



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD 10<sup>th</sup> February 2020 IN THE WI HALL

Present: Cllrs: Playford (Chair), Allum, Crane, Dewing, Hewett, Secker, Shelley, Smith, Stolworthy, Woodrow & Clerk: June Smith.

4 Parishioners in attendance. The meeting opened at 7.30pm

(items in bold added after agenda was published)

- J Smith Parish Clerk  
10/02/2020

- 2017. Apologies for absence – Cllr Worth, District Cllr Turner & County Cllr Connolly
- 2018. Declarations of Interest – Cllr Secker re cheque payment Cllr Crane re Planning.
- 2019. To agree and sign the Minutes of the meeting held 13<sup>th</sup> January – The Minutes were agreed as a true and accurate record and signed by the Chair. Proposed: Cllr Stolworthy  
Seconded: Cllr Smith unanimous with those present at January meeting - Cllr Playford abstained.
- 2020. Matters Arising for information only – Action Points – Completed or in hand.
- 2021. To consider and decide on time specific matters received after the preparation of the agenda - none
- 2022. Chairman's Actions – No report
- 2023. District Councillor Report – Cllr Hewett gave a verbal report raising; WW11 grant applications have been over-subscribed and pot increase for those applications that are valid; 5 year budget set for approval by full Council later in February – agreed a £4.95 increase on Band D Property Scale, lowest band in Norfolk and also approved £1m spend on vulnerability issues within District. Reminder Town & Parish Forum Wednesday 12<sup>th</sup> February.
- 2024. County Councillor Report - No report
- 2025. Parishioner's Questions *In accordance with the Council's standing orders, the period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting.*  
No questions.
- 2026. Routine Finance To agree the following payments by cheque – Proposed: Cllr Stolworthy  
Seconded: Cllr Hewett

10/02/2020	J Brown	WI Hall Cleaning	£36.00
10/02/2020	C Andrews	WI Hall Admin	£40.00
10/02/2020	Clerk	Wages	£950.53
10/02/2020	HMRC	PAYE & NIC	£67.88
10/02/2020	Clerk	Expenses for January	£170.54
14/01/2020	G Tufts	Materials for The Green signs	£22.10
16/01/2020	ICO	Data Protection	£40.00
14/01/2020	Playdale Playgrounds Ltd	Deposit on BP play equipment	£3,599.87
18/01/2020	J Bayliss	Pest Control	£44.40
<b>31/01/2020</b>	<b>Westcotec</b>	<b>SAM equipment</b>	<b>£234.00</b>
<b>07/02/2020</b>	<b>M Lodge</b>	<b>Handyman services</b>	<b>£50.00</b>
<b>10/02/2020</b>	<b>D Nock</b>	<b>Cemetery Caretaker</b>	<b>£80.00</b>

- a) To agree payment of the following invoices by D/D – Proposed: Cllr Stolworthy  
Seconded: Cllr Playford

15/01/2020	Eon	Street Light	£302.78
15/01/2020	BT	WI Hall	£32.52
19/01/2020	Opus Energy	WI Gas	£48.81
19/01/2020	Opus Energy	WI Electric	£25.88
16/01/2020	BDC	Rates	£100.00

- b) To receive, note and sign bank account balances at 31/01/2020 – Agreed and signed by Chair.

Community account	6072	£28,505.02
Church wall account	4380	£4,075.13



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Project A/c	2024	£0.05
Saver Account	4570	£47,708.97
Street Light Account	7769	£15,022.77
WI Hall Account	5971	£5,522.48
<b>Total Balances held</b>		<b>£100,834.42</b>

To note transfer of £225 from Community Account to WI Hall Account for rental – Noted.



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2027. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

a) Planning Applications: To note the following applications referred to the Planning Committee

3PL/2019/1182/LB	Renovate current workshop into habitable room, increase height of garden wall by 1m Bulwers Cottage, Chapel Street, Shipdham Time sensitive – no issues
3PL/2019/1368/O	Residential development of garden plot extending to 0.22ha with highway access 32/34 Letton Road, Shipdham Site area/scheme reduced Time sensitive - Shipdham Parish Council have no issues with the two properties proposed although any further development on the site would be viewed as overdevelopment.
3PL/2020/0035/VAR	Variation of conditions 8,9 & 21 3PL/2016/0655/F Chapel Street, Shipdham Reconfirmed previous comments on earlier applications that the village does not need a convenience store and increased traffic may increase congestion and parking on the main road. Can this be mitigated with double yellow lines either side of the crossing
3PL/2020/009/DOC	Discharge of Conditions 3, 14, 15, 18, 19, 20, 24 & 25 on 3PL/2016/0655/F Demolition of old public house, central garage and retails units. Erection of convenience store, retails units and flats. Chapel Street, Shipdham No issues
3PL/2020/0052/0	Demolition of 'The Beeches' and subsequent Development of the site to provide maximum 4 number dwellings. The Beeches, Mill Road, Shipdham Overdevelopment of site
3PL/2020/0012/DOC	Discharge of Conditions No3,7,8,10,12,13 on 3PL/2019/1395/F Street Farm High Street IP25 7PA No issues
3PL/2020/0080/F	<b>Change of use of car parking space from “communal area” to “private area”</b> Issues with number of parking spaces in first place and should not take another place away. Objection.

b) Planning Decisions

3PL/2019/1541/F	<b>Construction of single detached residential dwelling</b> <b>Park Grange, High Street, Shipdham</b> <b>WITHDRAWN</b>
3PL/2019/1572/F	<b>Erection of two detached dwellings</b> <b>Mill Road, Shipdham</b> <b>WITHDRAWN</b>
3PL/2019/1463/F	<b>Conversion of existing office building into 4 residential flats and office</b> <b>Park Grange, High Street, Shipdham</b> <b>APPROVED</b>
3PL/2019/1368/O	<b>Residential development of garden plot.</b> <b>32/34 Letton Road, Shipdham</b> <b>APPROVED</b>

c) Planning Appeals - none



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2028. Clerk's Report – To receive and note the Clerk's Report - Noted
2029. BPMC – Cllrs Dewing and Secker. To receive and note:  
a) Report from BPMC – Meeting 19<sup>th</sup> February 2020, Easter Egg Hunt April 11<sup>th</sup>.  
b) Health & Safety update – all up to date.
2030. PCC/PC update – Outside works to include Tree Works for visibility across the Churchyard – appropriate Notifications to BDC are in process and will obtain quote from tree surgeon, once specifications have been agreed. AP Clerk to obtain quote once received.
2031. To approve quote for gridforce plastic matting for Churchyard – Proposed: Cllr Playford Seconded: Cllr Smith – unanimous. AP Clerk to order
2032. To discuss request for funds from All Saint's Church Parochial Church Council. Proposed: to pay actual figures for itemised quote with invoices to Shipdham Parish Council to a limit of £7500 + VAT Proposed: Cllr Hewett Seconded: Cllr Crane unanimous. John Larwood thanked the Parish Council
2033. To note Quarter 3 accounts and budget report – Noted Proposed: Cllr Shelley Seconded: Cllr Secker.
2034. Approve Tree Survey quotes – proposed approve tree survey including WI Hall trees Proposed: Cllr Dewing Seconded: Cllr Playford unanimous.
2035. Discuss works on trees at WI Hall – Tree surgeon had confirmed there was no risk with the tree so proposed to wait for tree survey report. Proposed: Cllr Playford Seconded: Cllr Crane
2036. To discuss recommendations and quotation for Pound Green footpath lighting – AP Clerk to write to residents regarding 3 lights at 4m and to get pictures and quotes from TT Jones – next agenda
- 2037. To approve additional inscription to Cemetery Tablet** – approved unanimous AP Clerk to approve.
2038. To note Defibrillator Check completed by Clerk - noted
2039. To receive and note Police and SNAP reports – circulated 16/01/2020 – noted.
2040. To receive Cllrs Reports

**Cllr Secker** – put news from meetings back in Shipdham News – cannot publish minutes until approved as accurate at the following meeting. Agreed to ask editorial team to put page of "Council comments" within the Shipdham News Proposed: Cllr Hewett Seconded: Cllr Playford - unanimous. AP Cllr Hewett to discuss with editorial team.

**Cllr Allum** – Raised concerns regarding tree outside 62 Pound Green Lane AP Cllr Dewing to ask neighbour to lop branch.

Date for next Parish Forum AP Cllr Hewett to organise.

Pavilion information to be raised at Parish Forum.

**Cllr Hewett** – Breckland Town and Parish Forum reminder.

Thomas Bullock Primary Academy voted good.

Rev G Wells retiring in April Proposed £100 garden vouchers as leaving gift Proposed: Cllr Hewett Seconded: Cllr Playford unanimous AP Clerk to organise.

Items for Parish Page in Shipdham News

2041. To receive and note correspondence including any received after the preparation of the agenda.  
Email from Shipdham Community Trust who confirm they will clear the area behind Pound Green Lane – Noted.  
Letter from Pensions Regulator confirming re-enrolment and re-declaration date is 1<sup>st</sup> May 2020 – Noted and scheduled.  
Breckland Town and Parish Forum to be held on Wednesday 12<sup>th</sup> February 5.30pm - Noted  
To note update from PC Gilluley regarding parking and speeding within village -Noted  
**Thomas Bullock Primary Academy have vacancies for governors – anyone interested please call interim head on 01362 820300** – volunteers requested.
2042. Any matters for inclusion on the next agenda – Ditches in and around village.
2043. To confirm the next meeting: Monday 9<sup>th</sup> March 2020. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)

Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the Grounds Maintenance Contract for contractual matters.

Add entrance to Oak Meadow with a monthly cut in season to contract and to go ahead and renew 3-year contract. Proposed: Cllr Hewett Seconded: Cllr Dewing - unanimous. AP Clerk to initiate.