



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD 13<sup>th</sup> July 2020 BY ZOOM VIRTUAL MEETING

Present: Cllrs: Playford (Chair), Dewing, Hewett (leaving approx. 8.30pm), Shelley, Smith, Stolworthy, County Councillor Connolly, District Councillor Turner & Clerk: June Smith.  
3 Parishioners in attendance. The meeting opened at 7.30pm Meeting was recorded.

(Items in bold added after agenda published)

- J Smith Parish Clerk  
13/07/2020

- 2095. Apologies for absence; Cllr Secker Absent: Cllr Allum, Cllr Crane, Cllr Woodrow & Cllr Worth
- 2096. Declarations of Interest Cllr Smith & Cllr Shelley regarding allotments Dispensations requests received and agreed unanimous. Cllr Dewing re Cheque payments
- 2097. To agree the Minutes of the meeting held on 8<sup>th</sup> June 2020 – Circulated - The Minutes were agreed as a true and accurate record and will be signed by the Chair at the next appropriate meeting. Proposed: Cllr Stolworthy Seconded: Cllr Dewing- unanimous. .
- 2098. Matters Arising for information only – Action Points – All in hand or completed.
- 2099. To consider and decide on time specific matters received after the preparation of the agenda - none
- 2100. Chairman's Actions – no report
- 2101. District Councillor Report – report on file and circulated 9<sup>th</sup> July 2020
- 2102. County Councillor Report – Weekly updates and gave verbal report. Emphasised importance of prevention regarding COVID-19.
- 2103. 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.* **Parishioners are invited to address the Council via email, correspondence or online link. If you would like to participate in the meeting online, please email the Clerk before Friday 10<sup>th</sup> July 12 noon.**

Old Post Office Street proposed re-submission. Views regarding the new proposals included the need for HGV/large/agricultural vehicles to swing out onto oncoming traffic on A1075 to turn left. Escort vehicles who need to stop traffic cannot be in three places at once. Vehicles turning left would be turning back on themselves. Exit from Bradenham Road to Watton Road has not changed. Number of zebra crossings in close proximity would cause disruption.

Update on application at Church Lane from Parishioner regarding track road behind main road – information noted. Cllr Hewett raised DOI but confirmed the issues had been raised at BDC and enforcement – assured road for private agricultural use only.

- 2104. Routine Finance To agree the following payments by cheque -Proposed: Cllr Stolworthy Seconded: Cllr Playford.

13/07/2020	Clerk	Wages	£971.29
13/07/2020	HMRC	PAYE & NIC	£10.81
13/07/2020	Clerk	Expenses for June	£133.11
05/06/2020	Roger Norton	Tree works at BP as per quote	£1,368.00
06/06/2020	J Bayliss	Pest Control	£39.60
13/06/2020	SCS Accounting	Internal Audit	£240.00
22/06/2020	LogicRed	Website Domain	£25.00
19/06/2020	TT Jones Electrical Ltd	Street Light Maintenance	£244.80
01/07/2020	TTSR	Grounds Maintenance	£2,180.28
13/07/2020	J Gibb	Honorarium	£130.00
30/06/2020	M Neave	WI Hall Pathway Repairs	£805.00
<b>10/07/2020</b>	<b>D Nock</b>	<b>Cemetery Caretaker Cleaning of Bus Shelters</b>	<b>£160.00</b>
<b>09/06/2020</b>	<b>Roger Norton</b>	<b>Tree works in Churchyard as per quote</b>	<b>£2,322.00</b>

- a) To agree payment of the following invoices by D/D – Proposed: Cllr Stolworthy Seconded: Cllr Playford

16/06/2020	Eon	Street Light	£302.22
29/06/2020	BT	WI Hall	£32.52
03/06/2020	Opus Energy	WI Gas	£0.57
03/06/2020	Opus Energy	WI Electric	£70.48



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15/06/2020	BDC	Rates	£117.00
21/06/2020	Biffa	Waste disposal BP & WI Hall	£268.95

b) To receive and bank account balances at 30/06/2020 – noted.

Community account	6072	£40,514.64
Church wall account	4380	£4,075.13
Project A/c	2024	£0.05
Saver Account	4570	£47,784.31
Street Light Account	7769	£15,033.52
WI Hall Account	5971	£15,841.53
<b>Total Balances held</b>		<b>£123,249.18</b>



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2105. 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/2020/0501/D	Reserved matters application for erection of two dwellings following outline permission 3PL/2019/1368/O 32 Letton Road, Shipdham Time sensitive – no issues
3PL/2020/0672/HOU	Proposed Garage/Cartlodge Extension – existing cartlodge converted to an enclosed garage with a new side cartlodge proposed. 10 Fieldfare Loke, Shipdham No issues if not imposing on neighbours.
<b>3PL/2020/0676/F</b>	<b>Proposed two storey/rear projecting extensions with single storey link extension elements to both Numbers 32/34 Letton Road as well as new linked single storey garages for both properties and access provision. In addition, a proposed new dwelling and garage with access is also proposed on land to the rear of the site. 32/34 Letton Road (and to the rear of) IP25 7NE</b>  Stress no more development.  <b>Cllr Hewett left the meeting.</b>
<b>Pre submission proposal 3PL/2017/0864/F</b>	<b>Highway Proposals – The Cricket Players, Old Post Office Street, Shipdham – in advance of revised planning application. Awaiting planning app –comments as discussed in Parishioners Questions.</b>

b) Planning Decisions

3PL/2020/2063/VAR	Design change to accommodation type Ash Farm, King Row, Shipdham APPROVED
3PL/2020/0398/HOU	Single Storey Extension to Front 8 Eastgate, Shipdham APPROVED
3PL/2015/1490/O	Residential development for a maximum of 291 dwellings Land off Shipdham Road, Westfield Road & Westfield Lane APPROVED
3PL/2020/0472/F	Replace dutch barn Elm Farm, Thorpe Row APPROVED
3PL/2020/0355/F	Existing room with in care home development change of use from communal room to residence accommodation (Retrospective) Wood Court, Church Lane REFUSED
3PL/2020/0478/HOU	Addition of a separate trellis to existing fence Tawny End, 17 Fen Folgate, Shipdham APPROVED

c) Planning Appeals - None

2106. Clerk's Report – To receive and note the Clerk's Report – noted.

2107. BPMC – Cllrs Dewing and Secker. To receive and note:

a) Report from BPMC – Tea In Park for August. Shipdham Parish Council voted against.4/1. AP Clerk to inform Management Committee.

b) Health & Safety update - Full H&S checks now back in place as play area open. Incident with broken glass mentioned – AP Clerk to check CCTV.

2108. To receive and sign the following papers in preparation for External Auditors

Section 1 – Annual Governance Statement 2019/20 – receive and noted.

Section 2 – Accounting Statements 2019/20 – received and noted.

2109. To receive Quarter 1 Budget Report – Received and noted.

2110. To approve FOIA & GDPR training for Clerk at a cost of £40 plus VAT each. Proposed: Cllr Playford  
Seconded: Cllr Smith AP Clerk to attend.

2111. To discuss Dereham Road allotment car park and track – AP Clerk to contact Cllr Crane for advice.



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2112. To approve quote for strimming vacant allotments at Dereham Road & Watton Road – Proposed: Cllr Dewing Seconded: Cllr Playford AP Clerk to initiate.
2113. To approve memorial inscription for B Knights Proposed: Cllr Playford Seconded: Cllr Stolworthy AP Clerk to approve.
2114. To review Cemetery Caretaker role – Role to continue. AP Clerk to check if TTSR weeds the cemetery footpath.
2115. To discuss donation to Shipdham School – £5000 donation Proposed: Cllr Stolworthy Seconded: Cllr Dewing - Unanimous. AP Clerk to make payment.
- 2116. To discuss granting permission to move streetlight at Letton Road in relation to 3PL/2020/0676/F above.** Shipdham Parish Council give permission at owners cost. Proposed: Cllr Playford Seconded: Cllr Dewing – unanimous AP Clerk
- 2117. To approve quote for works, as per tree survey schedule. Proposed: Cllr Playford Seconded: Cllr Dewing AP Clerk to gather info on trees.**
2118. To note Defibrillator Check completed – completed 8<sup>th</sup> July by Clerk
2119. To receive and note Police and SNAP reports – Community Focused Police Priority Patrols update sent 7<sup>th</sup> July.
2120. To receive Cllrs Reports

Cllr Stolworthy – overgrown track behind 32 Parklands Avenue. AP Clerk

Cllr Dewing – Changes to Norwich bus route on a Wednesday. AP Clerk to email Cllr Connolly.

Cllr Secker – The Glebe trees around Church corner. AP Clerk to check with Cllr Hewett prior to sending letter.

WI Hall usage – Risk Assessment and hand sanitiser. AP Clerk/Cllr Shelley

2121. To receive and note correspondence including any received after the preparation of the agenda. Ongoing correspondence with regard to COVID-19 updates from Breckland District Council, Norfolk County Council & NALC -noted.
- To note electricity transformer installation at Dereham Road allotments to commence 25<sup>th</sup> August – noted.
- To note update regarding Bus Services from July 26<sup>th</sup> – timetables available to download at [www.konectbus.co.uk](http://www.konectbus.co.uk)
- To note S106 application for replacement tables at WI Hall – noted.
- To note renewal of WI Hall BT account with savings of £6.67 a month – noted.
- To note letter from Parishioner regarding Churchyard Tree – reply sent – noted.
2122. Any matters for inclusion on the next agenda – none at present.
2123. To confirm the next meeting: Monday 14<sup>th</sup> September 2020. Meeting closed 9pm.