

GISSING PARISH COUNCIL

Minutes of the Parish Council Meeting

On Tuesday 4th November 2025, 7.30pm

At Gissing Community Building

Councillors Present	Cllr Eddington (Chair), Cllr Leeder, Cllr Jordan, District Cllr James Easter
In Attendance	2 parishioners, Parish Clerk B Calton
205	To Welcome the Public
206	Adjournment of the meeting to receive reports from District and County Councillors 206.1 District and County Councillors <i>County Councillor Catherine Rowett</i> sent apologies but had forwarded her report which was read at the meeting. The report is available online. Discussed grants available, the pylon applications in south Norfolk and highways/footpaths. <i>District Councillor James Easter</i> discussed CAF (Community Action Fund) which opens next year and how projects need to be thought about now. DE had requested information on the Septic Tank Replacement Scheme and this was not available in Gissing as it was outside catchment. There was also a Warm Homes scheme open to Private home owners and landlords to insulate, provide air heat pumps and also experience energy poverty, South Norfolk Council have more details. His report is available online on our website. 206.2 Public Participation Fly-Tipping is of real concern in the village. 3 fly-tipping events had been reported prior to the last meeting and now there are a further two. There is worry that this will become known in the area and be a regular drop site. District Cllr JE said that he will also report it and visit the sites himself. The Clerk had received a request for information regarding the purchasing of Council owned homes. District Cllr JE advised contacting the Housing Association that the house is managed by. 206.3 Community Groups Heart of Gissing – The Café continues to be well attended (20-30 people) and is an essential life-line for many who lived alone. 14th November there would be a Quiz and Chilli AGM was to be held on the 25th November, all welcome. Friends of Gissing Church organised the Village Litter Pick. This was attended by approximately 20 parishioners over a few days. It was also noted that there seemed to be less litter. Christmas Fayre was due to be held on Saturday 6th December 2-5pm in the Church
207	To receive Apologies for absence Cllr Bradley-Smith ; County Councillor Catherine Rowett

208	To record declarations of Interest on any items on this agenda None
209	To approve minutes of the meetings 2nd September and note any matters arising Minutes amended to read the word bid rather than bed, approved and signed accordingly for the record. 209.1 – Highways have remarked trees at Gissing Hall for removal Clerk has reported with Highways and also requested help from CC Catherine Rowett. Initial response from Highways was that no trees have been marked. Post Meeting Note – DE has written to Mr Paul Kaufmann-Ward, Arboricultural & Woodland Officer at Norfolk County Council regarding these trees. PKW will be dealing with this as they are on the list. 209.2 – Village Clusters Several times areas within the village had been put forward for village clusters, and each time they had been rejected citing no services within the village as the reason. We would continue to do so 209.3 & 209.4 - East Pye and National Grid Solar Power and Pylons in our area were a matter of concern. Clerk would continue to collate information and report information to Councillors 209.5 – Village Hall The Parish Council had received enquiries from two parties interested in purchasing the Village Hall. One couple met with the Parish Council to discuss their options. The Owner of the Rectory made an offer of £40,000 to purchase the Village Hall but the PC turned down the offer following the advice from their solicitor that as a charity, the best price has to be obtained under Charity Commission rules. Our solicitor has been negotiating with the Church bodies to finalise removal of Covenant. Our solicitor has been instructed to proceed with the Deed of Release. Invoice still not received from Solicitor despite several requests – she had been instructed in January 2022 and to date no costs have been paid. At 3 rd September 2024 costs were at £1200.
210	To Consider any planning applications received 2025/3325 Tall Trees – works to trees in Conservation Area. No consultation required. For removal of dangerous/dying sycamore.
211	Finance & Clerks Report Ratified, report circulated at meeting. <i>Appendix 1</i> Assertion 10 needed to be complied with this tax year. A new email address was required, with preference to a ***@gov.uk. NorfolkALC could complete this for us for £110 plus VAT. A few amendments were needed to be done to the website and the clerk was undertaking these over the coming months. Budget has been prepared in draft with full accounts to date and circulated to Parish Councillors in readiness for January meeting. CIL money still available and it was noted that the tree survey still hadn't been completed. ACTION – DE to call the tree surgeon ACTION – Clerk to maintain records and finalise a budget in preparation of January meeting
212	To receive items for the next agenda Items above- Fly tipping; Trees at Gissing Hall; Assertion 10 compliance
205	To confirm date of next meeting at Gissing Community Building 6 th January 2026 – Gissing Village Hall 6.45pm 6 th January 2026 – Gissing Parish Council 7.30pm

APPENDIX 1

Parish Council Meeting - 4th November 2025

211 Agenda item - FINANCE AND CLERKS REPORT

New legislation – Assertion 10 – Digital and Data Compliance requirements:-

An IT policy – Attached for agreement and to be adopted

Email management – Every authority must have a generic email account hosted on an authority-owned domain – for example .gov.uk or @gissingparishcouncil.org.uk – Not what we have not @hotmail.com

This is because they are not council owned, and therefore the data contained in them is not actually ours, the council does not have rights over it, creates GDPR exposure and there is no authenticity (eg anyone could create a free email account gissingparishclerk@hotmail.com)

Our Wix website is fine to keep.

NorfolkALC costs –

Unlimited 10GB email accounts and .gov.uk domain registration = £106 + Vat per year

Wordpress Council Template website, unlimited 10GB email accounts & .gov.uk domain registration
£106+ vat per year

Website hosted by NALC content can be migrated to the new one for £110 + Vat

	Balances as at 01.11.2025			
	Current Account (20427951)	31.08.25 30.09.25 31.10.25	Balance b/f Balance	£ 959.42 £3,583.13
	<i>Payments since last meeting</i>	<i>Debit</i>	<i>Credit</i>	<i>Description</i>
11.09.25	Newman & Co	£73.20		Payroll Services
11.09.25	South Norfolk Council	£225.80		Dog Bins
11.09.25	Heart of Gissing	£24.75		Hall Hire
11.09.25	David Cobb	£104.00		Maintenance
12.09.25	D M Eddington – The Defib Pad	£153.23		Defib Pads
19.09.25	South Norfolk Council		£3,210.69	Precept payment
30.09.25	Unity Bank	£6.00		Service Charge
	SEPTEMBER 2025	586.98	3210.69	
			Gross total	£11,336.17

Gissing Parish Council – gissingparishclerk@hotmail.com
Minutes of meeting held 04.11.2025

Signed.....

		CIL Payments unallocated		£ 1,345.55
	Available funds			£ 10,190.52
	Dr J B Philip Memorial Fund (20534307)	02.09.25 30.09.25	Balance Interest (£9.13)	£1,610.50 £1,619.63
	VILLAGE HALL (20534323)	02.09.25 30.09.25	Balance Interest (£0.71)	£ 139.18 £ 139.89
	PARISH LAND – Charity Account (20427977)	30.06.25 29.08.25 30.09.25	Balance b/f COIF (£64.68) Interest (£17.23)	£3,014.91 £3,079.59 £3,096.82
	<i>PAYMENTS to be approved</i>			
	Newman & Co	Payroll services 01.07.25 – 30.09.25	£ 87.60	
	Heart of Gissing CIO	Hall Hire 07.10.25 Hall Hire 04.11.25	£ 9.00 <u>£18.00</u> £27.00	
	B Calton	Sept 2025 Oct 2025	£142.50 <u>£120.00</u> £262.50	
	B Calton (reimbursement)	Poppy Wreath	£24.49	
	Zurich	Parish Council Insurance	£129.35	
	David Cobb	Village Maintenance	£56.00	
	Church Maintenance?			
	D/D Payments due and upcoming payment to note			
	Unity Bank	Service Fee 31.10.25	£6.00	
	Total Upcoming Payments		592.94	
	<i>Post Meeting David Cobb</i>		<i>96.00</i>	

NOTE TO REMEMBER – WIX PAYMENTS ARE COMPLETED ON A DEBIT CARD – THIS HAS BEEN UPDATED TO BERNIES PERSONAL CARD AS WE DO NOT HOLD ONE FOR UNITY TRUST BANK

Section 137 Expenditure - Under Section 137, expenses that may be incurred by a parish council include, but are not limited to:

- ✓ Donations to Charities: A council might decide to make a donation to a local charity that provides services benefiting the local community.
- ✓ Grants for Local Clubs: Supporting local youth clubs, senior citizen clubs, or other community groups that offer beneficial services or activities to residents.

✓ Awards and Prizes: For local competitions, perhaps to encourage community spirit, art, or environmental awareness.

2025/2026	£11.10 per electorate - £2,419.80 – (218)
2024/2025	£10.81 per electorate (226) - £2443.06
2023/2024	£9.93 per electorate