



SHIPDHAM PARISH COUNCIL



Chair: Sam Shelley Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD

11th May 2026 at WI HALL

Present: Cllrs: Shelley (Chair), Chubbock, Feerick, Holman, Kemp, Lister, Smith & Clerk: June Smith
7 x Parishioners in attendance. The meeting opened at 7.30pm. Meeting was recorded.

Items in bold added after agenda published.

Parish Council meetings are recorded (audio only) to aid with the production of accurate minutes and give parishioners who are unable to attend the ability to listen to the proceedings. Recordings are accessed by requesting a link from the Clerk and are read only, downloadable copies will not be provided. Recordings are held for 3 months only and then deleted.

J Smith Parish Clerk
11/05/2026

- 3917. Election of Chairman and sign Declaration of Acceptance of Office – Cllr Sam Shelley elected – unanimous.
- 3918. Election of Vice-Chairman – Cllr Emma Kemp elected – unanimous.
- 3919. Apologies for absence – Cllrs Belo & Cross, District Cllrs Turner & Hewett.
- 3920. Declarations of Interest and to consider any requests for dispensations – none.
- 3921. To agree the Minutes of the meeting held on 13th April 2026 – the minutes were agreed as a true and accurate record and signed by the Chair – unanimous from those present.
- 3922. 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.*
No Parishioners Questions.
- 3923. Matters Arising for information only – Action Points – as per Clerks Report.
- 3924. Chairman's Actions – Tree down on Oak Meadows, promptly dealt with by Norfolk CC Highways with thanks to Tim Burrell for his assistance. Whilst A1075 was closed it was reported vehicles were going through Oak Meadow/Acorn Close pedestrian walkway to access Mill Road to avoid the closed section. AP Clerk to report to Highways and ask for additional restriction on the footpath to prevent vehicles from using it in the future.
- 3925. District Councillor Report – report on website.
- 3926. County Councillor Report – no report. New County Cllr for Yare and Necton (which includes Shipdham and Cranworth) is Kabeer Kher.
- 3927. Routine Finance
To agree the following payments by cheque/bacs. Payments agree unanimous.

15/05/2026	£1,374.62	Clerk – Wages.
15/05/2026	£153.54	Clerk – Expenses.
01/05/2026	£40.00	C Andrews - WI Hall Admin.
01/05/2026	£40.00	T Wale - WI Hall Cleaning.
01/05/2026	£80.00	D Nock - Cemetery Caretaker.
18/04/2026	£10.00	GiffGaff – Dereham Road Allotment Sim.
15/04/2026	£348.05	Glasdon – Bin for Post Office and Dog Poo Bags.
28/02/2026	£3,600.00	Clayland – Site amendments to Fieldfare Loke.
31/03/2026	£1,800.00	Canham Consulting – Nutrient Neutrality Mitigation Strategy.
17/03/2026	£1,170.00	Cardinus – Reinstatement cost assessments for insurance purposes.
14/04/2026	£108.00	Green Heat – WI Hall boiler service/gas certificate.
30/03/2026	£32.50	George Tufts & Son – materials for various repairs in village.
20/04/2026	£739.59	HMRC NIC & PAYE Periods 10-12
24/04/2026	£130.00	J Gibb Health & Safety checks at Bullock Park.
24/04/2026	£52.87	Barriers Direct – extra keys for allotment bollards.
30/04/2026	£3,447.60	TTSR grounds maintenance invoice 1 of 4

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

04/05/2026	£585.32	100Green – Street Lighting - April
12/04/2026	£51.14	BT – WI Hall Internet
06/05/2026	£40.06	Octopus – WI Hall Electric - April
03/05/2026	£67.30	EDF WI Hall Gas – April
25/04/2026	£24.27	British Gas – Heritage Centre Electric - April
05/05/2026	£15.39	Eon – The Green Electric – April



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15/05/2026 £103.00 BDC – Heritage Centre rates
15/05/2026 £188.00 BDC – Cemetery rates.

To receive, note and sign bank account balances 30/04/2026. Noted and signed by Chair.

Community Account (6072)	£42,121.95
WI Hall Account (5971)	£3,154.04
Church Wall Account (4380)	£7,975.13
Saver Account (4570)	£10,121.76
Street Light Account (7769)	£22,533.20
Total Balanced	£85,906.08

To note figures include first precept instalment.

3928. To receive and note Quarter 4 Budget report – noted.
3929. To review inventory of assets – noted.
3930. To receive and sign the following papers in preparation for internal and external auditors;
Section 1 – Annual Governance Statement 2025/26 – received and signed by Chair.
Section 2 – Accounting Statements 2025/26 – received and signed by Chair.
3931. To confirm the dates of the period for the exercise of public rights will commence on Wednesday 3rd June 2026 and ending Tuesday 14th July 2026 – noted.
3932. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda.
Planning Applications

PL/2026/0508/HOU Erection of a detached carport to side.
19a Letton Road, Shipdham
Time sensitive – no objection by majority email vote.

PL2026/0560/FMIN Change of use from farmland to dog liberty field.
Land at Blackmoore Row, Shipdham
Time sensitive – no objection by majority email vote.

PL/2026/0612/HOU Demolition of existing garden room, replace with 2 storey extension and connecting to the existing garage/annex with a glazed porch to serve as the new entrance to the dwelling.
Ravinia House, King Row, Shipdham
No objections

Planning Decisions – none.
Planning Appeals – none.

3933. To receive and note Clerk's Report – received and noted.
3934. To review Parish Council Representatives on:
a) Bullock Park Management Committee – Cllr Shelley & Cllr Feerick
b) Fuel Allotment & Towns Estate Charity – Sue Dewing & Carole Playford
c) Thomas Bullock Trust – Cllr Shelley & Kate Aldridge.
3935. BPMS - To receive and note:
a) Report from Bullock Park Management Committee – AGM 13th May 2026 7pm. Paul Chubbock, Chair of Bullock Park Management Committee, apologised for missing the Annual Meeting of the Parish. BPMS would like to thank parish council for cutting grass over the year. Clubs and groups doing well. Lack of parents wanting to help with the groups. Football going on leaps and bounds. 100th Anniversary of the park coming up and aiming to do some events to celebrate centenary – inviting various groups etc to take part.
b) Health & Safety update – weekly inspections up to date.
3936. To discuss WI Hall ceiling quotation – Cllr Holman - £1000 - £1100 for tiles £400 for skip AP Clerk to get quotation for lighting. AP Clerk to check asbestos survey.
3937. To discuss CCTV Dereham Road allotment site – installing 2nd CCTV AP Clerk to get quotation for wooden telegraph pole.
3938. To discuss strimming Watton Road vacant plots – agreed unanimous AP Clerk to initiate.
3939. To review dogs in cemetery, 6-month trial – No complaints received only positive comments. Unanimously agreed to allow dogs on lead. AP Clerk to change policy. AP Chair to change sign.
3940. To approve Heads of Terms for transfer of land from Breckland Council – agreed AP Clerk to confirm Heads of Terms.
3941. To receive update on Bullock Park expansion project - Statement from Steering Group meeting was read out - due to the introduction of nutrient neutrality costs of £240,000 the project is not commercially viable at this time.



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Proposed pausing the project for future. Unanimous agreement to put the project on hold. Paul Chubbock thanked Parish Council for all their efforts so far.

- 3942. To discuss request to relocate dog waste bin at Park Highatt Drive – 5 in favour of leaving it where it is situated/1 in favour of moving. AP Clerk to write to resident.
- 3943. To discuss additional dog waste bin at Swan Lane allotment carpark – replace the extra bin at Chapel Street to the car park. AP Clerk to initiate.
- 3944. **To consider WI Hall waste renewal agreement** – approved unanimous. AP Clerk to initiate.
- 3945. To note Defibrillator Checks completed – noted.
- 3946. To receive Cllrs Reports – for information only.

Cllr Lister – Elected County Cllr for Swaffham and will work closely with Kabeer Kher for the benefit of the Parish Council.

Cllr Chubbock – A1075 Carbrooke Lane onwards, car had left road and entered ditch on left.

Cllr Holman – WI Hall hire fees on next agenda.

- 3947. 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.
 - Approved Park Estate BBQ event by majority email vote – noted.
 - To note bin at Shipdham Post Office has been added to Serco collection - noted.
 - To note Mindful Towns and Villages newsletter – noted.
 - Due to major fire at recycling centre, kerbside collections of small electrical items and batteries have been suspended** – noted.
 - To note receipt of complaint regarding Bullock Park plantation boundary** – noted.
- 3948. Any matters for inclusion on the next agenda.
- 3949. To confirm the next Parish Council Meeting will take place on 8th June 2026.

Meeting closed at 8.25pm