



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: June Smith

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

Present: Cllrs: Fawcett (Chair), Dewing, Hewett, Playford, Secker, Shelly, Stolworthy, Tuck and Turner
Also in attendance Cllr Jordan

Clerk: June Smith. 10 Parishioners in attendance. The meeting opened at 20.30

MINUTES

- J Smith Parish Clerk

- 1468. Health & Safety – Fire Exits & First Aider – Carole Playford
- 1469. Apologies for absence – Cllr Crane, Cllr Aves
- 1470. Declarations of Interest – No Declarations at this point
- 1471. To agree and sign the Minutes of the meeting held 12 March 2018 – Circulated
The Minutes were agreed as a true and accurate record and signed by the Chairman.
Proposed: Cllr Dewing Seconded: Cllr Tuck 1 abstention
- 1472. Matters Arising for information only – Action Points
- 1473. To consider and decide on time specific matters received after the preparation of the agenda
- 1474. Chairman's Action – AP 1367 Breckland Community Funding application **AP Clerk to submit**
- 1475. To adjourn the meeting for Parishioner's Questions at 20.40pm Readjourned at 20.47pm
- 1476. Routine Finance To agree the following payments by cheque (**items in bold added after agenda was published**) Proposed: Cllr Hewett Seconded: Cllr Playford Unanimous

12/04/2018	C Perfect	WI Hall Admin	£40.00
12/04/2018	J Brown	WI Hall Cleaning	£30.00
12/04/2018	J Smith	April pay	£758.68
12/04/2018	J Smith	March expenses	£140.51
28/04/2018	HMRC	PAYE NIEES and NI ERS	£16.62
16/03/2018	L F Everett & Son	A.H Cross Orders of Service	£325.00
28/02/2018	Ridyards	Hedge Cutting	£432.00
20/03/2018	SLCC	Cllr Turner Training Day	£20.00
01/04/2018	NALC	Annual Subscription	£367.12
30/03/2018	Ridyards	Grass Cutting	£345.60
16/03/2018	R Waterhouse	Delivery and Assembly of WI Hall shed	£239.47
03/04/2018	D Nock	Bus Shelter Cleaner	£80.00
07/04/2018	J Bayliss	Pest Control	£34.80
29/03/2018	Norfolk Parish Training & Support	4 x Cemetery Management Training Sessions	£240.00

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

08/03/2018	British Gas	WI Hall Elec	£36.42
07/03/2018	Wave	Standpipe Supply Water	£11.70
07/03/2018	Wave	WI Hall Water	£26.09
07/03/2018	Wave	Cemetery Water	£14.40
07/03/2018	Wave	Dereham Road Allotment Water	£73.69
07/03/2018	Wave	Watton Road Allotment Water	£38.65
15/03/2018	BT	WI Hall	£59.52
13/03/2018	Barclaycard	Handling Charge re Credit Note	£30.90

b) To receive, note and sign bank account balances at 31/03/2018

Community account	6072	28927.24
Church wall account	4380	3425.13
Project A/c	2024	5000.00
Saver Account	4570	79670.87
Street Light Account	7769	4.53
WI Hall Account	5971	5158.22
Total Balances held		£122,185.99



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1477. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda
 Planning Applications: To note the following applications referred to the Planning Committee **(items in bold added after agenda was published)**

3PL/2018/0352/HOU	3 Mews Court, Shipdham. Mr David Ellis Council have no issues with this application
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a) Planning Decisions

3PL/2017/1533F	27 Market Street, Shipdham Mr & Mrs Gamble APPROVED
3PL/2017/1464/O	Land to rear of 82 Market Street, Shipdham Mr Andrew Jackson APPROVED

b) Planning Appeals - none

1478. Clerk's Report – To receive and note the Clerk's Report circulated **Noted AP Electricity Suppliers**
1479. BPMC – Cllrs Dewing and Secker. To receive and note:
 a) Report from BPMC **No meeting has taken place**
 b) Health & Safety update **Noted**
 c) E.on Electricity supply with Shared Access – Shared Access need their own meter so there is no impact on Sarah. External meter needs to be in place, as meter is inside BP building. **Need to organise a meeting with BP and Natalie from Shared Access. AP Cllr Fawcett/Cllr Hewett/Cllr Dewing**
1480. a) To consider and decide on Kindle 10/IT options for Cllrs correspondence - **Cllr Hewett & Cllr Fawcett to go through specs needed.**
 b) To consider and decide on appointment of DP Officer – supporting papers circulated by email 13/02/2018 £300 pa to include Compliance Visit. Proposed: Cllr Stolworthy Seconded Cllr Fawcett. **Unanimous AP Clerk**
1481. To receive and note BDC reminder of DPI requirements – email circulated 15/03/2018 **AP by next meeting**
1482. To receive and note Charity Trustee Document – email circulated 29/03/2018 **Noted**
1483. To discuss meeting with Paul Littleproud/Cemetery Policy – Cllr Turner meeting went well. 4 going on Cemetery Management course, then tweak with Paul Littleproud **AP after course on 15th May 2018**
1484. Update on Great War Commemoration Project (A/P 1365) – Cllr Hewett. **Gave update AP Ongoing**
1485. To receive update on CCTV for Church Wall proposal and consider and decide options and costs. (A/P 1422) Cllr Fawcett – unit has been found, just need cameras and power supplies. Owners of both properties are happy to house. Advise is needed for installation. **Order camera and 2 x cables Proposed: Cllr Hewett Seconded: Cllr Playford. Company credit card can be used. AP S Howlett to get CCTV name and A Stolworthy to speak to Toby**
1486. To consider Community Fridge – copy letter circulated 28/03/2018 – Cllr Turner – Watton one is very successful. Sponsor to provide it, safe place to house and persons to maintained. Out of date food to go somewhere. Local group could sponsor this. **AP Gillian to put out networking as village correspondent**
1487. To consider and decide on Noticeboard replacement(s) – **Discussion To buy Green 9 x A4 Wood Effect Aluminium Noticeboard Proposed: Cllr Tuck Seconded: Cllr Playford AP Cllr Fawcett to Purchase**
1488. To appoint Internal Auditor – Clerk **Stay with same Auditor Unanimous Proposed Cllr Hewett Seconded Cllr Turner**
 Note; PKF have been appointed external auditors for 5 years from 2017/18 – email circulated 28/03/2018 **Noted**
1489. **To receive, note and sign Ridyards Grounds Maintenance Risk Assessment – email circulated 04/04/2018 Noted**
1490. To receive and note Police and SNAP reports if available – none available



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1491. To receive Cllrs Reports
Cllr Secker – Kinnard has cut his hedge. **AP letter to Jacksons to take down chains and posts.** Ella Maud Wood re Bretts chasing stone. **AP Clerk**
Cllr Shelly – Speed sign **AP Cllr Fawcett to contact P Chubbock. Bus Shelter land floods 23 Dereham Road AP Flagship**
Cllr Dewing – 31 Bradenham Road, land being washed away IP25 7PH. **AP Highways letter**
Cllr Tuck – First Aid Course – Cemetery – natural cemetery. Pay to mow unused area. Discussion trees on perimeter – access. **AP bring up with cemetery issues**
Cllr Playford – Pot holes
Cllr Turner – **AP war memorial not to be cleaned.**
Cllr Hewett – None
Cllr Stolworthy – None
1492. To receive and note correspondence including any received after the preparation of the agenda Shipdham War Memorial - Awarded Listed Building Status **Noted**
Thank you letter from Citizens Advice for generous donation of £50 **Noted**
Parishioner has expressed concerns about safety of 3 trees at the bottom of Fen Folgate/Parklands Estate overhanging pathway **AP A Stolworthy to speak to owner** and youngsters driving motorbikes on same pathway. **AP P Hewett to put behaviour notice in news. AP Cllr Turner to take to SNAP meeting.**
1493. A.O.B. None
1494. To confirm the next meeting: Monday 14th May 2018. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)
- The Chairman thanks Cllrs and Parishioners for attending and closed the meeting at 22.13pm

Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1365	Great War Commemoration Project	Cllr Hewett	On going	✓ May agenda item
1367/1474	Heritage Centre Bid submit bid	Clerk	On going	
1411	Upload Policy updates to website	Clerk		Connected to 1453b
1412	Standing item Police and SNAP repots	Clerk	monthly	✓ May agenda
1422	Further investigations into CCTV for Church Wall	Cllr Fawcett	Asap	✓ April agenda
1428	Agenda item to consider and decide on Kindle 10/IT options for Cllrs correspondence to meet DP regulations	Clerk	March	✓ April agenda
1432	Liaise with History Group re PC contribution to project	Clerk	Asap	✓ 14/02/2018 contact made
1437	Letter to residents in New Rd to remove stones Liaise with BPMC re option for Defib at Pavilion Follow up on A/P 1408 S106 Project	Clerk Cllr Dewing Clerk Cllr Turner	Asap Asap Asap On going	✓20/02/2018 ✓20/02/2018 – Chair to consider (re data protection) ✓ 3 rd site visit arranged and March agenda item
1445	Letter re waste disposal charges	Cllr Turner & Cllr Hewett	asap	
1451c/1479	Write to Shared Access re BPMC Mast to arrange meeting	Cllr Fawcett to arrange	Asap	
1453a/1480a	To consider and decide on Kindle 10/IT options for Cllrs correspondence - Quotes	Cllr Fawcett and Cllr Hewett to decide spec	Asap	
1480	To Appoint DP Officer	Clerk	Asap	✓23/04/2018
1454/1480b	BDC DPI Requirements – make sure everyone has submitted by next meeting	Clerk	May Meeting	
1460	British Gas Prices	Clerk	Ongoing	
1465	E.on electricity rates	Clerk	Asap	✓23/04/2018
1466/1483	Tweak Cemetery Policy once Cemetery Management course completed	Cllr Turner/Cllr Playford/Cllr Dewing/Clerk	June Agenda	
1477	Submit Planning Application comments	Clerk	Asap	✓10/04/2018
1485	Purchase CCTV Cameras and Cable Speak to Toby re installation	Cllr Fawcett Cllr Stolworthy	Asap	✓16/04/2018
1486	Need Sponsor group re Community Fridge	Gillian	Asap	



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	Village Corresponder to network			
1487	Purchase 9 x A4 Wood Effect Aluminium noticeboard	Cllr Fawcett	Asap	✓16/04/2018
1491	Letter to Jacksons to take down chains and posts	Clerk	Asap	✓19/04/2018
1491	Ella Maud Wood – Chase stone from Bretts	Clerk	Asap	✓12/04/2018
1491	Village speed sign	Cllr Fawcett to contact P Chubbock	Asap	
1491	Bus Shelter near property 23 Dereham Road Flooding	Clerk	Asap	✓12/04/2018
1491	31 Bradenham Road land erosion. Letter to Highways	Cllr Fawcett	Asap	In Progress
1491	Natural Cemetery area – to be discussed after Cemetery Training	Cllr Turner	June Agenda	
1492	Behaviour Notice to go in Shipdham News	Cllr Hewett	Asap	✓
1491	Social Action Group not to clean memorial	Clerk	Asap	✓10/04/2018
1492	Trees at bottom Fen Folgate/Parkslands	Cllr Stolworthy to speak to owner	Asap	
1492	Youngsters on Motorbikes on pathways	Cllr Turner to take to SNAP	Asap	