



SHIPDHAM PARISH COUNCIL



Chair: Carole Playford Clerk/RFO: June Smith

MINUTES OF THE PARISH COUNCIL MEETING HELD 9th September 2019 IN THE WI HALL

Present: Cllrs: Hewett (Vice-Chair), Allum, Crane, Dewing, Secker, Shelley, Smith, Stolworthy,
Woodrow, Worth & District Cllr Turner Clerk: June Smith.
10 Parishioners in attendance. The meeting opened at 19.30

(items in bold added after agenda was published)

J Smith Parish Clerk
09/09/2019

- 1888. Apologies for absence – Cllr Playford Cllr Connolly Meeting Chaired by Vice-Chair
- 1889. Declarations of Interest – Cllr Secker re Finance Cllr Smith & Cllr Woodrow regarding Allotments (both have asked for dispensation to comment but not vote) Shipdham Parish Council re planning application 3PL/2019/1056/O dispensation requested for Council as a whole re standing order 13.i Cllr Crane re planning. Cllr Smith re finance.
- 1890. To agree and sign the Minutes of the meeting held 8th July 2019 – The Minutes were agreed as a true and accurate record and signed by the Vice-Chair. Proposed: Cllr Stolworthy Seconded: Cllr Dewing Unanimous
- 1891. Matters Arising for information only – Action Points either completed, in hand or on agenda
- 1892. To consider and decide on time specific matters received after the preparation of the agenda **Planning application 3PL/2019/1056/O move to planning.**
- 1893. Chairman's Actions - no report
- 1894. District Councillor Report – report on file
- 1895. County Councillor Report – note NCC Annual Review circulated 04/08/2019
- 1896. 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.*
Included Links to agenda & minutes to go on nextdoor. Old School Playing Field. Larwood Way planning re wildlife, light pollution, antisocial behaviour. 30-mile hour sign – AP chase P Chubbock. Footpath re Pound Green Lane messy with apples. AP Clerk to contact Breckland Council. Mill Road alterations - white lines on main road need to be clearer and follow kerb. White lines around churchyard. Mill road speed limit further out of village if planning goes ahead. Pound Green Close sign.
- 1897. Routine Finance To agree the following payments by cheque: Proposed: Cllr Stolworthy Seconded: Cllr Crane all in favour apart from Cllr Woodrow abstaining.

August			
02/08/2019	J Brown	WI Hall Cleaning	£36.00
02/08/2019	C Andrews	WI Hall Admin	£40.00
02/08/2019	J Gooch	WI Window Cleaner	£30.00
02/08/2019	Mr Wayne	WI Weed Killing	£40.00
02/08/2019	Clerk	Wages	£950.53
02/08/2019	HMRC	PAYE & NIC	£67.88
02/08/2019	Clerk	Expenses for July	£118.79
10/07/2019	NCC	H Bar re PO/Ringers	£164.00
19/07/2019	BDC	Election charges	£75.00
20/07/2019	G Tufts	Plywood for Church Spotlights Protectors	£67.08
24/07/2019	J Bayliss	Pest Control	£37.20
30/07/2019	H Brett & Son	Repairs to memorials as agreed in 2016 Net taken from reserves	£7056.00
30/07/2019	R Waterhouse	WI Hall repairs	£40.00
18/08/2019	CleartoC Windows	WI Hall windows Note approval of WI window replacement quote made by majority vote by email	£360.00
September			
12/08/2019	D Nock	Cemetery Caretaking	£80.00
09/09/2019	J Brown	WI Hall Cleaning	£36.00
09/09/2019	C Andrews	WI Hall Admin	£40.00
09/09/2019	Clerk	Wages	£950.53



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09/09/2019	Clerk	Expenses – August	£96.41
09/09/2019	HMRC	PAYE & NIC	£67.88
02/09/2019	M Lodge	Repairs around village	£206.00
01/09/2019	TTSR	Grounds maintenance	£2,137.50
31/07/2019	SPS Print	Emergency Plan leaflets	£355.00
30/08/2019	M J Bayliss	Water Heater repairs at WI Hall	£70.68

- a) To agree payment of the following invoices by D/D Proposed: Cllr Stolworthy
Seconded: Cllr Dewing unanimous

29/07/2019	BT	WI Hall	£32.52
03/08/2019	Opus Energy	WI Gas	£3.46
03/08/2019	Opus Energy	WI Electric Credit currently	£25.56 -£86.58
15/07/2019	BDC	Rates	£100.00
16/07/2019	Eon	Street Light	£293.03
15/08/2019	Eon	Street Light	£302.78
15/08/2019	BT	WI Hall	£32.52
03/09/2019	Opus Energy	WI Gas	£1.13
03/0//2019	Opus Energy	WI Electric Credit currently	£23.19 -£63.39
15/08/2019	BDC	Rates	£100.00

- b) To receive, note and sign bank account balances at 30/08/2019 Vice-Chair
signed bank reconciliations

Community account	6072	£16,445.17
Church wall account	4380	£3,425.13
Project A/c	2024	£4,784.89
Saver Account	4570	£74,193.98
Street Light Account	7769	£7,515.02
WI Hall Account	5971	£4,740.70
Total Balances held		£111,104.89



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1898. 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/2019/0401/F	CONSULTATION AMENDMENTS Residential development of 6 dwellings Land at Church Lane, Shipdham Revoked last comment as agreed in July Parish Meeting. Cllr Crane declaration of interest, Vote; in favour Cllr Secker & Cllr Allum Against Cllr Dewing, Cllr Woodrow, Cllr Smith, Cllr Shelley and Cllr Worth. Cllr Stolworthy & Cllr Hewett abstained. Not in favour on alteration of wall and road too narrow and not allowing two-way traffic.
3PN/2019/0029/PNE	CONSULTATION PRIOR APPROVAL Single storey rear extension to Bungalow 17 Dereham Road, Shipdham
3PL/2019/0902/LU	CONSULTATION CERT.LAW.PROP.USE Erection of electricity sub station Parklands, Shipdham APPROVED
3PL/2019/0905/HOU	Proposed veranda to rear of dwelling West End Cottage, High Street, Shipdham Time sensitive – no issues APPROVED
3PL/2019/0641/HOU	CONSULTATION AMENDMENTS Erection of amateur radio master with aerials Owlswood, Dereham Road, Shipdham Time sensitive – no issues
3PL/2019/0988/F	Proposed residential development of 8 dwellings Land adjacent Larwood Way, Shipdham Gate widened. Vote in favour all unanimous.
3PL/2019/1056/O	Outline planning for erection of 36 dwellings, with all matters except access reserved. Land south of Chapel Street, Shipdham In favour but not of the Zebra Crossing and that a Pelican Crossing be used instead. Unanimous.

b) Planning Decisions

3PL/2019/0392/HOU	Proposed single storey side and rear extension, shed and new access Mill House, Mill Lane, Shipdham APPROVED
3PL/2019/0570/F	Proposed change of use to B2 MOT testing Weathervane Farm, Dereham Road, Shipdham APPROVED
3PL/2019/0395/HOU	Proposed single storey side extension, single storey front extension and 2no. single storey rear extension. 30 Market Street, Shipdham APPROVED
3PL/2019/0536/F	Retention of Part of Single Storey Extension for use as storage for apartments in the Old School House Old School House, Shipdham APPROVED



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3PL/2019/0232/HOU	Removal of existing garage and construction of Workshop and Carport Garages Herne Cottage, Herne Lane, Shipdham APPROVED
3PL/2019/0832/HOU	Demolition of modern rear conservatory and replacement with rear extension, to provide new sitting room. 23 Market Street, Shipdham Time sensitive – no issues APPROVED

c) Planning Appeals - none

1899. Clerk's Report – To receive and note the Clerk's Report Proposed: Cllr Stolworthy
Seconded: Cllr Smith unanimous
1900. BPMC – Cllrs Dewing and Secker. To receive and note:
- a) Report from BPMC - Trees in entrance taken down. Conifers all down. Easter event on 11th April and Tea in Park on 20th June. Fire & Rescue are no longer renting facility.
 - b) Health & Safety update – Monkey Bars AP P Chubbock. AP P Hewett to check warranty. Rubber safety matting is hard AP P Chubbock to check.
1901. Update from PCC & PC working group – following Health & Safety recommendations allowing matting will be placed either side of the footpath and protective frames around lights are in place.
1902. To review Cemetery Caretaker role – Proposed: Cllr Crane Seconded: Cllr Stolworthy. Remain the same with another 6 months review unanimous AP Clerk to put March agenda.
1903. To close Commemoration Project – Just Giving closed around £1,002. Housekeeping to move balance into SPC Account. Proposed: Cllr Dewing Seconded: Cllr Woodrow unanimous. Leave bank account running. Parish Council to thank all those involved the World War 1 Project Group & Sue Dewing, Cllr Secker & Mr Larwood. AP Clerk to move monies
1904. To receive Quarter 1 Budget accounts moved Proposed: Cllr Stolworthy Seconded: Cllr Dewing unanimous
1905. To adopt Access to Council Services & Vexatious Correspondence Policy – Proposed: Cllr Stolworthy Seconded: Cllr Shelley unanimous. AP Clerk to put on Parish Council Webpage.
1906. To discuss tree planting memorial request - deferred
1907. To discuss Shipdham News advertising page size Proposed increase advertising page to 2 pages PCC agreed £350.00 per year. Proposed: Cllr Smith Seconded: Cllr Dewing unanimous More up to date information put on the pages. Issues regarding format of Shipdham News for social media sites and data size a problem so suggested link to Shipdham.org. AP Clerk, Cllr Smith & Cllr Shelley to update monthly.
1908. To agree date for Allotment meeting and rental value 11th October 2019. £25 per half plot. Proposed: Cllr Stolworthy Seconded: Cllrs Crane/Allum unanimous. Rental for larger plot £50 with condition brambles and saplings removed Proposed: Cllr Stolworthy Seconded: Cllr Crane unanimous.
1909. To agree Wayleave Agreement between SPC & Eastern Power Networks re Swan Lane – unanimous AP Clerk to complete
1910. To discuss if SPC would like to take on ownership of the carpark if planning at Church Lane granted. Proposed: Cllr Stolworthy take on carpark Seconded: Cllr Crane. Vote: in favour Cllr Stolworthy, Cllr Crane, Cllr Secker, Cllr Allum,, Against Cllr Smith, Cllr Shelley, Cllr Dewing, Cllr Worth Abstaining: Cllr Woodrow. Cllr Hewett gave deciding vote in favour. AP Clerk to inform developer of outcome
- 1911. To discuss whether Shipdham village becomes a No Cold Calling area – AP Cllr Stolworthy to get price for No Cold Calling stickers for Shipdham News – deferred to next meeting.**
1912. To note Defibrillator Check completed by Clerk
1913. To receive and note Police and SNAP reports - circulated 16th July, 21st August & **9th September 2019**



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1914. To receive Cllrs Reports

Cllr Worth – Amount of straw on road by The Golden Dog. Interest in financial training with Cllr Playford AP Clerk to confirm dates and book. Parishioner complaining about the narrow pavement and steep camber by Pound Green Lane. AP Cllr Worth to report to Highways. Damage already to bollards at Mill Road. AP Cllr Worth to check vehicle signage. Parishioner re Ransom strip. AP Cllr Hewett to pass on comments on antisocial behaviour website. Complaint re cemetery grass cutting.

Cllr Stolworthy – verge opposite The Golden Dog needs strimming and regular maintenance. Mr Larwood to cut.

Cllr Smith – 12 Townshend have washed frontage onto path AP Clerk to write to Parishioner. Walkway between Pound Green and Park Highatt the repairs are very uneven. Confirmed that road closures re utilities are not disclosed to the Clerk prior.

Cllr Secker – Threeways hedges done. White lines around churchyard AP Clerk to contact highways. Glebe House corner AP Clerk to contact Highways. Brambles on signs around Little Hale Mr Larwood to cut.

Cllr Dewing – United Reformed Church last service 29th September 11am. AP Clerk to put on website.

Cllr Woodrow - Standing Orders, refer to data protection date AP Clerk to print off standing orders for Cllr Woodrow and update. Agreed allotment holder wishing to leave site could claim his goods. Confirmed rental to allotment holder from outside village. Vice-Chair thanked Cllr Woodrow for his services re allotments.

Cllr Allum – SNAP meeting, crime is rife in Watton & Dereham. AP Cllr Allum to take on reporting to Shipdham News.

1915. To receive and note correspondence including any received after the preparation of the agenda

Council had received letter from Parishioner who the Clerk had written to regarding overgrown hedges in error, following guidance from Highways map. Shipdham Parish Council apologised for the error and any upset caused and Clerk will write formal apology.

To note the Data Sheet for weed killer used by Groundsmen - noted

To note approval of Cordell memorial inscription - noted

To note approval of Lamb memorial inscription - noted

To note approval of Buckingham memorial application - noted

To note Saham Toney Neighbourhood Plan circulated 21st August 2019 - noted

To note number 17 bus route will now be a 16-seater bus and will be monitored - noted

To note Mill Road “unsuitable for HGV” sign request will be looked at but not actioned until 2020/21 if programmed – email circulated 27th August - noted

Receipt of Clerks & Councils Direct magazine - noted

To note NALC Community, Well-being initiative - noted

To note receipt of Caution Property, Register from Spire Solicitors with regard to The Drift, Shipdham – this was initiated in 2016 – noted

Chair thanked those who worked on the Emergency Plan.

1916. Any matters for inclusion on the next agenda.

1917. To confirm the next meeting: Monday 14th October 2019. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm) 9.55pm