



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD 12 December 2016 IN THE WI HALL

Present: Cllrs: Fawcett (Chair) , Playford (Vice-Chair), Aves, Dewing, Hewett, Secker, Shelly, Stolworthy, Tuck and Turner.

Also in attendance NCCllr Cliff Jordan.

Clerk: Patty Harris. 14 Parishioners in attendance

Minutes

The Chairman invited the representatives of the Kick Boxing Academy to talk to Cllrs regarding recent world championship success by the group. Thanks were extended to the PC for the grant that was given last year to the KB Academy. The gold, silver and bronze medals won in 2016 by team members, has secured a place at the Orlando World Games. The KB Academy has asked if the PC would kindly consider making a grant towards the 2017 costs of attending the Orlando World Games. (agenda item for January)

- 1138. Apologies for absence accepted - Cllr Crane.
- 1139. Declarations of Interest – Cllr Hewett Item 9 3PL/2016/1367/F
- 1140. The Minutes of the meeting held 14 November 2016 circulated 16 November 2016 were agreed as a true and accurate record and signed by the Chair. Proposed: Cllr: Turner
Seconded: Cllr Shelly. Unanimous.
- 1141. Matters Arising for information only – Action Points have all been cleared. Those with ongoing action are: AP 990 (WI Hall Business Plan),1127 (Pension Scheme), 1134 (S106 Jan Agenda item). Also, AP 1041,1109, and 1122 which are agenda items. Noted.
- 1142. The following items were discussed and decisions made under time specific requirements. .
 - a. Ratio Law contract – Clerk to query on expenses, £25k error needs amending to £30k, PC expected Shared Access to pay all expenses and disbursements. Once clarifications and queries resolved, Cllrs agreed the Chair to sign contract. Proposed: Cllr Hewett Seconded: Cllr Stolworthy. Unanimous. **A/P: Clerk to write to Ratio Law with queries.**
 - b. H Brett Memorial - Approved.
 - c. Complaints letters – Parking at PG Lane, Parking at Post Office, Defra Notice to Dusty Meadow re Avian Flu. **A/P: Clerk to respond.**
- 1143. Chairman’s Action - if any
 - a. HAGS Order Signed by Chair. **A/P: Clerk to send signed order to HAGS.**
 - b. Authorised Credit Card purchases – signed by Chair.
Letter to Mr & Mrs Cross Nov meeting obsolete. Letter to say thank you. **A/P: Clerk to write letter.**
- 1144. To adjourn the meeting for Parishioner’s Questions. Meeting adjourned at : 20:07
Meeting reconvened at : 20:30
- 1145. Routine Finance

a) The following payments by cheque were approved: Proposed: Cllr Hewett
Seconded: Cllr Turner Unanimous. Items in red added after agenda published.

14/11/2016	Ashill Fire	Inv 7235	£ 51.60
11/12/2016	P Harris	Dec Salary + Nov O/time	£1,060.70
11/12/2016	HMRC	NI Due (ees +ers)	£ 113.40
11/12/2016	P Harris	Expenses (includes £200 for Dereham Times advert)	£ 366.97
12/12/2016	B Fawcett Expenses	Xmas lights for Cable and extra Lights. Estimate.	£ 150.00

- b) The following invoices for payment by D/D were approved: items in red added after agenda published. Proposed: Cllr Stolworthy Seconded Cllr Turner. Unanimous.

01/12/2016	Anglian Water	Cemetery	£ 12.50
01/12/2016	Anglian Water	Allot DR	£ 18.81
01/12/2016	Anglian Water	Standpipe The Green	£ 11.17
08/12/2016	Anglian Water	Allot WR	£ 24.43
08/12/2016	Anglian Water	WI Hall	£ 96.82
29/11/2016	BT	BB WI Hall	£ 49.68
18/12/2016	Biffa Waste	Bullock Park	£ 114.66
15/12/2016	BDC	Business rates	£ 75.00



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11/12/2016	E.On	Street Light Supply	£ 252.60
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- c) The following bank account balances and reconciliations at close of business on 28/11/2016 were received and noted and signed by the Chair.

		£
Community Account	6072	10,480.27
CEP Account	4380	2,525.13
Saver Account	4570	54,467.52
Street Light Account	7769	16,002.08
WI Hall Account	5971	7,151.53
Total balances held		90,626.53

The following internal bank transfers were noted and signed by the Chair:

FROM Saver	4570	(£8,500.00)	16/11/2016
TO Community	6072	£8,500.00	16/11/2016

1146. Planning. The following Applications, Decisions and Appeals, including any received after the preparation of the agenda were received and noted with the following comments:

- a) Planning Applications Items in red added after agenda published.

3PL/2016/1404	Mr & Mrs Martin. 12 Fen Folgate, IP25 7LT Proposed single storey front and first floor rear dormer extensions, dropped kerb and hard landscaping. NO OBJECTION – supported by the PC.
3PL/2016/1371	Shared Access Ltd. Bullock Park. Erection of 25m monopole to support 6 telecoms antennae. 2 Dishes and 2 ground based equipment cabinets to provide 2G,3G and 4G mobile electronic communication service. The Parish Council are supporting this application at Bullock Park. Based on findings of Village Appraisal
3PL/2016/0655/F	Waggon & Horses/Coal Yard Additional documents uploaded to BDC Planning Portal. Cllrs notified by Clerk 29/11/2016 by email. Noted.
3PL/2016/1367/F	Mr S Tribe. New cottage style dwelling and cart shed. Land adjacent to Glebe House, Oak Meadow. PC feel overdevelopment in respect of two existing planning apps. Should the app be approved the PC would suggest single storey.

NCCllr Jordan left at 20.37

- b) Planning Decisions NOTED

3PL/2016/1195/VAR	Mr & Mrs Meachen Barn at land affronting Dereham Rd. New dwelling and carport revised scheme 3PL/2016/0348/F PERMISSION. Noted.
	Mr Ferarri and Ms Williams Mews Court Larwood Way. Refused on grounds of over development by Capita. This application was supported by the PC. Noted.

- c) Planning Appeals - none NOTED

1147. Clerk's Report – circulated 8/12/16 was received and noted with the following comments. Clerk's change in hours & rate agreed for consideration in 2017/18 budget – agenda item 11. Amended Employment Contract to be agreed and signed March 2017. **A/P: Agenda item March 2017.** Came & Co to meet with Clerk and Cllr Hewett 18 January to discuss insurance renewal. NNDR rates for 2017/18 noted. Tender update noted.



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1148. The 2017/18 Budget which was circulated 8/12/16 was received and discussed. In particular the following: BP expenditure. Precept increase vs reserves. Cllrs requested BPMC update and review in January 2017 including a report from BPMC. It was proposed to apply a 1.9% increase on net expenditure and to approve the 2017/18 Budget and Precept requirement of £54,504. Proposed: Cllr Playford. Seconded: Cllr Tuck. For: 8. Against 0. Abstentions 2. Carried. **A/P: Clerk to submit Precept Form B to BDC by deadline.**
1149. Footpath & Bridleway violations (AP1041) Cllr Stolworthy. Paul Sellick. **A/P: Clerk to contact Paul Sellick re violations.**
1150. Trees around village (AP1109) – condition report, including cemetery. The Clerk informed Cllrs that the current tender for GM includes a requirement for tree management and that any issue with trees will now be dealt with and monitored on a 3 year rolling program. Therefore no action required.
1151. Absence Cover arrangements for Clerk (AP 1122) supporting papers circulated 8/12/16. Cllr Hewett shared with Cllrs a draft absence policy. Discussion took place and proposal made to adopt the Absence Policy. Proposes: Cllr Hewett. Seconded: Cllr Tuck Unanimous. **A/P: Cllr Hewett and Clerk to update Standing Orders.**
1152. The following Cllrs reports were received and decisions made:
Cllr Shelly: Reported sheep on the parish land currently rented. **A/P: Clerk to check terms & conditions of lease.**
Cllr Secker: Reported large amount of fly tipping and rubbish at the Drift. **A/P: Clerk to investigate and write letter if origin can be ascertained.**
At Old School House development a white window has been installed. Cllr Turner advised that BDC Building Control is aware. At Heritage Centre various potholes in highway. **A/P Clerk to report to Highways.** Also drains outside the old PG Hotel/ PG Lodge are being blocked due to straw being knocked off tractor loads by the overhanging hedge at Villiers. **A/P: Clerk to write letter to Villiers to request hedge cutting.**
Cllr Playford: Thanks extended to everyone for their help in organising the Christmas tree, especially Cllr Crane and Mr John Larwood for everything they did. Car parked with for sale sign on the Green by telephone box. Cllr Playford will contact owner and asked for the car to be moved from parish land. Church wall strikes by vehicles, Cllr Playford suggested small and discrete CCTV to gather evidence of strikes. Cllr Playford to contact Rhiana Rudland at BDC for advice on permissions required. Broken post outside surgery needs reporting to Highways. **A/P: Cllr Playford to contact Riana Rudling BDC. Clerk to report damaged post to NCC Highways.**
Cllr Stolworthy: Reported a large number of potholes in Swan Lane. **A/P: Clerk to report to Highways.**
Cllr Aves: No reply to PC letter from Dusty Meadow so will arrange for hedge to be cut. Swan Lane hedges will be cut shortly by Mr John Larwood.
Cllr Turner: 3Takes Productions at 18 Dereham Rd Shipdham filming in the village. Cllr Turner concerned about safeguarding issue and suggests out of courtesy that permission should be obtained before filming. **A/P: Clerk to write letter.** Cllr Turner advised £67 raised from donations for Christmas lights. Cllr Fawcett added that £50 will be donated by RBL towards the cost of the lights.
Cllr Fawcett: Thanked Mr John Larwood for his time and use of specialist equipment for the Christmas tree installation at some cost. Mr Larwood acknowledged the PC appreciation and declined any remuneration.
1153. To receive and note correspondence including any received after the preparation of the agenda. Noted.
1154. There were no AOB items.
1155. Next meeting confirmed: Monday 9 January 2017
Doors open to Parishioners at 7:15pm. (Hard copies of planning applications will be available for Councillors to view from 6:45pm)

The Chairman thanked Cllrs and Parishioners for attending and wished everyone a Happy Christmas and a Prosperous New Year.

The Meeting was closed at: 21:58



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Action Point Summary

Ref A/Ps	Action Required	By Who	Deadline	Update
990	WI Hall Development Plans	Cllrs Secker /Fawcett Clerk	Ongoing	✓ ongoing AP
1127	Register with Pension Scheme	Cllr Hewett	Ongoing	✓ ongoing AP
1134	S106 long tern plan for Great War Cllr Commemoration	Cllr Hewett	09/01/2017	✓ January agenda
1142	a. Ratio Law queries – letter b. Replies to complaints	Clerk Clerk	Asap Asap	✓13/12/2016 ✓13/12/2016
1143	a. Signed Order to HAGS b. Thank you letter to Mr & Mrs Cross	Clerk Clerk	Asap Asap	✓13/12/2016 ✓ 04/01/2017
1144	Parishioners Questions: Investigate cemetery path surface improvements for disabled access	Cllr Fawcett and Cllr Hewett	09/01/2017	✓ 02/01/2017
1146	Submit Planning comments	Clerk	asap	✓13/12/2016
1147	March Agenda item – Contract of Employment changes	Clerk	28/02/2017	✓ to be carried forward
1148	Precept Form B application to BDC	Clerk	27/01/2017	✓13/12/2016
1149	Footpath violations – contact Paul Sellick NCC	Clerk	09/01/2017	✓ 04/01/2017
1151	Update Standing Orders with Absence Policy	Cllr Hewett Clerk	09/01/2017	✓ 04/01/2017
1152	Check Land Rental Agreement	Clerk	Asap	✓ Awaiting reply from Land Agent.
	Fly Tipping at the Drift – investigate and write letter	Clerk	09/01/2017	N/a – fly tipping moved
	Letter to Villiers to request hedge cutting	Clerk	09/01/2017	✓ 09/01/2017
	Report potholes: Heritage Centre, Swan Lane	Clerk	09/01/2017	✓ 04/01/2017
	Report broken post outside surgery	Clerk	09/01/2017	✓ 04/01/2017
	Seek advice on CCTV for Church wall strikes	Cllr Playford	09/01/2017	
	Letter to 3Takes Production	Clerk	09/01/2017	✓ 04/01/2017

References for NCC Highways reports:

ENQ900056164 Swan Lane Potholes

ENQ900056168 Heritage Centre Potholes

ENQ900056172 Post outside surgery