



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 14 DECEMBER 2015 IN THE WI HALL

Present Councillors: Fawcett (Chairman), Aves, Dewing, Hewett, Kidd, Playford, Secker, Shelly, Stolworthy and Tuck and Patty Harris (Clerk). District Councillor Turner and 39 parishioners in attendance.

19:00 Erica Whettingsteel, attending on behalf of Orbit Homes Ltd was introduced to Cllrs and Parishioners. EW spoke to Cllrs and Parishioners outlining the proposal for residential and commercial development at Chapel St, Shipdham. EW left the WI Hall at 19:45

19:45 Prior to the start of the meeting Cllr Fawcett announced the resignation of Cllr Kidd, expressed his thanks for long service to the parish and presented a card and personal gift from Cllrs. Cllr Kidd expressed thanks and appreciation.

Meeting opened at 19:50

927. To receive apologies for absence - Cllr Mark Crane

928. To receive declarations of interest. All Cllrs have interest in Agenda item 8e and automatic dispensation applied.

929. To agree and sign the minutes of the Parish Council meeting held 9 November 2015 copy attached. Taken as read. The Minutes were agreed and signed.

930. Matters arising (for information only). Update on Action Points. All A/Ps were covered with particular information on AP919 – Twinning. Cllr Kidd updated Cllrs :
Twinning is promoted by an EU organisation. Shipdham Twinning Association has been active for 30 years – the longest running TA in Norfolk organising visits on alternate years. TA raise own funds. The Welcoming Reception in 2016 will welcome 40 to 45 French nationals and a small number of German nationals. In addition to the welcome, they TA have organised a trip to Lincoln by coach. Last time the PC gave £350. **A/P Agenda Item for next meeting**
A/P 923 clerk to write to person parking on green - Details with Cllr Seck. Cllr Fawcett explained about parish land/parking and putting up signs. **Agenda Item added see 940.**

931. Chairman’s Action – Chairman informed Cllrs his approval for the Clerk’s Training Course on 7 December 2015 costing £50.00

932. To receive Clerk’s Report – Tabled. Clerk briefly ran through main points. **A/P.**

933. Routine Finance

a) Invoices: To approve payment of the following invoices

Post Office Re-direction costs	£ 160.00
Playdale playgrounds balance of account	£,2684.70
Mr S Birkenhead – (cheque held until invoice received)	£1200.00
HMRC Tax and NI Due R Martin	£ 653.78
Salary/HMRC/NI Gross November P Harris	£ 625.00
Clerk’s Expenses November P Harris	£ 86.88
Toner for Printer	£ 161.46
Salary/HMRC/NI Gross December	£ 625.00
NPTP Training Clerk 7 Dec	£ 50.00
To set up cheque for Ms C Perfect £30 per month	£ 30.00
Self Employed Status pay by cheque. Note this has been changed to £40 per month. Nov & Dec paid cash from WI takings.	
Stickman Garden Services Inv 149	£ 110.00
British Gas 400376108 Gas by DD	£ 115.73
E-on Street Lighting Inv H124775FF2	£ 218.74

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TT Jones Inv 9951	£1,225.30
British Gas Elec at West End by DD	£ 22.47
Amey Sept inv 90452543 paid Oct	£15629.09
TT Jones Sept inv 9832	£563.36

Payment of invoices agreed, Proposed by Cllr Hewett. Seconded Cllr Kidd

b) Bank Account Balances and Reconciliation of funds. Clerk confirmed bank rec and bank statements sent to Chair. Balances shown in Clerk's Report.

c) To note S106 agreement dated 11 December 2011 Total paid by Abel homes was £61,301.86. This must be fully accounted for and any balance unspent after 5 years must be paid back. For clarification, the deadline date is 13 Nov 2019 and not 2020 as recorded in historical minutes. (Evidenced by email rec'd 15 September 2015 from BDC). – Noted.Cllr Hewett suggested that in view of government cuts, this deadline might move. PC needs a strategic plan – use Shipdham Appraisal –. Cllr Hewett suggested forming a sub group. Agenda item next meeting. **Action Point – Cllrs Hewett/Fawcett/Stolworthy to get together to discuss and come up with a quoted proposal.**

d) To consider and approve the 2016/17 PC Budget – copy attached A discussion took place including the proposal to increase the precept by 1.9%. Proposed by Cllr Hewett to increase precept by 1.9% and to accept the Budget at £43,307. Seconded Shelly. Unanimous by show of hands.

Action point Opt into new audit option – Clerk.

e) Following agreement of the budget, to agree the PC Precept required for 2016/17 covered in item 8d above. **A/P Clerk to submit precept to BDC**

934. Planning

a) To receive and consider new Planning Applications (including any received after the preparation of the agenda)

3PL/2015/1306 No Objection	Mr & Mrs Green 4 Meadow Close. Shipdham. IP25 7NF Single storey rear elevation.
3PL/2015/1314 Strong objections. The site and access are totally unsuitable for caravans and large vehicles of the size proposed. This application is totally inappropriate for area being a small countryside lane.	Mr T Carroll Spring Farm. Little Hale Rd. Shipdham IP25 7PL. Change of use of land to campsite.
3PL/2015/1292 No objection	Mr R Eden E2 Installation 5 Boton Drive, Dereham Market NR19 2HG To lower kerb and allow domestic driveway access at 61 Market St. Shipdham. IP25 7LZ.
3PL/ 015/1069/O No objection	Mr P Bush, Oak Leafe, Daffy Green, IP25 7QQ. Erection of 2 x single storey dwellings and garages at land adjacent to The Haven, Daffy Green. O/P to SPC for information/comments as plot is on village boundary.

b) Planning Decisions - Noted

3PL/2015/0966/F	Mr & Mrs P Meachen. Land fronting Dereham Rd. Agricultural Barn PERMISSION
3PL/2015/1025/F	R Paterson. Grange Farm, Shipdham. Open straw storage barn PERMISSION
3PL/2015/1169/F	Mr S Warman. Marric, Mill Rd, Shipdham.

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	Alterations, extension and garage PERMISSION
3PL/2015/1202/F	Mr & Mrs D Adams. 5 Eastgate, Shipdham. Single storey front extension PERMISSION
3PL/2015/1215/F	Mr L Goldsworthy & Miss R Cutting. Fairview, Watery Lane, Shipdham. Erection of front, side and rear extension to bungalow & garage PERMISSION

Cllr Hewett brought to the attention of Cllrs that the Parklands Application went through at 7 votes to 3 - Cllrs need to know that this PC submitted no objection in principle and this this was not the view of the parishioners.

c) Planning Appeals

APP/F2605/W/15/3081105 Clerk to write strong objections.	Mr Joseph Jay. Use of land for the stationing of 1 mobile home for no.1 gypsy pitch and day/utility at Saham Toney Otterwood Kennels, Dereham Road.
3PL/2014/1358/F-1555	Mr A Thorne – Ash Farm King Row. Appeal – site inspection 21.12.15 at 09:45

935. Handyman list (not employing someone. – Request from previous meeting by Cllr Secker for agenda item. Cllr Dewing provided a list of names and contract numbers for contractors able to carry out emergency/small repairs with a financial limit of £250.00 Proposed Cllr Hewett. Seconded Cllr Stolworthy. Unanimous by show of hands. For emergencies costing over £250. Cllrs can contact the Clerk or Chair to request Chairman's Action.

936. Clarification of approved expenditure for, Dehumidifier, Defib Cabinet and Footpaths – see Minute 923 – Request by Cllr Fawcett for agenda item. Defib is BDC funding – Cllr Seck applied to BHF with agreement from BDC, both options open. Footpath bid to NCC done awaiting results. Defib was approved & buy £730 + vat. Fitting costs . **Action: Clerk to place purchase order and costs to fit? To fit appoint electrician to fit.** Proposed : Dewing Seconded: Cllr Playford. Unanimous.

937. Banking arrangements – investments with Unity Trust Bank. Cllr Hewett Proposed move to Unity Trust Bank. Specifically for small councils, online banking with small funds. Dual and tripartite authorisers. Bit time consuming to set up. Much easier to use. No branches. Cash banked at PO and Natwest. Fees are reasonable. Rates in line with market rates. Cllr Fawcett asked rates. Cllr Hewett advised 0.2% on deposits and 0.175% on current account. Proposed by Cllr Hewett to move bank to Unity Trust.. Seconded: Cllr Dewing. The Clerk asked Cllrs to consider the move to coincide with the new financial year 1 April 2016. Proposed: Cllr Stolworthy. Seconded Cllr Dewing. **Action : Clerk to proceed to open new account on line**

938. To receive reports from Councillors

Cllr Tuck: Horticultural show 16 June – banner to go up and stall on green on the day to get public into the show.

Cllr Kidd – Funding for twinning proposal £400 May 2016 for Civic reception. Seconded: Cllr Hewett. Unanimous.

Cllr Kidd – Xmas Tree – Proposed: To agree precedent for PC to be responsible to provide Xmas tree and will take sponsorship from organisations who wish to donate. Seconded Hewett. Unanimous.

Cllr Secker: Mr Philips notice boards refurbished. Can we have sign at footpath about large mobility scooters – 2 people nearly knocked over. Discussion took place. Cllr Hewett urged caution. We cannot discriminate. **Action Point: Cllr Hewett to put note in parish magazine.**

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Cllr Secker: – Paid £150 cash to have concrete taken away. Please can we have notices at church about parking on grass.

Cllr Secker: – requested name of person arranging places named after people who have died, street, road etc.. Cllr Stolworthy agreed to find out. **A/P Cllr Stolworthy to pass details to Cllr Secker.**

Cllr Hewett: Had a call from Mr Mead re initial plan for zebra crossing at the Eastgate part of the village. **A/P Cllr Hewett will do feasibility study.**

Cllr Shelly: A couple of trees on the green need dealing with . Will contact tree surgeon for report and quote. **A/P Cllr Shelly to contact tree surgeon.**

Cllr Fawcett: Parishioners do not all know who Cllrs are and suggested photographs on website. **A/P Cllr Fawcett to organise photographs of Cllrs for inclusion on SPC website.**

Cllr Fawcett: Please identify training that Cllrs would like. For bespoke courses. Please look and advise Clerk in January. **A/P for all Cllrs - find out list of courses and who want to do what. Clerk add to January Agenda.**

939. Update from Town & Parish Forum – Cllr Fawcett updated Cllrs. Clerk forwarded the T&P Forum slides to all Cllrs. Cllr Hewett explained LDF was imposed. Neighbourhood Plan involves the village. Cllr Hewett added that as a PC we need to have an input and know what is going on. Cllr Hewett will ask for Cllr Turner to hold a forum for the village, Cllr Kidd reminded Cllrs of brown field sites already identified. Cllr Hewett added that developers are seizing opportunities where plans are not formalised. Cllr Fawcett confirmed that the BDC Grant 2015/16 was 216K – Cllr Fawcett asked BDC how much is disseminated – BDC said all. BDC is increasing Council Tax by 2%.

Action – Cllr Hewett to contact Cllr Turner to arrange village forum

940. Bullock Park Playground Weekly Inspection and independent annual inspection due Feb 2016 Clerk to get quote from Terry Griffiths who is willing to take over from Bill Hinks fro weekly checks. **Cllr Aves and Cllr Stolworthy will contact Mr Griffiths. Mr Chubbock is ROSPA trained and can carry out annual checks. Action Clerk to contact Mr Chubbock. In January. For quote for annual check.**

941. To receive correspondence (including any received after the preparation of the Agenda) all circulated.

942. AOB - Signs for parking – village green Proposed by Cllr Playford that Cllr Fawcett to obtain and erect signage. Seconded: Cllr Aves. Unanimous except Cllrs Secker.and Stolworthy, **Action: Cllr Fawcett to obtain signage. Shipdham Parish Council Temporary Parking.**

943. To confirm the next meeting of the Parish Council will take place on 11 January 2016 in the WI Hall at 7:30 pm Doors opened to Parishioners at 7:15 pm

Meeting closed 10.22

Action Point Summary

Ref	Action required	By whom	Deadline
930	Agenda Item to agree Twinning Assoc £400	Clerk	Next Agenda
930	A/P923 Clerk to write to contractor about vehicle parked on the green	Clerk	11 Jan 2016
930	Signage re parking – agenda item	Clerk	Next Agenda
932	Clerk's Report Action Points	Clerk	11 Jan 2016
933b	Cllrs Fawcett, Hewett & Stolworthy arrange to meet and prepare a quoted proposal for spending remainder of S106 funding.	Cllrs Fawcett, Hewett and Stolworthy	Arrange by 11 Jan 2016
933d	Opt into new external audit contract	Clerk	31 Jan 2016
933e	Submit precept request to BDC	Clerk	31 Jan 2016
934	Planning – to submit objections to BDC	Clerk	18 Dec 2015
936	Clerk to place order for Dehumidifier and get quote to fit.	Clerk	11 Jan 2016

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937	Open Unity Trust bank account ready for 1 April 2016	Clerk	28 Feb 2016
938	Safety aware notice in Parish Magazine regarding large mobile scooters using footpath.	Cllr Fawcett	Jan issue
938	Photographs of Cllrs for SPC Website	Cllr Fawcett	31 Jan 2016
938	Start feasibility study for zebra crossing at Eastgate part of village	Cllr Hewett	11 Jan 2016
938	Training Courses to be identified for group session	All Cllrs	Next Agenda
938	Trees on green need attention. Tree surgeon to be sought and asked for advice and quote	Cllr Shelly	11 Jan 2016
938	Cllr Secker requested the name of person organising streets etc. names after people who have died	Cllr Stolworthy	11 Jan 2016
939	Contact Cllr Turner to organise a Village Forum	Cllr Hewett	Contact by 11 Jan 2016
940	Bullock Park weekly safety checks. Contact Terry Griffiths	Cllrs Aves/Stolworthy	11 Jan 2016
940	Bullock Park annual safety check – contact Paul Chubbock	Clerk	11 Jan 2016
942	Obtain and erect signage on village green to discourage parking	Cllr Fawcett	11 Jan 2016

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