



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

## MINUTES OF THE PARISH COUNCIL MEETING HELD 10 April 2017 IN THE WI HALL

Present: Cllrs: Fawcett (Chair), Playford (Vice-Chair), Aves, Crane, Dewing, Hewett, Secker, Shelly, Stolworthy and Turner. Clerk: Patty Harris  
6 Parishioners in attendance. The meeting opened at 20:50

### MINUTES

1220. Apologies for absence – Cllr Tuck.
1221. Declarations of Interest. There were no declarations of Interest.
1222. To agree and sign the minutes. The Minutes of the meeting held 13 March 2017 were agreed as a true and accurate record and were signed by the Chairman. Proposed: Cllr Playford. Seconded: Cllr: Dewing. Unanimous.
1223. Matters Arising for information only – Action Points all cleared except 990,1152,1160,1161,1172,1186,1187,1215(Wi Hall sign/fen folgate sign) and 1224e which are ongoing, and 1215(First aid) which is an agenda item.
1224. To consider and decide on time specific matters received after the preparation of the agenda: a. BP Payment of Invoice for HAGS. Cllr Hewett requested payment to be raised and held subject to sign off. b. TT Jones Street Light Annual Review - Clerk to get price from T T Jones on red and amber recommended replacements. Proposed: Cllr Stolworthy. Seconded: Cllr Dewing. c. TMWG members to be agreed for Traffic Management Working Group. Cllrs Playford, Fawcett, Hewett, and Secker volunteered. Clerk to arrange a meeting. d. Clerk reminded Cllrs to complete annual Declaration of Business Interest Forms. **A/P: Clerk a,b,c and d.** e. Cllr Hewett: Play area at park – wooden goal post adjacent to gym area. It is used, proposed move 6m closer to the skate park. **A/P: Cllr Crane will look at doing this.**
1225. Chairman's Action - a. £100 for quotation for cleaning of Cemetery Gates was accepted by the Chairman as per Financial Regulations powers. Noted and agreed. Proposed: Cllr Playford. Seconded: Cllr Dewing. Unanimous. b. Parishioner has requested hedge cutting next to cemetery boundary to get our contractor to cut it down to 4ft height. **A/P:Cllr Shelly will go and discuss with parishioner.**
1226. To adjourn the meeting for Parishioner's Questions. Meeting adjourned 21:18 Meeting reconvened at 21:30
1227. Routine Finance

- a) The following invoices were approved for payment by cheque and noted that the cheque for HAGS will be held until sign off. **Items in bold added/amended after agenda published.** Proposed: Cllr Stolworthy Seconded: Cllr Playford. Unanimous. Cllr Turner requested that a letter is sent to Mr Lake, asking him not to make calls to the Clerk and to cease his derogatory comments about the new contractor. **A/P: Clerk to draft letter for Chairman to sign.**

10/04/2017	J Brown	Cleaner WI Hall	£ 30.00
28/02/2017	W J Fawcett	Expenses	£ 15.55
17/03/2017	T T Jones	St Light repairs	£ 224.47
30/03/2017	HAGS-SMP Ltd	Bullock Park equipment * <b>hold cheque until equipment signed off.</b>	£47,994.00
10/04/2017	P Harris	Expenses March	£ 128.09
10/04/2017	P Harris	Net April salary + March o/time (48.5hrs)	£ 1,266.49
01/04/2017	NALC	Annual Subscription	£ 361.75
11/04/2017	Carly Perfect	Admin WI Hall	£ 40.00
22/03/2017	Tufts	Wooden rails/posts	£ 1,066.19
20/03/2017	Mr Waterhouse	Repairs WI Hall	£ 76.68



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27/02/2017	Mrs Waterhouse	Crockery WI Hall	£ 69.07
<b>29/03/2017</b>	<b>Gary Lake</b>	<b>Inv 58 Clearing debris off footpath Dec 2016</b>	<b>£ 60.00</b>
31/03/2017	Ridyards	Urgent hedge work at Cem prior to start of contract	£ 460.80
20/03/2017	PAR	Basketball base at BP as per quote agreed	£ 1,020.00
23/02/2017	J Bayliss	Moles in Cem and bait at Allotments	£ 98.40
31/01/2017	ME & HS Crane	XMAS Tree Expenses	£ 240.00
31/03/2017	D Nock	Bus stop cleaning	£ 80.00

- b) The following invoices were approved for payment by D/D. Items in bold added after the agenda published. Proposed: Cllr Hewett Seconded: Cllr Playford Unanimous.

09/03/2017	Anglian Water	WI Hall	£ 146.83
31/03/2017	BGas	Elec WI Hall	£ 88.01
29/03/52017	BT	BB WI Hall	£ 51.24
20/03/2017	Biffa	Waste	£ 239.30
<b>11/04/2017</b>	<b>E.On</b>	<b>Street Light Elec</b>	<b>£ 261.01</b>
<b>07/04/2017</b>	<b>B'Card</b>	<b>Approved purchases</b>	<b>£ 323.13</b>
<b>03/04/2017</b>	<b>Anglian Water</b>	<b>Cemetery</b>	<b>£ 17.75</b>
<b>02/05/2017</b>	<b>Anglian Water</b>	<b>The Green</b>	<b>£ 13.04</b>

- c) The following bank account balances and reconciliations at close of business on Friday 31 March 2017 were noted and signed by the Chairman. (items in bold amended after agenda published)

Community A/c	6072 *	43,342.42
CEP Account	4380	2,975.13
Saver Account	4570	<b>49,490.65</b>
WI Hall Account	5971	7,107.60
Street Lights	7769	21,004.07
Total balances held		<b>123,919.87</b>

★ Note this balance includes £40k S106 funding for BP equipment.  
Payment of invoice due in 30 days

- d) The following internal bank transfers 29/03/2017 were noted and signed by the Chairman:

FROM Community 6072 £450.00 TO CEP A/c 4380  
FROM Community 6072 £5,000.00 TO Street Light A/c 7769  
FROM Community 6072 £225.00 To WI Hall A/c 5971  
Being the agreed budget allocations.

1228. Planning. The following Applications, Decisions and Appeals, including any received after the preparation of the agenda were considered and the following comments made: . Items in bold added after agenda published.

- a) Planning Applications

<b>3PL/2017/0413/HOU</b>	<b>Mr M Wyer &amp; Miss V Adcock. 12 Mill Road Estate, Shipdham. IP25 7LR Demolition of 4 outbuildings and erect new garage (Retrospective). No issues. Supported by the PC. A vast improvement.</b>
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b) Planning Decisions - Noted

3PL/2016/0655/F	Mr P Dodd. Chapel St, Shipdham. Demolition of old public house, central garage and retail unit. Erection of convenience store, retail units and flats. PERMISSION.
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c) Planning Appeals - none

- 1229. Clerk's Report – To receive and note the Clerk's Report: Circulated 04/04/2017 Noted. Cllr Stolworthy offered help and the Clerk agreed to look at tasks for delegation.
- 1230. To receive and note the Insurance Renewal documents – circulated 27/03/2017. Noted.
- 1231. To consider and decide on Theatre Production at the WI Hall – A Christmas Carol. Information circulated 04/04/2017. AP1190 Cllr Tuck. It was noted that the village is already booked for 2017 but we would like to hear from the group in 2018. **A/P: Clerk to contact the group to advise.**
- 1232. To consider and decide on parishioner question from March meeting requesting the Parish Council to write to the CEO of the Co-op. Cllr Turner. Letter to CEO of Co-op was sent by a parishioner and a reply received to say no Co-op involvement with the planning application whatsoever. Cllr Crane declared an interest and clarified he has been at meetings with the Co-op.
- 1233. To consider and decide on future action regarding hedge at Swan Lane. £200 for 2017. Cllr Hewett Proposed: Agree for one more year 2018. Long term offer to remove the hedge or parishioner to pay for cutting from 2019. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to write to Parishioner.**
- 1234. To receive and note Minutes from the recent Traffic Management Forum Meeting and make decisions where required. Minutes circulated 04/04/2017. Noted.
- 1235. To consider and decide on Commemorative Stones – Centenary WWI. Information circulated 20/03/2017 and 04/04/2017. Cllr Fawcett. Ongoing. No action required at present.
- 1236. To receive, consider and decide on memorials – circulated 04/04/2017 Proposed: Cllr Hewett. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to advise H Brett.**
- 1237. To receive Cllrs Reports. **Cllr Shelly:** Letton Rd junction potholes. Also, Pothole outside cemetery still not repaired. **A/P: Clerk to report to Highways.** Tree overhanging in cemetery Cllr Crane will cut this back. Complaint about parking outside hairdresser parking on pavement. Cllr Fawcett advised nothing the PC can do. **Cllr Crane:** Flood at opposite River Farm on Watton road, ditch blocked. **A/P: Clerk to report to Highways.** **Cllr Playford:** Car transporter parked on Bradenham Rd. Cllr Fawcett reiterated that the PC cannot do anything about parking. **Cllr Stolworthy:** Have we got a hedge officer? Resident at Cushing Close – hedge now overgrown around the street light – needs cutting back. **A/P: Clerk to write letter.** Hedge at Parklands also needs cutting. Cllr Dewing declared an interest. Hedge is obstructing highway. **A/P: Clerk to contact Paul Sellick to requested letter to householder.** Rats on path a Fen Folgate. Rats between Parklands and Fen Folgate. Land owned by Ian Leonard. **Cllr Aves:** Also, received complaints about Rats at FF. Still some allotments to let 2 at DR and 7 at WR. Cllr Turner: Community Car Scheme has 4 volunteers, also being coordinated by volunteers. Bonfires reported on allotments but after investigation this was not the case, the bonfires were elsewhere. Parents delighted with new equip at park. **Cllr Hewett:** Notes for SN asap. Order signage for play equipment required and complete as part of the handover from HAGS. **A/P: Cllr Hewett order signage and SN entries asap.**
- 1238. To receive and note correspondence including any received after the preparation of the agenda. None.
- 1239. A.O.B. None.



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1240. To confirm the next meeting, the first meeting of the new Parish Council will take place in the WI Hall on Monday 8 May 2017 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).  
The Chairman thanked everyone for attending and closed the meeting at :22:17

## Action Point Summary

Ref A/Ps	Action Required	By Who	Deadline	Update
990	WI Hall Development Plans	Cllrs Secker /Fawcett Clerk	Ongoing	Ongoing
1152	Seek advice on CCTV for Church wall strikes	Cllr Playford	Ongoing	Forum held 27 March 2017
1160	RA's for WI Hall to be complete, Quotes for cemetery path DDA Access, Shared Access – chase updated contract	Clerk	Ongoing	Ongoing
1161	Obtain legal advice regarding boundary at the Drift	Clerk	Ongoing	Ongoing. Action 15/03/2017 Spire and NCC involved
1172	Obtain quotes for cleaning and restoration of headstone for Thomas Bullock	Clerk	Ongoing	✓ Requested 31/01/2017 and 15/02/2017 and 14/03/2017
1186	Great War Commemoration – Working Party to meet and create plan	Cllr Hewett	Ongoing	Ongoing
1187	Parish Website - Working Party, Cllrs Hewett, Playford and Turner to update	Cllr Hewett	Ongoing	Ongoing
1215	e. Signage at WI Hall carpark	Clerk	08/05/2017	✓ 15/03/2017 all clear except AP: e.
1215	First Aid Dates to Clerk	Cllr Tuck	08/05/2017	
1215	Notice at FP Fen Folgate beware of horses	Clerk	08/05/2017	
1215	Install No Parking sign at the Green opposite OSH	Clerk to ask Cllr Crane	08/05/2017	Cllr Crane to advise
1224	Action a,b,c and d Action e	Clerk Cllr Crane	08/05/2017 08/05/2017	
1225	Visit parishioner re hedge at cemetery	Cllr Shelly	asap	✓ 11/04/2017
1227	Draft letter to Mr Lake	Clerk	21/04/2017	
1228	Submit planning comments	Clerk	21/04/2017	
1231	Advise Theatre Group of outcome	Clerk	21/04/2017	
1233	Draft letter to parishioner re hedge at Swan Lane	Clerk	21/04/2017	
1236	Advice H Brett of approved memorials	Clerk	21/04/2017	
1237	Report potholes Report blocked ditch Letters to parishioners at Cushing Close and Parklands re overgrown hedges. Request Paul Sellick to intervene where hedges are obstructing highways. Signage for BP News items for SN	Clerk Clerk Clerk  Clerk  Cllr Hewett Cllr Hewett	21/04/2017 21/04/2017 21/07/2017  21/07/2017  08/05/2017 asap	