



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD

12th July 2021 at WI HALL

Present: Cllrs: Playford (Chair), Dewing, Hewett, J Shelley, S Shelley, Turner, Wordley & Clerk: June Smith.
3 Parishioners in attendance. The meeting opened at 7.30pm

MINUTES Items in bold added after agenda was published

J Smith Parish Clerk
12/07/2021

- 2388. Apologies for absence: Cllr Crane, Cllr Secker, Cllr Smith
- 2389. Declarations of Interest - Cllr Turner re Thomas Bullock Trust requested dispensation to speak but not vote – agreed unanimous
- 2390. To agree the Minutes of the meeting held on 21st June 2021 – The Minutes were agreed as a true and accurate record and signed by the Vice-Chair. Proposed: Cllr S Shelley Seconded: Cllr Dewing - unanimous
- 2391. Matters Arising for information only – Action Points – Completed or in hand.
- 2392. To consider and decide on time specific matters received after the preparation of the agenda – Resignation of Cllr Allum AP Clerk to inform BDC – send thank you card AP SNAP reports.
- 2393. Chairman's Actions – Chair asked for Cllrs reports to be kept brief.
- 2394. District Councillor Report – weekly reports – Lifting of Covid restrictions going ahead with caution. Covid page in Shipdham News will now stop. Cllr Turner & Cllr Hewett meeting with Simon Wood, Head of Capita re planning issues – report back for September.
- 2395. County Councillor Report – weekly reports
- 2396. 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.*

Noted Sleeping policeman on Trap Lane, assumed done with proper consultation.

- 2397. Routine Finance To agree the following payments by cheque Proposed: Cllr Hewett Seconded: Cllr Playford unanimous.

12/07/2021	Clerk	Wages	£959.89
12/07/2021	HMRC	PAYE & NIC	£56.03
12/07/2021	Clerk	Expenses	£168.81
12/07/2021	C Andrews	WI Hall Admin	£40.00
18/03/2021	EFL Ltd	Repairs to Church guttering etc as approved	£5,460.00
22/06/2021	LogicRed	Domain name	£25.00
09/07/2021	M & J Carpet Cleaning	WI Hall Curtains	£200.00
12/07/2021	J Gibb	Honorarium – BP Safety Checks	£130.00
12/07/2021	D Nock	Cemetery Caretaker/Cleaning Bus Shelters	£160.00
25/06/2021	Biffa	WI Picks up	£15.36
23/06/2021	TT Jones	Street light maintenance	£250.92
01/07/2021	G Tufts	Cement for flagpoles	£124.49
01/07/2021	TTSR	Grounds Maintenance	£2,272.83
08/07/2021	S Craddock	WI Hall Cleaning	£40.00
12/07/2021	D Nock	Memorial garden upkeep	£170.00

To agree payment of the following invoices by D/D Proposed: Cllr Hewett Seconded: Cllr Playford – unanimous.

15/06/2021	Eon	Street Light	£301.64
15/06/2021	BT	WI Hall	£21.00
18/06/2021	Opus Energy	WI Gas May/June	£0.00
18/06/2021	Opus Energy	WI Electric May/June Credit	£14.33 -£75.43
17/06/2021	BDC	Rates	£135.00

To receive, note and sign bank account balances 30/06/2021 – noted and signed by Chair.



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Community account	6072	£44,778.14
Church wall account	4380	£4,725.13
Project A/c	2024	£0.05
Saver Account	4570	£47,797.82
Street Light Account	7769	£22,536.98
WI Hall Account	5971	£12,613.28
Total Balances held		£132,451.40

2398. To receive and note Quarter 1 budget report – noted.

2399. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

Planning Applications

3AG/2021/0014/AG	Proposed new manure store required on environmental grounds Land at Park Farm, Bird's Corner Time sensitive – no objections.
3PL/2021/0885/HOU	Home Office – cabin style building in front garden 10 Acorn Close, Shipdham No objections but with condition not used a residential/holiday let.
3PL/2021/0959/VAR	Variation of Condition2 on 3PL/2020/0954/HOU position of cart lodge/garage Street Farm House, High Street, Shipdham Noted

Planning Decisions

3PL/2021/0624/F	Change of use of land from agricultural to private amenity space for occasional camping, with associated siting of storage container for the storing of items connected with camping and maintenance of the land. Land East of Hale Lane, Little Hale, Shipdham APPROVED
3PL/2021/0600/F	Demolition of existing office buildings and erection of singular larger replacement office building and improvement to access. Shipdham Airfield Industrial Estate, Cranworth APPROVED
3PL/2021/0780/VAR	Removal of condition 5 – visibility splays Meadow View, 19 Leeton Road. APPROVED
3PL/2020/1229/F	Residential Development of 5 single storey dwellings for 'over 55's' Land adjacent to Fieldfare Loke, Pound Green, Shipdham APPROVED

Planning Appeals – none – Trap Lane appeal had aborted site visits so awaiting appeal decision.

2400. Clerk's Report – To receive and note the Clerk's Report – noted.

2401. BPMC – Cllrs Dewing and Secker. To receive and note:

- Report from BPMC – update from Chair circulated 28/06/2021. Carpark nearly finished.
- Health & Safety update – tent had been disposed of - thanked Cllr S Shelley.
- To discuss funding/partially funding defibrillator for Bullock Park – Council to fund if no alternative funding available Proposed: Cllr Hewett Seconded: Cllr Dewing – unanimous.

2402. Highways Issues – pot holes outside Cemetery/Watton Road/Little Hale AP Clerk to report

2403. Comments re Thomas Bullock CE Primary School nursery provision – Head spoke about consultation. Parish Council in full support. Proposed: Cllr Turner Seconded: Cllr Wordley – unanimous.

2404. To adopt safeguarding statement – Proposed: Cllr Turner Seconded: Cllr Playford - unanimous

2405. To appoint Shipdham Parish Council representative for Thomas Bullock Trust **moved to below the line.**

2406. To discuss maintenance of churchyard – risk assessment gates need another coat of paint and softer stop. AP Clerk to ask handyman. Pathway needs attention proposed quotes from previous contractor Cllr Playford Seconded: Cllr Hewett AP Clerk to get quotes.

2407. To discuss community litter pick – Community Project September/October time with school helping out – date in Shipdham News once finalised.

2408. To approve Cemetery bullet point list for Funeral Directors/Stone Masons to give to Clients. Proposed: Cllr Turner Seconded: Cllr Dewing – unanimous. AP Clerk to initiate.

2409. To discuss bank signatories and online banking – add Clerk to signatories and adopt online banking where appropriate. Proposed: Cllr S Shelley Seconded: Cllr Hewett – unanimous. AP Clerk to complete mandate.



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2410. **To discuss Swan Lane ditch** – AP Clerk to decline quote and speak to Cllr Crane for suggestions - unanimous.
2411. **To discuss quote for tree works in accordance with tree survey** – Proposed: Cllr Hewett Seconded: Cllr Playford -unanimous. AP Clerk to initiate
2412. To note Defibrillator Check completed – noted.
2413. To receive and note Police and SNAP reports – no reports.
2414. To receive Cllrs Reports

Cllr Hewett – Invites for Shipdham News

Old School Playing Field – working group to trim area by zebra crossing and footpath.

2415. To receive and note correspondence including any received after the preparation of the agenda.
To note weekly updates from Breckland Council and Norfolk County Council – noted.
To note weekly updates from Thomas Bullock Church of England Primary Academy – noted.
To note Norfolk County Community Safety Partnership safety plan consultation ends 16th July 2021 – noted.
To note TTO 12th July – 14th July 2021 Church Close, Shipdham – noted.
To note complaint regarding cemetery maintenance – noted. Added moles, fence down by pit AP Clerk to check and organise handyman and pest control.
To note TTO 28th July – 1st August 2021 Church Close, Shipdham. – noted.
To note email of thanks from Head of Thomas Bullock School with regard to solar lighting – noted.
To note email to NCC re Little Hale Road ditch – noted.
2416. Any matters for inclusion on the next agenda – Heritage Centre assessment. RBL seat on The Green. Christmas Tree.
2417. To confirm the next meeting: 13th September 2021 7.30pm
2418. **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 the appointment of Shipdham Parish Council representative for the Thomas Bullock Trust.**
Parishioners left the meeting. Cllr Turner DOI – Discussion took place.
Proposed to select representative nominated Cllr Wordley Proposed: Cllr Playford Seconded: Cllr S Shelley – unanimous. AP Clerk to confirm appointment to Thomas Bullock Trustees.

Meeting closed 8.55pm