



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

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

Present: Cllrs: Fawcett (Chair), Aves, Crane, Dewing, Playford, Secker, Shelly, Tuck, Turner and Stolworthy

Clerk: Patty Harris

10 Parishioners in attendance

The meeting opened at 19:30

MINUTES

1350. Apologies for absence - no apologies. Cllr Hewett delayed by Network Rail and will arrive asap.
1351. Declarations of Interest – Dols declared by Cllrs Aves and Crane for item 9A. Chairman reminded Cllrs to declare if any interests arise throughout the meeting.
1352. To agree and sign the minutes. The Minutes of the meeting held on 9 October 2017 The Minutes were agreed as a true and accurate record and were signed by the Chairman. Proposed: Cllr Playford. Seconded: Cllr Secker. Unanimous except Cllrs Crane, Dewing and Stolworthy who were not at the meeting
1353. Matters Arising for information only – Action Points completed other than those marked as ongoing or agenda items. Cllr Turner updated Cllrs on Minute 1332 regarding complaint of rats at Fen Folgate. Cllr Turner contacted Environmental Health who in turn asked for the resident(s) to get in touch. EH waiting for contact.
1354. To consider and decide on time specific matters received after the preparation of the agenda. The Chairman informed Cllrs he had been approached by Mr Gooch the resident of Shrub House on a time specific matter and as a consequence the Chairman invited Mr Gooch to speak at the meeting. Mr Gooch circulated copies of Shipdham Parish Council Minutes dated October 2013. Attention was drawn to Minute 486. Mr Gooch asked the Parish Council for a letter to confirm by those Cllrs who were at the meeting, that the Minutes are a true and accurate record. Mr Gooch also sought any further knowledge Cllrs may have on the matter. It was confirmed that the Cllrs in attendance at the time were Cllrs Crane, Fawcett and Secker. Mr Gooch stated that the solicitors dealing with his dispute do not accept the Parish Council record as their client did not prepare the Minutes. The Chairman thanked Mr Gooch for the brief and asked Cllrs for their views. Cllrs agreed that the Minutes are a public record and once agreed and signed, form a legal document. Cllr Fawcett suggested that the Parish Council prepare letters to Mr Gooch and the solicitors. Cllr Turner suggested the letter should confirm that the Minutes are a legal public record required by the Local Government Act 1972 recorded in accordance with the law by a paid, appointed Clerk. Proposed: Cllr Turner. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to prepare letters with Chairman.**
1355. Chairman's Action - The Chairman brought to Cllrs attention his observations on lack of cleaning of footpaths and pavements. Road dirt in the gutters at the zebra crossing is compacted. Highways are responsible but are not doing anything. The Chairman suggested future agenda time for discussion possible purchase of small road sweeper which costs between £4 - £5k. Also, SAM2 is faulty. Need agreement for it to go back to Wetcotec for repair. **A/P: Clerk to obtain quote for SAM2 repair**
1356. To adjourn the meeting for Parishioner's Questions. Meeting adjourned at 19:51. Meeting reconvened at 20:07. Parishioners left except 2.
1357. Routine Finance

- a) Payment of the following invoices by cheque was agreed. Items in bold added after agenda published. Proposed: Cllr Stolworthy. Seconded: Cllr Playford Unanimous

13/11/2017	C Perfect	WI Hall	£40.00
01/11/2017	J Brown	Cleaning	£35.00
06/11/2017	Ashill Fire	Inv 7656 (extinguisher check WI Hall)	£57.60
13/11/2017	P Harris	Oct net pay	£698.23
13/11/2017	HMRC	Tax & NI Ees and Ers	£80.09
13/11/2017	P Harris	Oct Expenses	£89.29
31/10/2017	J Bayliss	Pest Control Inv 4xxx	£39.60
01/11/2017	Ridyards	Inv 15984	£720.00
31/10/2017	T T Jones	Inv 10863 11 columns replaced (further 9 to follow)	£18,548.64
06/11/2017	LogicREd	Webhosting 12 months	£99.00
04/11/2017	P Chubbock	BP CCTV prep	£360.00
11/11/2017	RBL	Poppy Appeal	£150.00



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30/10/2017	Roger Norton Tree Surgeon	H&S tree works at BP and cemetery	£4,296.00
03/11/2017	Great Melton Farms	Xmas Tree	£120.00
09/11/2017	TPI Security	CCTV Tower BP	£1,410.00
13/11/2017	D Nock	Oct Bus Shelter Clean	£80.00

- b) Payment of the following invoices by D/D was agreed. Proposed: Cllr Turner.
Seconded: Cllr Playford. Unanimous

07/11/2017	Barclaycard	Annual card fee	£32.00
16/11/2017	BDC	Rates	£80.00
29/11/2017	Biffa	Credit note	£23.88CR
23/11/2017	BGas	WI Hall Elec	£25.66

- c) The following bank account balances at 31/10/2017 were received, noted and signed by the Chairman

Community Account	6072	44,237.95
CEP Account	4380	2,975.13
Saver Account	4570	79,589.07
WI Hall Account	5971	5,377.19
Street Light Replacement A/c	7769	21,004.07
Total balances held		153,183.41

1358. Planning. The following Applications, Decisions and Appeals, including any received after the preparation of the agenda were received, considered and noted where stated. Items in italic added after agenda published.

- a) Planning Applications

3PL/2017/1296	The Old Orchard, Banham. Note sent to BDC – not Shipdham Parish Council Noted.
3PL/2017/1280	Red Roofs Amendment – comments by 3/11/2017 No objection submitted. Noted 13/11/2017
3PL/2017/1297/HOU	Mr & Mrs Icke. Old Coach House, Chapel St, Shipdham, Single storey oak frame cart shed with log store – comments by 10/11/2017. Request planning condition to reduce existing conifers to reasonable height, otherwise, no objection submitted. (mast document error for Thetford noted). Noted 13/11/2017
3PL/2017/0575/D	<i>D Dodd & Sons. 90 Dwellings pursuant to OPP 3PL/2013/0095/O – Consultation – Reserved Matters – being heard on 20 November 2017. Noted.</i>

- b) The following Planning Decisions were noted

3PL/2017/0917/HOU	Mr & Mrs Milton. Red House, Green Farm, Shipdham. Erection of single storey front extension with balcony above, new porch and double garage, internal alterations. APPROVED
3PL/2017/1510/F	Mr M Gore. Old School House, Shipdham. Part demolish single storey. Retention of part and conversion to 2 bed flat, Unit 7. REFUSED
3PL/2017/1223/HOU	Mr Old. 2 Gibson Rd, Shipdham. Raise roof to create 2 story dwelling incorporating 2 storey extension. APPROVED

- c) The following Planning Appeal was noted

3PL/2017/1367/F	Mr S Tribe. Land Adjacent to Glebe House, Oak Meadow. New Cottage style dwelling and Cart lodge.
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1359. Clerk's Report. To receive and note the Clerk's Report and to consider and make decisions where required on the following: (items in italics added after agenda published) Cllr Hewett arrived at 20:20
- a. To consider and agree final revised Cemetery Policy/Regulations – further revisions noted and agreed. Proposed: Cllr Tuck Seconded: Cllr Dewing. Unanimous Cllr Hewett to put on parish page. Cllr Aves asked about enforcements. Poster on gates to notify about reinforcing new policy.
 - b. To consider and decide on request for kerb & inscription for the late Margaret Cooper. Approved but no kerb due to new regulations.
 - c. To consider and decide on replacement kerb and additional plaque for the late Daisy Annie Stebbing. Approved. Kerb already in existence.
 - d. To receive and note Q2 accounts – supporting papers circulated 6 November 2017. Noted.
 - e. To note and Minute ICO fee and registration changes from 2018 – circulated 23/10/2017. Noted.
 - f. To note and Minute HMRC Employer Bulletin Oct 2017 Issue 68 – circulated 23/10/2017. Noted.
 - g. To note and Minute NCC Highways notice to install kerbs around church wall – circulated 02/11/2017. Noted.
 - h. To note and Minute Road Closure Notification – circulated 02/11/2017. Noted.
 - i. To receive, consider and adopt the following Policies: i. Community Engagement Strategy. ii. Filming at Council Meetings Policy. Following a small number of amendments both policies were adopted. Proposed: Cllr Turner Seconded: Cllr Dewing. Unanimous. In addition Cllr Turner has asked for a letter of thanks to be sent to Heidi Fray for providing template policies for use by SPC.
 - j. To note and Minute LAIS1402 Precept Consultation – circulated 19/1/0/2017. Noted.
 - k. *To consider and decided on memorial and inscription for Heather May Bromley – supporting paper tabled. Approved.*
 - l. *To consider and decide on additional inscription for Annie Nora Ireland. Kerb refused under new regulations: item a. Approved: items b,k and i. Proposed Cllr Turner Seconded: Cllr Playford. Unanimous*
A/Ps: Clerk: to revise Cemetery Policy for next meeting, Notice on cemetery gates re enforcements, advise stonemasons of memorial decisions, prepare letter to Heidi Fray, update CES and FCM Policies and upload to website. Cllr Hewett: Note in Shipdham News about Cemetery opening times, and draw attention to new regulations which will be enforced by removal of unauthorised items.
1360. To consider and agree revised Allotment Agreement T&C and letter to be sent to all allotment holders – Cllr Tuck/Clerk. Supporting papers circulated 6/11/17. A number of amendments and corrections were suggested by Cllrs Ave, Tuck and Turner. **A/P: Clerk to amend documents and bring back to next meeting.**
1361. To receive and note:
- a) Report from BPMC – Cllrs Dewing & Secker CCTV cameras progressing.
 - b) Health & Safety update – Cllr Dewing liaising with Paul Chubbock to repair H&S issues and this system is working satisfactorily.
 - c) Consider and decide on request for £400 for materials for benches at BP A discussion took place. Cllr Hewett proposed £400. Seconded: Cllr Stolworthy. For: 10. Against: 1. Abstentions: 0. Proposal carried.
A/P: Clerk to advise P Chubbock
1362. To consider and decide on for S106 (£21,307 for recreation) and DC11 funding. Projects. Cllr Turner suggested upgrade of MUGA using S106. Cllr Turner agreed to work with FOSS to establish costings and bring back to Cllrs. Cllr Tuck suggested repairs/upgrade of skateboard ramp, more benches, picnic tables although no further projects were agreed.
A/P: Cllr Turner to obtain quotes for MUGA work
1363. To consider and decide on Bowls Club request for alterations to parish owned facility – Cllr Fawcett informed Cllrs about Bowls club request to install WC facilities at no cost to the PC. Cllr Turner explained the PC own the land and so don't need planning permission. However, the PC do need to grant permission for this work to go ahead. The PC agreement is with the Community Trust and if WC proposal is agreed, it is the CT who will in turn liaise with the Bowls club. Cllr Turner proposed one large facility for unisex and disabled use. In addition, Cllr Fawcett proposed that any cesspit/septic tank must be close to the boundary. Seconded: Cllr Crane. Unanimous. **A/P: Clerk to advise the Community Trust**



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1364. To consider and decide on £12ph charge for churchyard maintenance. Proposed: Cllr Turner. Seconded: Cllr Tuck. Unanimous. **A/P: Cllr Turner to ask landscaper to invoice direct to the Clerk**
1365. To consider and decide on budget allocation for 1918-2018 Memorial Project – Cllr Hewett suggested a budget of £5,000 as a contribution for a match funded project. This equates to 90p per Shipdham life lost. Proposed: Cllr Hewett. Seconded: Cllr Stolworthy. Unanimous; **A/P: Cllr Hewett will liaise on 1918/2018 Memorial which the village will decide on**
1366. To review Grounds Maintenance Contract progress – Clerk updated Cllrs with current position. Still a few problems with footpaths but this is being worked on. Also monitoring paperwork not up to date, also being addressed. Extra cut options offered at BP. Cllrs agreed this is not required. Cllr Stolworthy said comments had been received to say The Green is looking extremely good. **A/P: Clerk to continue to monitor and update Ridyards**
1367. Restoration work at the cemetery, re: gates, railings, front wall and Heritage Centre building Items in italic added after agenda published were tabled. The following quotations were considered
- A. £9,955.00 – based on contractor recommendations.
 - B. £5,470 – based on contractor recommendations
 - C. Option 1 £15,773 – based on specification supplied by SPC.
Option 2 £12,653 – based on contractor recommendation not to paint limestone as painting limestone will cause ongoing maintenance problems. Limestone will be cleaned and stabilising solution applied.
Option 3 £11,153 – based on recommendation and additional saving by not using gold paint.
- A discussion took place and Cllr Hewett proposed Option C3. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to advise Contractors of position and bid timing. Cllr Fawcett to submit PPF bid**
1368. To receive and note Police and SNAP reports – no new reports were available. Most recent report circulated 21 Oct.
1369. To receive Cllrs Reports. **Cllr Secker:** Query on BDC income for WI hall rental – Clerk has this in hand. Asked about bins not being collected - Clerk advised Biffa credit note shown in Agenda item 10b. Queried Trap Lane change to Church Lane. Clerk checked Google Earth. Area listed as Church Lane. Noted. Also, Churchyard users are parking on grass and daffodils coming up. Can we provide some posts and signs to protect grass bulb areas. Cllr Secker advises now on email and will circulate email address shortly. Also, Footpath at Parklands, land owner is aware and is getting it sorted. **A/P: Clerk to liaise with PCC and get quotes and keep of grass signs. Cllr Hewett: A/P: Reminder for notices for Shipdham News please. Cllr Tuck:** NALC letter re training in Swaffham in March. Would anyone from BP be willing to go. **A/P: Clerk to advise BPMC. Cllr Playford:** Agreed to provide the elec supply for Christmas Tree again. **Cllr Aves:** Allotments all paid/ and up to date. Water readings given to Clerk. Some horse manure has been dumped but will be used at allotments. Also, a tree has been cut down without permission. Noted. **Cllr Crane:** Will collect Christmas tree on 30th or 1st. **Cllr Turner:** Reiterated done as much as we can about rats. Householder asked to contact EH. **Cllr Fawcett:** Has been approached as a Cllr about concern over a vulnerable resident which we will refer to BDC who will hopefully contact Social Services. We have been approached officially, therefore we must respond. Cllrs agreed for the Chairman to send the letter on behalf of the Parish Council to BDC. **A/P: Chair to send letter**
1370. To receive and note correspondence including any received after the preparation of the agenda. Noted.
1371. A.O.B. None
1372. To confirm the next meeting, Monday 11 December 2017. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)
- The Chairman thanked Parishioners and Cllrs for attending and closed the meeting at:21:50