



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES 14 NOVEMBER 2016 IN THE WI HALL

Present: Councillors: Fawcett (Chairman), Playford (Vice-Chair), Aves, Crane, Dewing, Hewett, Secker, Shelly, Tuck and Turner. Also in attendance Tarndee Sandhu – Harlequin Group
Clerk: Patty Harris. 7 Parishioners in attendance

Minutes

- 1112. Apologies for absence - Cllr Stolworthy.
- 1113. Declarations of Interest. The following declarations were made: Cllr Turner Item 9. Cllr Crane Item 13.
- 1114. To agree the Minutes of the last meeting. The minutes of the meeting held 10 October 2016 were agreed as a true and accurate record and signed by the Chair. Unanimous
- 1115. Matters Arising for information only – All complete except: A/Ps: 990,1041,1099,1103,1109 and 1111.
- 1116. To consider and decide on time specific matters received after the preparation of the agenda. None
- 1117. Chairman's Action. None
- 1118. To adjourn the meeting for Parishioner's Questions. Meeting adjourned at 19:54 Closed Meeting reconvened at 20:07
- 1119. Routine Finance

- a) The following payments by cheque were approved: Proposed: Cllr Hewett
Seconded: Cllr Playford. Unanimous

20/10/2016	J Bayliss	Attending to moles in Cemetery	£ 48.00
20/10/2016	G Tufts	Materials for map board	£ 165.93
20/10/2016	Littleproud	Burial Certificate Register	£ 117.88
20/10/2016	T T Jones	Invs 10387,10200,10108	£1516.94
27/10/2016	M Lodge	Map board installation	£ 102.00
14/11/2016	P Harris	Nov Salary	£ 662.20
14/11/2016	P Harris	Oct Expenses	£ 161.96
23/10/2016	J Bayliss	Pest Control Oct.	£ 44.40
01/11/2016	M Neave	Heritage Centre roof repair	£ 30.00
13/11/2016	D Nock	Bus Shelter Cleaning	£ 80.00

- b) Payment of the following invoices by D/D were approved: Proposed: Cllr Hewett
Seconded: Cllr Playford. Unanimous.

11/10/2016	E,on	Street lighting	£252.60
15/10/2016	BDC	NNDR	£ 75.00
01/11/2016	BGas	Gas WI Hall	£199.58
27/10/2016	BGas	Elec Wi Hall	£ 34.21

- c) To receive and note Quarter 2 Budget report – noted. Some bespoke adjustments to be made to set up to correlate better with budget headings.
- d) Bank Accounts: The bank account balances and reconciliations at close of business on 31/10/2016 were received, noted by Cllrs and signed by the Chair

		£
Community Account	6072	23,239.28
CEP Account	4380	2,525.13
Saver Account	4570	43,950.06
Street Light Account	7769	16,002.08
WI Hall Account	5971	<u>6,475.44</u>
Total balances held		92,191.99

To note and sign internal bank transfers. The following internal bank transfers were noted by Cllrs and signed by the Chair:

FROM Community	6072	(£20,000.00)	01/11/2016
TO Saver	4570	£20,000.00	01/11/2016
FROM Saver	4570	(£ 1,000.00)	03/11/2016
TO Community	6072	£ 1,000.00	03/11/2016

20:25 Tarndee Sandhu left the meeting.



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1120. Planning. The following applications were considered

a) Planning Applications

3PL/2016/1282	Ferrari & Williams, 1 Mews Court, Larwood Way. Two Storey extension to side of house. No Objection already noted
3PI/2016/1195	Meachen. Barn at land affronting Dereham Rd. Amendment to new dwelling & carport. No Objection already noted

Amended Planning Application documents after agenda published: Source: BDC Planning Portal. 3PL/2016/0655/F. Wagon & Horses development – large report to be considered although same issues remain, i.e. access, the proposed convenience store and proposed residential developments on land where there is hazardous waste material. (Awaiting formal communication from BDC).

b) Planning Decisions - Noted

3PL/2015/1075/HOU	Mr & Mrs Gerrans. Ivy Cottage Blackmoor Row. Single storey extension. PERMISSION
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c) Planning Appeals - Old School Development: No change to comments already submitted.

- 1121. Clerk's Report – Following the Clerk's Report it was agreed to obtain quote for conifers backing onto 8 Richard Haggard Close boundary to be felled, and holly to be pruned to manageable size. **A/P: Clerk to obtain quotations for next meeting.** Cllr Hewett commented on position with Clerk's hours and overtime. It was agreed that the hours would be monitored. **A/P: Clerk to provide breakdown of actual hours to date and averages at next meeting**
- 1122. To consider remuneration to Mrs K Fawcett. - clerking duties for holiday cover. Cllr Fawcett made a Declaration of Interest and left the room. The Clerk informed Cllrs 8 hours of work were undertaken. Cllr Hewett Proposed: £100 for hours worked: Seconded: Cllr Playford. All in favour Unanimous. A further short discussion took place and it was agreed that procedures for Holiday and Sickness cover should be included in a formal policy. **A/P: Clerk to include December Agenda item to agree future absence cover arrangements.**
- 1123. To consider the consultation letter from Pegasus Group regarding proposed telecoms mast at Bullock Park circulated to residents and further update from Cllr Fawcett. Cllr Fawcett updated PC on progress with Pegasus Application. At least 3 companies O2, Vodafone and EE signed up to use it. Pegasus will give BP £30k lump sum for a 30 year lease. A discussion took place which highlighted BP as a logical location providing good coverage. BP is happy for the money to be used to resurface carpark and entrance. Planning App went in last week. As a council we have to be careful in our consideration of 2 applications back to back. BP application was submitted before the Brick Kiln Lane application. Cllr Hewett requested resident at Mill Cottage is notified of planning application. **A/P Clerk to write to resident at Mill Cottage.**
- 1124. To consider the letter from Harlequin Group sent to BDC and SPC regarding pre-application consultation for mobile phone mast in Brick Kiln Lane, Shipdham for O2 and Vodafone. Following presentation in PQs by Tarndee Sandhu Cllrs noted that Harlequin were not aware that O2 and Vodafone were signed up to the proposed BP mast. A discussion took place Cllr Turner suggested that the Clerk should respond to Harlequin Group to confirm that the PC cannot comment until planning app is submitted for consideration. Cllr Turner also asked the Clerk to thank Tarndee Sandhu for making the long journey to speak to Cllrs regarding the proposal. **A/P: Clerk to write to Harlequin Group.**
- 1125. To consider letter from Spire Solicitors regarding The Drift. A discussion took place and it was agreed that the Parish Council should ask Spire Solicitors to obtain a Caution on The Drift. **A/P: Clerk to write to Spire Solicitors and accept £40 charge for registering.** Proposed: Cllr Tuck. Seconded: Cllr Dewing. Unanimous.
- 1126. To receive update on S106/DC11 Project and to note and sign funding application form. Update from Cllr Hewett received and it was agreed that Cllr Hewett would submit the application to BDC for release of S106 funding of £39,995. Proposed: Cllr Turner Seconded: Cllr Dewing. Unanimous. **A/P: Cllr Hewett to sign and submit funding application form on behalf of the PC.**
- 1127. Pension Regulator - to choose a pension scheme (employer responsibility) in accordance with PR timeframe. Cllr Hewett agreed to research further and to register the PC with a pension provider. Currently the government provider NEST appears to be most appropriate. **A/P: Cllr Hewett register with scheme and advise Clerk of details.**
- 1128. Local Government Finance Settlement Consultation - to note receipt of NALC response to consultation on proposes to introduce automatic precept referendums and to note NALC AGM 26 November 2016. Noted.



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1129. To appoint a broker to tender for PC Insurance Policy – due for renewal 1 April 2017. The Clerk informed Cllrs that the current broker is Came & Co, specialists in obtaining tenders for PC insurance cover. Cllr Hewett proposed Came & Co to be appointed to obtain the required tenders. Seconded: Cllr Fawcett. Unanimous. **A/P: Clerk to write to Came & Co and request insurance quotations for renewal date 1.4.17.**
1130. To review and decide on mobility access at the Cemetery – Cllr Fawcett updated Cllrs on some of the difficulties faced regarding access. After a short discussion the problem was resolved by allowing visitors to obtaining access through the main gates when required. **A/P: Clerk to inform Cllr Secker of access code for future use.**
1131. To note receipt of correspondence regarding Parish Precept Requirement 2017/18 – circulated 18 October (Draft budget to be ready for approval 12 December 2016) Noted.
1132. To select quotation to repair/make safe cemetery headstones. Quotations as follows: A) 6650.00 B) 7240.00. Cllr Hewett proposed to accept Quotation A. Seconded: Cllr Dewing. Unanimous. **A/P: Clerk to appoint contractor to commence phased work asap on headstone repairs.**
1133. To agree final draft of Grounds Maintenance Contract and Specification, time line, advert design and costs. Additional notes to be added to specification to ensure no damage is caused to headstones and other memorials when strimming. It was proposed to accept the GM Specification, Advert layout and Cost of £166.40 + vat for advert in Dereham Times and online. Proposed: Cllr Tuck. Seconded: Cllr Shelly. In favour: unanimous. **A/P: Clerk to produce GM application pack and place advert. A/P: Cllr Shelly to advise Clerk on Map locations for areas 1 to 8 in specification.**
1134. To receive Cllrs Reports and make decisions where required. Including report from Cllr Secker from Bullock Park Management Committee.
Cllr Secker: BP running well with administration managed competently by Sarah Howlett. Cllr Secker handed accounts summary to Clerk. Cllr Fawcett attended BPMC meeting. Permission requested for £100 of WI funds be paid to Carl Garrod who is raising money for churchyard lights. Unanimous. **A/P: Clerk to raise WI Cheque £100.00**
Complaint made by parishioner who works from home was asked to remove street sign by BDC representative. Cllr Turner advised that running a business from home requires permission. **A/P: Cllr Turner will investigate.**
Cllr Fawcett: Kick Boxing Academy still running at BP with some notable success.
RBL request donation from PC for Poppy Appeal. Cllr Hewett proposed £150 donation to RBL. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to raise PC cheque for £150.00**
One of the lights out at BP – need a cherry picker to access and repairs. Contractor will come back with a price.
Cllr Shelly: Grass in Cemetery chapel gutter – **A/P: Cllr Dewing to ask Mr Neave to clear this.** Give Way sign at Letton Rd corner and pedestrian crossing barrier still not repaired. Clerk advised both issues reported to NCC, repairs expected late Spring 2017. Cllr Turner advised if damage is causing danger to users then report to BDC Environmental Health who could issue an enforcement notice. **A/P: Clerk to report both problems to EH.** Tree in ditch allotment Swan Lane. **A/P: Cllr Aves will arrange to get it cleared.**
Cllr Playford: Christmas Tree update, help needed to fell tree donated by Mrs Ridsen and erect on village green. Cllr Crane agreed to arrange and oversee. **A/P: Cllr Crane to obtain tree and erect aiming for 1 Dec.**
Also looking at solar lights alternative. Cllr Fawcett said power cable already in situ. PC already own lights. Elec supply available again from parishioner. Clerk requested to write to Mr & Mrs Cross ask if they would like a donation of £25 for use of electricity. Proposed: Cllr Turner. Seconded: Cllr Dewing. Unanimous. **A/P Clerk to write to Mr & Mrs Cross.**
Cllr Aves: Allotments rents all collected. 3 vacant plots at Swan Lane and 7 at Watton Rd. Water all turned off and drained. Tap repaired at Watton Rd.
Cllr Turner: Encourages Cllrs to attend Town & Parish Forum Thurs 8 Dec 6.30 at BDC.
Email from parishioner re parking at Pound Green Lane. Cllr Turner informed Cllrs that this issue would be discussed by School Governors at next meeting and SNAP. Cllr Fawcett added possible solution to ongoing problem was suggested some years back, land on lease to Community Centre Trust offered to the School and TBT to tarmac for car parking. School and TBT found costs too much.
Cllr Hewett: Requested any information for publication in Shipdham News. Also for information only, two long range projects for 2017 – further planning for S106 monies (outside of BP project). Commemoration of end of The Great War. Planning ahead – Shipdham History Group have much information about WWI soldiers from Shipdham. Cllr Hewett requested January agenda item. **A/P: Clerk January agenda item.**
1135. To receive and note correspondence including any received after the preparation of the agenda. Received and noted.



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1136. A.O.B. Cllr Tuck: Access to defibrillator. In emergency always call 999 first. EEAS will supply the code to open the cabinet (press C first). The equipment is checked regularly by Parish Councillors/the Postmaster. **A/P Cllr Hewett agreed to put note in Shipdham News.**

1137. To confirm the next meeting, Monday 12 December 2016
Doors open to Parishioners at 7:15pm. (Hard copies of planning applications will be available for Councillors to view from 6:45pm)

The Chair thanked Cllrs and Parishioners for attending and closed the meeting at 21: 54

Action Point Summary

Ref A/Ps	Action Required	By Who	Deadline	Update
990	WI Hall Development Plans	Cllrs Secker /Fawcett Clerk	On going	✓ Meeting arranged for 5/12/16. ✓ Draft Business Plan drawn up
1041	Follow up Footpath & Bridleway violations with T. Jessop	Cllr Stolworthy	On going	✓ December Agenda. Item 12
1099	Letter to Mr A Gayton re new BP entrance	Clerk	12/12/2016	✓ 28/11/2016
1103	Quotation to remove conifer at Parklands	Jo Dewing	12/12/2016	✓ Requested 23/11/2016
1109	Glass pane broken in Bus Shelter outside Post Office	Clerk	14/11/2016	✓ Repair requested, waiting for update
1109	Trees around the village in dangerous condition	Cllr Stolworthy/Clerk	On going	✓ December Agenda. Item
1109	Letter to Owner of Dusty Meadow concerning Overgrowing Hedge at Watton Allotments	Clerk	12/12/2016	✓ Draft letter written but awaiting further info.
1111	NALC Newsletter Transparency Fund, research opportunity for Shipdham Application and project	Parish Clerk and Cllr Fawcett	On going	Report at next meeting. ✓ Resolved by email 28/11/2016
1121	Obtain quotations to deal with trees at cemetery	Clerk	12/12/2016	✓ Requested 23/11/2016
	Provide breakdown of hours and overtime for 12 month period	Clerk	12/12/2016	✓ info prepared ready for December Clerk's Report.
1122	Absence cover arrangements for Clerk	Cllr Hewett	12/12/2016	✓ December agenda. Item 14
1123	Letter to resident at Mill Cottage re BP mast proposal	Clerk	12/12/2016	✓ 28/11/2016
1124	Letter to Harlequin Group re mast proposal at Brick Kiln Lane	Clerk	18/11/2016	✓ 15/11/2016
1125	Letter to Spire re Caution Charge	Clerk	18/11/2016	✓ 16/11/2016
1126	Submit S106 funding application form to BDC	Cllr Hewett	18/11/2016	✓ 23/11/2016
1127	Register with Pension Scheme	Cllr Hewett	On going	✓ on going AP
1129	Write to Came & Co for Insurance Tenders	Clerk	18/11/2016	✓ 15/11/2016
1130	Cemetery gate code to Cllr Secker	Clerk	15/11/2016	✓ 15/11/2016
1132	Accept quotation for headstone repairs	Clerk	15/11/2016	✓ 15/11/2016
1133	Prepare GM applications packs	Clerk	24/11/2016	✓ 23/11/2016
	Place Advert in Dereham Times	Clerk	24/11/2016	✓ 15/11/2016
	Finalise maps	Cllr Shelly/Clerk	24/11/2016	✓ 23/11/2016
	Place advert on Website	Clerk	24/11/2016	✓ 24/11/2016
	Place advert in Shipdham News	Cllr Hewett	24/11/2016	✓ 18/11/2016
1134	Raise WI Cheque for C Garrod	Clerk	18/11/2016	✓ 15/11/2016
	Investigate parishioner query about business signage	Cllr Turner	12/12/2016	✓ 18/11/2016
	Raise PC cheque for RBL	Clerk	18/11/2016	✓ 15/11/2016
	Ask contractor to clear gutter at Heritage Centre	Cllr Dewing	12/12/2016	✓ 28/11/2016
	Report street signage to EH	Clerk	18/11/2016	✓ 16/11/2016
	Arrange to clear ditch at Swan Lane	Cllr Aves	12/12/2016	✓ 22/11/2016
	Arrange for donated tree to be erected on village green	Cllrs Crane	01/12/2016	✓ 29/11/2016
	Letter to Mr & Mrs Cross offering donation re power supply to Xmas lights.	Clerk	01/12/2016	
	S106 long tern plan for Great War Cllr Commemoration	Cllr Hewett	09/01/2017	✓ January agenda
1136	Defibrillator advice – note in Shipdham News	Cllr Hewett	SN publication deadline	✓ 18/11/2016