



# SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

## MINUTES OF THE PARISH COUNCIL MEETING HELD

9<sup>th</sup> May 2022 at WI HALL

Present: Cllrs: Playford (Chair), Dewing, Hewett, Holman, Shelley, Smith, Wordley & Clerk: June Smith.

5 Parishioners in attendance. The meeting opened at 7.30pm  
Items in bold added after agenda was published.

- J Smith Parish Clerk  
09/05/2022

- 2645. Election of Chairman and sign Acceptance of Office – nomination from Cllr Playford. Proposed by Cllr Turner and Seconded by Cllr Hewett – unanimous Cllr Playford signed Acceptance of Office form.
- 2646. Election of Vice-Chairman – nomination from Cllr Shelley. Proposed by Cllr Wordley and Seconded by Cllr Holman – unanimous.
- 2647. Apologies for absence: Cllr Secker, Cllr Turner & County Cllr Connolly.
- 2648. Declarations of Interest – Cllr Smith re 3PL/2022/0474/HOU. Chair gave reminder to Cllrs to make sure DOI are up to date.
- 2649. To agree the Minutes of the meeting held on 11<sup>th</sup> April 2022 - The Minutes were agreed as a true and accurate record and signed by the Chair - unanimous from those who attended.
- 2650. Matters Arising for information only – Action Points – In hand.
- 2651. Chairman's Actions – none.
- 2652. District Councillor Report – Co-ordinate new inter village traffic meeting with Highways/County Councillor. Old School Playing Field application will be opened up as clearance of coal yard/garage has started. Call for Sites deadline in 3 weeks time.
- 2653. County Councillor Report – apologies sent.
- 2654. Parishioner's Questions *In accordance with the Council's standing orders, the period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting.*

Call for sites – to be discussed later.

Scale of development in Shipdham and lack of affordable housing. Infrastructure levy not in place – Cllr Hewett as District Councillor spoke and suggested Parishioner write to Breckland Planning.

- 2655. Routine Finance  
To agree the following payments by cheque – Approved – unanimous.

09/05/2022	Clerk	Wages	£1038.75
09/05/2022	HMRC	PAYE & NIC	£80.16
09/05/2022	Clerk	Expenses	£252.29
09/05/2022	C Andrews	WI Hall Admin	£40.00
09/05/2022	D Nock	Cemetery Caretaker & Bus Shelters	£160.00
20/04/2022	G Tufts & Sons	Posts for allotment fencing	£40.75
01/05/2022	TTSR Ltd	Ground Maintenance	£2,318.29
<b>03/05/2022</b>	<b>NPTS</b>	<b>Cllr Shelley Training</b>	<b>£75.00</b>
<b>29/04/2022</b>	<b>Boro Sports</b>	<b>Goal Posts re Bullock Park</b>	<b>£774.00</b>

To agree payment of the following invoices by D/D – Approved – unanimous.

	Npower	Street Light - No bill as yet	TBC
15/03/2022	BT	Bill Account	£45.85 -£142.49
18/04/2022	Opus Energy	WI Electric Mar/Apr	£32.75
19/04/2022	Opus Energy	WI Gas Mar/Apr	£32.71

To receive, note and sign bank account balances 29/04/2022 – noted and signed by Chair

Community account	6072	£75,205.07
Church wall account	4380	£5,375.13
Saver Account	4570	£2,798.38
Street Light Account	7769	£9,721.62
WI Hall Account	5971	£10,459.60
<b>Total Balances held</b>		<b>£103,559.80</b>



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2656. To receive and sign the following papers in preparation for internal and external auditors.  
 Section 1 – Annual Governance Statement 2021/22 – Approved and signed by Chairman & Clerk  
 Section 2 – Accounting Statements 2021/22 – Approved and signed by Chairman and Responsible Financial Officer.
2657. To receive and note Quarter 4 Budget Report – noted.
2658. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

Planning Applications– all planning applications can be viewed at [www.breckland.gov.uk/planningsearch](http://www.breckland.gov.uk/planningsearch) where you can enter the reference number below.

3PL/2022/0474/HOU	Proposed single storey side extension to create bedroom and wet room 1 Fen Folgate, Shipdham DOI Cllr Smith No objections.
<b>3PL/2022/0145/F</b>	<b>Demolition of existing house &amp; erection of 9 dwellings. Revised site layout, reduction to 9 units. 5 Market Street, Shipdham</b> Objections remain the same.

#### Planning Decisions

3OB/2022/0012/OB	Schedule 1 Occupation Obligations detailed in S106 Agreement on 3PL/2020/1299/F to comply with occupation requirements. 18 Fieldfare Loke APPROVED
3AG/2022/0005/AG	Erection of new tractor shed and first floor storage above Ash Farm, King Row PRIOR APPROVAL IS REQUIRED
Noted no confirmation from BDC 3PL/2022/0066/F	Conversion of existing building into 9 self-contained dwelling units. The Beeches, Mill Road. APPROVED

#### Planning Appeals - none

2659. To receive and note Clerk's Report – noted. – SPC to write a thank you to Young Offender. AP Clerk
2660. BPMC – Cllrs Dewing & Shelley. To receive and note:  
 a) Report from BPMC – BPMC agreed to purchase goal posts.  
 b) Health & Safety update – up to date. Dog poo on field was discussed.  
 c) Next Queen's Jubilee Preparations meeting Bullock Park Pavilion 11<sup>th</sup> May 7pm.
2661. Highways Issues – grass verges overgrown – Cllr Hewett explained verges have been taken over by NCC – AP Clerk to ask TTSR for quote.
2662. Policy Reviews:  
 a). Vexatious Correspondence Policy – various amendments.  
 b). CCTV Policy – various amendments.  
 Noted all new councillors should have access to all policies when elected/co-opted.
2663. Heritage Centre Update – Clearance Day 21<sup>st</sup> May from 10am onwards, stainless glass windows have been removed for repair and once cleared the refurbishments will take place. The History Group asked for a response to their submitted plan and we confirmed that the RBL, as sitting tenants and having provided a plan and engaged with the steering group, would be continuing in their use of the centre, subject to complying with the conditions to be agreed on opening, public access, etc. The History Group were again invited to be part of the steering group, but declined. Cllr Holman asked the History Group to be part of the clearance – which they accepted.
2664. To consider quote for Dereham Road allotment ditch clearance – Approved unanimously. AP Clerk to initiate.
2665. To consider having Parish Council stand at Queen's Jubilee celebrations (SS) – approved to walk around with identity badges. AP Cllr Shelley to make ID Badges.
2666. To consider registering BDC Call for Sites, Local Green Spaces - Bullock Park, The Green & Allotment land, Bowls/Community Centre area. Parishioner spoke and Cllr Hewett explained the procedure. Approved unanimously. AP Clerk.
2667. To consider suggestion of Dog Poo Bag dispensers – Purchase dispenser for Bullock Park with bags for trial period – approved unanimously. AP Clerk to purchase.
2668. To consider McClure memorial application for cemetery – approved unanimously. AP Clerk.
- 2669. To sign NCC Sam2 sign award and Memorandum of Understanding.** – signed by Chair AP Clerk to complete
- 2670. To note resignation of WI Hall cleaner.** – noted.
- 2671. To discuss quote for Church clock.** – SPC to pay in full and PCC to contribute 35% approved unanimously.
2672. To note Defibrillator Check completed – noted.
2673. To receive and note Police and SNAP reports ([www.shipdham.org/parish-council/snap-police-reports/](http://www.shipdham.org/parish-council/snap-police-reports/)) - none



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2674. To receive Cllrs Reports – for information only.

Cllr Shelley - Tree works at Dereham Road allotments done with care – all plots occupied.  
Cllr Smith - Pavements along Townshend Place – do not meet criteria AP Clerk to report again.  
Cllr Holman – Parishioners expressing sadness at losing Waggon and Horses/Garage.  
Cllr Wordley – Abandoned caravan at Threeways has been moved.  
Cllr Hewett – Shipdham News entries by 18<sup>th</sup> May.

2675. To receive and note correspondence including any received after the preparation of the agenda – noted.  
To note monthly updates from Norfolk County Council ([www.shipdham.org/parish-council/ncc-reports/](http://www.shipdham.org/parish-council/ncc-reports/))  
To note newsletters from Thomas Bullock Church of England Primary Academy. Head commented that Mr Taylor had pruned the tree – SPC to write thank you. AP Clerk  
To note approval of glass clearance at Dereham Road Allotments by majority email vote.  
To note BDC Ukraine Support Grant Scheme running until 31<sup>st</sup> March 2023 £1000 grants for activities/projects supporting the arrival and integration of Ukrainian guests only.  
**To note BDC Town and Parish Forum, Monday 23<sup>rd</sup> May 5.30pm.**

2676. Any matters for inclusion on the next agenda – Heritage Centre.

2677. To confirm the next meeting: 13<sup>th</sup> June 2022 Meeting closed 9pm.