



SHIPDHAM PARISH COUNCIL



Chair: Sam Shelley Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD

9th October 2023 at WI HALL

Present: Cllrs: Shelley (Chair), Chaplin, Chubbock, Cramp, Cross, Feerick, Smith, Turner & Clerk: June Smith
14 x Parishioners in attendance. The meeting opened at 7.30pm. Meeting was recorded.

J Smith Parish Clerk
09/10/2023

- 3091. Apologies for absence – Cllr Hewett & County Cllr Connolly.
- 3092. Welcomed and co-opted Helen Cramp back to the Parish Council who signed Declaration of Acceptance of Office. AP Clerk to inform Breckland District Council
- 3093. Declarations of Interest – none.
- 3094. To agree the Minutes of the meeting held on 11th September 2023 - The Minutes were agreed as a true and accurate record and signed by the Chair – unanimous by those present.
- 3095. Matters Arising for information only – Action Points – as per Clerk's report.
- 3096. Chairman's Actions – Gave a Heritage Centre update - now opening 11am-2pm and will close for the winter from 19th November to 7th April. All exhibits and artifacts will be placed in storage during that time.
- 3097. District Councillor Report. – Cllr Turner raised the Local Plan consultation events with details on chairs and in noticeboards.
- 3098. County Councillor Report – no report.
- 3099. 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.*

Thomas Bullock School Head gave update on RAAC – the whole school surveyed but RAAC found only in main hall, which they had been able to work around. 4-week tender process in hand for works and construction will then start so hopeful to be back up and running for winter time. Events coming: Harvest festival in Church 19th October 2pm, FOSS AGM 12th October, Open day for nursery and reception on 17th 2pm and general update on school progress.

Included; Golden Dog hedging and 23-25 Pound Green Lane hedging. AP Clerk to write to residents. Bench at Eastgate has disappeared – AP Clerk to check with NCC.

Bus shelter cleaning. Cemetery grass cutting AP Clerk to find out when next cut. Watton Road allotments hedging on right hand side AP Clerk to get quote. Tree on Park Estate scheduled in works by tree surgeon.

3100. Routine Finance

To agree the following payments by cheque/bacs. Payments approved – unanimous.

01/10/2023	Clerk	Wages	£1031.10
01/10/2023	Clerk	September Expenses	£194.15
01/10/2023	C Andrews	WI Hall Admin	£40.00
01/10/2023	D Nock	Cemetery Caretaker	£80.00
01/10/2023	T Wale	WI Hall Cleaning	£40.00
06/09/2023	J Bayliss	Dereham Road & Watton Road pest control	£112.50
22/09/2023	RBL	Heritage Centre electricity	£570.86
08/09/2023	TTSR	Grounds maintenance	£3,186.58
11/09/2023	PKF	External Audit	£378.00
28/09/2023	Glasdon	Dog Poo Bags	£116.28
28/09/2023	TT Jones Electrical Ltd	Street Light maintenance	£355.61
27/09/2023	Cartridge Save	Printer Inks	£42.38
26/09/2023	NBB Recycled Furniture	Picnic benches to be reimbursed by BP.	£1,188.00
29/09/2023	Z Nock	Watton Road allotment track	£80.00
03/10/2023	J Gibb	Honorarium	£130.00
28/09/2023	St Johns Ambulance	Replacement defib pads	£157.14

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

04/10/2023	Npower	September Street Lighting	£242.45
15/09/2023	BT	Bill	£39.58
18/09/2023	Opus Energy	WI Electric Aug/Sep	£15.34



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18/09/2023	Opus Energy	WI Gas Aug/Sep Credit on account	£12.05 -£120.45
15/09/2023	BDC	Rates	£195.00

To receive, note and sign bank account balances 29/09/2023. Noted and signed by Chair.

Community account	6072	£39,178.04
Church wall account	4380	£6,025.13
Saver Account	4570	£42,908.82
Street Light Account	7769	£17,335.54
WI Hall Account	5971	£9,167.67
Total Balances held		114,615.20

Figures above include 2nd half of precept. Noted.

3101. To note Quarter 2 budget report. Noted.

3102. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda

Planning Applications

3PL/2023/0923/HOU	2 storey extension with rear and side balcony and first floor extension over garage New Blossom Cottage, Old Post Office Street No objections.
3PL/2023/0895/HOU	Regularise access to the front of the property by dropping the curb. Two Trees, Chapel Street No objections.
3PL/2023/0965/HOU	Proposed dormers to front and rear roof slopes, with Juliette balconies to the first-floor rear elevation, proposed fenestration and external materials to front elevation and conversion of garage to home office. Threesteps, New Road, Shipdham No objections.

Planning Decisions

3PL/2023/0769/F	Retention of a temporary office building 31 Market Street APPROVED
3PL/2023/0766/F	Erection of a detached, single storey dwelling and garage. Land adjacent Beech Farm, Thorpe Row REFUSED
3PL/2022/0145/F	Demolition of existing house & erection of 9 dwellings 5 Market Street REFUSED

Planning Appeals - none

Planning Applications referred to Planning Committee - none

Planning Updates – Old Coal Yard (LT) – Cllr Turner had a site visit with Breckland Council, and confirmed there would be no more building this year due to the issue of nutrient neutrality. Site is looking disgraceful, so have contacted Places for People & Bowbridge Homes to tidy. Breckland will enforce if no effort.

3103. To receive and note Clerk's Report. Noted.

3104. BPMC - To receive and note:

- Report from BPMC – 2 benches ordered in memory of Roger (Claude) Knights and Mr Park Highatt. New heating system to be installed in half term week. Event at park to be organised for Bank Holiday 21st July 2024 similar to Tea In Park.
- Health & Safety update – nothing new to report. Matting under roundabout in hand.

3105. Highways Issues – (SS) Car parked on Pound Green corner, untaxed and no mot for over a year. AP Clerk to contact Parking Services, Kings Lynn then Shipdham Parish Council to do tort if no action taken.

3106. Parking Matters (LT) – around school. Unless someone is breaking law the Police will not get involved. AP Clerk to invite Parking Services to visit along with Toftwood & Scarning who have similar problems.

3107. To discuss Christmas Tree – AP approved, Clerk to order and contact Community Hub for delivery and date.

3108. To discuss DBS checks - approved but not mandatory. AP Clerk to register and do checks for those wishing to have one.



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3109. To discuss Allotments
- a) Community Plot – not had much uptake. Due to waiting list for plots it has been converted back to plot to rent. Have also halved the size of some plots for those wanting smaller areas – unanimous.
 - b) Grass cutting & hedge cutting – Grass areas at bottom of allotments cut for £20 on an as and when required basis – agreed unanimous. AP Clerk to write to resident/allotment holder re parking on Swan Lane allotments.
3110. To discuss RBL request to use The Green for event on 28th October – agreed unanimous. AP Clerk to initiate.
3111. To appoint a Councillor to attend/liaise SNAP meetings for Shipdham – Cllr Smith agreed with Cllr Turner to attend if Cllr Smith not available, next meeting 25th October.
3112. To consider grant application for The Friends of Park Estate – unanimous. AP Clerk to initiate and Cllr Turner to chase BDC re grant.
3113. To consider village gateway for Letton Road – reinstate speed watch group. Approved unanimous. AP Clerk to do Parish Partnership application.
3114. To note Defibrillator Checks completed.
3115. To receive Cllrs Reports – for information only.
- Cllr Smith – SNAP issues and Shipdham News.
- Cllr Turner - Church clock update - waiting for new quote.
- Cllr Chubbock – PA system approx. £700 plus VAT but will keep looking for alternative. 2 picnic benches delivered and put together for Bullock Park. Parish Council wished Paul Chubbock a speedy recovery.
3116. To receive and note correspondence including any received after the preparation of the agenda.
- To note newsletters from Thomas Bullock Church of England Primary Academy. Noted.
 - To note various updates from NALC. Noted.
 - To note road closure Mill Road/Church Lane from 7pm to 6am 11th to 12th October. Noted.
 - To note Breckland Local Plan consultation events – as per noticeboards. Noted.
3117. Any matters for inclusion on the next agenda.
3118. To confirm the next meeting of the Parish will take place on Monday 13th November 2023. Meeting closed 20.35pm