



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD 12 February 2018 IN THE WI HALL

Present: Cllrs: Fawcett (Chair), Aves, Crane, Dewing, Hewett, Playford, Secker, Shelly, Tuck, Turner and Stolworthy.
Clerk: Patty Harris. New Clerk J Smith also in attendance. 7 Parishioners in attendance.
The meeting opened at 19:30

1417. Apologies for absence – None. All Cllrs present
1418. Declarations of Interest – There were no DOIs. Chairman reminded Cllrs to declare if any interests arise throughout the meeting
1419. To agree and sign the Minutes of the meeting held 8 January 2018 – Circulated 09/01/2018. The Minutes were agreed as a true and accurate record and signed by the Chairman. Proposed: Cllr Playford. Seconded: Cllr Stolworthy. Unanimous
1420. Matters Arising for information only – Action Points o/s or ongoing:1406,1407,1408.1411. Agenda items for: 1365,1405,1409 and A/P: 1413 will be dealt with under agenda item 5
1421. To consider and decide on time specific matters received after the preparation of the agenda. (i) Filming request by NU Student, no objection. Proposed: Cllr Playford. Seconded: Cllr Dewing. Unanimous. **A/P: Clerk to send formal permission**
(ii) A/P 1413 Permanent Tree Lights on the Green. Parishioners wish to put tree lights on The Green, suggested blue & white. A short discussion followed. Proposed: Cllr Hewett. Seconded: Cllr Secker. Unanimous. **A/P: Clerk to advise tree surgeons. Clerk to write letter to parishioners to give permission to go ahead. Cllr Hewett: Volunteer correspondents appointed. Cllr Hewett to contact reporters**
1422. Chairman's Action (i) Appointment of new Clerk. Following the interviews on 26.01.2018, The Chairman introduced the newly appointed Clerk and welcomed her to the meeting. The Chairman and new Clerk signed the Employment Contract. Copy retained on PC file and copy given to new employee. At this point the Chairman thanked the outgoing Clerk for her work and presented her with leaving card and gifts from the PC. The Clerk expressed her thanks. (ii). Church Wall. Banners installed, noted. (iii) Cllr Fawcett asked for CCTV to be considered. A discussion followed. Needs pursuing. **A/P: Chairman to make further investigations to bring back to Cllrs.** (iv) 100th Anniversary of VC recipient AR Cross. Cllr Fawcett brought Cllrs up to date with planned ceremony Sunday 25 March. **A/P: Agenda item in March to agree budget towards this Civic event - Clerk**
1423. To adjourn the meeting for Parishioner's Questions. Meeting adjourned at 20:15
Meeting reconvened at 20:23
1424. Routine Finance The following invoices were approved for payment by cheque: **(items in bold added after agenda published)**. Proposed: Cllr Stolworthy. Seconded: Cllr Aves. Unanimous

12/02/2018	C Perfect	WI Hall Admin	£40.00
12/02/2018	J Brown	WI Hall Cleaning	£35.00
12/02/2018	P Harris	Jan Net Pay £698.23 plus 29.25hrs of accumulated overtime to 31 Jan 2018 £435.67 net. (Includes £79.60 tax refund due to tax code change)	£1,159.03
12/02/2018	P Harris	Jan Expenses	£144.35
28/02/2018	HMRC	PAYE NIEES and NI ERS being £117.00 less Tax refund of £79.60 due to employee tax code change	£37.51
28/02/2018	ICO	Annual Registration	£35.00
04/01/2018	NPTS	Inv 17416 (Cllr Tuck)	£35.00
15/01/2018	NPTS	Inv 17440 (Cllrs Aves/Playford)	£70.00
09/01/2018	LCPAS	Inv 1222 (Cllr Turner)	£30.00
08/01/2018	D Nock	Bus Shelter cleaning	£80.00
09/01/2018	R Girling	Inv 441 urgent tree work	£700.00
05/02/2018	James Bayliss	Pest control	£42.00
12/02/2018	Cllr Turner	Church wall Banner expenses	£144.00

- a) The following invoices were approved for payment by D/D (items in bold added after agenda published). Proposed: Cllr Playford. Seconded: Cllr Turner. Unanimous

15/02/2018	BDC	Rates	£81.00
11/02/2018	E.On	Street Light Elec	£284.72
26/01/2018	BGas	Elec WI Hall	£38.19
29/01/2018	BT	Wifi WI Hall	£59.42
07/02/2018	Barclaycard	Archant - Advert	£545.66
22/02/2018	BGas	Gas WI Hall	£305.52



SHIPDHAM PARISH COUNCIL



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- b) The following bank account balances at 31/01/2018 were received and noted and signed by the Chairman

Community account	6072	£43,176.92
Church wall account	4380	£2,975.13
Saver Account	4570	£79,639.23
Street Light Account	7769	£4.53
WI Hall Account	5971	£5,389.82
Total Balances held		£131,185.63

- c) The following internal bank transfers were noted and signed by the Chairman:
- 31 Jan 2018 From SPC to WI A/c £ 55.00
 - For cost of cleaning Teen Shelter. Paid by WI Hall a/c from May 2017 to March 2018, 11 months @ £5. From 1 April BPMC will pay this charge.
 - 31 Jan 2018 From SPC to WI Hall £ 80.00
 - For income received by SPC from BDC for WI Hall hire.
 - 23 Jan 2018 From SPC to WI £225.00
 - For annual cost of WI Hall Hire for SPC Meetings
 - 31 Jan 2018 From SPC to Church Wall A/c £450.00
 - For annual budgeted contribution to Church Wall reserve A/c
 - 24 Jan 2018 From WI Hall to SPC £476.38
 - For annual waste collection contract for WI Hall, 1 April 2017 to 31 March 2018
 - To receive and note the following invoiced income:
 - Received 26 Jan 2018. £446.46 from BPMC to cover annual Biffa contract from 01/04/2017 to 31/03/2018 see supporting paper 11d
 - Invoiced but not yet received. From BPMC £350.00 (50%) towards the emergency tree work in the Plantation after December 2017 storm.
 - Invoiced but not yet received. From NHS £ 90.00
 - For baby Clinic hire WI Hall April 2017 to Sept 2017
- ALL NOTED**
- d) To receive and note other income received: From BPMC 26 Jan 2019 £2,935.11 to cover 50% of the final CCTV costs. See supporting paper 11d. **NOTED**
- e) To receive and note Q3 Accounts: Income & Expenditure Reports made up from 1 Oct 2017 to 31 Jan 2018 for easier hand over. Comments on reports should be self-explanatory. Supporting papers circulated 08/02/2018. **NOTED**
- f) To consider and decide on quotation for annual Tree Management Survey Supporting paper circulated 07/02/2018. Accepted at £495. Proposed: Cllr Seconded: Cllr Unanimous. **A/P: Clerk to complete paperwork**
- g) To receive and note Insurance Premium adjustments and refund. Supporting papers circulated 08/02/2018. Proposed: Cllr Hewett Seconded: Cllr Tuck Unanimous. **A/P: Clerk to advise insurance broker of acceptance of amendments**

1425. Planning. The following Applications, Decisions and Appeals, including any received after the preparation of the agenda were considered and comments made in bold.

- a) Planning Applications

3PL/2017/1464/O	Mr A Jackson. Land to rear of 82 Market St, Shipdham. Revised access and red line boundary. Noted.
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- b) Planning Decisions - none
c) Planning Appeals - none

1426. Clerk's Report – To receive and note the Clerk's Report - supporting papers circulated 07/02/2018.

NOTED

1427. BPMC – Cllrs Dewing and Secker. To receive and note:

- a) Report from BPMC - position from 1 April 2018. Cllr Dewing advised: S106 application for Goal Post and container submitted. Invitation to all for tree planting event. Tree work undertaken. Pavilion internal work completed and looks good. New CCTV system in operation. DPO needs to be appointed. Cllr Turner suggested Independent external DPO appointment. Cllr Dewing will liaise with PC. Internal window has been installed at Pavilion. Fallen trees are being cleared up. Plans for new entrance being drawn up for feasibility. BPMC also registered for Breckland Lottery. Letter from Chairman of BPMC received by SPC. Discussion took place regarding suggested clarifications as follows:
- BPMC responsible for: Building, sheds, carpark, goals and trees.
 - SPC responsible for: Play area, safety inspection & maintenance of the play equipment.
 - replacement of equipment, grass cutting and insurance. Cllr Fawcett clarified that SPC would not



SHIPDHAM PARISH COUNCIL



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pay for replacement equipment, this needs to be on a bid basis and Cllr Fawcett Proposed: BPMC would need to secure bids and other funding to replace equipment when time comes. Seconded: Cllr Hewett. Unanimous. Cllr Dewing suggested SPC are listed as the Trustees on CC website and remove individual names. Cllrs are covered by SPC insurance. BPMC need to pay for insurance for other BPMC members. Seconded: Cllr Fawcett. Unanimous. Cllr Dewing proposed BPMC pay for additional grass cuts for football pitches and clarified tree responsibility as: those trees within the park and the 3 boundaries, namely, the conifer boundary, Headland boundary and Pavilion Plantation boundary. SPC will continue to be responsible for the annual tree survey for the whole village, including the park and boundaries under their H&S responsibilities. Seconded: Cllr Turner. Unanimous. Cllr Dewing asked for clarification of mast income. Cllr Fawcett said mast money has always been intended for carpark. Cllr Crane said carpark and entrance work needs to be done at same time. Cllr Fawcett said the idea is that the money is to be used for bettering the facilities at BP. Proposed: Cllr Fawcett. Seconded: Cllr Dewing. Unanimous.

- b) Finance Report for Dec 2017 – circulated 07/02/2018. BPMC Reserves of £33k agreed £28k into PC funds to be earmarked for carpark and entrance project. Balance of reserves intended for new chairs tables and flooring. From 1 April 2018, daily income will be used for daily expenditure, on a self-funding non-profit making basis.
- c) Insurance - circulated 07/02/2018. Discussion took place. Insurance advice to BPMC is to accept quotation. Proposed: Cllr Seconded: Cllr Turner. Unanimous.
- d) To receive and note summary of costs and associated Vat claim for the Pavilion and CCTV projects completed in January. Circulated 07/02/2018. This report also supports items 8d and 8e. Noted.
- e) Health & Safety update. Noted.

Park AGM 25 May everyone welcome. AGM date outside 12-month period, noted and accepted.

The Chairman thanked Cllr Dewing for her BPMC report. **A/P: Clerk to write reply to Chairman of BPMC**

- 1428. Policy updates: GDPR update. Cllr Turner. Cllrs having attending DPO courses found it very useful. March agenda item for Kindle 10 equipment for Cllrs to meet DP regulations. **A/P: March agenda item for this and appointment of DP Officer. Clerk to include penalty notices in policies**
- 1429. To receive and note extra Tree Management Survey undertaken in the area known as The Plantation. Circulated 07/02/2018. Clerk. **NOTED**. Clerk already asked for 3 quotations for work required. **A/P: Clerk to obtain quotes for March agenda with a view to scheduling work after bird nesting season**
- 1430. To receive and note completed and signed legal change of name for Farm Business Tenancy Agreement as requested by Tenant – Circulated 07/02/2018. Clerk. **NOTED**
- 1431. To consider and decide on rental or Community Orchard for unused plot at Watton Rd Allotment – Cllrs Aves, Turner and Tuck. Advert in Shipdham News land for rent on tender. Equivalent of 9 allotments. Hedges at WR Allotments need cutting asap. **A/P: Cllr Hewett note in SN re land to rent with offers in writing to the Clerk. Chase Ridyards re hedge cutting before 28 Feb 2018**
- 1432. To consider and decide WWI Book for 1918/2018 Commemoration – Cllr Secker. WWI working Group. Cllr Hewett confirmed 2018 projects are: 1 Church window pane. 2. History Book to be produced covering the Great War. History Group seek contribution to printing costs offset by book sales. Beanie Brown invited to speak. Cllr Hewett proposed £2500 towards the project. Seconded: Cllr Turner. Unanimous. **A/P: Clerk to liaise with History Group**
- 1433. To consider and decide on additional memorial inscription. Circulated 07/02/2018. Approved. **A/P: Clerk to advise stonemason**
- 1434. To consider and decide on support for PCC Heritage Lottery Fund proposed project – Cllr Fawcett. Circulated 07/02/2018. In support of this project: Proposed: Cllr Fawcett. Seconded: Cllr Dewing. Unanimous except Cllr Hewett who abstained. **A/P: Chair to draft letter to PCC**
- 1435. To consider and decide on Historic England Invitation to Comment – Shipdham War Memorial. Supporting paper circulated by email 22 January 2018 and 07/02/2018. SPC in support. **A/P: Clerk to upload comments by deadline**
- 1436. To receive and note Police and SNAP reports. Noted
- 1437. To receive Cllrs Reports. **Cllr Secker**: Letter to parishioner to cut hedge, High St. Broken sign outside 3 ways needs laying down, also Bradenham Road, road direction sign fallen down report to Highways. Dog bin post broken Swan Lane report to NCC. Clerk to write to residents in. New Road to remove stones. **Cllr Shelly**: Grass in HC guttering. Cllr Dewing will deal with this. **Cllr Tuck**: Defib checked. OSH update requested. Cllr Turner advised under appeal so enforcement stops. Also, no Defib at BP, suggest this is pursued. Cllr Dewing to liaise with BPMC. **Cllr Playford**: Puddle by bus stop at PG Lane and Market St junction. Puddles outside 31 Bradenham road, blocked drains. already reported by Cllr Dewing to Rangers. **A/P: Clerk to report drain blockages to Highways. Cllr Hewett**: requested notes for SN. **Cllr Crane**: will sort out broken dog bin. **Cllr Turner**: Project for S106 old Netball court. 2 meetings already. 3rd meeting and figures to follow. Reminder letter about vulnerable people acknowledgment required from BDC which has not been received. Requested Clerk to make formal complaint – letter sent to Rob Walker originally. See complaints procedure on BDC website. **See summary for Action Points**
- 1438. To receive and note correspondence including any received after the preparation of the agenda. Noted
- 1439. A.O.B. – none
- 1440. To confirm the next meeting, Monday 12 March 2018. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)

Cllrs reiterated the Chairman's thanks to the Clerk and her well.

The Chairman thanked Cllrs and Parishioners for attending and closed the meeting at 21:50



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Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1365	Great War Commemoration Project	Cllr Hewett	On going	✓ March agenda item
1367	Heritage Centre Bid	Cllr Fawcett	On going	
1369	Letter to BDC, Housing Assoc and Surgery re Vulnerable Resident	Cllr Fawcett	asap	Action point 1369 missed off Nov AP summary. See AP 1437
1406	Circulate Cemetery Policy to Stonemasons and Funeral Directors and website	Clerk	28 Feb 2018	✓ 21.02.2018
1407	Circulate Allotment Agreement to Holders	New Clerk	asap	
1408	Letters to BDC, Surgery and HAs for acknowledgement	Clerk	28 Feb 2018	✓ See AP 1369 reinstated
1411	Upload Policy updates to website	Clerk	28 Feb 2018	✓ 20/02/2018
1412	Standing item Police and SNAP repots	New Clerk	monthly	✓ March agenda
1413	Notices in Shipdham News:	Cllr Hewett	by SN deadline	✓ 13/02/2018
1421	Send Filming Permission form to NU Advise Tree surgeons about tree lights on The Green. Letter to Parishioners to go ahead with tree light installation Contact volunteer Reporters/Correspondents	Clerk Clerk Clerk Cllr Hewett	Asap Asap Asap Asap	✓ 14/02/2018 ✓ 20/02/2018 ✓ 20/02/2018
1422	Further investigations into CCTV for Church Wall Agenda item to agree budget for 1918/2018 Civic Ceremony	Cllr Fawcett Clerk	Asap March	✓ March agenda ✓ March agenda
1424g	Accept quotation for Tree Survey 2018	Clerk	Asap	✓ 13/02/2018
1424h	Advise Insurance Broker of acceptance of Policy amendments	Clerk	Asap	✓ 13/02/2018
1427	Reply to letter from BPMC Chairman(i) clarifications (ii) BPMC Insurance	Clerk Clerk	Asap Asap	✓ 20/02/2018 ✓ 13/02/2018
1428	Agenda item to consider and decide on Kindle 10/IT options for Cllrs correspondence to meet DP regulations Agenda item to agree appointment of DP Officer and costs Edit policies to reflect penalty details – prep for website	Clerk Clerk Clerk	March Asap Asap	✓ March agenda ✓ March agenda ✓ 20/02/2018
1429	Obtain quotations and present as agenda item for tree work in Plantation as per Tree survey	Clerk	12 March	✓ 3 quotes requested 12/02/2018
1431	Note in SN re: Land to rent at WR Allotments Clerk to chase hedge cutting at WR Allotments	Cllr Hewett Clerk	Asap Asap	✓ 13/02/2018 ✓ 13/02/2018
1432	Liaise with History Group re PC contribution to project	Clerk	Asap	✓ 14/02/2018 contact made
1433	Advise stonemason of approved inscription	Clerk	Asap	✓ 13/02/2018
1434	Letter of support to PCC	Cllr Fawcett	Asap	✓ 20/02/2018
1435	Upload comments re Historic England invitation	Clerk	Asap	✓ 20/02/2018
1437	Letter to parishioner re overgrown hedge High St Report broken signs to NCC Highways Repair broken dog bin Letter to residents in New Rd to remove stones Arrange to clear grass from gutters at HC Liaise with BPMC re option for Defib at Pavilion Report flooding/blocked drains to NCC Highways Follow up on A/P 1408	Clerk Clerk Cllr Crane Clerk Cllr Dewing Cllr Dewing Clerk Clerk	Asap Asap Asap Asap Asap Asap Asap Asap	✓ 20/02/2018 ✓ 21/02/2018 ✓ 20/02/2018 ✓ 21/02/2018 ✓ 20/02/2018 – Chair to consider (re data protection) ✓ 3 rd site visit arranged and March agenda item
	S106 Project	Cllr Turner	On going	