



**GISLINGHAM  
PARISH COUNCIL**



*Working for our Community*

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**FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
MONDAY 20<sup>th</sup> October 2025 at 7.00PM**

**Present:** Cllr C Tranter, Cllr F Oliver, Cllr R Gray, Cllr C Fell, Clerk/RFO – S Budd, Cllr C Calver at 7.10pm, 1 member of public

**Apologies:** Cllr C Saunders, Cllr K Chapman, DC Cllr Warboys & CC Cllr J Fleming

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

Cllr C Tranter welcomed everyone to the meeting, apologies were received from Cllr C Saunders & Cllr K Chapman and approved unanimously.

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

Cllr C Tranter -Item 14

**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> August 2025 are a true and correct record.**

The draft minutes of the Parish Council Meeting held on 18<sup>th</sup> August were approved except for the date of them next meeting should have been 20<sup>th</sup>.

**5 Report from County Councilor**

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

**6 Report from District Councilor**

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

**7 Public Participation Session**

One member of the public was present to discuss any updates on the proposed pylons and solar panel farm, asked if the PC had any further update on the proposals, the council received letter on 17<sup>th</sup> October to register for representation at the Examination of the Norwich to Tilbury Pylon proposals, Councillors agreed to register.

The resident also raised concerns regarding the planning notices issued by Terraquest around the village, Mill Street, Coldham Lane, Mellis Road and three on Thornham Road, these were not part of the original plan and are possibly in breach of the initial submitted plans. Green farm and spring farm are going to be hugely impacted by these plans.

The resident would like NSIPS to be an agenda item to raise the awareness of these projects.

**ACTION:** Clerk to register for representation, add agenda item for next meeting, Cllr Tranter to Contact Cllr Rout to find out any information on the above planning notices.

**8 Chair's Report**

We have all had a month's breaks and are no doubt all here fully refreshed and ready to Face whatever autumn and winter throws at us.

Firstly, this may not be an agenda item I do feel that this is an important matter to raise, I was advised yesterday that our former clerk Kathryn Wells has passed away following a long illness,

Kathryn was clerk when I served as vice chair under Chris Pitt and like our current clerk did a good job. I would like to propose a donation of £50.00 to charity in recognition of her service. Before we proceed with tonight's agenda, I would like to share an observation for council's consideration.

Over the past ten and a half years that I have served as a councillor, our business has consistently been conducted in a respectful, supportive, and efficient manner. However, I have recently observed a tendency to revisit matters on which decisions have already been taken. This is not an efficient use of our time and should not become the norm.

We are here to make decisions in the best interests of our residents. We receive guidance from our district and county councillors, which we can and do debate, as it is advisory in nature. We also operate within the framework of rules set by SALC, which we are legally obliged to follow. These rules underpin our decision-making process.

Decision-making is a journey we undertake as a team. While individual councillors may not always agree with the outcome, we should all feel confident that any decision taken by this council has been properly debated and resolved by majority vote. Once a decision is made, it should be respected and implemented.

I would also like to remind members that our clerk has provided each of you with a copy of your legal obligations regarding the declaration of interests. Some of you may have direct or indirect affiliations with village organisations such as GUC, the Allotments, or the Village Hall. It is essential that any relevant interests are declared before the associated item is discussed, in accordance with our legal responsibilities. If you have any questions or uncertainties, please consult the clerk.

The pylons have moved onto the next stage which at present does not invite participation from the Parish Council and there appears there is nothing to report regarding the solar farm project.

Onto brighter things which our clerk will pick up on Item 19 and other items on the agenda. Thank you all for your attention.

## 9 **Clerk/RFO Report**

- Accounts for August and September were emailed to all Councillors prior to the meeting.
- Quarterly review of the accounts was carried out by Cllr C Tranter and approved
- 6-month budget review emailed to call Councillors prior to the meeting and approved unanimously
- Rural Coffee Caravan is available to come on the 15<sup>th</sup> of November, we would need to pay for the cost of the Village Hall, Councilors discussed and agreed it was a good idea but as we are too late to advertise in the messenger for November it would be best to try to arrange a date in December.
- Forms have been sent to Co-operative bank again via email as they were unable to confirm with Cllr Tranter if they had received them.
- Assertion 10 training I attended in September stated it is best practice for Councils to own domain names and .gov emails addresses, .com is worldwide rather than UK. The domain and emails addresses are due for renewal on 15<sup>th</sup> November at a cost of £291.00, the cost to migrate to .gov emails is £318.50+VAT. Councillors discussed and agreed we should move over to .gov emails.
- **ACTION: Clerk to contact Rural Coffee Caravan alternative dates**
- **Contact CAS to arrange migration to .gov emails**

## 10 Neighbourhood Watch Report

We have been advised of individuals posing as council officials visiting properties advising of work that needs doing (insulation) asking individuals to sign up to a scheme (providing financial details and then departing with you bank details and never returning) to date no arrests or reports of actual scam/fraud being committed but be vigilant. The council will not call at your home and they are not offering cut price insulation schemes.

There have been a couple of instances of items being taken from garden sheds (only one in Gislingham) if it's in your shed, keep your shed securely locked!!

There have been a couple of car damage reports of vehicles damaged in supermarket car parks where the vehicle causing the damage has simply driven off.

A few instances of speeding, however these items relate to surrounding villages and not Gislingham.

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

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

## 12 Speed Indicator Device (Stuart Wells/Anthony London)

No SID report Stuart Wells will be covering this role in the short term.

## 13 Road Junction – Back Street and B1113

Councillors raised concerns regarding the junction onto the B1113, where vehicles are frequently observed travelling at speed. Visibility when pulling out is significantly impaired by a large hedge on the right-hand side of the adjacent property. To improve safety, the following measures were discussed:

- Installation of a **hidden junction warning sign** on the B1113.
- Consideration of **double white or yellow lines** to discourage overtaking near the junction.
- Placement of a **traffic mirror** to assist drivers with visibility.
- Sending a letter to the resident to cut the hedge back

In addition, recognising the high number of equestrian properties in the village and the regular presence of horses on local roads, councillors supported the installation of **"Slow – Horses Passing" signs** in key areas, including Mill Street.

Cllr Calver kindly offered to host one of these signs on her land and volunteered to maintain its cleanliness.

- **ACTION:** Clerk to contact Highways to discuss possible options

## 14 Grants & Donations

- Organisers of Gislingham Flower Show A request has been received for a donation towards the Annual flower to aid in the purchasing of flowers and materials for the flower displays, after discussing, Cllr Oliver proposed approving a grant of £50.00; seconded by Cllr Gray and approved unanimously with one abstention.

- Suffolk Accident Recue Services sent a request towards the running costs of the charity. Cllr Oliver proposed approving a grant of £100.00; seconded by Cllr Gray and approved unanimously with one abstention.

- Chat and Craft, a new monthly craft club at the village hall, sent a request towards the running of the club. After discussing, Cllr Oliver proposed approving a grant of £50.00; seconded by Cllr Gray and approved unanimously with one abstention.

- Councillors noted with sadness the passing of former Clerk C. Wells earlier this week. While the Council is unable to make donations to individuals, it was agreed that, should a charity be identified that was associated with or supported by C. Wells, a donation of £50.00 would be made in her memory. Cllr Oliver proposed approving a grant of £50.00; seconded by Cllr Gray and approved unanimously with one abstention.

- Lighthouse Woman's Aid sent a request, after discussion, councillors agreed that the donations are intended to support organisation directly benefiting residents, it was decided not to donate on this occasion.

## 15 20's Plenty Sign

Councillors have discussed the proposed sign and felt due to the cost £1444.39, and it is not enforceable they have decided not to go ahead

**ACTION:** Clerk to inform highways

## 16 Village Hall

**Flagpole** the flagpole installation requires planning permission from the landowner due to the height, so it was decided not to continue with this.

**Defibrillator** – The VHC have confirmed that the unit they have is still fit for purpose, the cost to replace the batteries is £175 due this year and the pads are a cost of £150 and will be due in March 2027. The Parish Council will reimburse the VHC for the purchases. As they have no need for the new defibrillator the Bus Stop and Mini Moto were raised as potential sites

**Marquees** – Councillors discussed the status of the Village Hall marquees and confirmed that they were originally gifted to the Village Hall and are not listed on the Parish Council's Asset Register.

It was noted that the Village Hall has benefitted financially from the use of the marquees over a few years. Councillors therefore felt that, should replacement be necessary, the Village Hall Committee can fund this independently.

From a sustainability perspective, it was suggested that repairing the existing marquees may be preferable to disposal. Additionally, hiring marquees on an as-needed basis could offer a more cost-effective solution, particularly if usage is expected to be limited in 2026. Councillors also observed that new marquees tend to deteriorate despite minimal use, raising concerns about long-term value for money.

**ACTION:** Clerk to VHC to send an invoice once the batteries have been purchased, Investigate sites for New Defibrillator

## 17 Bus Service

We have 2 new services up and running Thursdays to Stowmarket and Fridays to Diss, we have created some posters to promote the new services, Suffolk-on-board would like to take some photo's so we are trying to promote the routes, it is important the services are used as once funding runs out, we may lose the services.

## 18 Planning

No applications were received.

## 19 Play Area

Comments from the first survey have been emailed to councillors, we will try to accommodate as many comments as possible, the pictorial survey is now available to complete and will be in November's issue of The Messenger. We currently have 2 quotes from suppliers to give us an idea of costs; they will change based on the results of the survey. Comments on the survey regarding the gate on the toddler are sharp and gate is pushed it swings back and can hit other toddlers.

**ACTION:** Clerk contacting Playdale regarding the gate

## 20 Finance

Payments	Amount	Proposed	Seconded	Approved
Admin payment for September	£516.32	Cllr Tranter	Cllr Oliver	Unanimous
Admin payment for October	£709.28	Cllr Calver	Cllr Gray	Unanimous
CAS – additional mailbox	£7.50	Cllr Oliver	Cllr Tranter	Approved, 1 abstention
Gislingham Village Hall – August	£30.00	Cllr Oliver	Cllr Tranter	Unanimous
Inn-House Technology CCTV Sim	£25.00	Cllr Calver	Cllr Tranter	Unanimous
Expenses – S Budd QR Code, bin Nags, WD40 playpark	£91.63	Cllr Oliver	Cllr Tranter	Unanimous

Remembrance Wreath	<b>£20.00</b>	<b>Cllr Oliver</b>	<b>Cllr Tranter</b>	<b>Unanimous</b>
Clear Council Insurance (re-approved a price reduced)	<b>£895.62</b>	<b>Cllr Tranter</b>	<b>Cllr Oliver</b>	<b>Unanimous</b>
Cyber Insurance	<b>£410.25</b>	<b>Cllr Tranter</b>	<b>Cllr Oliver</b>	<b>Unanimous</b>
Top Garden 3149, 3150, 3151, 3152	<b>£1353.60</b>	<b>Cllr Tranter</b>	<b>Cllr Oliver</b>	<b>Unanimous</b>
SALC Councillor Training Cllr Gray	<b>£79.20</b>	<b>Cllr Tranter</b>	<b>Cllr Calver</b>	<b>Approved, 1 abstention</b>
MDCS Play area inspection (Feb)	<b>£75.40</b>	<b>Cllr Tranter</b>	<b>Cllr Oliver</b>	<b>Unanimous</b>
Expenses – M Bryant Signs, post, pens	<b>£18.22</b>	<b>Cllr Oliver</b>	<b>Cllr Tranter</b>	<b>Unanimous</b>
CAS Webhosting	<b>£66.00</b>	<b>Cllr Tranter</b>	<b>Cllr Gray</b>	<b>Unanimous</b>
SARS – Donation	<b>£100.00</b>	<b>Cllr Oliver</b>	<b>Cllr Gray</b>	<b>Approved, 1 abstention</b>
Friends of St Mary's Flower Festival Donation	<b>£50.00</b>	<b>Cllr Oliver</b>	<b>Cllr Gray</b>	<b>Approved, 1 abstention</b>
Chat & Craft Donation	<b>£50.00</b>	<b>Cllr Oliver</b>	<b>Cllr Gray</b>	<b>Approved, 1 abstention</b>
Donation to St Elizabeth Hospice in memory of K Wells	<b>£50.00</b>	<b>Cllr Oliver</b>	<b>Cllr Gray</b>	<b>Approved, 1 abstention</b>

## 21 Training

Cllr Gray's training dates are 4<sup>th</sup> & 11<sup>th</sup> December.

## 22 Policies

Equality, Diversity & Inclusion Policy  
Grants & Donations Policy  
Grievance Policy  
Health & Safety Policy  
Data Protection Policy  
Risk Assessment & Management Policy  
Privacy Policy

The above policies were circulated to councillors prior to the meeting, Councillors discussed the policies and one amendment noted - Risk Assessment & Management change Inland Revenue to HMRC. All policies above approved unanimously.

Internet Banking Policy  
Disciplinary Policy  
Disciplinary Rules

The above 3 policies are to be carried forward to the next meeting.

Date of the next meeting is **17<sup>th</sup> November 2025** at 7.00pm in Gislingham Village Hall.

Meeting closed at 8.50pm