



## GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

### FULL COUNCIL MINUTES

Minutes of the Full Council meeting held on **Monday 11<sup>th</sup> December 2023** at The Town Hall, Gillingham, commencing at 7.30pm.

#### **Present:**

Cllr Barry von Clemens, Mayor	Cllr John Kilcourse
Cllr Roger Weeks, Deputy Mayor	Cllr Val Potheary
Cllr Graham Bashford	Cllr Sarah Snook
Cllr Fiona Cullen	Cllr Donna Toye
Cllr Rupert Evill	Cllr A von Clemens
Cllr Alan Frith	Cllr Mark Walden
Cllr Mick Hill	Cllr David Walsh

#### **In attendance:**

Town Clerk, Julie Hawkins  
Assistant Town Clerk, Jill Ezzard  
1 members of the public

#### **Via MS Teams:**

Michael Streeter, Gillingham and Shaftesbury News

#### **1194. Public Participation.**

There was no public participation.

#### **1195. To receive apologies for absence**

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Cullingford, Cllr Paul Harris and Cllr Graham Poulter who were unable to join the meeting for personal reasons.

#### **1196. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.**

There were no declarations of interest.

#### **1197. To receive questions pertaining to the previous minutes**

There were no questions.

**1198. To approve the minutes as a true and accurate record of the Full Council held on 27<sup>th</sup> November 2023**

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 27<sup>th</sup> November 2023 as a true and accurate record. The Chairman signed the minutes.

**1199. To receive, consider and adopt the draft minutes of the following standing committees:**

**a) General Purposes Committee meeting held on Monday 4<sup>th</sup> December 2023**

It was agreed and **RESOLVED** that the minutes of the General Purposes meeting held on Monday 4<sup>th</sup> December 2023 are approved and adopted.

**b) Planning Committee meetings held on Monday 27<sup>th</sup> November 2023.**

It was agreed and **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 27<sup>th</sup> November 2023 are approved and adopted.

**1200. To approve payments of £10,000 and over**

There were no payments of £10,000 and over.

**1201. To consider and agree a draft tender document for the procurement of an internal auditor.**

A draft tender document had been circulated to members prior to the meeting.

It was agreed and **RESOLVED** to approve the draft tender document for the procurement of an internal auditor.

It was agreed and **RESOLVED** that Cllr B von Clemens, Cllr Kilcourse and Cllr Weeks should form a panel to consider the tenders.

**1202. To receive notification from the Secretary of State, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, that the replacement of roofs and installation of photovoltaic panels at the council's workshops is approved by him as a purpose for which Gillingham Town Council, may borrow an amount not exceeding £90,000.00. The approval is valid for one year from 20 November 2023.**

The information was noted.

**1203. To receive and consider a Health and Safety Report**

A report was received prior to the meeting.

The report was noted.

**1204. To receive and consider reports from Sub-committees and Task and Finish groups, as follows:**

**a) Five Year Action Plan Sub-committee**

There has been no meeting.

**b) Sports and Leisure Task and Finish Group**

There has been no meeting.

**1205. To consider setting up a task and finish group reporting to the General Purposes Committee to review the town centre signage in consultation with Dorset Council Highways and the Blackmore Vale Rail Partnership**

It was agreed and **RESOLVED** to set up a task and finish group reporting to the General Purposes Committee to review the town centre signage in consultation with Dorset Council Highways and the Blackmore Vale Rail Partnership.

It was agreed and **RESOLVED** that Cllr Bashford, Cllr Kilcourse, Cllr Toye and Cllr Walden form the Town Centre Signage Task and Finish Group.

**1206. To receive and consider reports from outside bodies, if available:**

**a) Town Meadow Group (Cllr Toye)**

There has been no meeting.

**b) Blackmore Vale Community Rail Partnership (Cllr Walden)**

Cllr Walden informed members that unfortunately he was unable to attend the last meeting but would forward the annual report to members as soon as it was available. An awards ceremony for the Blackmore Vale Community Rail Partnership Photographic Competition is being held at Gillingham Town Hall on 13<sup>th</sup> December 2023.

**1207. To receive and consider a report from the D-Day 80<sup>th</sup> Anniversary Task and Finish Group.**

A report had been circulated prior to the meeting. Please refer to [Appendix A](#)

It was agreed and **RESOLVED** that Cllr Weeks is co-opted as a member of the Task and Finish Group.

It was agreed and **RESOLVED** that the Projects and HR Administration Officer is co-opted as a member of the Task and Finish Group.

It was agreed and **RESOLVED** that the Town Council takes responsibility for the organisation of the D-Day 80<sup>th</sup> Anniversary events, supported by the Rotary Club.

**1208. To receive and consider an application from Mata Construction Limited to Dorset Council to close Shaftesbury Road, Gillingham between Ham Roundabout and Cole Street Lane, to enable gas connection works in the highway.**

These works are programmed to commence from 15th January 2024 until 30th January 2024 with the closure in place 24hrs a day. A further closure is programmed to commence from 5th February 2024 until 16th February 2024 with the closure in place 24hrs a day.

Information had been circulated prior to the meeting.

It was agreed and **RESOLVED** that Gillingham Town Council objects to the application from Mata Construction Limited to close Shaftesbury Road, Gillingham between Ham Roundabout and Cole Street Lane, to enable gas connection works in the highway.

**1209. To receive notification that Buckhorn Weston and Kington Magna Parish Council has submitted a Neighbourhood Plan for its parish under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended) and to consider a response to the consultation.**

The draft plan and consultation is available to view online using this link: [Buckhorn Weston and Kington Magna Neighbourhood Plan 2021 to 2038.](#)

It was agreed and **RESOLVED** that Gillingham Town Council supports Buckhorn Weston and Kington Magna Parish Council Neighbourhood Plan.

**1210. To receive and consider a report regarding the replacement of the council's Peugeot Partner van with an electric vehicle.**

A report had been circulated prior to the meeting. Please refer to [Appendix B](#)

It was agreed and **RESOLVED** that the Peugeot Partner Van is part exchanged and a used Peugeot E Expert 2021 is purchased from dealer 2, at a cost after Part Exchange of £22,750.00 + VAT funded from budget number 7362 Electric vehicles.

It was agreed and **RESOLVED** that a virement of £19,178 is made from budget number 7361 Replacement Vans (accrual) to budget number 7362 Electric vehicles.

It was agreed and **RESOLVED** that a virement of £2,735.00 is made from budget number 7360a Replace Cutting Decks (accrual) to budget number 7362 Electric vehicles.

It was agreed and **RESOLVED** that a virement of £2,266.00 is made from budget number 7351 Horticultural Machinery Fleet Management to budget number 7362 Electric vehicles.

It was agreed and **RESOLVED** that a virement of £321.00 is made from budget number 7353 Replace Trailer & Bowser (accrual) to budget number 7362 Electric vehicles.

**1211. To receive, consider and approve the draft Quarterly Newsletter (Winter Edition) prior to circulation.**

A report had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the Quarterly Newsletter (Winter Edition) is approved for circulation.

The newsletter can be view at [www.gillinghamdorset-tc.gov.uk](http://www.gillinghamdorset-tc.gov.uk) or by clicking [Here](#).

**1212. To receive a report on the Mayor and Deputy Mayor's civic activities**

The Mayor reported that he had attended Civic Carol services at Blandford Forum and Chickerell and a Christmas Concert with The Salamanca Band of The Rifles at Sherborne Abbey.

**1213. To receive and note reports from Dorset Councillors, if available.**

There were no reports.

**1214. To receive matters pertinent to this meeting**

- a) Cllr Walsh informed the meeting that he has received complaints regarding the increased use of management companies to maintain public open spaces on new developments. Cllr Walsh stated that if the town council is in agreement, he would lobby government. The Chairman stated that he would add the item to the next Full Council Agenda for consideration.
- b) The Mayor reminded members that the Civic Carol Service will take place on Sunday 17<sup>th</sup> December at 2.30pm at the Parish Church of St Mary the Virgin. Everyone is welcome to attend.

The Mayor to the opportunity to wish everyone a very Happy Christmas.

**The meeting closed at 8.25 pm.**

Full Council – 11 December 2023

Minute no. 1207

---

**Gillingham Town Council**

**D-Day 80<sup>th</sup> Anniversary Task & Finish Group Report**

**Author: Cllr Donna Toye**

A meeting was held on 6 December 2023

Present: Cllr Donna Toye (Lead member), Cllr Mick Hill, Cllr John Kilcourse, Serena Burgess (Projects & HR Admin Officer)

**Background**

A number of National events are taking place on 6 June 2024 to commemorate the 80<sup>th</sup> Anniversary of D-Day on 6 June 2024 as follows:

- 8.00 am - the D-Day 80 Proclamation (in Gillingham this will be read by the Mayor by the Oak tree in the High Street)
- 11.00 am - D-Day Heroes Poem - to be undertaken by Schools
- 9.15 pm – Beacon lighting and International Tribute

In support of the events, National Fish and Chip Day will take place on this day.

**Gillingham Events**

The Task and Finish Group are in the process of organising the events for Gillingham – recommendations and details will follow in due course.

The Rotary Club are unable to organise the events therefore it was agreed to propose that the Town Council takes responsibility, supported by the Rotary Club.

**Recommendations**

- **That Cllr Weeks is co-opted as a member of the Task and Finish Group**
- **That the Projects & HR Admin Officer is co-opted as a member of the Task and Finish Group**
- **That the Town Council takes responsibility for the organisation of the D-Day 80<sup>th</sup> Anniversary events, supported by the Rotary Club**

Full Council – 11 December 2023

Minute no. 1208

---

**Gillingham Town Council**  
**Electric vehicle report**  
**Author: Simon Dobie, Works Manager**

## 1. Background

The replacement of the Peugeot Partner van with an electric vehicle is identified and included in the Town Council's 5-Year Action Plan for Year 2024/25 (please refer to Para. 11.1).

The Grounds Team require a larger van than the current Peugeot Partner van for the future.

## 2. Financial Implications

Funds have been allocated in the accruals for this purpose - 7361 Replacement Vans (accrual) - balance = £19,178.00

There is currently £2,735.00 in line 7360a Replace Cutting Decks (accrual) and it is recommended that this is transferred to new budget code 7362 Electric Vehicles

There is currently £2,266.00 in line 7351 Horticultural Machinery Fleet Management and it is recommended that this is transferred to new budget code 7362 Electric Vehicles.

There is currently £321.00 in line 7353 Replace Trailer and Bowser (accrual) and it is recommended that this is transferred to new budget code 7362 Electric Vehicles.

## 3. Replacement Options

The Works Manager, Deputy Works Manager and all the grounds team have looked at several options to replace the partner van.

During this process a used vehicle option has become available and would provide a favourable way for the Town Council to enter the Electric zero emission market with a significant saving to the taxpayer.

These are as follows:

- i. New 75kw electric van
- ii. New 50kw electric van
- iii. Used 50kw electric van

#### 4. Quotations with discounts and part exchange.

- **Option 1 - Dealer 1 - New Peugeot E Expert 75kw electric van.**

Retail Price: £41,617.00 + VAT  
Less grant: £5,000.00  
Balance to Pay: **£36,617.00 +VAT.**

- **Option 2 - Dealer 1 - New Peugeot E Expert 50kw electric van.**

Retail Price: £37,658.00 + VAT  
Less grant: £5,000.00  
Balance to pay: **£32,658.00 + VAT.**

- **Option 3 - Dealer 2 - Used Peugeot E Expert 2021 50kw electric van.**

Retail Price: £24,500.00 + VAT  
Part exchange offer Peugeot Partner Van: £1750.00  
**Price after Part Exchange: £22,750.00 +VAT**

Dealer 3 has declined to quote.

Following careful consideration and looking at the requirements of the Grounds Department now and in the coming years, I would recommend option 3 which can be funded from budget – 7361 Replacement Vans (accrual), 7360a Replace Cutting Decks (accrual), 7351 Horticultural Machinery Fleet Management, and 7353 Replace Trailer & Bowser (accrual)

#### 5. Recommendation

- **That a virement of £19,178 is made from budget number 7361 Replacement Vans (accrual) to budget number 7362 Electric vehicles**
- **That a virement of £2,735.00 is made from budget number 7360a Replace Cutting Decks (accrual) to budget number 7362 Electric vehicles**
- **That a virement of £2,266.00 is made from budget number 7351 Horticultural Machinery Fleet Management to budget number 7362 Electric vehicles**
- **That a virement of £321.00 is made from budget number 7353 Replace Trailer & Bowser (accrual) to budget number 7362 Electric vehicles**
- **That the Peugeot Partner Van is part exchanged and a used Peugeot E Expert 2021 is purchased from dealer 2, at a cost after Part Exchange of £22,750.00 + VAT funded from budget number 7362 Electric vehicles.**