



SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9TH JULY 2012 IN THE WI HALL

Present: Councillors: Chubbock (Chairman), Arnold, Crane, Dodd, Hewett, Kidd, Ralph, Secker, Turner, Winchester, Rosemary Martin (Clerk). 11 parishioners in attendance.

232 To receive apologies for absence.

Apologies were received from Cllr Fawcett.

233 To adopt a Code of Conduct satisfying the new requirements under the Localism Act.

The NALC have published a new Code of Conduct, suitable for Parish Councils, since the introduction of the Localism Act. This had been circulated to all Councillors. It was proposed by Councillor Ralph and seconded by Councillor Kidd that this Code of Conduct be adopted by the Council. After some discussion a vote was taken on a resolution to adopt the Code of Conduct, subject to further discussion of the Declarations of Pecuniary Interests (DPIs) associated with the new code. The motion was carried with Councillors Arnold, Crane, Hewett, Kidd, Ralph and Turner voting for and Councillors Dodd, Secker and Winchester voting against, no abstentions.

235 To received declarations of interest.

None declared.

DRAFT

To agree and sign the minutes of the Parish Council meeting held 11th June 2012

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

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

Consideration of a contribution towards the Church Roof replacement will appear on the September meeting agenda. (Clerk)

Clerk

237 Routine Finance

a) Invoices

To agree payment of the following invoices

Gary Lake	Church (May/May/June)	102035	
Grounds maintenance	Cemetery (May/May/June)		£885.00
	Green (May/May/June)		
	Park (May/May/June)		
Shipdham Twinning Association	French visit	102036	£74.37
D C Bower	Allotment Grass Cutting	102037	£60.00
R Hollingworth	Church Gate	102038	£700.00
Paul Miller	June 17 WI Hall	102039	£128.40
James Bayliss	#1748	102040	£44.40
Nene Lodge bookkeeping	Internal Audit	102041	£71.25
R J Martin	Wages May 2012	102042	£266.67
HMRC	PAYE May 2012	102043	£66.66

It was proposed by Cllr Hewett and seconded by Cllr Ralph that these invoices be paid. All agreed.

238 To receive the Q1 Accounts

A copy of the Q1 Accounts, reconciled to the bank statements, had been circulated to the Councillors. There were no queries. The Internal Audit reported the need for the Clerk to produce a quarterly statement of the spend to data against the budget. A provisional analysis of the accounts against the budget has been sent to Cllr Chubbock. Once he has validated it, this will be circulated to the other Councillors.

Cllr
Chubbock
Clerk



SHIPDHAM PARISH COUNCIL

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239 To receive update on lighting alley behind Park Highatt Drive (Cllr Turner, Clerk)

A letter received from NCC acknowledged ownership of the alley, but stated NCC "...are unable to fund the project..." Clerk to write to NCC asking if the work could be done if the Parish Council paid a proportion of the cost from this year's budget.

Children from Thomas Bullock School do not use the alley. Clerk approached two schools in Dereham. Neatherd School has agreed to write a letter of support; awaiting a response from Northgate School. Any letters of support to be passed to NCC and Cllrs Turner and Jordan.

Clerk

240 To receive report on Allotments (Cllr Ralph)

There has been further vandalism of sheds, and an incident of fly tipping. The tipped material was removed at a cost of £65.00 + VAT, and the police will be prosecuting the perpetrator. Someone has been illegally discharging a firearm in the vicinity of the Watton end allotments. Anyone having any information on this should report to PC 1619 Weller at Dereham. After some discussion, it was resolved to increase the rents to £30.00 per plot (including water charge). Notice will be given to allotment holders in October and the increases will come into effect from October 2013.

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

Cllr Turner reported that 7 suitable posts (including the existing 2 on the A1075) have been identified. It was proposed by Cllr Ralph and seconded by Cllr Kidd that the kit be purchased at a cost of £4140+ VAT. All agreed

DRAFT

242 To receive report on S106 monies (Cllr Turner)

BDC confirmed that there is no S106 money available to Shipdham Parish. Cllr Turner to clarify which S106 cluster Shipdham belongs to, and why there is no money available from recently completed new homes in the parish.

Cllr
Turner

243 To consider need to prune trees in Churchyard (Cllr Secker)

The Parish Grounds Man (Gary Lake) can prune trees. Cllr Secker to inform him what is to be done. There is a large Acer in the Churchyard which should come down. Cllr Kidd to talk to PCC and Gilbert Addison (BDC). Next meeting.

Cllrs
Secker,
Kidd
Clerk

244 To consider creating an electronic record of burials in the Cemetery (Cllr Secker)

In view of the historical importance and condition of the burial records, it is thought that it would be better to transfer all records to searchable electronic media, and to send the original documents to the NRO. Cllr Arnold to put an advert on the website for someone to do the transfer work.

Cllr
Arnold

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

Police are continuing to talk to the Council, and to the youngsters in the village. A Restorative Justice meeting, bringing all parties together, and run by a trained police officer, will take place on 23rd July in the WI Hall.

246 To consider implementation of Risk Assessment processes

The Internal Audit reported the need for the council to have a proper Risk Assessment process and a Risk Assessment Register. Cllr Chubbock had circulated a modified version of the standard NALC Risk Assessment Register with a view to adopting this at the next meeting. Cllrs Arnold and Chubbock will post this on the website. The process/register will need to be reviewed annually.

Clerk
Cllrs
Arnold
Chubbock

247 To receive report on Bullock Park

Mrs. Slaughter reported that an (expected) £500/month contract with Norfolk Fire and Rescue, and other regular activities, including new Kick Boxing, will make the Bullock Park self-funding. Facilities will have to be improved to gain the Norfolk Fire and Rescue contract, including the installation of a phone line in the Bullock Park. Requested that the Parish Council pay for the installation of the phone line, and Norfolk Fire and Rescue will then cover the monthly payments. It was proposed by Cllr Kidd and seconded by Cllr Hewett that, in



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Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



principal, the Parish Council would pay the line installation cost, but would need to see the costings first. All agreed. Asked Council to review provision of dog bins and rubbish bins (next agenda).

Clerk

248 To adjourn the meeting for Parishioners Questions

The meeting was adjourned.
The meeting was reconvened.

DRAFT

249 Planning

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

3PL/2012/0673/F Mrs Gilbert-Thorne, The Gilbert Stud
Replacement Horse Walker
No problems, all agreed
(INET 5309)

a)Planning Decisions

3PL/2012/0402/CUM Mrs Hillier, Pound Green Hotel ask highways to take brown signs down now that it's not a hotel

Approved

3PL/2012/0207/F Mr Leonard, Hall Farm
Installation of 3 small scale wind turbines

Approved

3PL/2012/0457/F Mr Rudling, Keystone Barn
Erection of steel framed storage

Approved

3PL/2012/0490/F Mr Stanley, Copelands Farm
Stable block and storage

Approved

b)Appeals

3/PL/2011/1132/F Otterwood Kennels
APPEAL
comments by 20th July 2012

250 To receive reports from Councillors and Clerk

Cllr Dodd: The British Legion will be holding a cheese and wine party in the WI Hall on 21st July. (£7/ticket)

Cllr Chubbock: Congratulations to those who ran the Historical event.

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

Sylvia Tuck	Dereham Road allotments	PC believes it is not necessary to provide gates to allotments
Norfolk RCC	AGM will be held on 11 July in Dereham	noted
NNUH	Summer wonderland event	noted
David Eason	Centralisation of War memorial recording and funding	noted
Norfolk RCC	Signpost	noted
Fiona Davies	Sign Writer & Restorer	noted
Sylvia Tuck	Motorbikes in the Pit (Cemetery)	Under investigation, parishioners asked to report all incidents to

Clerk



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		police noted
Norfolk ALC	Workshop for Clerks managing Cemeteries	noted
M Wallis	Dog walkers on Old School Playing Field	noted
Theresa Lee	Opposition to wind turbines	noted
Shipdham Surgery	Appointments with Nurses (poster)	Post
Norfolk ALC	Free family advice and guidance	Post
M Wallis	Parish Council - Local agreements with air bases	Noted

252 To confirm the next meeting of the Parish Council:10th September 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