GISLINGHAM PARISH COUNCIL

LOCAL COUNCIL AWARD SCHEME QUALITY

Working for our Community

Email: clerk@gislinghamparishcouncil.gov.uk

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 19th October 2026 at 7.00pm

Present: Cllr Fell, Cllr K Chapman, Cllr F Oliver, Clerk/RFO – S Budd, DC Cllr R Warboys,

Apologies, Cllr R Gray, Cllr C Calver, CC Cllr P Bains

1. **Chair's welcome and to consider and approve apologies for absence.**
   Cllr Fell welcomed everyone to the meeting, apologies from Cllr Gray and Cllr Calver were noted and approved by council.
2. **To receive Declarations of Interest on Agenda Items**
   None
3. **To consider Requests for Dispensations on Agenda Items**
   None
4. **To resolve the draft minutes of the Parish Council Meeting held on Monday 21st September 2026 are a true and correct record**
   The draft minutes of the Parish Council Meeting held on 21st September were approved by councillors.
5. **Report from County Councillor**
   Cllr P. Bains report can be found as an addendum to the minutes.
6. **Report from District Councillor**
   Cllr R Warboy's report can be found as an addendum to the minutes.
7. **Public Participation**
   No public present.
8. **Chair's Report**
   Nothing more to report.
9. **Clerk/RFO's Report**
   Accounts for September were forwarded to all councillors prior to the meeting.
   Accounts file is ready to be reviewed by Cllr Calver
   The six-month budget monitoring report was circulated to councillors prior to the meeting. Following discussion, councillors were satisfied that expenditure remains in line with the approved budget and that the Council is currently on track financially.
   New litter bins have now been installed at the play area. It was noted that the bins were supplied without the locks originally expected. Following discussions with the supplier, the company has agreed to provide a 15% refund in recognition of the misunderstanding. Councillors considered the offer and agreed that the refund should be accepted and used to cover the cost of purchasing suitable locks for the bins.
   Play area inspection quotation from BMSDC is £62.31+VAT due to be carried out in February 2027, councillors discussed and proposed by Cllr Oliver, seconded by Cllr Chapman and approved unanimously.
   Litter Pick is booked on the 1st November all volunteers greatly appreciated.
   Grass cutting requests for quotations have been sent, received a reply from Mr Adams to thank us for thinking of him but he does not have the equipment to offer this service, awaiting quotations from BMSDC and Top Garden.

Zip wire spring repair is due to be completed in November.
NSIP report to be sent to the Secretary of State, Councillors agreed to include the comments from residents, councillors agreed for this to be sent as a signed for document.
The Parish Council was unaware that Mr Adrian Ramsey MP was holding a meeting at the Village Hall on 7 October. One of the Parish Councillors became aware of the event through a Facebook post on the morning of the meeting; however, due to work commitments, they were unable to attend.
The Parish Council would welcome Mr Ramsey's attendance at a future Parish Council meeting so that residents can attend and raise local issues.
Due to holidays and the December meeting being so close to Christmas, Councillors discussed and agreed to change the meeting to early December, clerk to sort date with Village Hall
Circular Walks leaflet has been sent for approval, Martyn Bryant is reviewing and once agreed it will be sent for printing.
ACTIONS: Clerk to send report to Secretary of state, email Adrian Ramsey for a meeting, change village hall booking, contact Discover Suffolk once approved

10 Neighbourhood Watch

Nothing new to report

11 Footpath Warden's Report

None received.

12 SID (Speed Indicator Device)

None received.

13 Finance

Payments	Amount	Proposed	Seconded	Approved
Admin payment for October	**£531.25**	Cllr Chapman	Cllr. Fell	Unanimous
Expenses – Suffolk Timber Frame – bin installation	**£180.00**	Cllr Chapman	Cllr. Fell	Unanimous
Inn-House Technology – paid by SO	**£25.00**	Cllr Chapman	Cllr. Fell	Unanimous
Gislingham Village Hall – October	**£20.00**	Cllr Chapman	Cllr. Fell	Unanimous
CAS Email & domain renewal	**£216.50**	Cllr Chapman	Cllr. Fell	Unanimous
Clear Council Cyber Insurance approved by email	**£395.25**	Cllr Chapman	Cllr. Fell	Unanimous
Clear Council Insurance renewal- approved by email	**£1135.87**	Cllr Chapman	Cllr. Fell	Unanimous
Playdale deposit for zip wire spring replacement	**£229.50**	Cllr Chapman	Cllr. Fell	Unanimous
Remembrance Wreath	**£23.00**	Cllr Chapman	Cllr. Fell	Unanimous
CAS Website hosting renewal	**£70.00**	Cllr Chapman	Cllr. Fell	Unanimous

14 Policies

Asset Register
Data Protection Policy
Privacy Policy
Risk Assessment & Management Policy
Code of Conduct
Councillors discussed and approved all policies.

Date of the next Parish Council meeting 16th November 2026

Meeting closed at 8.10pm