



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD 8th October 2018 IN THE WI HALL

Present: Cllrs: Playford (Chair) Aves, Crane, Dewing, Hewett, Secker, Shelley, Stolworthy, Tuck and Turner Also present; County Cllr Connolly Clerk: June Smith.
13 Parishioners in attendance. The meeting opened at 19.30

MINUTES (items in bold added after agenda was published)

- J Smith Parish Clerk
08/10/2018

Prior to meeting, Clayland Homes will be doing a short presentation regarding planning application.

Clayland Homes presented their application for Pound Green Lane. Parishioners raised questions regarding access, especially during school drop off/pick up points, also the traffic from plant machinery. Condition built in for times of site traffic movement. Concerns raised regarding visibility at access point. Concerns also that the development is bordering the village boundary.

Swan Lane development, Cllr Crane declared interest and withdrew from meeting. Observations as to planning meeting re permissive footpath. Expressed view to say you were happy to move the footpath, not enough ownership on Swan Lane to put footpath in. Pinch point at the flint wall. Parishioners want to get rid of the propose Permissive footpath totally. Risks regarding flooding of land.

Parishioners to give concerns about both developments to Cllr Hewett, Cllr Turner or the Clerk.

- 1591. Apologies for absence; Cllr Shelly
- 1592. Declarations of Interest:
- 1593. To agree and sign the Minutes of the meeting held 10th September 2018 – The Minutes were agreed as a true and accurate record and signed by the Chair. Proposed: Cllr Stolworthy
Seconded: Cllr Turner
- 1594. Matters Arising for information only – Action Points – done or in hand.
- 1595. To consider and decide on time specific matters received after the preparation of the agenda
- 1596. Chairman's Actions – Chair asked for a Councillor to lay wreath on behalf of Shipdham Parish Council – Cllr Dewing agreed to do so.
- 1597. County Councillor – Norfolk Community Directory a directory of clubs to help people to stay independent. To be put on noticeboards etc. Cllr Connolly departed meeting.
- 1598. Parishioner's Questions included;
Mill Road parking. Signs to warn HGV drivers unsuitable road. Cut hedgerow on Swan Lane
AP Clerk to contact TTSR. Pound Green Lane by disabled home, no white lining on road.
AP Clerk to contact Highways School House apartments gas application have to get permit to lay pipe under road. Land is owned by Parish Council so asked for permit to be sent to Parish Council. Proposed this needs to be rubber stamped when received Cllr Stolworthy
Seconded: Cllr Playford.
- 1599. Routine Finance To agree the following payments by cheque Proposed Cllr Stolworthy
Seconded: Cllr Aves

08/10/2018	J Brown	WI Hall cleaning	£30.00
08/10/2018	C Perfect	WI Hall Admin	£40.00
08/10/2018	J Smith	Wages	£841.60
08/10//2018	HMRC	PAYE & NIC	£40.93
08/10//2018	J Smith	September Expenses	£179.56
24/09/2018	SLCC	CiLCA registration	£250.00
18/09/2018	G Tufts	Padlock	£16.61
08/10/2018	P Hutton	Allotment services	£106.00
10/09/2018	Cartridge Save	Ink Cartridges	£139.10
13/09/2018	Seton	Dog/Private Property Signs	£41.76
18/09/2018	TT Jones	Street Light Maintenance	£231.67
08/10/2018	Jane Uglow	Gardening in Churchyard	£288.00
08/10/2018	J Gibb	Q1 Honorarium	£130.00
28/09/2018	PKF	External Auditors	£480.00
01/10/2018	G Tufts	Fence Panel for Ransom	£24.89
21/09/2018	Ashill Fire Protection	Annual Service WI Hall	£57.60
0/10/2018	D Nock	Bus Shelter cleaning	£80.00



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- a) To agree payment of the following invoices by D/D Proposed: Cllr Stolworthy
Seconded: Cllr Dewing

15/09/2018	BT	WI Hall	£31.32
18/09/2018	Opus Energy	WI Gas	£10.97
12/09/2018	Eon	Street Lighting	£293.26
17/09/2018	BDC	Rates	£89.00
12/10/2018	Eon	Street Lighting	£283.81

- b) To receive, note and sign bank account balances at 28/09/2018

Community account	6072	£30,816.82
Church wall account	4380	£3,925.13
Project A/c	2024	£6,075.00
Saver Account	4570	£79,783.23
Street Light Account	7769	£7,504.53
WI Hall Account	5971	£5,063.85
Total Balances held		£133,168.56

Transfer budget allowance to Street Light Account £7,500

Transfer budget allowance to Church Wall Account £500



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1600. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

a) Planning Applications: To note the following applications referred to the Planning Committee – None

3PL/2018/1026F	Bithia Ltd Erection of additional drying and storage silo Saham Grove Farm, Saham Toney No issues
3PL/2018/1103/F	Clayland Estates Ltd Residential development of four dwellings Land to east of Pound Green Lane, Shipdham As discussed earlier
3PL/2015/1490/O	AMENDMENTS - OUTLINE Glavenhill Strategic Land Ltd Residential development of 291 dwellings Land off Shipdham Road, Westfield Road and Westfield Lane Issues with traffic going onto Tesco roundabout. Objection Like to know the potential traffic movements.
3PL/2018/1147/F	Mr L Dagless Change of use of agricultural shed to B2 and replacement of agricultural storage shed with Sui Generis unit for MOT (DVSA) testing Weathervane Farm, Dereham Road, Shipdham No issues

b) Planning Decisions

3PL/2018/0502/F	Mr M Gore Conversion for garages The Old School House, Chapel Street, Shipdham REFUSED
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c) Planning Appeals - none

1601. Clerk's Report – To receive and note the Clerk's Report - Noted

1602. BPMC – Cllrs Dewing and Secker. To receive and note:

- a) Report from BPMC Recognitions to C Knights for his work within football. Old sheds to be cleared and disposed of. To get quote to top conifer trees. Entrance update; visibility plans passed to planning.
- b) Health & Safety update – no problems
- c) E.on Electricity supply with Shared Access – BP electrician to get quote from Eon
Proposed: Cllr Stolworthy Seconded: Cllr Turner

1603. Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett. – Just giving page now running, flyer in Shipdham News and other fundraising options in hand. Donations coming in fast.

1604. To receive update on Church Wall and agree to release monies in the Church Wall account for immediate demolition and preservation of wall. Getting specialist builder in then all can go ahead. Release monies Proposed: Cllr Stolworthy Seconded: Cllr Aves.

1605. To note allotment sites and rental values **and to note letter from allotment holder.** Noted

1606. To review tablets and email addresses – decide on email addresses. Goodwill if a Councillor left. Suggested that people use a folder on tablet/laptop with all Parish Council data. Emails to be left as they are.

1607. To review TT Jones street light contract ending date 31/12/2018 **on checking the contract, this needs to be address next year.**

1608. To approve funding to repair lettering on War Memorial – Memorial cleaned and replanted but name spelt wrong. Proposed: Cllr Stolworthy Seconded: Cllr Playford



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1609. To discuss parking on village green – proposed letter to be sent to householders. Proposed: Cllr Tuck Seconded: Cllr Hewett. **AP to send letter to householders** Letter to parishioner who wrote in ownership of Parish Council, permit to use road, no given right **AP to do letter** Quotes to repair road Proposed: Cllr Stolworthy Seconded: Cllr Sewing proposed 5mile per hour signs put up and parking spaces lined. Mr Thompsons agreement to return the road to good state of repair. Drainage onto the road **AP to get quotes**
1610. To pledge monies to underwrite the Church window – permission to put window in. DAC needed funding of 80% or more. Parish Council to underwrite the 80% so works can commence to a maximum £25,000. First payment £5000.00 second payment near completion. Proposed: Cllr Stolworthy Seconded: Cllr Dewing
1611. Christmas Tree Festival – Parish Council have never done a tree for the festival. Anyone interested let Cllr Turner now. **Cllr Playford & Cllr Crane to organise tree on green.**
1612. To note AGAR final external auditor report and certificate complete. Noted
1613. **To discuss ransom strip** P Hewett – risk that we could be restricting householders. Proposed leasing the ransom strip to one or other neighbours at £50.00 with Parish Council to maintain ownership. Other proposed to leave gate open but leave “private land” sign on gate. Agreed to take off padlock **AP Take the padlock off.**
1614. **To request footpath to Mill Road Estate.** Footpath in front of properties instead of grass. Highways issue.
1615. To receive and note Police and SNAP reports – circulated 06/08/2018 Police have put Shipdham at top priority for next 6 weeks.
1616. To receive Cllrs Reports

Cllr Stolworthy – Cushing Close sign done. Ditch near DR allotments needs to be cleaned out. TTSR to cut hedge to 2 foot and clean out ditch **AP Clerk to organise with TTSR.** Write to 51 Market Street, re ditch on their land.

Cllr Aves – Had reported pot holes on Park Highatt Drive. Bullock Park bridle way post down but to leave down due to new entrance.

Cllr Shelley – Map to identify landowners. Proposed: Cllr Shelley Seconded: Cllr Hewett. **AP Cllr Shelley to contact BDC.**

Cllr Tuck – Blackmoor Row sign has not been replaced. **AP Cllr Tuck to forward to Cllr Connolly.**

Cllr Dewing – will report overhanging tree at Pound Green bus shelter again **AP Cllr Dewing to report.** Suggested a sign saying “Birthplace of Henry Cross VC” to go under town signs. **AP Cllr Playford will enquire through RBL.**

Cllr Secker – Watton Road ditch. **AP Clerk to report to highways again and to Cllr Connolly.** Sign to Little Hale full of brambles. **AP Cllr Stolworthy to speak to landowner.** Cemetery cutting hedge on right hand side. **AP Clerk to contact TTSR** Gentleman who owns allotment sold vegetables outside Cllr Secker’s property and gave monies raised to charity. Grass at church yard looks good.

Cllr Playford – Hedging at Three Steps being done.

1617. To receive and note correspondence including any received after the preparation of the agenda Letter of reassurance regarding the rebuild of the Sunnyside Court wall. Noted
Letter from HMRC VAT returns can now be done online. Noted
Letter from TT Jones Electrical regarding cessation of Sox Lamp production in July 2019. Clerk doing research and recommendation going forward.
Thank you note from Mr Phillips for donation. Noted
1618. A.O.B. – Place notice in Parish magazine re cutting of hedges on roadsides. Apple trees near old school has been reported.
1619. To confirm the next meeting: Monday 12th November 2018. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)

Exclusion to Press and Public

To consider passing the following resolution. “That under Section 100 (A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of the Schedule 12A to the Act”

1. Clerk appraisal Cllr Playford & Cllr Turner – Recommendations to Council to increase hours to 70 a month. Hourly rate to remain the same until completion of CiLCA course. Appraisal in one years’ time, unless required earlier.



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Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1365	Great War Commemoration Project	Cllr Hewett	On going	next agenda item
1412	Standing item Police and SNAP repots	Clerk	monthly	next agenda item
1437	Liaise with BPMC re option for Defib at Pavilion	Cllr Dewing	asap	
1445	Letter re waste disposal charges	Cllr Turner & Cllr Hewett	asap	
1466/1483/1491	Tweak Cemetery Policy once Cemetery Management course completed. To consider Natural Cemetery area	Cllr Turner/Cllr Playford/Cllr Dewing/Clerk	ongoing	✓
1523	Portable Toilets for Drynkings 2019	Clerk	March 2019	
1523	Keycode for WI Hall needs changing	Cllr Secker	asap	
1587	Ask RBL regarding VC plinth	Cllr Playford	asap	
1587	Storm gate hinge on cemetery gate	Cllr Crane	asap	
1587	Notices on Shipdham News noticeboard	Cllr Hewett	Next addition	✓
1598	Contact TTSR re hedgerow on Swan Lane	Clerk	Asap	✓
1598	Contact Highways re no white lining at Pound Green Close near home entrance	Clerk	Asap	✓
1600	Report Planning comments	Clerk	Asap	✓
1609	Clerk to send letter to householders	Clerk	Asap	✓
1609	Letter to Parishioner re The Green	Clerk	Asap	✓
1609	Road repairs to get quotes	Clerk	Asap	In hand
1610	Letter to Church re pledge	Clerk	Asap	✓
1611	Organise Christmas Tree	Cllr Playford Cllr Crane	Christmas	
1613	Remove padlock from ransom strip	Clerk	Asap	✓
1616	Dereham road allotment ditch to be cleared Clerk to contact TTSR	Clerk	Asap	In hand
1616	Write to 51 Market Street re ditch	Clerk	Asap	
1616	Contact BDC re map of landowners	Cllr Shelley	Asap	
1616	Blackmoor Row sign not replace Cllr Tuck to forward to Cllr Connolly	Cllr Tuck	Asap	✓
1616	Overhanging tree at Pound Green bus shelter	Cllr Dewing	Asap	
1616	Sign re "Henry Cross"	Cllr Playford	Asap	
1616	Watton Road ditch report to highways and Cllr Connolly	Clerk	Asap	✓
1616	Sign to Little Hale covered by Brambles speak to landowner	Cllr Stolworthy	Asap	
1616	Cemetery hedge needs cutting on right hand side contact TTSR	Clerk	Asap	✓
1617	Report and recommendation re Sox Lamps	Clerk	Next meeting	