



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

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

Present: Cllrs: Fawcett (Chair), Turner (Vice-Chair), Aves, Dewing, Hewett, Playford, Shelly and Stolworthy.

Clerk: Patty Harris

2 Parishioner in attendance. The meeting opened at 19:30

### MINUTES

1282. Apologies for absence – Cllrs Crane, Secker and Tuck. Accepted
1283. Declarations of Interest – there were no declarations of interest. The Chairman reminded Cllrs to declare if any interests arise throughout the meeting
1284. To agree and sign the minutes of the meeting held 12 June 2017 – The Minutes circulated 13 June 2017. Minute 1271c was amended to read ‘some of the £5k’. Following this amendment, the minutes were agreed as a true and accurate record and were signed by the Chairman. Proposed: Cllr Playford. Seconded: Cllr Dewing. Unanimous
1285. Matters Arising for information only – Action Points are all clear except: 990, 1160b, 1161, 1186, 1187, 1224e, 1271b which are ongoing. Cllr Turner proposed striking off 990, 1160b, 1161 as nothing further can be done. Proposed: Cllr Turner Seconded: Cllr Playford. Unanimous. Clerk advised Cllrs of response from Cushing CI, re overgrown hedges. Misunderstanding – conifer and laurel obscuring street light column. Cllr Fawcett to visit and explain misunderstanding. Cllr Hewett suggested offer to resolve by covering costs of reducing conifer and laurel to manageable height as one off and seek agreement from owner to maintain in future. Proposed: Cllr Hewett. Seconded: Cllr Turner. Unanimous. **A/P: Clerk to strike off 990, 1160b and 1161. Cllr Fawcett to visit Cushing CI and explain situation and offer to resolve.**
1286. To consider and decide on time specific matters received after the preparation of the agenda. The following time specific matters were considered and decisions made: Red Ensign Day – do we wish to fly the flag. Cllr Fawcett suggested RBL undertake this and Cllrs agreed. Details were handed to Cllr Playford to follow up with RBL. Annual appointment of Mr Chubbock to inspect and repair equipment at Bullock Park at a charge of £300 per quarter. Proposed: Cllr Hewett, Seconded: Cllr Dewing. Unanimous. Stickers for bins. Unanimous Decision made not to issue stickers. Cllr Stolworthy requested agenda item for possible ‘slow down’ signs. **A/P: Clerk - September agenda item and item for Traffic Management Working Group meeting on 24 July**
1287. Chairman’s Action - Chairman has arranged for Norfolk Police and Crime Commissioner to visit the village on 15 Aug at the Golden Dog. Questions in advance if possible but event will be an open forum. **A/P: Clerk to put information on village noticeboards and website**
1288. To adjourn the meeting for Parishioner’s Questions. Meeting adjourned 19:53. Meeting reconvened at 19:57
1289. Routine Finance
- a) Payment of the following invoices by cheque were agreed. (items in bold added after agenda published) Proposed: Cllr Hewett: Seconded: Cllr Playford. Unanimous.

12/06/2017	S Boldero	Painting WI Hall	£127.49
10/07/2017	Jan Brown	WI Hall cleaning & teen shelter	£ 35.00
10/07/2017	P Harris	Net salary	£698.23
10/07/2017	HMRC	Tax and NI	£ 80.09
10/07/2017	P Harris	June Expenses	£152.50
10/07/2017	Stickman (P Hutton)	Inv 352 and 437	£100.00
16/06/2017	T T Jones	Inv 10705	£224.95
10/07/2017	Carly Perfect	WI bookings	£ 40.00
20/06/2017	Mr Waterhouse	WI Repairs	£ 33.30
<b>01/07/2017</b>	<b>S Boldero</b>	<b>WI painting</b>	<b>£799.12</b>
<b>01/07/2017</b>	<b>Ridyards</b>	<b>Inv 15674</b>	<b>£691.20</b>



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

<b>04/07/2017</b>	<b>J Bayliss</b>	<b>Inv 3885</b>	<b>£ 39.60</b>
-------------------	------------------	-----------------	----------------

b) Payment of the following invoices by D/D were agreed. (items in bold added after agenda published). Proposed: Cllr Hewett. Seconded: Cllr Playford. Unanimous.

03/07/2017	Anglian Water	The Green	£ 16.21
03/07/2017	Anglian Water	Allot DR	£ 42.53
03/07/2017	Anglian Water	Cemetery	£ 20.89
10/07/2017	Anglian Water	Allot WR	£ 40.35
10/07/2017	Anglian Water	WI Hall	£122.64
14/07/2017	British G (Elec)	WI Hal	£ 28.16
29/06/2017	British Telecom	WI Hall	£ 59.74
<b>01/07/2017</b>	<b>E.On</b>	<b>Street Lighting</b>	<b>£275.54</b>
<b>22/06/2017</b>	<b>B Gas Elec</b>	WI Hall *reading taken 2/6/17 for year. Monthly readings required!	<b>£509.42</b>
<b>04/07/2017</b>	<b>B Gas</b>	<b>WI Hall</b>	<b>£ 59.83</b>
<b>15/06/2017</b>	<b>BDC</b>	<b>Rates</b>	<b>£ 80.09</b>
<b>15/07/2017</b>	<b>BDC</b>	<b>Rates</b>	<b>£ 80.09</b>

c) Bank account balances at close of business on 30 June 2017. Supporting papers circulated 4/7/17. Balances were noted and signed by the Chairman.

WI Hall	5971	£	6,120.33
Community	6072	£	22,692.65
Church Wall	4380	£	2,975.13
PC Savings	4570	£	79,539.48
St Lights	7769	£	21,004.07
Total balances held		£	132,331.66

1290. Planning. The following Applications, Decisions and Appeals were received and noted with the following comments in bold.

3PL/2017/0757/D Consultation – Reserved Matters	SH1 Consortium 90 dwellings pursuant to OPP 3PL/2013/0095/O DD Dodd and Sons Chapel St Shipdham <b>Whilst we accept that outline planning permission has been given to 3PL/2017/0757/D / (3PL/2013/0095/0), the Parish Council still has a great concern over the access road to this site, at the point it forms a junction with A1075 (the only ingress/access point for the whole site). We cannot emphasize enough the need to take into account planning application 3PL/2016/0655/F, adjoining and fronting this site, which has full planning permission, as the one road will pass through both sites – all exiting onto the A1075. There is an existing pedestrian crossing which is not shown on the plan situated at Central Garage on A1075. 190 children use this crossing twice daily with their parents/carers, in addition to other users. There must be appropriate highways management at the exit point, particularly as the Old School Playing Field, opposite, owned by Breckland Council and on the A list for development, will eventually apply for planning permission for 30-40 units. Therefore the highways management on the A1075 at this “meeting” point, must be included at the very outset of any building – to accommodate not only traffic from the 90 units in this application, but the residential and commercial units on 0655/F which will contribute further traffic, added to the future traffic from 30-40 units across the road – all using one pinch point to join the A1075 – in itself a major A route, with no other options for through traffic – and unless a practical solution for this pinch point is found and implemented, this is likely to become a high accident site, with constant traffic congestion – already an issue in the village</b>
3PL/2017/0766/F Consultation - Full	Mr & Mrs G Rix Land Erection of Single storey dwelling and garage at land adjacent to 41 Bradenham Rd Shipdham. Comments by 11 July. <b>Hedges to be retained and share the access drive with the existing bungalow due to road safety on the junction.</b>

a) Planning Decisions – noted.

3PL/2017/0379/F	Mr N Turner
-----------------	-------------



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

	Red Roofs King Row <b>PERMISSION</b> (granted 12 June 2017 - noted at last meeting)
<b>3PL/2017/0646/F</b> (added after agenda published)	Larwood Farms Demolition of 4 grain silos and erect new grain store. <b>PERMISSION</b>

b) Planning Appeals – none. Noted.

Cllr Playford added that 3PL/2017/0379 applicant passed on their thanks to the PC for support, and in particular, to District Councillors Hewett and Turner for representations made in relation to a planning application. Noted.

- 1291. Clerk's Report – circulated 4/7/17. Received and noted.
- 1292. Pension Regulator Declaration of Compliance –circulated. Received and noted
- 1293. To receive and decide on the following quotations:
  - 1. T T Jones quotation for replacement of 19 x amber columns and 1 x red columns – circulated 4/7/17. Street light account stands at £21k with a further £7.5 available from current budget. Cllr Fawcett suggested that the balance of £963 to be taken from reserves. Proposed: Cllr Stolworthy. Seconded: Cllr Aves. Unanimous. **A/P: Clerk to place order with TT Jones.**
  - 2. To consider and decided on quotation for restoration of Thomas Bullock tomb in the Churchyard – quotation not received in time. **A/P: Clerk -September agenda item**
- 1294. Cemetery T&C (Action Point 1278) – to consider and decide on Terms & Conditions for memorials in Shipdham Cemetery – Cllrs Fawcett & Turner - supporting papers circulated 4/7/17. Documents were circulated for consideration. Discussion took place and changes made. Clerk to edit documents for final submission to be adopted at Sept meeting
- 1295. To consider and decide on maintenance of the churchyard wall – Cllr Crane. In the absence of Cllr Crane this agenda item is moved to September. **A/P: Clerk – Sept Agenda item**
- 1296. To consider and decide on programme for tree planting – moving saplings from Watton Rd allotments to final location at Dereham Rd Memorial. Cllr Aves confirmed there are 87 trees in total. Cllr Fawcett updated Cllrs 25 to 30 trees ready to transplant. To be moved to Dereham Rd on village exit road to fill in the gaps. The Sandringham Oak is ready to move to the churchyard. September agenda item for who will do the work and cost. **A/P: Clerk - September agenda item.**
- 1297. Bullock Park Management Committee – The Minutes of the BPMC meetings held 26 May and 22 June with supporting papers circulated 4/7/17 were received and noted. An update from the BPMC Vice-Chair Cllr Dewing was received and noted. Quotation for CCTV- only one atm until decision on split is made for agenda item 17. Grass cutting still an issue. BPMC seek SPC views. Discussion took place and Cllrs requested another site visit. View is that Cemetery & BP being cut too quickly, not short enough. Paul Chubbock raised issues about insurance and where liability lies. Clerk informed Cllrs that the current insurance covers BP and the Parish Council are responsible and liable. Cllr Hewett confirmed that the Parish Council assume liability as we pay the premium. **A/P: Clerk to arrange site visit.**
- 1298. To consider and decide Parish Council /BP percentage split for cost of CCTV based on the initial quotation – supporting papers circulated 4/7/17. Cllr Fawcett has looked into specification and considered the proposed 60/40 split. Cllr Fawcett added that the PC are not responsible for the equipment, however the ongoing maintenance would be underwritten by the PC. When CCTV was first installed. BP paid for it. There is no precedent of the PC sharing the costs. As discussion followed. Cllr Stolworthy proposed 50/50 split. Seconded: Cllr Turner. Unanimous. Cllrs requested 2 more quotes, full costs for the extra work listed and leasing costs as an option. Cllr Hewett added that it is important to work in partnership with BPMC. Cllr Hewett asked for rope on lamp to be removed. Also, replacement picket fence has been ordered from Tufts. Agenda item Sept – dog pen provision. Dog signs broken. Cllr Hewett will replace with spares. **A/P: Cllr Dewing – report back to BPMC 50/50 split, 2 further quotes required, additional works to be quoted for, a leasing quote, remove rope from lamp. Clerk: September agenda item dog pen provision. Cllr Hewett: To replace dog signs with spares.**
- 1299. To receive and note Police and SNAP reports –SNAP report circulated 4/7/17, received and noted. No Police report available- noted. Next SNAP meeting 26 July.
- 1300. To receive Cllrs Reports: **Cllr Shelly:** From Cllr Secker – kerb sticking up outside Conway house. Signage post at 3 ways needs taking away. Cranworth sign at Blackmore Row end is



# SHIPDHAM PARISH COUNCIL

Chairman: Bill Fawcett Clerk/RFO: Patty Harris



broken. Tree growing at back of barns. All added to rangers' report by Cllr Dewing. Overgrown hedges at 51 & 53, Market St, leading down footpath to allotment entrance Dereham Rd – letters to be sent. **Cllr Dewing:** The Oaks have been written to and hedges have been cut back, Hillier's have cut their hedge as requested. Deadline for rangers' report by 17<sup>th</sup> July noted. **Cllr Playford:** Requested update on Parish Website and WW1 Working Party. Cllr Hewett added that informal WW1 meeting taken place, nothing to report yet. Next meeting TBC. Clerk advised that website is still being updated. Cllr Playford added she is willing to help. Cllr Playford also added that Cllr Secker said white lines working on the green. There are 4 vehicles perpetually parking on the green. Cllr Stolworthy asked neighbours to liaise with each other. Cllr Hewett reminded Cllrs it will be difficult deal with. Cllr Stolworthy will ask neighbour to help. **Cllr Stolworthy:** Anglian Water pumping station area has been strimmed. Estate Agent advert for Quarry is deceptive. Noted. **Cllr Aves:** Letton Rd cars parked at terraced houses creating a problem for road safety. Clerk will add to Traffic Management Working Group agenda. **Cllr Turner:** Flagship meeting went well. Flagship promise to communicate better with residents. Graham Parfitt at BDC must be informed if the local resident with court order contacts Cllrs or the Clerk. Noted. **Cllr Fawcett:** Asked about progress with Neighbourhood Watch. Cllr Playford said there was no response to the notice in the SN. Cllr Fawcett volunteered to be the NHW co-ordinator with help from Cllr Playford in setting up. ID Tags to follow. **A/P: Cllr Dewing Rangers' report to be submitted by 15 July. Clerk: Letters to Market Street. Cllr Stolworthy liaise with neighbours on the green. Clerk: Parking on Letton Rd Agenda item for TMWG. Cllr Fawcett: Set up NW Scheme.**

1301. To receive and note correspondence including any received after the preparation of the agenda Received and noted.
1302. A.O.B – none.
1303. To confirm the next meeting, Monday 11 September 2017.  
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:21:40

## Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1172/1296	Obtain quotes for cleaning and restoration of headstone for Thomas Bullock	Clerk	Ongoing	✓ Requested
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
1212	Organise further meeting of Traffic Management Working Group to progress outcomes from Forum	Clerk	asap	✓ Meeting 24/7/2017 W1 Hall 7:30pm for working party only
1224	AP item e – move goal post	Cllr Crane	asap	Cllr Crane seeking clarification for location.
1257	Tree MS – Sept Agenda	Clerk	Sept Agenda	✓ Noted for Sept
1271	ID Cards to be issued	Cllr Fawcett	asap	
1285	Strike off 990,1160b,1161 Matters arising – Visit to Cushing Cl to explain and resolve issue with trees around street light column.	Clerk Cllr Fawcett	11/07/2017 asap	✓ 11/07/2017
1286	Village Sign options – September July TMWG agenda item re above	Clerk Clerk	Sept agenda & 24/7/2017	✓ Noted for Sept ✓ Noted
1287	Website and Noticeboard updated re 15 Aug Golden Dog – Norfolk P&CC visit	Clerk	asap	✓ 12/07/2017
1290	Planning comments to be submitted by 11 July 2017	Clerk	11/07/2017	✓ 11/07/2017
1293	Place order with TT Jones for replacement street light columns	Clerk	asap	✓ 11/07/2017
1296	See AP 1172			
1297	GM Site visit to be arranged	Clerk	asap	✓ 11/07/2017 email sent
1298	Report to BPMP 50/50 split, 2 further quotes, price for additional works/leasing costs/ Remove rope from lamp Dog pen provision – sept agenda  Replace broken dog signs	Cllr Dewing  Clerk Cllr Hewett	20/07/2017  September agenda item asap	✓ Noted for 20/7/17  ✓ Noted for Sept
1300	Submit Rangers' Report Liaise with neighbours on the green TMWG agenda item/Letton Rd and letters to Mkt St Set up NWS	Cllr Dewing Cllr Stolworthy Clerk Cllr Fawcett	15/07/2017 asap 24/07/2017 asap	