



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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

**FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 18<sup>th</sup> 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

**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 20<sup>th</sup> 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 20<sup>th</sup> 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 Councillor's, 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 20<sup>th</sup> 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

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

## 20 Policies

Health & Safety Policy Review – all councillors approved the policy

Date of the next Parish Council meeting 15<sup>th</sup> June 2026

Meeting closed at 7.06pm