



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

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

Present: Cllrs: Playford (Chair), Aves, Dewing, Crane, Hewett, Secker, Shelley, Tuck and Turner
Clerk: June Smith.

8 Parishioners in attendance. The meeting opened at 19.30

MINUTES (items in bold added after agenda was published)

J Smith Parish Clerk
11/03/2019

Prior to the meeting there will be an updated planning presentation from Clayland Homes.

Swan Lane regarding footpath. Trapp Lane buildings including Church car park, would need to know approximate number of spaces. Council to discuss ownership/maintenance etc. Land at back of cemetery, also potentially providing a car park for the cemetery. See planning below.

- 1736. Apologies for absence – Cllr Connolly & Cllr Stolworthy Cllr Hewett arriving late.
- 1737. Declarations of Interest – Cllr Crane re planning & Cllr Secker re finance
- 1738. To agree and sign the Minutes of the meeting held 11th March 2019 – The Minutes were agreed as a true and accurate record and signed by the Chair. Proposed: Cllr Shelley
Seconded: Cllr Dewing.
- 1739. Matters Arising for information only – Action Points Cllr Secker spoke that the Key Code could not be changed.
- 1740. To consider and decide on time specific matters received after the preparation of the agenda
- 1741. Chairman's Actions – Letter sent to RBL regarding event on Village Green, asking for their intentions and provisions.
- 1742. County Councillor Actions – no report.
- 1743. Parishioner's Questions
Sign for Blackmoor Road, on Mill Road end. **AP** Clerk to report. CCTV. Parklands streetlighting. **AP** Cllr Dewing to check **AP** Clerk will report.
- 1744. Routine Finance To agree the following payments by cheque Proposed: Cllr Turner
Seconded: Cllr Dewing

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|-------------------|----------------------|--------------------------|------------------|
| 11/03/2019 | J Brown | WI Hall Cleaning | £40.00 |
| 11/03/2019 | C Perfect | WI Hall Admin | £40.00 |
| 11/03/2019 | Clerk | Wages | £858.18 |
| 11/03/2019 | HMRC | PAYE & NIC | £45.79 |
| 11/03/2019 | Clerk | Expenses for February | £137.59 |
| 30/01/2019 | EMR Heating | Gas Safety Certificate | £90.00 |
| 30/01/2019 | M Lodge | Various Repairs | £50.00 |
| 11/02/2019 | G Tufts | Repair Materials | £4.78 |
| 28/02/2019 | LCPAS | Subscription | £120.00 |
| 25/02/2019 | J Bayliss | Pest Control | £42.00 |
| 11/03/2019 | Z Nock | Works at Cemetery | £85.00 |
| 11/03/2019 | Came & Co | Insurance | £2,394.40 |

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

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|-------------------|-------------|----------------------------------|----------------|
| 01/03/2019 | BT | WI Hall | £32.52 |
| 03/03/2019 | Opus Energy | WI Gas | £159.33 |
| 03/03/2019 | Opus Energy | WI Electric | £46.45 |
| | | Credit currently | £-137.36 |
| | Eon | Street Light Electric | |
| 24/03/2019 | Biffa | BP Waste | £118.25 |
| 24/03/2019 | Biffa | WI Waste | £131.04 |
| 08/04/2019 | Wave | WR Allotment water | -£19.29 |
| 01/04/2019 | Wave | DR Allotment water | £10.49 |
| 01/04/2019 | Wave | Standpipe the Green water | £11.84 |
| 01/04/2019 | Wave | Cemetery water | £15.90 |
| 08/04/2019 | Wave | WI Hall | £56.03 |



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b) To receive, note and sign bank account balances at 28/02/2019 Signed by Chair

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|----------------------------|------|--------------------|
| Community account | 6072 | £9,313.73 |
| Church wall account | 4380 | £3,925.13 |
| Project A/c | 2024 | £18,247.55 |
| Saver Account | 4570 | £79,915.34 |
| Street Light Account | 7769 | £7,507.53 |
| WI Hall Account | 5971 | £4,545.96 |
| Total Balances held | | £123,455.24 |

1745. 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

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|---|--|
| 3PL/2019/0173/HOU | Proposed first floor extension with undercroft Abbey Farm, Herne Lane, Shipdham No issues |
| 3PL/2019/0162/VAR | Variation of Condition 11 of pp no 3PL/2018/0228/O – remove footpath provision. Land at Swan Lane, Shipdham Parish Council to send statement to planning committee |
| 3PL/2019/0168/HOU | Garage extension and link to main dwelling and erection of front storm porch Blackmoor Farm, Blackmoor Row, Shipdham No issues |
| 3PL/2019/0193/HOU 3PL/2019/0194/LB | Demolition of conservatory and erection of single storey side & rear extension. 23 Market Street, Shipdham No issues |
| Provisional discussion re Clayland proposed future applications re Trapp Lane planning idea with Church carpark and Land behind cemetery | Car parks at both areas would be beneficial. Needs to be discussed with Church but Parish Council would probably be responsible for maintenance. Put forward that both be consideration Proposed: Cllr Playford Seconded: Cllr Turner |

b) Planning Decisions

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|------------------|--|
| 3PL/2018/1570/LB | Garden Room extension and loggia Old Hall Farm, Watton Road, Shipdham APPROVED |
| 3PI/2018/1575/F | Change of use of agricultural shed to B2 and replacement of agricultural shed with Sui Generis unit for MOT testing Weathervane Farm, Dereham Road, Shipdham REFUSED |

c) Planning Appeals - none

1746. Clerk's Report – To receive and note the Clerk's Report - Noted

1747. BPMC – Cllrs Dewing and Secker. To receive and note:

- Report from BPMC – no meeting. Cricket Club shed and container now cleared.
- Health & Safety update - up to date.
- E.on Electricity supply with Shared Access – Going ahead on 29th March 2019
- To consider removal of tree in BP entrance to allow planning for new entrance. Proposed: Cllr Playford Seconded: Cllr Aves. Should get new planning for transparency. **AP** Clerk to inform BP Chairman.

1748. **e) Dogs must be kept on lead signs to go up. AP Chase poster. Signs to go up.**
Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett. Project hit £20,000 level of funding. Will be or nearly be fully funded by the time the window is blessed. Discussion to take place regarding protection to window.



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1749. To consider BT Wayleave Request **WITHDRAWN**
1750. To discuss Dereham Road Allotment Ditch – issues with residents. Taking the hedge down to a foot high to clear but cannot be done till September. **AP** Clerk to write to residents to highlight problem.
1751. Cemetery – Quote re tree removal and cutting. Proposed: Cllr Turner Seconded: Cllr Hewett **AP** Clerk to inform surgeon and to email resident of number 10.
1752. Cemetery – Quote for fencing boundary – a discussion took place. Proposed: Cllr Tuck Seconded: Cllr Turner – **AP** Clerk to initiate and get lead times.
1753. Local Plan Consultation – Cllr Hewett gave an overview with regard to Shipdham points. 282 dwellings permitted – 227 have been built or already have planning. Target 55 new homes within boundary of Shipdham. No real change for Shipdham in regard to plan.
1754. Toilet Facilities at Drynkings – approve costs up to £200.00 for facilities. Proposed: Cllr Turner Seconded: Cllr Hewett
1755. Appoint Internal Auditor – SCS Accounting- awaiting to hear.
1756. To discuss S106 Monies – Cllr Turner Short on time. Judo have asked for £3000 towards mats. Teen shelter at Bullock Park – discussion took place. Cllr Aves suggested tennis court on land beside bowling green or multipurpose usage, approx. cost £40,000.00. Match funding for multipurpose MUGA – maintenance, access and other issues. Proposed we looked into this and find out more information. **AP** Cllr Aves & Clerk to organise visit and gather information.
1757. Update on Church Wall – builder appointed will take down damaged wall on 3rd April. Highways can then do kerbing and will leave traffic lights up until wall rebuilt. All credit to Cllr Connolly who has worked tirelessly to get this sorted within 6 weeks. HGV relocation to another A road.
1758. Organise working group between PCC & PC – Cllr Hewett PCC & PC have linked responsibility regarding, potential insurance claim, status of flood lighting and trees around the Churchyard. Proposed quotes to protect sides of metal strip with reinforcement mesh Cllr Hewett Seconded: Cllr Aves. **AP** Cllr Hewett & Cllr Crane to look into viability. **AP** Cllr Hewett get quotes. Working group consists Cllr Hewett, Cllr Playford, Cllr Shelley & Cllr Turner plus 2 volunteers from PCC, John Larwood & Mick Humphreys
1759. Reminder election forms now available and can be handed to BDC from 20th March.
- 1760. To consider and approve memorial request. – noted AP** Clerk to inform Bretts
1761. To receive and note Police and SNAP reports – no report.
1762. To receive Cllrs Reports
Cllr Aves – CCTV sign can go up when road shut. Trees up allotments all gone apart from Silver Birch. Silver Birch to go to Park or new development.
Cllr Hewett – Parish Page
Cllr Tuck – On Mill Road end of Oak Meadow is a grassed area which needs a litterbin. One on Richard Haggard Close rarely used so could be relocated Serco. **AP** Relocation.
Cllr Secker – Mr Watkins has resigned **AP** letter thanking him for work and do general job description. **AP** Cemetery caretaker job description **AP** to put forward to the D Nock. Electrician at WI works heaters not to be taken out.
Cllr Playford – Report ditch along allotments. Resident re Chapel Street burning plastic. Clerk written letter. Parklands to Fen Folgate footpath in dangerous state **AP** Clerk to report to NCC as dangerous hazard cc Cllr Connolly.
1763. To receive and note correspondence including any received after the preparation of the agenda.
As from 31st March service 17 Konectbus will be changing. Confirmed no change for Shipdham.
Receipt of Clerks & Councils Direct – Noted.
To note reply from Community Centre Trust – reply sent – Noted.
To note Chapel Street/The Green road closure 13th-15th March – Noted.
Mobile Library service changing on 1st April 2019 – awaiting further details -Noted.
1764. Any matters for inclusion on the next agenda.
1765. To confirm the next meeting: Monday 8th April 2019. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)



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| 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 | Keycode for WI Hall needs changing | Cllr Secker | asap | |
| 1616 | Sign re "Henry Cross" | Cllr Playford | Asap | |
| 1646 | Cllr Tuck to show Defib Checks | Cllr Tuck/Cllr Playford/Clerk | Asap | Completed |
| 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 | |
| 1715 | To check ownership of speed sign on main road | Cllr Dewing | Asap | ✓ |
| 1723 | WI Hall Thermostat change | Cllr Shelley | Asap | |
| 1729 | WI Electrics | Clerk | Asap | In hand |
| 1743 | Request sign for Blackmoor Road | Clerk | Asap | Completed |
| 1743 | To report broken Parklands Avenue street lights | Cllr Dewing/Clerk | Asap | Completed |
| 1745 | Submit Planning comments | Clerk | Asap | Completed |
| 1747d | Inform Chair of Bullock Park re Trees and Planning | Clerk | Asap | Completed |
| 1747e | Dogs on lead signs up / Chase dog poster | Cllr Shelley/Clerk | Asap | Dog Signs Up/Chased |
| 1750 | Write to residents who back onto Dereham Road Allotment ditch | Clerk | Asap | Completed |
| 1751 | Initiate tree works in cemetery | Clerk | Asap | Completed |
| 1752 | Initiate boundary fence | Clerk | Asap | On Agenda |
| 1756 | Organise visit re multipurpose MUGA | Cllr Aves/Clerk | Asap | |
| 1758 | Obtain quotes for Churchyard improvements | Cllr Hewett/Cllr Crane | Asap | Working Group |
| 1760 | Inform Bretts of memorial approval | Clerk | Asap | Completed |
| 1762 | Relocate bins | Clerk | Asap | In hand |
| 1762 | Write to Mr Watkins | Clerk | Asap | Completed |
| 1762 | Cemetery Caretaker job description | Clerk | Asap | Completed |
| 1762 | Contact D Nock re above position | Clerk | Asap | On Agenda |
| 1762 | Report Parklands/Fen Folgate footpath | Clerk | asap | Completed |
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