



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD

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

Present: Cllrs: Playford (Chair), Belo, Chaplin, Cross, Hewett, 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  
13/03/2023

2907. Apologies for absence – none.
- 2908. To note resignation of Cllr Holman** – Chair thanked him for his valuable contributions and wished him well.
2909. Declarations of Interest – none.
2910. To agree the Minutes of the meeting held on 13<sup>th</sup> February 2023 – The Minutes were agreed as a true and accurate record and signed by the Chair - unanimous from those who attended
2911. Matters Arising for information only – Action Point 2869 Allotment Tenancy outstanding and awaiting various quotes.
2912. Chairman's Actions – Purewal family are leaving Post Office. Chair thanked Lakhbir and Rajwinder for all their hard work and community spirit. SPC to do presentation AP Cllr Cross to come up with suitable gift and Cllrs Hewett & Turner to contribute to cost from their allowance AP Clerk to invite to Annual Meeting of Parish. Chair reminded all Councillors that applications for elections are now open.
2913. District Councillor Report – Over past year 1 million has been paid out in community grants over Breckland of which approx. 30/40k has come to various groups within the village. Reminder that the Village Forum will be held on 17<sup>th</sup> March 7pm, WI Hall. Breckland council bringing planning service back in house as the Capital contract comes to end in 2024. Serco have some employees who are on strike 95% of bins collected but maybe a little disruption – put bins out as usual and log onto 'My bin is not collected' on BDC website, if not collected. Waste station at Letton Road is closing for Serco, meaning far less traffic in and around the village.
2914. County Councillor Report – no report.
2915. 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.*

Letton road traffic and incident on Blackmoor Row regarding dangerous driving around horses. Make, model and registration number were given to Cllrs Hewett & Turner who would chase the local community police team.

### 2916. Routine Finance

To agree the following payments by cheque - Payments Approved.

07/03/2023	Clerk	Wages	£1026.90
07/03/2023	Clerk	NIC Error	£191.94
07/03/2023	HMRC	PAYE & NIC	TBC
07/03/2023	Clerk	Expenses	£94.11
01/03/2023	C Andrews	WI Hall Admin	£40.00
01/03/2023	D Nock	Cemetery Caretaker	£160.00
Feb 2023	T Wale	WI Hall Cleaning	£40.00
07/02/2023	St John Ambulance	Defib Battery	£420.00
16/02/2023	Black Country Metalworks	Tree Guard	£176.79
17/02/2023	J Bayliss	Dereham Road Pest Control	£52.20

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

03/03/2023	Npower	February Street Lighting	£301.14
15/02/2023	BT	Bill	£33.54
16/02/2023	Opus Energy	WI Electric Jan/Feb	£34.92
07/02/2023	Opus Energy	WI Gas Credits for July 21 – Feb 23	£935.58
		WI Gas for July 21 – Feb 23	£620.40
		Credit on account	-£315.18
15/02/2023	BDC	Rates	£106.00
03/03/2023	Wave	The Green water	£10.98
03/03/2023	Wave	WI Hall water	£28.69
03/03/2023	Wave	Cemetery water	£17.50
03/03/2023	Wave	Watton Road Allotments water	£7.72



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03/03/2023	Wave	Dereham Road Allotments water	£27.28
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To receive, note and sign bank account balances 28/02/2023 – noted and signed by Chair,

Community account	6072	£45,563.57
Church wall account	4380	£6,025.13
Saver Account	4570	£2,799.05
Street Light Account	7769	£17,231.85
WI Hall Account	5971	£9,021.80
<b>Total Balances held</b>		<b>£80,641.40</b>

2917. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

## Planning Applications

3PL/2023/0215/F	Conversion of existing barn to 1 dwelling. Massingham Manor, High Street, Shipdham No objections
3PL/2023/0235/HOU	Single Storey Tiled Roof extension 24 Market Street. No objections
<b>3PL/2022/1263F</b>	<b>Change of use of dwelling restricted to agricultural occupancy dwelling to C3 unrestricted dwelling. Description amended following legal advice.</b> <b>Meadow Bank, Carbrooke Lane.</b> No objections.
<b>3PL/2023/0245/LB</b> <b>3PL/2023/0244/HOU</b>	<b>Removal of existing double-glazed sealed units and installation of insulated roof construction with zinc standing seam finish.</b> <b>King Row Hall, King Row, Shipdham.</b> No objections.

Planning Decisions - none

Planning Appeals - none

## Planning Applications referred to Planning Committee

3PL/2022/1065/VAR	Variation of Conditions Land off Shipdham Road, Westfield Road and Westfield Lane.
3PL/2022/1071/O	Outline planning for development of a maximum of 89 dwellings and associated infrastructure. Land to the east of Westfield Road and to South of Westfield Lane.

2918. To receive and note Clerk's Report – noted.

2919. BPMC - To receive and note:

- Report from BPMC No Parish representative at last meeting. Clerk reports;  
Kings Coronation event combined with Drynkings to take place on 8<sup>th</sup> May 2 – 5 pm finishing with the lighting of the beacon. BPMC successful in gaining BDC Coronation grant.  
Slight hall hire increase as from 1<sup>st</sup> April.  
Judo Club taking 3 children aged 10-14 to Judo Nationals in Birmingham, following the success of 2 gold awards in the 2019 Nationals.  
Due to safety concerns, approved quote to remove 2 trees.  
Committee member to take soil samples and investigate options for leatherjacket pest control.  
Annual General Meeting to take place on 24<sup>th</sup> May 7pm, Bullock Park Pavilion.
- Health & Safety update – All up to date.

2920. Bullock Park Expansion – to consider budget for working capital up to £20,000 for project - voted approved unanimously.

2921. Highways Issues – pot hole around cats eyes on A1075 outside Chubbock Garage Services reported.  
Road deteriorating outside Heritage Centre and repairs of The Green entrance deteriorating again. AP Clerk to take pictures and report.

Letton Road – poor lighting, speeding traffic, no footpath. Asked if the SAM2 could be placed there AP Cllr Smith to locate SAM2 and Clerk to speak to Highways requesting site meeting.

2922. Policy Reviews- Pension Policy – amend and approved – unanimous. AP Clerk to initiate.

2923. Mindful Towns Update – PB – volunteer numbers now reached, BDC to organise training session. AP Cllr Belo



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2924. To consider request from Commonwealth War Graves Commission to erect sign – unanimous A4 on railings AP Clerk to initiate.
2925. To consider Insurance quote and Renewal Long Term Agreement Option. approved with 3-year term – AP Clerk to initiate.
2926. To consider request to place greenhouse on Dereham Road allotment – unanimous. AP Clerk to approve.
2927. To consider grant application from Shipdham United FC – approved unanimous. AP Clerk to initiate
2928. To note Defibrillator Checks completed – emergency ready again.
2929. To receive Cllrs Reports – for information only.

Cllr Hewett – Village Forum Friday 7pm WI Hall. Churchwarden has laid matting within churchyard

Cllr Smith – flags still not been changed at Churchyard and Heritage Centre. Write to P Dodd to take down flag and flagpole and Churchwarden to take over churchyard flag. Wreaths on memorial within churchyard need clearing. AP Clerk

Cllr Shelley – Dog poo on Swan Lane – AP Cllr Shelley to contact dog warden to clarify situation about regulations re agricultural land. Julian requested composting toilet and is looking into this. Allotment policy needs sorting asap AP Clerk to sort date. Rabbits on allotments a problem control AP Clerk to initiate pest control.

Cllr Cross – Jubilee tree planting AP Cllr Smith to ask colleague for size then Cllr Cross and Cllr Smith to plant.

2930. To receive and note correspondence including any received after the preparation of the agenda.
- To note newsletters from Thomas Bullock Church of England Primary Academy – noted.
- To note various updates from NALC – noted.
- To note PC Gilluley email about Village Hall bookings – noted.
- To note both Watton Road and Dereham Road Allotments sites passed Water Regulations Inspections – noted.
- To note Norwich Western Link project update and introduction from Cllr Graham Plant – noted.
- To note receipt of Clerks & Councils Direct – noted.
- To note Parish Council nominations to be submitted by hand to the Returning Officer between 9am 24<sup>th</sup> March to 4pm 4<sup>th</sup> April – noted.
- To note Environmental Initiative Grant application unsuccessful – noted.
- To note no applications received for Deputy Clerk Role – noted.
- To note Breckland's 'Issues and Options' consultation live to 5pm 19<sup>th</sup> May 2023 – noted.**
- To note Coronation Flagpole Grant was successful – noted.**
2931. Any matters for inclusion on the next agenda – Presentation to Laz and Raj. Mindful Towns.
2932. To confirm the next meeting and the Annual Meeting of the Parish, followed by Parish Meeting will take place on Wednesday 12<sup>th</sup> April 2023 due to Easter Holidays. Meeting closed 8.50pm