



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

## MINUTES OF THE PARISH COUNCIL MEETING HELD 11 DECEMBER 2017 IN THE WI HALL

Present: Cllrs: Fawcett (Chair), Aves, Dewing, Playford, Secker, Shelly, Tuck,  
Turner and Stolworthy. Clerk: Patty Harris  
4 Parishioners in attendance. The meeting opened at 19:31

### MINUTES

1373. Apologies for absence - Cllr Hewett will arrive later. Cllr Mark Crane Absent.
1374. Declarations of Interest – No Dols declared. The Chairman reminded Cllrs to declare if any interests arise throughout the meeting.
1375. To agree and sign the minutes of the meeting held 13 November 2017 – Circulated 14 November 2017. Minute 1354 was amended to remove private details. Cllrs Turner and Playford agreed to the amendment. Unanimous. Clerk to prepare amended Minutes for Chairman to sign.
1376. Matters Arising for information only – Action Points are all completed or ongoing.
1377. To consider and decide on time specific matters received after the preparation of the agenda. (1). NCC Budget Consultation received 11/12/2017. Chairman summarised the main savings required by NCC. Chair asked for comments. Discussion took place and Cllr Fawcett offered to collate Cllrs comments and submit a reply on the NCC website. Cllrs comments to Cllr Fawcett by 21 Dec please. Cllr Tuck said that anyone can make a comment on line. **A/P: Clerk to put note on website to encourage parishioners to add their views.** (2.) Letter and cheque received from Shipdham Recreation Project – noted.
1378. Chairman's Action - (1). Apology letter written to parishioner following error in published Draft Minutes in Shipdham News. Cllr Turner suggested only the approved minutes to be published in the SN. (2). Call box on Green and Letton Rd and 3 ways – BT to be approached to remove the unused boxes. Concerns about an unsightly property. (3). BDC hedge at zebra crossing on A 1075 – unsightly. **A/P: Clerk to report both as 'unsightly site' on line.** (4) Complaint received regarding dog fouling on pavements but unfortunately, no evidence. (5). To consider Cllr email addresses. Cllr Turner suggested waiting until DP changes come into effect.
1379. To adjourn the meeting for Parishioner's Questions. The meeting was adjourned at: 20:08. The Meeting was reconvened at: 20:11
1380. Routine Finance (items in bold added after agenda published)

- a) The following invoices were approved for payment by cheque. Proposed: Cllr Stolworthy. Seconded: Cllr Playford Unanimous.

11/12/2017	C Perfect	WI Hall Admin	£40.00
01/12/2017	J Brown	WI Hall Cleaning	£35.00
27/11/2017	C Playford	Cable cover for Xmas light supply	£94.02
11/12/2017	T Bradshaw	Q3 Honorarium	£130.00
01/12/2017	P Chubbock	Q3 BP Repairs	£300.00
01/09/2017	P Chubbock	Q2 BP Repairs	£300.00
11/12/2017	P Harris	Dec Net Pay	£698.23
11/12/2017	P Harris	Nov Expenses	£141.18
31/12/2017	HMRC	Dec PAYE NIEES and NI ERS	£80.09
01/12/2017	Ridyards	Inv 16054	£604.80
03/12/2017	J Bayliss	Inv 4088	£39.60
04/12/2017	LCPAS	Inv1165	£100.00
<b>01/12/2017</b>	<b>ESPO</b>	<b>Files, Paper (bulk) and stationery</b>	<b>£45.44</b>

- b) The following invoices were approved for payment by D/D. Proposed: Cllr Playford. Seconded: Cllr Dewing. Unanimous.

15/12/2017	BDC	Rates	£81.00
<b>11/12/2017</b>	<b>E.on</b>	<b>Street Light Elec</b>	<b>£275.54</b>



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28/11/2017	BGas	Gas WI Hall	£143.82
15/11/2017	BT	Wifi WI Hall	£57.24
17/12/2017	Biffa	Refuse	£245.45

- c) The following internal bank transfer on 06/11/2017 was noted and signed by the Chairman:  
 FROM: Street Light A/c 7769 - £21,000.00  
 TO: Community A/c 6072 + £21,000.00
- d) The receipt of £9,352.95 from Shipdham Recreation Project and covering letter was received and noted.
- e) The following bank account balances at 30/11/2017 were received and noted and signed by the Chairman

Community Account	6072	£37,992.54
CEP Account	4380	£2,975.13
Saver Account	4570	£79,605.42
WI Hall Account	5971	£5,450.47
Street Light Replacement A/c	7769	£4.07
Total balances held		<b>£126,027.63</b>

1381. Planning. The following Applications, Decisions and Appeals, including any received after the preparation of the agenda were received, noted and comments added in bold.

a) Planning Applications

3PL/2017/1464	Mr Jackson. Land to rear of 82 Market St, Shipdham. Erection of detached 2 storey dwelling. <b>PC view this application as garden infill. There is contamination on the land where bio fuel business was located. PC has registered a Caution via solicitor on this footpath as proposed main access is from said public footpath.</b>
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b) Planning Decisions

3PL/2017/1280/VAR	Mr N Turner. Red Roofs, King Row, Shipdham. Amended design. APPROVED. <b>Noted.</b>
3PL/2017/1297/HOU	Mr & Mrs Icke The Old Coach House, Chapel St, Shipdham. APPROVED. <b>Noted.</b>

c) Planning Appeals

3PL/2016/1510/F	Mr M Gore. Old School House, Chapel St, Shipdham. Part demolition of single storey element. Retention of part and conversion to a two-bed flat (Unit 7). <b>Cllrs reiterate comments for Appeal in that: Failing to comply with original Planning Conditions of the first planning application for 11 parking spaces.</b>
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1382. Clerk's Report – To receive and note the Clerk's Report circulated 04/12/2017. Noted.  
 Memorial for the late Brian and Cherry Tremer – supporting paper circulated 07/12/2017. Approved. **A/P: Clerk to advise stonemason**
1383. To consider and approve the 2018/19 Budget with the precept of £53,639 requiring no increase to Band D. Supporting papers circulated 07/12/2017. Proposed: Cllr



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- Playford. Seconded: Cllr Stolworthy. Unanimous. **A/P: Clerk to submit budget request to BDC by deadline**
1384. To receive and note notification of appointment of External Auditors for 2018/19 – circulated by email 27/11/2017. Received and noted
1385. To consider, approve and adopt the revised Cemetery Policy (action Point 1359) Supporting papers to follow – not available for meeting. Deferred to January 2018 agenda. **A/P: Clerk – January agenda item**
1386. To consider, approve and adopt the revised Allotment Policy and letter to be sent to all allotment holders – Cllr Tuck/Clerk. Supporting papers to follow. Not available for meeting. Deferred to January 2018 agenda. **A/P: Clerk – January agenda item**
1387. To consider and decide on request from land rental tenant to formally change the name on their rental agreement following a business amalgamation. Supporting papers circulated 07/12/2017. Clerk advised Cllrs of Land Agent's advice. Cllrs agreed to instruct the Land Agent to prepare necessary papers. **A/P: Clerk to appoint Land Agent to act on behalf of the PC.**
1388. To receive and note:
- Report from BPMC including update from Working Group 4 December 2017 get together – Cllrs Dewing updated Cllrs. Operational costs as a whole to be covered by BPMC. There may well be times when the BPMC need to come to the PC for help. Carpark entrance planning application has stalled. 15 Tonnes of road scalplings/planings delivered to fill in pot holes at car park entrance. Other works on the building to start in January. CCTV installation moving well. **Cllr Hewett arrived at 20:47.** Cllr Dewing to talk to Jon Berry at BDC and Ben Rayner from Highways, to see what the problems are and what can be done to overcome the planning issues for the entrance.
  - Health & Safety update – Cllr Dewing
1389. Awarding of Grants. After a short presentation Cllr Turner asked Cllrs to consider awarding Grants to the following: (1). Scout, Cub and Beaver Group for Shipdham to be called 'First Shipdham Thomas Bullock Scout Group'. 3 leaders have already been appointed. Cllr Turner Proposed: £150 as match funding, from both TB Trust and District Scout Association to help towards the kick start of this project which will be held at the school. Detailed flyer available. Seconded: Cllr Tuck. Unanimous. (2). Cllr Turner advised Cllrs that 229 parishioners have used CAB which is funded by donations. Cllr Turner Proposed £50 to Dereham CA to support the parishioners of Shipdham who need to use this service. Counter Proposal from Cllr Stolworthy £50 to Dereham CA and £50 to Watton CA. Seconded: Cllr Hewett. For: 3 Against 7. Defeated. Cllr Turner's Proposal Seconded by Cllr Stolworthy: For 10. Against 0. Carried. **A/P: Clerk raise donation cheques.**
1390. Policy Updates: The following 6 policies were considered for adoption. Complaints, Disciplinary, Grievance, Sickness Absence, Training, Travel and Expenses - supporting papers circulated 07/12/2017. The Equalities Policy was not available. Resolved to adopt these policies was proposed by Cllr Dewing. Seconded: Cllr Tuck. Unanimous. **A/P: Clerk to upload to website.**
1391. To receive and note Police and SNAP reports. Not available for meeting. Cllr Shelly confirmed that PCSO will be lost.
1392. To receive Cllrs Reports: **Cllr Secker:** Cemetery tidy will be done in Feb. Signage in churchyard for parking in hand. Cllr Shelly: Hedge at Dereham Rd allotments is not good enough – trimmings are on the ground and should have been cut down to original growth. Trees at cemetery with ivy and Two oak trees in hedge at Dereham Rd allotments on PC side. **A/P: Clerk to get tree surgeon to look at them.** Fly tipping at bridleway at Dereham Rd allotment – land owner is responsible. **Cllr Dewing:** Tree on The Green needs a minor trim, Cllr Dewing to deal with. **Cllr Aves:** Re cemetery tidy, ensure parishioners are aware before starting. **Cllr Fawcett:** Resignation from the Clerk who will leave 28 Feb 2018 for family reasons. Noted and accepted. Advert for replacement asap. Cllr Turner suggested Clerk to review JD. Cllr Hewett and Cllr Playford Cllr Turner to join Chair on interview panel. **A/P: Chairman to place advert.**



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- 1393. To receive and note correspondence including any received after the preparation of the agenda. Vantenffel Windfarm. Noted.
- 1394. A.O.B. no AOB items.
- 1395. To confirm the next meeting, Monday 8 January 2018. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)

The Chairman closed the meeting at: 21:23

The Chairman thanked Cllrs and Parishioners for attending and invited everyone to stay for Christmas refreshments.

## Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1186	Great War Commemoration Project	Cllr Hewett		See A/P1365
1187	Policy updates	Clerk	Ongoing	Monthly agenda item
1339	DP Policy reviews	Cllr Fawcett & Clerk	Ongoing	
1359	Update Cemetery Policy for Dec Notice on Cemetery gates Advise stonemason re memorial decisions Letter to HF Update CED and FCM Policies and publish Note in Shipdham News re Cemetery Tidy Feb 2018	Clerk Clerk Clerk  Clerk Clerk  Cllr Hewett	asap asap asap  asap asap  by SN deadline	January Agenda ✓ 12/12/2017 ✓ 12/12/2017  ✓ 13/12/2017
1360	Allotment Policy update for Dec	Clerk	asap	January Agenda
1365	Great War Commemoration Project	Cllr Hewett	2018	On going
1366	Continue to monitor GM contract	Clerk	Ongoing	✓ on going
1367	Contact Contractors re quotes. Submit NCF	Clerk Cllr Fawcett	asap	
1377	Note on website re NCC Budget cut consultation	Cllr Fawcett	asap	✓ 31/12/2017
1378	Report Unsightly sites	Clerk	asap	✓ 13/12/2017
1381	Comments to Planning Dept & Appeals	Clerk	asap	✓ 13/12/2017
1382	Advise Stonemason of approved Memorial	Clerk	asap	✓ 12/12/2017
1383	Submit Precept Budget to BDC	Clerk	asap	✓ 12/12/2017
1387	Appoint Land Agent to deal with FBT	Clerk	asap	✓ 12/12/2017
1388	Liaise with BDC and NCC Highways re hold up on planning app for car park entrance at BP	Cllr Dewing	asap	
1389	Raise Grant cheques	Clerk	asap	✓ 12/12/2017
1390	Upload updated policies to website	Clerk	asap	
1392	Surgeon to advise re trees at cemetery (ivy) and DR Allotment ditch oak x 2	Clerk	asap	
1392	Vacancy advert	Cllr Fawcett	asap	