



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11 April 2016 IN THE WI HALL

Present: Councillors: Fawcett (Chair), Playford (Vice-Chair), Aves, Crane, Dewing, Hewett, Shelly, Stolworthy, Tuck, Turner and Patty Harris (Clerk)

Following the Annual Parish Meeting, 8 Parishioners remained in attendance.

### Following the Annual Parish Meeting the Parish Council Meeting Opened at: 20:58 Minutes

1001. Apologies for absence – Cllr Secker - accepted.
1002. Declarations of Interest – None.
1003. The Minutes of the meeting held 14 March 2016 were agreed as a true and accurate record. Proposed: Cllr Hewett. Seconded: Cllr Playford. Unanimous. The Minutes were signed by the Chair.
1004. Matters Arising for information only – Action Points all cleared except the following which are partially completed or on going: 933b, 936,966d,974,988d,989,990,996.
1005. To consider and decide on time specific matters received after the preparation of the agenda
- To appoint internal auditor same as last year: Proposed: Cllr Hewett. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to contact Auditor.**
  - Following quarterly inspection to approve repairs required at BP Play equipment. Paul Chubbock to price for works: Proposed: Cllr Hewett Seconded: Cllr Stolworthy. **A/P: Clerk to contact P Chubbock.**
  - Cllr Fawcett, as signatory for Recreation Group informed Cllrs that the bank account for the Recreation Group had funds available to cover the BP repairs and maintenance currently identified. **A/P: Cllr Fawcett to find out where bank statements are sent.**
  - Following inspection of headstones. **A/P: Clerk** to make list of families that we can contact, notice in Shipdham news to inform families that headstones, if they wish, can be laid down to make safe or option for them to repair. PC will arrange for headstones to be laid down if in agreement from families or where no contact can reasonably be made. Proposed: Cllr Hewett. Seconded: Cllr Tuck. Unanimous.
  - Norfolk Community Foundation: Cllrs Stolworthy, Hewett and Fawcett work on appropriate bids and submit before deadline 13 May. Cllr Hewett requested Agenda item 9 May 2016 as Council will be requested to contribute to funding mix. **A/P Clerk to include Agenda item 9 May.**
1006. Chairman's Action – none.
1007. To adjourn the meeting for Parishioner's Questions. Adjourned 21:35  
Meeting reconvened: 21:50
1008. Routine Finance
- a) The following invoices for payment by cheque were approved:  
Proposed: Cllr Hewett. Seconded: Cllr Stolworthy. Unanimous.

22/03/2016	Teen Shelter Repair	Mr M Lodge	£346.00
22/03/2016	Membership 2016/17	NALC	£343.81
22/03/2016	Signage	Mr G Franklin	£240.00
22/03/2016	Planings for Footpath	Middleton Aggregates	£270.00
23/03/2016	Quarterly Inv Safety Checks	Mr P Chubbock	£300.00
23/03/2016	Pest Control March	Mr J Bayliss	£ 42.00
11/04/2016	April Salary	Mrs P Harris	£625.00
25/03/2016	March Expenses	Mrs P Harris	£158.65
29/03/2016	Emergency tree work at B Park	TTSR	£264.00



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

18/03/2016	Quarterly charge and call out	TT Jones	£292.94
25/03/2016	Painting WI Hall	Mr Waterhouse	£199.00

b) The following invoices for payment by D/D were approved:

Proposed: Cllr Hewett. Seconded: Cllr Stolworthy

21/03/2016	Waste collection	Biffa	£216.37
11/04/2016	Electric	E.On	£226.03
29/03/2016	WI fi WI Hall	BT	£ 40.80

c) The following bank account balances and reconciliations (including the cashbook) at close of business on 31 March 2016 were received and noted by Cllrs and signed by the Chair.

Community Account 6072	£ 29,020.11
CEP Account 4380	£ 25.13
Saver Account 4570	£ 40,348.89

1009. Planning. The following Planning Applications, Decisions and Appeals, including any received after the preparation of the agenda were received and noted with the following decisions:

a) Planning Applications

3PL/2016/1293/F	Mr A Jackson East End Chapel, Market St, IP25 7LZ Application includes " established parking rights within the public lane with no specific owner" <b>OBJECTION: ENCROACHMENT ONTO FOOTPATH FOR PARKING</b>
3PL/2016/0292/HOU	Ms B Khamphachat 25, Park Highatt Drive IP25 7LG Extensions and conversion of garage: <b>NO OBJECTION</b>
3PL/2016/0302/HOU	Mr & Mrs Bennett The Granary, Pound Green Lane Single storey extension. <b>NO OBJECTION</b>
3PL/2016/0348	Mr & Mrs P Meachen 50 Greenfields Rd, Dereham. Site: Barn at Land affronting Dereham Rd NR19 1PN Re-siting and re-building of barn with car port in traditional materials. <b>NO OBJECTION</b>

b) Planning Decisions

3PL/2015/1314/CU	Mr T Carroll Spring Farm Little Hale. Use of land as campsite: <b>PERMISSION</b>
3PL/2016/0168/HOU	Mrs A Parker High House Bungalow, 1 Shipdham Rd. Conservatory to rear: <b>PERMISSION</b>

c) Planning Appeals - none

**Action Point: Clerk to submit comments to BDC by deadlines.**

1010. Clerk's Report – Clerk's Report noted by Cllrs with the following decisions:  
To accept Quote C for Cemetery footpath using 10mm shingle and with no half hammer head. Proposed: Cllr Stolworthy. Seconded: Cllr Shelly.  
To authorise the Clerk to manage transfers from the current account to saver account and churchyard account, reporting monthly on any transfers made between accounts. Treasury Management function - Proposed: Cllr Hewett. Seconded: Cllr Turner. Unanimous. **Action Points: Clerk to arrange cemetery path works and to maximise interest bearing saver account balances and report monthly to council.**

1011. Parking Signs and Permits – to receive feedback on village green signage/parking permits and make decisions where required.



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

This was discussed thoroughly under Parishioners Questions Agenda Item 7. Cllr Crane moved immediately to propose the removal of the signs and said we should admit we got it wrong on this occasion. Seconded: Cllr Stolworthy. For: 9. Against: 0. Abstentions: 2. Vote carried. **Action Point: Cllr Crane will take down the signs and posts and store them.**

1012. The following reports from Councillors were received and noted and decisions made as follows:

**Cllr Tuck** – Update on Defibrillator – funding letter of confirmation received and passed to the Clerk. First step is for Clerk to arrange for OS Map to be moved to above pillar box, and to liaise with Post Office owner to move further metal sign. This to be done, by middle of MAY. Cllr Tuck will then proceed with further arrangements for the installation and training. **Initial Action Point: Clerk to arrange for sign and OS Map to be relocated.**

**Cllr Shelly:** Reported sunken and potentially dangerous kerb opposite surgery in front of old school. **Action Point: Clerk to report to Highways.**

Also, Swan Lane corner, a parishioner has cleared the debris, despite Gary Lake being requested to do this. **Action Point: Clerk to write to parishioner to express thanks on behalf of the parish council.**

**Cllr Stolworthy:** Tree at footpath at Park Estate. Tree needs to come down. Footpath belongs to NCC. **Action Point: Clerk to write to NCC and ask for tree to be removed.**

Also, 'KEEP CLEAR' notice outside Shipdham Stores, near layby, needs re-painting by NCC Highways. **Action Point: Clerk to report to NCC Highways.**

**Cllr Aves:** Footpath refurbishment is complete. Also, water not on at Watton Rd Allotments. Anglian Water will make repairs.

Allotments have not been fully cleared despite letters to holders. Cllrs Aves will burn what he can. Cllr Dewing said to contact scrap metal man. Cllr Turner reminded Cllr Aves to ask for sight of scrap metal Operator's Licence.

**Cllr Dewing:** Churchyard wall – although insurance policy is with the PCC. The PC is responsible for the wall and requested PC to pay any excess. Cllr Hewett urged Cllrs to pay excess in principle. Excess currently unconfirmed but in the region of £1k. Noted.

**Cllr Shelly:**

Trees on the green: 2 quotations received. Contractor A £530 and Contractor B £450.00. Providing no TPO's Clerk to accept Quotation B. Proposed: Cllr Dewing. Seconded: Cllr Stolworthy. Unanimous. **Action Point: Clerk to contact BDC check TPO status and contact tree surgeon to fell, trim and stump grind tree(s) as per quote.**

1013. To receive and note correspondence including any received after the preparation of the agenda – none.

1014. A.O.B. Clerk reminded Cllrs of training session on Monday 25 April 7:30 WI Hall.

1015. To confirm the next meeting, the first meeting of the new Parish Council will take place in the WI Hall on Monday 9 May 2016 at 7:30pm.

Doors open to Parishioners at 7:15pm. (Hard copies of planning applications will be available for Councillors to view from 6:45pm).

Meeting closed at 22:33



# SHIPDHAM PARISH COUNCIL

Chairman: Bill Fawcett Clerk/RFO: Patty Harris



## Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline
933b (Dec 2015)	Cllrs Fawcett/Hewett/Stolworthy to collate list of projects for S106/DC11 funding.	Cllrs Fawcett Hewett/Stolworthy	On going
936 (Dec)	Place order for Dehumidifier and fit	Clerk	09/05/2016
966d (Feb)	Clerk to check readings against invoices	Clerk	09/05/2016
974	Records to NRO – currently with SHG	Cllr Stolworthy	On going
988d (Mar)	Footpath lights to be repaired and lights turned on	Clerk	On going
989	Obtain quotes for posts and matting at Churchyard	Cllr Secker	09/05/2016
990	WI Hall development. Plans and costings Investigate funding streams  Locate Deeds for WI Hall	Cllr Secker Cllrs Fawcett/Secker and Clerk Clerk	On going
996	Arrange for artefacts from dig to be displayed at Heritage Centre – liaise with Cllr Fawcett	Cllr Secker	11/04/2016
1005 (Apr)	Appoint internal auditor Quote from P Chubbock for BP repairs Contact grave owners and make reasonable arrangements for headstones to me made safe. Bid to Norfolk Community Foundation by deadline of 13 May 2016. (Possible link to A/P 933b and 990) Agenda item 9 May 2016	Clerk Clerk Clerk  Cllrs Fawcett, Hewett/Stolworthy Clerk	09/05/2016 09/05/2016 09/05/2016  13/05/2016 09/05/2016
1009	Clerk to submit PC comments on Planning to BDC	Clerk	By published deadlines
1010	Arrange for cemetery path work to be done as per quotation.  Manage and report monthly on transfer of Barclays funds within the 3 parish council accounts to maximise interest received.	Clerk  Clerk	09/05/2016  15/04/2016
1011	Remove signs/posts from village green and store.	Cllr Crane	09/05/2016
1012	Relocation of OS map and sign at post office Report kerb damage to NCC Highways Letter of thanks to resident of Swan Lane for clearing Swan Corner.  Request to NCC to remove tree and Parklands and repaint 'keep clear' in road by Shipdham Stores.  Check with BDC status of trees of village green and contact tree surgeon to carry out works as quoted. (subject to TPO check).	Clerk Clerk Clerk  Clerk  Clerk	09/05/2016 09/05/2016 09/05/2016  09/05/2016  09/05/2016