



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD 4<sup>th</sup> May 2021 BY ZOOM VIRTUAL MEETING

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

5 Parishioners in attendance. The meeting opened at 7.30pm Meeting was recorded.

### MINUTES Items in bold added after agenda was published

J Smith Parish Clerk  
04/05/2021

- 2332. Election of Chairman and sign Acceptance of Office – Nominated Cllr Playford Proposed: Cllr Turner  
Seconded: Cllr Hewett – unanimous. AP Sign Acceptance of Office.
- 2333. Election of Vice-Chairman – Nominated Cllr Hewett Proposed: Cllr S Shelley, Seconded: Cllr Turner – unanimous.
- 2334. Apologies for absence: Cllr Allum, Cllr Crane & County Cllr Connolly.
- 2335. Declarations of Interest - none
- 2336. To agree the Minutes of the meeting held on 12<sup>th</sup> April 2021 – The Minutes were agreed as a true and accurate record and will be signed by the Chair at the next appropriate meeting. Proposed: Cllr Dewing  
Seconded: Cllr Smith - unanimous.
- 2337. Matters Arising for information only – Action Points – Completed or in hand.
- 2338. To consider and decide on time specific matters received after the preparation of the agenda

Email announcing resignation of Cllr Stolworthy. AP Clerk to initiate forms with BDC. AP Chair to write thank you letter.

- 2339. Chairman's Actions – Thanked everyone for their valuable input and support including volunteers.
- 2340. District Councillor Report – From May 1<sup>st</sup>, BDC have separated from South Holland partnership. At the last full Council meeting, Cllr Turner stood down from 2 years as Chair at BDC – everyone full of gratitude.
- 2341. County Councillor Report – no report due to Purdah.
- 2342. 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.* **Parishioners are invited to address the Council via email, correspondence or online link. If you would like to participate in the meeting online, please email the Clerk.**

To include: item 23. General observation, sight of County & District reports. AP Clerk to check with County & District Councillors.

- 2343. Routine Finance To agree the following payments by cheque Proposed: Cllr Playford Seconded: Cllr Hewett - unanimous

04/05/2021	Clerk	Wages	<b>£959.89</b>
04/05/2021	HMRC	PAYE & NIC	<b>£56.03</b>
04/05/2021	Clerk	Expenses	<b>£108.00</b>
22/04/2021	G Tufts & Son	Post mix for dog bin repairs	£4.79
23/04/2021	HMRC	Employment Allowance error	£455.76
04/05/2021	D Nock	Cemetery Caretaker & Cleaning Bus Shelters	£160.00
<b>27/04/2021</b>	<b>Roger Norton</b>	<b>Tree works at BP car park – as per quote</b>	<b>£468.00</b>
<b>04/05/2021</b>	<b>Z Nock</b>	<b>Spraying at allotments</b>	<b>£30.00</b>
<b>29/04/2021</b>	<b>Parish Mag Printers Ltd</b>	<b>Shipdham News Printing</b>	<b>£386.00</b>
<b>30/04/2021</b>	<b>TTSR Ltd</b>	<b>Grass Maintenance Services 1 of 4</b>	<b>£2,272.83</b>

To agree payment of the following invoices by D/D Proposed: Cllr Hewett Seconded: Cllr Playford – unanimous.

16/04/2021	Eon	Street Light	£302.22
15/04/2021	BT	WI Hall	£21.00
		Credit	-£16.09
18/04/2021	Opus Energy	WI Gas March/April	£6.26
18/04/2021	Opus Energy	WI Electric March/April	£17.47
		Credit	-£101.26
15/04/2021	BDC	Rates	£130.14



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To receive, note bank account balances 30/04/2021 – noted.

Community account	6072	<b>£55,090.73</b>
Church wall account	4380	<b>£4725.13</b>
Project A/c	2024	<b>£0.05</b>
Saver Account	4570	<b>£47,797.02</b>
Street Light Account	7769	<b>£22,536.42</b>
WI Hall Account	5971	<b>£12,901.06</b>
<b>Total Balances held</b>		<b>£143,050.41</b>

Cllr Hewett encouraged colleagues to suggest projects for future to enable us to earmarked funds.

2344. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

Planning Applications

<b>3PL/2021/0600/F</b>	<b>Demolition of existing office buildings and erection of singular larger replacement office building and improvement to access.</b> <b>Shipdham Airfield Industrial Estate</b> No issues
<b>3PL/2021/0615/HOU</b>	<b>Single storey rear extension, replacement side carport and detached garage building.</b> <b>Rosmia, High Street, Shipdham</b> No issues

a)

Planning Decisions

<b>3PL/2021/0313/HOU</b>	Proposed single storey extension to side of property 33 Oak Meadow, Shipdham <b>APPROVED</b>
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Planning Appeals - none

2345. To receive and note 2020/21 Quarter 4 Budget Report – noted.
2346. To receive and sign the following papers in preparation for Internal & External Auditors.  
Section 1 – Annual Governance Statement 2020/21  
Section 2 – Accounting Statements 2020/21 AP Clerk to get forms signed.
2347. Clerk's Report – To receive and note the Clerk's Report – noted. Clerk gave update with regard to CCTV/Property Insurance claim.
2348. BPMC – Cllrs Dewing and Secker. To receive and note:  
a) Report from BPMC – no meeting.  
b) Health & Safety update – checks up to date. P Chubbock to make replacement bench. Cllr Hewett mentioned funding available from BDC. Cllr Turner and Cllr Secker to put in application for WI Hall.
2349. To approve funding up to £70,000 plus VAT for Bullock Park entrance works. Proposed: Cllr Dewing Seconded: Cllr Hewett – unanimous. AP Clerk to inform Bullock Park Chair.
2350. To discuss Tree Survey – AP forward to Roger Norton for quote. AP Clerk to write to landowner whose tree was picked up.
2351. To discuss opening the WI Hall from 17<sup>th</sup> May. Yoga can go ahead socially distanced. J Larwood has taken the old tables and put into storage.
2352. To discuss Flag Poles for Churchyard – 2 x flagpoles with internal workings. Proposed: Cllr Hewett Seconded: Cllr Smith. AP Clerk to ask Cllr Crane to install and delivery to installer. AP Clerk to inform Archdeacon we are exchanging like for like.
2353. To discuss signage for Churchyard –sign each end saying “cyclists’ dismount” Proposed: Cllr Secker Seconded: Cllr Hewett – unanimous AP Cllr Hewett to order.
- 2354. To discuss request for funding of road improvements at Trap Lane.** – Parishioners spoke regarding matter. Parishioners want to pay for and place “Give Way” signs and ask Parish Council to fund road markings. Proposed: Cllr Hewett Seconded: Cllr Playford to fund advisory markings on unadopted road. AP Clerk to speak to Highways re costings and advice on advisory signs. Parish Council are supporting parishioners’ request.
2355. To note Defibrillator Check completed
2356. To receive and note Police and SNAP reports – circulated.



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## 2357. To receive Cllrs Reports

Cllr S Shelley – Parklands antisocial behaviour – being dealt with. Lynda's woods had a good clean up but litter/waste collecting again already.

Cllr Hewett – Shipdham News request. Thank you to editors.

Cllr Dewing – pot holes outside cemetery AP Clerk to report again.

Cllr Secker – cones at Church Close AP Cllr Dewing to put cones in The Rectory.

Cllr Turner – Old School House – building works as part of conditions have not been completed. Cllr Turner has filled in complaints form and send to enforcement. PCC meeting coming up and confirmed Parish Council have given permission for the rewilding of an area within the churchyard. AP Agenda item - money for signs re rewilding.

Cllr Playford – Bench at Threeways broken. AP M Lodge to repair.

COVID Restrictions, to defer the next meeting till 21<sup>st</sup> June, after restrictions lifted. Parish Councillors who have had dispensation for being unable to attend via Zoom, will now be able to recommence. Proposed: Cllr Hewett Seconded: Cllr Turner – unanimous. AP Cllr Secker to confirm hall will be free. AP Clerk to confirm with Cllr Allum and Cllr Crane.

Park Grange burning of waste has been reported to environmental health.

Planters on The Green, Cllr Playford to plant some plants.

## 2358. To receive and note correspondence including any received after the preparation of the agenda.

To note weekly updates from Breckland Council and Norfolk County Council – noted.

To note weekly updates from Thomas Bullock Church of England Primary Academy – noted.

To note email from Highways re Zebra Crossing – public advertisement and legal notice to be arranged soon – noted.

To note correspondence received re Little Hale Road ditch – noted.

**To note update from NALC re Norfolk Strategic Flooding Alliance meeting – noted.**

## 2359. Any matters for inclusion on the next agenda.

## 2360. To confirm the next meeting: Monday 21<sup>th</sup> June 2021 venue to be confirmed. Meeting closed 9.10pm