



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

## MINUTES OF THE PARISH COUNCIL MEETING HELD 13 March 2017 IN THE WI HALL

Present: Cllrs: Fawcett (Chair), Playford (Vice-Chair), Aves, Dewing, Hewett, Secker, Shelly, Stolworthy, Tuck and Turner. Clerk: Patty Harris 4 Parishioners present

### MINUTES

1200. Apologies for absence – Cllr Crane – accepted.
1201. Declarations of Interest - none
1202. To agree and sign the minutes of the meeting held 13 February 2017 – circulated 15 February 2017. The Minutes of the last meeting were agreed a true record and signed by the Chair. Proposed: Cllr Playford. Seconded: Cllr Tuck Unanimous.
1203. Matters Arising for information only – Action Points – All APs are complete except: 990,1134,1152,1161,1172,1186,1187,1189, 1195 which are part complete and/or ongoing. Noted.
1204. To consider and decide on time specific matters received after the preparation of the agenda: 3Takes Productions request for use of facilities FOC. WI Hall free Tuesday. Contribution to heating costs £20. Not 1<sup>st</sup> and 3<sup>rd</sup> Tues. Liaise with Cllr Secker. Credit to SPC for use of building but not associated with film content. Proposed: Cllr Stolworthy. Seconded: Cllr Secker. Unanimous.  
To adopt Public Recording of Council Meetings – noted and adopted.  
To adopted Media Relations Policy – noted and adopted.  
Proposed for both Policies: Cllr Hewett. Seconded: Cllr Secker. Unanimous.
1205. Chairman’s Action. Following failure to complete work as promised by 28 Feb, Chair wrote to current GM Contractor to release him of his obligation to work until 31 March 2017. Ridyards appointed to undertake urgent work in the cemetery – work done to a good level. £384. Proposed: Cllr Stolworthy. Seconded: Cllr Turner. Unanimous.
1206. To adjourn the meeting for Parishioner’s Questions. 19:50. **A/P: Clerk April**  
**Agenda Item decide on letter to CEO of Convenience Store.**  
Meeting reconvened: 20:10
1207. Routine Finance. Cllr Dewing declared an interest in payment of Invoice for M Neave.

- a) The following invoices were authorised for payment by cheque: Proposed: Cllr Hewett. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to advise MR Chubbock not to replace mats in BP play area until after HAGS have finished new installations.**

|            |            |                                          |          |
|------------|------------|------------------------------------------|----------|
| 16/01/2017 | Necton PC  | Parish Cllr Training                     | £ 80.00  |
| 18/02/2017 | J Bayliss  | Inv 3758 Pest Control                    | £ 39.60  |
| 13/03/2017 | P Harris   | Mar Salary + Feb O/T<br>(22.5 hrs)       | £ 901.77 |
| 13/03/2017 | HMRC       | NI Ees and Ers Due                       | £ 66.81  |
| 13/03/2017 | P Harris   | Expenses                                 | £ 171.89 |
| 01/03/2017 | P Chubbock | Quarterly BP Inspection &<br>rubber mats | £ 600.00 |
| 09/03/2017 | M Neave    | Repairs to WI Hall roof WI<br>CHQ        | £ 65.00  |

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

|            |             |                        |          |
|------------|-------------|------------------------|----------|
| 17/02/2017 | Biffa       | Inv 283C14132 Waste BP | £ 107.48 |
| 17/02/2017 | Biffa       | Inv 283C26116 Waste WI | £ 11.39  |
| 01/03/2017 | BT          | Broadband WI           | £ 49.68  |
| 10/03/2017 | B’Card      | Software and Antivirus | £ 241.99 |
| 13/02/2017 | E.On        | Street Light Elec Feb  | £ 261.01 |
| 11/03/2017 | E.On        | Street Light Elec Mar  | £ 235.76 |
| 03/04/2017 | Anglian H2O | Water Cemetery         | £ 17.75  |



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

- c) To receive, note and sign bank account balances and reconciliations at close of business on 28 February 2017. Supporting papers circulated 06/03/2017. Received, noted and signed by the Chairman. **A/P: Clerk to send list of Street Lights to Cllr Dewing.**

|                           |             |
|---------------------------|-------------|
| Community Account 6072    | £ 6,589.11  |
| CEP Account 4380          | £ 2,525.13  |
| Saver Account 4570        | £ 49,490.65 |
| Street Light Account 7769 | £ 16,004.07 |
| Wi Hall Account 5971      | £ 7,518.48  |
| Total balances held       | £ 82,127.44 |

To note the following credit card purchases: Noted.

|                        |         |                         |
|------------------------|---------|-------------------------|
| 28/02/2017 Printerbase | £241.20 | – New printer           |
| 28/02/2017 ICO         | £35.00  | – Data Protection       |
| 28/02/2017 Amazon      | £25.46  | – Hoops for litter bags |
| 28/02/2017 Amazon      | £21.47  | – litter pickers        |

1208. Planning. The following Applications, Decisions and Appeals, including any received after the preparation of the agenda were considered and the following comments made.

a) Planning Applications

|                   |                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3PL/2016/0655/F   | Mr P Dodd. Demolition of Public House, central garage and Retail units. Erection of convenience store, retail units & Flats. Referred to Planning Committee 6 March 2017 <b>Approved at Hearing. No further comment.</b>                                                                                                                                                |
| 3PI/2015/1490/O   | Glavenhill Strategic Land. 291 Dwellings Westfield Rd and Westfield Lane. Referred to Planning Committee 6 March 2017. <b>Deferred.</b> No further comment.                                                                                                                                                                                                             |
| 3PL/2016/1510/F   | Mr M Gore, Old School House. Conversion for 2 bed flat (Unit 7). <b>Overdevelopment of site. Not complying with original planning conditions. Some of work is breaching H&amp;S – site not secure. Parking required for each unit. No other public parking is available for these units. A/P: Clerk to arrange for NO Parking signs to go up on green opposite OSH.</b> |
| 3PL/2017/0272/HOU | Mr Bradbrook/Devine. 2 Chapel St Shipdham. Proposed garage and extension to rear of property. <b>Clause to be included for houses not sold as a separate entity. Overdevelopment of site. Doesn't fit in with the street view.</b>                                                                                                                                      |

b) Planning Decisions

|                   |                                                                                                                         |
|-------------------|-------------------------------------------------------------------------------------------------------------------------|
| 3PL/2017/0013/HOU | Mr J Gillies. 5 Eva Close, Shipdham. Alterations & extension. <b>PERMISSION. Noted.</b>                                 |
| 3PL/2016/1367/F   | Mr S Tribe, Land adjacent to Glebe House, Oak Meadow. New Cottage style dwelling with cart-shed. <b>REFUSAL. Noted.</b> |

c) Planning Appeals - none

1209. Clerk's Report – Supporting papers circulated 06/03/2017 To receive and note reports and to make decisions where required, including:

- Grant Application – Kick Boxing Academy application for £500. A general discussion took place: Run as a business, doesn't live in the village. Has already had a grant from BP. No sustainability to the application. Proposed: Cllr Hewett. Seconded: Cllr Fawcett. For: 2 Against 8. Defeated.
- Responses to letters sent to parishioners regarding hedges - noted
- Update on hedges re G Lake - noted
- Update on Ridyards Grounds Maintenance Contractor from 01.4.17 - noted
- Update on Tree Risk Survey - noted



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

- f) To agree auditor fee of £400 for Statement of Internal Control (SIC) and Financial Risk Assessment sign off. Proposed: Cllr Dewing. Seconded: Cllr Stolworthy. Unanimous.
- g) To note Chair and Vice-Chair signature for Bank DD - Pension Regulator requirement. Noted and signed. Noted.
- h) To receive and approve memorial for the Late Sandra Jill Denton – agreed.
- i) To receive and approve memorial for the Late Eileen Paterson – agreed.
- A/P: Clerk 1209 a,f,h & i, to notify of decisions accordingly.**
1210. Clerk's Contract of Employment changes. To note the agreement and signing of the Clerk's amended hours, pay rate and addition of Clerking duties to BPMC w.e.f 1 April 2017. Noted, agreed and signed by the Clerk and Chairman. Proposed: Cllr Hewett. Seconded: Cllr Playford. Unanimous.
1211. To receive and note Minutes from the Extraordinary BPMC Meeting held 7 March 2017. Minutes circulated 10.03.17. Received and noted.
1212. To receive and note Minutes following the Traffic Management Forum Working Party Meeting held 6 March 2017. Minutes circulated 08/03/17 Received and noted.
1213. BP Play Equipment – safety checks. To appoint a qualified service provider to complete the required checks on all BP equipment. Supporting papers to follow. **A/P: Paul Chubbock urgent - to repair seat in children's play area. Terry Bradshaw has volunteered to be trained and undertake weekly checks. Honorarium of £10 per week. Proposed: Cllr Turner. Seconded: Cllr Playford: unanimous. Cllr Hewett declared an interest. A/P: Cllr Tuck will liaise with Terry Bradshaw to go on course.**
1214. To receive and decide on Insurance quotations from Came & Co. Supporting papers circulated 13/03/2017. Cllr Hewett Proposed to accept a 3-year deal with Ecclesiastical. Seconded: Cllr Stolworthy. Unanimous. **A/P: Clerk to arrange insurance cover as agreed.**
1215. To receive Cllrs Reports and make decisions where required.
- Cllr Secker:** 1. Highways Carbrooke Lane to Watton Road litter needs picking. 2. Letter to Mr & Mrs Newton for helping clear cemetery. 3. Request Mr Nock to clean railings around cemetery. Clerk to get quote. 4. Is there any news on the Drift. Clerk to chase Spire again. 5. Sign not to block parking entrance at WI Hall. **5 A/Ps for Clerk.**
- Cllr Shelly:** Speed sign erected at Eastgate. – noted.
- Cllr Tuck:** First Aid courses 2 offers of basic FA+ Defib. Both offered for but donation for one has been requested. Agenda item April meeting. **A/P: Cllr Tuck will send dates to Clerk.** Suggest June. Maximum number attending 12? Also, Fault on Defib, still concerned as it is beeping. No green light. **A/P: Clerk will chase EEAS again. Cllr Stolworthy to ask Mr & Mrs Harris Paramedics to check unit.** Cllr Fawcett added that following these check expert help will be required if not resolved. **A/P: Cllr Stolworthy to advise Clerk of outcome from Paramedic check.** Theatre ongoing, **A/P: Clerk April agenda.**
- Cllr Playford:** 1 April photos of green to be taken before work on Quarry View. Also, parked cars in Mill Road causing problems again.
- Cllr Stolworthy:** Update on TB Headstone? **A/P: Clerk to chase for a 3<sup>rd</sup> time.**
- Cllr Aves:** Julian Woodrow hedge still not done. G Lake did not complete work as promised. **A/P: Cllr Aves to contact Mr Woodrow to clarify. A/P: Clerk April Agenda item to decide on next year cutting. Clerk to ask Ridyards to have a look.**
- Cllr Turner:** Email from parishioner re footpath at Fen Folgate being used by horse riders. FP is Private land. PC could put up a notice to say walkers beware horses on FP. **A/P: Clerk to put notice up.** Also, an appeal for Community Car drivers has resulted in 3 coming forward – further info to follow.
- Cllr Hewett:** Will put notice in Parish Page, about Bonfires and allotments. Requested any other notices asap for deadline please. Photos taken of BP Before HAGS work. **A/P: Cllr Hewett to put notices in Shipdham News re bonfires. Clerk to ask Cllr Crane if he can install a No Parking sign at the Green. To be put up opposite old school.**



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

**Cllr Fawcett:** Shared Access contract signed and mast should be up soon. The funds will be paid into PC account as soon as mast operational. Funds to be spent on BP entrance. Also, reminder to all of Traffic Management Forum on 27<sup>th</sup>.

- 1216. To receive and note correspondence including any received after the preparation of the agenda. Noted.
- 1217. A.O.B – None.
- 1218. To confirm the next meeting: Annual Meeting: Monday 10 April 2017 at 7:30pm followed by the Parish Council Meeting: Monday 10 April 2017 in the WI Hall. Doors open to Parishioners at 7:15pm. The Chairman thanked Cllrs and parishioners for attending and closed the meeting at 21:25.
- 1219. Exclusion of Press and Public - To consider passing the following resolution.  
 "That under Section 100 (A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item/s of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of the Schedule 12A to the Act"  
 1. Matters of employment law – Cllr Hewett  
 2. Parishioner complaint – Cllr Fawcett

### Action Point Summary

| Ref A/Ps     | Action Required                                                                                                                                               | By Who                         | Deadline                               | Update                                               |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------|------------------------------------------------------|
| 990          | WI Hall Development Plans                                                                                                                                     | Cllrs Secker /Fawcett<br>Clerk | Ongoing                                | Ongoing                                              |
| 1134         | S106 long tern plan for Great War Cllr Commemoration                                                                                                          | Cllr Hewett                    |                                        | ✓ April agenda                                       |
| 1152         | Seek advice on CCTV for Church wall strikes                                                                                                                   | Cllr Playford                  | t.b.c                                  | Village Forum to be held                             |
| 1160         | , RA's for WI Hall to be complete, Quotes for cemetery path DDA Access, Shared Access – chase updated contract                                                | Clerk                          |                                        | Ongoing                                              |
| 1161         | Obtain legal advice regarding boundary at the Drift                                                                                                           | Clerk                          | 17/03/2017                             |                                                      |
| 1172         | Obtain quotes for cleaning and restoration of headstone for Thomas Bullock                                                                                    | Clerk                          |                                        | ✓ Requested 31/01/2017 and 15/02/2017 and 14/03/2017 |
| 1186         | Great War Commemoration – Working Party to meet and create plan                                                                                               | Cllr Hewett                    |                                        | Ongoing                                              |
| 1187         | Parish Website - Working Party, Cllrs Hewett, Playford and Turner to update                                                                                   | Cllr Hewett                    | 13/03/2017                             | Ongoing                                              |
| 1189         | Theatrical event for Christmas 2017 – further enquiries to be made                                                                                            | Cllr Tuck                      |                                        | ✓ April agenda                                       |
| 1195         | Liaise with Came & Co re documents and policy updates                                                                                                         | Clerk                          | 13/03/2017                             | ✓ ongoing                                            |
| 1205         | Agenda item to discuss & decide on letter to CEO Coop                                                                                                         | Clerk                          |                                        | ✓ April agenda                                       |
| 1207a        | Advise P Chubbock to hold mats until HAGS finished at BP                                                                                                      | Clerk                          | 14/03/2017                             | ✓ 14/03/2017                                         |
| 1207c        | List of Street Lights to Cllr Dewing                                                                                                                          | Clerk                          | 17/03/2017                             |                                                      |
| 1208         | Submit planning comments                                                                                                                                      | Clerk                          | 17/03/2017                             |                                                      |
| 1209 a,f,h,i | to notify of decisions accordingly                                                                                                                            | Clerk                          | 17/03/2017                             |                                                      |
| 1213         | Seat at BP repair or remove asap<br>Enrol Mr Bradshaw on Safety Check course                                                                                  | Clerk<br>Cllr Tuck             | 14/03/2017<br>14/03/2017               | ✓ 14/03/2017<br>✓ 14/03/2017                         |
| 1214         | Accept insurance Quote                                                                                                                                        | Clerk                          | 17/03/2017                             |                                                      |
| 1215         | Notify Highways to litter pick, thankyou letter to Mr & Mrs Newton. Quote to clean Cemetery railings.<br>Chase Spire re the Drift. Signage at WI Hall carpark | Clerk                          | 11/04/2017                             |                                                      |
| 1215         | First Aid Dates to Clerk                                                                                                                                      | Cllr Tuck                      | 11/04/2017                             |                                                      |
| 1215         | Chase EEAS re defib.<br>Ask Paramedic to look at Defib and advise                                                                                             | Clerk<br>Cllr Stolworthy       | 17/03/2017<br>17/03/2017               |                                                      |
| 1215         | Chase quote for TB Headstone clean                                                                                                                            | Clerk                          | 11/04/2017                             | ✓ See A/P 1172                                       |
| 1215         | Contact MR Woodrow about hedge<br>Ask Ridyards to quote for JW Hedge.<br>Agenda item to decide on JW hedge in future                                          | Cllrs Aves<br>Clerk<br>Clerk   | 17/03/2017<br>11/04/2017<br>11/04/2017 | ✓ April agenda                                       |
| 1215         | Notice at FP Fen Folgate beware of horses                                                                                                                     | Clerk                          | 11/04/2017                             |                                                      |
| 1215         | Install No Parking sign at the Green opposite OSH                                                                                                             | Clerk to ask Cllr Crane        | 17/04/2017                             |                                                      |
| 1215         | Notices for Shipdham News                                                                                                                                     | Cllr Hewett                    | asap                                   |                                                      |