



SHIPDHAM PARISH COUNCIL



Chair: Sam Shelley Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD

11th September 2023 at WI HALL

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

J Smith Parish Clerk
11/09/2023

Prior to the meeting, Shipdham Parish Council held a minute's silence in respect of the late Roger (Claude) Knights.

- 3058. Apologies for absence – Cllr Belo & County Cllr Connolly.
- 3059. To note resignation of Cllr Cramp due to ill health.
- 3060. Welcomed and co-opted Ivan Chubbock to the Parish Council – signed Declaration of Acceptance of Office.
- 3061. Declarations of Interest -Cllr Hewett re 3PL/2023/0100/F.
- 3062. To agree the Minutes of the meeting held on 10th July 2023 - The Minutes were agreed as a true and accurate record and signed by the Chair – unanimous by those present.
- 3063. Matters Arising for information only – Action Points – as per Clerk's Report.
- 3064. Chairman's Actions – addressing Park Estate green refer to 3076.
- 3065. District Councillor Report – Cllr Turner encouraged Cllrs to go to Parish Forum re Local Plan. New round of Inspiring Communities grants available. Cllr Hewett mentioned of National concern, nutrient neutrality, Shipdham's planning has been held up, Government have announced a way through the impasse and plans to speed up building, shared at District level. Cabinet have approved Q1 Financial Report. Approved performance review data, including FOI requests. New ICT strategy. Stone Curlew buffer protection area revised and relaxed. Wednesday pm Cllr Turner doing Ward visit around village. No buildings under Breckland District Council ownership contains RAAC. Shipdham School has RAAC and our MP, County and District Councils are open to help where possible.
- 3066. County Councillor Report – no report.
- 3067. 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.*

Included: Planning 3PL/2023/0100/F. Pound Green verges are not being cut - AP Clerk to confirm.

Complaints re grass cutting at cemetery and concerns of weeds on footpath - AP Clerk to take up with contractors.

General weeding around Church wall. Concrete post Mill Road. Pot hole Bradenham Road, Little Hale. Two tubs on village green to be removed if no one else wants to take it over. AP Place in Shipdham News. Noticeboard at Post Office needs attention AP Clerk to ask handyman cost of repairs. Sunken drain cover A1075/Bradenham Road junction AP Clerk to report. Overhanging branches WI Hall AP Clerk to get quote. Shrubs outside Surgery need attention AP Clerk to write to Surgery. Signs on The Green. Gutters on barn on church bends AP Clerk to write. BMC have commissioned a picnic bench in memory of Roger Knights and asked if a tree could be planted in honour AP take to BMC meeting. Parking outside Bullock Park message to football.

3068. Routine Finance

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

01/08/2023	Clerk	Wages	£1031.10
01/08/2023	Clerk	July Expenses	£105.86
01/08/2023	C Andrews	WI Hall Admin	£40.00
01/08/2023	D Nock	Cemetery Caretaker	£80.00
01/08/2023	T Wale	WI Hall Cleaning	£40.00
14/07/2023	Shelters4Less	Cycle Stands & fixings	£184.16
14/07/2023	Parishioner	Allotment refund.	£25.00
18/07/2023	Parishioner	WI Hall noticeboard	£17.96
17/07/2023	NPTS	Training	£10.00
19/07/2023	M Lodge	Repairs to BP Teen Shed	£600.00
01/08/2023	J Bayliss	Moles in cemetery	£222.00
09/08/2023	Parishioner	Acrylic Sheets for WI Hall	£88.67
28/08/2023	M Lodge	Installation of bike racks and other various repairs	£50.00
25/08/2023	J Bayliss	Further works at cemetery	£102.00
15/08/2023	G Tufts	Drill bits	£13.38



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14/08/2023	Westcotec	SAM2 Battery	£109.80
01/09/2023	Clerk	Wages	£1053.65
01/09/2023	Clerk	August Expenses	£94.38
01/09/2023	C Andrews	WI Hall admin	£40.00
01/09/2023	D Nock	Cemetery Caretaker & Bus Shelter Cleaning	£160.00
01/09/2023	T Wale	WI Hall Cleaning	£40.00
04/09/2023	Abbey Memorials	Memorial application refund	£158.00

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

03/08/2023	Npower	July Street Lighting	£246.55
15/07/2023	BT	Bill	£39.58
19/07/2023	Opus Energy	WI Electric Jun/Jul	£24.31
19/07/2023	Opus Energy	WI Gas Jun/Jul	£13.78
		Credit on account	-£148.40
15/07/2023	BDC	Rates	£195.00
22/07/2022	HMRC	PAYE & NIC month 2 & 3	£122.44
05/09/2023	Npower	August Street Lighting	£244.00
15/08/2023	BT	Bill	£39.58
21/08/2023	Opus Energy	WI Electric Jul/Aug	£22.82
21/08/2023	Opus Energy	WI Gas Jul/Aug	£15.90
		Credit on account	-£132.50
15/08/2023	BDC	Rates	£195.00
22/08/2022	HMRC	PAYE & NIC month 4	£32.71
03/09/2023	Wave	Dereham Road allotments water actual	£36.16
03/09/2023	Wave	Watton Road allotments water actual	£100.26
03/09/2023	Wave	Cemetery water actual	£16.56
03/09/2023	Wave	WI Hall water actual	£108.88
03/09/2023	Wave	The Green water actual	£16.56

To receive, note and sign bank account balances 31/08/2023. Noted and signed by Chair.

Community account	6072	£12,270.73
Church wall account	4380	£6,025.13
Saver Account	4570	£42,808.36
Street Light Account	7769	£17,289.21
WI Hall Account	5971	£8,758.95
Total Balances held		£87,152.38

3069. To write off outstanding debt for CCTV replacement – AP clerk to chase once again.



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3070. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

Planning Applications

3PL/2023/0698/EU	Certificate of Lawful Existing Use or Development (SLEUD) for the retention of an existing dwelling (Retrospective) Crowhill Annexe, Watton Road Time sensitive – Confirmed occupation. Since APPROVED
3PL/2023/0710/EU	Certificate of Lawfulness for existing use for use of land as Builders Yard, Company Office, workshop, sawmill, sale of materials to customers on site and storage and distribution of builder's materials. Model Farm, Letton Road. Time sensitive – Confirmed occupation. Since APPROVED
3PL/2023/0769/F	A retrospective application for the retention of a temporary office building. Time sensitive – no objection but use of building should not be permitted to change to residential in the future. Amended Location Plan
3PN/2023/0012/PNE	Prior approval for proposal to erect a single storey flat roof extension projecting from the original wall by 5m deep, with a maximum height of 2.65m and eaves height of 2.65m The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 1, Class A The Old Horseshoes, 58 Market Street No comments needed as merely seeking legal determination.
3PL/2023/0766/F	Erection of a detached, single storey dwelling and garage Land adjacent Beech Farm, Thorpe Row. No objection
3PL/2023/0100/F	AMENDMENT: re-design of the scheme and receipt of a design & access statement. Erection of production extensions for North & West elevations and raised loading dock to South elevation, with additional drainage works and concrete yard area at an existing Sourdough production facility. The Sourdough Company, Mile Road DOI Cllr Hewett – No objections but to consider residents with noise pollution.

Planning Decisions

3PL/2023/0526/F	Conversion of existing barn to two bed single storey residential unit and new two bay cart shed. Bridleways, Church Lane REFUSED.
TRE/2023/0171/TPO	Recreation Ground, Mill Road Tree works as appendix 1 CONSENT HAS BEEN GRANTED.
TRE/2023/0172/TPO	Shipdham Churchyard Remove branch from Fir Tree beside war memorial to allow for flag to fly freely on flagpole. CONSENT HAS BEEN GRANTED.
3PL/2023/0629/F	Retention of log cabin to be used as ancillary accommodation to the main house. Walnut Tree House, Thorpe Row APPROVED

Planning Appeals – none. Noted.

Planning Applications referred to Planning Committee – none. Noted.

3071. To receive and note Clerk's Report. Noted.

3072. BPMC - To receive and note:

- Report from BPMC – recent meeting, 3 new benches to be purchased.
- Health & Safety update – matting under roundabout is to be lifted and reinstated.

3073. Heritage Centre

- To nominate Parish Council Representative for Heritage Centre steering group – no volunteers at present.
- Shipdham Parish Council take ownership of the power supply –agreed unanimously.
- Reimburse the RBL for power since reopening in November 2022 – agreed unanimously. AP Clerk & Cllr Shelley.



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3074. Following the resignation of Dale Wordley and Rose Chaplin from Thomas Bullock Trust – invites for nominations for two new Parish Council Representatives - no volunteers at present. AP Place notice in Shipdham News/Nextdoor for volunteers.
3075. Highways Issues – parking around Bullock Park and on frontage on corner of Mill Road. AP See if Community Police Officer can attend on one evening and raise at SNAP meeting as a priority for Shipdham. AP Cllr Turner. AP Clerk to write to football club.
3076. To discuss Park Estate. residents have taken over maintenance of plot owned by Parish Council. Residents introduced themselves. Propose the Parish Council provide a grant to help club purchase trees, picnic benches etc – suggested group apply for Parish grant for next agenda.
3077. To consider Sheen memorial application. Approved unanimous. AP Clerk to approve.
3078. To consider Hawkins memorial application. Approved unanimous. AP Clerk to approve.
3079. To consider Galasky memorial application. Approved unanimous. AP Clerk to approve.
3080. To consider DBS checks for Councillors and staff (LT) – for consideration. On next agenda.
3081. To discuss lighting on Letton Road – solar light but not motion activated, residents would be happy to proceed. AP Clerk to initiate.
3082. To discuss lighting on Shipdham footpath12, Chapel Street – privacy issue and need to be low level. AP Clerk to obtain quotation of low-level lighting.
3083. To consider tree works quote – approved unanimously. AP Clerk to initiate and await TPO approval.
3084. To consider budget for non-educational costs for Thomas Bullock Academy to help with RAAC upgrade. Parish Council willing to help if needed.
3085. To note Defibrillator Checks completed. Pads for Post Office defib expire end of October. AP Clerk to order spares.
3086. To receive Cllrs Reports – for information only.

Cllr Feerick – Coal Yard Site looking unsightly – on Cllr Turner's ward visit.

Cllr Smith – Jubilee plaque needs mounting AP Smith & Cross to get together. Items for Shipdham News.

Cllr Shelley – Group re-establishing neighbourhood watch group.

Cllr Turner – Orange van parking on The Green – vehicle too big for parking on The Green. AP Clerk to write letter.

3087. 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 Shipdham Parish Council was not selected to participate in gov.uk pilot scheme. Noted.
Approved Carter additional inscription by majority email vote. Noted.
To note Vattenfall Project update. Noted.
To note launch of Mattishall, Shipdham & Watton Neighbourhood Watch Facebook group. Noted.
To note Press Release from steering committee representing owners and flyers at Shipdham. Noted.
To note approved Fen Folgate street light replacement whilst under warranty investigation by majority email vote. Noted.
To note approved quote for Parklands bridleway works by majority email vote. Noted.
To note approved polytunnel and shed request from tenant by majority email vote. Noted.
To note Clerk's report regarding Letton Road issues, following meeting with Highways. Noted.
To note receipt of External Audit Certificate from PKF.
3088. Any matters for inclusion on the next agenda. Christmas Tree & DBS checks.
3089. To confirm the next meeting of the Parish will take place on Monday 9th October 2023.
3090. Pursuant to section 1(2) of the Public Bodies Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the Press and Public leave the meeting during the consideration to review of Council Assets.

Clerk to submit planning application.

Meeting closed 21.45pm.