



## Minutes of Gillingham Parish Council Meeting 4<sup>th</sup> April 2023 Gillingham Village Hall

**Councillors Present:** Cllrs: C. Hoare, A. Rymer, J. Ward, B. Warman.

**Also Present:** Clerk.

1. **Welcome**
2. **Apologies for absence received, record number of members of the public present.**  
Apologies were recorded and accepted for District Cllr Knight, County Cllr Stone and Cllr Brown. There was an acknowledgement that Cllr Black was not there, she has resigned. There were 17 members of the public attending.  
Cllr Webber had to leave before the start of the meeting, due to a family emergency.
3. **Declaration of Pecuniary and other interests:**  
No additional interests were declared.
4. **To approve the minutes:** The minutes of 7<sup>th</sup> March 2023, were approved as being an accurate record of the meeting. Proposed by Cllr Rymer and seconded by Cllr Hoare. All in agreement.
5. **Parish Ten – Public Forum – Information only:**  
A member of the public was worried about the bus route through Northgate in Beccles. There is a group campaigning to move the bus route to nearer the Railway Station, this would affect Gillingham and could affect Geldeston. This group has spoken to Suffolk Highways, Environmental people and Suffolk County Council. There is a meeting with First Bus this month or next. Residents in Northgate do not want buses going through Northgate. **Action Clerk** to contact Beccles Town Council and see what they have to say.
6. **To discuss the outstanding matters arising from last meeting:**
  - Clerk to log a highways fault for the barrier damage on Gillingham Dam. The Clerk has chased this up and it has been made safe and will be repaired later in the year. There was then a concern that they may do this when the swans are nesting.
  - To sort out the First Buses timetable issue. The Clerk has taken some photos of the broken glass panel. She will send these to the First Buses as evidence.

It was also noted with great concern that one of the three glass panels at the back of the Loddon Road bus shelter has been vandalised. This happened between Sunday evening and Monday morning. The Parish Council has already spent so much money replacing the side panels, to be smashed again. The side panels have been replaced by poly carbonate generously donated by Mr G Bramley. The Parish Council has decided that they will not replace this panel and they will leave this open.

A member of the public mentioned that they had their fence kicked in by vandals and are asking if anyone has 'Ring' door bells and have any footage that can help get the people responsible. There was a report of a group of lads around 10.30pm Sunday evening intimidating an adult walking their dog.

Maybe we should set up neighbourhood watch? Ask the police to make a patrol around the village? The Clerk reported that she had spoken with PC James King and he would like all these events called through. This way, he can pinpoint where to patrol and at what time.

7. **To receive an update Barclays:** The Clerk reported that Barclays had deposited into the account £150 for all the trouble we have had. However, there are still issues. Clerk is chase this up. It was noted that in May there are elections and we may be without enough signatures for the account.

8. **Planning:**

- SNC planning 2023/0682: Ivy House Farm, Raveningham Road, Change of use of traditional farm buildings to form 2 no residential dwellings, new double garage, new triple cartlodge and 2 no new vehicular accesses. The Parish Council would like to recommend Approval as they see no issues with this application.

9. **Village Matters – to discuss and agree:**

- To receive an update on The Peaches installation. The Peaches was installed last week. They have left heras fencing around the play equipment. The Chairman has received notification over the telephone that we could remove the heras fencing and be able to use the equipment over the Easter weekend. There was a discussion and it was agreed that until we had this in writing we would not be insured, if anything happened. Sovereign Playgrounds quoted 15<sup>th</sup> April when they will come and sign it off.  
There is an issue with the bridge over the ditch, there are no handrails. It was considered that a public bridge over a water course needs to be of the certain standard. Mr G Bramley and Mr G Sharman to have a look at the bridge and quote what is needed to make it conform with building control, and make it safe. In the meantime, the heras fencing that is spare will block of the gap in the fence and we will keep the gate locked.
- To agree the quote for the immersion heater, for the village hall and approve the CiL payments for the quotes. The CiL money up to £9,000 was agreed to be ring-fenced for the village hall. The current Immersion Heater is too big and not cost effective. Once the new immersion heater is installed there is a hope that it would reduce the electricity bills. The quote received is from the preferred supplier, although the village hall committee has tried to obtain others. The quote has come in £2,408.15 + VAT. This is within the ring-fenced CiL monies. Therefore, there was an approval to go ahead with this. Proposed by Cllr Rymer and seconded by Cllr Hoare. All in agreement.
- To review to Annual RoSPA Inspection Report and agree actions: The report has been received. The majority of the work can be undertaken by 'our' maintenance person:
  - Wooden steps in the mound to be removed.
  - Stones under the goal posts to be removed.
  - Basketball signs. The report states that these signs are not there, but they are!  
**Action Clerk** to confirm this with David Bracey.
  - 3 new signs for 'no dogs allowed' to be put on the new gates. These have been purchased by the Chairman and will be put up.
  - The 'mushroom' is too close to the bench; the children could be inclined to jump from one to the other! David Reynolds will be moving the seat further away

from the mushroom.

- To note the approval of the Parish Partnership fund for the footpath at Kings Dam and agree a way forward. The total cost of this project has been costed by Highways at £22,180. The Clerk reported that the Council does not have enough funds to pay the 50% (£11,090). Grants and funding will need to be applied for. The Clerk has asked Highways Officer for a design on what he calculate his figures from. He will not provide this until we have secured our 50% to him.  
**Action Clerk** to request a short summary of how he produced his figures, so that we can apply for funding.

**10. Parish Council Matters:**

- Review the Internal Control Statement for year ending March 2023. This has not been processed. It is now too late for the internal audit to review.
- To note the Internal Auditor has been booked for middle April 2023. Noted.
- To approve to send the External Audit as exempt this year, (under £25,000). The Clerk produced the AGAR, Form 2 the Certificate of Exemption, together with the Section 2 Accounting Statement to back up the figures. These were proposed by Cllr Rymer and seconded by Cllr Hoare. All in agreement. Noted Receipts are £14,229 and payments are £20,601.
- To agree the format of the Annual Parish Meeting this year and agree a date. As usual the meeting will start half hour before the normal meeting. The meeting was confirmed to be on 9<sup>th</sup> May 2023.
- To note that some archives have been delivered to the Norfolk Records Office. This was noted.

**11. To discuss the update on the Neighbourhood Plan meeting:** The Clerk reported that herself and the Clerk to Ellingham and Kirby Cane had been on a Neighbourhood Planning training. This could be an opportunity to set up a Neighbourhood Plan from Ellingham and Kirby Cane through to Gillingham inclusive. This was generally considered a good idea. It was noted that both Clerks will be getting together to discuss a plan.

**12. Correspondence:** Distributed.

**13. Finance:**

- To approve the payments for this month. Norfolk ALC's subscription was discussed. Although it has gone up a significant amount this year, it was considered necessary. There was an agreement to pay for this.

To be approved at		4th April 2023	VAT
Wages + expenses	Mar-23	£377.51	
	Clerks expenses	£22.50	
	mileage	£12.15	
		<b>£412.16</b>	
Norfolk ALC	website	£70.00	
	Subscription	£199.79	
		<b>£269.79</b>	
Sovereign Playground	The Peaches	£9,159.14	1526.52
David Reynolds	3 of 3	£1,000.00	
David Bracey	Play inspection	£120.00	20
Bill Warman	No dog signs	£22.32	
Andrew Wright	Village Hall repairs	£4,747.15	

Nationwide Security	Village access system 50%	£555.26	92.54
		<b>£15,603.87</b>	<b>£1,639.06</b>
<b>Future payments</b>	<b>Post dated cheques (?)</b>		
Swanston Plumbing & heating	Village Hall	£2,889.78	481.63
Nationwide Security	Village access system 50%	£555.26	92.54
Total Payments		<b>£3,445.04</b>	<b>£574.17</b>
Clerks Wages	?		
			£19,048.91
<b>Statement of account</b>			
Bank Balance 31/3/23			£19,017.94
CiL balance	£2,161.79		
Grant coming from B Stone (Promised) CiL	£3,800.00		
VAT reclaim (confirmed total on VAT126)	£1,780.51		£2,213.23
	<b>£7,742.30</b>		
NS&I	£106.53		
	<b>£7,848.83</b>		
Precept 28th April 2023 50%	£5,740.50		
	<b>£13,589.33</b>		

The payments totally £15,603.87 were approved for paying. Proposed by Cllr Rymer and seconded by Cllr Hoare. All in agreement.

The Clerk pointed out that the Village Hall invoices would need to be paid in May or before and that this may cause problems if there were no signatories to the account after the Elections. It was agreed to authorise the additional expenditure £3,445.04 which will be taken from CiL. Proposed by Cllr Rymer and seconded by Cllr Hoare. All in agreement. The Clerk would hold on to these cheques and not date them until necessary.

- To note the end of the year balances. The Clerk mentioned that from the above figures you would be able to conclude that the payments would be in total £19,048.91 and the balance in the bank would be short £19,017.94. This is because the grant from Cllr B Stone (of £3,800) had not been received in last financial year. That all the grant money would be net and not include the VAT paid. The VAT that could be reclaimed would be £1,639.06 for last year and £574.17 for just April/May. This would put the bank balance in a different light. The Precept of £5,740.50 would be paid by the end of April. The Clerk will send a VAT reclaim off for last financial year as soon as possible. Over the next coming months, she will keep a close eye on the balances in the bank.
- To receive an update on the CiL balances. The Clerk reported that she would have a better idea of the figures, once Cllr Stone has managed to pay his members ward grant from last financial year as agreed of £3,800.00

#### 14. Discuss any Councillors issues:

CH mentioned about the County Broadband and it was noted that Copper is going and Fibre is replacing it.

BW noted that the Clerk had resigned and thanked her for all her hard work. BW also stated that he was not standing for elections in May and thanked everyone for the friendship and advice over the last few years.

**Date of next meeting, 9<sup>th</sup> May 2023, Annual Parish Meeting 7pm, Annual Meeting of the Parish Council, 7.30pm.**

There being no more business to discuss, the Chairman closed the meeting at 8.36pm

*Clerk's email address: [gillinghamclerk@gmail.com](mailto:gillinghamclerk@gmail.com)  
Gillingham Parish Council website: <http://gillingham-pc.norfolkparishes.gov.uk/>  
District Councillor James Knight email: [jknight@s-norfolk.gov.uk](mailto:jknight@s-norfolk.gov.uk)  
County Councillor: [barry.stone.cllr@norfolk.gov.uk](mailto:barry.stone.cllr@norfolk.gov.uk)*