



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD 12 SEPTEMBER 2016 IN THE WI HALL

Present: Councillors: Fawcett (Chair), Playford (Vice-Chair), Aves, Dewing, Secker, Shelly, Stolworthy, Tuck and Turner.

Clerk: Patty Harris

8 Parishioners in attendance.

Minutes

1067. Apologies for absence - Apologies received from Cllr Hewett and accepted. Cllr Crane absent.
1068. Declarations of Interest - None.
1069. The minutes of the meeting held 11 July 2016 were unanimously agreed as a true and accurate record and were signed by the Chairman.
1070. Matters Arising for information only. Action Points all cleared except 933b,990,1045,1057, 1060, 1061 and 1062 which are ongoing.
1071. There were no time specific matters received after the preparation of the agenda.
1072. Chairman's Action: Further to February 2016 Agenda item 20 and Minute reference 978. The Chairman Cllr Fawcett informed Cllrs that he and Cllrs Hewett and Turner and the Clerk were called to attend Bury St Edmunds Employment Tribunal on 14 and 15 July 2016. The Claimant's case against the Parish Council was dismissed upon withdrawal on 14 July. The Judge commented that the withdrawal was 'an eminently sensible decision'. A copy of the judgement will be kept on file and the matter is now closed. There were no costs to the Parish Council as the Solicitor's and Barrister's costs were covered fully by the Parish Council's insurance policy.
1073. The meeting was adjourned at 20:02 for Parishioner's Questions. Reconvened at 20:17
1074. Routine Finance

- a) The following payments made by cheque in August and invoices due for payment in September were authorised: Proposed:
Cllr Stolworthy. Seconded: Cllr Playford. Unanimous

01/08/2016	St John Ambulance	Defib Parts	£ 344.40
01/08/2016	Mr W Fawcett	Exps to attend ET	£ 41.86
08/08/2016	P Harris	August Salary + part back pay	£ 758.79
01/08/2016	P Harris	Expenses July	£ 113.98
15/08/2016	Hussey Knights	New OS Maps	£ 114.00
15/08/2016	James Bayliss	Pest Control	£ 39.60
11/08/2016	G Lake	Grounds Maintenance Inv 73	£ 590.00
11/08/2016	G Lake	Grounds Maintenance Inv 72	£ 200.00
September:			
12/09/2016	P Harris	Sept Salary + balance of back pay	£ 758.79
12/09/2016	P Harris	August Expenses (includes £175 mail redirection)	£ 305.26
31/08/2016	HMRC	Ees & Ers Aug	£ 24.89
30/09/2016	HMRC	Ees & Ers NI Sept	£ 24.89
12/09/2016	T T Jones	Inv 10320	£2,394.00
04/01/2016	Stickman Garden Services	Inv 246	£ 145.00
07/09/2016	G Lake	Holly Bush on Footpath and branches at PG Lane Inv 93	£ 130.00
07/09/2016	G Lake	Grounds Maintenance Inv 91	£ 560.00
31/08/2016	Ashill Fire Protection	Inv 7130 Annual check	£ 62.40
06/09/2016	Cartridge Save	Printer Ink	£ 146.95
12/09/2016	D Nock	Bus shelter cleaning	£ 80.00
12/09/2016	Gareth Young	Repairs to lights	£ 45.00
12/09/2016	Cllr Secker	2 new tables for WI Hall	£ 55.97
12/09/2016	Mr R Waterhouse	Matting to WI Hall	£ 78.97

- b) The following invoices for payment by D/D were authorised: Proposed: Cllr Stolworthy. Seconded: Cllr Playford. Unanimous.

29/07/2016	British Gas	WI Hall	£ 36.41
29/07/2016	British Telecom	WI Hall	£ 65.59



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30/08/2016	British Gas	WI Hall	£ 36.60
24/08/2016	Anglian Water	Cemetery	£ 13.80
23/08/2016	Anglian Water	Allot. Watton Rd	£ 43.40
24/08/2016	Anglian Water	The Green	£ 13.80
24/08/2016	Anglian Water	WI Hall	£ 119.77
30/08/2016	British Telecom	WI Hall	£ 47.28
11/08/2016	E.On	Street Lights	£ 226.12
11/09/2016	E.On	Street Lights	£ 226.12
15/08/2016	BDC	Business rates	£ 75.00
15/09/2016	BDC	Business rates	£ 75.00
09/09/2016	Anglian Water	Allot Dereham Rd	£ 15.40

- c) The bank account balances and reconciliations at close of business on 31/08/2016 were received and noted by Cllrs and signed by the Chairman.

Community Account 6072	£ 2,032.93
CEP Account 4380	£ 2,525.13
PC Saver Account 4570	£ 46,950.06
Street Light Account 7769	£ 16,000.09
WI Hall Account 5971	£ 6,358.43
Total balances held	£ 73,866.64

The following internal bank transfers were received and noted by Cllrs and signed by the Chairman:

FROM Saver 4570	- (£ 5,500.00)	13/07/2016
TO Community 6072	£ 5,500.00	13/07/2016

1075. The following Applications, Decisions and Appeals, including any received after the preparation of the agenda were received and considered/noted. **A/P: Clerk to submit comments to BDC**

- a) Planning Applications (Items in red added after agenda published)

3PL/2016/1075	Mr & Mrs P Gerrans Ivy Cottage, Blackmoor Row: Proposed single storey extension to front. No objections other than adequate surface water drainage be considered following the recent and sever flooding in the area.
3PL/2016/0622/F	R Paterson 32 & 34 Letton Rd: Proposed demolition of 2 dwellings and erection of 3 x dwellings with access and parking. No Objection. The Parish Council understands the importance of the particular features with historical value and suggests that these are included in any new build designs.

- b) Planning Decisions - noted.

3PL/2016/0722/HOU	Mr & Mrs M Page 15 Dereham Road. Extension over garage: PERMISSION
3PL/2015/0742/HOU	Mr & Mrs D Crowdy Pise de Terre, Chapel Street. Single storey rear extension. Alterations & demolition (retrospective) of former rear porch: PERMISSION
3PL/2016/0509/F	Mr A Thorne Ash Farm, Kings Row. Conversion of barns to 2 dwellings. REFUSAL
3PL/2016/0934/HOU	Mr & Mrs C Brown 6 Fen Folgate. Front single storey extension: PERMISSION with conditions on parking.

- c) Planning Appeals : There were no Planning Appeals.

1076. Clerk's Report was received and noted by Cllrs as follows: a) Pest control to be appointed to deal with moles in cemetery. b) Annual Accounts received from Mazars on 6 Sept. c) Clerk to attend meeting at Cemetery 13 Sept to discuss on going repairs with stonemason. d) Date agreed with NCC for village inspection of highways. Cllr Shelly agreed to attend with the Clerk. **A/P: Clerk to action 1076 a to d as above.**



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1077. To consider and decide on S106/DC11 Projects – Designs and Quotation (preferred supplier) – Cllr Hewett. **A/P 933b to be carried forward to October meeting.**
1078. Village Handyman - to discuss and decided on options. Cllr Hewett. **A/P 1057 to be carried forward to October meeting for final decision.**
1079. Christmas Tree for Village Green A/P 1059. A discussion took place and it was agreed that the Pc would purchase a 30ft tree and offset any donations of sponsorship against the cost. Proposed: Cllr Shelly. Seconded: Cllr Playford. Unanimous. **A/P: Cllr Playford to organise.**
1080. Bowls club – request for funds for lawn mower. **A/P 1062 to be carried forward to October meeting for final decision.**
1081. Grounds Maintenance Contract from 2017 – it was agreed to go to tender for a 3 year GM contract to start Spring 2017. The Clerk was asked to bring a specification to the next meeting. Proposed: Cllr Playford. Seconded: Cllr Fawcett. Unanimous. **A/P: Clerk to prepare specification for next meeting.**
1082. Vermin Control: The Shooting Permission Agreement was received and noted by Cllrs and signed by the Chairman. Proposed: Cllr Tuck. Seconded: Cllr Playford. Unanimous.
1083. Quotation for Basketball area repairs accepted from P.A.R Services and quotation from Roger Norton Tree Surgeon was accepted for removal of conifer in cemetery. Proposed: Cllr Stolworthy. Seconded: Cllr Turner. Unanimous. **A/P: Clerk to request reimbursement from the Recreation Project Funding for the Basketball repairs.**
1084. Burial costs were reviewed and it was proposed that charges remain the same as currently published. Proposed: Cllr Stolworthy. Seconded: Cllr Secker. Unanimous. **A/P: Clerk to update website as reviewed 2016.**
1085. Memorials: following memorials were approved: Alan Roberts. b) Barbara June Green c) Mansell Russell Everett. Proposed: Cllr Tuck. Seconded: Cllr Playford. Unanimous.
1086. Mobile Phone Mast. Cllr Fawcett shared photographs of examples of masts which can be built and disguised to be sympathetic with the area. BP identified as a suitable area which would be unobtrusive. Cllr Turner reminded Cllrs that The Village Appraisal highlighted poor mobile phone signals as an area that needed addressing. The company are prepared to lease the ground from the PC for 30 years with Right of Access for maintenance and updating. In return the PC will receive £25,000 payable on completion of lease and on securing planning permission shared access work. There is no cost to the council. A discussion took place and it was proposed that Cllr Fawcett proceed to act on behalf of the PC and sign the agreement for the installation of the mast at BP with a view that the income could be used for further improvements at BP. Proposed: Cllr Turner. Seconded: Cllr Playford. Unanimous. **A/P: Cllr Fawcett to complete paperwork and retain copy for Clerk's file.**
1087. Street lighting requirements for Parklands Avenue. Supporting papers were circulated A discussion took place. The Clerk was asked to ascertain how many lights and the expected cost and also to contact Saffron Housing to approach them for funding the lighting at this development. **A/P: Clerk to contact NCC regarding numbers and costs and also contact Saffron Housing Association to fund this.**
1088. Annual maintenance programme for 8 village seats. It was agreed to inspect the village seats before deciding on which seats needed attention. Seats located at: Allotment, Bowls Club, Eastgate, Parklands, Bus Shelter, Bullock Park and 2 on the Village Green. **A/P: Cllrs Secker and Dewing will inspect the seats and bring recommendations to next meeting.**
1089. Watton Rd residents' complaints. Cllr Turner reminded Cllrs that following fire at property adjacent to Crowhill complaints were received about areas where fire hazards are stored such as tyres etc. Cllr Turner informed Cllrs that where items are stored on private land there is nothing the PC can do. Noted.
1090. Reports were received from the following Cllrs and decisions made:
Cllr Tuck: Defibrillator: Unit checked. Instruction folder with Clerk for safe keeping. Spare battery held at the Post Office. Fly posting: Large amount of current and out of date posters around the village. Note in parish magazine to ask Parishioners to be proactive in removing fly postings. **A/P: Cllr Hewett - notice in Parish Magazine. Clerk to send letter to Chair of Wayland Committee. Cllr Turner to check legality of fly posting.**
PC unaware of Circus this year and if insurance is in place. **A/P: Clerk to contact BPMC to request PC is informed next year.** No 42 light on in daylight. **A/P: Clerk to report.**
Cllr Secker: Thank you letter needs to go to Headteacher for having defibrillator unit on site. **A/P: Clerk to write to Headteacher.**
Cllr Shelly: Give Way sign knocked down on corner of Letton Rd. **A/P: Clerk to report to Highways.** Telephone boxes will be removed by BT as no longer used. Notices have been displayed for the required 42 days. Holes on the Green haven't been repaired **A/P Clerk to**



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follow up with Cllr Crane. Tree on Parklands had 8m growth taken off tree is now a mess, more still needs to be pruned. Currently not in keeping with quality of life for residents affected by the enormous size of the tree. **A/P: Clerk to report to BDC and NCC regarding the initial work done and to ask for improvement. Clerk to also inform Flagship HA regarding the roots of this tree causing damage.** Footpath also blocked.

Various issues at Mill Road footpath. **A/P: Clerk to report to Paul Sellick NCC Highways. When he visits village on 19th Sept.** Railings at central crossing hit by tractor going too fast. Damaged railings now cause obstruction on pavement. **A/P: Clerk to report to NCC Highways.**

Cllr Stolworthy: Fallen trees in Planation have been cleared by landowner. Fencing broken down. Landowner is responsible. Church lane conversion, encroachment onto New Rd will be enforced if required.

Cllr Turner: Informed Cllrs that the Old School House original 2011 Planning Permission included affordable housing. Abbots currently marketing houses at market value. This is a Capita issue and a Senior Officer at BDC is investigating. BD Cllrs Turner and Hewett have asked for written explanation.

Cllr Aves: 7 Oct 2016 - Allotment meeting to collect rents. Help required from Cllrs from 7pm in the WI Hall. Cllrs Playford and Stolworthy volunteered. Complaints about bonfires and Cllr Aves spoken to allotment holders. Red Ford Focus parked end of PG Lane very close to junction. **A/P: Clerk to write letter to owner to ask if the vehicle can be moved further away from the junction. A/P: Cllr Hewett notice in magazine – reminder dog mess. Mill Road.**

Cllr Fawcett: Public Footpath signage needs to be erected on the footpath and not in residential boundary. **A/P Clerk to report to NCC Highways for a second time.**

Cllr Fawcett informed Cllrs he had received a call from users at Bullock Park who were approached by children who said they were scared by youths in a dark blue Ford Focus possibly with red wheels as occupants of car appeared to have guns. Cllr Fawcett reported to Police. **A/P: Clerk to obtain CCTV from BP.**

Cllr Fawcett requested further letter to owner at The Bothy to request that they cut the hedge as it is now taking up whole of the pavement and to explain that the PC will do the work and send an invoice if the hedge is not dealt with by the occupier/owner. **A/P: Clerk letter to Occupier/Owners.** Cllr Fawcett informed Cllrs of his invitation to the Battle of Britain Memorial Service on 18th Sept and will attend on behalf of the PC.

Cllr Fawcett read out letter from Shipdham Knitters which thanked Cllr Jo Dewing for her help at the Shipdham Celebrates Festival. Money raised will go to four charities.

1091. Correspondence including any received after the preparation of the agenda was received and noted.

1092. A.O.B. There were no A.O.B items.

1093. To confirm the next meeting, Monday 10 October 2016

Doors open to Parishioners at 7:15pm. (Hard copies of planning applications will be available for Councillors to view from 6:45pm)

The Chairman thanked Cllrs and Parishioners for attending and closed the Meeting at: 21:59

Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
933b	Cllrs Fawcett/Hewett/Stolworthy to collate list of projects for S106/DC11 funding.	Cllrs Fawcett Hewett/Stolworthy	On going	October agenda
990	WI Hall development. Plans and costings Investigate funding streams	Cllr Secker Cllrs Fawcett/Secker and Clerk	On going On going	Cllr Secker will arrange pre- planning meeting with BDC
1041	Follow up Footpath and Bridleway violations with T. Jessop	Cllr Stolworthy	10/10/2016	
1045	Dog bin repairs at Mill Road and Three Ways	Cllr Crane	On going	
1045	Research alternative electricity supply prices for street lights.	Clerk	On going	
1057	Village Handyman – Cllr Hewett request for agenda item July	Clerk		October agenda
1060	Follow up Emergency Plan leaflet update and distribution re floods	Cllr Turner	10/10/2016	



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1061	Reply to Mr Humphries re church wall queries	Clerk	10/10/2016	
1062	Bowls Club application for funds – Cllr Hewett June Agenda item	Clerk		October Agenda
1075	Planning comments to be submitted to BDC	Clerk	13/07/2016	Done
1076	a)A0Appoint Pest Control to deal with Moles in Cemetery. b)Publish 2015/16 accounts, c) Attend meeting at cemetery 13 Sept re headstone repairs. d) Attend meeting with NCC Highways in village 19 Sept.	Clerk Clerk Clerk Clerk and Cllr Shelly	Asap Asap 13/09/2016 19/09/2016	Done Done
1077	See A/P 933b			
1078	See A/P1057			
1079	Obtain quotes for Christmas Tree	Cllr Playford	10/10/2016	
1080	See A/P 1062			
1081	Grounds Maintenance Specification to next meeting	Clerk	10/10/2019	
1083	Request funds from Recreation Project to cover Basketball repairs	Clerk	14/10/2016	Done
1084	Update website re burial cost review	Clerk	14/10/2016	Done
1086	Proceed with application for 'phone mast	Cllr Fawcett	10/10/2016	
1087	Contact NCC and Saffron HA re street lighting Parklands	Clerk	10/10/2016	
1088	Inspect village seats and report recommendations at next meeting for decision	Cllrs Dewing and Secker	10/10/2016	October agenda
1090	Notice in village magazine re Dog fouling and fly posting	Cllrs Hewett	asap	
1090	Contact BPMS re Circus, report faulty light no. 42, write thank you letter to Headteacher. Report Highways issues: Mill Rd Footpath. Damaged roads signs and damaged railings. Issue complaint to BDC about tree at Parklands. Send letters to owner of car parked at PGL and owner at The Bothy re overgrown hedge. Contact BP for CCTV images.	Clerk	asap	Faulty Light reported. Letters Sent. CCTV requested.