



GILLINGHAM TOWN COUNCIL
The Town Hall, School Road, Gillingham, Dorset SP8 4QR

FULL COUNCIL

MINUTES

Minutes of the Full Council meeting held on **Monday 22nd November 2021** at The Town Hall, Gillingham, commencing at 7.30pm.

Present:

Cllr Paul Harris, QGM, Chairman	Cllr Mick Hill
Cllr Sharon Cullingford, Deputy Chairman	Cllr John Kilcourse
Cllr Laura Ashfield	Cllr Val Potheary
Cllr Barry von Clemens	Cllr Graham Poulter
Cllr Fiona Cullen	Cllr Donna Toye
Cllr Rupert Evill	Cllr Mark Walden
Cllr Alan Frith	Cllr Keith Wareham
Cllr Mike Gould	Cllr Roger Weeks

In attendance:

Project Administrator, Serena Burgess

The following joined the meeting via Microsoft Teams:

Michael Streeter, Gillingham and Shaftesbury News
One member of the public

630. Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.

There was no public participation.

631. To receive apologies for absence.

It was agreed and **RESOLVED** to accept the apologies received from Cllr Alison von Clemens who was unable to join the meeting due to personal reasons.

632. 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.

633. To approve the minutes as a true and accurate record of the last meeting of the Full Town Council held on 25th October 2021.

It was agreed and **RESOLVED** to approve the minutes of the meeting of the Full Town Council held on 25th October 2021 and the Extraordinary meeting held on 3rd November 2021 as a true and accurate record. The chairman duly signed the minutes.

634. Questions.

There were no questions.

635. To receive, consider and adopt the following standing committee reports:

a) General Purposes committee meeting held on Monday 1st November 2021

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee meeting held on Monday 1st November 2021 are approved and adopted.

b) Planning Committee Interim meeting on Monday 25th October 2021 and the Planning Committee Meeting on Monday 8th November 2021.

It was agreed and **RESOLVED** that the minutes of the Planning Committee Interim meeting held on Monday 25th October 2021 and Monday 8th November 2021 are approved and adopted.

c) Finance and Policy Committee meeting held on Monday 15th November 2021

It was agreed and **RESOLVED** that the minutes of the Finance and Policy Committee meeting held on Monday 15th November 2021 are approved and adopted.

d) HR Committee meeting held on Wednesday 17th November 2021

It was agreed and **RESOLVED** that the minutes of the HR Committee meeting held on Wednesday 17th November 2021 are approved and adopted.

636. To approve payments of £10,000 and above in accordance with the council's Financial Regulations.

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

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

a) Gillingham Town Team

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

There were no recommendations.

638. To receive and consider reports from sub-committees and task and finish groups, as follows:

a) The Queen's Platinum Jubilee Task and Finish Group

Cllr Toye stated there would be a full report provided for the next meeting.

639. To receive and approve the re-appointment of Cllr Paul Harris as a nominative trustee for Reads Charity for a period of four years.

It was agreed and **RESOLVED** that Cllr Harris is re-appointed as a nominative trustee for Reads Charity for a period of four years.

640. To receive and consider a report regarding the town council's defibrillators

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

It was agreed and **RESOLVED** that we renew our defibrillator package with South Western Ambulance Service at a total cost of £3,800 + VAT

It was agreed and **RESOLVED** that a virement of £1,448 is made from the Town Hall earmarked funds for refurbishment – NL7058 to Defibrillators - NL7069

641. To receive and consider draft tender documents for Street Cleaning Contracts

A draft tender was circulated prior to the meeting.

It was agreed that this item is deferred to the next meeting of Full Council due to some amendments being needed.

642. To receive and consider a Health and Safety Report.

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

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

A report was circulated prior to the meeting. Please refer to [Appendix D](#).
The report was noted.

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

Dorset Council agenda and minutes are available to view [here](#)

A report from Cllr Belinda Ridout was circulated prior to the meeting. Please refer to [Appendix E](#).

645. To receive matters pertinent to this meeting. Note: Members are advised that inclusion of any item is at the Chairman's discretion and that a Council cannot lawfully decide upon any matter which is not specified in the summons (agenda).

Cllr Barry von Clemens confirmed the timetable for the Dorset Council Community Governance Review. Further information can be found on the Dorset Council website - <https://www.dorsetcouncil.gov.uk/community-governance-review>

The Mayor, Cllr Harris, announced that the Mayor's Charity for the remainder of his mayoral year is the Charity of William Read, based in Gillingham.

The meeting closed at 8.11 pm

Full Council Meeting – 22nd November 2021

Minute no. 637a

Town Team Report - November 2021

Author – Ian Day, Town Team

- Feasibility Study has now been received and forwarded to Neighbourhood Plan group for consideration and input.
- Cinema Group has visited a successful new independent Cinema opening in Wiltshire. This may provide a useful template for our own endeavours. It certainly proves that such a project can be completed. We continue to research sites and funding options.
- BID feasibility work is now on hold until the New Year because of trading pressure among BID's founders and supporters.
- Town Team Chair has been asked to become a Gillingham School governor by the Chairman of Governors. This is as a response to our efforts to build closer working relations between the Town generally and the School. Request is being considered.
- Additional advertising for the Christmas White Hart market is being developed - 12th December is the date for your diaries.

Full Council Meeting – 22nd November 2021

Minute no. 640

Defibrillator Report - November 2021

Author – Serena Burgess, Projects Administrator

Background

The Town Council's 4 year defibrillator package with South Western Ambulance Service is due to expire on 2 February 2022.

We currently have 3 defibrillators in the following locations:

- Town Hall
- Kingsmead Business Park
- Fire Station

Renewal Cost

The cost of a new 4 year package is:

- £1,800 + VAT for one unit
- £1,000 + VAT for additional units
- Total cost - £3,800 + VAT

This includes:

- Replacement pads and batteries due to use or expiry
- An annual awareness session for the community (covid permitting)
- Replacement of equipment should it be damaged, stolen or faulty
- A welfare call to the site after a rescue has been performed

Budget

There is currently an accrual of £1,000 and an earmarked accrual of £1,352, totalling £2,352.

Recommendations

- 1. That we renew our defibrillator package with South Western Ambulance Service at a total cost of £3,800 + VAT**
- 2. That a virement of £1,448 is made from the Town Hall earmarked funds for refurbishment – NL7058 to Defibrillators - NL7069**

Full Council Meeting – 22nd November 2021

Minute no. 642

Health and Safety Report

Event type		Event reported Oct / Nov 2021	Events closed	Events outstanding
Accident	Major injury or RIDDOR	Nil	Nil	Nil
	Minor injury	Two	One	One
	All other accidents	Nil	Nil	Nil
	Near miss	Nil	Nil	Nil
Ill health	Verbal abuse	Nil	Nil	Nil
	Display screen equipment injury	Nil	Nil	Nil
	Work related stress	One	Nil	One
Property damage	1. 2. 3.	One	One	Nil
Other:	1. 2. 3.			
Training events:	1: Emergency First Aid Course 2: 3:	Seven	Seven	Nil

Note:

- 1: Major injury or RIDDOR: Requires external medical treatment / reportable as RIDDOR
- 2: Minor injury: Treated by locally trained first aiders (must be reported)
- 3: Reportable events measured per event
- 4: Work related stress reported to the HR Committee
- 5: H&S Training measured in individual training events completed

Full Council Meeting – 22nd November 2021

Minute no. 643

Mayor and Deputy Mayor's Report - November 2021

Mayor's Engagements

10th November – Reads Charity Trustee Meeting

The Trustees of Reads Charity meet twice per year. I have been a Town Council nominative trustee of the charity for the past four years. The aim of the charity is to relieve suffering of the poor of Gillingham. The Trustees met on 10 November.

An early agenda item was the renewal of my trusteeship, which came to a conclusion on 8 November 2021. Whilst willing to continue in the role and the current Trustees willing to have me continue in the role, it was determined that such an appointment must be confirmed by the Full Council of Gillingham. This is to be an agenda item at the Full Council, 22 November 2021.

If the Council confirms their wish for me to continue, then the Charity Trustees have determined that my trusteeship will continue unchanged for a further four years. I remained throughout the 10th November meeting as an observer whilst awaiting reinstatement as a Trustee. The next meeting of the Trustees is 10 May 2022.

11th November – Remembrance

A short Act of Remembrance took place at the Gillingham War Memorial between 1045 and 1105 on 11th November. I attended, along with the Town Clerk, RFO, Project Administrator, Cllr Hill and 2 Grounds team members representing the Council. Councillor Weeks led the event, attending as a representative of both the RBL and the Council.

14th November – Remembrance Parade and Service

Town Councillors, the Town Clerk, Freemen of Gillingham, members of the uniformed services and youth members of local organisations, accompanied by our guest – the Chair of Dorset Council, paraded through the town from the Town Hall to the war memorial.

The parade was led by Gillingham Imperial Silver Band. Wreaths were laid and the Town's Act of Remembrance took place at the war memorial, led by local clergy. The band then led the parade to the church where the Remembrance Service took place.



I had the honour of giving the Reading at the Service. The parade then reformed and marched from the Church back to the Town Hall. Following the parade, participants were invited to enjoy the facilities of the Royal British Legion Club.

Deputy Mayor's Engagements

14th November – Remembrance Parade and Service

As in the Mayor's Engagements, above.

Full Council Meeting – 22nd November 2021

Minute no. 644

Gillingham Ward Monthly Report
Cllr Belinda Ridout – November 2021

Dorset Centre of Excellence – former St Mary’s School, Shaftesbury Members received a very interesting and informative briefing on Dorset Children Services (known as Dorset Children Thrive) & Family Services. In particular the preparation of the former St Mary’s School, a unique facility for Dorset’s Special Educational Needs children (SEND), which is now to be known as Coombe House School, named after the original house on the site. While construction and adaptation work continues, the curriculum is being developed and paperwork prepared for the Ofsted inspection. The curriculum is anchored on the growth of trees (given the beautiful surroundings) with Acorn phase, Seedling, Sapling, Tree to Mighty Oak. The school will cater for 60 children initially when it opens in February 22, following an induction phase where the children will visit the school and meet the teachers. Fully open by Summer 22, looking to expand pupil numbers to 140 by Autumn 22 and 280 by 2027, requiring 48 teaching staff and 140 non-teaching staff.

The wider uses of the site will include:

- Respite care on a daily basis and perhaps over-night respite.
- Professional training.
- In 2 years, a children’s home on site and boarding facilities.
- Community resource and partnership working. To develop relationships with local community groups, town and parish councils – already in progress. To develop a managed access to facilities on site.
- Social prescribing – to use leisure facilities (perhaps even the pool for hydrotherapy); gardening projects for well-being.

There is a huge amount of information on the Dorset Council website under Children and Families: Dorset’s SEND Local Offer; Children’s Social Care; childcare; Help for your family; Activities for children; young people and families; youth link and much more. For further information on Family services, go to familyinfo@dorsetcouncil.gov.uk or call 01305 221066. The Dorset Family Information Directory on line, has lot of information on local education and learning; early years and childcare; things to do; health and wellbeing; advice and support and young people services.

Children’s Services at Dorset Council have been judged as ‘Good’ by Ofsted, following an inspection of local authority children’s services in September. The final report published recently by Ofsted, confirms the overall effectiveness of Dorset Council Children’s Services are of a “good quality and are continuing to improve” and that the council has delivered “an impressive pace and effectiveness of change, in the context of a pandemic and Local Government Reorganisation in 2019”.

Festive events free parking - Every year, to encourage residents to shop locally, Dorset Council supports local events with free parking leading up to the Festive Season. All Dorset Council-owned town centre car parks will be free on Small Business Saturday (4th December), including Gillingham, Shaftesbury, Sherborne & Sturminster Newton. On street parking charges and private car park charges will still apply. Additional free parking dates have also been confirmed as follows:

Gillingham: Saturday, 27th November, Sunday 28th November at Gas Lane, Chantry Fields, High Street, short and long stay to support festive shopping.

Shaftesbury: Friday, 26th November, Saturday, 27th November, Sunday, 28th November and Monday, 29th November to support the switching on of the Christmas lights. And Christmas Eve, Friday, 24th December. Angel Lane and Bell Street car parks.

Sherborne: Sunday, 5th December to support festive shopping at Acreman Street, Coldharbour, Culverhayes, short, long stay and commercial, Newland North & Old Market Yard car parks.

Sturminster Newton: Saturday 27th November to support the town's Christmas event. Church Street and Station Road car parks.

Gillingham Cycleway/footway between Peacemarsh and Milton-on-stour C of E Primary School – work to reconstruct this path during October is almost complete, with final resurfacing over the weekend of 19th/20th November. This well-used footpath has been widened to 3m to allow bicycles to safely pass and the foundations of the path have been widened to 3.5m, which will ensure the rebuilt path is stabilised and compacted to carry the weight of the tractor that cuts the hedges. Existing materials have been recycled into the foundations for the new surface. Verges will be reseeded and all barriers and seats will be put back in place. During heavy rain this autumn, it was also found to be necessary to reinstate part of the ditch to the east of the path to prevent flooding to nearby properties in Colesbrook.

Highways Winter Service – Gritting crews on-call from the start of November with 12,700 tonnes of rock salt in stock across five highway depots. There are 22 main gritting routes treated by the Highways Service when road surface temperatures are predicted to drop below one degree. These roads are used by the majority of the travelling public – covering 684 miles and account for around 28% of the Dorset Council road network. They include all A, B and well-used C class roads as well as links to hospitals, large industrial estates, transport interchanges, emergency services, stations and identified critical infrastructure. Routes to all urban schools with more than 500 pupils and rural schools with more than 350 pupils. Primary bus routes with a substantial frequency and main routes through towns and villages with populations of more than 750. In snow conditions, gritters will concentrate solely on priority north/south and east/west routes – 22 sections of road – to keep them clear before clearing the remaining gritting network. When resources allow, community link roads will then be cleared.

The Queen's Canopy – Sunday, 6th February, 2022 will see the 70th anniversary of Her Majesty The Queen's accession to the throne, the first Platinum Jubilee in the long history of British Monarchs. Dorset Council has been asked to take part in The Queen's Green Canopy, which is a unique tree planting initiative created to mark the event. The QGC initiative will encourage planting during the official planting season, October to March, to optimise the chance of trees surviving and flourishing. Dorset Council's Chairman, Cllr Val Pothecary, will be planting an English Oak outside County Hall on the morning of 1st December. If your parish, community group or school has plans to take part in the initiative, Dorset Council would really like to know. This is a great way to get community together and do your bit for climate change. Please let me know so that I can feed back information to create a record of all plantings across the Dorset Council area.

Climate & Ecological Emergency Strategy– Dorset Council has published the first progress report, which focusses on action taken towards achieving carbon emission reduction targets over the past year as well as highlighting some of the work underway to deliver the strategy. The report contains a lot of important information, but these are some of the headlines:

- In 2020/21, the Council's carbon emissions reduced by around 17%, from 31,000 to 25,867 tonnes of carbon dioxide equivalent (tCO₂e). Well in excess of the 8% year on year budget to reach carbon neutral by 2040.
- The pandemic has fundamentally changed the way we travel. Business travel has reduced by 60% to 1,614,487 miles and it is estimated that staff commuted less than half as much in 2020/21, down to below 4 million miles a year. Together this has saved around 2,644 tCO₂e.
- Energy use in Dorset Council buildings has shown a 21% reduction between 2019/20 and 2020/21, resulting in a saving of 2,100 tCO₂e.
- In 2020 an additional £4.8m was secured to extend the Low Carbon Dorset programme to 2023. To date the programme has received over 500 applications for support and awarded 150 grants to support £5m worth of low carbon projects, saving 5,600 tCO₂e.
- In 2019 Dorset and BCP local renewable energy sites generated 484 Giga Watt hours (GWh) of renewable electricity, equivalent to just under 4% of Dorset and BCP total energy demand. There is another 246MW (mostly solar) currently in the planning system that may be installed in the coming years.
- Grounds teams, Ranger teams and Arboriculture teams are now all using battery powered frontline tools, powered by Dorset Council owned solar panels. Each year this should save approximately 8,000 litres of fuel, £10,000 in cost and 19 tCO₂e.
- As part of Dorset Council's pollinator action plan, methods to protect, conserve and enhance highway verges and other green spaces are being used. This has included purchasing 2 more cut and collect machines, which will benefit an additional 350,000 m² of highway verge and amenity spaces.
- The Dorset AONB team have secured over £1.3million over 3 years for a 'Farming and Protected Landscapes' project, which will provide funding to support projects to manage land for nature, climate, people and place.
- In 2020/21 highways materials used reduced 30%, saving 1,305 tCO₂e. Between 10% and 30% recycled asphalt plantings (depending on works) and 6,126 tonnes (up from 2,668 tonnes the previous year) of our own recycled surfacing is being used on Dorset's roads. This reduces Dorset Council's footprint as lorries do not have to travel to source primary materials.

This is a really positive start in tackling climate changes, alongside all the good work going on in individual towns and parishes. The full report can be found on the Dorset Council website. However, it is important to note that DC only accounts for around 1% of the county's carbon footprint and has limited impact on county-wide emissions. Latest government data shows that Dorset emissions have only reduced by 6% since 2017, against a 9% target. This demonstrates how much more work needs to be done as a county to reach net zero carbon emissions.

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