



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD 10th September 2018 IN THE WI HALL

Present: Cllrs: Playford (Chair) Aves, Crane, Dewing, Hewett, Secker, Shelley, Shelly, Stolworthy, Tuck and Turner Also present; County Cllr Connolly (arriving late) Clerk: June Smith.
12 Parishioners in attendance. The meeting opened at 19.30

MINUTES (items in bold added after agenda was published)

J Smith Parish Clerk
10/09/2018

- 1565. Apologies for absence
- 1566. Declarations of Interest – Aves 16 Secker 8 Tuck 16
- 1567. To agree and sign the Minutes of the meeting held 9th July 2018 – Circulated 11/07/2018 – Agreed to be a true record.
- 1568. Matters Arising for information only – Action Points – Noted all in hand.
- 1569. To consider and decide on time specific matters received after the preparation of the agenda Brett & Son Memorial agreed
- 1570. Chairman's Actions
Welcomed James Shelley to Council – Signed Declaration of Acceptance
- 1571. Parishioner's Questions
Inc. Land at Pound Green Close. Park Lands Estate lines. Ransom strip. Pot hole in Little Hale Road opposite Mill Farm **AP Clerk**. Street Light out on Mill Road outside Mole Cottage **AP Clerk** Wall on Market Street.
- 1572. Routine Finance To agree the following payments by cheque. Proposed: Cllr Turner
Seconded: Cllr Hewett

August			
02/08/2018	Wayne List	Strimming Allotments	£110.00
02/08/2018	J Brown	WI Hall Cleaning	£30.00
02/08/2018	C Perfect	WI Hall Admin	£40.00
02/08/2018	J Smith	Wages	£830.54
02/08/2018	HMRC	PAYE & NIC	£37.69
02/08/2018	J Smith	July Expenses	£210.83
02/08/2018	D Nock	Bus Shelter Cleaning	£100.00
29/08/2018	D Nock	Cemetery Bench Cleaning	£150.00
29/08/2018	J Bayliss	Pest control WR Allotments	£39.60
29/08/2018	TT Jones Elec	Lighting Defects	£169.01
29/08/2018	John Nichols	Heritage Centre payment 1	£5775.60
29/08/2018	Ridyards	Grass Cutting	£979.20
September			
10/09/2018	J Brown	WI Hall Cleaning	£30.00
10/09/2018	C Perfect	WI Hall Admin	£40.00
10/09/2018	J Smith	Wages	£758.67
10/09/2018	J Smith	Expenses	£87.42
10/09/2018	HMRC	NIC & PAYE	£16.62
10/09/2018	J Nichols	Heritage Centre payment 2	£7608.00

- a) To agree payment of the following invoices by D/D Proposed: Cllr Turner Seconded: Cllr Dewing

August			
11/08/2018	Eon	Street Light Electricity	£293.26
03/08/2018	British Gas	Credit on Electric Bill	-£4.37
28/08/2018	British Gas	Gas Bill	£9.00
29/08/2018	BT	WI Hall BT	£25.22
September			
23/09/2018	Biffa	BP Waste Service	£112.63
23/09/2018	Biffa	WI Waste Service	£125.58
03/09/2018	Opus	WI Gas Bill	£10.41
03/09/2018	Opus	WI Elec Bill (this reading has been dramatically over read. Have taken	£342.36



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		readings and given to Opus for credit. Will take readings each month to email over)	
03/09/2018	Opus	Credit Note re Electricity Bill	-£309.49
29/09/2018	BT	WI Hall BT	£25.22
04/09/2018	Wave	Cemetery Water Credit	-£2.69
04/09/2018	Wave	WI Water	£83.77
04/09/2018	Wave	WR Allotments	£38.78
04/09/2018	Wave	Standpipe Water	£11.70
04/09/2018	Wave	DR Allotments	£73.97
12/09/2018	Eon	Street Light Electricity	£293.26

b) To receive, note and sign bank account balances at 31/08/2018

Community account	6072	£27,483.81
Church wall account	4380	£3,425.13
Project A/c	2024	£6,050.00
Saver Account	4570	£79,754.39
Street Light Account	7769	£4.53
WI Hall Account	5971	£5,241.62
Total Balances held		£121,959.48

1573. 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 - None
 - b) Planning Decisions - None
 - c) Planning Appeals - none
1574. Clerk's Report – To receive and note the Clerk's Report - Noted
1575. To review Q1 accounts - Noted
1576. BPMC – Cllrs Dewing and Secker. To receive and note:
- a) Report from BPMC – Tree surveys to be done together with Parish survey but billed separately. Drawings ready for submission.
 - b) Health & Safety update
 - c) E.on Electricity supply with Shared Access – awaiting further information from Solicitors.
1577. Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett. – Window has DAC approval so fundraising in full progress. Book is nearly completed, launch pending Nov 11th. Window to be completed by April next year. Activity on Green on 8th September was linked to Project. Cllr Hewett congratulated Chair and other members for their efforts.
1578. To receive update on Church Wall and agree to release monies in the Church Wall account for immediate demolition and preservation of wall – Fabric Officer trying to get specialist builder. Working together with NCC, wall re-build and kerbing to be done at the same time. HGV restriction to be put in place. Lights to be left up until all works completed. Agree release of monies for works to be carried out. Proposed: Cllr Stolworthy Seconded: Cllr Aves.
1579. To receive update on Church Wall CCTV – installation will go ahead at point when wall & kerbing will be done.
1580. To review allotment sites and rental values – huge topic so set up working group. Meeting to be on 5th Oct @ 7.30pm. Advertise in Parish Mag, notices up at allotments. Shed on 7 & 8a – knock it down. **AP Clerk** Letter to 33a re clearing & 25c Watton Road re buildings. Working group: Cllr Stolworthy, Cllr Turner, Cllr Playford, Cllr Crane and Cllr Shelly to meet on 24th September 7pm Cllr Stolworthy house. Trees still in Watton Road for Church yard. Point of Order; Welcome County Councillor Ed Connolly.
1581. To review tablets and email addresses – reconsider whether needed – Cllr Hewett to liaise with Cllr Shelley.
1582. To review access to ransom strip – Cllr Shelly declared Interest and left table. Land is a private piece of land leading to another private piece of land. Need to maintain our ownership rights over the land. Agreed that only the Clerk and grounds maintenance contractor should hold a key. **AP Clerk** Replace fencing at bottom. **AP Clerk** Permanent notice that its private property. "Private Property owned by Parish Council" **AP Clerk** Letter to neighbours to say ask for access to strip for maintenance purposes.



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1583. To consider acceptance of land from BDC – circulated 31/07/2018 – discussion Propose to consider and take action next year when we consider budget options.
1584. To review Village Speed sign – discussion to sell or put back up. Proposed selling sign by Cllr Playford Seconded Cllr Turner – for counter proposal to use Cllr Stolworthy Seconded: Cllr Dewing vote to carry on 9/2 **AP Clerk** to contact P Chubbock
1585. To consider grant to Shipdham Neighbourhood Watch Association – Proposed up to £200 match funded with other community organisations. Proposed: Cllr Hewett Second: Cllr Stolworthy. **AP Clerk to liaise with Neighbourhood Watch Association**
1586. To receive and note Police and SNAP reports – circulated 06/08/2018 – next meeting 26th September
1587. To receive Cllrs Reports
Cllr Secker – Mr Phillips abseiling down forum – donation £100 Proposed: Cllr Hewett Second: Cllr Playford.
Cemetery –Cllr Shelley to meet Cllr Secker to tidy cemetery. **AP Clerk** Letter to Martin Watkins to remove old/dead wreaths.
£25 raised from WI Hall tables being borrowed to go to stained glass window.
1939 register – Church Lane used to be called Trap Lane.
- Cllr Shelly – grave at cemetery with wall **AP Clerk** to write letter.
Grass cutting on Oak Meadow, High Street not being done **AP Cllr Turner** to report to BDC
- Cllr Dewing Watery Lane requested speed sign but unadopted road. Wooden plinth used for VC Day stone, could be used by B Brown **AP Cllr Playford** to ask at next RBL meeting.
- Cllr Tuck Dog notice for cemetery **AP Clerk** to order
Gate at back of cemetery, not locked and left open, allows deer to enter. **AP Cllr Crane** to put a storm gate hinge.
To go in Shipdham News Noticeboard – notices about parking on verges and pavements and fly posting, if you put it up, take it down. **AP Cllr Hewett**
Letter to 75 pound green lane re hedges. **AP Clerk**
WI Hall Changing of key code still not done. **AP Cllr Secker**
Mobile library – Clerk has already contacted Rev Gill.
Cllr Hewett
He has cut down trees next door to pub. Planning permission was obtained.
Pharmacy2U letter which went out to residents, surgery replies on our pharmacy - appealing for people not to support it.
Cllr Playford
Compliments re grounds maintenance contractor in cemetery.
Clerks appraisal 25th September.
Saturday 8th great night and profits to go to Church Window appeal.
1588. To receive and note correspondence including any received after the preparation of the agenda To note Barclays Bank signatories have been changed. Noted
To note Opus Energy will be installing smart meter to WI Hall – will be contacting the Clerk to arrange a time. Noted
1589. A.O.B.
1590. To confirm the next meeting: Monday 8th October 2018. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)

Discussion around appointments of allotments co-ordinator – Working party to meet on 24th September 7pm at Cllr Stolworthy address.

Discussion around appointments of handyman - appoint M Lodge sort job specification. Invoices for works done. **AP Cllr Playford** to write to Mr Lodge

Faculty for window, 80% of monies pledged before works can go ahead. Proposed that Shipdham Parish Council underwrite the pledge for the works, to be paid back, Formalise on next agenda.



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Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1365	Great War Commemoration Project	Cllr Hewett	On going	✓ Oct agenda item
1412	Standing item Police and SNAP repots	Clerk	monthly	✓ next agenda
1437	Liase with BPMC re option for Defib at Pavilion	Cllr Dewing	asap	
1445	Letter re waste disposal charges	Cllr Turner & Cllr Hewett	asap	
1466/1483	Tweak Cemetery Policy once Cemetery Management course completed	Cllr Turner/Cllr Playford/Cllr Dewing/Clerk	Oct Agenda	
1491	Natural Cemetery area – to be discussed after Cemetery Training	Cllr Turner	Sep Agenda	
1512	Obtain email addresses	Clerk	When Needed	
1523	Portable Toilets for Drynkings 2019	Clerk	March 2019	
1523	Keycode for WI Hall needs changing	Cllr Secker	asap	
1571	Report pot hole on Little Hale road opposite Mill Farm	Clerk	asap	✓
1571	Report faulty light Mill Road outside Mole Cottage	Clerk	asap	✓
1580	Allotment meeting notices	Clerk	asap	✓
1580	Letters to allotment holders	Clerk	asap	✓
1580	Knock down shed on 7 and 8a	????		
1582	Replace gate at end of ransom strip	Clerk	asap	✓
1582	Obtain notice re Private Property	Clerk	asap	✓
1582	Letter to neighbours re ransom strip	Clerk	asap	✓
1583	Acceptance of land for consideration Report to BDC	Clerk Clerk	Next Budget asap	✓
1584	Village speed sign to contact P Chubbock	Clerk	asap	Contacted
1585	Report to Shipdham Neighbourhood Watch Association	Clerk	asap	✓
1587	Tidy cemetery	Cllr Secker Cllr Shelley	asap	✓
1587	Letter to Martin Watkins to remove dead wreaths	Clerk	asap	✓
1587	Letter re grave in cemetery	Clerk	asap	✓
1587	Report grass cutting on Oak Meadow	Cllr Turner	asap	✓
1587	Ask RBL regarding VC plinth	Cllr Playford	asap	
1587	No dogs allowed notice for cemetery	Clerk Cllr Tuck	asap	✓
1587	Storm gate hinge on cemetery gate	Cllr Crane	asap	
1587	Notices on Shipdham News noticeboard	Cllr Hewett	Next addition	✓
1587	Letter to 75 Pound Green re hedges	Clerk	asap	✓
	Letter to handyman	Cllr Playford	asap	✓