



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD 10<sup>th</sup> June 2019 IN THE WI HALL

Present: Cllrs: Playford (Chair), Allum, Dewing, Hewett, Secker, Shelley, Smith, Stolworthy, Woodrow & Worth

Also present; County Councillor Connolly & District Councillor Turner  
Clerk: June Smith.

11 Parishioners in attendance. The meeting opened at 19.30

### MINUTES (items in bold added after agenda was published)

- J Smith Parish Clerk  
10/06/2019

**Prior to the meeting there was an update from Clayland Homes regarding Church Lane, Shipdham application inc Highways currently monitoring traffic and potential to reduce height of part of the Church yard wall to increase visual splay.**

- 1827. Apologies for absence – Cllr Crane no apologies noted
- 1828. To welcome new Councillors Allum, Cllr Stolworthy & Cllr Worth – signed Declaration of Acceptance of Office forms.
- 1829. Declarations of Interest; Playford & Stolworthy re The Green / Secker re Finance / Smith & Woodrow re allotments – Cllr Smith & Cllr Woodrow asked for dispensation to speak but not vote. Agreed Unanimous.
- 1830. To agree and sign the Minutes of the meeting held 13<sup>th</sup> May 2019 – The purchase of the gazebos was raised again and stated that the Council were not happy that the decisions had not gone through the meeting. Point noted. Minutes were signed by the Chairman.
- 1831. Matters Arising for information only – Action Points – All in hand or completed.
- 1832. To consider and decide on time specific matters received after the preparation of the agenda - none
- 1833. Chairman's Actions – Chairman read out thank you letter from Shipdham All Saints with regard to the help and support of the Council with regard to the Drynkings. Special thanks were given to Chairman, Cllr Turner, Cllr Shelley, Cllr Smith, Cllr Hewett, Cllr Dewing & Cllr Secker.  
Clerk is now CiLCA trained – Council congratulated Clerk.
- 1834. District Councillor Report – Report on file. Council congratulated Cllr Turner on her appointment of Chair of Breckland Council.
- 1835. County Councillor Report – Cllr Connolly congratulated Cllr Turner & Cllr Hewett on their appointments.
- 1836. 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.*

Cllr Turner asked for steer towards the Church Lane car park within planning.

Old School House development – enforcement notice re works 12<sup>th</sup> June 2018 works have not been completed. Cllr Turner & Cllr Hewett responded to Parishioner. Cllr Turner to help bring a formal complaint. Ask Planning Officer, Jon Berry to come to next meeting so they can ask any questions and voice concerns. AP Clerk

Church representative thanked Parish Council for works on wall and kerbing and expressed they would welcome a Church car park.

- 1837. Routine Finance To agree the following payments by cheque Proposed: Cllr Shelley  
Seconded: Cllr Stolworthy

10/06/2019	J Brown	WI Hall Cleaning	£36.00
10/06/2019	C Perfect	WI Hall Admin	£40.00
10/06/2019	Clerk	Wages	£860.22
10/06/2019	HMRC	PAYE & NIC	£41.41
10/06/2019	Clerk	Expenses for May	£117.55
17/05/2019	Cartridgesave	Full set of inks	£158.72
23/05/2019	NPTS	Induction Training	£48.00
25/05/2019	R Clements & Son	WI Electrical works	£4,722.00



# SHIPDHAM PARISH COUNCIL



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29/05/2019	Ravencroft	Tree Survey fees	£654.00
<b>31/05/2019</b>	<b>SCS Accounting</b>	<b>Internal Auditor fees</b>	<b>£240.00</b>
24/05/2019	PCC All Saints Shipdham	Advertising in Shipdham News	£350.00
08/06/2019	NPTS	Induction Training	£55.00
10/06/2019	D Nock	Cemetery Works	£80.00
05/06/2019	R Waterhouse	WI Repairs	£19.99

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

29/05/2019	BT	WI Hall – Double Billed so credit next month	£62.04
19/05/2019	Opus Energy	WI Gas	£32.82
19/05/2019	Opus Energy	WI Electric Credit currently	£27.36 -£137.56
15/05/2019	BDC	Rates	£100.00
17/05/2019	Eon	Street Light	£293.03
24/05/2019	Biffa	WI Hall Waste	£131.04
24/05/2019	Biffa	Bullock Park Waste	£118.25
<b>03/06/2019</b>	<b>Wave</b>	<b>Cemetery Water</b>	<b>£14.72</b>
<b>03/06/2019</b>	<b>Wave</b>	<b>Dereham Road Allotments</b>	<b>£80.40</b>
<b>03/06/2019</b>	<b>Wave</b>	<b>Watton Road Allotments</b>	<b>£26.15</b>
<b>03/06/2019</b>	<b>Wave</b>	<b>Standpipe, The Green</b>	<b>£11.95</b>
<b>03/06/2019</b>	<b>Wave</b>	<b>WI Hall Water</b>	<b>£62.39</b>

b) To receive, note and sign bank account balances at 31/05/2019 – Bank  
Reconciliation signed by Chairman

Community account	6072	£29,465.67
Church wall account	4380	£3,925.13
Project A/c	2024	£4,022.89
Saver Account	4570	£79,993.31
Street Light Account	7769	£7,511.27
WI Hall Account	5971	£4,935.98
<b>Total Balances held</b>		<b>£129,854.25</b>



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

1838. 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/2019/0288/HOU	Rear Porch Extension Single Storey Brick Construction Front Door Canopy Timber Construction Tiled Roof Ambelside, New Road, Shipdham Time sensitive comments sent – no issues.
3PL/2019/0536/F	Retention of Part of Single Storey Extension for use as storage for apartments in the Old School House. The Old School House, Chapel Street, Shipdham <b>Reservations over potential use of extension. Applicants history does not inspire confidence. Would not want any spaces lost for car parking.</b>
3PL/2019/0570/F	Proposed change of use of 9 acres of agricultural holding to amenity land incorporating propose change of use of 0.27 acres from agricultural storage shed to B2 and replacement of agricultural storage shed with Sui Generis unit for MOT (DVSA) testing. Resubmission of 3PL/2018/1575/F with additional information. Weathervane Farm, Dereham Road, Shipdham <b>No issues</b>
3PL/2019/0232/HOU	<b>Removal of existing garage and construction of workshop and carport garages.</b> <b>Herne Cottage, Herne Lane, Shipdham</b> <b>No issues</b>
	<b>Church Yard car park – If Highways problems could be dealt with then Parish Council would support application.</b>

b) Planning Decisions

3PL/2019/0250/D	Application for approval of reserved matters for 7 single storey dwellings following outline approval 3PL/2019/0162/VAR Land at Swan Lane, Shipdham APPROVED
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c) Planning Appeals - none

1839. Clerk's Report – To receive and note the Clerk's Report - Noted

1840. BPMC – Cllrs Dewing and Secker. To receive and note:

- a) Report from BPMC – Had Annual General Meeting and committee elected. Planning permission for entrance has halted. Conifers are going to be reduced in autumn. Dogs sign to go up.
- b) Health & Safety update. A few fence panels are needing attention. Police aware and Sarah to view CCTV.

1841. Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett. – Donations still coming in. Just Giving page open to end of August. Approx. £1,000 short of goal. Propose in September that we close project down AP Clerk

1842. Update from PCC & PC working group – no further meeting had taken place.

1843. To note Tree Survey report – no urgent works required. – Clerk getting quote for works in autumn

1844. To discuss white lines outside Post Office/The Ringers costing £120 first 3m thereafter £20 per m – Line should only be The Ringers. Proposed; 3m line outside The Ringers Cllr Hewett Second: Cllr Shelley unanimous.

1845. To discuss Allotment water rates. – A discussion took place regarding providing water on the allotments, including whether they could be accurately or fairly enforced given different levels of water usage and whether the water charge element should be scrapped entirely



# SHIPDHAM PARISH COUNCIL



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- and simply be included into the overall rent charge. It was confirmed that the Council does not have a statutory duty to provide water at all and terms and conditions are set in allotment agreement. It had further been agreed at meeting October 2018 there would be rental increase for October 2019. It was proposed and agreed to scrap the water charge element to the allotments and increase rent in October, as already agreed at allotment AGM, and discussed adding push taps (not turn taps) which are more environmentally friendly and minimise water waste. AP Clerk to write to Parishioner. Cllr Woodrow confirmed that the Parish are renting allotment land to farmers – Noted.
1846. To confirm Parking on The Green – Cllr Playford left the room & Cllr Stolworthy left the discussion. Cllr Hewett took over as Chair - earlier challenges had been resolved and there was no proposal to stop people parking on The Green for the time being. Every Councillor was invited to comment and express their views, along with members of the public. Concerns were raised regarding visibility at the edge of The Green and this would be taken into account once road re-surfaced, along with putting in electric points and parking spaces with disabled bays. Parishioner asked if parking spaces would be needed at all and would change the aesthetic look. C Tilley offered advice, if needed, for possibly parking layouts. Agreed sign on The Green was inappropriate but need something to confirm its Parish Land. AP Clerk to do letter to Post Office. Quotes for re-surfacing on next agenda.
1847. To note Dates for the period for the exercise of public rights will be 24<sup>th</sup> June – 2<sup>nd</sup> August 2019. Accounts will be in noticeboards, online and available from the Clerk - Noted.
1848. **To note Internal Auditor Report for 2018/19 – Noted AP Clerk to send accounts for External Audit**
1849. **To approve additional inscription on memorial for K Green no issues AP Clerk to inform Brett's**
1850. **To approve memorial application for W Buckle no issues AP Clerk to inform Brett's**
1851. To note Defibrillator Check completed – Checked by Clerk on 4<sup>th</sup> June.
1852. To receive and note Police and SNAP reports – no report Cllr Secker will attend meetings on behalf of Shipdham Parish Council.
1853. To receive Cllrs Reports
- Cllr Secker** – Lines needed on road around the Church corner AP Clerk to contact Highways.  
Electricians done good job in WI Hall  
Manhole cover broken outside Meadow View, High Street. AP Clerk to inform Highways.
- Cllr Hewett** – Any comments for the Shipdham News with him by end of week.  
Hedges and shrubbery outside the Coal Yard had been dealt with.  
Cllr Hewett had spoken with owner Golden Dog pub regarding the ivy.
- Cllr Shelley** – village litter pick confirmed 22<sup>nd</sup> June from Bullock Park 9am.  
S106 monies need spending. Cllr Hewett is trying to contact to developer regarding this. Stated the monies needed spending and Cllr Hewett & Cllr Shelley would prepare quote for metal Teen Shed for September meeting.  
Village sign on the Green looking tired. AP Cllr Shelley & Cllr Smith to paint sign
- Cllr Smith** – Mentioned pavement at bottom of Mill Road – Cllr Connolly confirmed this is in hand.
- Cllr Stolworthy** – No white lines at junctions at Letton Road, A1075. AP Clerk to report to Highways  
Broken kerb outside 15 Oak Meadow – AP to report to highways.  
Trapp Lane Landowner to make Trapp Lane passable. AP Cllr Hewett to check.  
The green refurbishment on July agenda.
- Cllr Worth** – TRO Mill road, signage is insufficient and needs 7.5 tonne weight limit. AP Next agenda
1854. To receive and note correspondence including any received after the preparation of the agenda
- To note receipt of £31.75 BDC Recycling payment - Noted  
To note NCC letter regarding Land at Church Lane, Shipdham - Noted  
To note re-consultation on all Main Modifications to Breckland Local Plan 30<sup>th</sup> May 2019- 5pm 12<sup>th</sup> July 2019 - Noted  
To note Rural Housing Conference Dereham Friday 6<sup>th</sup> September 9.30-13.45 – book online - Noted
1855. Any matters for inclusion on the next agenda. – Discuss and adopt The General Power of Competence.  
The Green  
TRO Mill Road
1856. To confirm the next meeting: Monday 8<sup>th</sup> July 2019. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm) Closed 21.15.



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Ref A/Ps	Action Required	By Whom	Deadline	Update
1412	Standing item Police and SNAP repots	Clerk	monthly	next agenda item
1781	Confirm Cemetery Caretaker role / review 6 months	Clerk	September agenda	
1782	Refresh Village Emergency Plan	Cllr Turner	Asap	
1789	Speak to landlord of Golden Dog re overgrown ivy	Cllr Hewett	Asap	Spoken To
1789	Organise Litter Pick	Cllr Hewett/Cllr Shelley	Asap	Confirmed 22 <sup>nd</sup> June
1806	Write to vehicle on Bradenham Road	Clerk	Asap	
1836	Invite Jon Berry to attend next meeting to ask questions, raise concerns on planning	Clerk	For next Meeting	Private meeting organised on site
1838	Submit planning comments	Clerk	Asap	Completed
1841	Close the Commemoration Project	Clerk	September Agenda	
1843	Quote for Tree Works	Clerk	Next agenda	On agenda
1844	Application for White Line outside The Ringers	Clerk	Asap	On agenda
1845	To write to allotment Parishioner	Clerk	Asap	Completed
1846	Write to Royal Mail of The Green decision	Clerk	Asap	Completed
1847	Publicise Accounts	Clerk	24 <sup>th</sup> June – 2 <sup>nd</sup> August	Completed
1848	Send accounts for External Audit	Clerk	Asap	Completed
1849	Inform Brett's of decision	Clerk	Asap	Completed
1850	Inform Brett's of decision	Clerk	Asap	Completed
1853	Inform highways no white lines round Church corner	Clerk	Asap	Reported
1853	Inform highways of broken manhole cover on High Street	Clerk	Asap	Reported
1853	Prepare quote for metal teen shed	Cllr Hewett/Cllr Shelley	September Agenda	On Agenda
1853	Paint village sign on The Green	Cllr Shelley/Cllr Smith	Asap	
1853	Inform highways no lines at Letton Road junction	Clerk	Asap	Reported
1853	Inform highways of broken kerb in Oak Meadow	Clerk	Asap	Reported
1853	Check if landowner of Trapp Lane had monies to make it passable	Cllr Hewett	Asap	
1846/53	The Green refurbishment	Clerk	July Agenda	On Agenda
1853	TRO Mill Road	Clerk	July Agenda	On Agenda