



GILLINGHAM TOWN COUNCIL

FULL COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
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Minutes of the Full Town Council meeting held on **Monday, 26th November 2018** in the Jubilee Room at the Town Hall, School Road, Gillingham commencing at 7.30pm.

Present: Cllr Mrs S Hunt (Mayor)
Cllr B Von Clemens (Deputy Mayor)
Cllr Mrs A Beckley, Cllr R Evill,
Cllr A Frith, Cllr P Harris,
Cllr M Hill, Cllr Mrs V Potheary,
Cllr Miss N Purkis, Cllr G Poulter,
Cllr Mrs B Ridout, Cllr J Robinson and Cllr Mrs Toye.

Members of the Public There were no members of the public present.

Members of the Press: There was one member of the Press present.

In attendance: Town Clerk, Mrs J Hawkins
Deputy Town Clerk, Mrs C Ratcliffe

583. To receive apologies for absence.

Apologies were received from Cllr Mrs Cullingford, Cllr Joyce, Cllr Gould and Cllr Walsh. The Chairman informed the meeting of the reasons for the apologies. The reasons were duly recorded in the attendance register.

Cllr Miss Purkis proposed that “**the apologies received from Cllr Mrs Cullingford, Cllr Joyce, Cllr Gould and Cllr Walsh were accepted**”. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

584. To approve the minutes of the Full Council meeting held on Monday, 22nd October 2018.

Cllr Harris proposed that “**the minutes of the Full Council meeting held on Monday, 22nd October 2018 were approved as a correct record of the meeting**”. Cllr Mrs Beckley seconded and the vote was unanimous. **RESOLVED.** The Chairman duly signed the minutes.

Full Council Meeting – Monday, 26th November 2018 (continued):

585. Questions. There were no questions.

586. To receive and consider an application for the councillor vacancy for the Town Ward and to offer an appointment, if suitable.

The Mayor and members of the Town Council interviewed the prospective councillor for the Town Ward prior to the Full Council meeting at 7pm.

Cllr Mrs Hunt proposed that “**Mr Graham Poulter is co-opted as Town Councillor for the Town Ward with immediate effect**”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Cllr Poulter duly signed the Declaration of Office and was formally welcomed to join the meeting.

The Town Clerk informed members that a vacancy remains on the Policy and Resources Committee following the resignation of Cllr Roger Monksummers and suggested that this was filled by Cllr Poulter.

Cllr Harris proposed that “**Cllr Poulter is co-opted to the Policy and Resources Committee with immediate effect**”. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

587. Declarations of Interest: Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.

Cllr Harris and Cllr Mrs Toye declared disclosable pecuniary interests with regards to agenda item no. 10 - Gillingham Town Conservation Area Appraisal – both members own properties within the proposed conservation area boundary.

588. To receive written reports from outside bodies, if available, for consideration and approval:

a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT)

Cllr Von Clemens reported that no meeting had taken place this month. The Three Rivers Community Partnership has organised a public meeting to discuss the Community Led Housing Project on Wednesday, 28th November at 7.30pm at the RiversMeet leisure centre.

b) Town Meadow Group

Cllr Joyce was not present at the meeting; however, a report had been tabled at the meeting. Please refer to **Appendix A**. The report contained one recommendation.

The Deputy Clerk informed members that she had visited the Town Meadow earlier in the day following concerns by the TMG about a Willow tree and the risk of branches that overhang the wooden footbridge leading to Waitrose. The tree surgeon did not agree that the branches posed a risk to the public and was reluctant to carry out any unnecessary work. As there appears to be a difference of opinion, advice is being sought from the town council’s arboriculture specialist. The ivy attached to the trunk of the tree will be removed by grounds staff so that a proper assessment of the tree can be made.

Cllr Von Clemens proposed that “**tree work on the Town Meadow is deferred until arboriculture advice has been received**”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

c) Gillingham Chamber of Commerce and Industry

Cllr Von Clemens reported that he had been unable to attend the last meeting but from reading the Chamber’s minutes it appears that everything is ‘business as usual’. The regular recruitment evenings are going well and a Christmas lunch has been organised.

Full Council Meeting – Monday, 26th November 2018 (continued):

588. To receive written reports from outside bodies, if available (continued):

d) DAPTC (Larger Towns: Cllr Mrs S Hunt/Cllr Von Clemens, Northern Area: Cllr P Harris)

Cllr Mrs Hunt reported that she had attended the DAPTC AGM in Dorchester. Cllr Von Clemens reported that he had attended the AGM of the Larger Towns Meeting, and had provided a report which had been circulated to members prior to Full Council. Please refer to **Appendix B**.

Cllr Von Clemens emphasised that both National Association of Local Councils (NALC) and Dorset Association of Parish and Town Councils (DAPTC) had highlighted the importance of councillor training.

e) Transport Forum

Cllr Mrs Ridout informed the meeting that there was very little to report this month apart from the ongoing work to improve the bus service/bus stops at Peacemarsh. The surfacing of the short length of pathway leading from Brickfields Industrial Estate to Gillingham Railway Station, Platform 2, has been completed.

f) Gillingham Town Team

Cllr Gould was not present at the meeting and no report had been submitted.

g) Blackmore Tourism Association

Cllr Von Clemens reported that no meeting had taken place this month.

589. To receive the following Committee reports for consideration and adoption:

a) General Purposes Committee meeting held on Monday, 5th November 2018.

Cllr Mrs Ridout proposed that “**the report of the General Purposes Committee meeting held on Monday, 5th November 2018 is agreed and adopted**”. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

b) Planning Committee interim meeting held on Monday, 22nd October 2018 and the Planning Committee held on Monday, 12th November 2018.

Cllr Mrs Potheary proposed that “**the report of the Planning Committee interim meeting held on Monday, 22nd October 2018 and the Planning Committee meeting held on Monday, 12th November 2018 is agreed and adopted**”. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

c) Staff and Salaries Committee meeting held on Monday, 19th November 2018.

Cllr Frith proposed that “**the report of the Staff and Salaries Committee meeting held on Monday, 19th November 2018 is agreed and adopted**”. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

d) Policy and Resources Committee meeting held on Monday, 19th November 2018.

Cllr Mrs Hunt proposed that “**the report of the Policy and Resources Committee meeting held on Monday, 19th November 2018 is agreed and adopted**”. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

Full Council Meeting – Monday, 26th November 2018 (continued):

590. To receive and consider further information from the Evolution Trampoline Academy - deferred from Policy and Resources Committee of 19/11/18, minute no. 425(d).

Cllr Von Clemens briefly explained why this request had been deferred from the Policy and Resources Committee held on 19th November 2018, minute no. 425(d). A comprehensive explanation of funding required has since been received and it now appears that Evolution have a funding shortfall of £750. Therefore, the grant requested by Evolution is now for £750 rather than £1,000 as originally anticipated.

Cllr Von Clemens proposed that **“the Evolution Trampoline Academy is awarded a grant of £750 to complete the purchase of a new trampoline and funded from precept budget no. 3.31 – small grant contingencies fund”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

591. To approve and authorise payments for the second half of November 2018.

A list of payments for the second half of November 2018 had been circulated prior to the meeting.

Cllr Frith proposed that **“payment no. 30 (a direct debit payment) included a very small charge for use of a fuel card and, therefore, the payment should be agreed and authorised”**. Cllr M Hill seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“payments nos. 49 to 76 to the gross value of £11,911.33 is agreed and authorised for payment”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

592. To consider and agree a report from the Conservation Area Working Party on the Gillingham Town Conservation Area Appraisal Document.

Cllr Mrs Hunt referred to a report that had been circulated prior to the meeting. Please refer to **Appendix C**. The report contained three recommendations.

Cllr Harris and Cllr Mrs Toye voluntarily left the room at 7.55pm while the discussion on the Gillingham Conservation Area Appraisal took place.

Cllr Mrs Ridout proposed that **“Gillingham Town Council agree the proposed boundary of the Gillingham Conservation Area as presented in the draft Gillingham Conservation Area Appraisal document”**. Cllr Firth seconded and the vote was unanimous. **RESOLVED.**

Cllr Frith proposed that **“Gillingham Town Council agrees, in principal, to the draft Gillingham Conservation Area Appraisal, subject to further amendments to ensure consistency with the Gillingham Neighbourhood Plan and response to public consultation and the addition of an Ordnance Survey map which clearly shows the boundary of the conservation area”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

Cllr Evill proposed that **“the Gillingham Conservation Area Appraisal is submitted to North Dorset District Council with a view to undertake a full public consultation”**. Cllr Miss Purkis seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Hunt thanked all those involved in producing the appraisal document, especially the Town Clerk.

Cllr Harris and Cllr Mrs Toye were invited to return to the meeting at 7.59pm after the above discussion had finished.

593. To receive and consider a report on future workshop provision.

Cllr Robinson referred to a report that had been circulated prior to the meeting. Please refer to Appendix D. The report contained several options and recommendations. Cllr Robinson confirmed that the Fire Service has carried out a fire risk survey of the workshops and recommended that remedial works are carried out as soon as possible.

Full Council Meeting – Monday, 26th November 2018 (continued):

593. To receive and consider a report on future workshop provision continued

Cllr Von Clemens proposed that “**units 11 and 12 are refurbished immediately, including a mezzanine floor, using funds not to exceed £25,000 and financed from budget no. 6.03 – New Works Depot**”, and that “**the Old Mortuary Building is brought up to a standard so that it becomes a secure storage unit using funds not to exceed £3,000 financed from budget no. 6.03 – New Works Depot**”.

Cllr Robinson seconded and the vote was unanimous. **RESOLVED.**

594. To agree to enter into a dialogue with the housing developer, Taylor Wimpey Southern Counties, to decide upon street naming and numbering for the Lodden Lakes housing development.

Cllr Hunt explained that Gillingham Town Council has been invited by the housing developer to suggest some themes for street names on the new development (currently three principal roads). The Town Clerk had asked several local groups for themed suggestions. The only response so far has been from a member of the Lodden Lakes Fishing Club with a suggestion of two themes: species of fish found in the Lodden Lakes; for example, Tench, Perch, Pike, Carp, Roach, Bream etc., or types of birds found nearby; for example, Heron, Cormorant, Warbler, Canada Geese, etc.

Cllr Harris proposed that “**Gillingham Town Council enters into a dialogue with the housing developer to decide upon street naming and numbering for the Lodden Lakes housing development**”.

Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

595. To receive and consider a report on the new style ‘Welcome to Gillingham’ highway road signs.

Cllr Von Clemens summarised a report that had been circulated prior to the meeting. Please refer to Appendix E. The report contained three recommendations. After a short discussion the following proposal was made:

Cllr Von Clemens proposed that “**the choice of Entrance Signage is referred to the Traffic Management Working Party for further discussion and a report made available at the next Full Council on Monday, 17th December 2018**”. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

Cllr Harris asked if he could join the Traffic Management Working Party for the discussion regarding the new entrance signage. Cllr Mrs Ridout confirmed that Cllr Harris would be most welcome.

596. To receive a report for information on the Westminster Memorial Hospital meeting.

Cllr Von Clemens referred to a report that he had circulated to the meeting for information. Please refer to **Appendix F.**

597. To receive and consider a report on the allocation of five free car parking days in Gillingham.

Cllr Mrs Hunt referred to a report that had been circulated prior to the meeting. **Please refer to Appendix G.** The report contained two recommendations.

Cllr Harris proposed:

that “**the remaining free car parking day is used on Saturday 13th December 2018**”.

that “**future free car parking days are allocated to: Gillingham in Gear, Town Fete, Annual Carnival, Christmas Shopping, Festive Lighting Parade**”.

Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout asked if the free parking day on Saturday, 13th December 2018 could be advertised.

598. To consider and agree the use of the Town Council’s logo on Town Team literature and web site.

The Town Clerk explained that the Town Team would like to use the Town Council’s logo on promotional literature and on their web site.

Full Council Meeting – Monday, 26th November 2018 (continued):

598. To consider and agree the use of the Town Council’s logo on Town Team literature and web site continued.

The town clerk explained that the district council had advised that the logo was only used in conjunction with a strap line, for example ‘The Town Team is supported by North Dorset District Council and Gillingham Town Council as part of developing the local economy of Gillingham’.

Cllr Von Clemens proposed that **“the Town Team is permitted to use the Town Council’s logo only when accompanied with the following words: ‘The Town Team is supported by North Dorset District Council and Gillingham Town Council as part of developing the local economy of Gillingham’”**.

Cllr Mrs Beckley commented that the choice of words would not be relevant after March 2019 when the new unitary authority takes over.

After a short discussion Cllr Von Clemens withdrew his proposal.

Cllr Harris proposed that **“the Town Council’s logo can be used but only when accompanied by the following words: ‘The Town Team is supported by Gillingham Town Council as part of developing the local economy of Gillingham’”**. Cllr Miss Purkis seconded and the vote was unanimous. **RESOLVED.**

599. To receive for information, two complimentary letters on the Town’s floral success.

Cllr Mrs Hunt read out two letters from local people complimenting the Town Council on its floral success. Comments like: *“a huge thank you to the groundsmen for the wonderful display they have created during the summer. Absolutely lovely.”* And, *“ ... over the past few years Gillingham has made a great effort to brighten up the town with flower boarders and displays So well done to all concerned. Oh, and not to forget the Town Meadow, which has changed dramatically in the parts five years or so.”*

600. To receive for information, ‘thank you’ correspondence from grant recipients.

Cllr Mrs Hunt read out ‘thank you’ correspondence from grant recipients, as follows:

- Citizens Advice – Dorchester, Sherborne and Districts and North Dorset
- Gillingham Town Twinning Association
- NorDDiS – North Dorset Disability Information Service
- North Dorset Club for the Visually Impaired
- North Dorset Rugby Football Club
- Wessex Multiple Sclerosis Therapy Centre

601. To receive and consider a report from the School Councils, if available.

Cllr Von Clemens reported that both Gillingham School and Wyke Primary School had taken part in the national anti-bullying awareness campaign - Odd Socks Day earlier in the month. Wyke School took part in the recent Children in Need ‘PJ Day’ and will be taking part in the charity Christmas jumper day in December.

Minutes from the School Council Sixth Form meeting will be available shortly. Sixth form students have volunteered to help with Gillingham Action for Nature Group (GANG) and will be planting a replacement oak tree on the POS Upper Lodden on Wednesday, 28th November 2018.

The Sixth Form Council would like to attend the Full Council meeting in January to discuss how the Town Council could help with the shortage of car parking available to students in the town.

602. To receive a report on the Mayor’s and Deputy Mayor’s activities for the last month.

Cllr Mrs Hunt referred to her report that had been circulated prior to the meeting. Please refer to **Appendix H**.

Full Council Meeting – Monday, 26th November 2018 (continued):

603. To consider and approve a press release on the recent Town Council’s DEFRA Bees Needs Award.

Cllr Mrs Hunt referred to the draft press release that had been circulated with the minutes. Cllr Mrs Hunt had approved this on Friday, 23rd November 2018 so that it could be included in the Gillingham and Shaftesbury News for December.

604. To agree that the Policy and Resources (Precept) Committee scheduled for Monday, 10th December 2018 acts as Full Council for the purposes of setting the precept for FY 2019/20.

Cllr Evill proposed that “**the Policy and Resources Committee scheduled for Monday, 10th December 2018, acts as Full Council for the purposes of setting the precept for FY 2019/20**”. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

605. To receive and consider the resignation of Cllr Joyce.

Cllr Mrs Hunt read out the letter of resignation received from Cllr Joyce dated 20th November 2018 and thanked Cllr Joyce for his hard work and dedication to the town.

Cllr Mrs Potheary proposed that “**the resignation letter received from Cllr Joyce dated 20th November 2018 was accepted**”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

606. Matters Pertinent.

- a) **Ham Farm Housing Estate** - The Deputy Town Clerk informed the meeting that the long-awaited work to bring the highways up to an adoptable standard on the Ham Farm housing development started on Monday, 26th November 2018. Part of the public open space that adjoins this housing development will be used as a temporary store for construction equipment. Reinstatement of the area will be carried out by the contractor, once the work has been completed.
- b) **Milton-on-Stour** – The Chairman advised the meeting that the Traffic Regulation Order (TRO) for 30 mph to be applied to various roads at Milton-on-Stour by the Milton-on-Stour Village Committee is now out for public consultation. Anyone wishing to make observations on this proposal (whether in support or objecting to the proposal), should make them in writing to: The Regulation Team, (DS 2085/2/10), Dorset Highways, Dorset County Council, Colliton Park, Dorchester, Dorset DT1 1XJ by 14 December 2018. Any objections must specify the grounds on which they are being made. Letters will be made available for public inspection.
- c) **POS Shires Gate** – The Chairman informed the meeting that the Community Orchard was planted on Saturday, 24th November 2018 by Gillingham Action for Nature Group and pupils from Milton-on-Stour Primary School. Despite a wet day, good fun was had by all.
- d) **Spring bulb planting** – Cllr Mrs Ridout reported that the second day of bulb planting had taken place on Saturday, 24th November 2018, with grateful thanks to the Lions Club volunteers. It was a wet day. Bulbs were planted along Le Neuboug Way and Gyllas Way. There are still a few more bulbs to plant when time permits.
- e) **Elm Trees** – Cllr Mrs Beckley stated that the Elm trees that had originally been planted at Hardings Lane have now been relocated at POS Jubilee Fields and are doing well.
- f) **Festive Lighting and Anonymous Travelling Market** – The Chairman reminded members that the event takes place this coming Friday, 30th November 2018 starting at 5pm. Further details on the Town Council’s web site.
- g) **Safe Passage Appeal (Lord Alf Dubbs)** – Cllr Von Clemens informed the meeting that Dorset County Council voted unanimously to support this campaign but this will need to be deferred to the new unitary authority for exact details of how much help can be offered. Mr Bernard Sullivan thanked Gillingham Town Council for their support.

Full Council Meeting – Monday, 26th November 2018 (continued):

606. Matters Pertinent continued.

- h) Dorset Alert** - The Town Clerk informed members that details of the Dorset Alert system had been circulated to members at the request of the Gillingham Neighbourhood Policing Team. This is a free service that enables residents of Dorset to engage with Dorset Police and Neighbourhood Watch, as well as other selected organisations. The free scheme management tools give you access to an extensive range of support and resources.
- i) December Meetings** - The Town Clerk advised the meeting that the General Purposes Committee will not be meeting during December and the schedule of meetings is as follows:
 - Monday 3rd December - Planning Committee Meeting.
 - Monday 10th December - Precept Meeting (All members are summoned to attend).
 - Monday 17th December - Full Council and Interim Planning Committee meeting.

The meeting closed at 9.00 pm.

1. County Councillors' Reports, as follows:

- a) County Councillor, Andrew Cattaway**
Cllr Cattaway did not attend the meeting; no report was submitted.
- b) County Councillor, David Walsh**
Cllr Walsh was not present at the meeting; no report had been submitted.

2. District Councillors' Reports, as follows:

- a) District Councillor, Alexander Chase**
Cllr Chase was not present at the meeting; no report was submitted.
- b) District Councillor, Michael Gould**
Cllr Gould was not present at the meeting; no report was submitted.
- c) District Councillor, Mrs Valerie Potheary**
Cllr Mrs Potheary informed the meeting that the reserved matters planning application for 50 No. dwellings on land off of Barnaby Mead will be considered by members of the North Dorset District Council Planning Committee on 4 December 2018 at Durweston Village Hall, Durweston. Cllr Mrs Potheary had attended a mental health day at Herrison Hospital which had been very informative.
- d) District Councillor, Mrs Belinda Ridout**
Cllr Mrs Ridout informed the meeting that she had attended the District Council Planning Committee meeting and confirmed that the application for 90 dwellings at Lodden Lakes had been approved by committee. Cllr Mrs Ridout stated that there is a lot of working going on behind the scenes in readiness for the unitary authority in April 2019.
- e) District Councillor, David Walsh (Deputy Leader of NDDC and Portfolio Holder for Planning and Economic Development) and a member of the Shadow Dorset Executive Committee.**
Cllr Walsh was not present at the meeting; a report had been tabled. Please refer to **Appendix I**.

3. Public Questions

There were no public questions.