



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

## **MINUTES OF THE PARISH COUNCIL MEETING HELD 11 JULY 2016 IN THE WI HALL**

Present: Councillors: Fawcett (Chair), Playford (Vice-Chair), Aves, Crane, Dewing, Shelly, Stolworthy, Tuck and Turner.  
Clerk: Patty Harris

33 parishioners in attendance + 1 arrival at 21:10

- 1046. Apologies for absence - Cllr Secker. Cllr Hewett.
- 1047. Declarations of Interest - Cllr Stolworthy & Cllr Crane declared interest in Planning App 3PL/2016/0655F
- 1048. The minutes of the meeting held 13 June 2016 and circulated 14 June 2016 were accepted as a true and accurate record and were signed by the Chair.
- 1049. Matters Arising for information only – Action Points. All clear apart 933b, 990,1012,1037,1041,1044,1045 which are ongoing.
- 1050. To consider and decide on time specific matters received after the preparation of the agenda. None.
- 1051. Chairman's Action. None.
- 1052. To adjourn the meeting for Parishioner's Questions. Adjourned 19:44. The meeting was reconvened at 20:13
- 1053. Routine Finance

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

24/06/2016	G Young	Inv 101	£ 125.00
27/06/2016	Twinning Ass	Donation agreed	£ 400.00
11/07/2016	All Saints Church	SPC annual cost for Shipdham News page	£ 350.00
11/07/2016	J Bayliss	Inv 2456	£ 39.60
11/07/2016	P Harris	July salary + 13.5hrs June O/t. Net.	£ 765.72
11/07/2016	P Harris	June Expenses	£ 119.25
11/07/2016	HMRC	NI Ees and ERs due	£ 26.92
22/06/2016	T T Jones	Inv 10252	£ 221.18
17/06/2016 WI	Mr A R Waterhouse	Inv 021	£ 35.00
05/07/2016	Gary Lake	Inv 54	£ 540.00
31/07/2016	PAR Services	Inv 679	£ 2200.00
11/07/2016	Window Cleaning Mrs J Nock	Bus shelters	£ 80.00

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

15/07/2016	BDC	July NNDR	£ 75.00
24/07/2016 WI	Biffa	Refuse Collection	£ 11.39
27/06/2016 WI	BGas Elec supply	Inv 986105395	£ 39.79
20/06/2016	Biffa Waste	Bullock Park refuse collection	£216.37
29/06/2016 WI	BT Broadband	Inv M046R6	£ 36.96
13/06/2016	E.On St light Elec	June D/D	£226.12
11/07/2016	E.On St light Elec	July D/D	£218.82

- c) The following bank account balances and reconciliations at close of business on 27 June 2016 were noted and signed by the Chair.

Community Account 6072	£ 3,852.47
CEP Account 4380	£ 2,525.13
PC Saver Account 4570	£ 52,430.13
Street Light Account 7769	£ 16,000.09
WI Hall Account 5971	£ 6,296.05
Total balances held	<u>£ 81,103.87</u>

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

FROM Saver 4570	- (£ 8,000.00)	21.06.2016
TO Community 6072	£ 8,000.00	
FROM WI Hall 5971	- (£ 204.40)	27.06.2016



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TO Community 6072 £ 204.40

1054. Planning. The following planning applications, decisions and appeals were received and considered/noted. **Action Point:** Clerk to submit comments to BDC.

a) Planning Applications

3PL/2016/0655	<p>Mr P Dodd. DD Dodd and Sons, Chapel Street, Shipdham. IP 25 7LB. Demolition of former public house, central garage and 2 retail units. Replace with convenience store, vehicle repair workshop, 2 retail units, offices and 9 residential units together with associated parking and serving areas. <b>Extension for comments until 12 July 2016.</b> A large number of parishioners voiced strong objections to some areas of the planning application. Following scrutiny of the planning application and having listened to the Parishioners the PC submit the following comments:</p> <p>The PC has no objection to the houses in this planning application.</p> <p>The PC object strongly to Co-op or convenience store. The 'Waggon and Horses' old Public House should not be demolished due to it being in a conservation area.</p> <p>Based on SS1 planning policy – the application breaches service protection. The line of buildings too far forward for safe eye line for traffic and pedestrians. Insufficient parking in the application for staff and customers. The need for convenience store is not demonstrated in the application. The Waggon and Horses old Public House is in the conservation area and should be preserved.</p> <p>The PC also make the following additional comments:</p> <p>There are concerns about infrastructure. The PC agrees that there is a need for the current businesses to be in new buildings but not convenience store. Access to road from the businesses is a concern. PC asks that BDC and Highways take into account all of the developments in this area, namely the Old School Playing Field development and the Coal Yard Development. At the existing garage business – there is going to be a parking issue and congestion at some point. Not enough adequate parking will make this a dangerous junction. The village already has a convenience store and Post Office. The PC refer to the Village Appraisal page 14, this village shop is an asset. A second convenience store in direct competition will put the village convenience stores and Post Office at risk of closure. The majority of people in the Village Appraisal do not want the new store. The PC are not against the development of the new buildings for existing businesses or additional business such as dry cleaners or estate agent which will not be competing with what the village already have. The PC object strongly to the one unit dedicated to a new convenience store.</p>
3PL/2016/0709	<p>Mr &amp; Mrs P Cox, 9 Pound Green Lane, Shipdham, IP25 7LF. Single storey extension to rear, replace flat roof with pitch roof, conversion of part of garage and change flat roof to pitch roof on front porch. <b>No Objection submitted.</b> (Comments required by 4 July).</p>
3PL/2016/0722	<p>Mr &amp; Mrs M Page. 15 Dereham Road, Shipdham. IP25 7NA. Extension over garage. <b>No Objection submitted.</b> (Comments required by 7 July).</p>
3PL/2016/0742	<p>Mr &amp; Mrs D Crowdy, Pise de Terre, Chapel St, Shipdham. IP25 7LB Erection of single storey rear extension, alterations and demolition (retrospective) of former rear conservatory porch. <b>No Objection submitted.</b> (Comments required by 8</p>



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	July). Also see 9b.
3PL/2016/0751	Mr & Mrs P Fielder, 4 Eastgate, Shipdham. IP25 7NB Front extension. <b>No Objection.</b>

b) The following Planning Decisions were noted.

3PL/2015/0562/F	Land at Parklands Avenue. Construction of 24 Dwellings. <b>PERMISSION</b>
3PL/2016/0545/HOU	The Manse, 33 Bradenham Road. Front porch extension. <b>PERMISSION</b>
3PL/2016/0587/HOU	2 Lawrence Cottages, Daffy Green, Replacement garage, store, 2 stables and cart shed. <b>PERMISSION</b>
3PL/2016/0348/F	Mr & Mrs P Meachen Barn at land affronting Dereham Rd - New dwelling and carport. <b>PERMISSION</b>
3PL/2016/0709/HOU	Mr & Mrs P Cox, 9 Pound Green Lane – single storey extension. <b>PERMISSION</b>

c) Planning Appeals - none

1055. Clerk's Report. The Clerk's Report (including Q1 Accounts) circulated 7 July.  
Items 10a to 10e, noted.  
Item 10f – memorials approved. Proposed: Cllr Stolworthy. Seconded: Cllr Playford.  
Unanimous.  
Item 10g – Basketball repairs. Clerk requested to contact BPMC to discuss responsibility for repairs. Cllrs commented that the Recreation Project still held funds therefore best used for this. **Action Point:** Clerk to contact BPMC to liaise and report back to PC.  
Item 10h - Biffa Waste Transfer Notice Renewal – Noted.
1056. Clerk's Probation Review and NJC 1% pay award. The Chair informed Cllrs of the 1% pay increment from 1.4.16 to be applied and backdated. The Chair informed Cllrs that the probation reviews at 8, 16 and 20 weeks were performed and signed. The Chair recommended confirming the Clerk's appointment as permanent. Clerk to commence Cilca Sept 2017. Proposed: Cllr Turner. Seconded: Cllr Stolworthy. Unanimous. Cllr Turner requested her thanks to the Clerk for work undertaken to be recorded in the Minutes.
1057. Village Handyman - to discuss and decided on options. In the absence of Cllr Hewett this item to be moved to the September agenda.
1058. Christmas Lights. Cllr Turner informed Cllrs that a suggestion was made last year by local business men for the village to make donations towards the Christmas lights. Cllr Turner agreed to organise collection boxes.
1059. Christmas Tree for Village Green – to discuss and decide on options – Cllr Fawcett suggested that the PC purchase the Christmas tree for the village green. Cllr Tuck suggested advertising for sponsors or part sponsors. Following a short discussion Cllr Tuck volunteered to put a notice in the village magazine and further discussion to take place at the September meeting. **Action Point:** Agenda item September.
1060. Floods – To receive flood reports and make decision on possible options for prevention of future floods - Cllr Fawcett informed Cllrs that sandbags and plus sand to fill could be made available to any household if purchased by the PC. Other options include tube walls which work like skirts to hold water back, more expensive than sand bags. . Cllr Turner informed Cllrs that she attended the recent de-brief with emergency services. Ready filled and sealed sand bags are available at £3 each. Cllr Playford asked if there have been floods on this scale before. Cllr Stolworthy informed Cllrs that floods on current scale were 23 years ago. Cllr Fawcett stated that flooding at this severity is on the increase. Cllr Stolworthy suggested that the PC buy ready filled sand bags and distribute. Cllr Turner reminded Cllrs that future planning applications need to address potential flooding. It was agreed that the Clerk will contact NCC and arrange a site visit to the village. Clerk also to seek advice of action taken by Saham Toney regarding flood prevention. **Action Point:** Clerk to contact NCC and Saham Toney.
1061. Church Wall – update from Ecclesiastical Insurance. Cllr Turner updated Cllrs that Mike Humphries the Fabric Officer from the Church has been in touch. Documents show that the Church as responsible for the wall. Ecclesiastical Insurance seek answers to 2 questions, being the date the C/yard closed and the date when the PC took over grass mowing. The Clerk will contact Mike Humphries and liaise further. **Action Point:** Noted as on-going.
1062. Bowls club – request for funds for lawn mower (subject to outcome of bid for Norfolk Community Funding) – Cllr Hewett. NCF bid was not successful. **Action Point:** Clerk to include as Sept. agenda item.



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1063. To receive Cllrs Reports and make decisions where required:  
**Cllr Fawcett:** Reported that Mr Chubbock was expected to attend to discuss the entrance to BP and relocation due to increasing number of near misses. Cllr Turner advised the PC to seek advice from the Police Architectural Agency. **Action Point:** PC Tracy Baxter to be consulted to discuss what is best for entrance. Mr Chubbock to liaise directly. Cllr Playford to arrange for notice in the Parish Magazine to remind parishioners again that hedges need to be cut on both sides. **Action Point:** Cllr Playford to arrange notice in parish magazine. Clerk to write to resident at Mill Road.  
**Cllr Stolworthy:** Anglian Water has dealt with Park Estate. The garden at Peddars Way property in Parklands Avenue will not be cut until someone moves in. Mr Leonard has cut footpaths and back of parklands. **Action Point:** Clerk to put up notice on noticeboards in village about hedges needing cutting on both sides.  
**Cllr Tuck:** reminded Cllrs of Defibrillator training Thurs 14 July 18:30. WI Hall. All welcome. Cllr Tuck Proposed £100 donation to First Responders. Seconded: Cllr Turner. Unanimous. **Action Point:** Clerk to raise cheque and to order battery, pads and hygiene kit.  
**Cllr Shelly:** Bus shelter at Three ways, 17 nuts missing. **Action Point:** Cllr Shelly to purchase and replace.  
**Cllr Shelly:** Drains in village full of muck for example, Eastgate, Pound Green Lane and Main Rd. **Action Point:** Clerk to contact NCC Highways to arrange site visit. Cllr Shelly to attend.  
**Cllr Shelly:** Reported roof slates slipping on Heritage Centre, on left hand side (facing HC). **Action Point:** Cllr Dewing to contact Matt on handy man list to arrange repairs.

Mr Chubbock arrived at 21:10 and was invited by Cllr Fawcett to speak about the entrance at BP.

Mr Chubbock informed Cllrs that he had taken advice from NCC Highways and shared draft drawings suggesting changes to make the entrance safer.

A brief discussion took place. Cllr Tuck Proposed that Mr Chubbock submits a planning application for the BP entrance on behalf of the PC based upon the drawings tabled.

Seconded: Cllr Fawcett. Unanimous.

1064. To receive and note correspondence including any received after the preparation of the agenda. Received and noted.
1065. A.O.B. None
1066. To confirm the next meeting, Monday 12 September 2016.  
 Doors open to Parishioners at 7:15pm. (Hard copies of planning applications will be available for Councillors to view from 6:45pm).

The Chair thanked Cllrs and parishioners for attending.

The Meeting Closed 21: 38

## Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
933b (Dec 2015)	Cllrs Fawcett/Hewett/Stolworthy to collate list of projects for S106/DC11 funding.	Cllrs Fawcett Hewett/Stolworthy	On going	September agenda
990	WI Hall development. Plans and costings Investigate funding streams	Cllr Secker Cllrs Fawcett/Secker and Clerk	On going On going	Cllr Secker will arrange pre- planning meeting with BDC
1012	Relocation of OS map and sign at post office Order new map Appoint Mr Philips to make new frame.	Clerk Cllr Secker	On going On going	
1037	Apply for free Debit/Credit card	Clerk		September agenda
1041	Clerk to contact NCC requesting action on footpath and bridleway violations.	Clerk	On going	
1045	Dog bin repairs at Mill Road and Three Ways	Cllr Crane		
1045	Research alternative electricity supply prices for street lights.	Clerk	On going	
1054	Planning comments to be submitted	Clerk	12/07/2016	Done
1055	Clerk to contact BPMC regarding Basketball repairs	Clerk		
1057	September agenda item	Clerk		



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1058	Collection boxes to be arranged	Cllr Turner		
1059	Notice in parish magazine inviting Xmas Tree sponsors Further agenda item required Sept.	Cllr Tuck Clerk		
1060	Clerk to contact NCC to arrange visit re floods and blocked drains. (and AP 1063) Clerk to contact Saham Toney to investigate sand bag options.	Clerk Clerk		
1061	Reply to Mr Humphries re church yard wall queries	Clerk		
1062	Bowls Club application for funds agenda item Sept	Clerk		
1063	Tracy Baxter to contact Mr Chubbock regarding additional advice for BP entrance. Notice in Parish magazine re hedge cutting both sides Notices on village noticeboards and website re hedge cutting both sides. Donation to First Responders and Order parts for Defib Letter to resident with overgrown hedge in Mill Rd. Buy bolts and repair bus shelter Contact handyman to repair slates on HC roof	Clerk to contact PC Baxter Cllr Playford Clerk Clerk Clerk Cllr Shelly Cllr Dewing	12/07/2016	Done