



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD 13 February 2017 IN THE WI HALL

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

Clerk: Patty Harris.

14 Parishioners and CCllr Cliff Jordan in attendance

MINUTES

1176. Apologies for absence - Cllr Stolworthy – accepted.
1177. Declarations of Interest – Cllr Crane declared an interest in Item 9 3PL/2016/0655/F
1178. To agree and sign the minutes of the last meeting. The Minutes from 9 January 2017 were accepted as a true and accurate record and signed by the Chairman. Proposed: Cllr Turner. Seconded: Cllr Playford. Unanimous.
1179. Matters Arising for information only – Action Points all clear except the following which are ongoing: 990, 1127,1152,1160, and 1166, 1167 which are agenda items
1180. To consider and decide on time specific matters received after the preparation of the agenda. Appoint internal auditor – SCS Accounting. Proposed: Cllr Hewett. Seconded: Cllr Turner. Unanimous. Accept Quote £80 to clean play equipment at Bullock Park. 3 Takes Productions request permission to film in the village. Cllr Fawcett requested further information on specifics. Cllr Hewett proposed in principle any area which is public providing permission is sought when filming if people are present and in principle consent from land owners should be sought for filming on private land. Cllr Turner added a reminder to abide by advice previously given on safeguarding. Seconded: Cllr Turner. 9 For. 1 Against. **A/P: Clerk to contact 3TP.**
1181. Chairman's Action - Chairman Purchased Kaspersky Antivirus software – annual cost £12 and MS Office 365 purchased outright £229. Approval of these purchases was Proposed: Cllr Hewett Seconded: Cllr Turner. Unanimous.
1182. Parishioner's Questions – the meeting was adjourned at 19:50
The meeting was reconvened at 20:20
CC Cliff Jordan left the meeting.
1183. Routine Finance

- a) The following invoices were approved for payments by cheque: Proposed: Cllr Hewett. Seconded: Cllr Playford. Unanimous.

28/052016	R Clements	Defib elec install	£ 264.00
25/01/2017	R Norton	Cemetery and Parklands Tree work as per quotation	£2,075.00
13/02/2017	P Harris	Salary Feb	£ 662.20
13/02/2017	P Harris	January Expenses	£ 133.98
15/01/2017	D Nock	Bus Shelter clean	£ 80.00
18/01/2016	J Bayliss	Pest Control	£ 44.40
30/01/2017	Larwood Farms	Hedge at DR Allotments	£ 120.00
30/01/2017	Mick Lodge	Glass repair – bus shelter	£ 130.00

- b) The following invoices were approved for payment by D/D: Proposed: Cllr Hewett Seconded: Cllr Playford. Unanimous.

27/01/2017	British Gas	Elec WI Hall	£ 40.61
07/02/2017	Business Barclaycard	Laptop & Bag	£426.41
29/01/2017	BT	Wi Hall wifi	£ 49.68
11/02/2017	E.On	Street Light Elec	£ 261.01

- c) Bank account balances and reconciliations at close of business on 31/01/2017. The following bank account balances and reconciliations were received and noted and signed by the Chair.

		£
Community Account	6072	£5,309.54
CEP Account	4380	2,525.13
Saver Account	4570	54,479.83.
Street Light Account	7769	16,004.07



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WI Hall Account	5971	<u>£7,378.13</u>
Total balances held		£85,696.70

1184. d) Q3 accounts – Received and noted.
 Planning. The Following Applications, Decisions and Appeals, including any received after the preparation of the agenda were received, considered and noted with the following comments in bold:

a) Planning Applications

3PL/2016/0602/F	Ms S White. Quarry View, The Green, Shipdham. Amendments: Revised Plans. Comments deadline 25 Jan 2017 submitted by PC Contractor requested to seek permission to use private road and to make good any damage. Noted.
3PL/2015/1490/O	Glavenhill Strategic Land Ltd. Land off Shipdham Road, Westfield Road and Westfield Lane. Residential Development 291 dwellings, link road, open spaces and recreational space. Comments already submitted. Subsequent Hearing deferred. No comments for now.
3PL/2016/0655/F - Amendments	D D Dodd & Sons. Chapel St, Shipdham. Demolition of old Public House, central garage and retail units. Erection of convenience store, retails units and flats – amended plans. Issues the same, traffic, parking still not sufficient. Alignment of the development is too close to pavement, not in line with current building line. Contamination still an issue and Old Waggon and Horses is in a conservation area, building should be restored and not demolished. Also, contravenes Planning Policies SS1 and PD02
3PL/2017/0075/LB	Mrs M Rudd. Ovington, King Row Hall, King Row. Listed Building Consent. Extension and alterations – no problem, no issues.

b) Planning Decisions

3PL/2016/1371/F	Shared Access. 25m telecoms mast at Bullock Park PERMISSION, Noted.
3PL/2016/0602/F	Ms S White, Quarry View, The Green, Shipdham. Demolition of fore damaged dwelling. PERMISSION. Noted.
3PL/2016/0555/F	Ms S White, Quarry View, The Green, Shipdham. Erection of a pair of semi-detached dwellings. PERMISSION. Noted – permission for 2 dwellings and conditions attached as requested by SPC. Cllr Turner said to write to The Green to advise them. AP.

A/P: Clerk to write to residents of The Green to advise of works and to refrain from parking where possible.

c) Planning Appeals - none

1185. Clerk's Report – Noted. Cllr Hewett proposed approval for purchase and laminator when required. Proposed: Cllr Hewett. Seconded Cllr Turner. Unanimous.
1186. S106 – Great War Commemoration Plans – A/P 1166. To agree Working Party members and to discuss and agree some ideas for their consideration - **Cllr Hewett Outside and PC members of a sub group, History Group, seek ideas, Cllr Hewett: Proposed Cllr Hewett: community commemoration rather than a RBL event. Form Sub group. Seconded: Cllr Fawcett. Unanimous.**



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1187. Updating of Parish Council Website– A/P 1167 Cllr Hewett requested permission from the Chairman to set up a working party of 3 to update website and continue to update it. Cllrs Turner and Playford volunteered to join Cllr Hewett. The Clerk will upload the information to the website. Proposed: Cllr Hewett. Seconded: Cllr Fawcett. Unanimous. **A/P: Cllr Hewett to liaise and arrange.**
1188. Norfolk Wildlife Trust's Churchyard Conservation Scheme – To consider and decide on churchyard area suitable for this scheme and appropriate amendments to GM Contract - Chairman Supporting information and map circulated 7/2/17. Mr John Larwood updated the PC of the NWT scheme through the diocese. The area would be mown and taken away at the PCC expenses. Next year area will be left to encourage flora and fauna, then cut late July and Oct. Proposed: Cllr Playford. Seconded: Cllr Hewett, Unanimous. **A/P: Clerk to advise GM Team.**
1189. Theatrical Event Christmas 2017– to consider and decide on potential event for Christmas 2017 - Cllr Tuck updated Cllrs and will follow up. **A/P: Cllr Tuck to obtain further information and report back.**
1190. Bullock Park Conveyance and implications of BPMC Business Plan Sept 2014. Cllr Fawcett updated Cllrs. Sarah Howlett attended the meeting. A discussion took place. BPMC well looked after by Sarah however, Secretary and Treasurer job must be separate. Clerk to undertake Minutes for BPMC. Letter to David Hill to advise he would need to make himself available for election at the AGM if he wishes. However, Cllr Hewett, Cllr Dewing and Cllr Secker will be making themselves available for election to the vacant posts of Chair and Vice-Chair at the BPMC AGM in April. The Parish Clerk will provide Clerking duties for BPMC. **A/P: Clerk to write to David Hill. Clerk to liaise with Sarah Howlett to agree BPMC AGM date and agenda.**
A/P: Cllr Hewett - Notice in Shipdham News asking for community volunteers to sit on the BPMC.
Cllr Hewett expressed the sincere thanks of the Parish Council and gratitude to Sarah Howlett for the efficient running of the park.
1191. Quotations for concrete post £2,827.92 or wooden posts £864.55 for H&S repairs at BP Play Area. Cllrs Aves proposed the acceptance of the quote for wooden posts. Proposed: Cllr Aves. Seconded: Cllr Turner. Unanimous. **A/P: Clerk to contact Mr Chubbock and agree works to go ahead.**
1192. Grounds Maintenance Tender Selection. A detailed and supporting matrix was tabled for discussion before selecting one of four tenders received. Cllr Hewett proposed to accept Quotation D2. Being the best value, most comprehensive, ISO9001 accredited and supported by two excellent references. Proposed: Cllr Hewett. Seconded: Cllr Aves. Unanimous.
A/P: Clerk to advise successful contractor, prepare contract for signing and contact unsuccessful contractors with outcome/appropriate feedback and express thanks for their interest. Also, write to Gary Lake to request work at cemetery to be complete before 28 Feb and to thank him for work over the last 5 years.
1193. Insurance Tender - Came & Co update and recommendations were received and considered with the following outcomes: Immediate action required as outlined in the report will be covered by the Clerk and Cllr Hewett. **A/P: Clerk to liaise with Cllr Hewett re RAs. Clerk to update Asset Register and remove items listed for Insurance purposes, namely, street lights, bus shelters, allotment sheds, WI shed. Clerk to obtain replacement value from H Brett for Memorial in Churchyard for insurance update.** Proposed: Cllr Hewett Seconded: Cllr Dewing Unanimous.
1194. Tree Risk Survey & Management - Quotations for Tree Risk Survey were received. Cllr Hewett proposed to accept Quotation A. Proposed: Cllr Hewett. Seconded: Cllr Aves. Unanimous. **A/P: Clerk to accept quotation.**
1195. Councillor Training – Following attendance at a recent training course, Cllr Tuck updated Cllrs regarding the list of important documents required for the PC including a Social Media, Business Plans etc. This information was noted. Cllr Tuck gave the Clerk to training document for circulations and further research to enable update of website. **A/P: Clerk to liaise with Came & Co and produce definitive list of documents and policies required.**
1196. Cllrs Reports were received and noted with decisions where required as follows:
Cllr Turner: Requested traffic management and church wall as a SEPARATE MEETING SINGLE AGENDA ITEM VILLAGE FORUM – inviting key people: Iain Temperton Road Safety Management Officer, CCllr Cliff Jordan, Police Chief



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Inspector Wheatley (Police Commander for Breckland), David Law Traffic Management Officer Norfolk Constabulary. Amy Lucas Police Constable Community Engagement Officer, and Tracey Jessop. Date to be confirmed either 6th or 27th March. 19:30 to 21:30 in the WI Hall. **A/P: Clerk to arrange and advise.**

Cllr Turner: Letters to parents sent re parking at school. More awareness of it.

Cllr Hewett: Dementia Awareness training offered by Mrs Hewett. Need WI Hall for free. Offer on the table.

Cllr Secker: Letter of thanks to Sue and Keith Rowe thank you for litter picking. **A/P: Clerk - letter**

Cllr Secker: Grant for WI Hall still needs pursuing. **Cllr Secker:** Thomas Bullock already has a memorial in the church – why are we cleaning headstone. Cllr Fawcett said TB had contributed to the village and was deserving of headstone being maintained.

Cllr Tuck: Litter pick was organised by Vicar so have not needed to follow this up. Date for litter pick is 18th March. Mr & Mrs Rowe asked for rings for the litter bags.

A/P: Clerk to order. **Cllr Tuck:** First Aid course, awaiting quotes. Community cars - funding available, Cllr Tuck to follow up and liaise with Cllr Turner.

Cllr Hewett: Work starting at Bullock Phase II on 6th March. Funding application progressing.

Cllr Playford: Note in Shipdham News about reporting wall strikes – possible reward. Agreed to wait until after traffic management meeting.

Cllr Crane: Advised cricket nets and frame now dismantled.

1197. To receive and note correspondence including any received after the preparation of the agenda. Noted.

1198. A.O.B. None

1199. To confirm the next meeting, Monday 13 March 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 closed the meeting at 22:14

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	13/03/2017	✓ March agenda
1134	S106 long tern plan for Great War Cllr Commemoration	Cllr Hewett	13/03/2017	✓ March agenda
1147	March Agenda item – Contract of Employment changes	Clerk	13/03/2017	✓ March agenda
1152	Seek advice on CCTV for Church wall strikes	Cllr Playford	t.b.c	Village Forum to be held
1160	Letter to Mr Gayton, RA's for WI Hall to be complete, Quotes for cemetery path DDA Access, Shared Access – chase updated contract	Clerk	13/03/2017	✓ 15/02/2017 Letter. Other items ongoing
1172	Obtain quotes for cleaning and restoration of headstone for Thomas Bullock	Clerk	13/03/2017	✓ Requested 31/01/2017 and 15/02/2017
1180	Clerk to contact 3TP for further info and to give guidance in principle and safeguarding reminder	Clerk	13/03/2017	✓ 14/02/2017
1184	Submit Planning Comments	Clerk	15/02/2017	✓15/02/2017
1184	Letters to residents on The Green re demolition and building at Quarry View/parking	Clerk	13/03/2017	✓ 15/02/2017
1186	Great War Commemoration – Working Party to meet and create plan	Cllr Hewett	13/03/2017	Ongoing
1187	Parish Website - Working Party, Cllrs Hewett, Playford and Turner to update	Cllr Hewett	13/03/2017	Ongoing
1188	Clerk to advise GM Team to leave wildlife area alone.	Clerk	13/03/2017	✓ 14/02/2017
1189	Theatrical event for Christmas 2017 – further enquiries to be made	Cllr Tuck	13/03/2017	✓ update from Cllr Tuck
1190	Letter to David Hill Arrange BMPC AGM Notice in Shipdham News for volunteers to sit on BPMP	Clerk Clerk Cllr Hewett	Asap Asap Asap	✓ 20/02/2017 ✓ 01/03/2017 ✓
1191	Contact P Chubbock to go ahead with repair works and option for wooden fence at BP play area	Clerk	17/02/2017	✓ 14/02/2017
1192	Award Tender, Prepare Contract for signatures, advise unsuccessful contractors Letter of thanks to G Lake for 5 years' service	Clerk Clerk	14/02/2017 17/02/2017	✓ 14/02/2017
1193	Start on updating Risk Assessments	Cllr Hewett/Clerk Clerk	13/03/2017 13/03/2017	✓ 15/02/2017



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	Advise Came & Co of changes to Insured items on asset register			
1194	Appoint Tree Risk Management Survey Contractor	Clerk	17/02/2017	✓ 15/02/2017
1195	Liaise with Came & Co re documents and policy updates	Clerk	13/03/2017	✓ ongoing
1196	Clerk to arrange Village Forum Meeting Thank you letter to Mr & Mrs Rowe Order hoops for litter bin bags	Clerk Clerk Clerk	Asap Asap Asap	✓ agreed date 27/03/2017 ✓ letter sent ✓ goods delivered by hand