



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD 09 OCTOBER 2017 IN THE WI HALL

Present: Cllrs: Fawcett (Chair), Aves, Hewett, Playford, Secker, Shelly, Tuck and Turner
Clerk: Patty Harris
4 Parishioner in attendance
The meeting opened at 19:30

MINUTES

1327. Apologies for absence - Cllr Crane, Cllr Dewing, Cllr Stolworthy, Apologies accepted.
1328. Declarations of Interest – The following Dol were made: Cllrs Aves, Fawcett and Hewett 8a. The Chairman reminder Cllrs to declare if any interests arise throughout the meeting.
1329. To agree and sign the minutes of the meeting held 11 September 2017. The Minutes were agreed as a true and accurate record and were signed by the Vice Chairman. Proposed: Cllr Playford Seconded: Cllr Tuck Unanimous except Cllrs Aves and Fawcett who were not at the meeting.
1330. Matters Arising for information only – All Action Points have been cleared except 1186,1187,1286 and 1139 which are ongoing. Also 1172,1257,1318 and 1323 which are agenda items.
1331. To consider and decide on time specific matters received after the preparation of the agenda. 2 x rat complaints. **Chairman:** Parish Partnership Scheme funding deadline 11 Dec 2017, Cllr Turner suggested additional SAM2 sign. Cllr Fawcett suggested Heritage Centre refurbishment which was supported by Cllr Hewett. Cllr Tuck suggested Footpath on Mill Road – however this is a Highways issue. Clerk to raise with Highways. Cllr Fawcett confirmed a double bid for Heritage Centre and SAM2 funding application. Proposed: Cllr Tuck. Seconded: Cllr Shelly. Unanimous. Cllr Fawcett to prepare HC Specification and Cllr Hewett to prepare SAM2 documents for bid. Chairman also shared info on Norfolk WWI Fund details for grants up to £500, details of which were handed to Cllr Hewett who will lead on this project. Cllr Turner reminded Cllrs that Breckland may have funding. **Clerk:** Final accounts received from Mazars - Noted. Cllr Hewett added his thanks to the Clerk for work on year end accounts. Clerk reiterated that Sage is the essential tool. **A/P: a. Report Mill Rd pavement issues to Highways – Clerk. b. Double bid PPS funding Heritage Centre and SAM2. Cllrs Fawcett /Hewett. c..Norfolk WWI bid - Cllr Hewett.**
1332. Chairman's Action - 2 Complaints about Rats. Fen Folgate and Bullock Park. Chairman has replied to say we are aware and are liaising with BDC Environmental Health. The land in question is not owned by the Parish Council and powers are with BDC and EH.
1333. To adjourn the meeting for Parishioner's Questions. Meeting adjourned at 19:47. Meeting reconvened: 20:07
1334. Routine Finance
- a) The following invoices were approved for payments by cheque. (Items in bold added after agenda published) Proposed: Cllr Turner. Seconded: Cllr Playford Unanimous except Cllrs Aves, Hewett, Fawcett who abstained.

01/10/2017	C Perfect	WI Hall	£40.00
01/10/2017	J Brown	Cleaning	£35.00
01/08/2017	Bill Fawcett	ID Tags/lanyards	£34.99
17/09/2017	Bill Fawcett	LED Lights for xmas tree	£6.05
01/10/2017	Terry Bradshaw	H&S Checks BP (Quarterly honorarium)	£130.00
11/09/2017	ES Purchasing Organisation	Suspension files, archive boxes, notice board supplies, envelopes laminator & pouches	£183.18
09/10/2017	P Harris	Oct net pay	£698.23
09/10/2017	HMRC	Tax & NI Ees and Ers	£80.09
09/10/2017	P Harris	Expenses	£165.58



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30/09/2017	J Bayliss	Pest Control Inv 4000	£39.60
04/10/2017	Mazars	External Audit Fee	£480.00
01/10/2017	Ridyards	Inv 15908	£864.00
30/09/2017	T T Jones	Street Light Maintenance	£224.71
09/10/2017	Cllr D Aves	Trophies (Allotments)	£10.00

b) The following invoices were approved for payment by D/D (Items in bold added after agenda published) Proposed: Cllr Turner. Seconded: Cllr Playford. Unanimous.

11/09/2017	E.On	St Light Elec	£284.72
27/09/2017	British Gas	WI Hall Elec	£35.02
29/09/2017	B Telecom	B. Band	£57.24
02/10/2017	Anglian Water	Cemetery	£11.34
02/10/2017	Anglian Water	Dereham Rd Allotment	£114.32
01/10/2017	Anglian Water	The Green	£7.72
18/09/2017	Biffa	Waste disposal	£227.91
15/09/2017	Breckland DC	Rates	£80.00
15/10/2017	Breckland DC	Rates	£80.00
12/10/2017	E.On	St Light Elec	£275.54

c) The following bank account balances at 30/09/2017 were noted by Cllrs and signed by the Chairman.

		£
Community Account	6072 *	44,051.61
CEP Account	4380	2,975.13
Saver Account	4570	79,572.17
WI Hall Account	5971	5,276.58
Street Light Replacement A/c	7769	21,004.07
Total balances held		152,879.56

* note Second Precept payment of £27585.00 received on 28/09/2017 to cover budget operational costs to year end.
Balances and Reserves explained. Cllr Hewett raised question of high balance, Clerk listed projects of £82k. so reserves are all earmarked.

1335. Planning. The following applications were received and considered. (Comments in bold)

a) Planning Applications. Cllr Turner.

3PL/2017/1153/LB	Ms G Rose. Saham Lodge, Chequers Lane, Saham Toney. Erection of porch, terraces and entrance gates. Listed Building. Noted, however, not our village. N/A.
3PL/2017/1223/HOU	Mr Old, 2 Gibson Rd, Shipdham. Proposed first floor and rear extension to bungalow. See revision. No objection other than inclined to follow Officer's recommendation to reduce to single storey. As per email from Planning Officer.

b) Planning Decisions - None

c) Planning Appeals - None

1336. Clerk's Report – To receive and note the Clerk's Report and to consider and make decisions where required on the following:

- Shooting Permission Agreement and copy of Firearms Licence to remain on file. Signed by the Chairman and 'the Shooter' - NOTED.
- Cemetery Policy/Regulations – circulated 27.09.2017. After consideration and discussion, a number of amendments were agreed. This document will be updated by the Clerk and presented as an agenda item at the next meeting for ratification and adoption. **A/P: Clerk to update for next agenda.**



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- c. Telecoms Ground Lease Completion Notification – to be kept on file for 6 years from 24 March 2017. Received, noted and filed by the Clerk.
 - d. TT Jones re 26W/35W SOX Lamps – information received and noted.
 - e. To consider and select quotation(s) for Thomas Bullock Memorial repairs (options from HL Perfitt considered. Accepting Option 2 was proposed by: Cllr Hewett. Seconded: Cllr Playford. Unanimous. **A/P: Clerk to appoint HL Perfitt.**
1337. To consider and agree options for an Allotment Co-ordinator to take over from Cllr Aves – Cllr Turner. No volunteer has come forward in response to advert and verbal requests. In the first instance, Clerk to write to plot holders to remind them that plot MUST be marked in accordance with Agreement. Cllr Tuck suggested all plot holders to be sent a copy of the T&C to be re-signed and to advise that any complaints need to be in writing to the Clerk. **A/P: a. Cllr Hewett will put another advert in Shipdham News. b. Cllr Aves to forward Agreement to Clerk. c. Clerk to draft out covering letter and prepare agreements.**
1338. To receive and note:
- a) Report from BPMC – Cllrs Dewing & Secker. Cllr Secker updated Cllrs, Circus at the park last week, rained a lot. The Circus left the park very clean and tidy as in previous years. No complaints or issues.
 - b) To receive and decide on CCTV quotations – supporting papers circulated. As per Minute 1298 the Parish Council will bear 50% of cheapest quote and will cap this figure if cheapest quote not accepted by BPMC. Small print is the responsibility of BPMC. Ongoing maintenance & repair cost 100% to BP. Final quotation must be sent to the Clerk and addressed to the Parish Council. Health & Safety update – Clerk informed PC that Cllr Dewing is taking Weekly H&S checks in hand for follow up action by the Management Committee. **A/P: Clerk to update BPMC**
1339. The LCPAS Template for General Data Protection Regulation Policies and Forms - circulated by email 29/09/2017 were received and considered for adoption. Cllr Turner attended training on DP breaches and updated Cllrs of fines of 4% of income for year for breaches. The adoption of the templates was proposed by: Cllr Hewett. Seconded: Cllr Turner. Unanimous. **A/P: Cllr Fawcett and Clerk to edit documents into Shipdham Parish Council Format.**
1340. Community SOS – Police Engagement Officer new project – Cllr Tuck said that Police Officers deserve day off and should not be required to attend a community project - Not in favour of suggesting any projects. Cllr Turner added that many Police Officers already work voluntary on their day off. We value PCSOs we don't need them to do any further work. Cllr Fawcett expressed incredulity at the proposal for one Officer to cover the whole of Norfolk, which includes 80 villages and 5 market towns. **A/P: Cllr Fawcett to write to the Police and Crime Commissioner, Lorne Green on the matter.**
1341. Knotweed Control – Supporting paper circulated 3/9/17. Parishioner Mr P Hutton was in attendance to explain to Cllrs that further control was needed and suggested a further 12 months: Cllrs agreed the extension. Proposed: Cllr Playford. Seconded: Cllr Hewett. Unanimous. **A/P: Clerk to email Paul Hutton confirmation.**
1342. Tree Management Survey. The Clerk updated Cllrs on H&S work being currently undertaken on trees at BP and cemetery. When this is complete a further assessment will be made to address any outstanding RAG TMS recommendations. Noted. **A/P: Clerk to follow up TMS.**
1343. Restoration work at the cemetery, re: gates, railings, front wall, seats and Heritage Centre building. After a brief discussion it was agreed that restoration work to the HC and frontage needs undertaking. In conjunction with Minute 1331 (re funding), Cllr Fawcett volunteered to write a specification and the Clerk offered to help obtain quotations once specification available. **A/P: Cllr Fawcett to write Restoration Specification. Clerk to liaise with Cllr Fawcett in obtaining quotations from suitably qualified craftsmen.**
1344. To review Grounds Maintenance Contract Progress - strengths and



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improvements. Clerk updated Cllrs that Ridyards are working to contract. Cllr Fawcett suggested BPMC to organise and pay for extra cuts over and above the Contract which the Parish Council provide. Cllr Hewett agreed that this was sensible and precedent had been made with the Cricket Club. Cllr Fawcett added that any complaints need to come via the Clerk, in writing with full details. Cllr Shelly believes grass is still not short enough and that one man for 5 hours is not sufficient. Cllr Tuck said this is a much more efficient operation. Cllr Fawcett reiterated that the contract length is being met by Ridyards. Cllr Shelly added that Ridyards were not using blowers. Clerk will follow up again on this for further clarification. Cllr Hewett requested this to be carried to the next agenda for further review. Cllr Secker is happy with contractor despite initial concerns. Cllr Shelly added that the monitoring book has not been completed since April. **A/P: Clerk to add to November agenda, continue monitoring, follow up on use of blowers and monitoring book record. Clerk to advise BPMC to arrange further cuts if desired at own cost.**

- 1345. To receive and note Police and SNAP reports – supporting papers to follow. None circulated to Clerk. Cllr Shelly attended the SNAP meeting and updated Cllrs regarding the cemetery problem with youths – SNAP will follow up with site visits.
- 1346. To receive Cllrs Reports: **Cllr Secker:** A gardener has been found who will keep Churchyard tidy and clean, **A/P: a. Cllr Turner will find out costs.** Re coal yard development – can S106/DC11 contribution be land? Cllr Fawcett explained not sufficient space available. Cemetery was unusual in that land was given instead of S106. Cllr Turner clarified that when the coal yard development is completed, S106 funding will come through. **Cllr Tuck A/P b:** volunteered to find a suitable notice for the cemetery gates regarding Assistance Dogs. **Cllr Playford:** Approached by parishioner about trees at cemetery. Clerk confirmed that this is in hand. **Cllr Turner:** Request for **November agenda item (A/P c. Clerk)** for ideas to spend £22k of S106 for recreation/leisure. **Cllr Hewett:** Request for November agenda item **(A/P d. Clerk)** to approve a budget for 1918-2018 Memorial. Cllr Hewett has asked for consideration of multiples of 1000s not 100s and suggested a sum of £5k to be considered. Cllr Hewett also asked for notices for Parish News. **Cllr Aves:** Bins outside 3, Park Highatt are overflowing. **A/P e Clerk** to report to Serco.
- 1347. To receive and note correspondence including any received after the preparation of the agenda. Noted.
- 1348. A.O.B. None.
- 1349. To confirm the next meeting, Monday 13 November 2017. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)

The Chairman thanked Cllrs and Mr Hutton for attending and closed the Meeting closed at 21:43

Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1172	Accept quote for cleaning and restoration of headstone for Thomas Bullock AP 1336e	Clerk	asap	✓ 10/10/2017
1186	1186 Great War Commemoration ideas	Cllr Hewett	Asap	
1187	Parish Website - Working Party, Cllrs Hewett, Playford and Turner to update	Cllr Hewett	Ongoing	Ongoing
1286	Village Sign options - TMWG.	Clerk	Ongoing	✓ Paul Sellick agreed to design and install – SPC to pay. (TMWG)
1319	Arrange meeting between SPC and	Clerk	asap	



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	BPMC			
1321	Organise Xmas Tree and Star	Cllrs Playford, Crane & Fawcett	asap	
1323	Letter about cemetery bin Advert for WI Hall hire	Clerk Cllrs Secker/Dewing	asap asap	
1331a	Report Mill Rd pavement to Highways	Clerk	asap	
1331b	Double bid for PPS: Heritage Centre and gate spec/quotes SAM2 Cam	Cllr Fawcett/Clerk Cllr Hewett	Nov decision required. Application deadline 11/12/2017	✓ Nov agenda item required - noted
1331c	Norfolk WWI fund – application	Cllr Hewett	asap	
1333	PQs. Inform HSE re safety concerns Follow up with Planning Team (OSH)	Clerk Cllrs/Hewett/Turner	asap asap	
1335	Submit Planning comments	Clerk	By deadline	✓ 10/10/2017
1336b	Amend Cemetery Regulations and present at Nov meeting for scrutiny & adoption	Clerk	Nov agenda	✓ Noted
1336e	Accept quotation for TB Tomb work	Clerk	asap	✓ 10/10/2017
1337	a. Note in S News b. Agreement to Clerk c. Covering letter and prep new agreements	Cllr Hewett Cllr Aves Clerk	asap asap Nov agenda	✓ 10/10/2017 ✓ Noted
1338	Feedback update to BPMC	Clerk	asap	
1339	GDPR Policies to be edited	Cllr Fawcett/Clerk	asap	
1340	Letter to NPCC – Lorne Green	Cllr Fawcett	asap	
1341	Email confirmation to P Hutton re Knotweed	Clerk	asap	✓ 10/10/2017
1342	TMS to continue to follow up	Clerk	On going	✓ Dec agenda noted
1343	See 1331a			
1344	GM Monitoring Advise BPMC re extra cuts	Clerk Clerk	Nov agenda asap	✓ Noted
1346	a. Find out Churchyard tidy costs b. Find assistance dog sign for gates c. S106 Projects – Nov agenda d. 1918-2018 Memorial Budget – Nov agenda e. Report bins to Serco	Cllr Turner Cllr Tuck Clerk Clerk Clerk	 Nov agenda Nov agenda asap	 ✓ Noted ✓ Noted