



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

## MINUTES OF THE PARISH COUNCIL MEETING HELD 8 May 2017 IN THE WI HALL

Present: Cllrs: Fawcett, Playford, Aves, Crane, Dewing, Secker, Shelly, Stolworthy, Tuck and Turner. Clerk: Patty Harris

6 Parishioners in attendance. The meeting opened at 19:30

### MINUTES

1241. Election of Chairman and declaration of Acceptance of Office Form. The outgoing Chairman opened the meeting and welcomed Councillors and Parishioners. Cllr Turner nominated Cllr Fawcett. Seconded: Cllr Tuck. Unanimous. Cllr Fawcett accepted the Chair and thanked Cllrs. **A/P: Clerk to submit Chairman's signed DoA Form to BDC.**
1242. Election of Vice-Chairman (Chair) and declaration of Acceptance of Office Form – Vice. Cllr Playford Proposed Cllr Turner. Seconded: Cllr Tuck. Unanimous. **A/P: Clerk to submit Vice-Chairman's signed DoA Form to BDC.**
1243. Apologies for absence. Cllr Hewett. Noted and accepted.
1244. Declarations of Interest for agenda items. Cllr Playford and Cllr Stolworthy declared an interest for agenda item 19.
1245. The minutes of the meeting held 10 April 2017 – Circulated 12 April 2017 were agreed as a true record and signed by the Chairman. Proposed: Cllr Stolworthy. Seconded: Cllr Turner. Unanimous except Cllr Tuck who did not attend the meeting.
1246. Matters Arising for information only – Action Points are all clear except: 990,1160 Cllr Secker to assess further and report at next meeting,1161,1172,1186,1187,1215 WI, 1215FF, 1215e, and 1224e which are ongoing.
1247. To consider and decide on time specific matters received after the preparation of the agenda. H Brett – Memorial for Spilman. Approved. Proposed: Cllr Dewing Seconded: Cllr Playford. Unanimous. Use of the Green request from PCC for permission. Approved. Proposed: Cllr Stolworthy. Seconded: Cllr Aves. Unanimous. Declaration of Interest forms – All to sign and declare address and an interest. Noted. Cllr Hewett sent note to Chair to ask for letter of appreciation to PCC for May Day celebration of The Drynkings. **A/P: Clerk to write letter to PCC.** Chairman reminded Cllrs that permission to use the Green for public events must be sought and granted. Noted.
1248. Chairman's Action - if any
1249. To adjourn the meeting for Parishioner's Questions. Meeting Adjourned at 19:55. Meeting reconvened at: 20:15
1250. Routine Finance
- To receive and consider the following quotation for street light repairs T T Jones £ 1,041.03. Cllr Stolworthy will contact TT Jones and advise which repairs are required. Clerk to send TT Jones report to Cllr Stolworthy to identify 10 columns to be replaced. Proposed: Cllr Dewing. Seconded: Cllr Crane. Unanimous. **A/P: Cllr Stolworthy to advise TT Jones which repairs are required and Clerk to send list to Cllr Stolworthy.**
  - The following invoices were approved for payment by cheque). Proposed: Cllr Dewing. Seconded: Cllr Playford. Unanimous.

21/04/2017	Cllr Hewett	Signage Exps	£ 115.50
04/05/2017	J Brown	Cleaning WI Hall	£ 30.00
08/05/2017	C Perfect	WI cash/bookings	£ 40. 00
08/05/2017	P Harris	May Salary	£ 527.24
08/05/2017	P Harris	April Exps	£ 98.64
08/05/2017	HMRC (Post Office Ltd)	NI Ees/Ers & tax (April £347.35)	



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		NI Ees & Ers (May £80.09)	
01/05/2017	James Bayliss	Inv 3833	£ 39.60
01/05/2017	Ridyards	Inv 15536	£ 864.00
01/05/2017	A R Waterhouse	WI Repairs	£ 36.92

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

15/04/2017	BT	WI Wifi	£ 51.24
03/05/2017	BG Elec	WI Hall	£ 39.88
08/05/2017	BCard	Card purchases	£ 355.06
08/05/2017	Anglian Water	Watton Rd Allot	£ 49.56
02/05/2017	Anglian Water	Dereham Rd Allot	£ 40.78
12/05/2017	E.On	St Light Elec	£ 275.54
22/05/2017	BGas	Gas WI Hall	£ 441.58

- d) The bank account balances at close of business on 30 April 2017 were received and noted and signed by the Chairman. Bank reconciliations were not available due to time constraints preparing y/end accounts.

WI Hall	5971	£	7,220.07
Community	6072	£	100,371.63 *
Church Wall	4380	£	2,975.13
PC Savings	4570	£	49,511.67
St Lights	7769	£	21,004.07
Total balances held		£	181,082.57

\* Includes £30k BP Mast income and £40k uncleared cheque for BP Equipment

1251. Planning. To receive and consider Applications, Decisions and Appeals, Planning Applications

- a) Planning Applications – nothing outstanding. Noted  
b) Planning Decisions – added after agenda published. Noted and reiterate previous comments on 1 Dec 2015 with additional comment that now that BDC has 5 year housing supply it is not necessary to build outside village boundary.

3PL/2015/1267/O	The Cricket Players Old Post Office St, Shipdham. 23 dwellings <b>PERMISSION</b>
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- c) Planning Appeals – none received. Noted.

1252. To receive and note the 2016/17 Budget Reports at 31 March 2017 and to receive and note the preliminary end of year accounts – subject to audit. Received and noted.

1253. To receive, respond and sign the following in preparation for Internal & External Auditors: Proposed: Cllr Tuck. Seconded: Cllr Playford. Unanimous.  
Section 1 - Annual Governance Statement 2016/17. Responded and completed.  
Section 2 - Accounting Statements 2016/17 – noted and signed.

1254. Clerk's Report – To receive and note the Clerk's Report. Received and noted with the following outcome: Cllr Turner will visit H Brett on behalf of PC to progress cemetery H&S repairs.

1255. Bullock Park Management Committee – to receive and note the draft Minutes from the BPMC AGM meeting held 13/04/2017 and to receive an update report from the BPMC Vice-Chair Cllr Dewing Received and noted. **A/P: Cllr Stolworthy will look at George Garner bench in play area and tape up sharp edges.**



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1256. To consider and decide on CCTV requirements at BP to protect Parish Council assets – Cllr Hewett. Cllr Dewing: There has been an assessment of the need, and what can be done to improve CCTV. Next meeting BPMC will be in a position to make a decision and report back. **A/P: Cllr Dewing BPMC CCTV update June Agenda.**
1257. To receive, note and make decisions on Tree Risk Management Survey – circulated by email 10 April 2017. Received and noted. No immediate action required. September agenda item for 3 quotes. **A/P: Clerk – Agenda item Sept.**
1258. To receive and note guidance from ICO in preparation for the changes in General Data Protection Regulations. Information circulated by email 25/04/2017 Received and noted.
1259. Parking on the Village Green – to receive, consider and decide applications for parking permits and to consider and decide on enforcement options. Cllrs Playford and Stolworthy left the room. Cllr Tuck. Instigated the discussion and made suggestions as follows: Notifying Estate Agents is a good idea. On reflection, parking permits are probably not now required but still an option for the future if parking is abused. Flyers for May Day worked quite well reminding everyone of obligations. If there is more work to be done Cllr Tuck volunteered and invited other Cllrs to help draft further ideas. Cllr Aves added that the words relating to obtaining a 'permit' is taped over. Cllr Dewing added that the 2 commercial vans parked permanently are now gone and that the PC should wait until OSH parking is available and monitor, also to paint/ mark spaces to help show drivers where to park to re-educate drivers to park appropriately. Cllr Crane reminded Cllrs that it is Parish Land and it is for Parishioners. Cllr Tuck proposed that 1. Cllr Turner notifies estate agents. 2 that the sign is taped over. 3. Watching brief kept on parking situation. Seconded: Cllr Aves. For 6. Against 2. Cllr Fawcett proposed a suggestion by Cllr Hewett for mark parking on the green for parking bays. Seconded: Cllr Crane. Unanimous. **A/Ps: Cllr Turner to notify estate agents. Cllr Crane to mark out parking spaces on telephone box side of the Green and will tape over signage.**
1260. To consider and decide on Neighbourhood Watch Scheme – Cllr Playford. Approached by resident concerned about security. A NW booklet was circulated. Instructions are in the book for setting up a HWS. Cllr Playford has offered to put article in the SN to ask for volunteers to organise.
1261. To receive, note and make decisions regarding First Aid Course – Cllr Tuck. Training booked for 5 June WI Hall. 12 places. Trainer requires no fee but donation to a charity of her choice would be appropriate. Following a suggestion by Cllr Fawcett, Cllr Tuck proposed: £50 donation. Cllr Crane seconded. Unanimous.
1262. To receive Cllrs Reports and make decisions where required. **Cllr Secker:** Church where barns saplings growing, need removing. A/P. Clerk to notify Highways. **Cllr Shelly:** Cemetery not strimmed enough, grass cuttings have not been blown off. Churchyard had 2<sup>nd</sup> cut still not short enough and not blown. Post outside surgery – already reported to highways. **A/P: Clerk to report to Paul Sellick remove the post.** **Cllr Dewing:** Parishioner next to cemetery offered to cut hedge on own boundary twice a year and cut holly tree down to hedge height. Cllrs agreed. Cllr Dewing asked by Paul Chubbock to advise that rats from Mr Leonards field cannot be poisoned due to risks to other animals. Once maize crop has gone will review. Cllr Stolworthy spoke to Mr Leonard who is happy for dogs to be allowed to be used to control rats on his land all around the perimeter of the park. Note in SN asking residents to be considerate when putting out bird feed so as not to further encourage rats. **Cllr Tuck:** request for a note in the SN to thank residents for moving vehicles on May Day and to encourage considerate parking in future. HAGS report: Snagging will be fixed. Yellow gates both work. Fencing quote to come and will do materials at costs as a gesture. Dog mess at park by play area. Note in SN, absolutely no dogs in play area. Also, note about wonderful new equipment, parents and children please treat with respect. **Cllr Aves:** Lights on Footpath from A1075 on at 17:30. Cllr Fawcett will change time



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clock. Grass at BP dumped. Ridyards are aware and it will be removed. **Cllr Turner:** Meeting 09/05/2017 with BDC to deal with social issues etc. Community Car Scheme on going. Update on Planning. Regs on OSH being chased. **Cllr Fawcett:** Re BP. History of PC helping BP with finance. When SS left, the management was left to the Treasurer. They are now back to a full-strength committee. Grass cutting and H&S for play area and maintenance would stay with PC but, for example, vermin control, pitch equip, car park, gates, CCTV, lighting, access, key holders, waste bins and cost, small proportion of clerking cost. These are all BP expenditure and should not fall to the precept. Suggest BPMC to get settled and PC to hand these areas back. At present, BPMC manage the pavilion only and PC manages the remainder. Cllr Fawcett called for suggestions and ideas. Cllr Turner: Agreed with Cllr Fawcett. BPMC needs to be self-sustaining and can still apply for grants. The responsibility needs to be with BPMC. This does not mean the PC does not want to support them. Cllr Secker asked if SS asked the PC to help. Cllr Fawcett confirmed that SS asked for support as they did not have the funds. Cllr Crane, doesn't agree with cost of clerking time to be charged to BP. Cllr Dewing said Clerk doesn't need to be there at all meetings. Cllr Playford agreed with Cllr Fawcett. Within 6 months the PC would expect BPMC to take these expenses on. Cllr Dewing will advise BP of the PC long term aim. **A/P: Cllr Dewing to report back to BPMC**

1263. To receive and note correspondence including any received after the preparation of the agenda. Received and noted. **A/P: Clerk to copy and circulate important news items.**

1264. A.O.B. There were no AOB items.

1265. To receive and note dates for meetings during the year 2017/18. Tabled and noted.

To confirm the next meeting, Monday 12 June 2017.

Doors open to Parishioners at 7:15pm. (Hard copies of planning applications will be available for Councillors to view from 6:45pm).

Meeting closed at 21:45

## 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 June 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
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	
1250	Check lights requiring repair Instruct TT Jones to repair List of lights to Cllr Stolworthy	Cllr Stolworthy Clerk Clerk	Asap Asap Asap	✓ 09/05/2017 ✓ 09/05/2017 ✓ 09/05/2017
1251	Comments for planning portal	Clerk		Comments cannot be added to closed PA.
1255	Check bench in play area	Cllr Stolworthy	Asap	✓ 09/05/2017. Clerk o ask PChubbock to tape up. ✓ 09/05/2017
1256	BPMC CCTV update	Cllr Dewing	June Agenda	



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1257	TMS – Sept Agenda	Clerk	Sept Agenda	
1259	Parking. Advise Estate Agents Watching brief Tape over sign/mark parking spaces <b>Notices for Shipdham News:</b> Rats//ask neighbours to be considerate when feeding birds so as not to further encourage rats. Dog mess at park again – please clean up after your pets. New equipment to be treated with respect. Absolutely NO dogs allowed in play area. Thanks to residents for responding to flyers and moving cars on the Green for May Day and plea to encourage considerate parking.	Cllr Turner All Cllr Crane Cllr Hewett	Asap Ongoing Asap Asap	
1262	Email Paul Sellick rebroken post Report back to BPMC Change time clock on footpath lights	Clerk Cllr Dewing Cllr Fawcett	Asap 25/05/2017 Asap	
1263	Correspondence – important items to Cllrs	Clerk	Asap	