



Minutes of Gillingham Parish Council Meeting 6th September 2022

Councillors Present: Cllrs C. Hoare, B. Warman, J. Ward, and S. Webber

Also Present: Clerk.

1. **Welcome:** The Chairman welcomed everyone to the meeting. Thanking everyone for a great turnout.
2. **Apologies:** Apologies for Cllrs Brown and Rymer were accepted. Apologies were also recorded for District Councillor Knight and County Councillor Stone. There were 19 members of the public recorded.
3. **Declaration of Interests other than those registered with South Norfolk Council:** No additional interests were declared.
4. **To Co-opt the Councillor Vacancy**
 - **Discuss Co-option for Candidate 1**
 - **Discuss Co-option for Candidate 2**
 - **Discuss Co-option for Candidate 3**

The Chairman reported that candidate 3 had withdrawn after the agenda was published. Candidate 2, Mr G Bramley was absent at the meeting, but his co-option was discussed. Candidate 1, was Jane Black. She reported that she had been on the Parish Council before and was happy to come back. She has a vast knowledge of the village.

- **Agree successful Candidate**

The Parish Council requested for Jane to leave the meeting room whilst the Council discussed the candidates and voted on them separately.

After a show of hands, it was agreed to appoint Jane Black,

- **Signing of the Declaration of Acceptance of Office.** Jane was allowed back in the meeting room, where she signed the Declaration of Acceptance of Office and joined the Council table.

5. **Welcome to the new Candidate**
6. **To receive the plaque commissioned and produced by the Norfolk Lieutenancy, to commemorate your Community's resilience in the year of pandemic.** The Plaque was handed to a member of the Village Hall committee.
7. **Parish Ten - parishioners slot.**
 - There are concerns over the litter around the Churches. There appears to be lots of laughing gas, Nitrous oxide gas bottles. **Action Clerk** to contact the local police.
 - There is a request for a dropped kerb for disabled access, by the entrance to the footpath to McDonalds. **Action Clerk** to look into this.
 - The War Memorial is in need of a clean.
 - Who is responsible for the perimeter fence around the allotments?
 - Speeding, issues with general speeding in the village and speeding along Gillingham Dam. Can we change the National Speed limit into a slower speed? Perhaps the National Speed limit could be changed to reflect the residential status? **Action Clerk** to look into this. Perhaps the parish could have Pinch points there?
 - Mr Fletcher spoke about the Neighbourhood plan and would be happy to come and give the parish a talk on this subject.
 - There was some discussion over the junction at Old Yarmouth Road and how tight the corner is! Perhaps take the sharpness of the bend out?. Perhaps move the national speed limit sign at the junction of Old Yarmouth Road, further down the road? The junction is considered a bad junction! Perhaps install slow reducing

rumble strips?

8. **To approve the minutes of 5th July and 23rd August 2022.** Taken on block and approved as being accurate records. **Resolved.**

9. **To discuss and agree the issues with Barclays:** Progressing another form.

10. **To discuss the outstanding matters arising from last meeting:**

- Update on the grass cutting at the church – still looking into this. Waiting to hear back from my emails.
- Arrange a meeting regarding the condition of the River Wall. Mr R. Bramley has offered his boat again. The Clerk is having problems getting the necessary people to attend. If there is not sufficient people, then the provisional date will be cancelled and will be looked into at a later date. The Chairman has previously been out with Mr Bramley and the bank is in a poor state, deteriorating under the pathways

11. **Village Matters – to discuss and agree.**

- Discuss and agree issues with the Marsh Lane footpath – continued from last month. The Clerk is getting into contact with Trials person in South Norfolk Council.
- Update on the Playground equipment – Costing for new gates have been obtained. The Basketball backing and re-surfacing costs are being obtained. McDonalds have provisionally agreed a grant for one piece of equipment.
- Update of the replacement of the new rubbish bin. This has been supplied by Mr G Bramley and will be installed in the near future.
- Update on the replacement glass for the bus shelter. The toughened glass replacement has been booked and the insurance company has approved this.
- Appoint a Solicitor to register the land for the playground and allotments. The Clerk has been contacting some solicitors locally. Nicholsons Solicitors were agreed by the Parish Council, costing 221+ VAT per hour. **Action Clerk** to process this.
- To discuss outstanding items for the Rangers Visit. The expiry date for outstanding items has lapsed. The Clerk noted that there was no outstanding items given to Rangers, for the Rangers visit.

12. **Parish Council Matters**

- Parish Partnership. Thoughts of Speed Awareness Machine, will need at least two sites for approval and inspection. The footpath also was discussed as a grant from the Parish Partnership. There is no footpath from The Street, around Kings Dam.
- To discuss the report from PKF Littlejohn if received – ongoing. The Clerk has cleared numerous queries from them, so far!
- To discuss and agree SAAA opt out for next year. There was an agreement to continue with SAAA for the future years. **Action Clerk** to process this on.
- To appoint an Internal Auditor for this financial year. **Resolved** to appoint Heelis and Lodge for the current year. Therefore, the travelling costs can be shared with other Parish Councils, the Clerk is working with.
- To receive an update on the changes/uploads to the Parish Council Website. Ongoing, work in progress
- To review and adopt the two additional policies: The Planning Policy, The Co-option Policy and the make a pledge to the Civility and Respect National Policy. **Resolved** to adopt the Planning and Co-option Policy. **Resolved** to Pledge to the Civility and Respect National Policy. **Action Clerk** to progress this.
- To review and adopt the existing policies:

Policy	Adopted Date
Code of Conduct	6/9/22
Effectiveness of Internal Audit	6/9/22
Effectiveness of Internal Control	6/9/22
Financial Regulations	6/9/22
GDPR Model Document Policy	6/9/22
Privacy Policy	6/9/22

Risk Assessment	6/9/22
Standing Orders	6/9/22
Needed in the future: if agreed	
Communications policy	Noted
Complaints policy	Noted
Equality policy	Noted
Financial Risk Management	Noted
Freedom of information Act – Information Guide	Noted
Lone Working Policy	Noted
Safeguarding Policy	Noted
Training and Development	Noted

The policies were handed out the previous month, so that the Councillors could review and agree. **Resolved** to adopt them again this year.

The other policies will be adopted throughout the year.

13. Discuss the starting of the Neighbourhood Plan and the benefits. This was discussed at public forum.

14. Correspondence – None this month.

15. Planning Matters – None this month.

16. Finance

Summary of payments Gillingham Parish Council

6th September 2022

To be approved at

6th September 2022

Wages + expenses + back pay	Aug-22	£524.09
Cllr B Warman	Netting etc for goal posts	£102.28

£626.37

Statement of account

Bank Balance	£28841.10
--------------	-----------

consisting of

CiL balance	£27,138.62
-------------	------------

Reserves	£1,595.95
----------	-----------

	£28,734.57
--	------------

NS&I	£106.53
------	---------

balance left in Clerks Bank Acc	0.00
---------------------------------	------

	£28,841.10
--	------------

The statement of account was handed out to all Councillors for inspection.

17. Any Other Business:

The Chairman recorded that the Clerk has successfully completed her Probationary period and welcomed her on board. The contracted hours will be reviewed at the new financial year.

The meeting closed at 8:50pm

Date of next meeting, 4th October 2022, 7.30pm

*Clerk's email address: gillinghampc@btinternet.com
Gillingham Parish Council website: <http://gillingham-pc.norfolkparishes.gov.uk/>
District Councillor James Knight email: jknight@s-norfolk.gov.uk
County Councillor: barry.stone.cllr@norfolk.gov.uk*