



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD 14<sup>th</sup> January 2019 IN THE WI HALL

Present: Cllrs: Playford (Chair), Aves, Dewing, Hewett, Secker, Shelley, Stolworthy, Tuck and Turner  
Also in attendance County Cllr Connolly Clerk: June Smith.  
11 Parishioners in attendance. The meeting opened at 19.30

### MINUTES (items in bold added after agenda was published)

- J Smith Parish Clerk  
14/01/2019

- 1678. Apologies for absence – Cllr Crane
- 1679. Declarations of Interest – Cllr Secker re Finance
- 1680. To agree and sign the Minutes of the meeting held 10<sup>th</sup> December – The Minutes were agreed as a true and accurate record and signed by the Chair. Proposed: Cllr Turner  
Seconded: Cllr Secker
- 1681. Matters Arising for information only – Action Points Cllr Hewett CCTV is to be installed on 22<sup>nd</sup> Jan at 11am. Volunteers to help slow traffic.  
Cllr Dewing re Trees at Pound Green Lane – Flagship ownership. **AP Cllr Dewing**
- 1682. To consider and decide on time specific matters received after the preparation of the agenda.
- 1683. Chairman's Actions – Incident in Churchyard Cllr Playford & Cllr Turner went and visited Parishioner.
- 1684. County Councillor Actions – To note NCC 6 month report
- 1685. Parishioner's Questions include planning permission regarding piggery Cllr Turner & Cllr Hewett to raise. Signs up Park re dog walkers – waiting meeting with dog warden. 2 Streetlights in Parklands out **Cllr Dewing to check numbers** and issue raised about the lights going off.
- 1686. Routine Finance To agree the following payments by cheque Proposed: Cllr Hewett  
Seconded: Cllr Tuck

14/01/2019	J Brown	WI Hall Cleaning	£30.00
14/01/2019	C Perfect	WI Hall Admin	£40.00
14/01/2019	J Smith	Wages	£858.18
14/01/2019	HMRC	PAYE & NIC	£45.79
14/01/2019	J Smith	Expenses for December	£101.81
14/01/2019	Norfolk Playing Fields Assoc.	Membership renewal	£25.00
14/01/2019	J Gibb	Honorarium	£130.00
28/12/2018	TT Jones Electrical	Street Light Maintenance	£400.73
<b>14/01/2019</b>	<b>Z Nock</b>	<b>Hedge Cutting</b>	<b>£200.00</b>
<b>14/01/2019</b>	<b>M Watkins</b>	<b>Cemetery Wheelie Bin</b>	<b>£260.00</b>

- a) To agree payment of the following invoices by D/D Proposed: Cllr Hewett  
Seconded: Cllr Tuck

29/12/2018	BT	WI Hall	£32.52
03/01/2019	Opus Energy	WI Gas	£55.18
17/12/2018	BDC	Rates	£89.00
12/12/2018	Opus Energy	WI electric	£0.62
		Credit currently	-£207.80
12/01/2019	Eon	Street Light Electric	£293.26

- b) To receive, note and sign bank account balances at 31/12/2018

Community account	6072	£13,115.48
Church wall account	4380	£3,925.13
Project A/c	2024	£14,863.52
Saver Account	4570	£79,862.82
Street Light Account	7769	£7,507.53
WI Hall Account	5971	£4,935.36



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**Total Balances held** **£124,209.84**

1687. Transfer from WI Hall A/c to Projects A/c £500.00  
Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

a) Planning Applications: To note the following applications referred to the Planning Committee

3PL/2018/1490/F	Erection of Livestock (Sheep Barn) Oak Meadow Barn, Dereham Road, Shipdham Time sensitive No issue comment submitted
3PL/2018/1516/HOU	Proposed rear extension Threesteps, New Road, Shipdham Time sensitive No issue comment submitted
3PL/2018/1566/HOU	Garden room extension and loggia Old Hall Farm, Watton Road, Shipdham <b>No issues</b>
3PL/2018/1575/F	Change of use of agricultural storage shed to B2 and replacement of agricultural storage shed with Sui Generis unit for MOT (DVSA) testing. Weathervane Farm, Dereham Road, Shipdham <b>No issues</b>

b) Planning Decisions

3PL/2018/1359/VAR	Variation of condition 2 revised layout of increase lounge & bedroom area Land to rear of 27 Market Street, Shipdham APPROVED
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c) Planning Appeals - none

1688. Clerk's Report – To receive and note the Clerk's Report – **Noted**
1689. To receive 2018/19 Quarter 3 budget accounts. – **Noted** Proposed: Cllr Shelley  
Seconded: Cllr Stolworthy
1690. BPMC – Cllrs Dewing and Secker. To receive and note:  
a) Report from BPMC – no meeting  
b) Health & Safety update - no issues  
c) E.on Electricity supply with Shared Access - Mpan number issued so can have meeting with Eon, hope to have a quote for next month.
1691. Update on Great War Commemoration Project (A/P 1365) – Progressing well, 2<sup>nd</sup> edition of book nearly sold out. Just giving website approx. £350.00 other accounts approx. £18,000. Another leaflet drop to go out and will approach local businesses and societies.
1692. To receive update on Church Wall – loss adjuster has agreed builder. Works cannot happen until March – to keep in touch with County Council to tie in with Church kerbing.
1693. To approve memorial requests Proposed; Cllr Stolworthy Seconded: Cllr Dewing **AP Clerk to report**
1694. To discuss Pound Green Street Light – UK Power Net blaming the street lights for electrical fault. Needs to be reinstated. UK Power to pay the cost. **AP Clerk to initiate**
1695. To approve letter to Trustees of Community Centre Proposed: Cllr Secker Seconded: Cllr Tuck **AP Clerk to send letters**
1696. To review Parish Council assets and insurance cover – **Clerk & Cllr Hewett to work together**. WI Hall risk assessment, lacking in a few areas. **AP Cllr Shelley to initiate actions needed and Cllr Shelley to do risk assessment on Heritage Centre.**
1697. To approve trees to be planted at rear corners of The Green Chairman spoke to residents – no issues. Silver Birch from Watton Road allotments 10ft in. **Cllr Aves & Cllr Shelley to co-ordinate**. Rest of trees in Watton Road need to be removed another open day suggested for 9<sup>th</sup> February 10-12.



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1698. To note no applicants for Councillor vacancy and consider waiting till elections in May – Proposed: Cllr Turner Seconded: Cllr Playford
1699. To note Tree Surveyor had no concerns regarding tree in plantation - Noted
1700. **To discuss remaining S106 monies – reminder from BDC regarding S106 monies. Suggestions for use of monies from Cllrs and Parishioners. Dog walking area. Allotment roads need work. Ideas to Clerk.**
1701. **To agree a contact protocol – one point of contact. Parish page Clerk to get mobile phone for contact number Proposed: Cllr Turner Seconded: Cllr Stolworthy unanimous AP Clerk to purchase mobile phone**
1702. **To discuss street lighting supplier – longer contract – get more quotes and report AP Clerk**
1703. To receive and note Police and SNAP reports – no report but Shipdham still no 1 priority.
1704. To receive Cllrs Reports  
Cllr Aves – Cemetery gates – M Lodge to put storm gate **AP Clerk to initiate**  
Cllr Shelley – Problem trees on Blackmoor Row **Cllr Shelley to get address.** Reported Mill Road footpath to Highways. Spoke to BDC re litter pick on Letton Road. Shipdham signs need to be cleaned. **AP Cllr Shelley to clean signs.**  
Cllr Turner – War memorial wreaths M Humphrey **AP Clerk to email Mr Humphrey to take down wreaths.**  
Cllr Hewett – Parish Page additions  
Cllr Tuck – Owner of 2 Greenwood Way wants to plant tree on verge, agreed.  
Cllr Secker – Telephone box removed from The Green. Cllr Secker has 6 potential names for the new Park Estate **AP Clerk to contact BDC.**
1705. To receive and note correspondence including any received after the preparation of the agenda.  
To note Tree Preservation Order served at The Cottage, High Street, Shipdham - **Noted**  
To note thank you email from School for Oak Tree - **Noted**  
To note receipt of January Clerks & Councils Direct magazine. - **Noted**  
To note letter from Eon with regard to price increase – **Noted.**
1706. Any matters for inclusion on the next agenda.
1707. To confirm the next meeting: Monday 11<sup>th</sup> February 2019. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm) Meeting closed 20.37



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Ref A/Ps	Action Required	By Whom	Deadline	Update
1365	Great War Commemoration Project	Clr Hewett	On going	next agenda item
1412	Standing item Police and SNAP repots	Clerk	monthly	next agenda item
1523	Portable Toilets for Drynkings 2019	Clerk	March 2019	
1523	Keycode for WI Hall needs changing	Clr Secker	asap	
1616	Sign re "Henry Cross"	Clr Playford	Asap	
1635	Church Wall CCTV to go up	Clr Hewett	Asap	Complete
1638	S106 monies challenge application	Clr Turner/Clr Hewett	Asap	
1646	Clr Tuck to show Defib Checks	Clr Tuck/Clr Playford/Clerk	Asap	
1669	To invite dog warden to visit BP	Clerk	New Year	Contacted
1669	Put "Dogs on Lead" sign back up	Clr Shelley	Asap	
1670	Get quote for 2 lights at School	Clerk	Asap	In Hand
1672	To get defib serviced	Clr Playford	Asap	
1681	To get Tree on Pound Green Lane cut	Clr Dewing	Asap	
1685	Check numbers of 2 failed street lights in Parklands Estate	Clr Dewing	Asap	Reported
1687	Submit planning comments	Clerk	asap	Completed
1693	Approve memorial requests	Clerk	Asap	Completed
1694	Pound Green Light to be reinstated	Clerk	Asap	On Agenda
1695	Send Community Centre letters	Clerk	Asap	Completed
1696	Review of Parish Council's assets	Clerk/Clr Hewett		On Agenda
1696	WI Hall risk assessment actions	Clr Shelley	Asap	On Agenda
1696	Risk assessment at Heritage Centre	Clr Shelley	Asap	Completed
1697	Plant Trees on The Green	Clr Shelley/Clr Aves	9 <sup>th</sup> February	Completed
1701	Purchase mobile	Clerk	Asap	
1702	Street lighting quotes	Clerk	Asap	On Agenda
1704	Storm hinge on gate at Cemetery	Clerk/Handyman	Asap	Completed
1704	To get address for problem trees on Blackmoor Row	Clr Shelley/Clerk	Asap	
1704	Clean Shipdham signs	Clr Shelley	Asap	Reported Rusted Sign
1704	Contact Mr Humphrey re wreaths at memorial	Clerk	Asap	Not heard back
1704	Contact BDC re naming of Estate	Clerk	Asap	In hand