



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD 11 June 2018 IN THE WI HALL

Present: Cllrs: Playford (Chair), Aves, Crane, Dewing, Hewett, Secker, Shelly, Stolworthy, Tuck and Turner Clerk: June Smith. 9 Parishioners in attendance. The meeting opened at 19.30

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

- J Smith Parish Clerk

- 1527. Health & Safety – Fire Exits & First Aid (Cllr Jo Dewing) **Minutes silence in respect of the late Cllr Cliff Jordan**
- 1528. Apologies for absence – none
- 1529. Declarations of Interest – Cllr Hewett re 9a, Cllr Secker re 9a, Cllr Playford re 10a
- 1530. To agree and sign the Minutes of the meeting held 14<sup>th</sup> May 2018 – Circulated Proposed: Cllr Stolworthy Seconded: Cllr Dewing
- 1531. Matters Arising for information only – Action Points
- 1532. To consider and decide on time specific matters received after the preparation of the agenda
- 1533. Chairman's Actions  
**To discuss risk of failure trees overhanging properties in Fen Folgate.** Cllr Stolworthy has spoken to Landowner, he wants copy of report to act on with a timeline as soon as practicable, given the urgency of the situation. Cllr Stolworthy to hand copy of report to Landowner tomorrow AP Cllr Stolworthy  
Grant from Breckland Council, which matches Parish Council money for the works to the Heritage Centre. Cllr Playford to speak to Chairman on RBL.
- 1534. To adjourn the meeting for Parishioner's Questions Adjourned: 19.43 Reconvened: 20.02
- 1535. Routine Finance To agree the following payments by cheque Proposed; Cllr Stolworthy Seconded: Cllr Dewing Payment to Ridyards deferred.

11/06/2018	C Perfect	WI Hall Admin	£40.00
11/06/2018	J Brown	WI Hall Cleaning	£30.00
11/06/2018	J Smith	Wages	£852.66
11/06/2018	HMRC	PAYE & NIC	£44.16
11/06/2018	J Smith	May Expenses	£165.97
20/05/2018	J Bayliss	Pest Control	£39.60
11/06/2018	M Lodge	Works re noticeboard	£110.00
11/05/2018	NALC	Di Ball Training Course	£54.00
31/05/2018	Ridyards	Grass Cutting <b>Deferred</b>	£691.20
11/06/2018	T Bradshaw	Q1 Honorarium	£130.00
<b>08/06/2018</b>	<b>Ravencroft</b>	<b>Annual Tree Survey</b>	<b>£594.00</b>
<b>16/05/2018</b>	<b>HL Perfitt</b>	<b>Renovation at Churchyard</b>	<b>£3840.00</b>
<b>22/06/2018</b>	<b>LogicRed</b>	<b>Website host</b>	<b>£25.00</b>
<b>04/06/2018</b>	<b>D Nock</b>	<b>Bus Shelter Cleaning</b>	<b>£80.00</b>

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

25/05/2018	British Gas	Electricity April	£36.90
15/06/2018	British Gas	Electricity May	£73.05
24/06/2018	Biffa	Bullock Park	£112.63
24/06/2018	Biffa	WI Hall	£125.58
07/06/2018	Barclaycard	New Noticeboard	£276.99
		CCTV Camera Leads	£37.90
		CCTV Cameras	£95.99
12/05/2018	Eon	Street Lighting May	£275.00
<b>12/06/2018</b>	<b>Eon</b>	<b>Street Lighting June</b>	<b>£293.26</b>

- b) To receive, note and sign bank account balances at 31/05/2018

Community account	6072	£33,322.68
Church wall account	4380	£3,425.13
Project A/c	2024	£5,000.00



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Saver Account	4570	£79,721.08
Street Light Account	7769	£4.53
WI Hall Account	5971	£5,210.64
<b>Total Balances held</b>		<b>£126,684.06</b>

1536. 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/2018/0036/F | Mr Thomas Thompson<br>Quarry View, The Green Shipdham<br>Replacement dwelling and detached garage<br>No issues and in keeping with other properties. Condition that road was made good. |
|-----------------|---|
- b) Planning Decisions
- |                   |  |
|-------------------|--|
| 3PL/2018/0352/HOU | Mr David Ellis<br>3 Mews Court, Larwood Way,<br>Shipdham<br>First floor extension and single storey rear extension<br>APPROVED |
|-------------------|--|
- c) Planning Appeals - none
1537. To receive final year end accounts – Promised accounts today but not ready, have extended external auditors deadline for submission.
1538. Clerk's Report – To receive and note the Clerk's Report – circulated Noted
1539. BPMC – Cllrs Dewing and Secker. To receive and note:
- a) Report from BPMC Meeting with 4 Parishioners. Committee re-elected. Interest from Parishioners to help.
- b) Health & Safety update
- c) E.on Electricity supply with Shared Access – meeting to take place on Wednesday 13<sup>th</sup> June.
1540. To note resignation letter from Mr Fawcett – new vacancy procedures in place. Deadline today Noted Cllr Hewett to put notice in Shipdham News. Interviews to be arranged to appoint in September Cllr Playford, Cllr Tuck & Cllr Stolworthy to be interview panel
1541. To report on usage re Android tablet – Cllr Turner – Does not go far enough and is not fit for purpose. Cllr Hewett to seek one more suitable. AP Cllr Hewett
1542. Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett. Received £500 grant from Breckland District Council o/s 2 more grants. Crowd funding page to be up and running. Decide on definitive version of window and words before DAC meeting in July. Cllr Playford organising an event of The Green Saturday September 8<sup>th</sup>, afternoon and evening event, food, bar etc. Asked Parish Council to donate £300.00 Proposed: Cllr Hewett Seconded Cllr Turner. AP Clerk to raise cheque.
1543. To receive update on CCTV for Church Wall **To consider and approve quote for installation** CCTV Installer reviewing specification of cameras was not sufficient for the job. Equipment more suitable for internal. Accept quote of £800 plus VAT. Proposed: Cllr Hewett Seconded: Cllr Stolworthy.
1544. To review chains and posts at the Chapel, Market Street. Land Registry plans show boundaries that are being encroached – no further action at this point.
1545. To approve Tree survey quote for WI Hall. – circulated 23/05/18 Cllr Secker said If they overhang then neighbours, should cut the trees. Proposed no further action. Proposed: Cllr Crane Seconded: Cllr Turner AP Clerk to inform Tree Surveyor
1546. To consider allotment repairs – circulated 25/05/2018 AP Clerk to contact Di Ball re BDC grant. Need several tonnes of hardcore. Cllr Hewett to put advert in Shipdham News for hardcore. AP Cllr Hewett & Clerk
1547. To nominate new Bank signatory – Nominated Cllr Hewett AP Clerk to populate form.
1548. To approve new Village Correspondent and job specification – James Shelly to have access to website and promote Facebook page. Proposed: Cllr Stolworthy Seconded: Cllr Hewett, Honorarium review of the £250.00 AP put review on the next agenda.
1549. To review Ridyards contract – Below the Line.



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1550. To review Electricity & Gas prices at WI Hall – go with Opus Energy Proposed; Cllr Turner Seconded Cllr Aves unanimous.
1551. To review and discuss offer of BDC transferring land to Parish Council – discussion of options – Keep status quo – leave the land as it is. Proposed: Cllr Tuck Seconded: Cllr Playford
1552. **To discuss Village Handyman position to be on an ad hoc basis.** Place advert in Shipdham News Proposed: Cllr Tuck Seconded: Cllr Playford. Unanimous Cllr Hewett to place advert.
1553. To receive and note Police and SNAP reports – circulated 11/06/2018 Cllr Turner has written article for Shipdham News
1554. To receive Cllrs Reports  
**Cllr Secker** – WI Hall gave previous Clerk a blue book – needs to be found. Car parked on verge at Letton Road opposite Council Houses, Serco cannot cut grass. Letter to 33 Parklands hedge needs cutting AP Clerk to write letter.  
**Cllr Shelly** – Sign on Mill Road estate need replacing by NCC. Ridyards not detailing entries in book. Trees on Green need cutting and road on The Green is road rough. Ivy on trees in cemetery not been cut down, Gravestone damaged by Ridyards. Serco not cutting grass. All Cllrs to report it.  
**Cllr Dewing** – Watton Road sign still down. AP Clerk to report  
**Cllr Crane** – Woodchips pile on road in Swan Lane. AP Cllr Crane to level out  
**Cllr Tuck** – First Aid Course 11 Participants. £50 to lecturer – did not receive payment last time so £100 for her charity.  
**Cllr Stolworthy** – High street drain – collapsing and reported – Little Hale, White Cottage posts Residents off 4 & 6 Market Street, parking on grass. AP Cllr Turner – Thanks to Tommy for car removal AP Clerk to write thank you letter. Land at Park Esatate stinging nettles invading gardens AP Cllr Stolworthy to call Wellington Properties.  
**Cllr Aves** – Noticeboards minutes need to be bigger AP Clerk – Parking around school too close to junctions etc Cllr Hewett to put notice in Shipdham News Cllr Turner to put on SNAP agenda  
**Cllr Turner** – Building works at Sunnyside have taken chunk out of wall. Keep an eye that its repaired. 3 Cllrs and Clerk went on cemetery management training courses and will do Cemetery policy for next meeting.  
**Cllr Playford** – Tree overhanging Robina House Tile on building in cemetery missing. Cllr Hewett to put note in Shipdham News re hedges and trees.
1555. To receive and note correspondence including any received after the preparation of the agenda.  
Sage Letter withdrawing support from October 2018. Noted  
Postcard from previous Clerk. Noted  
Letter from Royal Mail saying Shipdham Post Office is now Watton and district undelivered mail collection point. Noted  
**Note Waste Transfer Notice has been renewed for Bullock Park Noted.**
1556. A.O.B.  
Apologies for next month. Cllr Playford & Cllr Hewett
1557. To confirm the next meeting: Monday 9<sup>th</sup> July 2018. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)



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## Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1365	Great War Commemoration Project	Clr Hewett	On going	✓ July agenda item
1412	Standing item Police and SNAP repots	Clerk	monthly	✓ July agenda
1437	Liaise with BPMC re option for Defib at Pavilion	Clr Dewing	Asap	
1445	Letter re waste disposal charges	Clr Turner & Cllr Hewett	asap	
1466/1483	Tweak Cemetery Policy once Cemetery Management course completed	Clr Turner/Cllr Playford/Cllr Dewing/Clerk	July Agenda	
1491	Ella Maud Wood – Chase stone from Bretts	Clerk	Asap	✓ 12/04/2018 to chase
1491	Natural Cemetery area – to be discussed after Cemetery Training	Clr Turner	July Agenda	
1512	Obtain email addresses	Clerk	When Needed	
1523	Old Noticeboard to be collected and stored	Clr Crane	Asap	
1523	Portable Toilets for Drynkings 2019	Clerk	March 2019	
1533	To Hand landowner Copy Tree Survey	Clr Stolworthy	Asap	✓
1533	Re Heritage Care. To speak to Chairman of RBL	Clr Playford	Asap	
1536	Planning Applications	Clerk	Asap	✓
1540	New Cllr Vacancy advert in Shipdham News	Clr Hewett	Asap	✓
1541	Search Tablets for more suitable one	Clr Hewett	Asap	
1542	Raise donation cheque	Clerk	July Meeting	
1543	Accept quote for CCTV installation	Clerk	Asap	
1545	Inform Tree Surveyor of decision	Clerk	Asap	✓
1546	Contact Di Ball re BDC Grant Advert in Shipdham News for hardcore	Clerk Cllr Hewett	Asap	✓ ✓
1547	Populate new Barclays signatory form	Clerk	Asap	✓
1548	Review Honorarium fee		July Agenda	
1549	Actions as required	Clerk	Asap	
1550	Change elec & gas supplier	Clerk	Asap	✓
1551	To inform BDC of result re land	Clerk	Asap	✓
1552	Place advert in Shipdham News for Village Handyman	Clr Hewett	Asap	✓
1554	Request for Hedge Cutting letter	Clerk	Asap	✓
1554	Mill Road sign	Clerk	Asap	✓
1554	Watton Road sign	Clerk	Asap	✓
1554	Woodchips on Swan Lane to be levelled	Clr Crane	Asap	
1554	High Street drain	Clerk	Asap	✓
1554	4 & 6 Market Street parking on grass	Clr Turner	Asap	
1554	Call Wellington Properties regarding stinging nettles on Park Estate	Clr Stolworthy	Asap	
1554	Minutes bigger in noticeboards	Clerk	Asap	✓
1554	Thank you letter to Tommy	Clerk	Asap	✓
1554	Parking near schools and junctions. Put notice in Shipdham News and also take to SNAP meeting	Clr Hewett Clr Turner	Asap	
1544	Tree overhand Robina House. Cllr Hewett to put notice in Shipdham News re all hedges and trees	Clr Hewett	Asap	Clr Stolworthy spoke to resident.