



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8 FEBRUARY 2016 IN THE WI HALL

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

District Councillor Turner and 5 Parishioners in attendance.

Meeting Opened at: 19:30

- 959. Apologies for absence – No apologies, all in attendance.
- 960. Declarations of Interest – Cllr Dewing declared interest in Agenda item 10C
- 961. To agree and sign the minutes of the meeting held 11 January 2016. Cllrs agreed the minutes which were then signed by the Chair.
- 962. Matters Arising for information only – Action Point update:
Outstanding or ongoing: A/Ps: 933b,936,938,942. All other Action Points were completed.
- 963. To consider and decide on time specific matters received after the preparation of the agenda – none.
- 964. Chairman's Action - Police Community Support Officer asked Chair to let Cllrs know there is a court case pending regarding the damage at Bullock Park .PSCO also informed the Chair of number plate thefts in Pound Green Lane. Parishioners to be aware.
- 965. To adjourn the meeting for Parishioner's Questions. 19:49
Meeting reopened: 19:55
- 966. Routine Finance

a) The following invoices were authorised for payment by cheque

11/01/16	15236	NPTP	£ 45.00
08/02/16	01/2016 NI	HMRC	£ 121.89
08/02/16	Feb salary	Mrs P Harris	£ 568.05
08/02/16	Jan Expenses	Mrs P Harris	£ 119.54
08/02/16	7223S97835	Proludic * (covered by insurance)	£1,307.16
08/02/16	WI noticeboard repairs	Mr J Phillips	£ 120.01
08/02/16	3328	J Bayliss Pest Control	£ 51.60
08/02/16	January Overtime	Mrs P Harris	£ 178.14
08/02/16	NI due	HMRC	£ 37.89
08/02/16	1008487413	SAGE (UK) Ltd	£ 703.22

Cllr Hewett Queried the cost of Pest Control – this was originally reimbursed by parishioner who is no longer able to cover this cost.

Cllr Hewett asked if the Council wish to continue paying for this.

Action Point: Clerk to contact Mr Bayliss to establish effectiveness/need.

Proposed: Cllr Hewett. Seconded: Cllr Stolworthy. Unanimous.

b) The following invoices were authorised for payment by D/D

15/01/16	01/16 C/tax	BDC	£ 74.00
28/01/16		B. Gas	£ 21.21
01/02/16		BT	£ 77.38
11/02/16		E,on	£ 226.03

Proposed: Cllr Stolworthy. Seconded Cllr Playford. Unanimous.

c) The bank account balances and reconciliations at close of business on 28 Jan 2016 were received and signed by the Chair.

Community Account 6072 £ 35,398.86

CEP Account 4380 £ 25.13

Saver Account 4570 £ 40,317.41

d) Quarter 3 Accounts were received with the following observations and **Action Points:** **Clerk:** to contact TT Jones to establish where we are on the street lighting rolling programme of replacements. **Cllr Aves:** to forward water meter readings to the Clerk for cross checking with invoices. Cllr Playford queried church wall fund and whether this is sufficient. Cllr Fawcett stated that the insurance policy will cover strike damage. Cllr Hewett added that BDC are talking to Highways for a solution re church wall. A discussion took place. Q3 accounts were accepted unanimously.



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967. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda.

a) Planning Applications

3PL/2015/1490/O	Glavenhill Strategic Land, c/o Lanpro Service Ltd, Brettingham House, 98 Pottergate, Norwich NR2 1EQ Land off Shipdham Road – Westfield Road and Westfield Lane, Dereham. 25.6ha outline residential planning application and habitat enhancement works
3PL/2015/1267/O	G Tufts & Son. Outline application for 23 dwellings at the Cricket Players Old Post Office Street, Shipdham. Cllr Turner: OP Approved.
3PL/2015/1293	Mr A Jackson, 80 Market St, Shipdham. Change of use of redundant chapel into one dwelling, the Methodist Chapel at 78 Market St, Shipdham. STRONG Objection: Footprint suspect – parking areas thought to be encroaching onto footpath which is NCC Land. Public right of way. Red line drawing is wrong. Action Point: Clerk to register objection.

b) Planning Decisions – none received as at 28 January 2016

c) Planning Appeals

3PL/2014/0892/F – 1544 APP/F2605/W/15/3081105	Mr J Jay. Site at Otterwood Kennels Dereham Road, Saham Toney. Use of land for the stationing of 1 mobile home. Hearing on 21.01.16 cancelled. Appeal to Secretary of State made 19.01.16. Change of procedure from Hearing to Inquiry. To be decided on the basis of an Inquiry. Date of Inquiry to be advised.
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968. Clerk's Report – To receive reports and make decisions where required:

- a) Unity Trust Bank Terms & Conditions changed since documents were presented to Council, namely interest rate reduced and charges for deposits over the counter added. Clerk advised remaining with Barclays and to set up on-line banking.
Proposed: Cllr Hewett Seconded: Cllr Fawcett
- b) Sage Accounting update – software purchased and should be ready for 1 April 2016.
- c) Teen Shelter – quotes for removal costs presented along with 2 offers to remove at no charge on condition that materials will be kept by contractor. Cllr Fawcett reminded Cllrs that the shelter forms part of Recreation Project. Part funded by National Lottery on condition it be a maintained asset. Cllr Crane – previously recommended vandal proof shelter – this was not accepted by Council.
Cllr Hewett: informed Cllrs that a decision to repair rather than remove would be a material change to last decision and the future of the Teen Shelter could be included in the significant plans for the Phase 2 Recreation Plan. Cllr Hewett Proposed to repair TS at this point in time £346. Second: Cllr Stolworthy. Vote: For: 4. Against: 4. 2 abstentions – Cllr Shelly doesn't agree either way. Cllr Dewing abstained due to declared interest. Casting vote with the Chair who voted for the repair. **Action Point:** Clerk to contact contractor and instruct repair.
- d) Insurance claim update – climbing frame, repaired, invoice authorised for payment. Insurance will reimburse accordingly. **Action Point:** Clerk to send insurance claim for invoice costs.
- e) Improvements to Cemetery path - Query received from Parishioner regarding poor state of cemetery path. Discussion took place.
Action Point: Clerk to obtain 3 quotes for ¾ shingle and define the cut edges – writing specification and taking professional advice on options available and costs to be brought back to Council. Proposed: Cllr Tuck. Seconded: Cllr Secker.
- f) Gravestone inspections need to be carried out.



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- Mr P Chubbock willing and able to do topple test. Proposed: Cllr Fawcett
Seconded: Cllr Hewett. **Action Point:** Clerk to instruct Mr Chubbock.
- g) Footpath lighting – repair costs excessive. Site meeting on 10 Feb
h) BT Update vs PlusNet option. BT unable to deliver line. Clerk's employment contract Para 6.4 allows for the reimbursement of all telephone expenses to the Clerk. Since a PlusNet line is already in situ the Clerk offered this line and number to the Parish Council. Proposed by Cllr Hewett to reimburse Clerk for monthly costs. Seconded: Cllr Fawcett
- i) Bullock Park – weekly check. Mr Chubbock offering to do this work for a monthly stipend. Proposed by Cllr Fawcett to appoint Mr Chubbock to carry out the inspections. Seconded: Cllr Playford. Unanimous.
Action Point: Clerk to instruct Mr Chubbock.
- j) Training course update – Slow progress. NALC unable to help. **Action Point:** Clerk to provide further information at next meeting.
969. Churchyard signs and posts – Cllr Secker agenda item. **Action Point: Carry forward to next meeting.**
970. HM Queen Elizabeth - Birthday Beacons – Cllr Hewett proposed that the RBL should light the beacon. Cllr Fawcett agreed. **Action Point:** Cllr Fawcett to arrange with RBL.
971. Speed Sign Data – Cllr Tuck agenda item. Cllr Tuck – SS locations should be readdressed. Bradenham Rd a big improvement. Cllr Turner advised that location cannot change without CC approval. SS can only be located on PC property. Police are suggesting a review. Therefore Cllrs need to review. **Action Point:** Clerk to find rota and locations of speed signs and bring back to Council for review.
972. Petition – Giving Parish Councils the Right to Appeal Planning Decisions
Support petition or not: Proposed by Cllr Tuck to support the petition. Seconded: Cllr Hewett. Unanimous. **Action Point:** Clerk to register support.
973. Old School Playing Field – to consider and respond to Thomas Bullock Trust letter 22 January 2016. Discussion took place. Parishioner spoke to Cllrs on TBT covenants. Suggesting some 106 funding and sale of WI hall to contribute to new hall. Project is 3+ years away. Early stages of how land can be developed.
TBT feel village hall is viable and right thing for village. Cllr Hewett summarised that the request is to investigate the possibility, which should be supported. He added that the Village Appraisal indicated a desire to see something done with OSPF. Cllr Dewing – questioned financial viability considerations of a new hall.
Cllr Tuck suggested an alternative might be some open green space. Cllr Turner clarified that this is not BDC project it is Breckland Bridge. BDC own the ground.
The Chair asked the Clerk to write a formal response to TBT supporting the idea in principle. **Action Point:** Clerk to write to TBT
974. To receive Cllrs Reports and make decisions where required. The following reports were received:
Cllr Tuck: Defib update – changes to estimated budget tabled. Defib cabinet will use electrical supply from Post Office which they will pay. Total £1k. Half of which is hoped for from BDC. PC requirement is £500. (Was £400). Noted.
Cllr Crane: Churchyard surface and potholes are coming back yet work is under warranty. LG surfacing carried out the works approx. June 2015. **Action Point:** Clerk to chase for rectification to latent defects.
Cllr Aves: Spaces to rent on allotments. Two previous occupiers have left a lot of rubbish. One allotment holder has left 35 tyres. **Action Point:** Clerk to write letter with notice of 4 weeks to clear.
Cllr Aves: Swan lane pothole 100 yards from A1075, outside Ash Lodge. **Action Point:** Clerk to report to Highways. Raintree, potholes in road, Richard Haggard Close.
Cllr Stolworthy: Gary Lake – 3 months since we asked him to do brambles, work still not done. **Action Point:** Cllr Shelly to chase
Cllr Stolworthy: Has sorted through files left by previous Clerk: Found old books of parish council minutes 1869 to 1930. Also grave/cemetery information. It was noted that some time ago, Cllrs had instructed the previous Clerk to arrange for delivery of the documents to the NRO and trusted that this had been done. **Action Point:** Files will be taken to NRO by Cllr Secker.
Cllr Fawcett: Received complaint from parishioner regarding low flying aircraft and unidentified debris substance left the following day on pavement/driveway in area. Cllr Fawcett informed Cllrs that this has reported to RAF Wittering – waiting for reply.
Cllr Fawcett: Cllr Fawcett presented speed watch data - list has 42 reported vehicles. 11 got letters from police. 465 vehicles exceed speed limit but were not reportable. 500 vehicles per hour recorded through the village.



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Cllr Secker – Requested annual donation to Mr Phillips for charity. Amount TBA. **Action Point:** Clerk to raise cheque once figure agreed.

Cllr Playford: Reported that street lamp number 66 on during daytime.
Action Point: Clerk to report to TT Jones.

- 975. To receive correspondence including any received after the preparation of the agenda. Noted.
- 976. A.O.B - None
- 977. To confirm the next meeting: 14 March 2016 in the WI Hall at 7:30pm. Doors open to Parishioners at 7:15p.
Public meeting closed at 21.51
- 978. Confidential employment issue – Members of the public left.

Following the EO meetings held on 21.01.2016 and 28.01.2016, the Clerk informed Cllrs that an employment matter was being dealt with by DAS and that Cllrs will be advised if there is any further progress. Meeting closed at 21.58

Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline
933b (Dec)	Cllrs Fawcett/Hewett/Stolworthy to collate list of projects for S106/DC11 funding.	Cllrs Fawcett Hewett/Stolworthy	14/03/2016
936 (Dec)	Place order for Dehumidifier and fit	Clerk	14/03/2016
938 (Dec)	Chase quotes for tree work on Green	Cllr Shelly	14/03/2016
942 (Dec)	Obtain and erect signage	Cllr Fawcett	14/03/2016
February 966d	Contact TT Jones for details of lighting works programme Water meter readings to Clerk Clerk to check readings against invoices up.	Clerk Cllr Aves Clerk	14/03/2016 Done 14/03/2016
967a	Submit planning objections	Clerk	15/02/2016
968c	Appoint contractor B (Jan Agenda) for Teen Shelter repair	Clerk	14/03/2016
968d	Insurance claim to be submitted for payment	Clerk	14/03/2016
968e	Write Spec and obtain advice and quotes for cemetery path maintenance.	Clerk	14/03/2016
968f	Appoint Mr Chubbock for gravestone checks	Clerk	14/03/2016
968i	Appoint Mr Chubbock for weekly BP inspections	Clerk	14/03/2016
968j	Bring update re training courses to next meeting	Clerk	14/03/2016
969	Churchyard signs and post c/fwd to next agenda – Cllr Secker request	Clerk	14/03/2016
971	Find Speed Sign data rota/positions for next agenda	Clerk	14/03/2016
972	Register support for petition by deadline	Clerk	19/04/2016
973	Formal reply to TBT	Clerk	14/03/2016
974	Clerk: Chase LG Surfacing re latent defects./contact Highways/ donation cheque to Mr Phillips./contact TT Jones re light no 66/write to ex allotment holders. Cllr Aves to forward Clerk names and addresses of ex allotment holders regarding rubbish left. Chase Gary Lake re brambles. Files from Cllr Stolworthy to NRO by Cllr Secker.	Clerk Cllr Aves Cllr Shelly Cllrs Stolworthy/Secker	14/03/2016 14/03/2016 14/03/2016 14/03/2016