



SHIPDHAM PARISH COUNCIL



Chair: Sam Shelley Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD

17th May 2023 at WI HALL

Present: Cllrs: Playford (Chair), Belo, Chaplin, Cramp, Cross, Feerick, 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
17/05/2023

Prior to the meeting, all Councillors signed their Declaration of Acceptance of Office forms in front of Clerk.

- 2956. Election of Chair and Declaration of Acceptance of Office of Chair form signed Nominated Cllr Shelley Proposed: Cllr Hewett Seconded: Cllr Turner – unanimous. Carole Playford stood down and Cllr Shelley Chaired the rest of the meeting. Cllr Shelley thanked Carole Playford for all her hard work and dedication to the Council over the last 10 years and last 4 years as Chair.
- 2957. Election of Vice-Chair Nominated: Cllr Smith Proposed: Cllr Shelley Seconded: Cllr Turner unanimous.
- 2958. New Councillors to complete Declarations of Interests form for BDC within 28 days, suggest all Councillors to check their Declarations of Interests are up to date – noted.
- 2959. Apologies for absence – County Cllr Ed Connolly
- 2960. Councillors introduced themselves.
- 2961. Declarations of Interest – Cllr Belo re Letton Road dispensation to speak agreed unanimously.
- 2962. To agree the Minutes of the meeting held on 12th April 2023 – The Minutes were agreed as a true and accurate record and signed by the Chair – unanimous from those present.
- 2963. Matters Arising for information only – Action Points – few quotes to come through.
- 2964. Chairman's Action – none.
- 2965. District Councillor Report – Cllr Turner & Cllr Hewett thanked everyone for supported them through the election process. BDC has new Council, new Cabinet and new Committee Members. Council will have full agenda over next 4 years including new local plan.
- 2966. BDC Mindful Towns and Villages Update – BDC gave update training booked for 21st June 2023 invited other clubs, school to join meeting.
- 2967. County Councillor Report – no report.
- 2968. Discuss and adopt The General Power of Competence – Proposed Cllr Hewett seconded Cllr Smith Approved unanimously.
- 2969. To agree the appointment of parish representatives to Thomas Bullock Trust: Appointed Dale Wordley and Cllr Chaplin - unanimous
- 2970. To agree the appointment of parish representatives to Bullock Park Management Committee. Appointed Cllr Shelley & Cllr Cross unanimous.
- 2971. To consider the process for the co-option of councillors for the vacancies arising from the election process – AP Clerk to do advert – unanimous. Sub-committee for interviewing new Councillors Cllr Turner, Cllr Smith & Cllr Feerick
- 2972. 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.*

Dereham Road Allotments inc. Water pipe AP Clerk to initiate plumber. Resignation of Allotment Co-ordinator – Chair thanked him for all his work AP Clerk to write thank you. Health & Safety clause in tenancy – Clerk to locate current tenancy. Plan of plots to JW.

2973. Routine Finance

To agree the following payments by cheque. Payments approved unanimous.

05/05/2023	Clerk	Wages	£1031.10
05/05/2023	HMRC	PAYE & NIC	In credit
05/05/2023	Clerk	Expenses	£172.37
05/05/2023	C Andrews	WI Hall Admin	£40.00
05/05/2023	D Nock	Cemetery Caretaker & Bus Shelters	£160.00
05/05/2023	T Wale	WI Hall Cleaning	£40.00
01/04/2023	BDC	Waste bins for Coronation (taken out of £1000 budget)	£110.15
18/04/2023	NALC	Subscription	£449.15
29/04/2023	James Bayliss	Pest Control	£116.40
01/05/2023	TTSR	First quarter grass maintenance	£3,186.58



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28/04/2023	Ravencroft Tree Services Ltd	Tree Survey	£786.00
04/05/2023	Bullock Park	Remainder of Coronation Grant	£889.95
04/05/2023	One Stop Promotions	Flagpole for Churchyard To be credited	£633.58 -£316.79
11/05/2023	Gladson	Dog Poo Bags	£116.28

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

03/05/2023	Npower	April Street Lighting	£286.63
15/03/2023	BT	Bill	£39.58
18/04/2023	Opus Energy	WI Electric Mar/Apr	£33.48
18/04/2023	Opus Energy	WI Gas for Mar/Apr Credit on account	£35.85 -£210.01
15/04/2023	BDC	Rates	£191.10

To receive, note and sign bank account balances 30/04/2023 – noted and signed by Chair

Community account	6072	£69,810.06
Church wall account	4380	£6,025.13
Saver Account	4570	£2,802.52
Street Light Account	7769	£17,253.24
WI Hall Account	5971	£9,212.59
Total Balances held		£105,103.54

To note receipt of precept included in figures above.

2974. To receive and sign the following papers in preparation for internal and external auditors.
Section 1 – Annual Governance Statement 2022/23 – noted and signed by Chair & Clerk
Section 2 – Accounting Statements 2022/23 – noted and signed by Chair & RFO
2975. To receive and note Quarter 4 Budget Report – noted
2976. To appoint new bank signatory – Cllr Turner AP Clerk to remove Carole Playford and add Cllr Turner to mandate – unanimous.
2977. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

Planning Applications

3PL/2023/0304/F	New private dwelling – retrospective Crowhill Annexe, Watton Road No objection – unanimous.
3PL/2023/0377/F	Demolition of the remainder of the former Control Tower and replaced with a new building designed to replicate the original building, complete with windows, external walkways, and balustrading. Shipdham Airfield Industrial Estate, Mile Road No objections – unanimous. Comments in line with the comments from the Historical Officer NCC a condition be imposed that a full photographic record be taken before demolition.

Planning Decisions – none

3PL/2023/0245/LB	Removal of existing double-glazed sealed units and installation of insulated roof construction with zinc standing seam finish. King Row Hall, King Row APPROVED
3PL/2023/0258/VAR	Variations of Conditions 3 (Materials) & 10 (Landscaping) on 3PL/2021/0614/VAR 32 Letton Road APPROVED

Planning Appeals

APP/F2605/W/21/3286485	Erection of a detached dwelling Weatherwane Farm, Dereham Road DISMISSED
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2978. To receive and note Clerk's Report – noted
2979. BPMC - To receive and note:
a) Report from BPMC – Annual General Meeting Wednesday 24th May 7pm at Bullock Park pavilion.
Coronation event was successful.



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- b) Health & Safety update – all checks up to date.
 - c) Discuss quote for resurfacing Teen Shed – get quote for rubber version.
 - d) **To approve Bullock Park further development timeline for website** – with community involvement – unanimous.
2980. Highways Issues - Consultation on 'correction' of Footpath 19 on Definitive Map, Shipdham. Park Highatt Drive/Pound Green Lane verges and footpath overgrown with roots coming through AP Clerk to report. Heritage Centre – already reported. Cllr Hewett thanked Church Warden for widening the Churchyard path.
2981. Policy Reviews
- a) Financial Regulations – Approved unanimous. AP Clerk to adopt.
2982. Heritage Centre Update (SS) – steady number of visitors. opening Heritage Centre for yard sale. Awaiting clarification of electricity bill from RBL.
2983. To consider approval for Fish & Chip Van to park on The Green Friday lunchtimes – Approved unanimously. AP Clerk to approve.
2984. To consider approval of Godfrey memorial application Approved unanimously AP Clerk to approve.
2985. To discuss tree survey AP Clerk to initiate quotes, TPO applications and write to land owner.
2986. To discuss tree within cemetery – AP Clerk to contact land owner.
2987. To agree date for wreaths to be removed from war memorials – May 8th on proviso wreaths are secure and undamaged/weather beaten – unanimous. Clerk to write to PCC and RBL.
2988. To update re Letton Road – DOI Cllr Belo SLOW signage to be placed on Letton Road with road resurfaced in 2024. Collection of SAM2 data AP Cllr Smith Awaiting report from street lighting contractors. Confirm speed watch groups. Horse sign AP Clerk to Environmental Services. Advisory speed limit of 20mph AP Clerk to ask for meeting with Highways
- 2989. To grant permission for allotment tenant to plant 6 x patio fruit trees on over 2 plots** – approved unanimously. AP Clerk to approve.
- 2990. To discuss joining NALC gov.uk pilot scheme** – approved unanimously AP Clerk to register interest.
2991. To note Defibrillator Checks completed – noted.
2992. To receive Cllrs Reports – for information only.
- Cllr Hewett/Smith – Shipdham News Parish page names and numbers.
- Cllr Cross – more funds into saver account – AP Clerk to check bank rates.
2993. 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 Spire Client Care Letter signed and sent - noted.
 - To note receipt of Clerks & Councils Direct – noted.
 - To note road closure Church Street, Carbrook 20th May 2023 08:00 to 18:00 to facilitate Ground Control tree trimming works.** – noted.
 - To note Mobile Library timetable changes, as per website** – noted.
 - To note correspondence from Solicitors** – noted.
 - To note Community Ownership Fund opens on 31st May now open to Parish Councils** - noted.
2994. Any matters for inclusion on the next agenda – Allotments Co-ordinator.
2995. To confirm the next Parish Meeting will take place on Monday 12th June 2023 7.30pm.
2996. **Pursuant to section 1(2) of the Public Bodies Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the Press and Public leave the meeting during the consideration of Parishioners correspondence.**

Noted correspondence, responded with date of BPMC AGM.

Meeting closed 9.30pm