



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD 12 June 2017 IN THE WI HALL

Present: Cllrs: Fawcett (Chair), Turner (Vice-Chair), Aves, Crane, Dewing, Shelly, Stolworthy and Tuck. Clerk: Patty Harris

Also in attendance NC Cllr Cliff Jordan

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

MINUTES

1266. Apologies for absence – Cllr Hewett & Cllr Secker. Noted and accepted
1267. Declarations of Interest – None
1268. Minutes of the meeting held 8 May 2017 – Circulated 9 May 2017 were agreed as a true record and signed by the Chairman. Proposed: Cllr Stolworthy. Seconded: Cllr Aves. Unanimous
1269. Matters Arising for information only. Outstanding Action Points: 990, 1160, 1161, 1172, 1186, 1187, 1215, 1224c, 1241/42, 1247, 1259, 1262 which have all been started but not completed and 1256 and 1257 which are agenda items for June and Sept respectively.
1270. To consider and decide on time specific matters received after the preparation of the agenda. H Brett consideration of cover slab for Grave and cost. Cllr Turner advised that she has met with H Brett and they apologise for the delay on repairs. Paperwork samples provided by H Brett to make sure we have criteria and other documents which will be useful for use by PC – covered by A/P 1278. Cllr Dewing added that we already have cover slabs so precedent set. Happy in principle and same charge as headstone. Proposed: Cllr Stolworthy. Seconded: Cllr Playford. Unanimous.
1271. Chairman's Action. A) reporting and responding to events on social media – Chairman reminded Cllrs that any Cllr can reply on social media as long as it is made clear it is a personal or PC view and that the PC view has been agreed beforehand. B parking on the green – commercial black van causing difficulties, noted. C. 2018 Celebrations – nothing set aside in the budget. Cllr Turner suggested that some of £5k of ringfenced reserves is used. Noted. D. At last T&PC Forum – Neighbourhood Plans were discussed – Chair noted that SPC has not done a NP. BDC are able to advise and help with planning if there is a NP in place. Grants up to £13k available although further costs are met by the PC. Cllr Turner added that SPC did the Village Appraisal. The Local Plan is close to going to the Inspector so any new NP will not be included. It costs up to £18k to undertake a NP. The LP overrides NP anyway. Cllr Turner advises not to do NP now as it is not an effective use of funds. We do not have any controversial sites in the document already released. Noted. E. NALC advise that at each PC meeting there should be a Police report. **A/P: Clerk to put item on monthly agenda for Police and SNAP report.** F. ID Tags for all Cllrs and Clerk are needed. **A/P: Cllr Fawcett to arrange for ID Cards**
1272. Meeting adjourned for Parishioner's Questions at 20:03
Meeting reconvened at 20:17 at which point NC Cllr Cliff Jordan left the meeting
1273. Routine Finance

- a) The following invoices were agreed for payment by cheque. Proposed: Cllr Turner
Seconded: Cllr Playford. Unanimous. **(items in bold added after agenda published)**

12/06/2017	Mr T Bradshaw	Honorarium	£ 130.00
12/06/2017	Mrs J Dewing	Lock for BP	£ 33.75
12/06/2017	P Harris	Net salary June	£ 698.23
12/06/2017	HMRC	Tax, NI ees and ers	£ 80.09
12/06/2017	P Harris	Expenses May	£ 100.04
19/05/2017	T T Jones	Inv 10661	£ 280.56
21/05/2017	D Nock	Invs 71 and 72	£ 160.00
12/05/2017	Ridyards	Inv 15441 work at Swan Lane)	£ 240.00
15/05/2017	Ravencroft Tree Services Ltd	Inv 7384	£ 714.00
105/2017	Sage	Inv 63932903 (FA Register)	£ 346.80
01/06/2017	Ridyards	Inv 15603	£1,267.20
31/05/2017	James Bayliss	Inv 3861	£ 39.60
07/06/2017	Nakuru	First Aid - Donation	£ 50.00
05/06/2017	Mrs J Brown	Cleaning	£ 40.00
07/06/2017	All Saints Church	Shipdham News	£ 350.00
12/06/2017	Carly Perfect	Honorarium	£ 40.00
12/06/2017	SCS Accounting	Internal Audit fee	£ 200.00



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- b) The following invoices were approved for payment by D/D. Proposed: Cllr Turner.
Seconded: Cllr Playford. Unanimous. **(items in bold added after agenda published)**

02/05/2017	Anglian Water	D/D	£ 13.04
18/06/2017	Biffa	Refuse collection	£ 227.91
25/05/2017	B Gas	Elec WI Hal	£ 42.23
29/05/2017	BT	Wifi WI Hall	£ 51.24
15/05/2017	BDC	Business Rates	£ 80.00
15/06/2017	BDC	Business Rates	£ 80.00
12/06/2017	E.On	Street Light Elec	£ 284.72

- c) Bank Transfer made 31 May 2017:
From: Community 6072 (£30,000.00)
To: PC Savings 4570 £30,000.00
Being income from Shared Access for telecoms mast moved to Savings A/c
Noted and signed by the Chairman.
- d) Bank account balances at 10:00hrs on 31 May 2017. Supporting documents circulated. Noted and signed by the Chairman

Account	a/c ref	Balance
WI Hall	5971	£6,741.98
Community	6072 *	£17,865.35
Church Wall	4380	£2,975.13
PC Savings	4570	£79,511.67
Street Lights	7769	£21,004.07
		<u>£128,098.20</u>

* Note cheque for HAGS £47,994 cleared 31/05/2017 hence lower balance than last month
1274. Planning. The following Applications, Decisions and Appeals, were received and noted with comments in bold.

a) Planning Applications

3PL/2017/0562	Ms B Khamphachat. 25 Park Highatt Drive, IP25 7LG. Extension to front room (formerly garage). Comments required by 02/06/2017. No issues.
3PL/2017/0646	Mr J Larwood, Larwood Farms, Rivington, Little Hale Rd, IP25 7PL Erection of grain store 100ftx60ft to replace 4 outdated and deteriorating grain silos. Comments required by 07/06/2017 submitted 30/05/2017 - No issues.

b) Planning Decisions

3PL/2017/0473	MR & Mrs Kraaijestein. Smiths Farm House, Herne Lane. Erection of building in garden to be used as a residential annex. APPROVED
3PL/2017/0463/HOU	Mr Ferrarri & Ms D Williamson. 1 Mews Court, Larwood Way. Two storey side extension and single storey timber outbuilding. APPROVED
3PL/2017/0413/HOU	Mr Wyer and Miss Adcock. 13 Mill Rd Estate in the former garden of 14 Mill Rd Estate Demolition of 4 outbuildings and erection of new garage, retrospective. APPROVED. The Parish Council did challenge this application.

3PL/2016/0210. Cllr Turner added that the APPROVAL of Red Roof, King Row, Shipdham IP25 7RW went through today. 12 June 2017. A victory for the applicant and the Parish Council who supported this.

- c) Planning Appeals - none



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1275. Clerk's Report – Received and noted. Further letter required to Molecatchers. Another letter to Cushing Close required with final request to cut back tree which obscures the street light, include name of Tree Surgeon. **A/P: Clerk to draft letters for Chairman's signature** 2016/17 internal auditor's report and accounts (in preparation for the external audit by Mazars) was tabled and noted. Cllrs Fawcett and Playford expressed thanks to the Clerk for the set of balanced accounts and noted the benefits of using Sage Accounting. **A/P: Clerk to submit accounts to Mazars no later than 5 July and to publish Electors Rights.**
1276. To receive and note report from BPMC including update on CCTV (Action Point 1256 – June agenda item) and weekly H&S Checks. Paul Chubbock want to know if he has PC permission to submit Planning Application - confirmed. Grass cutting, not short enough, not taking clippings away and not strimming around trees. Cemetery this evening, not strimmed on left hand side around the grave stones, didn't come back.
Risk Assessment for play equipment – responsibility of PC. Annual RA for no charge. CCTV: Company provided info for new system with current. £1200 for Ground works. 16 camera capacity. Starting 8 cameras £5,912.40 + vat. Need more than one quote. P Chubbock happy to get quotes. Cllr Fawcett expressed concern that the spec is not satisfactory, we need a system to meet the requirements of what we want. Need to answer what it is you want out of the CCTV, such as clarity at Police level. Cllr Turner suggested BPMC liaise with the Police and also to contact the Operational Partnership team. **A/P: Agenda item for July. BPMC to obtain 3 quotes and circulate full spec/quotes to Cllrs before the July meeting.** Cllr Dewing asked if in principle, the PC would agree to 60/40 split. A definitive response was not agreed but would be obtained at July meeting after Cllrs had time to consider quotes and specification.
Cllr Dewing also discussed the site of the telecoms mast – concerns about siting plan – directly on top of water tank, site of mast and fibre optic cable through carpark, CCTV and another water tank goes under carpark. Any cabling for the mast needs to go around the carpark. Cllr Turner advises BPMC to look at full list of planning documents and conditions. **A/P: Clerk to put Paul Chubbock in touch with Shared Access before any work commences.**
1277. Footpaths and Bridleways – F&B diversion notices from NP Law – information circulated by email 30/05/2017. Received and noted.
1278. Memorials – to consider and decide on procedures for approving memorials in Shipdham Cemetery. Cllrs Fawcett and Turner and Clerk to review paper work suggested and to present at next meeting for a decision. **A/P: Cllrs Fawcett/Turner and Clerk to meet and agree procedures. Clerk to include agenda item for July.**
1279. To receive Cllrs Reports. **Cllr Shelly:** Ridyards have not been doing ransom once a month - Said mower had broken down – not acceptable. **A/P: Clerk to investigate.** Swan Lane Corner now growing up out of control. **A/P: Cllr Crane will speak to owners.**
Cllr Dewing: Info from Cllr Secker: Parklands trees not being strimmed around. **A/P: Clerk to report on the Highways website.** Can Highways spray weeds around all areas which are now overgrown? Needs to be requested on NCC Highways website. **A/P: Clerk to request.** Pots to be removed in cemetery to allow grass cutters access. Info to be included in cemetery regulations when available. **A/P: Cllr Turner to include in regulations for approval.**
Cllr Tuck: Defib checked, mask is in there and it works. First Aid course successful. Trainer was very good. Something we can repeat every year. **A/P: Clerk to make note for May 2018 for June session.**
Cllr Playford: Quarry View up for sale again with Abbots, local estate agents notified about access confirmed. Regulations on bird scarers sought. Cllr Crane advised needs to be more than 250m from residential property no more than twice an hour. Dawn to dusk. Further information on NFU website. Noted. Post/rail outside surgery still not dealt with. Action Point 1262 by Clerk outstanding. Cllr Playford agreed to email Paul Sellick on this.
Cllr Stolworthy: Bench at park now taped up but not repairable. Bench is a memorial. Clerk to contact Cllr Secker to ask for details of person and contact them, ask if they want to fund another one or the old one will be removed as now at end of life. Lamp post check done and repairs carried out on 2.
Cllr Aves: Grass cutting, path at allotments DR not cut yet. **A/P: Clerk to report.**
Cllr Crane: Church wall general maintenance is not being done. A local builder used to keep it maintained. If we are not maintaining it as we go and if there is no grant funding, future repairs will be expensive. **A/P: Clerk to include agenda item for July meeting to agree and appoint contractor to maintain wall.**
Cllr Turner: Mike Brennan has asked for a fortnightly report on what is happening at the OSH.
Cllr Fawcett: Letter to resident at PG Lodge – still not done anything about the



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overhanging trees. Cllr Turner suggested sending one more letter then PC will get it done and send the bill. Also, house on Park Highatt where boundary is completely overgrown. Letter to be sent. Cllr Turner declared an interest for this item. **A/P: Clerk to draft letters for Chairman's signature**

- 1280. To receive and note correspondence including any received after the preparation of the agenda
- 1281. A.O.B. Cllr Shelly Late night vandalism and drug taking in the folly at Shipdham cemetery. **A/P: Clerk to request PC Amy Lucas for police presence.**
- 1282. To confirm the next meeting, Monday 10 July 2017
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 21:17.

Action Point Summary

Ref A/Ps	Action Required	By Who	Deadline	Update
990	WI Hall Development Plans	Cllrs Secker /Fawcett Clerk	Ongoing	Ongoing
1160	RA's for WI Hall to be complete, Quotes for cemetery path DDA Access, Shared Access – chase updated contract	Clerk	Ongoing	Cemetery path - Cllr Secker to asses further and report back at July meeting
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 Jan, Feb, Mar, Apr, May. No Response. Cllr Turner to follow up.
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 on 6 March	Clerk	Asap	
1215	e. Signage at WI Hall carpark	Clerk	Asap	
1215	Signage for FP Fen Folgate beware of horses	Clerk	Asap	
1224	AP item c AP item e	Clerk Cllr Crane	Asap Asap	Cllr Crane seeking clarification for location.
1241and 1242	Signed AoO Forms to BDC	Clerk	Asap	
1247	Letter to PCC – re May Day Celebration	Clerk	Asap	
1257	Tree MS – Sept Agenda	Clerk	Sept Agenda	✓ Noted for Sept
1262	Email Paul Sellick rebroken post	Cllr Playford	Asap	
1271	Monthly standing item on agenda – Police and SNAP reports ID Cards to be issued	Clerk Cllr Fawcett	From July 2017 Asap	✓ noted. 13/06/2017
1275	Letters to Molecatchers and Cushing Close for Chair to sign Accounts to Mazars and publish Electors Rights	Clerk Clerk	Asap 05/07/2017	
1276	BPMC agenda item – CCTV quotes x 3 from BPMC Shared Access contact details to P Chubbock	Clerk. * BPMC to provide quotes Clerk	11/07/2017 Asap	✓ 13/06/2017
1278	Prepare Cemetery T&Cs for next meeting Agenda item for next meeting	Cllrs Fawcett/Turner & Clerk Clerk	11/07/2017 11/07/2017	✓ meeting arranged 27/06/2017
1279	Report Ransom Strip, Cemetery, BP, Churchyard, Footpaths and Dereham Rd Allotments to Ridyards. Swan Lane Corner Report to Highways on line: strimming & weeds by Serco poor or non-existent. Pots on graves to be removed – include in Cemetery T&Cs see A/P1278 Agenda item May 2018 for First Aid course Church wall maintenance – July agenda item Letters to PG Lodge and Park Highatt re trees/hedges for Chair to sign	Clerk Cllr Crane Clerk Cllr Fawcett/Turner Clerk Clerk. * Cllr Crane to obtain information Clerk	Asap 11/07/2017 11/07/2017 11/07/2017 May 2018 11/07/2017 Asap	✓ 13/06/2017 emailed ✓ included in AP 1278 ✓ Noted in 2018 diary ✓ 13/06/2017 Noted for July
1281	Clerk to contact PC Amy Lucas and add monthly agenda item on crime reports	Clerk	Asap	✓ Email sent to PC Amy Lucas 13/06/2017