



# SHIPDHAM PARISH COUNCIL

Chairman: Bill Fawcett Clerk/RFO: Patty Harris



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9 NOVEMBER 2015 IN THE WI HALL

Present Councillors: Fawcett (Chairman), Crane, Dewing, Playford, Secker, Shelly, Stolworthy and Tuck and Patty Harris (Clerk). District Councillor Turner and 14 parishioners in attendance.

Prior to the start of the meeting, Cllr Fawcett introduced and welcomed Patty Harris, the newly appointed Clerk.

Meeting opened at 19:30

### 903. Apologies for absence

Cllrs Aves, Hewett, Kidd

### 904. Declarations of Interest

Cllr Fawcett declared Interests – Agenda items 11,18,19

### 905. To agree and sign the minutes of the Parish Council meeting held 12 October 2015

Cllr Shelly: Minute 890 “bridle path between Dereham Road and Swan Lane” amended to read “grass verge on corner of Swan Lane”.

Following the above amendment, all agreed that the minutes were a true and accurate record of the meeting, excepting Cllr Crane, who was not present at the meeting on 12.10.15. The Chairman signed the minutes.

### 906. Matters arising (for information only)

None

### 907. To adjourn the meeting for Parishioners' Questions

The meeting was adjourned at 19:37

The meeting was reconvened at 19:49

### 908. Routine Finance

#### a) Invoices

To agree payment of the following invoices

09-Nov-15	Cllr M Shelly	Keys/lock PO noticeboard	£20.00	102399
09-Nov-15	Ashill Fire	Fire Extinguisher Service	£51.70	102400
09-Nov-15	Protection	Business Broadband Sept 2015	£85.32	102401
09-Nov-15	BT	Business Broadband Oct 2015	£86.28	102402
22-Oct-15	R Martin	Holiday Pay	£2,513.28	102397
22-Oct-15	HMRC	Tax	£628.32	102398
09-Nov-15	Norfolk Parish Training	Cllr J Dewing Course Fee	£50.00	102403
09-Nov-15	LogicRed	Web hosting	£89.00	102404
09-Nov-15	Gary Lake	Church/Crem	£417.50	
09-Nov-15	Mrs K Fawcett (see Minute 920)	Honorarium for Clerking Services October	£270.00	102405
09-Nov-15	RBL (see Minute 921)	Poppy Appeal	£150.00	102407

(Items in red added after the agenda had been circulated)  
these invoices be authorised or paid (as appropriate)

**Proposed by Cllr Stolworthy to authorise and pay invoices**

**Seconded: Cllr Tuck**

**Unanimous**



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b) Bank Account Balances check by Cllr Fawcett  
Community £46,536.25  
CEP £25.13  
Saver £40,282.64

**c) Cllr Hewett's recommendation whether to change bank account to enable electronic banking.**

Deferred for a second time to next meeting, to allow Cllr Hewett to present his suggestion.

**Action: Agenda item for next meeting.**

**d) Applications for PPS Grant spending:**

See minute 915 re difib cabinet. Cllrs discussed difib cabinet at this point but discussion related to the agenda item 915.

Cllr Tuck suggested upgrade of footpath A1075/Dereham Rd Allotments. Quote received £840 from Adam Larwood to put down 4cm road plainings and to compact and level.

**Proposed by Cllr Shelly to accept quote for upgrade of footpath**

**Seconded: Cllr Crane**

**Action: Cllr Tuck to submit bid paperwork/Cllr Aves main point of contact.**

Cllr Secker reminded Cllrs of the ongoing enquiries regarding the potential water supply/tap in the cemetery (linked to Minute 911).

A general discussion on the water supply took place.

**Action: Ongoing - Cllr Secker still dealing with this.**

Cllr Fawcett suggested a possible bus shelter on The Green as there is only one shelter. Suggesting a cantilevered shelter as an option. Cllr Stolworthy said that a bus shelter would spoil The Green and Cllrs agreed with this view.

There were no further PPS Grant requests.

**909. TT Jones quotes.**

It is not clear if this has previously been agreed and minuted re: repairs to post number 17, Cushing Close. Cllr Dewing confirmed that that a new lamppost has been installed; however the post outside number 7 in the same location needs repairing also. Cllr Dewing confirmed that the lamppost was ordered on 13 Oct and will take 12 weeks for installation.

Cllr Stolworthy explained that this cannot be done until the trees are cut back. The owner of the trees has apparently said the conifers in question cannot be cut down yet due to "bleeding", but that this will be done in the Spring:

**Action: Clerk to check and follow up.**

**910. To approve clause in TT Jones maintenance contract 2015/2019**

Cllr Fawcett read the suggested revised wording for the penultimate clause in the contract.

Cllr Fawcett brought to Cllrs attention of the penultimate clause which stated that without terminating the contract in writing on or before 1 October 2019, that this would automatically initiate the contract extension.

**Action: Clerk to send revised wording for the initial 12 month "get out" clause to TT Jones.**

**Action: Clerk to write to TT Jones to formally give notice that the contract will end on 30 September 2019.**

**911. New tap in cemetery**

Already discussed as part of Minute 908d.

**912. Gary Lake Quotation for footpaths and Parkland's Estate grounds maintenance**

**Proposed by Cllr Stolworthy to accept quote for £100.00 to cut footpaths.**

**Seconded: Cllr Playford**

**Unanimous**

**913. Request from RBL for £100 donation towards Christmas Tree and Carols**

Cllr Tuck asked why the PC cannot buy own tree and RBL buy their own tree. Cllr Stolworthy stated that many organisations are asking for PC funds and that perhaps the organisations should be raising their own funds.



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Cllr Tuck said a precedent could be set if a contribution is paid. Cllr Crane asked if contributions had been made previously. Definitive answers to the questions raised were not available.  
Proposed by Cllr Fawcett that the PC make £100.00 contribution to Shipdham RBL.  
The proposal was not seconded.

## **914. Faded yellow No Parking lines outside Surgery**

This issue has previously been raised and reported by BD Cllr Lynda Turner who informed the PC that NCC Highways Dept. appears to have not recorded the reporting. However, there is a 13 week cycle of maintenance and this work should therefore be completed by Highways during that period.

## **915. Defibrillator Cabinet**

Cllr Tuck circulated information on defibrillator cabinet and costs.

**Proposed by Cllr Dewing: Order for Defib cabinet to be placed once funding approved.**

**Seconded: Cllr Stolworthy**

**Unanimous**

**Action: Cllr Tuck to check correct size is ordered and to complete necessary paperwork.**

## **916. Request for Fuel Allotment Application Form.**

**Action: Clerk to send out form to parishioner and to also make the form available on the PC website.**

## **917. To note action taken regarding blocked drains in Market St.**

Noted.

Cllr Fawcett informed Cllrs that BDC had been notified and that there is a case number.

**Proposed by Cllr Fawcett: Clerk to contact NCC Highways and/or BDC to chase action on this and other flood areas in the village.**

**Seconded: Cllr Secker**

**Unanimous**

## **918. Decision/approval of stone tablet installation in cemetery.**

Cllr Shelly said that hedge cutting is difficult when tablets are too close to the hedge. Cllr Fawcett said that permission was requested at hedge line.

A general discussion took place about the location of tablets.

**Proposed by Cllr Tuck: To approve H Brett & Son request**

**Seconded: Cllr Stolworthy**

**Unanimous**

## **919. To decide whether to financially support the Twinning Assoc. Visit 5 – 7 May 2016**

Cllr Fawcett informed Cllrs that a request has been received from the TA for financial support during next visit. Previously the PC has funded the civic duties performed by an initial welcoming and an official social evening. A discussion took place, however a number of Cllrs did not agree to fund this event. Cllr Fawcett reminded Cllrs that this is a civic event. Cllr Fawcett asked the Clerk to find out how much had been spent on the twinning events previously.

**Proposed by Cllr Tuck to defer until Cllrs can be informed of previous events and costs.**

**Seconded: Cllr Crane**

**Unanimous except Cllr Secker who voted against funding the civic twinning event.**

## **920. To decide remuneration for Mrs Fawcett for Clerking duties**

Cllr Stolworthy asked Cllr Fawcett how many hours has Mrs Fawcett worked. Cllr Fawcett replied that Mrs Fawcett had worked a minimum of 30 hours.

**Proposed by Cllr Stolworthy to remunerate £270 being 30hours @ £9 per hour**

**Seconded: Cllr Playford**

**Unanimous**

## **921. To approve £150.00 donation to RBL towards cost of wreaths at Remembrance Day.**

**Proposed by Cllr Tuck £150.00 donation**

**Seconded: Cllr Crane**

**Unanimous**



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## 922. Planning

a) To consider new Planning Applications (including any received after the preparation of the agenda)

3PL/2015/1202	Mr & Mrs David, 5 Eastgate St. Proposed single storey front extension. No objections
3PL/2015/1215	Mr L Goldsworthy & Fairview, Watery Lane Erection of front, side and rear single storey extension to existing bungalow and garage. No objections
3PL/2015/1260	Mr & Mrs Peter Boldero, The Old Tuns, Necton Proposed front extension to 44 Pound Green Lane, for Mr Boldero. No objections
3PL/2015/1267/O	Residential Development for 23 dwellings, Old Post Office St For information only. Parishioner circulated map To Cllrs. Cllr Fawcett tabled documents from BDC Planning. Based on the outline planning at the moment: Objections on the grounds of: Development is outside the village boundary. Safety concerns – traffic from Watton. Inadequate infrastructure. Density of development. Inadequate drainage/potential flooding.
3PL/2015/1169/F	Planning Consultation, Proposed alterations, extension & garage. Marris, Mill Road. Planning Consultation acknowledged.
3PN/2015/0054	Planning Notification. Sent to SPC in error.

**Proposed by Cllr Stolworthy that all these recommendations be accepted.**

**Seconded: Cllr Playford**

**Unanimous**

b) Planning Decisions

3PL/2015/0929/F	Shipdham Surgery, extensions to surgery PERMISSION
3PL/2015/0690/F	Mr Steve Tribe Proposed single storey extension with garage PERMISSION

## 923. To receive reports from Councillors

Cllr Stolworthy: Road safety concerns at junction with Mill Road – HGV access. General discussion. Issue noted but no recommendations made.

Cllr Secker: Can PC look into Handyman role and provide Cllrs with contact telephone numbers for contractors. Discussion followed. Cllr Tuck proposed Cllr Secker to collate a list of approved contractors for next meeting. Cllr Dewing offered to help collate the list.

Cllr Secker: asked for agenda item at next meeting regarding parking at the village green.

Cllr Secker: informed Cllrs cost of new boiler £1,200.00 at WI Hall will be paid from WI funds.

Cllr Secker: Advised Cllrs that the Police had called to say 2 people have been interviewed in connection to damage at Bullock Park.

Cllr Fawcett: Letter from parishioner regarding cars parked on pavements, preventing mobility scooters right of way. Cllr Playford agreed to write article for the Shipdham News.

Cllr Fawcett: Information circulated on dehumidifier for Heritage Centre. Proposed by Cllr Tuck to place order for unit £735 + vat and establish fitting costs. Seconded Cllr Playford.



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Cllr Stolworthy to contact Denhams direct and place order for supply and fit.

Cllr Shelly: Concerns about hedge at Letton Rd corner by Kings Head Café. Clerk to write letter.

## 924. To receive correspondence (including any received after the preparation of the Agenda)

The correspondence listed on the Agenda was noted with comments on the following:

Orbit Homes – will be invited to attend next meeting to address the PC. Therefore 19:00 start time will be required to allow Orbit Homes 15 minutes to present.

LCPAS Courses – Cllr Playford request Clerk to find alternative dates if available.

Parish Precept 2016/17 - Preparation required and submission by deadline 31 Jan 2016. The Clerk requested Cllr Hewett's support to complete this task. Cllr Crane volunteered to help also.

Came & Co. – Insurance claims. 3 incidents reported but not claimed within 30 day claim period. Clerk to follow up.

Parish Crime Stats – Cllr Fawcett commented that a breakdown of 'other' crimes would be more informative. Cllr Shelly agreed to follow up for next meeting.

## 925. AOB

Cllr Fawcett informed Cllrs that the Clerks contact details will be circulated asap.

Cllr Fawcett asked The Clerk to sign Employment Contract in the presence of Cllrs. This was done and the Clerk was given a copy to retain along with a full Job Description. Cllr Fawcett signed on behalf of the Parish Council. The PC copy to be kept on file by the Chair.

## 926. To confirm the next meeting of the Parish Council

The next meeting will take place on **Monday 14 December 2015** in the WI Hall at 19:30

Doors opened to Parishioners at 19:15. (Note: Presentation by Orbit Homes at 19:00.

Hard copies of planning applications will be available to Cllrs from 18:45).

The Chair thanked Cllrs and parishioners for attending.

**Meeting closed 21:43**

**ACTION POINTS** – to be reported and monitored at next meeting. Please contact the Clerk if there are any problems in meeting deadlines stated

**Please note:** Action points need to be a regular agenda item along with Matters Arising Where appropriate, please send information and papers to the Clerk for inclusion on the next agenda, **no later than 3 December 2015**.

The next agenda will be issued on Friday 4 December 2015 in accordance with LCA chapter 10 para 5. (Local Government Act 1972)

Ref	Action required	By Whom	Deadline
908c	Banking information for next meeting. Agenda item	Cllr Hewett Clerk	03.12.15 03.12.15
908d	Check size and order cabinet for defib.	Cllr Tuck	03.12.15
908d	Contact Adam Larwood to go ahead with allotment footpath upgrade as per £840.00 quote.	Clerk/Cllr Tuck	03.12.15
908d	Cemetery tap/water supply	Cllr Secker	Asap and no later than 03.12.15
909	Contact TT Jones to rectify o/s faults	Clerk	Asap and no later than 03.12.15
910	Contact TT Jones re amendments to contract wording	Clerk	Asap and no later than 03.12.15
912	Contact Gary Lake – accept quote for £100.00, go ahead and clear footpaths/Parkland's Estate	Clerk/ Cllr Stolworthy	Asap. No later than 03.12.15



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916	FA form to be sent out to parishioner and to go on website.	Clerk	21.11.15
917	Contact NCC Highways/BDC re flooding	Clerk	21.11.15
918	Contact H Brett & Son with tablet Approval	Clerk	14.11.15 - done
919	Find out cost and contributions if any, re Civic ceremonies – Twinning	Clerk	03.12.15
923	Collate list of approved contractors	Cllrs Secker & Dewing	21.11.15 - please send to Clerk for inclusion with papers for next meeting
923	Village Green parking on next Agenda	Clerk	03.12.15
923	Statement for Shipdham News re Parking on pavements	Clerk/ Cllr Playford	17.11.15
923	Place order for dehumidifier and check cost of fitting	Cllr Stolworthy	21.11.15
923	Letter to Kings Head Café re hedge	Clerk	21.11.15
924	Find out LCPAS course dates	Clerk	28.11.15
924	Set Parish Precept	Clerk to contact Cllrs Crane and Hewett to agree date to do work	Clerk to contact Cllrs by 21.11.15
924	Chase Insurance Claim	Clerk	21.11.15
924	Find out information on “other” crime stats	Cllr Shelly	03.12.15