



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD 9 July 2018 IN THE WI HALL

Present: Cllrs: Aves, Crane, Dewing, Secker, Shelly, Stolworthy, Tuck and Turner Clerk: June Smith.
10 Parishioners in attendance. The meeting opened at 19.30

MINUTES (items in bold added after agenda was published)

J Smith Parish Clerk
9th July 2018

- 1536. Apologies for absence – Cllr Playford, Cllr Hewett
- 1537. Declarations of Interest – Cllr Stolworthy no. 22 Cllr Secker no. 9
- 1538. To agree and sign the Minutes of the meeting held 11th June 2018 – Circulated & the Minutes of the Extraordinary meeting held on 9th July – Circulated Agreed & Signed
- 1539. Matters Arising for information only – Action Points
- 1540. To consider and decide on time specific matters received after the preparation of the agenda
- 1541. Chairman's Actions – Cliff Jordon funeral, lovely service. Below the Line action re Maintenance Contract
- 1542. Chair of the Thomas Bullock Trustees, explained their plans to explore outside funding sources to enable replacement of the present Shipdham Play group building, and to request the Parish Council's support in so doing – asking for formal support in applications and funding. Proposed S106 monies be used to help towards project. (£17,000 from Abel development) AP Clerk to do letter and inform BDC saying project in hand. Contact Mr Jon Berry.
- 1543. Parishioner's Questions
Discussion regarding allotments – see item 1558 below
- 1544. Routine Finance To agree the following payments by cheque Proposed: Cllr Stolworthy
Seconded: Cllr Tuck

11/06/2018	C Perfect	WI Hall Admin	£40.00
11/06/2018	J Brown	WI Hall Cleaning	£30.00
11/06/2018	J Smith	Wages	£813.95
11/06/2018	HMRC	PAYE & NIC	£32.83
11/06/2018	J Smith	May Expenses	£155.85
20/05/2018	J Bayliss	Pest Control - Dereham	£55.20
19/06/2018	Ravencroft	Fen Folgate Tree Survey	£234.00
31/06/2018	TT Jones Elec	Street Light Maintenance	£534.07
19/06/2018	All Saints Church	Advertising in Shipdham News	£350.00
09/06/2018	C Playford	War Commemoration donation	£300.00
22/06/2018	J Bayliss	Pest Control - Watton	£39.60
20/06/2018	R Waterhouse	Works at WI Hall	£108.55
30/06/2018	Ridyards	Grass Cutting	£691.20
03/07/2018	NPTS	CiLCA course	£250.00
03/07/2018	SCS Accounting	Internal Audit	£240.00

a) To agree payment of the following invoices by D/D

09/07/2018	Wave	WI water	£56.75
02/07/2018	Wave	Standpipe water	£12.10
09/07/2018	Wave	Watton Allotment water	£40.49
02/07/2018	Wave	Cemetery water	£14.81
02/07/2018	Wave	Dereham Allotment water	£77.00
15/06/2018	BT	Broadband	£59.52
09/07/2018	Barclaycard	Android Tablet	£64.99
12/07/2018	Eon	Street Lighting	£283.81

b) To receive, note and sign bank account balances at 30/06/2018

Community account	6072	£36,270.81
Church wall account	4380	£3,425.13
Project A/c	2024	£5,000.00



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Saver Account	4570	£79,721.08
Street Light Account	7769	£4.53
WI Hall Account	5971	£5,378.37
Total Balances held		£129,799.92

1545. 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

3PL/2018/0775/F	Mr Philip Marshall Land opposite Red House Farm, Green Lane, Shipdham Erection of agricultural storage building No issues
3PL/2018/0676/Hou	Mr & Mrs Eglington Park Villas, Blackmoor Road, Letton, Cranworth Proposed Garage/garden Store & Gym No issues

b) Planning Decisions

3PL/2015/1050F	Mr M Gore The Old School House, Chapel Street, Shipdham Breach of Condition Notice Noted
3PL/2018/1071/F	R Paterson 32 & 34 Letton Road, Shipdham Demolish dwelling & erect 3 dwellings REFUSED Disappointment at this result

c) Planning Appeals – none

d) The Homestead unauthorised development – no breach of building regulations

1546. To receive final year end accounts – circulated 26/06/2018 – Proposed Cllr Stolworthy
Seconded Cllr Dewing

1547. Clerk's Report – To receive and note the Clerk's Report – circulated - Noted

1548. BPMC – Cllrs Dewing and Secker. To receive and note:

a) Report from BPMC – no meeting

b) Health & Safety update

c) E.on Electricity supply with Shared Access – awaiting final answer from SA re separate metering facilities.

1549. Update on Great War Commemoration Project (A/P 1365) – Cllr Turner. Meeting of the PCC and WW1 Committee, wording and design have been confirmed, design to go through Faculty for approval.

1550. To receive update on CCTV for Church Wall – Mr Older needs to speak with Cllr Hewett regarding issues and costs. No update on Church kerbing.

1551. To review Village Correspondent honorarium fee – Currently £250. Village correspondent spoke and did not want to be paid and to donate money to a worthier cause and it was proposed that we pay the Correspondent £250 who can then donate it to whom he feels fit Proposed: Cllr Dewing Seconded: Cllr Crane

1552. To review and adopt CCTV Policy – circulated 25/06/2018 - Noted

1553. To note E T Malt & Son change of business name to Elm Farm Partnership – **Noted AP Tenancy will need to be changed Clerk to contact agent. Tenant to bear costs**

1554. To note and approve BT quotes for WI Hall – BT quote **AP Clerk to action**

1555. To review CiLCA Training course –learning agreement document signed

1556. To note £5,000 received from Norfolk Community Foundation towards Cemetery & Heritage Centre works. **AP Clerk to action**

1557. To request a white line in front of The Ringers and Sorting Office access **AP Clerk to ask for white line to be painted – Highways – in meantime 5 cones had been purchased**

1558. **To receive allotment report – as per report** Certain allotment holders using massive amounts of water. Di Ball to put up notice to try and limit usage. **AP Clerk to thank Stan Osbourne.**



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- Floor tiles can be donated as rubble for track if made of clay. Land at Watton Road ideally was going to be made into a Community space and Orchard or wild flower area. **AP Stolworthy to speak to interested party.** Allotment holders to be encouraged to form a co-operative. **AP Clerk to send DP Policy to Di Ball.** Best allotment award to be judged by 2 Councillors. Cllr Shelly and Cllr Secker volunteered and to be done asap. Review of rents and water charges to be on next agenda
1559. **To receive and approve quotation for light inspection defects** Cllr Dewing had been and checked the inspection. Proposing: Go ahead with quote for the foliage cut backs but not Col.47
1560. To receive and note Police and SNAP reports - no report.
1561. To receive Cllrs Reports
- Cllr Shelly – Pound Green bus shelter, trees overhanging **AP Cllr Dewing to get number**
Cllr Secker – Donation for the signs re John Phillips (next agenda). Cemetery, marking numbers be put back for each row. Seats in cemetery be cleaned **AP ask D Nock to clean.**
John Larwood to put in bill for no parking signs at church and to do another.
Cllr Dewing – reported sign at Bradenham Road still not replaced
Cllr Tuck – Check similar signs at Blackmoor Row.
Cllr Stolworthy - 23/25 Pound Green Lane – Letter re hedges. Letter to 1 Fen Folgate regarding dog escaping gardens. **AP Clerk to do letters**
Land at Parklands has been cut. A member of Open Spaces disagrees with change of footpath.
Cllr Aves – pot hole on Park Highatt has been filled.
Cllr Turner – complaint about weeds in “footpath” at rear of Mallards – not our land.
1562. To receive and note correspondence including any received after the preparation of the agenda Merchant Navy Day 3rd September
1563. A.O.B.
1564. To confirm the next meeting: Monday 10th September 2018. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)

“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 it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act”

To discuss maintenance contract – a discussion took place. TTSR to take over contract to March 2020 with the addition of a break clause in the contract Proposed: Cllr Crane Second: Cllr Stolworthy unanimous.



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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	✓ Sept agenda item
1412	Standing item Police and SNAP repots	Clerk	monthly	✓ Sept agenda
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	Tweak Cemetery Policy once Cemetery Management course completed	Cllr Turner/Cllr Playford/Cllr Dewing/Clerk	Oct Agenda	
1491	Natural Cemetery area – to be discussed after Cemetery Training	Cllr Turner	Sept Agenda	
1512	Obtain email addresses	Clerk	When Needed	
1523	Portable Toilets for Drynkings 2019	Clerk	March 2019	
1523	Keycode for WI Hall needs changing	Cllr Secker	Asap	
1541	Search Tablets for more suitable one	Cllr Hewett	Asap	
1554	Woodchips on Swan Lane to be levelled	Cllr Crane	Asap	
1542	Letter to Thomas Bullock Trust & BDC	Clerk	Asap	✓
1545	Submit Planning comments	Clerk	Asap	✓
1550	CCTV at Church Go through issues with MrOlder	Cllr Hewett	Asap	
1553	E T Malt & Son change of name on Tenancy	Clerk	Asap	✓
1554	Confirm BT quote	Clerk	Asap	✓
1556	Heritage Centre actions	Clerk	Asap	✓
1557	Highways re White Line at Sorting Office	Clerk	Asap	✓
1558	Letter of thanks to Stan Osbourne	Clerk	Asap	✓
1558	Cllr Stolworthy to contact potential tenancy holder at Watton Road allotments	Cllr Stolworthy	Asap	
1558	DP Policies to Di Ball	Clerk	Asap	✓
1558	Review allotment rent & water charges	Clerk	Sept Agenda	
1559	To confirm light defect actions	Clerk	Asap	✓
1561	Overhanging Trees at Pound Green Bus Shelter	Cllr Dewing Clerk	Asap	✓ by Cllr Dewing
1561	Cemetery numbers need replacing	Cllr Secker Cllr Turner	As and when	
1561	Seats in cemetery to be cleaned by D Nock	Clerk	Asap	✓
1561	Letter to 23/25 Pound Green Lane re Hedge	Clerk	Asap	✓ by Cllr Dewing
1561	Letter to 1 Fen Folgate re escaping dog	Clerk	Asap	✓
Under the Line	Award TTSR Maintenance Contract	Clerk	Asap	✓