



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held on **Monday 27th March 2023** at The Town Hall, School Road, Gillingham, commencing at 7.30pm.

Present:

Cllr Barry von Clemens, Deputy Mayor
Cllr Graham Bashford
Cllr Fiona Cullen
Cllr Rupert Evill
Cllr Alan Frith
Cllr Paul Harris
Cllr Mick Hill

Cllr John Kilcourse
Cllr Val Potheary
Cllr Sarah Snook
Cllr Donna Towe
Cllr Alison von Clemens
Cllr Mark Walden
Cllr Roger Weeks

In attendance:

Town Clerk, Julie Hawkins
Projects and HR Admin Officer, Serena Burgess
5 members of the public

The following joined the meeting via MS Teams:

Michael Streeter, Gillingham and Shaftesbury News

983. 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.

984. To receive apologies for absence.

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Sharon Cullingford who was unable to join the meeting for personal reasons.

Apologies were submitted by Cllr Poulter but not picked up until after the meeting.

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

Cllr Potheary declared a personal interest in Agenda Item no. 26.

Cllr Snook declared a non-pecuniary interest in Agenda Item no. 16 as a member of the Parochial Church Council.

986. To receive questions pertaining to the previous minutes.

There were no questions.

987. To approve the minutes as a true and accurate record of the Full Council meeting held on 27th February 2023.

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 27th February 2023.

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

a) General Purposes Committee meeting held on Monday 6th March 2023.

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee meeting held on Monday 6th March 2023 are approved and adopted.

b) Planning Committee meetings held on Monday 27th February and Monday 13th March 2023.

It was agreed and **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 27th February and Monday 13th March 2023 are approved and adopted.

c) Human Resources Committee meeting held on Monday 6th March and 20th March 2023.

It was agreed and **RESOLVED** that the minutes of the Human Resources meeting held on Monday 6th March and Monday 20th March 2023 are approved and adopted.

d) Finance and Policy Committee meeting held on Monday 20th March 2023.

It was agreed and **RESOLVED** that the minutes of the Finance and Policy meeting held on Monday 20th March 2023 are approved and adopted.

989. To approve payments of £10,000 and over.

It was agreed and **RESOLVED** to approve a payment to Kingsmere Surfacing Limited to the value of £10,212.23 for work at Le Neubourg Way.

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

A report had been circulated prior to the meeting. The report was noted.

991. To receive and consider a Health and Safety Review undertaken on the 24th February 2023 by WorkNest Ltd (formerly Ellis Whittam Ltd)

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

Cllr Weeks informed the meeting that he had joined the Town Clerk and Works Manager for the health and safety review on 24th February and supported the report.

Cllr Weeks stated that the conclusion of the review was a considerable achievement.

It was agreed and **RESOLVED** that the recommendations contained within the Health and Safety Report should be approved and actioned.

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

a) Sports and Leisure Task and Finish Group (Lead Member - Cllr Cullingford)

There has been no meeting.

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

a) Town Meadow Group

There was no report.

b) DAPTC Larger Towns

There has been no meeting.

c) DAPTC Northern Area Town and Parish Councils

There has been no meeting.

d) Gillingham Chamber of Commerce

Cllr von Clemens reported that he has attended a meeting but it was business as usual and there is nothing relevant to report.

e) Gillingham Transport Forum

Cllr von Clemens reported that a meeting has been held and the forum are waiting to hear back from transport providers.

f) Blackmore Vale Community Rail Partnership

Cllr Walden reported that no meeting had been held but the improvement work at Gillingham Railway Station has now been completed.

994. To receive and consider a report regarding 'Motion for the Ocean'.

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

Cllr Harris thanked Cllr Cullen for engaging with Blandford Town Council and determining exactly what they do, having been the first inland Council to sign up to this Motion.

Cllr Harris stated that, although he had raised previously that the Town Council would find it difficult to implement many parts of the pledge, the pledge in the report submitted to this meeting is unchanged.

Within the report it is stated that 'it is possible to amend the pledge to suit Gillingham if members wish'. As this has not happened, Cllr Harris' view is that the Town Council cannot sign up to a pledge it cannot keep.

It was agreed and **RESOLVED** that the matter is referred to Greener Gillingham for further work on the wording of the pledge.

Cllr Potheary voted against the proposal.

995. To review and adopt the Council's Risk Management Strategy and Assessment.

A draft Risk Management Assessment had been circulated prior to the meeting. It was agreed that the date should be amended to March 2023.

It was agreed and **RESOLVED** that the Council's Risk Management Strategy Revision 005, as amended, is approved and adopted.

It was agreed and **RESOLVED** that the Council's Risk Management Assessment, as presented, is approved and adopted.

996. To receive, consider and agree the nominations for the appointment of Mayor and Deputy Mayor of Gillingham for the Council Year 2023/24, as follows:

- **Town Mayor:**

Cllr Barry von Clemens - Proposed by Cllr Fiona Cullen and Seconded by Cllr Rupert Evill.

The Town Clerk asked Cllr von Clemens if he was still willing to stand as Mayor of Gillingham for the Council year 2023/24.

Cllr von Clemens confirmed that he was still willing to stand.

It was unanimously agreed and **RESOLVED** that, subject to a resolution at the Annual Council meeting, Cllr Barry von Clemens will be Mayor of Gillingham for the Civic Year 2023/24.

- **Deputy Mayor:**

Cllr Roger Weeks - Proposed by Cllr Val Potheary and Seconded by Cllr Fiona Cullen

The Town Clerk asked Cllr Weeks if he was still willing to stand as Deputy Mayor of Gillingham for the Council year 2023/24.

Cllr Weeks confirmed that he was still willing to stand.

It was unanimously agreed and **RESOLVED** that, subject to a resolution at the Annual Council meeting, Cllr Roger Weeks will be Deputy Mayor of Gillingham for the Civic Year 2023/24.

997. To receive a letter of resignation from Cllr Laura Ashfield and the Notice of Casual Vacancy for the Town Ward from Dorset Council.

The Deputy Mayor informed the meeting that notice is hereby given that pursuant to Section 87(2) of the Local Government Act 1972, following the resignation of Cllr Laura Ashfield, a vacancy now exists in the office of Councillor for the Town Ward.

If within 14 days after the date of the notice (i.e. no later than 3rd April 2023) a request for an election to fill the vacancy is made to the Returning Officer, Electoral Services, Dorset Council by ten electors who are registered in the Town Ward where the vacancy has arisen, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.

It was noted that if an election is called, it will take place not later than 12th June 2023. Notices have been placed on public notice boards and on the Town Council's website and social media platforms.

A vote of thanks was given for Cllr Ashfield's commitment and hard work.

998. To consider and agree that a request is made to the National Association of Local Councils (NALC) for legal advice regarding the Council's responsibilities and obligations at the closed churchyard at the Parish Church of St Mary the Virgin.

It was agreed and **RESOLVED** that a request is made to the National Association of Local Councils (NALC) for legal advice regarding the Council's responsibilities and obligations at the closed churchyard at the Parish Church of St Mary the Virgin.

999. To consider and agree that, in accordance with s101 LGA 1972, the Agreements and Contracts Subcommittee are delegated the authority to set the new utility contracts on behalf of the Town Council.

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

It was agreed and **RESOLVED** that, in accordance with s101 LGA 1972, the Agreements and Contracts Subcommittee are delegated the authority to set the new utility contracts on behalf of the Town Council.

1000. To receive and consider applications for Free Room Hire.

It was agreed and **RESOLVED** that a request for free room hire from Walkers are Welcome is approved for the Town Bridge Office for the period 1st April 2023 until 31st March 2024.

It was agreed and **RESOLVED** that a request for free room hire from Gillingham Patient Participation Group is approved for the Town Bridge Office for the period 1st April 2023 until 31st March 2024.

1001. To receive notification from the Dorset Association of Parish and Town Councils (DAPTC) that Gillingham Town Council has been awarded a Triple Star Award for training.

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

The Town Clerk congratulated members of this remarkable achievement and thanked them for their hard work and dedication.

1002. To receive and consider a report on the purchase of a 3 tonne hydraulic tipping trailer.

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

It was agreed and **RESOLVED** that a hydraulic 3 tonne tipping trailer is purchased from Company B at a cost of £5,395 plus VAT and funded from Budget no. 7353 - Trailers and Water Bowser.

1003. To receive, consider and agree to support a request for a road closure from the residents of Tomlins Lane on Saturday 6th May 2023.

It was agreed and **RESOLVED** that Gillingham Town Council support a request for a road closure from the residents of Tomlins Lane on Saturday 6th May 2023.

1004. To receive, consider and approve the Quarterly Newsletter (Spring Edition), prior to circulation.

The Quarterly Newsletter was circulated prior to the meeting. Cllr Snook asked for the following to be added to the Coronation Big Lunch: 'During the afternoon the crowning of the Carnival Royalty will take place.'

Thanks were given to the Town Hall staff for a fantastic edition.

It was agreed and **RESOLVED** that the newsletter is approved for circulation. The newsletter is available to view on the Town Council's website, [HERE](#)

1005. To receive a report on the Mayor's and Deputy Mayor's civic activities.

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

The Deputy Mayor added that he had attended the Carnival AGM on behalf of the Mayor.

The report was noted.

1006. To receive and note reports from Dorset Councillors, if available.

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

The report was noted.

1007. In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item no. 26 as the committee will be considering information about individual members of the public.

It was agreed and **RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item no. 26 as the committee will be considering information about individual members of the public.

1008. To consider and agree nominations for Freedom of the Town.

Two confidential nominations had been circulated prior to the meeting and members were asked to consider the nominations in accordance with the Town Council's Honorary Freedom Policy.

Nomination no. 1 was considered.

Cllr B von Clemens proposed that nomination no. 1 for Honorary Freeman of Gillingham is not supported. The proposal was seconded by Cllr Harris. 11 voting members supported the proposal. Cllr Bashford and Cllr Toye abstained from voting.

It was agreed and **RESOLVED** that nomination no. 1 for Honorary Freeman of Gillingham is not supported as the application does not fulfil the requirements of the Honorary Freedom Policy.

Cllr Potheary left the Chamber at 8.42pm and did not take part in the consideration of the following application.

Nomination no. 2 was considered.

Cllr Kilcourse proposed that nomination no. 2 for Honorary Freeman of Gillingham is supported. The proposal was seconded by Cllr Frith. Nine members voted against the proposal. Cllr Hill abstained from voting. The Chairman did not vote.

Cllr B von Clemens proposal that nomination no. 2 for Honorary Freeman of Gillingham is not supported. The proposal was seconded by Cllr Harris. Ten voting members supported the proposal. Cllr Kilcourse and Cllr Frith voted against the proposal. Cllr Hill abstained from voting.

It was agreed and **RESOLVED** that nomination no. 2 for Honorary Freeman of Gillingham is not supported as the application does not fulfil the requirements of the Honorary Freedom Policy.

Cllr Potheary returned to the Chamber at 9.00 pm.

1009. To receive matters pertinent to this meeting.

There were no matters pertinent.

The meeting closed at 9.02pm.

Full Council – 27 March 2023

Minute no. 991

Health and Safety visit by WorkNest on Tuesday 21st February 2023

Author: Tim Ketteiman. MIIRSM, Tech IOSH. Health and Safety Consultant.

A synopsis of my observations made during my site visit to Gillingham Town Council on Tuesday 21st February 2023.

During this visit I met with:

Julie Hawkins CiLCA, PSLCC – Town Clerk.

Simon Dobie – Works Manager.

Roger Weeks – Councillor.

On Tuesday 21st February 2023 I met with Julie, Simon and Roger at the Town Council Offices in School Road, Gillingham, Dorset. This visit was to conduct a review of the Year 4 General Risk Assessment (GRA) undertaken on the 24th November 2021 by WorkNest Ltd (Formally Ellis Whittam Ltd). There is one further remaining visit to be conducted during the lifespan of the current service agreement, this being the Mid Term – Year 5 General Visit that is due to take place during July 2023.

During this visit we undertook a review of the outstanding actions raised during the last GRA and the building health and safety management documentation, we finished the day with a safety tour of the Workshops at Roman Court, Gillingham, Dorset.

At the time of the GRA conducted in November 2021 nineteen non-conformances were identified.

At the time of my visit 10 of the outstanding non-conformances had been resolved. The 9 remaining non-conformances outstanding are; (Two actions have been combined into Item 7)

1. Prepare a gas leakage procedure to identify what needs to be done in the event of a leak or emergency situation.
2. Instruct employees on the action to take in the event of a gas leak.
3. Grounds staff should be provided with fire awareness training in particular with fighting liquid fuel fires.
4. Outside Work – Water rescue: Test the emergency response procedure and equipment to determine if it is effective, and record the findings of the exercise.
5. Outside Work – Water – Buoyancy aids: Ensure that all personnel do completed the pre-use checks, and all checks are recorded.

6. Legionella Management - Develop procedures for dealing with a potential outbreak situation.

7. Motor Vehicle Repair- Examination of lifting equipment & accessories: Lifting equipment should be thoroughly examined at least annually or at a frequency determined by the competent person, in accordance with the Lifting Operations and Lifting Equipment 1998 Regulations (LOLER)

8. Motor Vehicle Repair- Examination of lifting equipment & accessories: Records should be retained of all thorough examinations and testing, in accordance with the Lifting Operations and Lifting Equipment 1998 Regulations (LOLER)

A review of the building Health and Safety documentation raised the following actions;

1. A reminder that the council owned portable appliance testing equipment, the calibration certificates have now expired and consequently the testing equipment requires a recalibration check to be completed by a competent engineer and new 12 month certificates of calibration issued.

2. The external office cleaning contractor must review their COSHH assessments for the cleaning chemicals that they supply.

3. The client must document that the emergency lighting monthly and annual discharge tests are completed (there is a section in the Fire Register v3 Document emailed to the Town Clerk where the tests can be recorded)

4. Whilst an asbestos survey report is available the client should create an asbestos management procedure and regularly carry out visual inspections of the identified asbestos containing materials to ensure that the material is still intact and has not been damaged (an asbestos monitoring check list has been emailed to the Town Clerk)

5. The council is to instruct a competent person to undertake comprehensive flagpole testing and inspections in accordance with the Lifting Operations and Lifting Equipment 1998 Regulations (LOLER) of the flag poles and associated lifting equipment on the council properties. The regulations also cover associated wires and shackles, hooks, pole carrier and slings, which are classed as lifting equipment and therefore need to be inspected on a yearly basis.

A safety tour of the council workshops identifies the following actions;

1. The Kitchen/food preparation area in the office unit is a one hour rated fire safety compartment, with doors leading to two further offices (rooms with-in a room) a door leading to the entrance area of the office unit, access to a toilet and an emergency exit door. To effectively limit the spread of fire in accordance with BS9999 (Jan 2017), the three one hour fire resisting doors should be fitted with appropriate door closers and blue mandatory "Fire Door Keep Shut" signs on either side of the doors.

2. The air compressor in the workshop has a Bar-Litre value of 1500. This value (Bar X litres) means that the compressor and air receiving equipment must be inspected annually under a written scheme of examination in accordance with the Pressure System Safety Regulations 2000 (P.S.S.R.) The Workshop Manager is to contact the incumbent Workshop equipment service provider and establish if this service is provided or, to contact the Councils Liability insurance contractor to arrange for a competent engineer to attend the premises to carry out the annual inspection..

3. The fire resisting material of the separating wall between two of the units has been breached when electrical installation work was undertaken. The breach in the wall as shown in the image below, should be made good with a proprietary product that restores the fire resisting value to that offered by the original material that has been removed to facilitate the passage of the electrical cables.

4. It is recommended that the COSHH assessments and the material datasheets are kept in the container that the lubricants and cleaners are stored in for easy access as and when required.

5. It is recommended that fire buckets containing sand are sited in the area outside and undercover where the grounds workers decant fuel from the large jerry cans into to smaller 5 litre plastic fuel containers.

In summary, the improved level of Occupational Health and Safety Management that was observed during the year 4 General Risk assessment has been carried on into year 5. A follow up visit has been arranged with the Town Clerk for Friday 7th July 2023.

Photographs have been removed from this report for security reasons.

Full Council – 27 March 2023

Minute no. 994

Gillingham Town Council

Report on *A Motion for the Ocean*

Information taken from the Ocean Conservation Trust Website

Julie Hawkins, Town Clerk

The Ocean Conservation Trust

Over 25 years ago, a group of marine scientists, educators and divers came together to create a charity that would showcase some of the habitats and animals found in a healthy and vibrant Ocean.

What started with a vision to create the UK's National Aquarium, led that team on a journey to expand the Aquarium's ethos beyond the coast of Plymouth, to a charity working around the world towards a healthier Ocean.

The charity's work is centred around people and positive action. They are focusing on inspiring Ocean advocacy through connections with nature, combined with ground-breaking work protecting and restoring vital Ocean habitats.

The team of marine biologists, educators, communicators, researchers, ecologists, oceanographers and divers are Ocean optimists. They work tirelessly to connect people to the Ocean and influence pro-Ocean behaviour.

COP26 has had a raft of Ocean-themed events, showing that the tide is turning on Ocean neglect. With 2021 being the start of the UN Ocean Decade, The Ocean Conservation Trust want to support local and national governments to take action to improve Ocean health.

Ocean Recovery Declaration

The Ocean Conservation Trust is proud to have been part of creating a model for a UK first 'Ocean Recovery Declaration' and are really pleased to see that Plymouth City Council are the first to officially debate their own version of it.

A model 'Ocean Recovery Declaration' – or ***Motion for the Ocean*** – seeks to help all local governments #thinkocean and identify ways they can make a difference. The model can be integrated with their climate emergency response, whether they are coastal or inland.

The **Ocean Conservation Trust** are asking ALL local Councils to recognise that the world Ocean is a fundamental part of climate regulation and that it must be considered as part of an effective climate emergency response. It is vital to ensure that local Councils commit to supporting a more ecologically healthy sea and to rethink how Ocean is taken into account in planning and decision-making at local level.

In July 2022 Blandford Forum Town Council became the first inland council to pass the '**Motion for the Ocean**', a model motion of pledges declaring an urgent need for Ocean Recovery and committing councils to embed ocean recovery in their strategic planning and decision-making processes and to grow ocean literacy and marine citizenship in their regions.

Inland communities have an important role to play in ocean recovery through acting as the custodians of the rivers, waterways and tributaries that run through our towns and villages on their way to the sea.

It is proposed that Gillingham Town Council agrees to adopt the ***Motion for the Ocean*** and pledges to:

1. Report to Full Council within 6 -12 months on the actions and projects that will contribute to protection and recovery of the River Stour and its tributaries¹ⁱ and the nature and wildlife that they support within the Gillingham Town Council area. *Please note that tributaries are included in the actions even if not stated in the subsequent pledges.*
2. Embed protection and recovery of the River Stour in all strategic decisions, plans, budgets, procurement and approaches to decisions by the Council (particularly in planning and regeneration, skills and economic policy), aligning with climate change mitigation and adaptation requirements, and considering ocean-based and river-based solutions in our journey towards a carbon neutral and climate resilient future.
3. Ensure that local planning recommendations support ocean recovery by embedding the protection and recovery of the River Stour in the Neighbourhood Plan at the earliest opportunity.
4. Ensure that the Town Council's Climate Change and Carbon Management Plan strives to support ocean recovery through a focus on the protection and recovery of the River Stour.
5. Work in partnership with other Town and Parish Councils along the Stour and local community groups, clubs and other organisations that have a recreational, economic or other interest in its protection and recovery.

¹ Shreen Water and River Lodden

6. Grow ocean literacy and marine citizenship in Gillingham, including:
 - a) Ensuring primary school aged children in Gillingham are encouraged to engage with the River Stour first-hand - striving to include home-schooled children;
 - b) Promote sustainable and equitable access to the River Stour through physical and digital experiences for all residents.
 - c) Through these actions, embed understanding of the 'source to sea' approach and how all people, wherever they live, impact and are impacted by ocean health.
7. Use the Town Council website and other communications channels to update on the River Stour recovery progress and signpost to ocean literacy development opportunities and marine citizenship pledges.
8. Encourage Dorset Council to introduce filters to their drains, to prevent items from polluting the county's rivers and tributaries.
9. Lobby the Government asking them to put the ocean into net recovery by 2030 by:
 - a) Ensuring Inshore Fisheries and Conservation Authorities have the resources they need to effectively research and monitor our growing number of marine protected areas, and to set and enforce appropriate fishing levels that support local economies and deliver environmental sustainability.
 - b) Work with coastal communities to co-develop marine policy to ensure it delivers equitable and sustainable outcomes in local placemaking.
 - c) Appoint a dedicated Minister for Coastal Communities.
 - d) Stop plastic pollution at source by strengthening the regulations around single-use plastics and set standards for microfibre-catching filters to ensure that all new domestic and commercial washing machines are fitted with a filter that captures a high percentage of microfibres produced in the wash cycle.
 - e) And by listening to marine and social scientific advice to update the Marine Policy Statement and produce a national Ocean Recovery Strategy which will:
 - i. Enable the recovery of marine and river ecosystems rather than managing degraded or altered habitats in their reduced state.
 - ii. Consider levelling up, marine and river conservation, energy, industrial growth, flood and coastal erosion risk management, climate adaptation and fisheries policy holistically rather than as competing interests.
 - iii. Develop a smarter approach to managing the health of the entire ocean that moves beyond Marine Protected Areas and enables links to be made across sectors towards sustainability.
 - iv. Establish improved processes for understanding the benefits of ocean and river recovery, leaving no doubt the links between this and human lives, livelihoods, and wellbeing.

Members considered this report at a meeting of Full Council held on 27 February 2023 where it was agreed and resolved that Gillingham Town Councils defers the *Motion for the Ocean Pledge* to the Greener Gillingham sub-committee who will report back to Full Council in March with further information.

Cllr Fiona Cullen, Lead Member of Greener Gillingham, met with Cllr Pat Osborne from Blandford Town Council. In advance of the meeting, members of Gillingham Town Council were invited to submit questions. No questions were received.

Cllr Cullen has established that Blandford Town Council does not have a budget for the motion/project. Blandford Town Council has confirmed that the main work has involved lobbying other organisations about the rivers. There are currently no filters on drains in Blandford. It is possible to amend the pledge to suit Gillingham if members wish.

RECOMMENDATION:

- **That Gillingham Town Council agrees and adopts the *Motion for the Ocean Pledge***

Gillingham Town Council**Agreements and Contracts Sub-Committee****Notes of a meeting held on Tuesday 28th February 2023****Author: Julie Hawkins, Town Hall****1. To consider utility contracts.**

It was noted that the council's utility contracts end in October 2023. It was noted that the cost of gas has reduced but this hasn't yet filtered down to the user and it is hoped that prices may come down in the third quarter. It was agreed that the existing contracts should remain in place and the sub-committee should look at the prices again in August 2023.

It was noted that the utility costs are set on a daily basis at 4.30pm and therefore it will be difficult to work through the usual council committee process.

It was agreed that the sub-committee should monitor the fuel prices and a request should be made to the Finance and Policy Committee that a recommendation is made to Full Council to delegate the authority to the subcommittee to set the new utility contracts.

RECOMMENDATION:

- **That a recommendation is made to Full Council that, in accordance with s101 LGA 1972, the Agreements and Contracts Subcommittee are delegated the authority to set the new utility contracts on behalf of the town council.**

Full Council – 27 March 2023

Minute no. 1001



Dorset Association of Parish & Town Councils

Colliton Annexe,

Colliton Park,

Dorchester,

Dorset DT1 1XJ

Email: daptc@dorsetcouncil.gov.uk

Date: 16th March 2023

Dear Gillingham Town Council,

Ref: DAPTC Star Awards 2022/23— 100% Triple Star Recognition!

I write to congratulate council on continuing to support the development and training of both elected members and employees. Your commitment to training through DAPTC has propelled you into our 'Triple Star Award' category and into the unique position of having achieved a triple award this year for 100% of councillors receiving training from DAPTC, following on from a triple award in 2021/22 for 94% of councillors trained and double awards for the two years prior to that.

We were delighted to recognise this impressive achievement at the [Councillors' Networking Event](#) on 9th March 2023 and hope council is pleased with the certificate to add to the well deserved and growing collection of star award certificates.

Thank you once again for your support and we look forward to see you in the coming months at either one of our events or an online training course.

Yours sincerely,

Neil Wedge

Chief Executive, DAPTC

Single star awards 30-59%

Double star awards 60-89%

Triple star awards over 90%

based on council meeting the [qualifying criteria](#)

Full Council – 27 March 2023

Minute no. 1002

Gillingham Town Council

Request to purchase a trailer

Author: Julie Hawkins, Town Clerk

One of the town council's tipping trailers was purchased in 1994 and is coming to the end of its life.

The town council's Five Year Action Plan (line no 11.3) states that the trailer should be replaced in FY2022/23.

The grounds team currently use trailers to transport grass cuttings, hedge cuttings and other material and the Works Manager wishes to replace the trailer in time for the summer season.

The preferred option is to purchase a hydraulic three tonne tipping trailer with side attachments.

Three quotations have been obtained:

Company A £6,028.96 excl. VAT
Company B £5,395.00 excl. VAT
Company C £6,480.00 excl. VAT

The town council has previously used Company B and has received a high standard of service. It is recommended that a hydraulic three tonne tipping trailer is purchased from Company B at a cost of £5,395 plus VAT and funded from Budget no. 7353 Trailers and Water Bowser.

RECOMMENDATION:

- That a hydraulic three tonne tipping trailer is purchased from Company B at a cost of £5,395 plus VAT and funded from Budget no. 7353 Trailers and Water Bowser.

Full Council – 27 March 2023

Minute no. 1005

Gillingham Town Council
Mayor's Report
Author: Cllr Sharon Cullingford, Mayor of Gillingham

On 21 February I attended the Parkinson's Disease Support Group monthly meeting at Charlton Musgrove. I gave a talk about my year as Mayor and the group kindly made a donation to my Charity 'GANG and GREEN GANG'. It was a great afternoon and gave me another great insight to seeing these wonderful community support groups that we have being run so successfully and offering fantastic support for those living with Parkinson's Disease.

On 20 February I joined the Deputy Mayor, Town Clerk and Councillors from Dorset Council at a presentation by a group of media makers who have completed a media course with Gillingham Youth Collective and Rendezvous at Gillingham School. Through grant funding they were able to hire equipment and a skilled educator to help the media students experience working with filming equipment and techniques used by professional media companies such as the BBC.



On 24 February I joined the Deputy Mayor, Chair of Dorset Council, Councillors and local and Ukrainian residents at the flag pole in the High Street Car Park where we held a minute's silence and paid tribute to the people of Ukraine, who continue their courageous fight for freedom a year on from Russia's full-scale war.



We were delighted to receive copies of the newly revamped Walkers are Welcome packs of walks around Gillingham. The Deputy Mayor and I had the pleasure of promoting the new packs, which are available to both residents and visitors free of charge from the library and the town hall.



On 26 February the Deputy Mayor and myself attended the annual Commercial Transport in Preservation static display hosted by Gillingham resident Nick Baker and organised by Mary Bailey. What a well-attended and organised day – the Deputy Mayor and I were very impressed by the attendance which reflected on the history of various vehicles through our memories of growing up. Funds in aid of the Royal British Legion roof were raised through the sale of delicious pasties and cake, coffee and teas and a raffle.



On Monday 28 February we had our annual Town Council Photograph taken.



Full Council – 27 March 2023

Minute no. 1006

Gillingham Ward Monthly Report

Cllr Belinda Ridout – March 2023

Electric Vehicle Charge Points Update - 'Charging Ahead' programme has just been launched. Phase 3 of the roll-out of EV charge points aims to have at least one public EV charging point in every Dorset village and town (subject to feasibility and community support). Members were updated on the programme so far. Phases 1 & 2 saw the installation of almost 100 charge points, including 12 rapid and ultra-rapid charges.

Most larger towns are now covered (including Gillingham). Dorset was one of 9 initial pilot authorities awarded Office for Zero Emissions (LEVI) infrastructure funding. Phase 3 is to invest a combination of LEVI funding, Dorset Council funding and private sector funding in more EV charging points so that 80% of Dorset households are within a 10 minute walk of an EV charge point. Suggested locations being on the highway (trunk routes), community or private space, eg GP's car park, public house, church or village hall - something central to the community, available at all times and with good lighting. The aim is for universal chargers - no apps, just use of credit cards, which makes things simple for users.

Parish and town councils, community groups and organisations can apply but there must be the support of the community. We learnt that there are even Victorian style charge points! There is no cost to the applicant because it is provided through funding. Repairs and maintenance of the charger would be the responsibility of the provider, MER (Statkraft) or Joju, for 15 years, whereupon the charger becomes the property of the applicant, who then decides what should happen. Technology is changing rapidly, so there may be no use for a charger in 15 years because we may well be all changed over to hydrogen!

Webinars with town and parish councils will commence from 21st March, when expressions of interest will be welcomed. Even if you have already made an expression of interest, log it again. Twelve pilot locations will be selected initially. It will take approximately 6-8 months from initial conservation with applicants to installation. Phase 4 is the installation of EV charging hubs, (eg in car parks), with 4-10 rapid charge points.

Cost of Living – The government has given more details on another scheme to help with the cost of living with a **£200 Alternative Fuels Payment**. You may be eligible for this if you use alternative fuels as your main form of heating or your household is not connected to the mains gas grid.

Most homes eligible for this payment will get it automatically via their electricity supplier. Those who do not have a direct relationship with an energy supplier will need to apply for the Alternative Fuels Payment scheme by searching "Apply for energy bill support if you do not get it automatically" on the GOV.UK webpage or phone the government helpline 0808 175 3287, Monday to Friday, 8am-6pm.

Also, the government's **Energy Bills Support Scheme Alternative Fundings** is now open for applications. This is a payment of £400 to households who do not have a direct relationship with an energy supplier and therefore were unable to previously receive it. This includes residents living in park homes, houseboats or off the electricity grid or who pay for their energy through a landlord, housing manager or site owner. Applications can be made through an online form on the government's website or contact the government's helpline on 0808 175 3287. The fund closes on 31st May 2023. Once approved, the funds will be distributed by Dorset Council.

Project Gigabit roll-out of full fibre broadband – Last September Wessex Internet was awarded the government contract to deliver ultra-fast broadband across north and east Dorset and has until 2025 to complete the roll-out to approximately 7,000 premises, 100 of which are in the Gillingham Ward area. Ward councillors were given a briefing in early March and met the Wessex team delivering the ultra-fast broadband.

Wessex Internet is a Dorset company and they take the full fibre broadband to areas where companies such as BT Open Reach are unable to deliver, the 'hard to reach' areas. They use Government funding, where possible, to pay for the installation (Government's Project Gigabit £5 billion Campaign Fund).

Working with landowners, the fibre optic cables are laid across fields, under rivers and roads direct to the premises (Fibre to the Premises (FTTP)). This differs from companies like Open Reach who deliver the fibre broadband to the cabinet (FTTC) - the green cabinets often seen on pavements/verges, but broadband speeds are often compromised by slow, outdated copper cables from the cabinet to the premises.

Obviously, to connect up to ultra-fast speeds up to 1Gb per second comes at a cost to householders but there are special cheap deals for village halls (charging £1 + VAT per month for ultra-fast broadband) so it's certainly worthwhile investigating and Wessex are quite open to sponsorship when it comes to community projects. I have the contact details of their community engagement officers if anyone is interested.

Coronation of His Majesty King Charles III - Bank holiday weekend, 6-8th May. If you are planning a street party, you will need to apply for a temporary road closure. All information can be found on the Dorset Council website. Dorset Council is waiving the cost of **road closure applications**, but you need to apply six weeks in advance, the **deadline being 31st March**. Holding a small outside event with neighbours on private land does not need council permission. However, if you plan a street party that involves the closure of a public road, Dorset Council needs to check the road is suitable.

Gillingham & Shaftesbury Transport Forum – I attended this as a representative of the Gillingham area on 1st March. This forum is attended by service providers (this time Damory/Excelsior coaches) and the Transport Officer, Adrian Glover from Dorset Council. The loss of the Saturday service between Shaftesbury and Gillingham was discussed. Currently Dorset Council does not have the funds to reinstate this service. The forum is looking at options to provide a Saturday service between Blandford, Shaftesbury and Gillingham. The lack of public awareness about the extended no. 2 service around the Wyke area of Gillingham was discussed and options put forward, including producing a paper timetable for just the about-town route. Dorset Council has funding through the

South West Railway Customer & Communities Improvement Fund, to install promotional 'wraps' at the station, with scenes of Gillingham.

Live Facebook Sofa Sessions – this is something new Dorset Council has been trying out. You can join Cllr Laura Beddow, Portfolio holder for Culture, Communities and Customer Services and Dave Levi, Recycling Officer, as they take questions about waste, recycling and keeping Dorset clean on Wednesday, 22nd March, 6pm. The panel will be taking questions on the night or you can submit questions in the comments of the post on the Facebook page.

Call for Sites 2023 – Dorset Council is interested in receiving submissions of land that may have potential for new housing, accommodation for gypsy and traveller communities, employment land, mitigation for habitat sites or renewable or low carbon energy. Submitted sites will be taken into consideration in the next stages of the process for preparing the Dorset Council Local Plan.

It is important that the council maintains an up-to-date picture of available land for all types of development for the future of the council area. A guidance note has been produced to provide further details on criteria. To submit a site, go to the Dorset Council website: Land Availability, Strategic Land Availability Assessments, Call for Sites 2023.

Cllr. Belinda Ridout, Councillor for the Gillingham Ward
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For those residents not online who have important questions or concerns, call Dorset Council on 01305 221000, 8am to 8pm, 7 days a week or email: communityresponse@dorsetcouncil.gov.uk. All minutes of meetings can be found on the Dorset Council website: <https://www.dorsetcouncil.gov.uk>

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