



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14 March 2016 IN THE WI HALL

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

County Councillor Cliff Jordan, District Councillor Lynda Turner and 4 Parishioners in attendance.

Meeting Opened at: 19:30

979. Apologies for absence. Cllr Mark Crane, accepted.
980. Declarations of Interest. None.
981. To agree and sign the minutes of the meeting held 8 February 2016.
Minute ref 967. Planning Application 3PL/2015/1293, the words 'parish land', changed to read 'Norfolk County Council land'. Following this amendment, Cllrs unanimously agreed the Minutes as a true and accurate record.
The Minutes were signed by the Chair.
982. Matters Arising for information only – Action Points all cleared except the following which are partially completed or on going. 933b,936,938,966d,968e,974,
983. To consider and decide on time specific matters received after the preparation of the agenda.
Clerk: Request from Mr Woods – parishioner to have conifer tree in cemetery removed and replaced with indigenous species. Conifer taking all natural light in rear garden.
Proposed by Cllr Stolworthy, to remove conifer and replace with Oak. Seconded: Cllr Hewett. Unanimous. **Action Point:** Clerk to contact tree surgeon and arrange.
Clerk: Family request for 18 x 18 memorial in ashes area. Proposed by Cllr Hewett to allow request. Seconded: Cllr Stolworthy. Unanimous. **Action Point:** Clerk to advise stonemason.
984. Chairman's Action. Chair informed Cllrs of complaint re commercial vehicle parked in village and causing hazard. Chair reported to DPD and Norfolk Constabulary. Cllr Turner agreed to take photos and take to SNAP meeting.
985. To adjourn the meeting for Parishioner's Questions. Adjourned at 20.04. Meeting re-opened 20.20
986. Routine Finance
a) The following invoices were approved for payment by cheque
Proposed: Cllr Hewett. Seconded: Cllr Tuck. Unanimous.

15/02/2016	WI Hall	Matthew Dunn	£ 200.00
11/02/2016	Inv 3217/3281 Nov & Dec	James Bayliss	£ 91.20
19/02/2016	Income Tax and ERS NI Demand (R Martin)	HMRC	£ 353.12
22/02/2016	Signage	W Fawcett reimbursement	£ 393.90
29/02/2016	Inv N42 odd job/callout. Move bin.	G Franklin	£ 50.00
01/03/2016	Inv 15359	NP Training Partnership (P Harris Managing Cemeteries)	£ 40.00
14/03/2016	Inv 3150/2493	Came & Co Insurance renewal	£2,622.70
14/03/2016	Inv 18 Odd job /callout . Supply &,fit tube and starter	R Waterhouse	£ 49.54
14/03/2016	February Overtime (12 hours)	Mrs P Harris	£ 136.36
14/03/2016	March Salary	Mrs P Harris	£ 625.00
14/03/2016	Feb Expenses(high due to 2	Mrs P Harris	£ 299.83



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

	months Broadband/calls £67.96 and £160 for Post Office redirection)		
01/03/2016	Inv 40	Gary Lake Cemetery Hedges and Swan Corner grass/brambles	£ 475.00
14/03/2016	March Overtime hours 18 Sage +14 other	Mrs P Harris	£ 309.28
14/03/2016	HMRC	NI Ees and NI Ers	£116.32
14/03/2016	Inv 563	LCPAS Training	£ 120.00

- b) The following invoices were approved for payment by Direct Debit.
Proposed: Cllr Hewett. Seconded: Cllr Playford. Unanimous.

26/02/2016	Inv999048732	BGas 3/01 to 2/02/16	£ 24.83
29/02/2016	MO42BV15Feb16	BT	£ 33.56
01/03/2016	111259883 Cemetery	Anglian Water	£ 14.57
01/03/2016	132285586 Standpipe The Green	Anglian Water	£ 14.42
08/03/2016	116355496 WI Hall	Anglian Water Adjusted bill after credit taken into account	£ 32.49
Note only	113458285 Allotments	Anglian Water Account currently in credit	£ 11.05cr (Credit to be taken off next bill)
Note only	122917628 Allotments	Anglian Water Account currently in credit	£ 10.09cr (Credit to be taken off next bill)
20/03/2016	Inv 283T02568	Biffa	£ 114.66
01/03/2016	Inv H12A7070CA	E.on	£ 211.45
18/02/2016	Inv 300136234	Breckland DC NNDR	£ 750.20
08/03/2016	Inv 979078575	British Gas	£ 23.43

- c) The following bank account balances and reconciliations at close of business on 29 February 2016 were received and noted by Cllrs and signed by the Chair.

Community Account 6072 £ 31,772.84
CEP Account 4380 £ 25.13
Saver Account 4570 £ 40,348.89 * balance at 01/03/2016

987. Planning. The following planning applications, decisions and appeals were received and considered/noted. **Action Point:** Clerk to submit comments to BDC Planning Dept.

a) Planning Applications

This has not been given a reference number by BDC. NO OBJECTION	R Patterson 32 – 34 Letton Rd, Shipdham IP25 7NE. Demolition of sub-standard dwellings and construction of new dwelling on plot.
3PL/2016/0168 NO OBJECTION	Mrs A Parker. High House Bungalow, Shipdham Rd, Dereham. NR19 1NP. Rear extension for a conservatory.
3PL/2016/0210 NO OBJECTION	Mr N Turner. Red Roof, King Row, Shipdham IP15 7RW. Development of excess land adjacent to Red Roof for 2 x new Bungalows
3PL/2016/0179/HOU NO OBJECTION	Mr & Mrs J Kindelysides. 5 Mews Court, Larwood Way, Shipdham. Single storey front extension.



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

b) Planning Decisions

3PL/2015/1473/F NOTED	Mr P Meachen. Land affronting Dereham Road. Alteration and extension of existing farm building to form one dwelling. PERMISSION
---------------------------------	--

c) Planning Appeals

3PL/2015/0433/F-1561 NOTED	Mrs Kathy McCarthy Dusty Meadow, Crows Hill Watton Road Accompanied site inspection Thurs 10 March at 10:00
--------------------------------------	--

988. Clerk's Report – The Clerk's Report was received and noted with the following action requested:
- a) Sage Accounting update- noted.
 - b) Income – update – noted.
 - c) Insurance claim update – noted.
 - d) Improvements to Cemetery path update – noted.
 - e) Footpath lighting possible latent defects and Street Light replacement update – Chair requested Clerk to arrange for lights to be switched back on and light fittings to be repaired with self- tapping screws. **Action Point – Clerk to action as requested.**
 - f) Training course update. Date and time noted. WI Hall booked by Cllr Secker. Clerk to invite Cllrs from Bradenham, Southborough, Cranworth and Scarning at £10 per head. **Action Point: Clerk to send out invites/invoices.**
 - g) Clerk's Holiday request. Noted and approved.
989. Churchyard signs and posts – Cllr Secker informed Cllrs that Mr Larwood will erect posts to stop people parking.
Cllr Hewett asked about matting – Cllr Secker agreed to find out. Cllr Hewett added Cllr Turner and he met with Tracey Jessop Highways regarding potential for 20 mph advisory signage and mirror on apex by vicarage. NCC Highways are looking into electronic alert sign. **Action Point: Cllr Secker to obtain quotation and enquire about matting to help protect grass.**
990. WI Hall - Cllr Secker distributed "Deed of Gift" and copy of letter from Mr J Doel. Cllr Secker informed Cllrs that the WI Hall cannot be sold and PC are caretakers. Cllr Secker referred to old plans for extending the WI Hall which are now likely to be obsolete but would like to pursue this again as an option to improve the WI Hall facilities for the village. Cllr Secker requested help in searching and applying for possible grants. Cllr Turner advised that BDC have Match Funded Grants available to bidders. Cllr Fawcett informed Cllrs that. S106/ DC11 funding could be used for such a project. **Action Point: Cllr Secker to work on plans and costs. Clerk to liaise with Cllrs Fawcett and Secker in finding funding possibilities and writing bids. Clerk to find out where original deeds are for the WI Hall.**
991. Southborough World Music Festival - Activity workshops for Shipdham and funding request. Cllrs noted the request but are unable to make a contribution and advised that the WI Hall is available as a workshop space at the normal rates.
992. BDC Voluntary Code Smoke Free Zone – Competition. Information circulated by email. No action required.
993. Community Biodiversity Awards 2016 – information circulated by email. Noted.
994. HM Queen Elizabeth II 90th Birthday commemorative medal for schools and Councils. **Action Point: Clerk to send to Geoff Hinchliffe for TBT to follow up if desired.**
995. Councillor Vacancy. One application received from Cllr Lynda Turner. The Chair asked Cllrs for their agreement to Co-op Cllr Turner. Unanimous. **Action Point: Clerk to raise necessary papers for the appointment.**



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

996. Cllrs Reports were received and noted, with decisions as follows:
- Cllr Tuck** Queens 90th Birthday – bid failed. PPS bid - Have had email confirmation we have been successful £840 we get half of this, for footpath at Allotments. Cllr Hewett congratulated Cllr Tuck on her success with the bids.
- Cllr Secker** Children have archives from the Abel's development dig. Is there room in the Heritage Centre? Cllr Fawcett agreed. **Action Point: Cllr Secker will advise Cllr Fawcett when items for display are ready.** Cllr Turner added that school are also opening a curiosity display.
- Also Cllr Secker provided map of Methodist chapel boundary to be sent to BDC. Noted.
- Cllr Shelly** Kerb has now been done. Eastgate still outstanding. Action Point. Clerk to contact NCC Highways again and copy to Cllr Hewett who will chase up.
- Cllr Shelly** NCC replacing footpath signs. Also, Dereham Rd flooded again. By opposite Jacksons. Flood has backfilled into ditch behind The Chilterns. Ditches full of rubbish. **Action Point: Clerk - Letters to householders to remind them to clear their ditches and report to flood to Highways/Environment Agency.**
- Cllr Aves** reported chickens roaming on allotments. Also, some houses have hedges encroaching onto PC lands. Short term holding letter has been sent but not followed up. **Action Point: Clerk – letters to householders to remind them to move boundaries off parish land.**
- Cllr Stolworthy** Ditches at Little Hale. Road impassable when floods. **Action Point: Clerk - Letters to be sent to householders.**
- Cllr Stolworthy** Parklands - fence is 6ft high and needs to be no higher than 3ft and hedge/trees need to be cut back. **Action Point: Clerk to write second letter.**
- Cllr Tuck** Informed Cllrs of cars parked on soft verges which is making a mess of the verges. **Action Point: Cllr Hewett will put note in Parish Pages.**
- Cllr Dewing** Trees still overhanging at Cushing Close. **Action Point: Clerk to send second letter requesting trees to be cut back.**
- Cllr Fawcett:** 31 Park Highatt Drive – main hedge at front covering half of path. **Action Point: Clerk – Letter to home owner to cut hedge back.**
- Cllr Playford** Petition and letter received from resident at Eastgate campaigning for a zebra crossing. **Action Point: Cllr Playford to forward information to Cllr Hewett at or before next meeting.**
997. Correspondence since the last meeting was received and noted. Recommended by Cllr Hewett to continue membership of Community Action Norfolk £20 pa.
- Magpas Air Ambulance request for donation. The PC is not able to make a contribution.
998. A.O.B. Cllr Shelly Cemetery gate open. Combination lock doesn't work. **Action Point: Cllr Fawcett will look at the lock and resolve.**
999. To confirm the date and time of next meeting:
Annual Meeting: Monday 11 April 2016 at 19:30 in the WI Hall followed by the Parish Council Meeting: Monday 11 April 2016.
Doors open to Parishioners at 19:15
Public meeting closed at 21:42
1000. Confidential employment issue update – Members of the public left.
The Chair informed Cllrs that a confidential employment matter is continuing to be dealt with by DAS Law. The Chair also informed Cllrs that a DPA and FOI request has been received and is being dealt with accordingly. Meeting closed at 22:00



SHIPDHAM PARISH COUNCIL

Chairman: Bill Fawcett Clerk/RFO: Patty Harris



Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline
933b (Dec 2015)	Cllrs Fawcett/Hewett/Stolworthy to collate list of projects for S106/DC11 funding.	Cllrs Fawcett Hewett/Stolworthy	11/04/2016
936 (Dec)	Place order for Dehumidifier and fit	Clerk	11/04/2016
938 (Dec)	Chase quotes for tree work on Green	Cllr Shelly	11/04/2016
942 (Dec)	Obtain and erect signage	Cllr Fawcett	11/04/2016
February 2016	Contact TT Jones for details of lighting works programme	Clerk	11/04/2016
966d	Clerk to check readings against invoices up.	Clerk	11/04/2016
968e	Obtain cemetery path quotations	Clerk	11/04/2016
974	LG Surfacing – follow up.	Clerk	11/04/2016
	Cheque to Mr Philips £250.00 Quidenham Hospice	Clerk	11/04/2016
	Light 66 – follow up and check	Clerk	11/04/2016
	Files to NRO	Cllr Stolworthy	11/04/2016
March 983	Contact Stonemason re headstone	Clerk	Done 15/03/2016
987	Submit planning application comments	Clerk	Done 15/03/2016
988d	Footpath lights to be fitted with self-tappers and lights turned on asap.	Clerk	25/03/2016
988f	Invite other PCs to attend training on 25 April 2016	Clerk	25/03/2016
989	Obtain quotes for posts and matting at Churchyard	Cllr Secker	11/04/2016
990	WI Hall development. Plans and costings	Cllr Secker	09/05/2016
	Investigate funding streams	Cllrs Fawcett/Secker and Clerk	09/05/2016
	Locate Deeds for WI Hall	Clerk	09/05/2016
994	Pass QE II information on 90 th Birthday medals to BPT	Clerk	18/03/2016
995	Raise Co-option paperwork for the appointment of Cllr Turner	Clerk	18/03/2015
996	Arrange for artefacts from dig to be displayed at Heritage Centre – liaise with Cllr Fawcett	Cllr Secker	11/04/2016
996	Letters to householders, re ditches, boundaries, hedges, fences.	Clerk	11/04/2016
	Advise Highways /Environment Agency re floods.	Clerk	11/04/2016
996	Zebra Crossing petition to Cllr Hewett	Cllr Playford	11/04/2016
998	Repair lock at cemetery gate	Cllr Fawcett	11/04/2016