



# SHIPDHAM PARISH COUNCIL



Chair: Sam Shelley Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD

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

Present: Cllrs: Shelley (Chair), Belo, Chaplin, Chubbock, Cross, Feerick, Smith, Turner & Clerk: June Smith  
17 x Parishioners in attendance. The meeting opened at 7.30pm. Meeting was recorded.

J Smith Parish Clerk  
13/11/2023

- 3119. Apologies for absence – Cllrs Cramp, Hewett & County Cllr Connolly.
- 3120. Declarations of Interest – Cllr Chubbock re planning enforcement off Shipdham Road.
- 3121. To agree the Minutes of the meeting held on 9<sup>th</sup> October 2023 – Noted Paul Belo was not on apologies for October meeting. The Minutes were agreed as a true and accurate record and signed by the Chair – unanimous.
- 3122. Thomas Bullock CE Primary update from Head.
- 3123. 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.*

Letter read out regarding incident on 11<sup>th</sup> October 2023 and damage around the Church bends. Other comments from residents around the Church bends. Requested 20mph enforcement, flashing signage with speed signs and posts and by-pass. Highways will not make Mill Road one way and will not put in place traffic lights. AP take to inter village meeting. AP Clerk to co-ordinate meeting with Matt Lines.

Mill Road Estate grass cutting.

Artificial flowers in cemetery. AP Cemetery Policy on next meeting.

- 3124. Matters Arising for information only – Action Points – as per Clerk's Report.
- 3125. Chairman's Actions – Represented Parish Council at Remembrance service. Heritage Centre last opening day on 19<sup>th</sup> November, re-opening on 7<sup>th</sup> April 2024.
- 3126. District Councillor Report - Boundary changes being considered for the constituency. BDC going through budget considerations for next year. Residents encourage to take part in polling station review and Local Plan.

Old Coal Yard state of land, BDC to do enforcement.

Mill Road planning in quarry application has now lapsed.

- 3127. County Councillor Report – Autumn Report on website.

- 3128. Routine Finance

To agree the following payments by cheque/bacs. Payments approved – unanimous.

01/11/2023	Clerk	Wages	£1031.30
01/11/2023	Clerk	September Expenses	£134.88
01/11/2023	C Andrews	WI Hall Admin	£40.00
01/11/2023	D Nock	Cemetery Caretaker & bus shelter	£160.00
01/11/2023	T Wale	WI Hall Cleaning	£40.00
10/10/2023	Friends of Park Estate	Grant monies	£500.00
17/10/2023	George Tufts & Son	Padlock for Cemetery	£36.35
17/10/2023	M J Jackson	Electrical works at WI Hall	£45.00
03/10/2023	NCC	Safer Programme membership	£30.00
14/10/2023	Ashill Fire Protection Ltd	Annual Service Heritage Centre	£36.00
03/10/2023	Ashill Fire Protection Ltd	Annual Service WI Hall	£74.40
18/10/2023	Tenant	Allotment Refund	£25.00
24/10/2023	LogicRed	Web hosting	£99.00
26/10/2023	BDC	Uncontested election charge	£75.00
31/10/2023	TTSR	Grounds Maintenance	£2,618.12
03/11/2023	RBL	Parish Council Poppy Wreath & Donation	£150.00
		BDC Poppy Wreath to be reimbursed.	£30.00

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

03/11/2023	Npower	October Street Lighting	£277.60
15/10/2023	BT	Bill	£39.58
19/10/2023	Opus Energy	WI Electric Sep/Oct	£22.47



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19/10/2023	Opus Energy	WI Gas Sep/Oct Credit on account	£23.06 -£97.39
25/10/2023	HMRC	PAYE & NIC Period 4-6	109.37
16/10/2023	BDC	Rates	£195.00

To receive, note and sign bank account balances 31/10/2023. Noted and signed by Chair.

Community account	6072	£40,150.01
Church wall account	4380	£6,025.13
Saver Account	4570	£42,908.82
Street Light Account	7769	£17,335.54
WI Hall Account	5971	£9,222.75
<b>Total Balances held</b>		<b>£115,642.25</b>

3129. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

Planning Applications - none

## Planning Decisions

3PL/2023/0895/HOU	Alteration to driveway to provide safer access to/from the A1075 and Church Lane. To include drop curb to the front of the dwelling. Two Trees, Chapel Street APPROVED
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Planning Appeals - none

Planning Applications referred to Planning Committee - none

Planning result of enforcement investigation at land off Shipdham Road (LT) - BDC had inspected the site and the condition of the site did not fit the criteria of an untidy site, no harm or view from public. No action to be taken.

3130. To receive and note Clerk's Report. Noted.

3131. BPMC - To receive and note:

- Report from BPMC – next meeting 6<sup>th</sup> December.
- Health & Safety update. – all up to date.

3132. Highways Issues – Inter Village Transport Meeting (LT) covered earlier, arrange meeting for March next year. Shipdham to host meeting. AP Clerk to organise meeting.

3133. To discuss 3PL/2023/0538/D Chapel Street Policy ENV04 monies – monies to go to Bullock Park - unanimous. AP Clerk to confirm.

3134. To consider replacement light Fen Folgate Col.99 – approved unanimous. AP Clerk to initiate.

3135. To consider grant application from Shipdham Community Hub – approved unanimous. AP Clerk to initiate.

3136. To consider tree removal request at Park Estate – approved unanimous.

3137. To consider new tap at Swan Lane allotments – approved unanimous. AP Clerk to initiate.

3138. To adopt DBS Check Policy – provided by supplier – approved unanimous. AP Clerk to initiate.

3139. To adopt Memorial Bench Policy – approved unanimous. AP Clerk to initiate.

3140. To discuss budget requirements – cemetery wall clean up/highways issues. AP December agenda.

3141. To discuss litter bins (SS) - AP Rose Chaplin to get accurate figure of open bins. AP December agenda.

3142. To discuss noticeboard at Post Office – approved unanimous. AP Clerk to initiate.

3143. To consider Cator Memorial Application – approved unanimous AP Clerk to approve

3144. To note Defibrillator Checks completed – Noted.

3145. To receive Cllrs Reports – for information only.

Cllr Chubbock – still looking into microphone.

Cllr Smith – Attended SNAP meeting and brought up parking around School. PC Gilluley to send parking incentives and Safer School parking programme through. Police confirmed they were undertaking regular checks at Bullock Park. Next meeting end January.

Pound Green vehicle – write to resident. AP Clerk to write to resident.

Mill Road Bollards hit again – AP Clerk to report and request a taller version.

Shipdham News entries.

Cllr Belo – thanked Clerk for getting the Union Jack changed in Churchyard.



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3146. 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 Norwich Western Link Project Update. Noted.  
To note response re guttering around Church bends. Noted.
3147. Any matters for inclusion on the next agenda – Request from Bowls Club to attached poster to noticeboard at School.
3148. To confirm the next meeting of the Parish will take place on Monday 11<sup>th</sup> December 2023.
3149. To consider excluding the public and press under the Public Bodies (Admission to Meetings) Act 1960 s1 because their presence would be prejudicial to the public interest due to the confidential nature. To consider Clerk's remuneration in line with NALC pay scheme.

Approved and back dated to 1<sup>st</sup> April – unanimous. Staff appraisal prior to next meeting at 6.45pm.

Meeting closed 8.45pm



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