



# SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

## MINUTES OF THE PARISH COUNCIL MEETING HELD 10 OCTOBER 2016 IN THE WI HALL

Present: Councillors: Fawcett (Chair), Playford (Vice-Chair), Aves, Crane, Dewing, Hewett, Secker, Shelly, Stolworthy, Tuck and Turner.  
Clerk: Mrs. Kate Fawcett  
4 Parishioners in attendance

### Minutes

1094. Apologies for absence – None, all Councillors present.
1095. Declarations of Interest – Councillor Aves professed an interest in Agenda item 14
1096. The minutes of the meeting held 12 September 2016 were unanimously agreed as a true and accurate record of that meeting, and were signed by the Chairman.
1097. Matters Arising for information only – Action Points all cleared except for 933b (now replaced by 1104), 990, 1041, 1045, 1060, 1079, 1086 and 1088.
1098. There were no time specific matters received after the preparation of the agenda.
1099. Chairman's Action. The Chairman asked Mr Paul Chubbock to address the meeting concerning the repositioning of the entrance into Bullock Park. An offer has been made to cut the hedge on the opposite side of the road, but, the land owner's permission has to be sought. **A/P: Clerk to raise a letter to Mr. Andrew Gayton the owner of the property.** Planning for the revised entrance has been prepared and will be submitted. Possible that a professional set of plans may be needed. Council agreed for Mr. Chubbock to proceed with plans submission and dealings with Breckland Tree Officer and NCC Highways. Proposed Cllr. Turner, Seconded Cllr. Secker, all in favour.  
The Chairman advised council that he had received a visit by the village PCSO Graham Eglan concerning a gang of men targeting village halls in Norfolk, and some more persons taking a detailed interest in camper vans parked in parishioner's driveways. A couple of instances were reported to the police one in particular in Richard Haggard Close.  
The Chairman reported about an instance at Bullock Park of youths with guns which he reported to the Police. The Police reported that the guns were NERF guns which fired plastic pellets. No further action was taken.
1100. The meeting was adjourned at 20:03 for Parishioner's Questions. Reconvened at 20:13.
1101. Routine Finance

- a) The following payments made by cheque and invoices due for payment in September were authorised: Proposed Cllr. Playford. Seconded: Cllr. Stolworthy

14/09/2016	J Bayliss	Inv 3568	£ 44.40
16/09/2016	BDC	Inv 811723 (training J Dewing)	£ 40.00
10/10/2016	P Harris	Salary Oct 55 hrs @£12.04	£ 662.20
10/10/2016	P Harris	Expenses Sept	£ 118.43
27/09/2016	LCPAS	Subscription	£ 100.00
28/09/2016	Mazars	Audit Fee	£ 390.00
04/07/2016	LogicRed	Website Hosting * cheque raised 30/09/2016	£ 25.00
5/10/2016	Roger Norton	Fell and remove conifer	£ 935.00
6/10/2016	Gary Lake	Grounds Maintenance	£ 460.00

- b) To agree payment of the following invoices by D/D:

20/09/2016	Biffa	Waste Services	£ 216.37
23/10/2016	Biffa	WI Hall	£ 11.39
15/10/2016	BDC	Business Rates	£ 75.00
27/09/2016	British Gas	WI Hall	£ 36.62
29/09/2016	British Telecom	WI Hall	£ 47.28

1102. Planning. To receive and consider Applications, Decisions and Appeals, including any received after the preparation of the agenda.

- a) Planning Applications -

3PL/2016/1154/LB	Mr & Mrs Gubb. Villiers Cottage, Market Street, Application for listed building consent for alterations and extension. Agreed, no objection
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## b) Planning Decisions

3PL/2016/0919/HOU	Mr & Mrs Martin. 12 Fen Folgate Single storey front and floor rear dormer ext. Drop kerb and hard landscaping: <b>PERMISSION</b>
3PL/2016/0225/F	P Paterson. 32 & 34 Letton Rd. Demolition of 2 dwellings and erect 3 dwellings with access & parking: <b>REFUSAL</b>

## c) Planning Appeals

3PL/2015/0939/F	Mr Mick Gore. Old School House Development. Appeal against refusal for 2 additional 2 bedroom flats. Council to object, Cllr. Turner supplying letter to be submitted as council objection.
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1103. Clerk's Report was received and noted by Cllrs as follows:
- To consider and agree suitable sum payable to E.A.C.H (East Anglian Children's Hospice) in respect of work done by Mr Philips in making the new map display board for the village. Cllr Secker stated that the new map board had been made and needed to be erected. The Chairman agreed to meet Mr. Mick Lodge who would be installing the board on the green. Cllrs agreed to recompense Mr. Phillips for his work the money was to be paid to E.A.C.H. (The East Anglian Children's Hospice). Proposed Cllr Tuck seconded Cllr Turner, Unanimous vote, no abstentions or objections.
  - A/P 1090 Letter re overgrown hedge -To receive and note verbal apology received from the occupants of The Bothy regarding the overgrown hedge which has now been cut back. New owners moved into The Bothy in May and have had lots to do. However, particular attention was requested, to the danger involved in cutting back the hedge – Lorries in particular drive very close to the hedge and over the speed limit making the job rather precarious. The owner of the Bothy has asked if there is anything that is being done to reduce the traffic speed. The Chairman stated that the village Speed Watch Team is active every week, and to date have reported some 95 speeding vehicles which Norfolk Police have taken action on.
  - A/P 1087 to decide on option for lighting at Parklands Avenue development. The PC is not under any obligation to provide lighting. Saffron Housing Association has confirmed that they do not include lighting in rural developments and that residents prefer that. Cllrs agreed that no further action would be taken on this item. **A/P: Clerk to submit form to NCC with decision.**
  - Tree at Parklands will not be removed by BDC as it does not pose a Health & Safety risk. If the Tree Officer agrees, BDC may consider taking the tree down, if the work is funded by the parish council and if the tree is replaced with a suitable indigenous species, also to be advised and agreed by the Tree Officer. Does the PC wish to offer to pay for the removal of the tree and pay for a suitable replacement? Cllr Turner agreed to contact BDC Tree Officer – Mr. Steve Pitchman to view the tree and advise the council as to his recommendations. **A/P: Cllr Turner to report at next PC Meeting.**
1104. Cllr Hewett provided the meeting with information that this Phase 2 of the Bullock Park Recreation Project was well advanced and that he had secured a quote from a preferred supplier. He showed pictorial views of what is proposed for the park. Expansion of the existing play area, creation of an exercise area next to the existing play area which will house exercise equipment, and a trim trail around the outskirts of the park. The overall cost including preparation, supply of equipment and installation is £39,950.00. Other suppliers had been approached, but none could supply a complete installation. Expansion of the Skateboard area was researched but the costs started at £65,000 for a very modest expansion, therefore this was not pursued. After much discussion, it was decided to move forward with the quote with the hope that all would be done by Spring 2017. Proposed: Cllr Stolworthy, Seconded: Cllr Tuck. The vote was unanimous. **A/P: Cllr Hewett to proceed with project.**
1105. Cllr Hewett raised again the subject of a Village Handyman, after discussion, it was decided that the council did not need a handyman as the list of contractors currently held as preferred tradesman was sufficient. Litter picking was still an area to be resolved and Cllr Turner offered to obtain Litter Picking equipment from BDC. We would accept the offer from volunteer parishioners to do litter picking. Cllr Hewett's proposal for handyman was seconded by Cllr Turner, the vote was 4 for the proposal and 6 against, and the Chair abstained. Proposal defeated.
1106. Christmas Tree for Village Green was discussed and Cllr Playford informed that she is still researching for a supplier. An entry in the Shipdham News has been placed for sponsors, but none have appeared to date. Last year's supplier via Mr Dodd was not able to help. Item carried forward to next meeting. **A/P Agenda item for next meeting.**



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1107. Shipdham Bowls Club's request for £500.00 was discussed and after some discussion, it was agreed to fund the request. Some Cllrs were concerned that this could be setting a precedent for other clubs and societies to request funds. Chairman informed that each future request would be treated as fairly as possible and decided upon its merits. **A/P: Clerk to raise cheque.**
1108. The Draft Grounds Maintenance Tender Specification was discussed and it was evident that it warranted more attention as other items have come to light that needed to be included before it could be accepted and circulated for tender. **A/P: The Chairman agreed to consider all inclusions with the Clerk, and to revise the tender document for agreement at the next meeting.**
1109. Reports were received from the following Cllrs and decisions made where required:  
**Cllr Tuck:** Complained about Fly posting around the village and that it is illegal. She sent out an email to the effect with the address of a website on the subject - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/7788/156909.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7788/156909.pdf)  
She raised the observation about vehicles parking indiscriminately on pavements and footpaths etc. There did not seem as if there was anything positive that could be done, although all Cllrs agreed it was a problem.  
Cllr Shelly reported that a glass pane in the Bus Shelter outside the Post Office has been broken. It was agreed that we would get the window replaced, possibly with a Perspex one, **A/P: Clerk to contact a tradesman to get repair done.** Last item was the Churchyard driveway was riddled with puddles every time it rained, was there anything that could be done about it. Mr John Larwood volunteered to look into the problem and resolve it if possible; soakaways were mentioned, but whether this is a feasible option is unknown. **A/P: Mr Larwood will investigate all options.**  
**Cllr Dewing:** Gave a report on the street lighting throughout the village.  
**Cllr Secker:** Requested that the combination for the lock on the Cemetery gate be given to the Parish Clerk as contact for access to the Cemetery for vehicles. An instance arose where a vehicle that needed access could not get in. **A/P: The Chairman stated that the combination would be available from the Parish Clerk in future.**  
**Cllr Playford:** Raised the observation that many fly posted signs around the village never get removed after events etc. have passed. Cllrs suggested that an entry into the Shipdham News may help and on the magazine noticeboard. **A/P: Notice to be placed in Shipdham News – Cllr Hewett (?)**  
She also raised the problem of the pot holes that have appeared in the road around the village green. **A/P: Cllr Crane agreed to look into the situation and repair where possible.**  
**Cllr Hewett:** Agreed to further progress the action of the expansion of the recreation facilities at Bullock Park. He would start the process of obtaining the S106/DC11 funding from BDC. **A/P: Cllr Hewett to make formal application for funds.**  
**Cllr Crane:** Raised a question as to the status of the repairs necessary to the Churchyard wall. The Chairman requested an update from Mr Larwood (Church Warden), who informed Cllrs that the repair is in the hands of the Insurance Company and will eventually be done. **A/P: Mr Larwood to advise Cllrs of any progress**  
**Cllr Stolworthy:** Reported that some trees around the village are in a dangerous condition, she had dealt with some of them but others needed attention. **A/P: Clerk to liaise with Cllr Stolworthy to identify problem trees and see what needed to be done to resolve the situation.**  
**Cllr Aves:** Gave a report of the Village Allotments. He had received payment for 32 plots with some others still to pay for next year. He stated that he would have all the money available by the next meeting for all the let allotments. A water tap needed mending and he stated that he would purchase a new tap and get it fitted. He requested whether a letter could be sent to the owner of Dusty Meadow to cut the overhanging branches that were causing a problem for the access driveway into the Watton Allotments. **A/P: Clerk to raise letter requesting action.**
1110. Correspondence including any received after the preparation of the agenda was received and noted.
1111. A.O.B. Cllrs Tuck and Turner raised the observation concerning the latest copy of the NALC Newsletter in which applications for the Transparency Fund were noted, the current deadline was 6<sup>th</sup> October 2016, but, it was suggested that we could apply for funding of a project in the future. **A/P: The Clerk is requested to research future deadlines and projects that could be funded by this fund.**  
Cllr Turner informed the meeting that the next Town and Village Forum will be held on the 6<sup>th</sup> December 2016, 6.30/7pm in the BDC Offices Conference Suite.



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1112. To confirm the next meeting, Monday 14 November 2016  
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 21:52

## Action Point Summary

Ref A/Ps	Action Required	By Who	Deadline	Update
990	WI Hall Development Plans	Cllrs Secker /Fawcett Clerk	On going	Cllr Secker arranging Planning Meeting with BDC
1041	Follow up Footpath & Bridleway violations with T. Jessop	Cllr Stolworthy	On going	
1045	Dog bin repairs at Mill Rd & Three Ways	Cllr Crane	On going	
1060	Distribute Emergency Plan Leaflets	Cllr Turner	On going	√
1079	Obtain quotes for Christmas Tree	Cllr Playford	14/11/2016	
1086	Proceed with application for 'phone mast	Cllr Fawcett	On going	Contract with solicitors
1088	Inspect village seats and report to next meeting	Cllrs Dewing/Secker	14/11/2016	
1099	Letter to Mr A Gayton re new BP entrance	Clerk	14/11/2016	
1102	Submit Planning comments to BDC Portal	Clerk	18/10/2016	√
1103 (1)	Siting and installation of New Parish Map Noticeboard to be agreed with Mr. Mick Lodge.	Cllr Fawcett	14/11/2016	√ Site and installation agreed. Work to be carried out when weather permits.
1103 (3)	Submit decision form to NCC re lights at Parklands	Clerk	18/10/2016	√
1103 (4)	Contact BDC Tree Officer (Mr Steve Hitchman) concerning tree at Parklands.	Cllr Turner	14/11/2016	Report at next meeting
1104	Action on Phase 2 expansion of recreation facilities at Bullock Park.(Replaces A/ P 933b)	Cllr Hewett	On going	November Agenda
1106	Source and supply Christmas tree for village green.	Cllr Playford	14/11/2016	November Agenda
1107	Raise Cheque for Bowls Club	Clerk	18/10/2016	√
1108	Re-assess Grounds Maintenance Tender Document	Parish Clerk and Cllr Fawcett	14/11/2016	November Agenda
1109	Glass pane broken in Bus Shelter outside Post Office	Clerk	14/11/2016	November Agenda
1109	Large puddles appear in Churchyard driveway	Mr John Larwood to investigate and resolve if possible	14/11/2016	Report at next meeting
1109	Combination Lock on Cemetery Gates, number to be known by Parish Clerk as point of contact	Clerk	14/11/2016	√
1109	Notice in Shipdham News requesting old notices/fly postings to be removed when out of date.	Cllr Hewett (?)	14/11/2016	
1109	Repairs to pot holes around village green	Cllr Crane	14/11/2016	Report at next meeting
1109	Formal application to BDC for release of S106/DC11 Funding for Phase 2 project. Linked to A/P 1104	Cllr Hewett	14/11/2016	
1109	Churchyard wall repairs	Mr John Larwood to investigate & advise	On going	Report at next meeting
1109	Trees around the village in dangerous condition?	Cllr Stolworthy and Clerk	On going	November Agenda
1109	Letter to Owner of Dusty Meadow concerning Overgrowing Hedge at Watton Allotments	Clerk	14/11/2016	
1111	NALC Newsletter Transparency Fund, research opportunity for Shipdham Application and project	Parish Clerk and Cllr Fawcett	On going	Report at next meeting