



# SHIPDHAM PARISH COUNCIL



Chair: Sam Shelley Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD

12<sup>th</sup> January 2026 at WI HALL

Present: Cllrs: Shelley (Chair), Belo, Chubbock, Cross, Feerick, Holman, Kemp, Lister, Smith & Clerk: June Smith

4 x Parishioners in attendance. The meeting opened at 7.30pm. Meeting was recorded.

### Items in bold added after agenda published.

J Smith Parish Clerk  
12/01/2026

Chair wished everyone a happy new year.

- 3805. Apologies for absence – Cllr Chaplin & Cramp, District Cllrs Hewett & Turner & County Cllr Connolly.
- 3806. To co-opt and welcome Cllr Emma Kemp to the Parish Council and sign Declaration of Acceptance of Office form – welcomed and signed Declaration of Acceptance of Office form. AP Clerk to inform BDC.
- 3807. To co-opt and welcome Cllr Jaden Lister to the Parish Council and sign Declaration of Acceptance of Office form – welcomed and signed Declaration of Acceptance of Office form. AP Clerk to inform BDC.
- 3808. Declarations of Interest and to consider any requests for dispensations – Cllr Belo regarding Letton Road, requested dispensation to discuss matter – agreed.
- 3809. To agree the Minutes of the meeting held on 8<sup>th</sup> December 2025 - The Minutes were agreed as a true and accurate record and signed by the Chair - unanimous from those present.
- 3810. 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.*

WI Hall & BP contact details in Shipdham News. Pound Green Lane brambles in hedge and tree down along Watery Lane AP Clerk to contact landowner once again.

- 3811. Matters Arising for information only – Action Points – as per Clerk's Report.
- 3812. Chairman's Actions – Thanked colleagues and Tim Barrell in erecting Christmas Tree and lights – haven taken on board comments regarding lights will add additional lights this year, lucky that Dereham Round Table Father Christmas coincided. Thanked Rev Laura Purnell and Church for putting together the Christmas Tree Festival. Chair reported flooding on FP10, footpath by Jacksons Garage to NCC. Reported flooding in front of bus stop at Pound Green Lane. Parishioner mentioned camber on the road. AP Clerk to report. Cemetery break in – gate had been pulled off at ground level, evidence of vehicle tracks and wheelbarrow tracks from spoil, a grave has been topped up from spoil pile. Case open with the Police. Three companies offered to repair the gates for free, Swift Fabrication have repaired post and will be replaced. Church gate post was rotten and handyman will replace.
- 3813. District Councillor Report - December District Council report stands for January and as always, Paul and Lynda are happy for questions/queries to be emailed to us. We would encourage all to respond to the budget consultation on BDC website - with a reminder that BDC are recommending a £4.95 increase for year 2026/7 for Band D property (majority of properties will be less) for the district element with no cut to current services.
- 3814. County Councillor Report – on website.
- 3815. Routine Finance  
To agree the following payments by cheque/bacs. Payments approved unanimous.

|   |                |
|---|----------------|
| 15/01/2026 Clerk – Wages  | £1,302.53      |
| 15/01/2026 Clerk – Expenses   | £162.50        |
| 02/01/2026 C Andrews - WI Hall Admin  | £40.00         |
| 02/01/2026 T Wale - WI Hall Cleaning  | £40.00         |
| 02/01/2026 D Nock - Cemetery Caretaker                                      | £80.00         |
| 02/01/2026 J Gibb – Honorarium re Health & Safety Checks                    | £130.00        |
| 18/12/2025 GiffGaff – Dereham Road Allotment Sim                            | £10.00         |
| 12/12/2025 TT Jones Electrical Ltd – Streetlight Maintenance                | £289.55        |
| 11/12/2025 TTSR Ltd – Extra cut at Bullock Park                             | £110.70        |
| 16/12/2025 Arbour Tide Ltd – Gazebo   | £788.00        |
| 23/12/2025 St Johns Ambulance – defib pads                                  | £125.94        |
| 04/01/2026 Acorn Pest and Country Services – mole control at Cemetery       | £49.99         |
| 02/01/2026 George Tufts & Son Ltd – materials re repairs to Churchyard gate | £85.68         |
| 19/12/2025 Arnold Keys – valuation of land                                  | £1,476.00      |
| <b>07/01/2026 George Tufts &amp; Son – Key Safe for WI Hall</b>             | <b>£20.12</b>  |
| <b>08/01/2026 Ravencroft Tree Services – Ransom strip survey</b>            | <b>£174.00</b> |

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



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|--|---------|
| 04/12/2025 100Green – November Street Lighting             | £149.60 |
| 04/01/2026 100Green – December Street Lighting             | £871.30 |
| 12/12/2025 BT – WI Hall Internet                           | £47.41  |
| 08/12/2025 Octopus – Credit re Deposit Refund              | -£62.35 |
| 08/12/2025 Octopus – November WI Electric                  | £43.63  |
| 06/01/2026 Octopus – December WI Electric                  | £44.44  |
| 03/01/2026 EDF – December WI Hall Gas                      | £137.54 |
| 23/12/2025 British Gas – December Heritage Centre electric | £25.91  |
| 15/01/2026 BDC – Cemetery Rates                            | £195.00 |
| 15/01/2026 BDC – Heritage Centre Rates                     | £90.00  |
| 16/12/2025 Eon – November The Green electricity            | £15.16  |
| 05/01/2026 Eon – December The Green electricity            | £24.76  |

To receive, note and sign bank account balances 31/12/2025. Noted and signed by Chair.

|                             |                   |
|-----------------------------|-------------------|
| Community Account (6072)    | £19,493.87        |
| WI Hall Account (5971)      | £3,982.66         |
| Church Wall Account (4380)  | £7,975.13         |
| Saver Account (4570)        | £19,073.48        |
| Street Light Account (7769) | £22,476.30        |
| <b>Total Balanced</b>       | <b>£73,001.44</b> |

- 3816. To finalise budget and precept request – approved unanimous. AP Clerk to request precept.
- 3817. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda.  
Planning Applications

PL/2025/1851/FMIN Walnut Tree House, Thorpe Row, Shipdham  
Change of use of land to residential and erection of two storey extension to south facing gable end (rear), single storey extension to east facing wall (side), internal alterations removal of one chimney stack joining proposed works.  
No objection

Planning Decisions – none.  
Planning Appeals – none.

- 3818. To receive and note Clerk’s Report – received and noted.
- 3819. BPMC - To receive and note:
  - a) Report from Bullock Park Management Committee – no report.
  - b) Health & Safety update – weekly inspections up to date.
- 3820. To receive and note report from Speedwatch Team – break over Christmas Period. Resuming again this week on a weekly basis.
- 3821. To approve IT Policy – approved unanimous. AP Clerk to adopt. – Change format of routine finance to date, cost and description.
- 3822. To approve Accessibility Statement – approved unanimous AP Clerk to adopt.
- 3823. Preliminary discussion re pathway in the Cemetery – discussion took place regarding putting in footpath. AP Clerk to obtain quotation for temporary or semi-permanent surface.
- 3824. To discuss purchasing bollards for Watton Road allotment site – 2 x pop up traffic bollards approved. AP Clerk to purchase.
- 3825. To discuss relocating a dog waste bin to Gooseacre Lane end of Swan Lane footpath – Chair has spoken with Serco – approved. AP Clerk to initiate.
- 3826. Update on Letton Road – Cllr Belo DOI – In order to state a footpath, 4 residents would need to give up some frontage, Cllr Hewett to give guidance. BDC land at Letton Road. Repainting of SLOW on road will be completed in Spring. Pedestrian In Road signage quotation received, Matt contacting Ed Connolly to see if there is a chance of a contribution. AP Clerk to speak to Matt Lines.
- 3827. Update of WI Hall improvements – Cllr Holman – Great response from social media offering to help – calculate paint required, quotes for ceiling tiles and insulation, electrician offered to help, need plumber for toilet works. AP Cllr Holman to get quotations for next month. Canopy over front door.
- 3828. To consider taking ownership of some/all Breckland District land sites AP Clerk to get quote from contractor regarding cutting costs. Interest in Old School Playing Field. AP Clerk to push for graves to be reinstated in Old School Playing Field. Clerk to express an interest.
- 3829. To note Defibrillator Checks completed – purchased new defibrillator pads for Post Office defibrillator.



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3830. To receive Cllrs Reports – for information only.

Cllr Holman – Chapel Street layby outside Shipdham Stores – Highways have said no to 30 min parking restriction. Discuss a contribution towards a drop kerb if shop owner wants to go for planning. AP Cllr Holman to speak with shop owner.

Cllr Feerick – footpath outside of Golden Dog – AP Clerk to report once again.

Cllr Lister – first meeting and wanting to be part of local community and expressed interest in getting involved.

Parishioner raised Cllrs were not using microphones.

Cllr Smith – pothole opposite the Nest was filled by NCC.

Cllr Chubbock – Dereham Road/Watton Road flooding. AP Clerk to take to Highways/Environmental Agency.

3831. 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 instructed new pest control contractor on a yearly contract for the Cemetery – noted.

To note update on High Grove Solar and arranging a meeting for March – noted.

To note receipt of survey for ransom strip – noted.

**To note receipt of Clerks & Councils Direct – noted.**

3832. Any matters for inclusion on the next agenda – WI Hall.

3833. To confirm the next Parish Council Meeting will take place on 9<sup>th</sup> February 2026

Meeting closed 8.55pm