



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD

13 June 2016 IN THE WI HALL

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

Clerk: Patty Harris

NCC Cllr Cliff Jordan and 11 Parishioners in attendance.

Minutes

- 1030. Apologies for absence. None
- 1031. Declarations of Interest. The following Dol's were made: Cllr Fawcett Agenda Item 11. Cllr Playford Agenda item 9a. Planning App Quarry View.
- 1032. To agree and sign the minutes of the meeting held 9 May 2016 – Circulated 11 May 2016. To be taken as read. The Minutes were signed as a true copy. Unanimously agreed except Cllr Tuck who was not at the meeting 9 May 2016.
- 1033. Matters Arising for information only – Action Points update. All APs completed except: 933b, 936, 990, 1005 and 1012 which are partially completed and ongoing.
- 1034. To consider and decide on time specific matters received after the preparation of the agenda. A1075 Speed restrictions – NCC Highways. Following a short discussion, comments to be submitted to NCC Highways : SPC of the same view as other parishes affected. SPC have NOT complained. Data supplied is conflicting.
- 1035. Chairman's Action - if any. None.
- 1036. To adjourn the meeting for Parishioner's Questions. Meeting adjourned at 19:56. Reconvened at 20:40. NC Cllr Cliff Jordan invited to speak in session. Subject: Devolution – 'Combined Authority'. Parishes will be invited to ask if you want it. Linked with funding. There are several meetings, next one on Wednesday 15 June. District Council will be overridden by Mayor who will take power. Funded by the Council Tax. The Chair thanked NC Cllr Jordan. Cllr Jordan and 2 parishioners left the meeting at 20:50.
- 1037. Routine Finance

The following invoices were approved for payment by cheque:

15/05/2016	J Bayliss	Inv 3432	£ 47.40
20/05/2016	TT Jones	Inv 10201	£ 1,405.90
20/05/2016	TT Jones	Inv 10201	£ 5,775.67
31/05/2016	P Harris	May Expenses	£ 120.06
	Re-imbursments to Clerk for Parish	Post Re-direction	£ 175.00
	Council purchases	Office supplies	£ 98.74
	made by Clerk on own Credit Card	Defibrillator Cabinet	£ 485.00
		Dehumidifier Unit	£ 882.00
		Ink Toner for printer	£ 61.19
		Total	£ 1,822.94
13/06/2016	P Harris	Net June Salary £625.00 + 15.25hrs May overtime £173.24- £15.15 NI	£ 783.09
13/06/2016	HMRC	NI EES £15.15 + NI ERS £16.87	£ 32.02
01/06/2016	P Chubbock	Inv June 2016	£ 300.00
06/06/2016	SCS	Inv 2909 internal Audit	£ 100.00
08/06/2016	Gary Lake	Inv 44	£ 720.00
08/06/2016	Gary Lake	Inv 45	£ 572.50
19/04/2016	G Young	Inv SPC 100	£ 190.50

- a) Proposed: Cllr Hewett: Seconded: Cllr Dewing. Unanimous.
In addition Cllr Hewett proposed a fee free option of Debit or Credit Card for use by the Clerk. £2500 limit. Seconded: Cllr Dewing. Unanimous. **Action Point: Clerk to apply to bank for options available.**

The following invoices were approved for payment by D/D

01/06/2016	Anglian water	The Green	£ 13.31
01/06/2016	Anglian water	Cemetery	£ 14.48
01/06/2016	Anglian water	Allots Dereham Rd	£ 30.91
08/06/2016	Anglian water	Allots Watton Rd	£ 30.82
08/06/2016	Anglian water	WI Hall	£140.40
15/05/2016	BT	Inv M045NK	£ 36.96



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01/06/2016	E.on	Inv H130AA36BB	£226.12
06/06/2016	B Gas WI Hall	Inv 973112902	£155.29
27/05/2016	B Gas Wi Hall	Inv 103217035	£ 32.31

Proposed: Cllr Hewett. Seconded: Cllr Dewing. Unanimous.

- b) The bank account balances and reconciliations at close of business on 31 May 2016 were noted against supporting papers and signed by the Chair as follows:

Community Account 6072 £ 6,627.39
 CEP Account 4380 £ 25.13
 PC Saver Account 4570 £ 85,396.66

The following transfers were noted against supporting papers and signed by the Chair:

FROM Saver A/c 4570 - (£ 25,000.45)
 TO WI HALL A/c 5971 £ 6,500.45
 TO Church Wall A/c 4380 £ 2,500.00
 TO Street Light A/c 7769 £ 16,000.00
Total value of Transfers = £ 25,000.45

The following balances as at 2 June 2016 were noted against supporting papers and signed by the Chair:

A/c name	A/c number	Balance at 2.6.16
WI Hall	xxxx5971 opening balance	£ 6,500.45
Community (SPC)	xxxx6072	£ 6,568.69
Church Wall	xxxx4380	£ 2,525.13
PC Savings *includes interest 1.6.16 of £33.92	xxxx4570	£60,430.13
Street Lights	xxxx7769 opening balance	£16,000.00

1038. Planning. Planning Applications received and considered with the following comments:

3PL/2016/0555/F	Ms S White, Quarry View, The Green, Shipdham. Demolition and building of 3 dwellings. OBJECTION on the following grounds: Over development. Insensitive and inappropriate development in conservation area – not in keeping with the village green. Access to proposed lower bungalow is too steep and this lower area is naturally flooded for half of the year and is fed by a stream. Trees in conservation area not mentioned and need to be regarded.
3PL/2016/0602/F	Ms S White. Quarry View, The Green, Shipdham. Demolition of fire damaged building.
3PL/2016/0545/HOU	Miss S Kent. The Manse, 33 Bradenham Rd, Shipdham. Front porch extension. NO OBJECTION.
3PL/2016/0615/HOU	Mr A Green. Victor House, Little Hale Rd, Shipdham. Erection of garage and replacement of front porch. NO OBJECTION.
3PL/2016/0650/F	Mr R Harrison. Cooks Stool Cottage, Old Post Office Street. Conversion of dwelling into 2 dwellings. NO OBJECTION.
3PL/2015/0439/O	Mr S Horton. Long Meadow Barn, Carbrooke Lane, Shipdham. Proposed dwelling. OBJECTION - Outside the settlement boundary.



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a) Planning Decisions

3PL/2015/0939/F	Mr M Gore. Development at Old School House. Conversion of part of existing OSH into 2 additional two bedroom flats. REFUSAL NOTED
3PL/2015/1050/F	Mr M Gore. Development at Old School House. Amendments to 3PL/2011/1089/F Plus additional rooms in loft space. PERMISSION NOTED
3PL/2015/1293/F	Mr A Jackson. East End Chapel, 78 Market St. Convert Chapel to dwelling. PERMISSION NOTED. Applicant not currently complying with conditions.

b) Planning Appeals

3PL/2015/1069/O	Mr P Bush. Land adjacent to The Haven, Daffy Green Accompanied site inspection Monday 27 June 2016 at 10:00. NOTED.
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1039. Clerk's Report – Received and noted as follows and decisions where required:
The 2015/16 Internal Auditors report was received and noted. Cllr Playford thanked the Clerk for the work undertaken over the last seven months.
The Annual Return for 2015/16 was completed and signed by the Chair and Clerk.
Memorial headstone noted and approved.
Quotation from TT Jones to replace 7 obsolete lanterns @ £285 each + vat
Proposed: Cllr Aves. Seconded: Cllr Secker. Unanimous.
Quotation from J Larwood £250.00 Church path works.
Proposed: Cllr Dewing. Seconded: Cllr Secker. Unanimous.
1040. PC Representation at Afternoon Tea celebrating HM QEII Birthday – Cllr Fawcett. Decision required on PC contribution. Chair informed celebrations cost just under £500. Seek £250 or £200. Cllr Tuck reminded Cllrs that the application for funding was refused, the tea party element of the bid was considered poor, thus missing the opportunity to get £200 towards this event. Cllr Fawcett confirmed that the RBL did not decide until late in the day to host this event. Indeed, the Chair asked at the last meeting if the PC wish to be involved as a sponsor. Cllr Dewing suggested a 3 way split between RBL, Community Centre and SPC. Cllr Stolworthy Proposed: £170.00. Cllr Hewett proposed an amendment of £200.00. The amended proposal was seconded by Cllr Playford. FOR: 2. AGAINST 7. 1 ABSTENTION. Cllr Stolworthy's proposal of £170.00 was seconded by Cllr Dewing. FOR: 7. AGAINST: 1. 1 ABSTENTION. Motion carried.
1041. Footpaths and Bridleways – Cllr Secker confirmed that this item had been sufficiently covered in PQs. **ACTION POINT:** Clerk to contact NCC to write to land owner again. Cllr Turner confirmed BDC contacted about footpath clearing at OSPF. Clerk also to write to Jill and Gordon Burrell to express thanks for the work carried out at the OSPF footpath. Cllr Fawcett expressed thanks also to Cllr Dewing for helping to clear the footpath.
1042. Defibrillator – update on installation and training – Cllr Tuck. Defibrillator is on the wall but is not yet in operation. Training will be arranged when appropriate. Coordinator for First Response has advised that the battery requires checking, and replacement pads and hygiene kit are required at intervals TBC. **ACTION POINT:** Clerk to erect laminated notice 'Not in Use' ASAP.
1043. Policies and Procedures – Annual Review, update and adoption of P&Ps. Cllr Hewett reminded Cllrs that P&Ps are published on the village website. Cllr Hewett confirmed his review of the Financial Regulations which place no additional requirements on the PC as a whole and suggested that the following procedures should be adopted. 1. A Cllr other than the Chair should check the bank reconciliation on a quarterly basis. 2. A Debit or Credit card should be provided for the Clerk. 3. A 3 year budget plan should be prepared. Proposed: Cllr Hewett. Seconded: Cllr Turner. Motion to approve SO & Financial Regulations, Unanimous.
1044. The following reports from Cllrs were received and decisions made where required:
Cllr Aves: Phone boxes at King Billy and The Green damaged. **ACTION POINT:** Cllr Aves to report to BT.
Cllr Tuck: 73 Pound Green Lane, Hedge is over growing pavement. **ACTION POINT:** Clerk to write to resident.
Cllr Shelly: Bus shelters dirty – **ACTION POINT:** Cllr Stolworthy to obtain quotes to clean bus shelters. Footpath at back of Parklands is impassable. **ACTION POINT:** Cllr Stolworthy to obtain quotes to cut all footpaths.
Cllr Stolworthy: Pound Green Close Dog Bin unstable. **ACTION POINT:** Clerk to report. Cllr Turner will also ask for review of Dog Bins.
Cllr Turner: – grass verge cars being parked - Serco cannot cut the grass. Bollard will be



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going up.

Cllr Hewett: Next agenda item to discuss the employment of a Village Handyman.

Cllr Turner: Next agenda Item: XMAS Lights

Cllr Aves: Next agenda item: Xmas Tree

ACTION POINTS: Clerk to include items on next agenda as requested.

- 1045. To receive and note correspondence including any received after the preparation of the agenda. Various correspondences shared. Particularly noted E.On price increase of 15% for street lighting electricity supply. **ACTION POINT:** Clerk to research cheaper suppliers.
- 1046. A.O.B. No items of AOB.
- 1047. The next meeting confirmed as Monday 11 July 2016.
Doors open to Parishioners at 7:15pm. (Hard copies of planning applications will be available for Councillors to view from 6:45pm).

The Chair thanked Cllrs and Parishioners for attending.

The meeting closed: 21:48.

Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
933b (Dec 2015)	Cllrs Fawcett/Hewett/Stolworthy to collate list of projects for S106/DC11 funding.	Cllrs Fawcett Hewett/Stolworthy	On going	Agenda item needed July
936 (Dec)	Dehumidifier Fit	Clerk	24/06/2016	Awaiting parts
990	WI Hall development. Plans and costings	Cllr Secker	On going	Cllr Secker will arrange pre- planning meeting with BDC Box 11 at NRO available for inspection. Also contact to be made with WI Archives
	Investigate funding streams	Cllrs Fawcett/Secker and Clerk	On going	
	Locate Deeds for WI Hall	Cllrs Dewing/ Secker	On going	
1005 (Apr)	Notices to be placed near headstones and at gates to advise visitors of works. Chase Bretts for quotation.	Cllrs Dewing/Secker and Clerk	24/06/2016	
1012	Relocation of OS map and sign at post office Order new map Appoint Mr Philips to make new frame.	Clerk Cllr Secker	11/07/2016 11/07/2016	
1037	Apply for free Debit/Credit card	Clerk	11/07/2016	
1038	Planning comment s to be submitted to portal	Clerk	14/06/2016	Done
1041	Clerk to contact NCC requesting action on footpath and bridleway violations.	Clerk	24/06/2016	
1042	Not in use notice to be erected on defibrillator asap	Clerk	15/06/2016	
1044	Report 'phone box damages to BT Letter to resident regarding overgrown hedge Obtain quotes to clean bus shelters Obtain quotes to cut all footpaths regularly Report dog bin repair required Review of Dog bins to be requested. Agenda items for July meeting as requested.	Cllr Aves Clerk Cllr Stolworthy Cllr Stolworthy Clerk Cllr Turner Clerk	11/07/2016 11/07/2016 11/07/2016 11/07/2016 11/07/2016 11/07/2016 11/07/2016	
1045	Research alternative electricity supply prices for street lights.	Clerk	11/07/2016	