



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD

11th October 2021 at WI HALL

Present: Cllrs: Playford (Chair), Dewing, Hewett, Holman, Secker, Smith, Turner, County Cllr Ed Connolly & Clerk: June Smith.

4 Parishioners in attendance. The meeting opened at 7.30pm

MINUTES Items in bold added after agenda was published

J Smith Parish Clerk
11/10/2021

- 2444. Apologies for absence: Cllrs: Crane, J Shelley, S Shelley & Wordley
- 2445. Welcome Co-option of Paul Holman – signed Declaration of Acceptance of Office form
- 2446. Declarations of Interest - Cllr Dewing re WI Hall refurb Cllr Secker re finance Cllr Turner re below the line and requested dispensation to speak – agreed unanimously.
- 2447. To agree the Minutes of the meeting held on 13th September 2021 - The Minutes were agreed as a true and accurate record and signed by the Chair. Proposed: Cllr Hewett Seconded: Cllr Dewing - unanimous from those who attended
- 2448. Matters Arising for information only – Action Points
- 2449. To consider and decide on time specific matters received after the preparation of the agenda – planning application added below
- 2450. Chairman's Actions – no actions
- 2451. District Councillor Report – Meeting with Assistant Director of BDC to go through issues within village. Cllr Hewett & Cllr S Shelley attended planning meeting. Issues within Lake Close are being monitored and antisocial diaries handed out to residents.
- 2452. County Councillor Report – County Council met as full Council at County Hall – working practices remain flexible for foreseeable future.
- 2453. 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.*

Planning application re Mill Road, Cllr Hewett asked Cllr Connolly to look into County Council Highways comments as they were inadequate.

- 2454. Routine Finance To agree the following payments by cheque. Proposed: Cllr Dewing Seconded: Cllr Smith

11/10/2021	Clerk	Wages	£1083.35
11/10/2021	HMRC	PAYE & NIC	£92.23
11/10/2021	Clerk	Expenses	£172.86
11/10/2021	C Andrews	WI Hall Admin	£40.00
01/10/2021	S Craddock	WI Hall Cleaning	£40.00
17/09/2021	PKF	External Audit of Accounts	£360.00
17/09/2021	T T Jones Electrical Ltd	Lantern replacement programme	£7,148.40
22/09/2021	TT Jones Electrical Ltd	Street light maintenance	£250.92
24/09/2021	NPTS	Training Cllr Shelley	£105.00
29/09/2021	S Shelley	Reimbursement for Safeguarding Training	£30.00
11/10/2021	D Nock	Cemetery Caretaker	£80.00
11/10/2021	J Gibb	Honorarium	£130.00

To agree payment of the following invoices by D/D Proposed: Cllr Smith Seconded: Cllr Playford

15/09/2021	Eon	Street Light	£301.64
15/09/2021	BT	WI Hall	£21.00
19/09/2021	Opus Energy	WI Electric Aug/Sep Credit	£14.15 -£27.90
19/09/2021	Opus Energy	WI Gas Aug/Sep	£1.71
17/09/2021	BDC	Rates	£135.00

To receive, note and sign bank account balances 30/09/2021 – noted and signed by Chair

Community account	6072	£70,092.73
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Church wall account	4380	£4,725.13
Saver Account	4570	£2,798.23
Street Light Account	7769	£2,221.31
WI Hall Account	5971	£14,000.95
Total Balances held		£93,838.35

To note receipt of 2nd precept instalment – included in above figures – noted.

2455. To receive and note External Audit & Certificate for the Annual Governance & Accountability Return – noted.
2456. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

Planning Applications

3PL/2021/1303/HOU	Proposed bathroom window to side elevation 90cm x 60cm, clear glass, single pane, opening and double glazed in anthracite grey Street Farm House, High Street, Shipdham No objection
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Planning Decisions - noted

3PL/2021/0887/VAR	Variation of condition – holiday cabins - redesign and reposition Ash Farm, Kind Row, Shipdham APPROVED
3PL/2021/1173/HOU	Demolition of existing lean to conservatory and erection of a single storey rear extension. 72 Bradenham Road, Shipdham APPROVED
3PL/2021/1181/F	New Build 3 bedroom, two storey cottage Molecatchers Cottage, Mill Road, Shipdham REFUSED
TPO 2021 no5	Blanket TPO at Bullock Park PASSED
3PL/2021/0625/F	The Old Waggon and Horses, Chapel Street, Shipdham REFUSED
3PL/2021/1053/D	Land to East of Mill Road, Shipdham APPROVED Parish Council express disappointment

Planning Appeals - none

2457. Clerk's Report – To receive and note the Clerk's Report – noted.
2458. BPMC – Cllrs Dewing and Secker. To receive and note:
- Report from BPMC – play equipment to be exchanged. Blanket TPO on trees. Defib ordered.
 - Health & Safety update checks completed.
2459. Highways Issues
Additional CCTV camera to be placed on Church bends. Matt Lines BDC to present addition ideas for protection of Shipdham Place wall and Church wall.
Mill Road suggested one way RTO – Highways / Parish Forum. Cars parked near junction and on the advisory lines. AP Clerk to write to owner. Cllr Playford asked Cllr Connolly to chase outstanding ironworks throughout the village.
2460. To appoint Shipdham Parish Council Representative to lay wreath for Remembrance – Cllr Secker unanimous. £150.00 donation to RBL Proposed: Cllr Hewett Seconded: Cllr Playford – unanimous.
2461. To discuss Christmas Tree for The Green as per quote – Proposed: Cllr Playford Seconded: Cllr Smith with delivery prior to 24th/25th intime for the festival. AP Clerk to initiate
2462. To discuss Heritage Centre/Risk Assessment – AP Clerk to complete risk assessment actions. AP Clerk to arrange meeting with RBL & History Group.
2463. To approve quote for WI Hall kitchen refurbishment – Quote A Proposed: Cllr Secker Seconded; Cllr Playford – unanimous AP Clerk to initiate works.
- 2464. To discuss Watton Road allotment exit** – Proposed heavy duty mirror for visibility when exiting Proposed: Cllr Playford Seconded: Cllr Dewing. AP Clerk to order Blind Exit signs on A1075 – Clerk to speak to Highways.
- 2465. To approve quote for bench refurbishment on The Green** Quote A Proposed: Cllr Smith Seconded: Cllr Playford -unanimous. AP Clerk to organise.
2466. To note Defibrillator Check completed and The Circuit database updated - noted
2467. To receive and note Police and SNAP reports – circulated 20/09/2021 - noted



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2468. To receive Cllrs Reports

Cllr Holman – Speeding on Carbrooke Lane AP Cllr Smith to place SAM2 on Carbrooke Lane AP Cllr Turner will bring up at next SNAP meeting for Police to monitor.

Cllr Secker – Requested permission to purchase plastic table cloths for WI Hall and lavender plants for the Memorial Garden up to £200 Proposed: Cllr Hewett Seconded: Cllr Playford AP Cllr Secker to purchase and forward receipt.

Trees on The Green at Threeways – AP Clerk to look into ownership and report.
Remove NHS Sign within Churchyard – AP Cllr Hewett to remove

Cllr Dewing – hedging re Pound Green Close – Proposed: Hire Zach for day to cut various hedges, trees etc within village Proposed: Cllr Hewett Seconded: Cllr Dewing AP Clerk to organise. Cllrs to forward list of places where works are needed.

Cllr Hewett – Advertising for Shipdham News – Had assurance from owner that the Letton Road ditch was running freely.

Cllr Turner – 18th October Churchyard pathway completion. Scaffold pole left within Churchyard – AP Clerk to write to owner for removal.

Cllr Smith – P Chubbock to liaise with Cllr Smith for SAM hand over. No Parking signs on The Green delaminating again, agreed to leave as they are until they fall down, then remove.
Molecatchers development – replacing like for like.

Cllr Playford – Electrical box for Christmas lights needs completing AP Cllr Playford to organise electrician.

2469. To receive and note correspondence including any received after the preparation of the agenda.

To note weekly updates from Norfolk County Council – noted.

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

To note Came & Company Local Council Insurance name change to Gallagher – noted.

To note approved quote for cemetery works by majority email vote – noted.

To note approved quote for tree works on The Green by majority email vote – noted.

To note Thomas Bullock Trust correspondence and reply – noted.

2470. Any matters for inclusion on the next agenda – update re Church Festival.

2471. To confirm the next meeting: 8th November 2021 7.30pm. Apologies from Cllr Playford.

2472. **Pursuant to s1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business, the press and public leave the meeting during the discussion of an alleged Breach of Conduct.**

Issue was discussed openly and in full and an appropriate reply will be written.

Meeting closed 9.10pm