



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD

13<sup>th</sup> February 2023 at WI HALL

Present: Cllrs: Playford (Chair), Belo, Chaplin, Hewett (arriving late), Shelley, Smith, Turner & Clerk: June Smith  
6 x Parishioners in attendance. The meeting opened at 7.30pm

**Items in bold added after agenda was published.**

J Smith Parish Clerk  
13/02/2023

- 2879. Apologies for absence; Cllrs Cross & Holman County Cllr Connolly, Arriving late Cllr Hewett.
- 2880. Declarations of Interest: Cllr Playford re The Green.
- 2881. To agree the Minutes of the meeting held on 9<sup>th</sup> January 2023 - The Minutes were agreed as a true and accurate record and signed by the Chair - unanimous from those who attended.
- 2882. Matters Arising for information only – Action Point 2869 Allotment Tenancy outstanding.
- 2883. Chairman's Actions – no report.
- 2884. District Councillor Report – Local elections on May 4<sup>th</sup> – photographic ID needed at polling station.

NCC have recently undertaken procurement for Serco waste disposal sites for Breckland. FCC won the contract to provide disposal sites for Breckland, but their tender only included provision for a site at Thetford, resulting in the closure of Shipdham at the end of March this year.

Cllr Hewett added the BDC rates were increasing by £4.95 a year per Band D property.

- 2885. County Councillor Report – report on website.
- 2886. 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.*

Included: Bullock Park CCTV regarding dog fouling. Waggon and Horses development site.

### 2887. Routine Finance

To agree the following payments by cheque – Payments Approved.

|                   |                          |   |                |
|-------------------|--------------------------|---|----------------|
| 05/02/2023        | Clerk                    | Wages   | £1081.07       |
| 05/02/2023        | HMRC                     | PAYE & NIC                                      | £49.72         |
| 05/02/2023        | Clerk                    | Expenses (inc. allotment taps)                  | £173.27        |
| 05/02/2023        | C Andrews                | WI Hall Admin                                   | £40.00         |
| 05/02/2023        | D Nock                   | Cemetery Caretaker                              | £80.00         |
| 05/02/2023        | T Wale                   | WI Hall Cleaning                                | £40.00         |
| 16/01/2023        | J Bayliss                | Moles in Cemetery                               | £168.00        |
| 16/01/2023        | ICO                      | Data Protection fees                            | £40.00         |
| 17/01/2023        | RBL                      | Queen's Green Canopy Plaque                     | £144.99        |
| 02/02/2023        | M Lodge                  | Repairs around village                          | £70.00         |
| 04/02/2023        | EMR Heating Services     | WI Hall heating repairs                         | £72.00         |
| 07/02/2023        | Parishioner              | New water supply/tap Dereham Road allotments    | £195.76        |
| <b>10/02/2023</b> | <b>James Bayliss</b>     | <b>Allotment Pest Control</b>                   | <b>£69.60</b>  |
| <b>07/02/2023</b> | <b>All Saints Church</b> | <b>Shipdham News Advert Insertions for 2023</b> | <b>£400.00</b> |

To agree payment of the following invoices by D/D – Payments Approved

|            |             |                         |         |
|------------|-------------|-------------------------|---------|
| 03/02/2023 | Npower      | January Street Lighting | £345.14 |
| 15/01/2023 | BT          | Bill                    | £33.54  |
| 19/01/2023 | Opus Energy | WI Electric Dec/Jan     | £26.41  |
| 19/01/2023 | Opus Energy | WI Gas Dec/Jan          | £34.98  |
| 15/01/2023 | BDC         | Rates                   | £106.00 |

To receive, note and sign bank account balances 31/01/2023 – noted and signed by Chair

|                      |      |            |
|----------------------|------|------------|
| Community account    | 6072 | £47,595.71 |
| Church wall account  | 4380 | £6,025.13  |
| Saver Account        | 4570 | £2,799.05  |
| Street Light Account | 7769 | £17,231.85 |



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|                            |      |                   |
|----------------------------|------|-------------------|
| WI Hall Account            | 5971 | £9,235.19         |
| <b>Total Balances held</b> |      | <b>£82,886.93</b> |

2888. To receive and note Quarter 3 budget report – received and noted.  
 2889. To appoint internal auditor – SCS Accounting approved – AP Clerk to appoint.  
 2890. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

## Planning Applications

|                        |  |
|------------------------|--|
| <b>3PL/2023/0100/F</b> | <b>Proposed extension and additional production area with goods store, freezer, warehouse and new detached office and building associated extensions to yard.</b><br><b>The Sourdough Company, Mile Road IP25 7SD</b><br><br>No objections |
|------------------------|--|

## Planning Decisions

|                          |   |
|--------------------------|---|
| <b>3PL/2022/0669/VAR</b> | <b>Variation of Conditions</b><br><b>Land off Shipdham Road, Westfield Road and Westfield Lane.</b><br><b>APPROVED</b>  |
| <b>3PL/2022/0671/F</b>   | <b>Development of new roundabout junction and associated works.</b><br><b>Land to east of Shipdham Road</b><br><b>APPROVED</b>  |
| <b>3PL/2022/0670/D</b>   | <b>Application for Approval of First Reserved Matters (appearance, landscaping, layout and scale) re Phase 1 of the development being the internal link road.</b><br><b>Land off Shipdham Road, Westfield Road and Westfield Lane.</b><br><b>APPROVED</b> |

## Planning Appeals - none

2891. To receive and note Clerk's Report – received and noted.  
 2892. BPMC - To receive and note:  
 a) Report from BPMC – no meeting.  
 b) Health & Safety update - all in hand  
 c) To consider quotations for Teen Shed roofing – AP Clerk to ask M Lodge to quote.  
 2893. Expansion of Bullock Park – all parties have agreed in principle to consolidate assets for expanding facilities at Bullock Park. Working group: Cllr Shelley/Smith/Chaplin/Playford. AP Organise date for working group to meet.  
 2894. Heritage Centre Update – Cllr Shelley gave update on progress, events and numbers.  
 2895. Highways Issues – Litter on A1075 – all A roads are litter picked by Serco crews.  
**Obstructions on The Green** – private road, owned by Parish Council. AP Clerk to write to residents to ask parishioners to keep vehicles within own curtilage and not to block roadway.  
 Hedging along Old Post Office beside Threeways junction – AP Clerk to write to Parishioner.  
 Mill Road post – AP Clerk to action.  
 Larwood Way metal – Cllr Shelley to send Clerk a picture.

Cllr Hewett joined the meeting.

2896. Policy Reviews:  
 a) Freedom of Information Act 2000 – Publication Scheme – approved with amendments.  
 b) Publication Scheme – approved with amendments.  
 2897. Mindful Towns & Villages Update (PB) – village needs 5 + persons to undertake training. Breckland to arrange training once numbers obtained. Cllr Belo will chase other groups within village.  
 2898. To consider Miller memorial application – approved AP Clerk.  
 2899. To consider quote for Tree Survey – approved AP Clerk  
 2900. Watton Safer Neighbourhood Team priority – Tackling ASB in the area of Park Estate, Shipdham. Next Priority Meeting: Wednesday 19<sup>th</sup> April 2023, 7pm in the Watton Town Council Office or online via Teams - noted.  
 2901. To note Defibrillator Checks completed - Post Office defib battery changed.



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2902. To receive Cllrs Reports – for information only.

Cllr Smith – trees for the Queen's Green Canopy have been picked up. Confirmed 18" Tree Guard needed AP Clerk to order – check with PCC with regard to second tree.

Cllr Hewett – showed pictures re The Green obstructions.

Cllr Shelley – Reports of broken glass and litter on The Green. Parishioner asked to consider enclosed dog park. Water at Swan Lane – AP Cllr Shelley to check meter. Rats and rabbits at Dereham Road allotments AP – Clerk to inform pest control. Cllr Chaplin to monitor Watton Road allotments.

Litter pick before Coronation weekend AP Clerk & Cllr Shelley to sort date.

Flags at Church and Cemetery – message for then to be replaced. AP Clerk to email with guidance.

2903. To receive and note correspondence including any received after the preparation of the agenda.

To note newsletter from Norfolk County Council which can be read on our website – noted.

To note newsletters from Thomas Bullock Church of England Primary Academy – noted.

To note approval of quote for tree works within cemetery by majority email vote – noted.

To note receipt of Breckland Council Design Guide Information pack January 2023 – noted.

To note change tenant change of name for land at Dereham Road – noted.

To note receipt of election timetable from Breckland Council – noted.

To note Call or Sites consultations available for viewing on Breckland Commonplace platform – noted.

To note Barclays Bank Watton Branch closing 3<sup>rd</sup> May 2023 – noted.

To note road closure Blackmoor Row till 16<sup>th</sup> February 2023 – noted.

**To note BDC Environmental Initiative Grant open until 28<sup>th</sup> February** – noted. AP Clerk to apply.

2904. Any matters for inclusion on the next agenda – Mindful Towns and Villages update (PB).

2905. To confirm the next meeting: 13<sup>th</sup> March 2023

2906. Pursuant to section 1(2) of the Public Bodies Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the Press and Public leave the meeting during the consideration to review of Council Assets.

AP Clerk to ascertain ownership of assets with Solicitors and suggestion that Breckland planning meet with Bullock Park working party for informal meeting re expansion. AP Clerk to obtain quotes for underpinning.

Update given with regard to Old School Playing Field development.

Meeting closed 9.20pm.