



SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 11TH JUNE 2012 IN WI HALL

Present: Councillors: Chubbock (Chairman), Arnold, Fawcett, Ralph, Secker, Turner, Winchester, Rosemary Martin (Clerk). District Councillor Jordan and 16 parishioners in attendance.

212 To receive apologies for absence.

Apologies were received from Cllrs Crane, Dodd and Hewett.

213 To receive declarations of interest

Cllrs Arnold and Turner declared an interest in the repair of the church roof.

214 To agree and sign the minutes of the Parish Council meeting held 14th May 2012

It was proposed by Cllr Winchester and seconded by Cllr Fawcett that the minutes were a true record of the meeting. All agreed, and the Chairman signed the minutes.

215 Matters arising from the previous minutes (for information only)

§192 At her request, Councillor Kidd was co-opted onto the planning committee.

§204 Councillor Ralph reported that research into allotment rents for local parishes is ongoing (next agenda).

Clerk

216 Routine Finance

a) Invoices

To agree payment of the following invoices

Weatherill Hire Ltd	#5003	102021	£104.86
Gary Lake	29 March to 2 April	102022	£295.00
Grounds maintenance	26 to 28 April		£295.00
	13 to 14 April		£295.00
R J Martin	Expenses	102030	£171.58
R J Martin	Wages May 2012	102023	£266.67
HMRC	PAYE May 2012	102024	£66.66

Invoices paid since the previous meeting

Terry's Butchers	Jubilee (meat)	102016	£304.00
W J Fawcett	Jubilee (various)	102017	£166.26
L C Heaton	Jubilee (disco)	102018	£300.00
Jamin Entertainments	Jubilee(games)	102020	£900.00
Jubilee cash (K. Fawcett)	Jubilee (prize money)	102019	£195.00
Paul Miller (M Secker)	WI Hall maintenance	102014	£167.40
Andy's Mobile Archery	Jubilee(games)	102015	£120.00

Invoices received since the preparation of the agenda

Veolia	SIO0132904	102025	£88.70
Staples (R Martin)	Printer cartridge	102026	£50.22
Cartridgesave (R Martin)	Printer Cartridge	102026	£46.07
Tufts	425811 (village)	102027	£6.49
Tufts	425902 (jubilee)	102027	£12.00
Paul Miller	WI Hall maintenance	102028	£773.07
St John's ambulance	Jubilee (attendance)	102031	£100.00
Shipdham Play Group	Jubilee (electricity)	102032	£50.00
W J Fawcett	Jubilee	102033	£107.80
Shipdham RBL	Jubilee	102034	£25.00

Cheque for Bullock Park donation

Shipdham Bullock Park	Donation (£199)	102029	£1800.00
-----------------------	-----------------	--------	----------

It was proposed by Cllr Winchester and seconded by Cllr Secker that these invoices be paid. All agreed. Cllr Fawcett requested that the cheque signed for Andy's Mobile Archery be

DRAFT



SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



cancelled (the company not yet having a bank account). This invoice has been paid from Jubilee monies.

Clerk

217 To agree and sign off figures for the Annual Return

Prior to the meeting, the Clerk had circulated proposed entries for the Accounting Statements section and the Annual Governance section of the return, together with explanations for any difference of more than 15% from last year's figures in the Accounting Statements, and the Bank Reconciliation for the Annual Return. During the meeting the Clerk read out the questions and answers from the Annual Governance section. The return cannot be signed by the Chairman and Clerk until after the completion of the internal audit. However, it was proposed by Cllr Kidd and seconded by Cllr Arnold, that the information, as presented during the meeting, was correct. All agreed. Clerk to arrange a meeting with internal auditor.

Clerk

218 To consider quotation from TT Jones for lighting alley behind Park Highatt Drive

The Clerk wrote to NCC Highways requesting that they undertake this work, as the alley belongs to NCC. No useful response has been received so far. District Councillor Jordan will continue to chase this matter. Clerk to approach the school and playgroup for their support since the alley is much used by children going to and from school and playgroup. Letters of support to be passed to Cllrs Turner and Jordan.

Cllrs
Jordan
Turner
Clerk

219 To receive report on Church Roof Repair Project (David Cutting)

Mr Cutting gave a presentation outlining the work and costs involved in repairing the church roof. The PCC has already successfully solicited grants for the majority of the costs, but will need to raise at least £25k locally themselves. The PCC hope that the Parish Council might make a donation towards this project, and believe that the church is a facility for everyone in the parish, not just churchgoers.

220 To receive update on speed recording equipment project (Cllrs Arnold and Turner)

Cllr Turner reported that work is continuing on this project (next agenda).

Clerk

221 To consider pruning of trees in cemetery and replacement of marker stakes (Cllr Secker)

Cllr Secker reported that there are trees in the top right end of the cemetery that need some pruning. The Parish Council resolved to ask Gary Lake to carry out this work. Cllr Secker will undertake to tidy up the overgrown and rubbish filled areas in the Cemetery. After some discussion about the problems associated with replacing the stakes, it was agreed that Cllr Secker would meet with the Clerk to view the plans of the cemetery and records of burials.

Clerk
Cllr
Secker

222 To consider provision of hard standing at entrance to memorial to fallen (Cllr Dodd)

(§209) It was proposed by Cllr Ralph and seconded by Cllr Fawcett that a donation of £300.00 be given towards this project. All agreed.

223 To receive update on anti-social behaviour in the village (Cllr Chubbock)

PC Paul, who spoke at the previous meeting, is arranging a meeting this week with youngsters from the village. The Chairman will also be meeting PC Paul this week. Cllr Turner reported that no anti-social behaviour incidents have been reported in the village for the last two weeks.

Cllr
Chubbock

224 To receive progress report on Parish Online system (Cllr Arnold)

Cllr Arnold will report back to the Council when he has been able to attend the course.

Cllr
Arnold

225 To receive update on Diamond Jubilee Celebrations project (Cllr Fawcett)

Cllr Fawcett circulated a project cost sheet. The Jubilee celebrations were in budget and made a profit of £1.17. All feedback on the project has been positive and supportive. The Parish Council offered their formal thanks to Cllr Fawcett and all those working with him, for a brilliant day. Cllr Fawcett also spoke about the time capsules which will now be buried in the village as part of the celebrations, and received suggestions from Parishioners as to what



SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



they should contain.

226 To receive report on the War Memorial project (Cllr Fawcett)

Cllr Fawcett does not believe that the War Memorial Trust will provide a grant for the work. The work needs to be done in the summer, and Perfitt's have been asked to do their work in August. Cllr Fawcett asked that the Council now allow the work to be done, and pay the total cost (£181). It was proposed by Cllr Ralph and seconded by Cllr Kidd, that the work go ahead on that basis, with the intention that it should be completed by 28th October, ahead of Remembrance Sunday. All agreed.

Cllr Fawcett

227 To adjourn the meeting for Parishioners Questions

The meeting was adjourned.
The meeting was reconvened.

228 Planning

To receive and consider new planning applications (and any received after the preparation of the agenda)

3PL/2012/0500/F

Mr & Mrs Horley, 19 Market Street

Two storey extension

The planning Committee had no objections. It was proposed by Cllr Kidd and seconded by Cllr Winchester that the application be supported. All agreed. (INET 4977)

3/PL/2011/1132/F

Mr Tribe, Glebe House

APPEAL – no further comments

3/PL/2012/0536/F

Mrs Stanley, Copelands Farm

The planning Committee had no objections. It was proposed by Cllr Ralph and seconded by Cllr Secker that the application be supported. All agreed. (INET4976)

Planning Decisions

3PL/2012/0297/F

Mr Dodd, Twin Peaks

Conversion of garage to annex

PERMISSION

229 To receive reports from Councillors and Clerk

Cllr Secker: Wanted to thank John Phillips who provided a new notice board outside the WI Hall at no cost. She would like to sponsor him (£20) for his charity work later in the year. The posts in the Churchyard have been repaired. There is a large hole in New Road which should be reported to highways. (#332023)

Cllr Turner: Something must be done about the Old School Playing Field as soon as possible, or the use of it will be lost. One suggestion would be to take out a lease on the land (eg 25 years). BDC might accept this. (next agenda).

Urged all councillors, once again, to attend the Town and Parish forum meeting (21st June), since it will cover the new Draft National Planning Framework.

Cllr Chubbock: All local footpaths are now documented in maps which are viewable on the website.

Attended the evening at the school to welcome the French visitors from the Twinning Association. It was very enjoyable and successful.

Wanted to know if the parish should be receiving Section 106 money. Cllr Turner will find out what is available so that an application can be made. Cllr Turner noted that the new Community Structure Levy will shortly replace Section 106.

Clerk All

Cllr Turner

230 To receive correspondence (including any received after the preparation of the Agenda)

BDC	Electronic Responses to Planning applications	Filed
-----	---	-------



SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



BDC	Town & Parish Council forum 21 st June	See §229
BDC	Consultation on appointment of external auditors	Noted
Sustainable Communities	Festival on the Farm 29 July	Posted
TTJones	Adverse weather conditions causing unsafe street light	Go ahead with suggested work

Clerk

231 To confirm the next meeting of the Parish Council:9th July 2012 at the WI Hall
Meeting to start at 7:30 pm Doors opened to Parishioners at 7:15 pm. (planning sub-committee to meet at 6:15 pm) .

Meeting closed at 9.50 pm.

DRAFT