



# SHIPDHAM PARISH COUNCIL



Chair: Sam Shelley Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD

11<sup>th</sup> December 2023 at WI HALL

Present: Cllrs: Shelley (Chair), Belo, Cramp, Chaplin, Chubbock, Feerick, Smith, Turner & Clerk: June Smith  
8 x Parishioners in attendance. The meeting opened at 7.30pm. Meeting was recorded.

**Items in bold added after agenda was published.**

*[Signature]*

J Smith Parish Clerk  
11/12/2023

- 3150. Apologies for absence – Cllr Hewett & County Cllr Connolly Absent: Cllr Cross.
- 3151. Declarations of Interest – none.
- 3152. To agree the Minutes of the meeting held on 13<sup>th</sup> November 2023 – circulated. The Minutes were agreed as a true and accurate record and signed by the Chair – unanimous.
- 3153. Thomas Bullock CE Primary Update – update report was read out.
- 3154. 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.*

Eastgate seat – AP Clerk to contact highways or to propose funds to purchase one.

- 3155. Matters Arising for information only – Action Points – As per Clerk's report.
- 3156. Chairman's Actions – Christmas Tree was erected with a joint effort of team of various parishioners. AP Clerk to write thank you letters for and on behalf of the Parish Council and for those who work/volunteer for and on behalf of the Council.
- 3157. District Councillor Report – BDC struggling with budget this next year and this might include the need to look at community grants etc. BDC had a success in prosecuting fly tippers. SWEP team and BDC are out to support rough sleepers. Information on website about being prepared for winter.
- 3158. County Councillor Report – none received.
- 3159. Routine Finance

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

01/12/2023	Clerk	Wages	£1921.71
01/12/2023	Clerk	November Expenses includes DBS checks.	£154.68
01/12/2023	C Andrews	WI Hall Admin	£40.00
01/12/2023	D Nock	Cemetery Caretaker	£80.00
01/12/2023	T Wale	WI Hall Cleaning	£40.00
20/11/2023	G Tufts & Son	Materials for repairs	£237.18
16/11/2023	Architects	Plans	£5,400.00
23/11/2023	Community Hub	Grant monies	£500.00
01/12/2023	N Creed	Memorial Garden upkeep	£300.00
14/11/2023	Great Melton Farms	Christmas Tree	£266.00
13/11/2023	J Bayliss	Pest control	£96.30
02/12/2023	RBL	Heritage Centre electric	£147.49
<b>06/12/2023</b>	<b>M Lodge</b>	<b>Various repairs inc. noticeboard</b>	<b>£60.00</b>
<b>16/12/2023</b>	<b>TT Jones</b>	<b>Letton Road light – since reimbursed</b>	<b>£3,180.00</b>

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

05/12/2023	Npower	November Street Lighting	£316.49
15/11/2023	BT	Bill	£39.58
20/11/2023	Opus Energy	WI Electric Oct/Nov	£35.52
20/11/2023	Opus Energy	WI Gas Oct/Nov	£45.86
		Credit on account	-£51.53
15/11/2023	BDC	Rates	£195.00
27/11/2023	British Gas	Heritage Centre electric	£16.06
03/12/2023	Wave	WI Hall Water – Estimated	£61.35
03/12/2023	Wave	Cemetery Water – Estimated	£21.73
03/12/2023	Wave	The Green Water - Estimated	£16.39
05/12/2023	Wave	Dereham Road Allotments Actual	Credit £13.88
05/12/2023	Wave	Watton Road Allotments Actual	£12.82

To receive, note and sign bank account balances 30/11/2023. Noted and signed by Chair.



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Community account	6072	£36,379.11
Church wall account	4380	£6,025.13
Saver Account	4570	£42,908.82
Street Light Account	7769	£17,335.54
WI Hall Account	5971	£9,193.20
<b>Total Balances held</b>		<b>£111,841.80</b>

3160. To review budget and precept request – approved - unanimous. AP Clerk to request precept.  
 3161. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

## Planning Applications

3PL/2023/1111/HOU	Proposed porch extension and alterations. 54 Market Street, Shipdham No objections.
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## Planning Decisions

3PL/2023/0965/HOU	Proposed dormers to front and rear roof slopes with Juliette balconies to the first floor rear elevation, proposed fenestration and external materials alterations to front elevation and conversion of garage to home office. Threesteps, New Road APPROVED
3PL/2023/0923/HOU	Two storey extension with balcony and first floor extension over garage. New Blossom Cottage, Old Post Office Street. APPROVED

## Planning Appeals - none

## Planning Applications referred to Planning Committee

3PL/2022/1046/F	<b>Proposed residential development of 102 units with a split tenure of affordable and shared ownership.</b> <b>The Old Waggon &amp; Horses, Chapel Street</b> <b>To be held on 19<sup>th</sup> December 2023</b> AP Clerk to view planning online. Cllr Shelley to attend if possible.
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3162. To receive and note Clerk's Report – noted.  
 3163. BPMC - To receive and note:  
 a) Report from BPMC – Events at BP D-Day 80 on 6<sup>th</sup> June 2024 and Tea In Park on 21<sup>st</sup> July 2024.  
 b) Health & Safety update – all in hand.  
 3164. Highways Issues – Letton Road lamp working well and residents pleased. 50 Pound Green top surface eroded. Bradenham Road pot hole. AP Clerk to report.  
 3165. To discuss Cemetery Policy – Approved changes and set transfer fee to £10.00 approved – unanimous. AP Clerk to adopt.  
 3166. To discuss litter bins – AP Clerk & Cllr Chaplin to do research.  
 3167. To consider Crane memorial application – approved unanimous. AP Clerk to approve.  
 3168. To consider Killingworth memorial application – approved unanimous. AP Clerk to approve  
 3169. To consider request from Shipdham Bowls Club to erect metal A board to Parish Council noticeboard at Thomas Bullock Academy – approved unanimous.  
 3170. To discuss quote for Watton Road allotment hedge cutting – approved unanimous. AP Clerk to initiate as and when weather permits.  
 3171. To discuss converting bollards to LED on footpath FP12 – approved for all to be changed to LED. AP Clerk to initiate.  
**3172. Permission requested from Rev Laura Purnell for Drynkings to be held on The Green on 6th May 2024.**  
 Risk Assessment/Licence/Insurance, discussion took place regarding safety. Vote: 4 in favour 3 objections  
 Chair had casting vote in favour. AP Clerk to confirm and obtain necessary documentation.  
 3173. To note Defibrillator Checks completed – AP automatic forwarding to Cllr Shelley.



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3174. To receive Cllrs Reports – for information only.

Cllr Smith – cones outside school working well.

Cllr Chubbock – weeds around church wall to be done in springtime. AP Clerk to obtain quote.

Cllr Feerick – cemetery wall and railings – in budget AP Clerk to get quotes for springtime.

3175. 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 various updates from NALC - noted.

To note Norwich Western Link Project Update - noted.

To note response re guttering around Church bends – noted.

To note Mid Norfolk Flood Partnership update from George Freeman - noted.

To note correspondence from Places for People regarding nutrient neutrality impact on planning application for 176 affordable houses -noted.

To note correspondence to receive from Parishioner. AP Clerk to reply.

3176. Any matters for inclusion on the next agenda. Letton Road street light and safer speed watch team AP Clerk to request speed watch team presence.

3177. To confirm the next meeting of the Parish will take place on Monday 8<sup>th</sup> January 2024. Meeting finished 8.25pm