



# SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 16<sup>TH</sup> APRIL 2012 IN THE VILLAGE HALL

Present: Councillors: Chubbock (Chairman), Arnold, Ralph, Secker, Turner, Rosemary Martin (Clerk). 13 parishioners in attendance.

Prior to the start of the meeting, the Chairman spoke about the recent death of Brian Kidd, Councillor Kidd's husband, and the work he had done for the Village.

**170 To receive apologies for absence**

Apologies received from Councillors Crane, Dodd, Fawcett, Hewett, Kidd, and Winchester

**171 To receive declarations of interest in items on the Agenda**

None received

**172 To agree the minutes of the meeting of Shipdham Parish Council held on 12<sup>th</sup> March 2012**

It was proposed by Councillor Secker and seconded by Councillor Ralph that the minutes were a true record of the meeting. All agreed the minutes were signed by the Chairman.

**173 Matters arising from the previous minutes (for information only)**

None

**174 Finance**

a) Invoices

To agree payment of the following invoices (including some received after the preparation of the agenda)

Newton Property Care	081 Village Spring Clean	#101979	£400.00
The GardenFun (P Chubbock)	Park swing seat	#101981	£62.07
Veolia	SIO0125340	#101982	£60.01
Jammin Entertainments	Deposit - Jubilee Day	#101983	£300.00
Dereham DIY (M Secker)	WI Hall chain/lock	#101984	£17.73
Bennetts Dereham (M Secker)	WI Hall Urn	#101984	£70.00
Dirtykirk (M Secker)	WI Hall Notice board	#101984	£30.99
The Flag Wizard	#10165	#101985	£280.80
Norfolk RCC	subscription	#101986	£25.00
TT Jones electrical (apr-jun)	#8204	#101987	£751.13
George Tufts(Village Green)	#420817	#101988	£64.80
R J Martin	Wages March	#101989	£266.67
HMRC	PAYE March	#101990	£66.66
W Fawcett	Postage costs	#101991	£3.54
James Bayliss	#1682	#101992	£37.20
Norfolk ALC	subscription	#101993	£302.41
DC Bower (Hedge cutting)	Allotments	#101995	£150.00
Came & Co	Insurance Premium	#101996	£2683.10

It was proposed by Councillor Ralph and seconded by Councillor Arnold that the invoices as presented be paid. All agreed.

b) Direct Debits

British Gas Business	Dec to Feb	£606.40
EON metered	Jan to Mar	£66.13
EON street lighting	March	£235.22

c) Bank Balances

Shipdham Parish Council	60806072	£81,206.31
CEP	20164380	£25.13



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- d) VAT reclaim  
The VAT Reclaim of £591.35 for Q3 has been credited to the bank account
- e) To receive update on Old School Playing Field land (Cllr Hewett)  
No news yet. (Next agenda - this item should not be in Finance) Clerk
- f) To consider the replacement of the Teenagers' shelter in the Bullock Park (old one destroyed)  
After some discussion it was resolved that Councillor Chubbock would investigate a possible match funding grant towards the replacement. It is possible that this cost might be claimed on the Insurance. Cllr Chubbock Clerk
- g) To consider the replacement of missing street lamp numbers  
Councillors Turner and Arnold reported that there are about a dozen streetlights with no identification numbers. TTJones would replace these at a cost of £4.00 per streetlight. It was resolved to commission this work. All agreed. Clerk
- h) To receive progress on insurance claim for the Cemetery window  
The claim has been registered with Alan Boswell (claim number 1755788). The replacement cost will be £696.00 + VAT. There is a £300 excess on the policy.
- i) Parish Council Insurance Renewal  
The Parish Council Insurance was taken out with Came & Co at £2683.10 (three year contract).
- j) To consider trialling Parish Online system  
It was resolved that Councillor Arnold would attend the workshop on the Parish Online System Cllr Arnold
- k) Norfolk ALC café events  
These are to enable Clerks and Councillors to get up on any issues and areas of concern, receive information on best practice in the sector, training events, forthcoming seminars, conferences etc. It was resolved that the Clerk could attend one of these events and claim mileage etc. Clerk
- 176 **To receive progress report on Village Spring Clean**  
The Spring clean has been successfully completed. The posts and caps still need to be replaced in the church, but this is in hand.
- 177 **To receive update on speed recording equipment project (Councillors Arnold and Turner)**  
Councillors Arnold and Turner have completed their assessment of suitable poles to support the equipment. They have arranged to discuss their selection with Iain Temperton before the next meeting. (Next Agenda) Clerk
- 178 **To receive update on Allotments (Cllr Ralph)**  
Several allotment sheds have been broken into. The police advise that all property on the allotments should be DNA marked, and sheds should be left unlocked. (They will then be able to trace stolen equipment and sheds will not be damaged.) (Subject to final confirmation) all allotment plots are now taken.
- 179 **To consider insertion in Shipdham News regarding Council meetings (Cllr Ralph)**  
Sue Sheldrake ([sue.sheldrake@btconnect.com](mailto:sue.sheldrake@btconnect.com)) is now editing the Shipdham News. After discussion it was resolved that Bob Lomas should send a monthly article on the Parish Council meetings and Parishioners' Questions to the Shipdham News. Mr Lomas  
Cllr Chubbock  
Information on Parishioners' Questions will also be put on the web site.
- 180 **To resolve to take action on the motor cycle nuisance in Mill Road/old pit**  
Councillor Turner reported that BDC Environmental Health are now involved. The owner has been informed that she could be prosecuted for allowing this practice to continue.
- 181 **To receive update on progress of Diamond Jubilee Celebrations project**  
Councillor Fawcett submitted a written progress report (attached)



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**182 To receive report on the War Memorial project**

Councillor Fawcett submitted a written progress report :

*I have not heard anything from the War Memorial Trust other than acceptance of our application. They do say we will hear something approximately 6 weeks after the closing deadline which was 31<sup>st</sup> March. We should hear something around the middle of May. With that in mind, I propose that the Council approve to let the contract to Perfitt's of Diss, and to request that work start should be targeted for July/August 2012. A Secunder and vote need to be taken, as an unfavourable notification from the War Memorial Trust would mean that the Parish Council would have to meet the total cost of the repairs.*

It was proposed by Councillor Ralph and seconded by Councillor Turner that the contract be let to Perfitt's. All agreed.

Clerk

**183 To consider the agenda for the Annual Meeting of the Parish**

Speakers/organisations to be included on the Agenda for the Annual Meeting of the Parish: County Councillor, District Councillor, Allotments, Town Estates & Parochial Fuel allotment Charity, School Governor, Thomas Bullock Trustees, Bullock Park Management Committee, Twinning Association, Community Centre, War Memorial Committee. The BDC Anti-Social Behaviour team should be invited to speak after the Annual Meeting of the Parish and before the Parish Council meeting.

Clerk

**184 To receive details of new email addresses and phone number for the Parish Council**

Two new email addresses : [clerk@shipdham@btconnect.com](mailto:clerk@shipdham.btconnect.com) and [chair.shipdham@btconnect.com](mailto:chair.shipdham@btconnect.com) and a new telephone number is 01953 889 801

Details will be posted on the notice boards (Clerk) and the Parish web site. (Councillor Chubbock)

Clerk  
Cllr  
Chubbock

**185 To adjourn the meeting for Parishioners Questions**

The meeting was adjourned.  
The meeting was reconvened.

**186 Planning**

a) To receive and consider new planning applications (and any received after the preparation of the agenda)

**3PL/2011/0226/F** (suspended and re-started)

No further comments

**3PL/2012/0297/F** Mr P Dodds conversion of residential garage to self- contained annex

No comments

**3PL/2012/0295/F** Mr Phillips King Row Hall conversion of outbuilding for recreational use

No comments

b) Planning Decisions

**3PL/2011/0112/F** 5 Townshend Place – granted

**187 To receive reports from Councillors and Clerk**

Councillor Hewett: Would like the Council consider contributing to the purchase of muffle pads which are placed on bell clappers to ring a muffled peel for funerals and other solemn occasions. Next agenda.

Requested prompt suggestions for the Shipdham News Parish Page

Councillor Turner: The X3 bus service has been withdrawn due to lack of use

Clerk: There have been no comments on the Draft Accounts for 2011 – 2012

(circulated on 3<sup>rd</sup> April). Proposed by Councillor Turner and seconded by Councillor

Arnold that these accounts be accepted as the final accounts for the year. Carried with

Clerk  
All



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one abstention (Councillor Secker).

**188 To receive correspondence (including any received after the preparation of the Agenda)**

Norfolk Constabulary	weekly crime summary 22 march to 29 march	Noted
Norfolk Constabulary	weekly crime summary 30 march to 5 april	Noted
Norfolk Constabulary	weekly crime summary 8 march to 15 march	Noted
Norfolk Constabulary	Rogue Gravel Sellers	Noted
Norfolk ALC	General Power of Competence and associated training	Noted
Norfolk ALC	Café Events	§174k
Came & Co	Newsletter	Noted
Came & Co	Charity Insurance Policy	Noted
Norfolk ALC	Parish Online Workshop	§174j
Philip Cowen	New Chair for Older Person's Forum	Noted
Philip Cowen	Norfolk Village Games reminder	Noted
Philip Cowen	Hosepipe Ban	Noted
Norfolk RCC	Newsletter	Noted
Shipdham News	Publication of Minutes	§178
Sylvia Slaughter	Village Games Jigsaw	Noted
Highways Rangers	Shipdham Visit	Noted
TT Jones	Replacement programmed for street lights	Noted
NCC	Briefing Note on changes to bus services	§186
Came & Co	Insurers recommendations for Queen's Jubilee Celebrations	Circulated
BT	New contract	Filed
Mazars	Annual return	Clerk
Total Security	Security solutions	Noted
Veolia	Statement	Noted
ROSPA	Playground Inmspections	Noted

DRAFT

**189 To confirm the next meeting of the Parish Council: 14<sup>th</sup> May 2012 at the WI Hall.**

NB The Parish Council meeting will take place immediately after the Annual Meeting of the Parish. The Annual Meeting of the Parish will be held in the WI Hall, starting at 7:30 pm. Doors opened to Parishioners at 7:15 pm. (planning sub-committee to meet at 6:15 pm)

The meeting closed at 9:10 pm.