



Minutes of Gillingham Parish Council Meeting 7th February 2023 Gillingham Village Hall

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

Also Present: Clerk.

1. **Welcome**
2. **Apologies for absence received, record number of members of the public present.**
Apologies were recorded and accepted for Cllr Rymer, District Cllr Knight and County Cllr Stone. There were 22 members of the public attending.
3. **Declaration of Interests other than those registered with South Norfolk Council.**
No additional interests were declared.
4. **To approve the minutes:** The minutes of the meeting of the 10th January were approved as being an accurate record of the proceedings. Proposed by Cllr Webber and seconded by Cllr Brown. Six in agreement, one abstained.
5. **Parish Ten – Public Forum – Information only.**
 - One member was concerned that if the village roads are closed for some reason, the buses do not know where to stop on the main A146. There used to be a temporary bus stop to indicate where the bus can stand while the passengers are getting off. Some of the buses have stopped at McDonald's. Can we ask the bus company if the buses coming from Lowestoft to Norwich could stop by the pavement before the turning.
 - A member was concerned that the hedges are overhanging in people's front gardens over the paths. She believes this to be illegal. This member requested that an article be placed in the Tidings. *The Clerk would like to note this has been done in previous issues of Tidings.*
 - The drain in Loddon Road by the brick bus shelter is often flooded, people waiting for the bus can get covered in water, when vehicles pass through the puddle. The Parish Council acknowledged that they had informed the Highway's Manager about this.
 - There was a complaint about the rubbish bins by the Church. People are putting incorrect stuff in the associated bins. Please be more vigilant when disposing of rubbish. **Action Clerk** to contact the church people and remind them.
 - All the information we have on the village cluster with imbedded links are on the Parish Council website.
6. **To receive an update Barclays:** There are still issues. Cllr Webber and the Clerk still do not have access to the online accounts and Cllr Webber is still not a signatory. Last week the Clerk received a letter forwarded from the previous Clerk regarding account review, this was dated December 2022! The Clerk's experience in account reviews is that these reviews need to be actioned quickly, otherwise they have been known to inhibit the account or even close it!

7. To discuss the outstanding matters arising from last meeting:

- Update on the Land Registry – The Parish Council has agreed to postpone this until May 2023, after the elections and when the new Council has been appointed. The old Clerk has confirmed that the vault/safe where the Deeds are kept is associated with a bank account, from which a direct debit for this service is taken out. The Clerk has looked on the bank statements from 2018 to the present day, and there is no direct debit that she can see.
- Ordering the litter pickers – this is ongoing. Clerk will provide details, quotes and pictures for approval before sending. The next litter pick will coincide with the SNC Big Litter Pick. **Action Clerk** to obtain the date for this. The company that McDonalds use to pick up litter has increased their litter picks to twice a month.
Action Clerk to add to the agenda for March, to organise a date for litter pick.

The Parish Council would like to thank the lady in the front row of the meetings who collects litter on a daily basis when walking her dog.

8. Village Matters – to discuss and agree:

- To receive an update on the installations in the playground:
The Basketball extension has been completed.
The posts are in for the new gates.
Sovereign Playground will be starting the installation of The Peaches on 28th March 2023. The work is likely to take two days. The bridge over the ditch by the Swan Motel will be improved by that date. Sovereign Playground Company will be using part of the Swan Motel Car park for storage and using the bridge over the ditch.
The Parish Council would like to thank K. Foley, Franchisee of McDonalds, for donating the money to pay for the basketball extension. **Action Clerk** to thank Mr Foley and ask if he would like a plaque to go on the extension background? The Clerk has a provisional agreement from County Councillor Stone he will be paying for the gates.

9. Parish Council Matters:

- Review the effectiveness of Internal Control and Internal Audit – Adopted.
- Review and adopt the Risk Management Policy – adopted.
- Review the Internal Control Statement for year ending March 2023 – adopted. It was noted that although Cllr Rymer was not present, he had volunteered to undertake this task. Proposed by Cllr Warman and seconded by Cllr Webber, all in agreement.
- To acknowledge the notes received for the elections May 2023. Noted.
- To acknowledge receipt of the LGA Model Councillor Code of Conduct. The Clerk confirmed that this Model of the Code of Conduct will be in effect for the new Parish Councils in May 2023.

10. To discuss the update on the Neighbourhood Plan meeting: There has been a few responses from both Gillingham and Geldeston. We still need more volunteers.

11. Correspondence:

To discuss an email received regarding light pollution: Prior to the meeting an email had been received from Councillor Knight, acknowledging that a resident had been in contact to raise the issue of light pollution from the businesses on McDonalds roundabout.

District Councillor Knight has advised the following:

In the first instance, you could fill in the following

form: <https://forms.southnorfolkandbroadland.gov.uk/pub/Nuisance.ofm/>

If you think that the occupants are in breach of planning conditions, then please also fill in this form:

https://secure.southnorfolkandbroadland.gov.uk/outreach_lcp/PlanningBreach.ofml

By completing the forms, you will be documenting the problem and an enforcement officer **will** investigate your complaint.

Also, if residents think that there is a breach of planning than they can talk to the enforcement officer of South Norfolk Council – Mr Andy Baines.

12. Finance:

- To approve the payments for this month.

Wages + expenses	Jan-23	£426.72
D T Reynolds	Grass Cutting	£1,000.00
Sovereign	25% Deposit	£3,053.05

£4,479.77

Statement of account

Bank Balance 01/2/23 £30,281.80

consisting off

CiL balance £27,138.62

Reserves £2,069.51

£29,208.13

NS&I £106.53

£29,314.66

Payments totalling £4,479.77 were approved for payment. Proposed by Cllr Hoare and seconded by Cllr Webber – 5 in agreement and 1 abstained.

- The Bank balances were noted. The Clerk noted that she will be printing off the bank reconciliations for Cllr Rymer to approve three quarters bank reconciliations.

13. Discuss any Councillors issues:

- One Councillor asked who had the keys to the gate near the war memorial. One key was recorded by a member of the public that she has one. **Action Cllr Hoare** to see if Rae had a key?
- Cllr Hoare had reported the demolished barrier along Gillingham Dam to the Clerk today and provided photos. **Action Clerk** to log a highway fault for this.
- Bus Timetables had been vandalised at the bus stop opposite the village hall. **Action Clerk** to contact First Buses for a replacement timetable.
- The gate at the bottom of the McDonalds footpath, the lock has been vandalised. Mr Bramley will look at this for the Parish Council.
- The risk assessments were mentioned and the playground safety inspections were discussed. The Parish Council would like to ask David from Kings Dam Project whether he would be prepared to inspect on a regular basis. The Parish Council noted that they were considering training on playground inspections, by David Bracey, after the elections in May.
- It was also noted that there are some metal posts sticking up in the playground that will need to be removed. **Action Cllr Warman** to contact Kings Dam Project and ask him to remove them.

Date of next meeting, 7.30pm 7th March 2023

There being no more business to discuss, the Chairman closed the meeting at 8:09pm

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