



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD 9 January 2017 IN THE WI HALL

Present: Cllrs: Fawcett (Chair), Playford (Vice-Chair), Aves, Crane, Dewing, Secker, Shelly, Stolworthy, Tuck and Turner.

Clerk: Patty Harris. 3 Parishioners in attendance

Minutes

1156. Apologies for absence - Apologies from Cllr Hewett received and noted.
1157. Declarations of Interest - None
1158. The Minutes of the meeting held 12 December 2016 and circulated 14 December 2016 were agreed as a true copy and signed by the Chair.
1159. Matters Arising for information only – All Action Points have been cleared except 990, 1127 which are ongoing. 1147 for March agenda. 1152 CCTV carried forward to Feb.
1160. Time Specific matters. The following time specific matters were received and decisions made:
Tree Management option received - item for next meeting with Tender info.
Quote from Tufts £864.55 or BP repairs by P Chubbock. Clerk to obtain more quotes
BP Entrance spec - Third letter to Mr A Gayton requesting hedge is cut.
RA for WI Hall – No RA's available. Clerk to instigate.
Cemetery path - Clerk to obtain quotations to supply and install matting to allow easier access for wheelchair users.
Shared Access – no reply yet to email 13 Dec re changes to contract. Furthermore meeting this week re power supply issues with the Chair.
1161. Chairman's Action - The Drift – cars and a skip parked on the Drift. Cllr Fawcett summarised situation. Clerk to obtain legal advice from Spire as to reinstating the boundary with a fence. Clerk to advise Paul Sellick NCC about Footpath violation.
1162. Parishioner's Questions. The Meeting was adjourned for PQ at 20:00
A/P: Clerk to obtain quote from Mr Nock to cut hedge and clear ditch at Swan Lane. The Meeting was reconvened at 20:14
1163. Routine Finance

- a) The following invoices for payment by cheque were agreed: Proposed: Cllr Dewing. Seconded: Cllr Playford. Unanimous.

14/12/2016	J Bayliss	Inv 3672 Pest Control	£ 39.60
09/01/2017	P Harris	January salary	£ 662.20
09/01/2017	P Harris	December Expenses	£ 161.16
16/12/2016	T T Jones	Maintenance	£ 402.79
01/09/2016	P Chubbock	BP Safety Checks Q2	£ 300.00
01/12/2016	P Chubbock	BP Safety Checks Q3	£ 300.00

- b) The following invoices for payment by D/D were agreed: Proposed: Cllr Turner Seconded: Cllr Playford. Unanimous.

29/12/2016	BGas	Elec Supply WI Hall	£ 43.51
30/12/2016	BT	Wifi Wi Hall	£ 49.68
23/12/2016	Biffa	Waste Disposal WI Hall	£ 22.78
15/01/2017	BDC	Business Rates	£ 75.00
03/01/2017	BGas	Gas Supply WI Hall	£ 328.94
01/01/2017	E.On	Elec - Street Lights	£ 261.01

- c) The following bank account balances and reconciliations at close of business on 31/12/2016 were received and noted and signed by the Chair.

	£	
Community Account	6072	8,426.44
CEP Account	4380	2,525.13
Saver Account	4570	54,467.52
Street Light Account	7769	16,004.07
WI Hall Account	5971	7,204.86
Total balances held		88,628.02

1164. Planning. The following Applications, Decisions and Appeals, including any received



SHIPDHAM PARISH COUNCIL



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after the preparation of the agenda were received and noted with the following comments:

a) Planning Applications. Items in red added after agenda published.

3BT/2016/0004/BTM	Harlequin Group – Telecoms Mast at Brick Kiln Lane. Comment: Concerns about proximity to houses.
3PL/2017/0013/HOU	Mr J Gillies. 5 Eva Close, Shipdham IP25 7QB Alterations and extension. No objection. No adverse comments.

b) Planning Decisions - Noted

3PL/2016/1282/HOU	Mr A Ferrari & Ms Williamson 1 Mews Court, Larwood Way, IP25 7LN. Erection of 2 storey side extension: REFUSAL Noted.
3PL/2016/1404/HOU	Mr & Mrs Martin 12 Fen Folgate, Shipdham IP15 7LT Single storey front and first floor rear dormer extension, dropped kerb and hard landscaping: PERMISSION Noted

c) Planning Appeals - none

1165. Clerk's Report - Received and noted.
1166. S106 – Great War Commemoration Plans – Cllr Hewett. Cllr Turner said Cllr Hewett suggested forming a working party for GWC. **A/P: Carry forward to next meeting.**
1167. Parish Council Website – maintenance and updating – Cllr Hewett. **A/P: Clerk to liaise with Cllr Hewett for plan to put to Cllrs at next meeting.**
1168. To consider and decide on application from the Kick Boxing Academy for a Grant. Cllr Turner provided Draft Grant Form suggested for adoption: Adoption Proposed: Cllr Stolworthy. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to ask KBK to complete form.** A discussion took place about grants and funding in general.
1169. To receive and decide on quotations for tree works at the Cemetery.
Total Quotation A: £2,075.00
Total Quotation B: £2,600.00
Third quotation not available despite chasing and several other requests.
Cllr Stolworthy proposed accepting Quotation A.
Proposed: Cllr Stolworthy. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to appoint contractor asap for work to be done before end of February.**
1170. To receive and note Annual Play Area Inspection Report for Bullock Park and to make decisions where required. Report received and noted with agreement for Mr Chubbock to carry out repairs except: Cleaning not required as Nocks to be appointed. Ornate bench repairs not required as Nocks have already agreed to do this. **A/P: Clerk to contact Mr Chubbock and Mr Nock with instructions.**
1171. To consider and decide on Parish Council laptop replacement. Quotations received and noted. £500 budget Proposed: Cllr Stolworthy. Seconded: Cllr Aves. Unanimous. **A/P Chair and Clerk to liaise and make purchase.**
1172. To receive Cllrs Reports and make decisions where required. Including report from Cllr Secker from Bullock Park Management Committee:
Cllr Secker: Bus stop broken on Bradenham Rd needs repairing. **A/P: Clerk to report.** BP no problems.
Cllr Shelly: Sheep gone from field, no further action.
Cllr Dewing: asked for Annual Tree Safety Inspection report. **A/P: Clerk to get quotes.** Also, note in Shipdham News to be vigilant regarding recent break-ins in the village. **A/P Cllr Hewett to put note in Shipdham News.** Cllr Tuck: Confirmation requested that Gary Lake will cut hedges in Cemetery before end of Feb. **A/P: Clerk to instruct GL.** Also request for a note go in the Shipdham News encouraging Parishioners to help keep pavements clear from leaves etc. **A/P: Clerk to report to Serco to clear leaves via Report it button.** **A/P: Cllr Hewett to put note in Shipdham News.** Also, suggests First Aid Courses for Parishioners, agree budget, select provider, advertise course, book the hall and Match Funding possible. Cllrs supported this wholeheartedly. **A/P: Agenda item for Feb**
Cllr Playford: Xmas tree to come down. Cllr Crane will take the tree down.
Cllr Turner: The School Governing Body has agreed a letter for circulation to parents regarding parking at school in PG Lane. Also article for Shipdham News from Parish and School asking for more responsible parking. **A/P: Cllr Hewett to include in**



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

Shipdham News.

Cllr Aves: Expressed thanks to Mr J Larwood for cutting hedges at Swan Lane.

Cllr Stolworthy: Noted that the headstone for Mr Thomas Bullock is in poor condition and suggested that it should be cleaned considering what Mr Bullock did for the village.

AP: Clerk to obtain 2 quotes for cleaning and restoration.

1173. To receive and note correspondence including any received after the preparation of the agenda Noted.

1174. A.O.B. none

1175. To confirm the next meeting, Monday 13 February 2017. Doors open to Parishioners at 7:15pm. (Hard copies of planning applications will be available for Councillors to view from 6:45pm)

The Chairman thanked Cllrs and parishioners for attending and closed the Meeting at 21:20

Action Point Summary

Ref A/Ps	Action Required	By Who	Deadline	Update
990	WI Hall Development Plans	Cllrs Secker /Fawcett Clerk	Ongoing	✓ ongoing AP
1127	Register with Pension Scheme	Cllr Hewett	13/02/2017	✓ ongoing AP
1134	S106 long tern plan for Great War Cllr Commemoration	Cllr Hewett	13/02/2017	✓ February agenda
1147	March Agenda item – Contract of Employment changes	Clerk	28/02/2017	✓ to be carried forward
1152	Seek advice on CCTV for Church wall strikes	Cllr Playford	13/02/2017	
1160	Time Specific A/Ps 1. Further quotes for Play area repairs 2. Letter to Mr Gayton 3. RA's for WI Hall to be completed 4. Quotes for cemetery path DDA Access 5. Shared Access – chase updated contract	Clerk	13/02/2017	✓ 10/01/2017 ✓ 10/01/2017
1161	Seek legal advice on reinstating boundary	Clerk	13/02/2017	
1162	Obtain quotes for hedge and ditch at Swan Lane	Clerk	13/02/2017	
1164	Submit Planning Comments	Clerk	asap	✓ 10/02/2017
1166	Great War Commemoration – set up working party and ideas – next agenda	Cllr Hewett	13/02/2017	
1167	Parish Website - set up working party and ideas	Cllr Hewett	13/02/2017	
1168	Grant application form to KBA	Clerk	asap	✓ 10/01/2017
1169	Accept Quotation A for tree works	Clerk	asap	✓ 10/01/2017
1170	Annual Play Area inspection repairs – contact Mr Chubbock and Mr Nock	Clerk	asap	✓ 10/01/2017
1171	Purchase Laptop	Chair/Clerk	asap	✓ 10/01/2017
1172	Report bus stop damage Request GL to cut hedges before end of Feb Obtain Annual Tree Inspection quotes Notes in Shipdham News as follows: Vigilance re break-ins in area, encourage parishioners to keep pavements outside houses clear of leaves, encourage more responsible parking in PGL at school times. Report leaves and debris to Serco Agenda item Feb, First Aid Courses to be offered Obtain quotes for cleaning and restoration of headstone for Thomas Bullock	Clerk Clerk Clerk Cllr Hewett Clerk Clerk Clerk	asap asap asap asap asap 13/02/2017 asap	✓ 10/01/2017 ✓ 10/01/2017 ✓ February agenda