



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD 11th February 2019 IN THE WI HALL

Present: Cllrs: Playford (Chair), Aves, Dewing, Crane, Shelley, Stolworthy and 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
11/02/2019

Prior to the meeting there will be a planning presentation from Clayland Homes. Clayland Homes offered to clear land behind Pound Green Lane. Council agreed Proposed: Cllr Crane Seconded: Cllr Turner.

- 1708. Apologies for absence County Cllr Connolly, Cllr Hewett, Cllr Secker & Cllr Tuck accepted
- 1709. Declarations of Interest – Cllr Crane declaration of interest re Clayland Homes presentation and planning
- 1710. To agree and sign the Minutes of the meeting held 14th January 2019 – The Minutes were agreed as a true and accurate record and signed by the Chair. Proposed: Cllr Stolworthy Seconded: Cllr Dewing.
- 1711. Matters Arising for information only – Action Points – matters in hand or on agenda.
- 1712. To consider and decide on time specific matters received after the preparation of the agenda
- 1713. Chairman's Actions – Cllr Turner & Playford visited cemetery to plot the new area and visited residents whose property abuts the boundary for the cemetery extension. **AP next agenda.**
- 1714. County Councillor Actions – no report
- 1715. Parishioner's Questions
Included allotment letter sent. Weedkilling on plots remaining. Tree Survey. Pig application. Speed sign to be placed on designated places. **AP Cllr Dewing to check speed sign ownership.** CCTV signs at Church wall.
- 1716. Routine Finance To agree the following payments by cheque Proposed: Cllr Stolworthy Seconded: Cllr Turner

11/02/2019	J Brown	WI Hall Cleaning	£30.00
11/02/2019	C Perfect	WI Hall Admin	£40.00
11/02/2019	J Smith	Wages	£858.18
11/02/2019	HMRC	PAYE & NIC	£45.79
11/02/2019	J Smith	Expenses for January	£165.85
20/01/2019	D Nock	Bus Shelter Cleaning	£80.00
23/01/2019	P Hewett	CCTV Signs	£33.12
11/02/2019	ICO	Data Protection Reg.	£40.00
13/01/2019	J Bayliss	Pest Control	£42.00
21/01/2019	B Brown	Project A/c Printing	£42.85
17/01/2019	Ashill Fire Protections Ltd	Fire Blanket, Bell & Extinguishers	£174.00
28/01/2019	G Tufts	Gate Spring re Cemetery	£14.82
11/02/2019	J Shelley	Expenses	£34.95
22/01/2019	TPI Security	CCTV Installation	£1,070.00

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

29/01/2019	BT	WI Hall	£32.52
03/02/2019	Opus Energy	WI Gas	£684.56
15/01/2019	BDC	Rates	£89.00
19/01/2019	Opus Energy	WI electric	£23.99
		Credit currently	-£183.81
14/01/2019	Eon	Street Light Electric	£293.26

- b) To receive, note and sign bank account balances at 31/01/2019

Community account	6072	£11,193.79
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Church wall account	4380	£3,925.13
Project A/c	2024	£15,935.67
Saver Account	4570	£79,915.34
Street Light Account	7769	£7,507.53
WI Hall Account	5971	£4,945.52
Total Balances held		£123,422.98

1717. 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/2018/1156D	Amendment Erection of two storey dwelling 82 Market Street, Shipdham Time sensitive comments send regarding ownership of track mentioned in tree survey.
3PL/2019/0078/HOU	Demolition of garage, erection of side/rear extension, rendering of front wall of bungalow finished cream 17 Eastgate, Shipdham No issues as long as parking not to be pushed out onto Road.
3PL/2019/0015/DOC	Discharge of Condition 20 on pp 3PL/2015/0562/F Parklands Avenue, Shipdham No issues

b) Planning Decisions

3PL/2018/1516/HOU	Proposed rear extension Threesteps, New Road, Shipdham APPROVED
3PL/2018/0228/O	Outline application for up to 7 dwellings and provision of footpath Land at Swan Lane, Shipdham APPROVED

c) Planning Appeals - none

1718. Clerk's Report – To receive and note the Clerk's Report – Noted Proposed: Cllr Stolworthy Seconded: Cllr Crane

1719. BPMC – Cllrs Dewing and Secker. To receive and note:

- a) Report from BPMC – Conifers to be cut. Containers disposed of. Football Club have folded Advertise league pitch/slot available and/or another Club site advertised.
- b) Health & Safety update – Up to Date
- c) E.on Electricity supply with Shared Access – Shared access have agreed proposal awaiting appointment to go ahead.

1720. Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett – Donations coming in well for new window which will be dedicated on Easter Sunday. Grant process for book has been completed.

1721. To consider BT Wayleave Request **AP Clerk to liaise with Clayland Homes.**

1722. To consider TT Jones Quote re reinstating Pound Green Street Lamp **AP Clerk to get onto UK Power Network for payment.**

1723. To consider WI Hall Thermostat quote Option 1 or Option 2 - Option 1 Proposed: Cllr Aves Seconded: Cllr Stolworthy **AP Cllr Shelley to organise**

1724. To consider TT Jones letter re new Street Lights on Pound Green near school – Ask school to get their light working to see the how this effects the lighting. Proposed: Cllr Stolworthy Seconded: Cllr Dewing unanimous. **AP Clerk to inform TT Jones**

1725. To decide on Street Lighting contract Agreed 5-year Eon package Proposed: Cllr Crane Seconded: Cllr Stolworthy unanimous **AP Clerk to initiate.**

1726. To consider grant application from Shipdham Knitters **WITHDRAWN**

1727. To note Town & Parish Forum 21st Feb 5.45pm at Breckland District Council - noted



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1728. To approve insurance increases Agreed Proposed: Cllr Turner Seconded: Cllr Stolworthy unanimous. **AP Clerk to inform insurance company.**
1729. **To consider R Clements & Son electrical quote for WI Hall Proposed: Cllr Turner Seconded: Cllr Stolworthy unanimous. AP**
1730. **To consider Street names for Parklands Estate. Cllr Dewing on behalf of Cllr Secker Proposed Old Hall Close Seconded: Cllr Playford unanimous AP Clerk to inform contractors**
1731. To receive and note Police and SNAP reports – circulated 15th January 2019 Noted
1732. To receive Cllrs Reports
Cllr Crane – allotment ditch – **AP Agenda for next time.**
Cllr Tuck – damage to verge 28 Pound Green Lane – has been filled. Oak Tree in Cemetery Clerk was informed this had been done **AP Cllr Dewing to check.** Cemetery Hedges to be cut **AP Clerk to check with TTSR.**
Cllr Stolworthy – requested no parking white lines on back of Church New Road to Trapp Lane. **AP Clerk to highways.**
1733. To receive and note correspondence including any received after the preparation of the agenda.
To note Swan Lane road closure 12th-14th February – Noted.
To note Councillor Nomination papers available – Noted,
To note £125 refund from EU Funding towards CiLCA training – Noted.
Allotment letter to be dealt with. - Noted
1734. Any matters for inclusion on the next agenda. – May 6th Drynkings Council to agree toilet provisions
1735. To confirm the next meeting: Monday 11th March 2019. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm) Ended 8.57pm

Exclusion to Press & Public

To consider passing the following resolution. "That under Section 100 (A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of the Schedule 12A in the Act"

Incident at All Saints Church – Clerk has informed insurance company. Providing documents, photos, etc requested and meeting with Solicitor on site arranged.

Ref A/Ps	Action Required	By Whom	Deadline	Update
1365	Great War Commemoration Project	Cllr Hewett	On going	next agenda item
1412	Standing item Police and SNAP repots	Clerk	monthly	next agenda item
1523	Portable Toilets for Drynkings 2019	Clerk	March 2019	
1523	Keycode for WI Hall needs changing	Cllr Secker	asap	
1616	Sign re "Henry Cross"	Cllr Playford	Asap	
1638	S106 monies challenge application	Cllr Turner/Cllr Hewett	Asap	
1646	Cllr Tuck to show Defib Checks	Cllr Tuck/Cllr Playford/Clerk	Asap	
1672	To get defib serviced	Cllr Playford	Asap	
1681	To get Tree on Pound Green Lane cut	Cllr Dewing	Asap	
1701	Purchase mobile	Clerk	Asap	
1713	New cemetery boundary/plots	Cllr Playford/Cllr Turner	Next agenda	
1715	To check ownership of speed sign on main road	Cllr Dewing	Asap	
1717	Submit Planning Comments	Clerk	Asap	Completed
1721	BT Wayleave Request – liaise with Clayland Homes	Clerk	Asap	In Hand
1722	UK Power Networks to pay for reinstatement of Street Light	Clerk	Asap	In Hand



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1723	WI Hall Thermostat change	Cllr Shelley	Asap	
1724	Inform TT Jones on hold	Clerk	Asap	Completed
1725	Street Light contract	Clerk	Asap	Completed
1728	Insurance policy updates	Clerk	Asap	Completed
1729	WI Electrics	Clerk	Asap	
1730	Confirm name to Saffron Housing	Clerk	Asap	Completed
1732	Dereham Road allotment ditch		Next agenda	
1732	Oak Tree in cemetery	Cllr Dewing to check	Asap	In Hand
1732	Liaise with contractor as to cemetery hedges	Clerk	Asap	
1732	Request white lines nr New Road/Trapp Lane	Clerk	Asap	Completed