



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD 14 May 2018 IN THE WI HALL

Present: Cllrs: Fawcett (Chair), Aves, Crane, Dewing, Hewett, Playford, Shelly, Stolworthy, Tuck and Turner Clerk: June Smith. 15 Parishioners in attendance. The meeting opened at 19.30

DRAFT MINUTES  - J Smith Parish Clerk

- 1495. Health & Safety – Fire Exits & First Aid – Carole Playford
- 1496. Election of Chairman and Declaration of Acceptance of Office form signed Cllr Fawcett  
Volunteered Proposed: Cllr Hewett, Carole Playford volunteered Proposed: Cllr Aves  
Seconded Cllr Stolworthy Ballot took place Cllr Fawcett 3 votes Cllr Playford 7 votes. Cllr  
Playford new Chair and signed Declaration of Acceptance Proposed vote of thanks to Cllr  
Fawcett
- 1497. Election of Vice-Chairman and Declaration of Acceptance of Office form signed  
Nominated: Cllr Turner Proposed: Cllr Hewett Seconded: Cllr Stolworthy Declaration of  
Acceptance Form signed.
- 1498. Apologies for absence Cllr Secker
- 1499. Declarations of Interest – No DOIs
- 1500. To agree and sign the Minutes of the meeting held 9<sup>th</sup> April 2018 – Circulated The Minutes  
were agreed as a true and accurate record and signed by the Chairman. Proposed: Cllr  
Dewing Seconded: Cllr Tuck 1 abstention
- 1501. Matters Arising for information only – Action Points
- 1502. To consider and decide on time specific matters received after the preparation of the agenda -  
None
- 1503. Chairman's Action – no report  
Thanking Council for opportunity to be Chairman and thanked Cllr Fawcett for his work.
- 1504. To adjourn the meeting for Parishioner's Questions at 19.42 re started at 20.07
- 1505. Routine Finance To agree the following payments by cheque **(items in red added after  
agenda published)** Proposed: Cllr Hewett Seconded: Cllr Turner

14/05/2018	C Perfect	WI Hall Admin	£40.00
14/05/2018	J Brown	WI Hall Cleaning	£30.00
14/05/2018	J Smith	May pay	£813.98
14/05/2018	J Smith	April expenses	£142.42
14/05/2018	HMRC	PAYE NIEES and NI ERS	£32.83
12/04/2018	Shipdham Twinning Assoc.	As per March Agenda	£350.00
12/04/2018	Merryscope Ltd	Teapot Catering re 25 <sup>th</sup> March	£832.50
01/04/2018	TT Jones Elec Ltd	Street Lighting Maintenance	£231.67
24/04/2018	LCPAS	DPO Service invoice	£300.00
30/04/2018	Ridyards	Grass Cuttigg	£633.60
13/07/2017	Stickman Garden Services	Works carried out at Allotment	£45.00
<b>06/05/2018</b>	<b>James Bayliss</b>	<b>Pest Control</b>	<b>£67.80</b>
<b>14/05/2018</b>	<b>Mr W Fawcett</b>	<b>DVR CCTV</b>	<b>£99.00</b>

a) To agree payment of the following invoices by D/D

02/04/2018	Eon	Street Lighting	£284.72
26/04/2018	Eon	Street Lighting Credit Note	-£125.76
27/04/2018	British Gas	WI Electricity	£35.84
20/04/2018	British Gas	WI Gas	£30.90
15/04/2018	BT	Phone & Broadband	£59.52

b) To receive, note and sign bank account balances at 30/04/2018

Community account	6072	£35,128.34
Church wall account	4380	£3,425.13
Project A/c	2024	£5,000.00
Saver Account	4570	£79,704.16



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Street Light Account	7769	£4.53
WI Hall Account	5971	£5,009.56
<b>Total Balances held</b>		<b>£128,271.72</b>

1506. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda **(items in red added after agenda published)**

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

3PL/2018/0481/HOU	Mr & Mrs P Groom 9 Larwood Way, Shipdham Single Storey Extension to Front  No issue
<b>3PL/2018/0502/F</b>	<b>Mr Mick Gore</b> <b>The Old School House, Chapel Street, Shipdham</b> <b>Conversion to garages</b>  <b>Hostile application with no merit, to forward Cllr Turner email</b>

b) Planning Decisions - None

c) Planning Appeals - none

1507. To receive and note the 2017/18 Budget Reports at 31 March 2018 and to note the preliminary end of year accounts – subject to audit. Noted

1508. To receive and sign the following papers in preparation for Internal & External Auditors:  
Section 1 – Annual Governance Statement 2017/18 Noted and Signed  
Section 2 – Accounting Statements 2017/18 Noted and Signed

1509. Clerk's Report – To receive and note the Clerk's Report – circulated Noted

1510. BPMS – Cllrs Dewing and Secker. To receive and note:

- a) Report from BPMS – No meeting but invited Parishioners to BP AGM 23<sup>rd</sup> May
- b) Health & Safety update - Potential 2 persons to take over Honorarium Role. Successful in obtaining 106 monies.
- c) E.on Electricity supply with Shared Access – Shared access have offered to take over meter and invoice BP directly. Wait and see what Natalie from Shared Access comes up with.

1511. To consider and decide on Kindle 10/IT options for Cllrs correspondence – Cllr Fawcett went through quotes. – Cllr Hewett proposed we buy one Android 10 (as per quotes) and use it for a month. Seconded: Cllr Stolworthy AP Clerk to purchase to be paid by debt card.

1512. To consider and approve additional emails on BT Account at an additional cost of £3.80 per month. Proposed: Cllr Hewett Seconded: Cllr Turner Emails accounts in numerical order.

1513. Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett. – Proposed design and have DAC approval. Cost £20,000 and grants have been applied for.

1514. To receive update on CCTV for Church Wall - CCTV and Cabling purchased – Cllr Fawcett Showed the cameras etc Needs to be sited on Mark Older's property. Cllr Hewett to speak to Mark Older.

1515. Update on Community Fridge – Cllr Turner – Only put fridges into Towns as not sufficient footfall in villages, or shops to give. AP Clerk to write letter to proposer.

1516. To consider and approve Memorial inscription for Maurice Riches – circulated 26/04/2018 - Approved

To consider and approve Headstone and Base for Brian Hall – circulated 30/04/2018 - Approved

1517. To agree terms for land near to Watton Allotments – interest received – **AP** Clerk to set up a meeting with Di Ball, Clerk and Cllr Turner.

1518. To review chains and posts at the Chapel, Market Street. – Propose we get Land Registry Deeds Proposed: Cllr Stolworthy Seconded: Cllr Turner **AP** Clerk

1519. To consider Breckland sale of grass verge. – Cllr Hewett - BDC selling, gifting or keeping some ransom strips, one of these is in Pound Green Close, Going through a working group process.

**1520. To consider and approve quote for Park Estate Light Repair or decide to replace. Approved Cllr Stolworthy Seconded Cllr Hewett AP Clerk**

**1521. To consider and adopt Email Disclaimers and Privacy notice Proposed Cllr Hewett Seconded Cllr Turner AP Clerk & All Cllrs**



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1522. To receive and note Police and SNAP reports – Circulated 11/04/2018 Noted
1523. To receive Cllrs Reports  
**Cllr Fawcett** -Noticeboard is being erected. Old noticeboard to be kept. **AP** Cllr Crane to collect and store noticeboard.  
**Cllr Shelly** – BT re phone boxes **AP** Clerk to Report. Bring up Speeding in SNAP meeting **AP** Cllr Shelly  
**Cllr Dewing** – c/o Cllr Secker Thank John Larwood for signs in Church Yard.  
**Cllr Tuck** – BP Static bike is static. HAGS to service **AP** Clerk. 10 people book onto first aid course. Access to hall in village by keycode. Keycode needs to be changed for insurance purposes **AP** Clerk to contact Cllr Secker  
**Cllr Playford** – Antisocial person on cycle – name to be given to Police **AP** Cllr Turner  
**Cllr Turner** – Antisocial behaviour incident Police have attended but has started again. Police Issued a Section 15 so bikes can be seized next time. Police presence in village.  
**Cllr Aves** – Traffic lights when Church Wall to open up The Green for car parking although concerns raised that wet weather would make this unsuitable, plus asking Golden Dog. Cllr Tuck mentioned Mill Road would be a problem. Cllr Turner to contact Highways for “not suitable for heavy vehicles” signs. **AP** Cllr Turner  
**Cllr Hewett** – Shipdham Correspondent has resigned. Another advert to go into Shipdham News. **AP** Cllr Hewett Drynkings next year Parish Council to provide portable toilets. **AP** Clerk to put on March 19 Agenda  
**Cllr Stolworthy** – Trees back WI Hall backing onto properties are dangerous. **AP** Clerk to organise a tree survey. **AP** Clerk
1524. To receive and note correspondence including any received after the preparation of the agenda.  
Thank you letter from Shipdham Twinning for £350 donation.
1525. A.O.B. Di Ball has a volunteer to spray the overgrown unused allotments Cllrs agreed Cllr Crane to provide the weed killer.
1526. To confirm the next meeting: Monday 11<sup>th</sup> June 2018. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm) Ended 21.34

## Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1365	Great War Commemoration Project	Cllr Hewett	On going	✓ June agenda item
1411	Upload Policy updates to website	Clerk		Connected to 1453b
1412	Standing item Police and SNAP repots	Clerk	monthly	✓ June agenda
1437	Liaise with BPMC re option for Defib at Pavilion	Cllr Dewing	Asap	
1445	Letter re waste disposal charges	Cllr Turner & Cllr Hewett	asap	
1451c/1479	Write to Shared Access re BPMC Mast to arrange meeting	Cllr Fawcett to arrange	Asap	Natalie in contact with Sarah
1460	British Gas Prices	Clerk	Ongoing	
1466/1483	Tweak Cemetery Policy once Cemetery Management course completed	Cllr Turner/Cllr Playford/Cllr Dewing/Clerk	June Agenda	
1491	Ella Maud Wood – Chase stone from Bretts	Clerk	Asap	✓ 12/04/2018 to chase
1491	Natural Cemetery area – to be discussed after Cemetery Training	Cllr Turner	June Agenda	
1506	Report Planning Applications	Clerk	Asap	✓ 16/05/18
1511	Purchase Android 10	Clerk	Asap	✓ 16/05/18
1512	Obtain email addresses	Clerk	Asap	
1514	Installation of CCTV	Cllr Hewett	Asap	
1515	Write to proposer of community fridge	Clerk	Asap	✓
1516	Inform Bretts of approved memorials	Clerk	Asap	✓ 16/05/18
1517	Land at Watton Allotments to arrange meeting	Clerk, Di Ball & Cllr Turner	Asap	
1518	Land Registry Deeds	Clerk	Asap	✓
1520	Quote for Light Repair approved	Clerk	Asap	✓ 16/05/18
1521	Adopt Email Disclaimers and Privacy Notice	Clerk & All Cllrs	Asap	✓



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1523	Old Noticeboard to be collected and stored	Cllr Crane	Asap	
1523	Report unused BT telephone boxes	Clerk	Asap	✓
1523	Report speeding in Village to SNAP	Cllr Shelly	Next meeting	
1523	BP Static Bike not working	Clerk	Asap	
1523	Keycode for WI needs changing	Clerk, Cllr Secker	Asap	
1523	Antisocial person on cycle named	Cllr Turner	Asap	✓ 16/05/18
1523	Church Wall traffic lights need heavy vehicle sign for Mill Road	Cllr Turner	Asap	
1523	Portable Toilets for Drynkings 2019	Clerk	March 2019	
1523	Advert for Shipdham Correspondent	Cllr Hewett	Asap	✓ 16/05/18
1523	WI Hall trees overhanging – tree survey	Clerk	Asap	✓
1525	Provide Weed killer to Di Ball for allotments	Cllr Crane	Asap	