councillors prior to the meeting, proposed by Cllr.

Saunders, seconded by Cllr. Calver approved unanimously

Asset register updated to remove the old play equipment and include the newly installed play equipment, proposed by Cllr. Calver, seconded by Cllr. Chapman approved unanimously

Contacted Clear Council Insurance for a quotation to cover the additional costs on the new equipment
Christopher Tranter has stepped down from the Parish Council. Bank statements are currently being posted to his address, and he was also listed as one of the approvers for online payments. These details now need to be updated to ensure continuity of financial controls.

Councillors agreed Bank statements to be sent to the RFO/Clerk and Cllr. Fell will be additional approver of payments. Cllr. Fell completed the Bank Mandate.

Christopher Tranter also completed the quarterly accounts checks, Cllr Calver agreed to take over the role.

Internal Audit report emailed to all councillors prior to the meeting and was approved by all councillors
1 recommendation: the addendum to my contract to carry out the role and RFO/Clerk should be signed by Chair and RFO/Clerk and kept with the original contract of Employment, Cllr Fell signed the addendum.

WCAG 2.2 AA is the legal standard for public-sector websites under the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. we are working with OneSuffolk, the colours have been amended slightly to improve the colour contrast, there are many historic .pdf files which flag amber.

ACTIONS: Send new Bank Mandate, remove Mr C Tranter, submit VAT reclaim, update Asset Register

15 To discuss if Councillors wish to form a Planning Committee

Councillors discussed forming a committee and decided it is not needed at this time

16 Funding request from The Messenger

A request was received from *The Messenger* for an annual contribution towards the production costs of the magazine, in line with contributions made by other parishes. Councillors were supportive of the request; however, the Parish Council's donations are allocated in March and September. Cllr. Oliver proposed that the Council agree to make the £200.00 contribution in September. This was seconded by Cllr. Chapman and approved unanimously.

17 To discuss if Councillors wish to form a Finance Committee

Councillors discussed forming a committee and decided it is not needed at this time

18 To confirm Councillors who are members of the Staffing Panel

It was noted that last year all councillors were included on the panel. Following discussion, all

councillors agreed to continue with the same arrangement.

19 Finance

Payments	Amount	Proposed	Seconded	Approved
Admin payment for May	£601.57	Cllr.Oliver	Cllr. Gray	Unanimous
Ashton's solicitors lease review for GUC	£1200.00	Cllr.Oliver	Cllr. Gray	Unanimous
Birkett's solicitors balancing invoice from lease extension	£940.20	Cllr.Oliver	Cllr. Gray	Unanimous
Gislingham Village Hall – April	£20.00	Cllr.Oliver	Cllr. Gray	Unanimous
Inn-House Technology – paid by SO	£25.00	Cllr.Oliver	Cllr. Gray	Unanimous
S Budd stationary, ink	£25.68	Cllr.Oliver	Cllr. Gray	Unanimous
Watson Bowl & Volunteer award Engraving	£40.00	Cllr.Oliver	Cllr. Gray	Unanimous
S Budd travel expenses – Diss, Engraving, Internal auditor	£12.60	Cllr.Oliver	Cllr. Gray	Unanimous
Toolstation paint	£74.05	Cllr.Oliver	Cllr. Gray	Unanimous
Internal Auditor	£350.00	Cllr.Oliver	Cllr. Gray	Unanimous
Gislingham United Charity	£30.00	Cllr.Oliver	Cllr. Gray	Unanimous

20 Policies

Health & Safety Policy Review – all councillors approved the policy

Date of the next Parish Council meeting 15th June 2026

Meeting closed at 7.06pm