



**Gillingham Annual Meeting of the Parish Council Meeting  
Minutes  
9<sup>th</sup> May 2023  
held in Gillingham Village Hall**

**Councillors Present:** Cllrs: M. Brown, C. Hoare, and J. Ward.

**Also Present:** Clerk. A. Rymer and outgoing Chairman B. Warman

Councillors that had been elected on, had signed the declaration of acceptance of office form, prior to the meeting starting, with the Clerk as the Proper Officer as witness.

1. **To elect a Chairman and the signing of the DAO:** The outgoing Chairman started the meeting to elect a Chairman. Out of the three Councillors that had been elected in by an un-contested election. Cllr Hoare was elected as Chairman. Cllr Hoare signed the declaration of acceptance of office for Chairman. Proposed and seconded by the other two councillors. A.Rymer and B.Warman left the Council table and sat with the members of the public.
2. **To elect a Vice-chairman, if necessary.** Due to the lack of Councillors at the meeting, the Chairman would like to carry this item to next month.
3. **Chairman's Welcome:** Cllr Hoare, welcomed everyone to the meeting. He has stood on the Council for 10 years.
4. **Apologies for absence received, record number of members of the public present:** No apologies were recorded. Number of members of the public was 21.
5. **Declaration of Pecuniary and Other Interests.** None.
6. **To approve the minutes of 4<sup>th</sup> April 2023.** This could not be approved as there were 2 members present last meeting. Carry this over to the next meeting, in the hope that some of the Councillors may well be co-opted on. If not, we will have to think again about approving the minutes of April 2023.
7. **To co-opt Councillors that are willing to fill 4 vacancies, and the signing of the Declaration of Acceptance of Office, for each one.** The Chairman noted that there were 9 people interested in the 4 vacancies. He asked each one to stand up and talk about themselves and why they are interested in the vacancies. This was in no particular order.

**Candidate 1:** Andy Rymer – he has been in finance and bank for 38 years. He can bring to the Council finance, corporate, governance. He lives at Waterloo which is the other end of the village. He was co-opted on to the Council half way through last year.

**Candidate 2:** Bill Warman – He has been on the Council 3 years, which includes one year as Chairman. He has over the last 2 years worked really hard for the village. He is usually available to help the Parish. He has cleared the broken glass from the bus shelter, more than once. He suggested improving the footpath at Kings Dam.

**Candidate 3:** Lucy Edge – has lived in Gillingham for 16 years. She lives up near Toft Monks. She was married in Gillingham Church. This would be an opportunity to give something back to the village. Able to service this community. She is keen on the

environment, Broads National Park. She was instrumental in stopping the wind turbine a few years ago, and campaigned 7 Parish Councils to stop this from happening. She is pro-actively listening to the Community.

**Candidate 4:** Simon Mallet. He had approached the Clerk before the elections for a nomination pack. Simon's comments were; born in 1960, lived in the village most of the time. His dad was on the Parish Council and was even the Chairman.

**Candidate 5:** Julia Johnson – She has lived in the village for 2 years. She loves the village and would like to be involved in the local community. Her past is in Civil Engineering and Project Manager, Highways and roads.

**Candidate 6:** SL – this was a mistake by the Clerk, she was interested in the Parish Clerk post and not a Councillor post.

**Candidate 7:** Sid Anverali was unable to attend the Parish Council meeting, he is away for work. His partner spoke for him. He has lived in the village for 2 years, he used to live in Geldeston. He works as a renewable energy company in a sustainable manner. He has had a number of director roles. He has been a school governor. He is a strong leader and understands challenges.

**Candidate 8:** Kirsty Aldis – relatively new to the village. But she has stayed in the village for 5 years. She was married into the village. She comes from a charity background, the Charity Sector in London. She has a belief in helping local communities.

**Candidate 9:** David Reynolds – withdrew.

The Parish Council wanted to be transparent, the Chairman had asked the other councillors to make notes and choose which 4 they wanted. This information got collated by the Chairman. The Chairman confirmed by a majority decision the following people were coopted on to the Council:

Andy Rymer  
Bill Warman  
Simon Mallet  
Kirsty Aldis.

These people were invited to the Council table and asked to sign the declaration of acceptance of office.

- 8. Parish Ten – Public Forum – Information only.** The meeting will be adjourned for public participation, 3 minutes per member.
- There is still a problem with a puddle of water by the brick bus shelter, in Loddon Road. Which can make the people waiting for the bus very wet. **Action Clerk** to remind Highways that this is still outstanding.
  - The repair work along the side of the road in Gillingham Dam, still has not been repaired. **Action Clerk** to remind Highways about this also.
  - Hedges over the paths. People are still not cutting their hedges, by law the paths should be clear 1 metre wide. The Clerk stated that she had put this in the Tidings a couple of times.
  - There was concern of the bridge over the ditch between the Swan Pub and the playing field. The post will be concreted in and the rope attached to this when all is dry and set.
  - People are concerned that the bus shelter opposite the Village Hall is cold now there is no glass in the back panels. Mr Bramley mentioned that he would be happy to install the ploy carbonate glass, like he has done with the bus shelter sides. This kind offer was eagerly accepted.
  - Cllr Brown mentioned that there was a boy climbing on top of the shed in the Swans Pub garden and talking to her over the fence. This could be very dangerous as there are rusty posts there. David Reynolds, said that he will look into this when he is next there.

No reports were received from the County Councillor and District Councillor. District Councillor James Knight's replacement is Andrew Evans. The Clerk will get in touch with him and invite him to future meetings.

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

To sort out the First Buses timetable issue. The glass/plastic in the bus timetable has been broken. The Bus company does not think that they are liable for the bus table post. Councillors will measure up and replace with some plastic.

**10. To note the current signatories and agree any action:** There was an agreement to add Simon, Andy and Kirsty to the bank signature list. **Action Clerk** to action this.

**11. Planning: BA/2022/0449/FUL:** proposed solar array, The Swan Motel, Loddon Road, was noted that the Parish Council recommended Approval. The Clerk will try and log a comment, but we may be past the deadline for comments.

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

- To note the approval of the Parish Partnership fund for the footpath at Kings Dam and agree a way forward. After some discussion, the Parish Council decided that we needed to know more about what the plan entails. **Action Clerk** to contact highways to find out.

**13. Parish Council Matters:**

- a. To agree the asset register. – Confirmed as accurate.
- b. To Review and agree the AGAR Internal Audit 2022-23 - noted
- c. To Review and agree the AGAR Governance Statement 2022-23; this was agreed and signed by Cllr Hoare and the Clerk 9/5/23. Proposed by Cllr Rymer and seconded by Cllr Hoare, all agreed.
- d. To Review and agree the AGAR Accounting Statement 2022-23; this was agreed and signed by Cllr Hoare on 9/5/23. The RFO signed on 4/4/23. Proposed by Cllr Rymer and seconded by Cllr Hoare, all agreed.
- e. To Review the Internal Audit Report and discuss recommendations. The Clerk stated the following recommendations for discussion;
  - Recommendation (1) to update the Standing Orders to incorporate reference to the Public Contracts Regulations 2015. The Clerk pointed out that she had reviewed the Standing Orders and a copy was in their meeting pack, to be discussed next month.
  - Recommendation (2) the council to develop a Reserve Policy in order to ensure that the correct balance of General, Earmarked and CiL Reserves are maintained. The Clerk will be writing this, ready for adoption at the next meeting in June.
  - Recommendations (3) When applicable, the council's itemised response to the Internal Audit recommendations should be contained in the minutes of the meeting. (*as stated*).
- f. To adopt the LGA Councillor Code of Conduct 2020 – adopted. Proposed by Cllr Rymer and seconded by Cllr Hoare, all agreed.

It was noted by the Clerk that the exemption certificate was approved in April 2023 meeting, item 10c.

The new Register of Interests was then adopted and filled in by the Councillors.

**14. To discuss the renewal for the Parish Council insurance this year and agree any action.** The Insurance from BHIB Councils Insurance, was agreed at £572.09. The Clerk stated that she would confirm that this includes the additional assets and then pay it. Proposed by Cllr Rymer and seconded by Cllr Hoare. All in agreement. The Clerk offered to pay and get reimbursed the following month.

**15. Correspondence:** None.

**16. Finance:**

- To approve the payments for this month.

## Summary of payments Gillingham Parish Council

To be approved at

9th May 2023

Wages + expenses	Apr-23	£503.34	
	Clerks expenses	£12.50	
	mileage	£20.25	
			<b>£536.09</b>
Heelis and Lodge paid by Clerk	Internal Audit Report	£183.33	
			<b>£719.42</b>
 <b>Statement of account</b>			
Bank Balance 4/5/23		£13,097.67	
Bank Balance at 31/3/23	£19,681.54		
Receipts	£9,540.50		
Payments	-£16,124.37		
	<b>£13,097.67</b>		
CiL balance	£6,468.32		
precept	£5,740.50		
General Reserves	£888.85		
	<b>£13,097.67</b>		
NS&I	£106.53		
	<b>£13,204.20</b>		

Payments were approved. Proposed by Cllr Rymer and seconded by Cllr Hoare. All in agreement.

**17. Discuss any Councillors issues, for information only:**

**MB** has been sweeping the brick bus shelter on a monthly basis. She no longer wishes to continue to do this. David Reynolds volunteered to take this over.

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

**Date of next meeting, 6<sup>th</sup> June 2023, 7.30pm.**

Future Dates

4<sup>th</sup> July 2023

No meeting in August

5<sup>th</sup> September 2023

3<sup>rd</sup> October 2023

7<sup>th</sup> November 2023

5<sup>th</sup> December 2023

*Clerk's email address: [gillinghamclerk@gmail.com](mailto:gillinghamclerk@gmail.com)*

*Gillingham Parish Council website: <http://gillingham-pc.norfolkparishes.gov.uk/>*

*District Councillor : [Andrew.evans@southnorfolkandbroadland.gov.uk](mailto:Andrew.evans@southnorfolkandbroadland.gov.uk)*

*County Councillor: [barry.stone.cllr@norfolk.gov.uk](mailto:barry.stone.cllr@norfolk.gov.uk)*