



# SHIPDHAM PARISH COUNCIL

Chairman: Bill Fawcett Clerk/RFO: Patty Harris



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## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD

9 May 2016 IN THE WI HALL

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

Clerk: Patty Harris

6 Parishioners in attendance.

1013. Election of Chairman (Clerk) including Declaration of Acceptance of Office and Business Interests. The Clerk opened the meeting and asked for nominations for Chairman. Cllr Fawcett volunteered to continue as Chairman unless any other Cllr wished to stand. No other nominations were made. Cllrs voted unanimously in favour of Cllr Fawcett as Chairman. Declarations of Acceptance of Office and Business Interest forms were signed by the Chair and witnessed by the Clerk. The Clerk handed over the newly elected Chairman.
1014. Election of Vice-Chairman (Chair) and declaration of Acceptance of Office and Business Interests. The Chair asked the current Vice-Chair Cllr Playford if she wished to express an interest in continuing as Vice-Chair and for any other nominations. Cllr Playford volunteered to continue as Vice-Chair. No other nominations were made. Cllrs voted unanimously in favour of Cllr Carole Playford as Vice-Chair. Declarations of Office and Business Interest forms were signed and witnessed by the Clerk.
1015. Apologies for absence: Cllrs Tuck and Crane. Accepted.
1016. Declarations of Interest – Cllr Turner - Declared an interest in agenda item 12 as she is on deciding panel for NCF.
1017. To agree and sign the minutes of the meeting held 11 April 2016 – Circulated 12 April 2016. The Minutes were agreed and signed by the Chairman.
1018. Matters Arising for information only – Action Points all cleared except the following which are partially completed or ongoing: 933b,936,966d,974,989,990,1005,1012.
1019. To consider and decide on time specific matters received after the preparation of the agenda.
1. Planning Appeal: 3PL/20158/1069/O Erect 2 Dwellings, Daffy Green.  
No objection before or now. No change in comments.  
**Action Point:** Clerk to submit comments to BDC Planning.
  2. TT Jones, quote for repairs following annual check. £1347.63. Cllr Dewing suggested accepting the quote for repairs subject to checks made by Cllr Stolworthy. Cllr Hewett suggested accepting quotation (£9.90 per item) for electrical checks and for the Clerk to obtain quote from TT Jones for recommended replacements. Proposed: Cllr Dewing. Seconded: Cllr Hewett. Unanimous.  
**Action Point:** Cllr Stolworthy to make checks and advise Clerk outcome. Clerk to appoint TT Jones to do electrical checks and to obtain further quote for street light replacements listed by TT Jones.
  3. Fair Market Scheme: Norfolk Trading Standards re-launching the Market First Scheme - for car boot sales and markets to enable self-regulating. Assuming no cost for membership, Proposed: Cllr Hewett. Seconded: Cllr Turner: Unanimous.  
**Action Point:** Clerk to complete, submit forms, and be the point of contact.
  4. Letter received by the Chairman from Parishioner regarding potential gas contamination risk. Copy to Cllr Turner to follow up with BDC.  
**Action Point:** Clerk to email documents to Cllr Turner.
1020. Chairman's Action - Nene Bookkeeping unable to undertake internal audit. Sue Sheldrake appointed at cost of £100. Quote to repair footpath lights and install dehumidifier accepted at £295.00.



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1021. To adjourn the meeting for Parishioner's Questions. Meeting adjourned at 20:34.  
Meeting resumed at 20:50

1022. Routine Finance

a) The following invoices were approved for payment by cheque:

20/04/2016	J Bayliss Pest control	Inv 3409	£ 40.80
09/05/2016	P Harris Expenses		£156.74
09/05/2016	P Harris salary	May salary	£625.00
09/05/2016	P Harris o/time April	19 hours Net	£195.58
09/05/2016	HMRC	NI Ees £20.26 and NI Ers £22.75	£ 43.01
15/04/2016	Larwood's Digger Hire	Footpath works	£696.00
03/05/2016	G Lake	Church, Cemetery & Green, BP & Ransome cutting.	£460.00

Proposed: Cllr Hewett. Seconded: Cllr Playford Unanimous.

Several complaints at Bullock park play area not being cut and/or grass being too long. **Action Point:** Clerk to request G Lake to cut more regularly.

b) The following invoices were approved for payment by D/D:

22/04/2016	Biffa WI Hall	Inv 283C34429	£22.78
29/04/2016	BT	Inv 3409	£40.80
27/05/2016	BGas (WI Hall)	Inv 989082314	£23.48
15/04/2016	BDC	Rates	£75.20
12/05/2016	E.On	H12EB937E0	£218.82
12/05/2016	BGas (WI Hall)	Inv 706544747	£437.96

Proposed: Cllr Hewett. Seconded: Cllr Turner.

c) The following bank account balances and reconciliations at close of business on Tuesday 27 April 2016 were received and noted by Cllrs and signed by the Chairman.

Community Account 6072 £ 5,417.62

CEP Account 4380 £ 25.13

PC Saver Account 4570 £ 85,366.02 (of which £25,000 is earmarked.

See Clerk's Report item 13c)

1023. Planning. The following Applications, Decisions and Appeals, including any received after the preparation of the agenda were received and noted with the following decisions:

a) Planning Applications:

3PL/2016/0482	Mr A Ferrari & Ms D Williamson, 1 Mews Court, Larwood Way, Shipdham. IP25 7LN 2 storey side extension to house. <b>NO OBJECTION</b>
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b) Planning Decisions: **Noted**

3PL/2016/0279/HOU	Mr & Mrs Kindleysides, 5 Mews Court, Larwood Way. Single storey front extension to kitchen. PERMISSION.
3PL/2016/0302/HOU	Mr & Mrs Bennett, The Granary, Pound Green Lane. Single storey extension. PERMISSION
3PL/2016/0292/HOU	Ms B Khamphachat, 25 Park Highatt Drive. Extensions and conversion of garage. PERMISSION.

c) Planning Appeals – Covered in item 7. (Papers not received until 9 May)  
3PL/2015/1069/O – comments as before. No objection.



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1024. Bid to Norfolk Community Foundation by deadline of 13 May 2016 – Cllr Hewett Agenda item. Cllr Hewett our S106 pot was less than £1k of the £310k advertised. Cllr Hewett Proposed: Bench or lawn mower for Shipdham Bowls Club. Seconded: Cllr Stolworthy.  
**Action Point:** Cllr Hewett to complete bid paperwork and submit.
1025. The Clerk's Report was received and noted with the following decisions made: Separate Accounts to be set up at Barclays to reflect earmarked reserves being held: Church Wall A/c £2,500. Street Light Replacement A/c £16,000 and WI Hall A/c £6500. These balances relate to contributions set aside from 2012 to 2016 budgets. See Clerk's Report Earmarked Balances.  
Proposed: Cllr Playford. Seconded: Cllr Hewett. Unanimous.  
Cllr Stolworthy asked the Clerk if there is anything Cllrs can do to help reduce overtime worked. The Clerk thanked Cllr Stolworthy and suggested a number of projects could be dealt with by Cllrs. The Clerk will bring list of suggestions to the next meetings.
1026. To receive Cllrs Reports and make decisions where required  
Cllr Fawcett: Informed Cllrs that Shipdham Community Trust and the RBL are providing free afternoon tea on 12 June 2016 to celebrate HM Queen Elizabeth's 90<sup>th</sup> Birthday – all welcome. Cllr Fawcett asked if the PC wish to be represented at this village event. Cllr Hewett said that the PC should be represented and asked the Clerk to put this on the June Agenda to discuss any financial contribution the PC may wish to make to the event.  
**Action Point:** Agenda Item – PC representation on 12 June 2016.  
Cllr Fawcett: The Headteacher of TB C of E School wishes to bring to the attention of Cllrs and parishioners a 'School Eurovision' on Fri 13 May at 2.30pm. All welcome.  
Cllr Shelly: Letton Rd Junction – disgusting surface not fit for purpose. **Action Point:** Clerk to report to Highways again.  
Cllr Shelly: Ditch at 23 Dereham Road needs clearing. **Action Point:** Clerk to write to owner.  
Cllr Turner: Bridleway complaint. Bridleway in question is subject to NCC Diversion Order. **Action point:** Clerk to inform parishioner.  
Cllr Secker: Request for agenda item at June meeting. Footpaths information and OS maps will be presented for clarification. **Action Point:** Clerk to include on next agenda.  
Cllr Secker: Highways need to replace sign, Cranworth, Blackmore Row Shipdham. Blackmore at Letton Road. The post is there but no sign. **Action Point:** Clerk to inform Highways.  
Cllr Aves: Informed Cllrs that rubbish has now been removed from allotments and will arrange for any metal left will be removed. Advert in Shipdham News will be placed offering allotments free until Oct as this will at least keeps the plots tidy.  
Cllr Aves: Ditch at Watton Road was strimmed last year, this needs doing again. Suggestion to spray rather than strim. **Action Point:** Cllr Aves to obtain quotation.  
Cllr Aves: Corner of Swan Lane, someone dumping grass over the wall. Action Point: Clerk to write letter to home owner.  
Cllr Hewett: Shipdham Drynkings. – requested consideration of hiring Port-a-loos next year for this regular community event.  
Cllr Hewett: Proposed that one of the parking signs should be placed facing the Old School development. Cllr Fawcett informed Cllrs that due to recent decisions on parking signs that this topic will not be included on the agenda for a period of six months.
1027. To receive and note correspondence including any received after the preparation of the agenda. Received and noted.
1028. A.O.B – none.
1029. Dates for meetings during the year 2016/17 were received and noted.  
To confirm the next meeting, Monday 13 June 2016.  
Doors open to Parishioners at 7:15pm. (Hard copies of planning applications will be available for Councillors to view from 6:45pm).



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The Chair thanks Cllrs and Parishioners for attending.

Meeting closed 21:51

## 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 June.
936 (Dec)	Place order for Dehumidifier and fit	Clerk	13/06/2016	Trade account opened – order pending
966d (Feb)	Clerk to check readings against invoices	Clerk	On going	
989	Obtain quotes for posts and matting at Churchyard	Cllr Secker	13/06/2016	John Larwood undertaking work. Quote to be sought.
990	WI Hall development. Plans and costings	Cllr Secker	On going	Cllr Secker will arrange pre-planning meeting with BDC and will meet with builder for ideas.  Clerk to provide further info to NRO and to contact WI Archives
	Investigate funding streams	Cllrs Fawcett/Secker and Clerk	On going	
	Locate Deeds for WI Hall	Clerk	On going	
1005 (Apr)	Quote from P Chubbock for BP repairs  Contact grave owners and make reasonable arrangements for headstones to be made safe/ Contact Dereham Clerk for advice and Bretts for quotation.  Notice in Shipdham News to update parishioners on responsibility.  Norfolk Community Foundation bid by deadline of 13 May 2016. (Possible link to A/P 933b and 990)	Clerk  Clerk  Cllr Hewett  Cllr Hewett	13/06/2016  On going 13/06/2016  13/06/2016  13/06/2016	Quote requested
1012	Relocation of OS map and sign at post office  Letter of thanks to resident of Swan Lane for clearing Swan Corner.  Request to NCC to remove tree at Parklands and repaint 'keep clear' in road by Shipdham Stores. Check with BDC status of trees on village green and contact tree surgeon to carry out works as quoted. (subject to TPO check).	Clerk  Clerk  Clerk	13/06/2016  13/06/2016  13/06/2016	Map removed. New location to be found.
1019	Planning Comments to BCD  Street Lights – Check TT Jones Quote and advise Clerk. Accept quotation for repairs and electrical checks and further quote for replacements Join Fair Market Scheme Documents to Cllr Turner re Gas risk from PQ's and follow up.	Clerk  Cllr Stolworthy  Clerk  Clerk Clerk/ Cllr Turner	By published deadlines 10/05/2016  11/05/2016  11/05/2016 10/05/2016	Done  Done ( no repair req. for 32 and 40) Done (as above)  Done Done
1022	Request more frequent grass cutting at BP and Play area	Clerk	11/05/2016	Done



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1023c	Planning comments to BDC	Clerk	By published deadlines	Done
1024	NCF Bid to be submitted	Cllr Hewett	13/06/2016	
1025	Set up Barclays accounts for Earmarked Reserves	Clerk	11/05/2016	Request sent to bank.
	Clerk's workload - List of projects for next meeting	Clerk	13/06/2016	
1026	June Agenda items – PC representation at Afternoon Tea celebrating QE II Birthday ( Cllr Fawcett)	Clerk	13/06/2016	
	Agenda item Footpaths/bridleways (Cllr Secker)	Clerk	13/06/2016	
	Report floods, potholes and signage requests to NCC Highways	Clerk	13/06/2016	
	Reply to Parishioner regarding Bridleway complaint	Clerk	10/05/2016	Done
	Obtain quote to spray Watton Road Ditch	Cllr Aves	13/06/2016	