



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

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

Present: Cllrs: Playford (Chair) Aves, Dewing, Hewett, Secker, Shelley, Stolworthy, Tuck and Turner
Clerk: June Smith.

14 Parishioners in attendance. The meeting opened at 19.30

MINUTES (items in bold added after agenda was published)

- J Smith Parish Clerk
12/11//2018

- 1620. Apologies for absence - County Cllr Connolly & Cllr Crane
- 1621. Declarations of Interest Cllr Turner, Cllr Shelley & Cllr Tuck item 17, Cllr Secker item 10
- 1622. To agree and sign the Minutes of the meeting held 8th October 2018 – Circulated. Agreed to be a true and accurate record. Proposed Cllr Tuck Seconded Cllr Hewett
- 1623. Matters Arising for information only – Action Points – in hand
- 1624. To consider and decide on time specific matters received after the preparation of the agenda
- 1625. Chairman's Actions – Emergency Road Repairs around The Green – Asked to get quote from local contractor P Crane
- 1626. County Councillor Actions – To note Norfolk County Council Parish update for October 2018.
- 1627. To Thomas Bullock Trust Nominee. Mr G Hinchliffe gave tribute to Mr B Hughes following his resignation and gave thanks for his 24 years of work. Mr Steve Medler introduced himself. Cllr Playford nominated him for role Cllr Dewing Seconded unanimous.
- 1628. Parishioner's Questions included
Swan Lane hedge AP TTSR. Church Window pledge. Mr Woodrow will co-ordinator Swan Lane allotment site. Path at Parklands to follow up. Grass cutting in cemetery. Signs in bus shelter at Eastgate end need to be placed with blu tack not sticky tape. Cllr Secker to have a word.
- 1629. Routine Finance To agree the following payments by cheque. Proposed: Cllr Hewett
Seconded: Cllr Tuck

12/11/2018	J Brown	WI Hall Cleaning	£30.00
12/11/2018	C Perfect	WI Hall Admin	£40.00
12/11/2018	J Smith	Wages	£858.18
12/11/2018	HMRC	PAYE & NIC	£45.79
12/11/2018	J Smith	October Expenses	£193.36
06/10/2018	J Bayliss	Pest Control	£44.40
17/10/2018	NPTS	Training – Budgets & Elections	£85.00
24/10/2018	Logic Red	Web hosting for 12 months	£99.00
29/10/2018	Roger Norton	Tree works	£1,500.00
12/11/2018	Robena Brown	Book Publishing from BDC	£500.00
12/11/2018	Robena Brown	Book Publishing pledged	£2,500.00
12/11/2018	M Lodge	Repairs	£40.00
08/11/2018	Whiterod	Emergency road repairs	£360.00
09/11/2018	L F Everett	Bookmarks	£78.00
12/11/2018	Devlin Plumber Stained Glass Ltd	Interim payment	£7,816.67
12/11/2018	D Nock	Cleaning of bus shelter	£80.00

a) To agree payment of the following invoices by D/D

29/10/2018	BT	WI Hall	£32.52
19/10/2018	Opus Energy	WI Gas	£20.19
17/11/2018	BDC	Rates	£89.00
01/11/2018	Opus Energy	WI electric Credit currently £-262.40	£47.09
02/11/2018	Eon	Street Light Elec	£293.26

b) To receive, note and sign bank account balances at 31/10/2018



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Community account	6072	£33,538.43
Church wall account	4380	£3,925.13
Project A/c	2024	£7,035.00
Saver Account	4570	£79,834.82
Street Light Account	7769	£7,504.53
WI Hall Account	5971	£5,142.67
Total Balances held		£136,980.58

1630. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

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

3PL/2018/0911/F	Mr Terry Langham Proposed new two storey residential dwelling. Park View, Land adjoining Old Post Office Street, Shipdham No issues
3PI/2018/1156/D	Mr Andrew Jackson Erection of a two storey dwelling 82 Market Street, Shipdham Substantial Property. Not in keeping with the street scene.

b) Planning Decisions

3PL/2018/1147/F	Mr L Dagless Change of use of agricultural storage shed to B2 and replacement of agricultural storage shed with Sui Generis unit for MOT (DVSA) testing. Weathervane Farm, Dereham Road, Shipdham REFUSED
3PL/2018/1233/HOU	Mr & Mrs Brighten Proposed two storey side and rear extension 59 Market Street, Shipdham APPROVED

c) Planning Appeals

3PL/2018/0288/O	To note letter from BDC re Swan Lane, Shipdham Letter was read out
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1631. Clerk's Report – To receive and note the Clerk's Report - noted

1632. To note Quarter 2 Accounts - noted

1633. BPMC – Cllrs Dewing and Secker. To receive and note:

- a) Report from BPMC
- b) Health & Safety update
- c) E.on Electricity supply with Shared Access – In hand
- d) Invoice for tables & chairs
- e) Issues with uncontrollable dogs off lead. Put notice in Shipdham News. "Please keep your dogs under close control CCTV in Operation" sign to be made. Proposed: Cllr Hewett Seconded: Cllr Secker. AP Cllr Hewett & Cllr Shelley

1634. Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett. Formal launch of book which sold out. Consider a second edition of book. Potential demand for 100-200 more. Window project donations coming in, past half way stage of funding. Christmas tree festival etc to add more funding. Service fabulous and piper was marvellous.

1635. To receive update on Church Wall. Waiting for contractors to quote to make safe. Parish Council ring fence money to remove damaged wall. Names have gone to fabric officer.



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- Insurance company specified another quote. BDC will deem it a dangerous structure. PCC meeting tomorrow to discuss. Asked builders within audience for thoughts – shutter up for protection and leave it where it is as removal will weaken. AP Cllr Turner CCTV could be put up prior. Cllr Hewett to speak to property owner and security Company.
1636. To discuss sponsorship for Christmas Community Lunch – Cllr Hewett proposed £125 Second: Cllr Aves unanimous
1637. To note Shipdham & Scarning Newsletter with Crime Statistics - noted
1638. To discuss S106 monies - We pledged the remaining monies towards a project at the school, these applications were turned down by BDC. Cllr Hewett wants to challenge the application AP Cllr Hewett and Cllr Turner to follow up. Otherwise we need ideas for other ways to spend the money before we lose it.
1639. To discuss and agree Land at Watton Road agreement – Tenant to clear the property and will have rent free for a year. Pest control may become an issue. Needs help with tax and starting up business. Cllr Turner to check with tenant re small business start-up and any implications. Add vermin control clause to tenancy agreement.
1640. To approve Memorial application – approved.
1641. To approve changes to Cemetery Policy. Proposed Cllr Hewett Seconded: Cllr Dewing unanimous Changes to go into Parish Magazine. AP Clerk & Cllr Shelley to put on web.
1642. To note resignation of Cllr Shelly and the Notice of Vacancy - noted
- 1643. To discuss Christmas Tree – to be collected by Cllr Crane, Cllrs Aves will help with erection. AP Clerk to contact Mark**
- 1644. To discuss Norfolk & Suffolk 4x4 response – historically don't support unanimous**
1645. To receive and note Police and SNAP reports – no reports but ASB in Shipdham is priority.
1646. To receive Cllrs Reports
Cllr Secker – broken drain at Cushing close on path.
Cllr Tuck – Defib – pads out of date Cllr Tuck to show Cllr Playford & Clerk how to do checks. Lost footpaths to be put on agenda for next time.
Cllr Turner- reminder from School regarding light outside the school AP Clerk to seek advice from NCC/ highways and Cllr Connolly about having lighting on grassed area outside TB school which is pitch black and a trip hazard.
Cllr Aves – Park Highatt has been resurfaced. Apples on footpath have been cleared. Glutton could be coming to Shipdham.
Cllr Stolworthy – Fly tipping in Fen Folgate notice in Shipdham News.
1647. To receive and note correspondence including any received after the preparation of the agenda.
To note CiLCA refund of £250 due to EU Funding application in January next year.
To note Vattenfall Consultation Update.
To note Bullock Park rate relief has been granted for 2019.
Receipt of Clerks & Councils Direct
1648. A.O.B.
Cllr Shelley has looked into detailed map of area to show land boundaries. Cllr Shelley to purchase detailed map.
Cllr Playford needs to purchase second electrical holding strip for Christmas Tree. Cllr Stolworthy suggested putting electric trench under road when it is tarmacked.
1649. To confirm the next meeting: Monday 10th December 2018. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm) Meeting closed 9pm.



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Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1365	Great War Commemoration Project	Clr Hewett	On going	next agenda item
1412	Standing item Police and SNAP repots	Clerk	monthly	next agenda item
1437	Liaise with BPMC re option for Defib at Pavilion	Clr Dewing	asap	
1445	Letter re waste disposal charges	Clr Turner & Cllr Hewett	asap	
1523	Portable Toilets for Drynkings 2019	Clerk	March 2019	
1523	Keycode for WI Hall needs changing	Clr Secker	asap	
1587	Ask RBL regarding VC plinth	Clr Playford	asap	
1587	Storm gate hinge on cemetery gate	Clr Crane	asap	
1609	Road repairs to get quotes	Clerk	Asap	In hand
1611	Organise Christmas Tree	Clr Playford Clr Crane	Christmas	✓
1616	Sign re "Henry Cross"	Clr Playford	Asap	
1616	Watton Road ditch report to highways and Cllr Connolly	Clerk	Asap	✓
1616	Sign to Little Hale covered by Brambles speak to landowner	Clr Stolworthy	Asap	✓
1617	Report and recommendation re Sox Lamps	Clerk	Next meeting	
1626	Get one further quote for The Green	Clerk	Asap	In hand
1628	Swan Lane Hedge	Clerk	Asap	✓
1628	Signs on Bus Shelter	Clr Secker	Asap	✓
1630	Submit Planning decisions	Clerk	Asap	✓
1633	To make sign re dog control & Shipdham News	Clr Hewett	Asap	
1633	To put notice on web regarding dog control	Clr Shelley	Asap	✓
1635	Church Wall PCC Meeting to discuss	Clr Turner/Clr Hewett	Asap	
1635	Church Wall CCTV to go up	Clr Hewett	Asap	
1636	Cheque for Christmas Community Lunch	Clerk	Asap	✓
1638	S106 monies challenge application	Clr Turner/Clr Hewett	Asap	
1639	Watton Land agreement – add clause	Clerk	Asap	✓
1640	Inform Brett's of headstone approval	Clerk	Asap	✓
1641	Upload Policy on website, put changed in Shipdham News and web	Clerk/Clr Hewett/Clr Shelley	Asap	✓
1643	Contact Cllr Crane re Christmas Tree	Clerk/Clr Aves	Asap	✓
1646	Notify Council re broken drain	Clerk	Asap	✓
1646	Clr Tuck to show Defib Checks	Clr Tuck/Clr Playford/Clerk	Asap	
1646	Lost footpaths to be on next Agenda	Clerk	Next	✓
1646	Light outside School	Clerk	Asap	In hand
1646	Fly tipping notice in Shipdham News	Clr Hewett	Asap	✓
1648	Purchase detailed map of local area	Clr Shelley	Asap	✓
1648	Purchase cable holding strip for tree	Clr Playford	Intime for Tree	✓