



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

## MINUTES OF THE PARISH COUNCIL MEETING HELD 8 January 2018 IN THE WI HALL

Present: Cllrs: Fawcett (Chair), Aves, Dewing, Hewett, Playford, Secker, Shelly, Tuck, Turner and Stolworthy. Also in attendance: NC Cllr Cliff Jordan. Clerk: Patty Harris. 5 Parishioners in attendance.

The meeting opened at 19:30 by the Chairman who wished everyone a Happy & Prosperous New Year.

### MINUTES

1396. Apologies for absence. Cllr Crane – accepted
1397. Declarations of Interest. There were no DOIs. Chairman reminded Cllrs to declare if any interests arise throughout the meeting
1398. To agree and sign the minutes of the meeting held 11 December 2017 – Circulated 12 December 2017. After correcting 3 typing errors (1 in title and 2 in AP summary) the Minutes were agreed as a true and accurate record and signed by the Chairman. Proposed: Cllr Stolworthy. Seconded: Cllr Turner. Unanimous
1399. Matters Arising for information only – All Action Points clear or ongoing. Noted
1400. To consider and decide on time specific matters received after the preparation of the agenda. None
1401. Chairman's Action - Trees at BP - Following Storm Ellenor - Tree Survey undertaken at costs of £165 approved by Chairman. Noted. Cllr Fawcett asked Cllr Turner to advise position of S106. Cllr Turner informed Cllrs that Approx. £21k left of S106. BPMC have put in a request to BDC for this balance. BDC Officer advised individuals can apply however, the PC have already earmarked the funds for MUGA upgrade. **A/P: Clerk to advise S106 Officer.** With future S106 funding, Clerk should register an interest on behalf of PC with the S106 Officer at BDC. Cllr Fawcett suggested Cllr Turner to also approach Community Centre Trustees for funding towards the MUGA project. Cllr Hewett said it is frustrating that the Park Committee went direct to BDC without informing the PC especially in light of the 'working together' meeting recently held. Cllr Fawcett – updated Cllrs on applications for vacancy. Clerk invited to advise interview panel
1402. To adjourn the meeting for Parishioner's Questions. Meeting adjourned at: 19:46 Meeting reconvened at: 19:50
1403. Routine Finance. The following invoices were approved for payment by cheque except Invoice 10889 for TT Jones which is to be held until all works completed and full check made on all 21 newly installed columns. (items in bold added after agenda published) Proposed: Cllr Turner. Seconded: Cllr Playford. Unanimous

08/01/2018	C Perfect	WI Hall Admin	£40.00
08/01/2018	J Brown	WI Hall Cleaning	£35.00
08/01/2018	P Harris	Jan Net Pay	£698.23
08/01/2018	P Harris	Dec Expenses	£112.41
31/01/2018	HMRC	Jan PAYE NIEES and NI ERS	£80.09
12/12/2017	G Tufts	Inv 654914 CCTV supplies	£252.54
13/12/2017	T T Jones	Inv 10912 Maintenance Quarterly charge	£231.43
07/12/2017	T T Jones	Inv 10889 10 new columns * payment on hold	£16,862.40
08/01/2018	P Chubbock	Tarmac Planings	£420.74
<b>02/01/2018</b>	<b>James Bayliss</b>	<b>Pest control</b>	<b>£39.60</b>
<b>31/12/2017</b>	<b>Mr M Watkins</b>	<b>Clearing wreaths etc at Cemetery</b>	<b>£260.00</b>

- a) The following invoices were approved for payment by D/D (items in bold added after agenda published). Proposed: Cllr Playford. Seconded: Cllr Dewing. Unanimous

15/12/2017	BDC	Rates	£81.00
11/12/2017	E.On	Street Light Elec	£275.54
29/12/2017	BGas	Gas WI Hall	£36.72
29/12/2017	BT	Wifi WI Hall	£57.24
02/01/2018	Anglian Water	The Green	£14.99



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02/01/2018	Anglian Water	Cemetery	£18.11
08/01/2018	Anglian Water	Allot WR (actual readings taken 13/11/2017 within tolerance)	£51.90
08/01/2018	Anglian Water	Allot DR (ditto)	£94.36
<b>12/01/2018</b>	<b>E.On</b>	<b>Street Light Elec</b>	<b>£284.72</b>

b) To receive, note and sign bank account balances. The balances at 31 December 2017 were noted and statements signed by the Chairman

Community Account	6072	46,421.36
CEP Account	4380	2,975.13
Saver Account	4570	79,621.78
WI Hall Account	5971	5,453.91
Street Light Replacement A/c	7769	4.53
<b>Total balances held</b>		<b>134,476.71</b>

c) To receive and note earmarked balances – supporting paper circulated 02/01/2018. Noted

1404. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda. Comments in italics

a) Planning Applications (items in bold added after agenda published)

3PL/2017/1533	Mr & Mrs R Gamble. 27 Market St, Shipdham. IP25 7LY. Demolition of building and 1 new self-build on land at rear of 27 Market St. <i>Discussion followed. Cllrs unsure if development is within settlement boundary and whether application to move boundary is required. Parking and vehicular turning needs to be addressed for road safety.</i>
<b>3PL/2015/1490/O</b>	<b>Glavenhill Strategic Land Ltd. Land off Shipdham Rd, Westfield Rd and Westfield Lane. 291 Dwellings, link road, open space and recreational space. Application referred to Planning Committee. Meeting 15 January 2018 at Breckland Council, Elizabeth House. 09:30 hrs. Consulted as neighbouring parishes. Noted</b>

b) Planning Decisions - none

c) Planning Appeals

<b>APP/F5605/W/17/3182005</b>	<b>Glebe House, Oak Meadow, Shipdham. IP15 7PD. The appeal is dismissed. Noted</b>
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1405. Clerk's Report – To receive and note the Clerk's Report - supporting papers circulated 02/01/2018. Noted. Cllr Turner noted DPO changes. May need to budget next year for DPO services. Cllr Hewett asked for Agenda item in Feb on DPO options. **A/P: Clerk to included item on February agenda**

1406. To consider, approve and adopt the revised Cemetery Policy (A/P 1359) – Clerk. Supporting papers circulated 03/01/2018. Proposed approval and adoption: Cllr Dewing. Seconded: Cllr Playford Unanimous. **A/P: Clerk to circulate to stakeholders.**

At this point, in light of the need for NC Cllr Jordan to leave the meeting, the Chairman invited Cllr Jordan to address the PC. Cllr Jordan said that substantial consultation has been undertaken and decisions have not yet been made. The reality is that cuts are still required. £125m reduction required by 2020. After 2020 NCC will not get any funding from CG. In the last 12 months NCC has made many improvements. Determined to keep services for those who need it, within the budget available. A short Q&A followed between the PC and NC Cllr Jordan. The Chairman thanked Cllr Jordan, who then left the meeting at 20:40



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1407. To consider, approve and adopt the revised Allotment Policy and letter to be sent to all allotment holders (A/P1360) - Clerk. Supporting papers circulated 03/01/2018. Proposed approval and adoption: Cllr Dewing. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to circulate to Allotment Holders.**
1408. BDC/Housing Associations and Surgery care of vulnerable residents – Cllr Turner noted no response has been received and requested reiterate letter. An acknowledgement would be helpful. **A/P: Clerk to reissue letters and ask for acknowledgement**
1409. To consider and decide on membership to Norfolk Playing Fields Association – Clerk. Supporting papers circulated 03/01/2018. To join NPFA Proposed: Cllr Turner. Seconded: Cllr Tuck. Unanimous. **A/P: Clerk to send cheque and membership application**
1410. To receive and note:
- Report from BPMC Cllrs Dewing & Secker - No BPMC meeting since last PC meeting. Noted. Heating and Ceiling at Pavilion is being done at the moment. Chair of BPMC advises that The Rotary has a Tree Planting Scheme. Parish Council to be consulted and involved in any tree planting at BP. Advice is being taken about where to plant. Local groups to be involved for planting. '7 Mile Walk' invitation to Parish Cllrs on 14 Jan starting at 10:15. Bring refreshments. Dogs welcome on leads. Meet at BP. Cllr Fawcett thanked BPMC for the invitation. **A/P: Cllrs Dewing/Secker to obtain tree planting proposals and report back to Parish Council.**
  - Health & Safety update. Cllr Dewing/Clerk – Annual H&S Check at the park completed in December. Supporting paper circulated 02/01/2018. Trees in Plantation area made safe after storm Ellenor
1411. Policy updated. It was proposed to approve and adopt the following policies subject to final minor corrections and check on Pension in SIC: Equalities, Freedom of Information (FOI), Pension, Play Area Risk Assessment, and Statement of Internal Control (SIC) based on supporting papers circulated 03/01/2018. Proposed: Cllr Tuck. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to make checks and upload policies to website**
1412. To receive and note Police and SNAP reports. No SNAP or Police reports have been received since the last PC meeting. Next SNAP meeting 19 Jan. **A/P: Clerk Feb agenda item**
1413. To receive Cllrs Reports. **Cllr Secker:** Flood at bus stop – reported. Drift Footpath has been cleared-Noted. **Cllr Shelly:** Dog bin on corner of Swan Lane needs a new post. Ditch at Dereham Road needs clearing out. Drop kerb at bus stop opposite Eastgate broken. **A/P: Clerk to report all three issues to NCC. Cllr Tuck:** Road sign (bend warning) outside The Golden Dog needs attention. Cllr Hewett will do this. **Cllr Playford:** Xmas tree taken down by Cllr Crane hole made good. Chairman's thanks expressed to Cllrs Crane & Playford. Cllr Playford agreed to store the lights etc until next year and advised that there has been a suggestion from parishioner for permanent lights on trees at front of the green to be funded by donations from businesses to pay for running costs. White lights suggested. Tree pruning needs to be considered. Cllrs agreed in principle but would like final decision. Invite Parishioner to next meeting. **A/P: Clerk Feb agenda item. Cllrs Playford/Secker to organise invitation to parishioner to attend Feb meeting. Cllr Stolworthy:** Trees in Cushing Close cut down, now adequate. Pavement damaged at Bradenham Rd. **A/P: Clerk to report to NCC. Cllr Aves:** Hedge at Watton Road not cut at all yet. **A/P: Clerk to Chase contractor. Cllr Hewett:** Notices for SN, including: help at allotments, Dog fouling, parking on verges, February cemetery tidy up by volunteers. **A/P: Clerk: Agenda item for Press Reporter Honorarium approval. Cllr Fawcett:** Pot hole in road outside OSH reported last week has been repaired
1414. To receive and note correspondence including any received after the preparation of the agenda. Noted
1415. A.O.B. None
1416. To confirm the next meeting, Monday 12 February 2018. Noted

The Chairman thanked Cllrs and Parishioners for attending and closed the meeting at 21:20



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## Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1339	DP Policy reviews	Cllr Fawcett & Clerk	Ongoing	Chair and Clerk working on edits
1365	Great War Commemoration Project	Cllr Hewett	2018	✓ Feb agenda item
1367	Submit bid for Heritage Centre NCF	Cllr Fawcett	asap	
1388	Liaise with BDC and NCC Highways re hold up on planning app for car park entrance at BP	Cllr Dewing	asap	
1401	Letter to S106 Officer to clarify earmarked projects	Clerk	asap	✓ 10/01/2018
1404	Submit planning comments	Clerk	asap	✓ 10/01/2018
1405	Feb agenda item DPO options	Clerk		✓ Feb agenda item
1406	Circulate Cemetery Policy to Stonemasons and Funeral Directors	Clerk	asap	
1407	Circulate Allotment Agreement to Holders	Clerk	asap	
1408	Letters to BDC, Surgery and HAs for acknowledgement	Clerk	asap	
1409	Documentation and cheque to Join NPFA	Clerk	asap	✓ 09/01/2018
1410	Tree Planting proposal at BP	Cllr Dewing		✓ Feb agenda item
1411	Upload Policy updates to website	Clerk	asap	
1412	Standing item Police and SNAP repots	Clerk		✓ Feb agenda item
1413	Report dog bin, ditch and kerb to NCC Highways Permanent Tree lights on Green Invite parishioner to Feb meeting re lights  Report pavement damage to NCC Highways at Bradenham Rd Contact contractor re hedges Watton Rd  Notices in Shipdham News: Allotment help, Dog fouling, Cemetery tidy in Feb, parking on verges.  Press Reporter honorarium	Clerk  Clerk Cllrs/Playford/Secker  Clerk  Clerk  Cllr Hewett  Clerk	asap  for Feb meeting asap  asap  by SN deadline	✓ Feb agenda item       ✓ 10/01/2018   ✓ Feb agenda item