



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD

29th September 2022 at WI HALL

Present: Cllrs: Playford (Chair), Hewett, Shelley, Smith, Turner & Clerk: June Smith.

1 Parishioner in attendance. The meeting opened at 7.30pm

J Smith Parish Clerk
29/09/2022

In memory of our Late Queen Elizabeth II, Shipdham Parish Council held a one minutes silence, followed by a proclamation to King Charles III. A minutes silence was also held in memory of Kate Fawcett, wife of past Chair Bill Fawcett.

- 2738. Apologies for absence; Cllr Holman and Cllr Wordley
- 2739. Declarations of Interest: Cllr Shelley re finance Cllr Shelley and Cllr Smith regarding allotments but dispensations granted under Standing Order 13i. Cllr Playford re The Green.
- 2740. To agree the Minutes of the meeting held on 12th July 2022 - The Minutes were agreed as a true and accurate record and signed by the Chair - unanimous from those who attended.
- 2741. Matters Arising for information only – Action Points
- 2742. Chairman's Actions – none to report
- 2743. District Councillor Report – Notification of partial review of Local Plan consultation has ended. Green Britain Centre signage needs to be removed. AP Cllr Hewett to write.
- 2744. County Councillor Report – report on website.
- 2745. Routine Finance

To agree the following payments by cheque – DOI Cllr Shelley - Payments Approved

09/08/2022	Clerk	Wages	£1003.28
09/08/2022	HMRC	PAYE & NIC	£63.29
09/08/2022	Clerk	Expenses	£117.60
09/08/2022	C Andrews	WI Hall Admin	£40.00
09/08/2022	D Nock	Cemetery Caretaker	£80.00
09/08/2022	T Wale	WI Hall Cleaning	£40.00
20/07/2022	Tiffey Valley	Tree works around village	£1974.00
19/07/2022	W List	Cemetery Works	£300.00
14/07/2022	Devlin Plummer Stained Glass	Heritage Centre window repairs	£8412.00
20/07/2022	G Tufts & Son	Materials	£14.22
29/07/2022	H Brett & Son	Cemetery works	£130.80
15/08/2022	Glasdon UK Ltd	Dog poo bags	£57.43
12/09/2022	Clerk	Wages	£999.88
12/09/2022	HMRC	PAYE & NIC	£67.49
12/09/2022	Clerk	Expenses	£122.51
31/08/2022	T Wale	WI Hall Clean	£40.00
12/09/2022	C Andrews	WI Hall Admin	£40.00
12/09/2022	D Nock	Cemetery Caretaker & Bus Shelter Cleaning	£160.00
02/09/2022	PKF Littlejohn LLP	External Audit	£480.00
20/08/2022	M Lodge	Various repairs around village	£270.00
05/09/2022	S Shelley	Bullock Park Signage	£86.08
31/08/2022	TTSR	Ground Maintenance	£2,318.29
31/08/2022	Westcotec	SAM2 Parish Partnership Scheme	£3,660.00

To agree payment of the following invoices by D/D – Approved.

03/08/2022	Npower	July Street Lighting	£245.15
15/07/2022	BT	Bill Account	£45.85 -£4.94
19/07/2022	Opus Energy	WI Electric Jun/Jul	£21.54
19/07/2022	Opus Energy	WI Gas Jun/Jul	£0.57
15/07/2022	BDC	Rates	£188.25
19/08/2022	Opus Energy	WI Gas Jul/Aug	£0.00
19/08/2022	Opus Energy	WI Electric Jul/Aug	£19.39
15/08/2022	BT	WI Hall	£40.91
15/08/2022	BDC	Rates	£187.00



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/03/09/2022	Wave	Watton Road Allotments Water Actual	£53.60
03/09/2022	Wave	WI Hall Water Actual	£112.08
03/09/2022	Wave	Cemetery Water Actual	£14.47
03/09/2022	Wave	Dereham Road Allotments Water Estimated	£21.16
03/09/2022	Wave	The Green Water Actual	£11.21
26/09/2022	Npower	August Street Lighting	£245.05

To receive, note and sign bank account balances 31/08/2022 – noted and signed by Chair.

Community account	6072	£46,594.09
Church wall account	4380	£5,375.13
Saver Account	4570	£2,798.46
Street Light Account	7769	£9,722.35
WI Hall Account	5971	£10,014.42
Total Balances held		£74,504.45

2746. To receive and note Quarter 1 budget accounts – noted.

2747. To receive and note External Audit & Governance & Accountability Return – noted.

2748. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

Planning Applications– all planning applications can be viewed at www.breckland.gov.uk/planningsearch where you can enter the reference number below.

3PL/2022/0819/HOU	Proposed single storey rear extension, replacement flat to pitched roof structure, replacement garage and various associated alterations. West Lodge, 5 Dereham Road Time Sensitive – no objection.
3PL/2022/0903/F	Erection of barn and associated turning area (retrospective) Mount Pleasant Farm, Carbrooke Lane. Time Sensitive – no objections assuming nutrient neutrality issues have been taken into account and increase of retrospective applications.
3PL/2022/1005/HOU	Proposed new carport Bumble Cottage, The Green No objections
3PL/2022/1013/VAR	Variation of Condition No 2 3PL/2020/1270/F Amendment of site layout drawing to move footprint of new dwelling away from boundary. The Laurels, 18 Market Street No objections
3OB/2022/0051/OB	Schedule 1 Occupation Obligations detailed in the S106 Agreement on 3PL/2021/1229/F to comply with occupation requirements. 19 Fieldfare Loke Noted

Planning Decisions

3PL/2022/0638/HOU	Proposed Single Storey Extension to Front and Rear (including conversion of garage? 17 Park Highatt Drive APPROVED
3PL/2022/0607/F	Erection of agricultural building for storage of dry baled straw. Grange Farm Access Road to Grange Farm APPROVED
3PL/2022/0702/O	Outline planning permission for change of use from a chapel to residential (2 no dwellings) with roof extension. Shipdham United Chapel WITHDRAWN AP Clerk to follow up.
3AG/2022/0010/AG	Erection of new tractor shed and first floor storage.



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	Ash Farm, King Row. PRIOR APPROVAL IS GIVEN
3PL/2022/0583/F	Change of use from agricultural land to private equestrian use. Provision of new access track and stable block. Land off Church Lane to the North East of Wood Farm and Wood Court. APPROVED
3PL/2022/0577/F	Proposed erection of 2 semi detached houses to the rear of Park Grange, Shipdham with associated parking and garden areas. Land to rear of Park Grange, High Street REFUSED
3PL/2022/0819/HOU	Proposed single store rear extension, replacement flat to pitched roof structure, replacement garage and various associated alterations. West Lodge, 5 Dereham Road APPROVED

Planning Appeals - none

2749. To receive and note Clerk's Report – noted.

2750. BPMC - To receive and note:

- a) Report from BPMC – Cllr Shelley will attend meeting with Proludic on site regarding roundabout for multi ability users and pushchairs. Proludic will help with funding ideas. Proposed that Shipdham Parish Council would cover any funding shortfall – agreed unanimously.
Teen shed will need new roof in due course.
- b) Health & Safety update – repairs are in hand.

2751. Highways Issues – Inter-village meeting went well and will take place again in a year. Vehicle parking near or over fire hydrant AP Clerk to write letter for Cllr Smith to place on windscreen.

2752. Policy Reviews:

- a). Complaints Procedure – Approved and adopted
- b). Disciplinary Procedure. – Approved and adopted

2753. Heritage Centre Update – Cllr Shelley gave update and suggested proposed opening date of 5th November. Electricians need updated, emergency signs needed above exits, design of new sign in aluminium. Cllr Shelley proposes a budget of £2500 for various repairs as and when – agreed unanimously. Cllr Shelley has opened a Facebook page and is approaching various groups offering noticeboards for usage. Agreed to replace the wire netting on the windows for protection. Once re-opened it will be opened every other week, on a trial basis. Wi-Fi would be an advantage.

2754. To note tree planting on Carbrooke Lane – letter read out.

2755. To discuss Allotment meeting, date and rental. Agreed no meeting and rental staying the same for this year but potential increase for 2023. AP Clerk to send letter with notice of potential increase, invite winners to November meeting for presentation. Check water usage - AP Cllr Shelley to monitor usage.

2756. To discuss option to opt out of the SAAA central external audition appointment arrangements – approved to stay in SAAA

2757. To discuss grass cutting quotes for NCC land areas – Need to cut basis and to be drawn into new contract. AP Clerk to get quotes.

2758. To discuss parking on The Green (LT) DOI Cllr Playford – issues with long-term parking – Article in Shipdham news reminding people The Green is owned by Parish Council and is for short term parking only.

2759. To discuss adoption of street lighting in new development AP Clerk to get clarification as to positioning and numbers.

2760. To consider approval of Derham memorial application within cemetery – Approved

2761. To consider approval of Dodd additional inscription within cemetery – Approved.

2762. To note Defibrillator Check completed. New Defibrillator at Bullock Park installed and live.

2763. To receive Cllrs Reports – for information only.

Cllr Smith – SAM signs moved and new bracket on Bradenham Road. Letton Road to be placed.

Shipdham sign dented on Watton Road left hand sign near Crowhill. AP Clerk to report.

Jubilee Tree on The Green - AP Cllr Smith to research suitable trees with Horticultural Club.

Cllr Turner – Church Clock – Meeting with Archdeacon, Rev Purnell applying for faculty. Headstone which is laid down has been given permission to be re-erected.

Cllr Shelley – Dog poo campaign – installed 3 signs Swan Lane footpath RB7 and sign on Letton Close.

Write to 1 Larwood Way – hedge covering sign and Mill House, Mill Road tree obscuring the 30 mph sign. AP Clerk to write letters. Frequent fires on land behind Larwood Way should be report to BDC via their website.



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2764. To receive and note correspondence including any received after the preparation of the agenda.
To note update from Norfolk County Council (www.shipdham.org/parish-council/ncc-reports/) - Noted
To note newsletters from Thomas Bullock Church of England Primary Academy – Noted.
To note approval of Blackburn memorial application by majority email – Noted.
To note Breckland Council Partial Review Consultation ends 23rd September 2022 - Noted.
To note no Sunday Bus Service 4 to Norwich as from 4th September – Noted.
To note additional Purple Line Service 36 from Horsford to City Centre from 11th September – Noted.
To note BT to install fixed line broadband electronic communications apparatus outside 2 High House Bungalow, Shipdham Road, Dereham – Noted.
To note approval of BT 24 month plan at £27.95 by majority email – Noted.
To note report from Rangers regarding works around the village – Noted.
To note receipt of Clerks & Councils Direct magazine – Noted.
To note Bradenham Road closure 5th October 2022 9.30-15.30 – Noted.
2765. Any matters for inclusion on the next agenda.
2766. To confirm the next meeting: 10th October 2022