



SHIPDHAM PARISH COUNCIL



Chairman: Bill Fawcett Clerk/RFO: Patty Harris

MINUTES OF THE PARISH COUNCIL MEETING HELD 11 SEPTEMBER 2017 IN THE WI HALL

Present: Cllrs: Turner (Vice-Chair), Crane, Dewing, Playford, Shelly, Stolworthy and Tuck
Clerk: Patty Harris
NCCliff Jordan in attendance and 7 Parishioner
The meeting opened at 19:30

MINUTES

The meeting was Chaired by the Vice-Chair

1304. Apologies for absence - Cllr Fawcett. Cllr Aves. Cllr Hewett has advised he will be late.
1305. Declarations of Interest – Cllr Crane declared an interest in item 14. Cllr Turner reminded Cllrs to declare if any interests arise throughout the meeting.
1306. To agree and sign the minutes of the meeting held 10 July 2017 – Circulated 11 July 2017. The Minutes were agreed as a true and accurate record and were signed by the Vice-Chair. Proposed Cllr Stolworthy. Seconded: Cllr Playford. Unanimous.
1307. Matters Arising for information only – Action Points. None.
1308. To consider and decide on time specific matters received after the preparation of the agenda. None
1309. Chairman's Action - if any - None
1310. To adjourn the meeting for Parishioner's Questions. Meeting adjourned 19:35
Cllr Hewett arrived at 19:50
Meeting reconvened at 19:51 The Vice-Chair welcomed Cllr Hewett.
1311. Routine Finance
- a) Payment of the following invoices by cheque were agreed (items in bold added after agenda published). Proposed: Cllr Playford. Seconded: Cllr Tuck Unanimous.

10/08/2017	James Bayliss	Inv	£44.40
10/08/2017	P Harris	July Exps	£165.36
10/08/2017	P Harris	Net pay August	£698.23
10/08/2017	HMRC	Tax, NI EES & ERS Aug	£80.09
01/08/2017	Ridyards	Inv 15756	£864.00
09/08/2017	D Nock	Inv 73 Clean bus shelters	£80.00
07/08/2017	C Perfect	WI	£40.00
30/08/2017	J Brown	WI Cleaning (aug & sept)	£70.00
11/09/2017	P Harris	Net pay Sept	£698.23
11/09/2017	HMRC	Tax, NI EES & ERS	£80.09
11/09/2017	P Harris	Aug Exps	£116.41
01/09/2017	Ridyards	Inv 15830	£691.20
01/08/2017	G Tufts	Inv 640593	£91.20
05/09/2017	J Bayliss	Inv 3966	£39.60
11/09/2017	C Perfect	WI	£40.00

- b) Payment of the following invoices by D/D were agreed: Proposed: Cllr Stolworthy. Seconded: Cllr Dewing. Unanimous.

21/07/2017	B Gas	WI Hall	£59.83
31/07/2017	BT	WI Hall	£57.24
23/08/2017	B Gas	WI Hall	£44.47
30/08/2017	BT	WI Hall	£57.24
11/08/2017	E.ON	Street Lights	£284.72
15/08/2017	BDC	Rates	£80.00
17/09/2017	Biffa	Refuse	£107.48
17/09/2017	Biffa	WI Refuse	£120.43
08/09/2017	Anglian Water	WR Allotments	£39.54



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- c) Bank account balances at close of business on 31/08/2017 Supporting papers circulated 6/9/17. Balances were noted and signed by the Vice-Chair.

Community account	6072	£17,982.85
Church wall account	4380	£2,975.13
Saver Account	4570	£79,555.28
Street Light Account	7769	£21,004.07
WI Hall Account	5971	£5,328.84
Total Balances held		£126,846.17

1312. Planning. The following Applications, Decisions and Appeals were received and noted with the following comments in bold. **A/P: Clerk to submit comments.**

a) Planning Applications

3PL/2017/0917/HOU	Mr & Mrs Milton. Red House Farm, Green Lane. Front extension with single garage, balcony above, new porch and double garage. No objection. Comments submitted 26 July 2017. Noted.
3PL/2017/0864/F	The Cricket Players. Old Post Office St, Shipdham. 23 dwellings, associated parking and garages. Concerns about the main road access. Repeat same comments as per last time. Also, poor visibility and bad road layout particularly for larger vehicles.
3PL/2017/1071/F	R Paterson. 32 & 34 Letton Rd, Shipdham. Demolish dwelling and erect 3 dwellings, access and parking. (re-submission). Same comments as previously and there is no merit in any preservation.
	Cllr Turner also updated Cllrs on a number of building concerns in the Conservation Area which are not protected by an Article 4 as BDC do not have an Article 4. This matter will now be on the next agenda at BDC. Cllr Turner will keep Cllr updated.

b) Planning Decisions

3PL/2017/0766/F	Mr & Mrs Rix. Land adjacent 41 Bradenham Rd, Shipdham. Single storey dwelling and garage. PERMISSION
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c) Planning Appeals - None

1313. Clerk's Report – circulated 6/9/17. Received and noted.

- To note and Minute approval of: Memorial for Sue Boldero (approved 24 July 2017). Noted. To consider and approve added inscription for the Late Maureen Margaret Williamson. Agreed – unanimous. **A/P: Clerk to advise H Brett.**
- Shooting Permission Agreement(s) for the control of pests at the cemetery and allotments – James Bayliss Pest Controller & Firearms Licence holder requested the SPA and was agreed by Cllrs. Proposed: Cllr Hewett. Seconded: Cllr Crane. Unanimous. **A/P: Clerk to draw up SPA for signing by Chairman and Mr Bayliss.**
- Review and decide on costs for Burials and Interments – Last reviewed Sept 2016. (Reviewed costs to be included in Cemetery Policy see agenda item 10d) Cllr Hewett Proposed no increase. Seconded: Cllr Playford. Unanimous.
- To consider and agree revised Cemetery Policy – move to October



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- agenda. Cllr Turner asked for an admin charge to be added to the policy for issuing certificates as this is common practice. **A/P: Clerk Oct Agenda item.**
- e. To consider and select quotation(s) for Thomas Bullock Memorial repairs Supporting papers for item 10a-e to follow. Not received in time.
1314. To receive and note Q1 Accounts – supporting papers to follow. Noted.
1315. To Minute receipt of the Traffic Management Working Group meeting minutes held 24 July 2017 and progress update – Cllr Fawcett. Information circulated 25 July 2017. Minutes and update received and noted. NCCllr Cliff Jordan added that the TMWG had made progress.
1316. To receive, note and agree comments on DCLG report into Financial Payments to reduce opposition to new homes, information circulated 30 July 2017 – Cllr Fawcett comments/ supporting circulated 6/9/17 were received and noted. Vice-Chair read out the Cllr Fawcett's comments which were noted and summarised for submission as follows: SPC see this as a financial inducement. **A/P: Clerk to submit comments.**
1317. To receive, note and agree comments on Breckland Local Plan Pre-submission publication: <https://www.breckland.gov.uk/pre-submission-publication> Hard copy with Clerk. Circulated 21 August 2017. Pre-submission publication period: 21 August to 2 October 2017. Cllr Turner shared the document and informed Cllrs that there is the opportunity to question the policy. Open Meeting 25 Sept. Cllr Tuck asked if there will be an explanation for anyone attending the meeting. Cllr Hewett will prepare a summary. Cllr Turner will minute and prepare statement for clerk to submit. **A/P: Cllr Hewett to prepare a summary. Cllr Turner to forward comments to Clerk to submission by deadline.**
1318. To consider and agree options for an Allotment Co-ordinator to take over from Cllr Aves – Cllr Turner commented that Cllr Aves has done a sterling job for a number of years and it is now time for him to hand over. Allotments holders have been asked. Cllr Tuck added that there is considerable amount of admin and deal with complaints. Cllr Turner suggested the Clerk contact Paul Hutton and Cllr Hewett to put a note in Shipdham News to seek person to take over. Cllr Hewett added that we are expecting to pay a small honorarium. Amount to be agreed at next meeting. **A/P: Cllr Hewett to put note in Shipdham News. Clerk: to contact Paul Hutton and Oct agenda item.**
1319. Received and noted: a) Report from BPMC – Cllrs Dewing & Secker: Looking at costs for false ceiling to reduce heating costs – possible grants, fire risk assessment completed. New fire-retardant curtains to be fitted. Cllr Dewing is now a trustee and seeks clarification of responsibility. A discussion took place. NCCllr Cliff Jordan confirmed that Cllrs Dewing and Secker roles with the Bullock Park Charity are to ensure probity and propriety. Cllr Turner suggested a meeting with BPMC to discuss in detail and to seek legal advice if required. **A/P: Clerk to arrange a meeting.**
Cllr Jordan left the meeting at 20:30
Cllr Secker confirmed that the Circus will come to BP in October.
b) Health & Safety update – Clerk seeking robust procedure to deal with defects highlighted on weekly check sheets to make sure nothing is accidentally overlooked. Cllr Dewing agreed there could be a better way of dealing with the weekly check lists and will liaise with T.Bradshaw.
1320. To consider and decide on Dog Pen at Bullock Park – Action Point 1298. Cllr Hewett Proposed a corral. For: 2. Against: 6. Cllr Dewing suggested putting the anchor points on the existing fence: For: 7. Against: 0. Agreed rings on the fence for dogs to be tethered. Cllr Crane offered to fix the tether points. **A/P: Cllr Crane to install points.**
1321. To consider and decide on arrangements/budget for Christmas Tree on the Green. Cllr Playford agreed to source the tree again and Cllr Crane agreed to collect and erect it again. Cllr Hewett proposed a budget of £250. Seconded: Cllr Dewing Unanimous. Cllr Turner advised Cllrs that Cllr Fawcett has offered to make an LED star for the top of the tree and this offer was accepted by Cllrs. **A/P: Cllrs**



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Playford/Crane/Fawcett. Obtain tree, erect and make LED star.

1322. Police and SNAP reports – SNAP supporting papers circulated 6/9/17 received and noted. No Police report available. Cllr Hewett drew attention to SNAP item on fast Motor cycles on A1075 and sadly noted the recent fatality at King Row. A
1323. To receive Cllrs Reports: **Cllr Secker:** 1. Resident at Richard Hagard Close is using the cemetery bin for laurel hedge cuttings. Clerk to write letter to request this to stop. 2. Requested note in parish magazine for press officer as we have no photographer reporting on events in the village. 3. Advert in Shipdham News for WI Hall hire. Cllr Secker will write out details for Cllr Dewing to send. 4. Teen hut at park – police need to visit. Cllr Turner and Cllr Shelly will raise at next SNAP meeting. 5. Requested person to help keep churchyard clean and tidy to deal with weeds etc around the wall and ivy on tombstones making churchyard look shabby. Cllr Dewing will make some enquiries. Mr Larwood offered to spray the weeds. **Cllr Shelly:** 1. Cemetery path weeds need spraying. Mr Larwood offered to do this. 2. Seats need painting. 3. Cemetery railings and wall need maintenance/painting. Clerk advised this, along with Heritage Centre maintenance would be an Oct agenda item as requested by Cllr Fawcett. 4. Phone boxes now disconnected. Noted. Posts at Chapel drift are a trip hazard. Clerk advised NCC are aware. 5. Speed sign requested going out the village by the bus stop as this worked well previously. TMWG agenda item. 6. Smokers & drinkers at cemetery. – SNAP to be advised. 7. Tree planting on Dereham Rd do we need permission from Highways? No. 8. Ridyards - Cemetery where new graves are, not good enough. Flowers and headstones need cleaning after. Ransom strip not good enough. Cllr Dewing: Football pitch grass still too long. Cllr Turner asked Clerk for October agenda item – GM Contract. **Cllr Hewett:** request for notices for Shipdham News please asap.
1324. To receive and note correspondence including any received after the preparation of the agenda. Received and noted.
1325. A.O.B. – there was no AOB
1326. To confirm the next meeting, Monday 9 October 2017. Doors open to Parishioners at 7:15pm. (Planning applications available for Councillors to view from 6:45pm)

The Vice-Chair thanked everyone for attending and closed the meeting at 21:05

Action Point Summary

Ref A/Ps	Action Required	By Whom	Deadline	Update
1172/1296	Obtain quotes for cleaning and restoration of headstone for Thomas Bullock	Clerk	Ongoing	✓ Requested
1186	Great War Commemoration – Working Party to meet and create plan	Cllr Hewett	Ongoing	Ongoing
1187	Parish Website - Working Party, Cllrs Hewett, Playford and Turner to update	Cllr Hewett	Ongoing	Ongoing
1212	Organise further meeting of Traffic Management Working Group to progress outcomes from Forum	Clerk	asap	✓ Meeting 24/7/2017 WI Hall 7:30pm for working party only
1224	AP item e – move goal post	Cllr Crane	asap	Cllr Crane seeking clarification for location.
1257	Tree MS – Oct Agenda	Clerk	Oct agenda	✓ Noted for Oct
1286	Village Sign options - TMWG.	Clerk	Ongoing	✓ Paul Sellick agreed to design and install – SPC to pay. (TMWG)
1312	Submit planning comments	Clerk	12/09/2017	✓ 12/09/2017
1313	<ul style="list-style-type: none"> Approve memorial – notify H Brett Draw up SPA and obtain signatures. Revised Cemetery Policy agenda item Oct. 	Clerk	asap	✓ 12/09/2017
		Clerk	asap	✓ 12/09/2017
		Clerk	Oct agenda	✓ Noted
1316	Comments to be submitted re DCLG	Clerk	asap	
1317	Prepare summary for BLP meeting on 25 Sept.	Cllr Hewett	25/09/17	



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	Minute meeting on 25/9 and send comments to Clerk	Cllr Turner	04/10/2017	
1318	Note in SN for allotment co-ordinator Contact P Hutton	Cllr Hewett Clerk	asap asap	
1319	Arrange meeting between SPC and BPMC	Clerk	asap	
1320	Install anchor points for dogs on existing play area fence at BP	Cllr Crane	asap	
1321	Organise Xmas Tree and Star	Cllrs Playford, Crane & Fawcett	asap	
1323	Letter about cemetery bin Press officer notice in SN Advert for WI Hall hire Teen hut & Cemetery Folly advise SNAP Churchyard tidy up enquiries Agenda item for cemetery seats, gates, rails, wall and Heritage centre work Request Speed sign at bus stop on DR GM Contract – Oct Agenda item	Clerk Cllr Hewett Cllrs Secker/Dewing Cllrs Turner/Shelly Cllr Dewing Clerk Clerk Clerk	asap asap asap asap asap Oct agenda asap Oct agenda	 ✓ Noted ✓ Noted