



**Meeting of the Parish Council Meeting
Minutes
6th June 2023
held in Gillingham Village Hall**

Councillors Present: Cllrs: K. Aldis, C. Hoare, S. Mallett, A. Rymer, J. Ward and B. Warman.

Also Present: Clerk.

1. **Welcome.** The Chairman welcomed everyone to the meeting. The Chairman reported that Cllr Brown had retired. The Clerk presented her with a card and some flowers.

There is now a vacancy. The Clerk reported that the process is to notify South Norfolk District Council to progress. There will be an advertisement for 14 days. If no one within those 14 days requested a bi-election (this would take 10 signatures or more). We will then be notified of a casual vacancy and we can co-opt at the next meeting.

2. **To elect a Chairman and the signing of the Declaration of Acceptance of Office for Chairman:** The election of the Chairman remained the same (Cllr Hoare), proposed by Cllr Warman and Seconded by Cllr Rymer, all in agreement.
3. **To elect a Vice-Chairman:** There was nomination for Cllr Rymer as Vice-Chairman, proposed by Cllr Warman and seconded by Cllr Mallett.
4. **Apologies for absence received, record number of members of the public present.** None reported. The County Councillor and District Councillor were absent from the meeting. 17 members of the public were in attendance.
5. **Declaration of Pecuniary and Other Interests.** None reported.
6. **To approve the minutes of 9th May, and previously 4th April 2023:** All councillors had a chance to read them before the meeting. Both were voted on together, proposed as being an accurate record of the meetings, by Cllr Rymer and seconded by Cllr Warman. All in agreement.

7. Parish Ten – Public Forum – Information only:

- A member of the public reported that the bus companies are having meeting/s with Northgate and wanted a representative to go along from the Council.
Action Clerk to contact Beccles Town Council and get more information.
- There is a pole outside by the footpath sign, this needs to be replaced, although there is need to keep the bus stops in use, we also need to have a temporary bus stop sign on the main A143 road to allow the bus to stop at the footpath.
- The parish could do with additional yellow lines at the junction of The Street and Loddon Road, and Hemmant Way to The Street. This is to stop cars parking there as it is dangerous and illegal.
- GB stated that these and the footpath at Kings Dam, could be requested to the developers that have applied for building in the village (north and south of The Street).

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

- Clerk to log a highways fault for the barrier damage on Gillingham Dam. It was

noted that the Swans have flown their nests and now the damage can be repaired. **Action Clerk** to chase this again. We may need to ask for assistance from the District and County Councillors.

9. Planning:

- SNC Planning 2023/1424 Change of use of GII Listed Building and traditional farm buildings to form 2 no residential dwellings, new double garage, new triple cartlodge and 2 no new vehicular accesses see only SNC planning 2023/0682: Ivy House Farm, Ravensingham Road. The previous planning application the Parish Council recommended Approval, there appears to not be any changes, therefore the Parish Council would like to recommend Approval. Proposed by Cllr Hoare and seconded by Cllr Aldis, all in agreement.
- BA/2023/0168/FUL Provide surfaced parking area for 20 vehicles. Renovate existing fishing lake. Install/Replace 20 fishing platforms (retrospective). Orchard House, Dunburgh Road. This is retrospective planning, the Parish Council has looked into this. As there is already a car park, 20 fishing platforms, the platforms are on the lake and not the river. The Parish Council has read the information from Natural England and they do not object. The Parish Council would like to recommend Approval, proposed by Cllr Hoare and seconded by Cll Rymer, all in agreement.

10. Village Matters – to discuss and agree:

- To discuss a way forward for the bridge over the ditch at the back of Swan Motel. GB asked if we still needed the pipe and that he was still waiting for a site visit with GS. The Parish Council looked at the bridge last week and thought is look satisfactory. GS delivered at the meeting 6 copies of an email that was sent to the Clerk that evening. There was no sufficient time to read the document at the meeting. GS stated that he would like to hand over the liability to the Parish Council, his insurance company will not allow this to happen as the bridge over the ditch does not comply to Building Regulations, for non-domestic public use. The owner of the pub made the bridge a whole lot better than it was before with just one sleeper wide. The Parish Council stated that they would like this gate unlocked. **Action Clerk** to arrange a meeting with JC, the owner of the pub.
- Overgrown hedges – Member of the public was going to provide Clerk with addresses. The Clerk has received today, a list of the addresses with the overgrown hedges etc. **Action Clerk** to write to the house owners, and ask them to cut the hedges.
- To receive an update on the replacement poly carbonate glass for the bus shelter. The Parish Council will like to record thanks to GB for installing Poly Carbonate on 3 panels at the back of the bus shelter.
- To receive an update on the bus timetable broken glass. Cllr Warman has managed to get in contact with the bus company and they will be replacing the out-of-date timetable, and hopefully replace the glass too.
- To receive an update on the Parish Partnership site meeting and agree any action. **Action Clerk** to arrange a site visit with GO from Highways.

11. Parish Council Matters:

- To receive an update on Additional names for Barclays accounts. **Action Clerk** to sort it – ongoing.
- To review and adopt the Standing Orders
- To review and adopt the Financial Regulations
- To review and adopt the following smaller policies
Health and Safety Policy
Grievance Policy
Complaints Policy
Anti-harassment and Bullying Policy

Training and Development Policy

The above policies were approved on mass. Proposed by Cllr Rymer and seconded by Cllr Warman, all in agreement.

12. To discuss the update on the Neighbourhood Plan meeting: Action Clerk to progress this further and arrange a Neighbourhood Planning meeting at the village hall.

13. Correspondence: All the Councillors have received the necessary correspondence.

14. Finance:

- To note that the Clerk paid the BHIB Insurance. Noted below.
- To approve the payments for this month.

Summary of payments Gillingham Parish Council

To be approved at		6th June 2023	
			Cheque No
Wages + expenses	May	£480.14	
	Clerks expenses	£12.50	
	mileage	£39.60	
	stationery	£12.75	
		£544.99	101086
BHIB	Insurance	£572.09	101086
Total Payments		£1,117.08	101086

Statement of account

Bank Balance 31/5/23 £10,997.94

consisting of

CiL balance £2,325.10

General Reserves £8,672.84

£10,997.94

NS&I £106.53

£11,104.47

Total payments of £1,117.08 were approved for payment. Proposed by Cllr Rymer and seconded by Cllr Mallett.

- To receive the bank balances and budget so far this year. Recorded above.
- To receive an update on the CiL balances. Recorded above.

15. Discuss any Councillors issues:

- JW mentioned that there are problems with anti-social behaviour at the bottom of McDonalds, KFC's footpath and that she had told the parishioners to log a call to the police on 101.
- BW mentioned that there is an illegal sign on the footpath between Dunburgh and Gillingham – 'beware of the bull'. Could we replace this with a footpath sign saying Gillingham this way. **Action Clerk** to ask County Cllr Stone on his views of this.
- JW would like a map of the location of the dog bins in the parish.

- It was noted that the noticeboard by the school has been removed by someone not the Parish Council. It was suggested the best area for a new one would be at the bus shelter opposite the junction to The Boundaries. **Action Clerk** to look into this.

Date of next meeting, 4th July 2023, 7.30pm

No meeting in August
5th September 2023
3rd October 2023
7th November 2023
5th December 2023 (tbc)

There being no more business to discuss, the Chairman closed the meeting at 8.20pm

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Signed by Chairman

Dated