



SHIPDHAM PARISH COUNCIL



Chair: Sam Shelley Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD

10th November 2025 at WI HALL

Present: Cllrs: Shelley (Chair), Belo, Chubbock, Cramp, Feerick, Holman, Smith, District Cllr Hewett & Clerk: June Smith

20 x Parishioners in attendance. The meeting opened at 7.30pm. Meeting was recorded.

Items in bold added after agenda published.

J Smith Parish Clerk
10/11/2025

- 3751. Apologies for absence – Cllrs Chaplin & Cross, District Cllr Turner & County Cllr Connolly.
- 3752. Declarations of Interest and to consider any requests for dispensations – Cllr Belo re Letton Road.
- 3753. To agree the Minutes of the meeting held on 13th October 2025 - The Minutes were agreed as a true and accurate record and signed by the Chair - unanimous from those present.
- 3754. 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.*

Meeting closed.

Work Mr Neave had done for WI Hall – thank you to M Neave.

Road between Threeways and Watton Road sign, extremely dangerous, 40mph, suggested reduced to 30mph. AP Clerk to put to Highways also no streetlighting.

Old School House construction, scaffolding obstructing the pavement – no signage AP Clerk to action.

Hearing loop system – Everyone needs to use microphone so those using the hearing loop can hear.

Parish Council website – BP expenses spreadsheet – AP Clerk to update.

Restarted meeting.

- 3755. Matters Arising for information only – As per Clerk's Report.
- 3756. Chairman's Actions – Firstly some thanks on behalf of the Parish Council.
 - Thank you to Matt Neave for work on the WI Hall. Thank you to Peter Boldero and Matt Neave for their kind offer to help with some maintenance of the shelter in the cemetery.
 - Thank you to Carole and Richard Playford for being so accommodating with the work to install an electrical supply to the Green and for allowing us to use their electrical supply in the past to light up The Green for Christmas.
 - To note a report of further damage to the edge of the thatched roof of Shrub House, one of the cottages opposite the church, caused by a farm vehicle struggling to get around the church bends at the same time as a bus coming the other way.
 - To note that the Parklands Garden volunteer team have reseeded with grass the area that was being used as a community garden as few people were interested in either growing or eating the vegetables. The fence surrounding it will be taken down once the grass is established.
 - It was lovely to see the people who turned out for the Remembrance Day service at All Saints Church on Sunday and a big thank you to the Shipdham branch of the Royal British Legion for supplying the refreshments for after the service.
 - The Heritage Centre held its last open day for the year before closing for the Winter. We opened on 29 Sundays and welcomed 138 visitors, plus 5 American families visiting the village, airfield and Heritage Centre. A huge thank you to the volunteers: Barry Allum, Emi Fry, Helen Cramp, Linda Duggan, Lynda Turner, Moyra Atkinson, Pete Dodd, Steve Laban and Sandra Goodson whose hard work has seen the success of the centre again this year.
 - To thanks Cllr Derek Cross for his work on getting the old lights removed from the trees at the front of the Green and new lights up and safely installed ready for the grand Christmas light switch on event on Sunday 30th November at 5pm. We will have carols led by the Community Choir, burgers and hotdogs, hot drinks, hot puddings being served and the grand switching on of the Christmas lights, so please put the date in your diaries.
 - Finally to announce that Shipdham Parish Council is setting up it's own Facebook page for publicising information about meetings, notices from both the Parish Council, Breckland District Council and Norfolk County Council and any other information that may be useful to residents.
- 3757. District Councillor Report – included updates on Local Plan Review, Local Government Reorganisation, Devolution, Asset Disposals, SNAP meeting and LINK Dereham. Full report on website. District Cllr Hewett left the meeting.
- 3758. County Councillor Report – report on website.
- 3759. Routine Finance



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To agree the following payments by cheque/bacs. Payments approved – unanimous.

15/11/2025	Clerk	Wages	£1334.97
15/11/2025	Clerk	Expenses	£176.39
01/11/2025	C Andrews	WI Hall Admin	£40.00
01/11/2025	T Wale	WI Hall Cleaning	£40.00
01/11/2025	D Nock	Cemetery Caretaker	£80.00
03/11/2025	RBL	Poppy Appeal	£200.00
27/10/2025	NCC	Safer Programme Annual Membership	£35.00
03/11/2025	Parishioner	Paint for the cemetery shelter	£20.00
03/11/2025	Great Melton Farms	Christmas Tree	£353.00
24/10/2025	LogicRed	Web hosting	£119.00
23/10/2025	NPTS	Training Course for Clerk	£43.20
31/10/2025	TTSR	Invoice 4 grounds maintenance	£3,239.93
30/09/2025	Clayland	Pound Green Lane meeting prep	£528.00
30/09/2025	Clayland	Bowling Green Shipdham meeting prep	£192.00
31/10/2025	MW Surfacing Ltd	The Green UKPN Installation groundworks	£3,555.00

To agree payment of the following invoices by D/D. Payments approved – unanimous.

29/09/2025	100Green	August Street Lighting	-£650.04
29/09/2025	100Green	August Street Lighting	£272.58
02/10/2025	100Green	September Street Lighting	£149.15
04/11/2025	100Green	October Street Lighting	£154.25
12/10/2025	BT	Bill	£47.41
06/11/2025	Octopus	October WI Electric	£40.95
03/11/2025	EDF	October WI Gas	£90.62
23/10/2025	British Gas	October Heritage Centre electric	£31.58
15/11/2025	BDC	Cemetery Rates	£195.00
15/11/2025	BDC	HC Rates	£90.00
20/10/2025	HMRC	NIC & PAYE periods 4 -6	£756.80

To receive, note and sign bank account balances 31/10/2025. Noted and signed by Chair.

Community account	6072	£35,371.15
Church wall account	4380	£7,325.13
Saver Account	4570	£19,017.99
Street Light Account	7769	£21,412.74
WI Hall Account	5971	£4,121.21
Total Balances held		£87,248.22

3760. To discuss budget requirements – none above normal precept.

3761. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda.

Planning Applications

PL/2025/1628/HOU	Single storey rear extension and change to existing external wall finish. Linden, Swan Lane, Shipdham No objection
PL/2025/1613/NMA	Amendment to pp PL-2025/1274/HOU – rear extension roof changed from pitched roof with hips to flat roof. 5 Market Street, Shipdham No objection
PL/2025-/1545/FMIN	Proposed replacement self build farmhouse. Wyrley Farm, Swan Lane, Shipdham No objection

Planning Decisions – none.

Planning Appeals – none.

3762. To receive and note Clerk's Report – noted.



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3763. BPMP - To receive and note:
a) Report from Bullock Park Management Committee

Update to the Bullock park Expansion Project: we are mindful that there has not been much reported recently. On the 29th September representatives from the Parish Council, Bullock Park Management Committee and Clayland Architects attended a meeting with Breckland planning officer to discuss both of the re-submitted applications, PL/2025/1190/FMIN for Bullock Park and PL/2025/1177/FMIN for proposed development of the land off Fieldfare Loke. It was a positive meeting with a number of suggestions made by the planning office for slight amendments to the applications, which are currently being made. These amendments are permitted under the current applications and do not require separate or additional applications.

The land swap of 4 acres of farmland for the ownership of the track and plantation that runs between Bullock park and the houses on Mill Road/Mill Road Estate is still progressing as planned. This swap will not change the ability or right of the villagers to enjoy the use and access of these areas, as will be written into a covenant for the transfer of ownership, meaning that the swap remains in the spirit of the original deed of gift and conveyance for the land which is to enhance the sports and recreational facilities of the village. The additional 4 acres will be used to provide the space for the new bowls green and clubhouse, new football pitches and a wildlife area for enhancing biodiversity.

A written update will be provided on the Shipdham.org website along with an update of the expenses.

The Parish Council are finalising the questions for a village survey and determining the best way to push this out to all households within the village via different means to enable the greatest engagement and return of completed surveys. This will include questions about the provision of sports and recreational facilities within the village.

We will be scheduling another public meeting regarding the project to inform on progress, provide details that we currently have and ascertain the wants and needs for the new facility. At our previous meeting we ran a suggestion box and have a number of ideas from that, but this will give everyone the opportunity to come along and make their suggestions. We envisage this to take place in early 2026 and will keep the village posted on a date and time, once confirmed.

No plans for the new village building is due to not knowing the budget allocation.

- b) Health & Safety update - Weekly health and safety checks are being completed and any issues are being addressed in a timely manner. Aware of litter and dog poo bin having been pulled off the fence around the green gym. AP Clerk to organise repairs.

3764. To consider Peel memorial application – approved unanimous. AP Clerk to approve.
3765. To consider Killingworth memorial application – approved unanimous. AP Clerk to approve.
3766. To consider Stagles memorial application – approved unanimous – AP Clerk to approve.
3767. To consider purchasing Gazabo and presentation items for local events - £1200 budget approved. AP Clerk to get quotes.
3768. To discuss WI Hall interior (Cllr Paul Holman) proposing decorating, changing the ceiling tiles, refreshing the toilets, hearing loop. DIY Team to volunteer to help work. AP Cllr Holman to drive project and communicate with trades etc to get quotes.
3769. To discuss Letton Road footpath and pedestrian crossing. Paul Belo declared an interest. Regular topic – NCC Highways logistical issues with Letton Road, road not wide enough and ownership of land problems for footpath. Pedestrian crossing – currently not a case for a crossing, regulations regarding distance from the speed conversation. Parishioners spoke. Spoke of looking into an assisted (lollipop man/women) crossing and cost of updated traffic survey. AP Clerk to contact Highways & County Cllr Connolly for a feasibility study/cost of traffic survey and possible assisted crossing.
3770. To approve quote for ransom strip conifer survey – approved unanimous. AP Clerk to approve.
3771. To discuss Christmas event on The Green, 30th November 5pm onwards – publishing on facebook, We will have carols led by the Community Choir, burgers and hotdogs, hot drinks, hot puddings being served and the grand switching on of the Christmas lights.
3772. To discuss Heritage Centre electric contract – Approved to lock in contract for 3 year fixed term from Oct 26. AP Clerk to initiate.
3773. To discuss FOI requests – request from parishioner as to the time and costs of the FOI's. Chair mentioned it was hard to cost, Clerks overtime is relative, but does not take into account hours spent in normal working hours, nor the time taken by Parish Councillors and District Councillors. Since August 2024 there have been 16 FOI requests ,6 complaints, both leading to approximately 80 individual questions. Each FOI can take up to 18 hours of time at a maximum of £450.00 per request, therefore £7,200. Since August 2024 Clerk has taken 52 hours overtime costing £1,036. To give an idea on time and money spent.
3774. To consider grant to Headways Suffolk who are taking over services previously provided by Headway Norfolk who support individuals affected by brain injury and their families - £250.00 contribution approve unanimous. AP Clerk to initiate.
3775. To note Defibrillator Checks completed.



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3776. To receive Cllrs Reports – for information only.

Cllr Smith – Village survey in hand. Clerk to get old laptop rebooted and to Cllr Smith to use for SAM2 data. Entries for Shipdham News.

Cllr Belo – Letton Road SAM2 data, Cllr Belo to download software to be able to view data. Speedwatch group at Letton Road, High Street and Bradenham. First speedwatch session, motorists did tend to slow down, 3 speeders were spotted one from Falcon Crane Hire. Regular monitoring from now on. Fastest car recorded in Letton Road was 60mph within 30mph zone.

3777. To receive and note correspondence including any received after the preparation of the agenda.

To note newsletters from Thomas Bullock Church of England Primary Academy – noted.

To note CRPE Getting Solar OFF the Land Exhibition 2pm – 8pm Thursday 20th November at Dereham Memorial Centre – free entry – noted.

To note approved quote for extra electrical sockets on The Green by majority email vote - noted.

To note NCC budget consultation runs from 27th October to 15th December www.norfolk.gov.uk/budget - noted.

To note Bird Avian Influenza mandatory housing measure came into force on 30th October – noted.

To note BDC public consultation on the draft Plan open until 15th December 2025 www.breckland.gov.uk/local-plan-2025 - noted.

To note receipt of Clerks & Councils Direct magazine - noted.

To note Anglian Water will be doing surveys within area to look at potential pipeline routes over the next few months – noted.

3778. Any matters for inclusion on the next agenda – consider selling the ransom strip, NCC to consider bypass for village.

3779. To confirm the next Parish Council Meeting will take place on 8th December 2025

Meeting closed 8.56pm