



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: June Smith

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

Present: Cllrs: Fawcett (Chair), Aves, Crane, Dewing, Hewett, Secker, Shelly, Tuck and Turner
Clerk: June Smith. 5 Parishioners in attendance.

The meeting opened at 19:30

MINUTES

1441. Apologies for absence Cllr Cliff Jordan, Cllr Playford & Cllr Stolworthy
1442. Declarations of Interest – Cllr Hewett payment in Section 8, Cllr Crane item 9 & Cllr Aves item 12.
1443. To agree and sign the Minutes of the meeting held 12 February 2018 – Circulated 14/02/2018. The Minutes were agreed as a true and accurate record and signed by the Chairman. Proposed: Cllr Turner Seconded: Cllr Aves
1444. Matters Arising for information only – Action Points.
All been updated. 1437 Done, Defib at BP Liaising Cllr Dewing
1437 Dog Bin done.
1445. To consider and decide on time specific matters received after the preparation of the agenda. Letter re waste disposal charges **A/P: Cllr Turner and Cllr Hewett**
Twinning Association visit in May to provide funding. Prior year £350. Proposed £350 again
Proposed: Cllr Crane Seconded: Cllr Dewing Unanimous
1446. Chairman's Action.
Card from Patty thanking for gifts.
1447. To adjourn the meeting for Parishioner's Questions. Meeting adjourned at 19.44, Meeting reconvened at 19.50 .H&S & First Aiders to be part of the Chair introduction each meeting. Explaining emergency exits and First Aid.
1448. Routine Finance To agree the following payments by cheque
(items in bold added after agenda published). Proposed: Cllr: Dewing. Seconded: Cllr Secker. Unanimous

| | | | |
|-------------------|--------------------------|---|----------------|
| 12/03/2018 | C Perfect | WI Hall Admin | £40.00 |
| 12/03/2018 | J Brown | WI Hall Cleaning | £35.00 |
| 12/03/2018 | P Harris | Holiday pay due (37 hours) and Feb overtime (65.75 hours) | £1074.04 |
| 12/03/2018 | P Harris | Feb Expenses | £113.16 |
| 12/03/2018 | J Smith | March pay and Feb training hours | £1033.76 |
| 12/03/2018 | J Smith | Feb expenses | £100.80 |
| 28/03/2018 | HMRC | PAYE NIEES and NI ERS | £471.14 |
| 12/03/2018 | T Bradshaw | Q4 Honorarium | £130.00 |
| 12/03/2018 | R Waterhouse | WI Hall work (paid 13/02/2018) | £49.99 |
| 12/03/2018 | R Waterhouse | Shed WI Hall (paid 13/02/2018) | 361.99 |
| 13/02/2018 | Mrs K Fawcett | Expenses (paid 14/02/2018) | £24.00 |
| 15/02/2018 | Ravencroft | Tree survey in Plantation | £198.00 |
| 27/02/2018 | The Training Association | Inv 19114 Cllr Dewing GDPR | £60.00 |
| 01/03/2018 | P Chubbock | Q4 H&S Repairs & Maintenance | £300.00 |
| 27/02/2018 | Came & Co | Insurance | £2,270.36 |
| 06/03/2018 | James Bayliss | Pest Control | £42.00 |
| 27/02/2018 | Viking | Lockable Filing Cabinet | £169.87 |
| 12/03/2018 | Marlene Secker | Compost Etc | £14.18 |

- a) To agree payment of the following invoices by D/D **(items in bold added after agenda published)**.

| | | | |
|------------|-------------|-----------------------------------|--------|
| 11/02/2018 | B Gas | Elec WI Hall | £38.74 |
| 12/03/2018 | Barclaycard | Antivirus software annual renewal | £20.25 |



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|-------------------|------------|-------------------------------|----------------|
| 01/03/2018 | BT | WI Hall | £59.52 |
| 25/03/2018 | Biffa | Waste | £238.21 |
| 01/03/2018 | Eon | Elec – Street Lighting | £257.17 |

- b) The following internal bank transfers were noted and signed by the Chairman:
From SPC to WI Hall A/c £228.57 being vat refund to 31/01/2018
From SPC to Projects A/c £5000.00 being sum agreed (Minute 1271)
From SPC to WI Hall A/c £90.00 being baby clinic WI hall hire
- c) To receive and note new bank account details: Account number XXXX2024 for Projects. Noted
- d) The following bank account balances, as at 28/02/2018 were received, noted and signed by the Chairman (note £73,556 earmarked for projects)

| | | |
|----------------------------|------|--------------------|
| Community account | 6072 | £33,090.43 |
| Church wall account | 4380 | £3,424.13 |
| Project A/c | 2024 | £5,000.00 |
| Saver Account | 4570 | £79,655.59 |
| Street Light Account | 7769 | £4.53 |
| WI Hall Account | 5971 | £5,232.15 |
| Total Balances held | | £126,406.83 |

1449. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda (**items in bold added after agenda published**)

- a) Planning Applications: To note the following applications referred to the Planning Committee

| | |
|------------------------|---|
| 3PL/2017/1464/O | Mr Jackson. Land to Rear of 82 Market Street, Shipdham. 12 March 2018. 10:30 BDC, Committee Suite NOTED |
| 3PL/2017/1533/F | Mr & Mrs R Gamble. Self-build dwelling at rear of 27 Market Street, Shipdham. 12 March 2018 10:30 BDC Committee Suite NOTED |
| 3PL/2018/0228/O | Clayland Estates Ltd. Land at Swan Lane Shipdham. 29th March 2018 Outside settlement area. No special requirement for any further development. Already up to allocation. Junction on corner not good sight. |

- b) Planning Decisions - None
- c) Planning Appeals - none

1450. Clerk's Report – To receive and note the Clerk's Report – circulated 12/03/2018 **Noted**

1451. BPMC – Cllrs Dewing and Cllr Secker. To receive and note:

- a) Report from BPMC – No meeting – tree planting with public. **Noted**
- b) Health & Safety update NOTED Tree surgery on Beech Tree **Noted**
- c) E.on Electricity supply for Mast at BP S Howlett – Discussion re mast not on separate meter. E-on changed bills from private to business and therefore VAT is 20% and not %5. Shared access will lodge £1100 each quarter to pay their side of the bill. Sarah Howlett takes quarterly meter readings. Present situation untenable **A/P current arrangements are not satisfactory and so need to get their own meter and reimburse the extra effort to BPMC. Short term, they need to pay money owed now and to be paid upfront. Cllr Fawcett**
- d) T Bradshaw will stop doing H&S assessments as from July. **Noted**

1452. To consider and decide on quotations for tree work in The Plantation, as recommended in Tree Risk Management Survey dated Feb 2018. Work to be undertaken after 31 Aug 2018 due to bird nesting. All quotes exclude VAT.

- A £1980 – this quote seems unusually high and has also quoted for an extra £3500 of work which is not in the tree survey.
- B £635 – this tree surgeon has done last 2 urgent jobs, he knows the park well.



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- C £ tba –quote not received at 2 March – may be tabled if received in time.
Go with 2nd quote Proposed: Cllr Dewing Seconded: Cllr Hewett **A/P Clerk to inform Quote B successful**
1453. a) To consider and decide on Kindle 10/IT options for Cllrs correspondence – deferred to April meeting
b) To consider and decide on appointment of DP Officer – supporting papers circulated by email 13/02/2018 £300 pa to include Compliance Visit. – Proposed: Cllr Hewett, Seconded: Cllr Turner **A/P Cllr Hewett clause for our protection.**
1454. To receive and note BDC reminder of DPI requirements – email circulated 14/02/2018 **A/P Clerk to contact Breckland Council for forms**
1455. Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett.
WW1 Group met with rep of stained glass builder – over £1000 raised. Total cost approx. £24,000. Designs in next couple of months.
To consider and agree a budget allocation for the 1918/2018 100th Anniversary Arthur Henry Cross VC Civic Ceremony on 25 March 2018 – Cllr Turner proposed budget £1918 towards ceremony Seconded: Cllr Fawcett Show of hands 8 for/ 1 against
1456. To receive update on CCTV for Church Wall proposal and consider and decide options and costs. (A/P 1422) Cllr Fawcett – **A/P Cllr Fawcett to find CCTV. A/P to cost for proposal 2 instances which were not reported to the Police. A/P Cllr Fawcett to check with P Harris**
1457. To receive and note new Local Government Investment Guide from 18 April 2018 – circulated by email 19/02/2018 **Noted**
1458. To consider and decide on Social Action Project in Shipdham – email circulated 20/02/2018
Yes Proposed: Cllr Hewett Seconded: Cllr Aves **A/P Clerk to confirm**
1459. Under The Line Item
1460. To consider and decided on fixed price energy plan British Gas (WI Hall) – **A/P Clerk to get quotes from other energy suppliers**
1461. To consider and decide on Noticeboard replacement(s) – Cllr Fawcett **A/P Cllr Fawcett to get quotes**
1462. To receive and note 'A Vision for Norfolk in 2021' report from NCC Cliff Jordan – circulated 20/02/2018 by email – **Noted**
1463. To receive and note Police and SNAP reports if available – due middle of month
1464. To receive Cllrs Report.
Cllr Tuck – 106 monies -warning of usage for September. **Cllr Secker** – signs in Church are being completed. **Cllr Hewett** – Old School House appeal denied by Inspector. Old School playing field, Government announced they were looking at access with a view to developing. **Cllr Turner**- Cemetery clearing and tidying. Notice in Shipdham News. **Cllr Aves** – No uptake on land on Watton Road.
1465. To receive and note correspondence including any received after the preparation of the agenda Bretts – Headstone for Susan Holiday – **A/P Clerk Confirm with Bretts**
E.on **A/P Clerk to get quotes from other energy suppliers**
Biffa - **Noted**
1466. A.O.B.
P Littleproud concerns of Cemetery Policy – organise meeting with P Littleproud **A/P Cllr Turner to organise meeting**
1467. To confirm the next meeting: **The Annual Meeting of the Parish on Monday 9 April 2018 at 7:30pm. Followed by the Parish Council Meeting**

The Chairman thanked Cllr and Parishioners for attending and closed the meeting at 21.24

"That under section 100 (A) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act"

Item: To received and discuss quotes for renovation and restoration of The Old Netball Court, Shipdham.



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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 |
| 1407 | Circulate Allotment Agreement to Holders | New Clerk | asap | ✓ 14/03/2018 |
| 1408 | Letters to BDC, Surgery and HAs for acknowledgement | Clerk | 28 Feb 2018 | ✓ See AP 1369 reinstated |
| 1411 | Upload Policy updates to website | Clerk | | Connected to 1453b |
| 1412 | Standing item Police and SNAP repots | New Clerk | monthly | ✓ April agenda |
| 1421 | Contact volunteer Reporters/Correspondents | Cllr Hewett | Asap | |
| 1422 | Further investigations into CCTV for Church Wall | Cllr Fawcett | Asap | ✓ April agenda |
| 1428 | Agenda item to consider and decide on Kindle 10/IT options for Cllrs correspondence to meet DP regulations | Clerk | March | ✓ April agenda |
| 1432 | Liaise with History Group re PC contribution to project | Clerk | Asap | ✓ 14/02/2018 contact made |
| 1437 | Liaise with residents in New Rd to remove stones Liaise with BPMC re option for Defib at Pavilion Follow up on A/P 1408 | Clerk Cllr Dewing Clerk | Asap Asap Asap | ✓ 20/02/2018 ✓ 20/02/2018 – Chair to consider (re data protection) ✓ 3 rd site visit arranged and March agenda item |
| | S106 Project | Cllr Turner | On going | |
| 1445 | Letter re waste disposal charges | Cllr Turner & Cllr Hewett | asap | |
| 1449 | Planning comments to Breckland Council | Clerk | 26 Mar 2018 | ✓ 14/03/2018 |
| 1451c | Write to Shared Access re BPMC Mast | Cllr Fawcett | Asap | |
| 1452 | Inform Tree Surgeons of outcome of quotes | Clerk | Asap | ✓ 14/03/2018 |
| 1453a | To consider and decide on Kindle 10/IT options for Cllrs correspondence - Quotes | Cllr Fawcett | Asap | |
| 1453b | To consider and appoint DP Officer – need clause for our protection | Cllr Hewett | Next Meeting | |
| 1454 | BDC DPI Requirements | Clerk | Asap | ✓ 15/03/2018 |
| 1456 | To locate CCTV Check if 2 Church wall instances were reported to Police | Cllr Fawcett Cllr Fawcett | Asap Asap | |
| 1458 | Social Action Project | Clerk | Asap | ✓ 14/03/2018 |
| 1460 | British Gas Prices | Clerk | Asap | |
| 1461 | Quotes on Noticeboard replacements | Cllr Fawcett | Asap | |
| 1465 | To confirm headstone to Bretts | Clerk | Asap | ✓ 14/03/2018 |
| 1465 | E.on electricity rates | Clerk | Asap | |
| 1466 | To arrange meeting with P Littleproud re Cemetery Policy | Cllr Turner | Asap | |