



# SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10<sup>TH</sup> SEPTEMBER 2012 IN THE WI HALL

Present: Councillors: Chubbock (Chairman), Arnold, Crane, Dodd, Hewett, Fawcett, Kidd, Ralph, Secker, Rosemary Martin (Clerk). 17 parishioners in attendance.

### 253 To receive apologies for absence.

Apologies were received from Cllrs Turner and Winchester, and District Cllr Jordan.

### 254 To received declarations of interest.

Cllr Arnold declared an interest in item 7 and Cllr Hewett declared a personal and prejudicial interest in item 16

### 255 To agree and sign the minutes of the Parish Council meeting held 9<sup>th</sup> July 2012

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

### 256 Matters arising from the previous minutes (for information only)

Clerk asked to determine whether BDC had received all the new DPI's

Clerk

### 257 Routine Finance

#### a) Invoices

To agree payment of the following invoices

Devlin Plummer Stained Glass	Cemetery Repair (Ref §174 h)	#102056	£835.20
<del>C G Duffield</del>	<del>Emptying of septic tank (Park)</del>		<del>£180.00</del>
James Bayliss	#1809 Pest Control	#102057	£37.20
Newton Property Care	#109 (Ref §222)	#102058	£300.00
Tufts	#437373 (?Jubilee)		<b>-£10.80</b>
Tufts	#437374 (Park)		£4.86
Veolia	SIO0140399	#102062	£66.86
R J Martin		#102059	£266.67
HMRC		#102060	£66.66
Paul Miller		#102061	£266.38

#### The following Invoices were paid in August:

TT Jones #8322	Street Light Maintenance	#102044	£915.02
Tufts #436899	Park	#102045	£15.73
Tufts #436142	Park	#102045	£60.62
Tufts #436148	Park	#102045	£14.40
TT Jones #8362	Swan Lane –emergency call out UKPCN charge	#102046	£780.48
Gary Lake (5 <sup>th</sup> Aug)	Grounds maintenance	#102047	£820.00
TT Jones #8345	Swan Lane –emergency call out	#102048	£266.21
Veolia #SIO0137922	Rental/exchange	#102049	£88.70
Staples ( R J Martin)	Print cartridge/paper	#102050	£142.86
James Bayliss #1779	Pest Control	#102051	£40.80
Veolia #SIO0135415	Rental/exchange	#102052	£66.60
R J Martin	July wages	#102053	£266.67
	July Tax	#102054	£66.66

The cheque for C G Duffield had been presented in error and was removed from the list. No payment to be made to Tufts since credit note value is greater than invoice value. It was then proposed by Cllr Hewett and seconded by Cllr Fawcett that all other invoices listed above be paid. All agreed.

#### b) Direct Debits



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Anglianwater 111259883	Cemetery (Feb to Aug)	£31.43
Anglianwater 113458285	Dereham Rd Allotments (Feb to Aug)	-£30.78
Anglianwater 113458285	Dereham Rd Allotments (Aug 11 to Feb 12)	-£75.85
Anglianwater 116355496	WI Hall (Feb to Aug)	£134.30
Anglianwater 122917628	Watton Rd Allotments (Aug 11 to Feb 12)	-£88.88
Anglianwater 122917628	Watton Rd Allotments (Feb to Aug)	-£39.64
Anglianwater 132285586	Standpipe on Green (Feb to Aug)	£26.56
BT EA 4052 7497	Telephone August	£21.74
EON 0113 9766 0980	Street Lighting to 1 <sup>st</sup> Aug	£240.34

The negative amounts have been credited to the community bank account

### c) Bank Account Balances

The balances on 10<sup>th</sup> September were:

Community Account	£42,650.92
CEP Account	£25.13

### d) Q1 VAT Reclaim

The Vat Reclaimed for Q1 was £8,383.56

e) To consider Clerk's request for contract to be reviewed and contracted hours worked to be increased

The Clerk stated that she consistently worked considerably more hours than 7 hours for which she is paid, and requested an increase of 3.5 hours per week. She outlined her reasons for this request. The Clerk then left the room for the Council to discuss this proposal. The Council resolved to increase the number of hours to 10.5 a week.

### 258 To receive report on External Audit (Clerk)

The Auditors requested:

- proof of closure of the closed bank accounts. This has been supplied.
- exact status of the Bullock Park and the WI Hall viz. a viz. the Charity Commission. This has also been supplied.

So far no further questions have been asked.

### 259 To consider making a contribution towards the repair costs for the Church Roof

Cllr Arnold stated that the total cost of repairs would be approaching £250k, of which £158k would come from English Heritage. The PCC are seeking various grants, but will have to raise about £24k by other means. The PCC requested a donation of 25% of this (£6k) from the Parish Council. The money will not be required until next Spring. After some discussion, it was proposed by Cllr Hewett and seconded by Cllr Dodd that the Parish Council should make a donation of £6k towards the Church Roof Repair fund. All agreed.

### 260 To consider request from Bullock Park Committee for use of dog walking area

A letter, received from Mr Hill, Chairman of the Bullock Park Management Committee, (BPMC), requested that the Parish Council lease the Old School Playing Field (OSPF) from BDC and allow it to be used for dog walkers. Cllr Hewett had already been in discussion with BDC about the possibility of the Parish Council leasing the OSPF, but the terms of a lease that BDC were offering were unattractive. After some discussion it was resolved that:

- the Parish Council would support the BPMC if they chose to make it mandatory for all dogs on the Bullock Park to be kept on leads
- Cllr Hewett should continue discussions with BDC to obtain a better lease.

Proposed by Cllr Ralph and seconded by Cllr Hewett. All agreed

Cllr  
Hewett

### 261 To receive quotes for waste disposal at WI Hall (Clerk)

The Council is currently paying Veolia £703.50 per year for waste removal services at the WI Hall. Clerk has obtained the following quotes for a new service.

Veolia (lowest contract offered)	£583.50
Biffa	£241.80

It was proposed by Cllr Hewett and seconded by Cllr Ralph that a new contract be taken out with Biffa. All agreed. Veolia contract requires 3 months' notice.

Clerk



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## 262 To receive update on request for lighting along alley behind Park Highatt Drive

Clerk wrote to Highways again asking if they could provide a proportion of the cost of this project. Response received that there was no money available, but Highways would seek to obtain some S106 money for this in the future.

## 263 To receive update on speed recording equipment project (Clerk)

The kit has been ordered and will be available for delivery in about 2 weeks' time. The kit should be delivered to Cllr Chubbock.

Clerk

## 264 To receive update on tree pruning in Churchyard (Cllr Kidd)

Pruning the Acer has not helped, it remains far too big for the site. The Parish Council to seek permission from Gilbert Addison to remove it, and plant a more suitably sized tree in its place.

Clerk

## 265 To receive update on anti-social behaviour in the village, and the teenage shelter replacement (Cllr Chubbock)

The Restorative Justice meeting was very successful, and all reports are that relations with the youngsters are much better as a result. The youngsters have now asked if the Parish Council would replace the teen shelter. The Parish Council does not have money to replace this at the moment. Proposed by Cllr Hewett that options, including funding options should be researched. Clerk to see if an insurance claim could be made.

Clerk

## 266 To receive report on Bullock Park

The Bullock Park Report was covered during discussions under §240

## 267 To adjourn the meeting for Parishioners Questions

The meeting was adjourned.  
The meeting was reconvened.

## 268 Planning

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

3PL/2012/0873	Abel Homes Land off Church Close Amendments to previous application No objections (INET6060)
3PL/2012/0874	Abel Homes Land off Church Close Amendments to previous application No objections (INET6061)
3PL/2012/0895	R Patterson, Grange Farm Erection of Grain Storage Building No objections (INET6062)

### Planning Applications Received and Processed since July Meeting

3PL/2012/0873	Abel Homes OK, provided that the new timetable of a start in 3 weeks is adhered to (INET5920)
3PL/2012/0730/F	Mark Crane Installation of 3 micro scale wind turbines No objections permission on 29 <sup>th</sup> August
3AG/2012/0024/AG	Hall Farm Replacement of Bio-mass boiler permission on 3 <sup>rd</sup> August
3PL/2012/0739/F	E T Malt Extension of dairy farm building No objections permission on 23 <sup>rd</sup> August
3PL/2012/0770/F	No objections(INET 5918)



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## Other Planning Decisions

<b>3PL/2012/0673/F</b>	Mrs Gilbert-Thorne, The Gilbert Stud <b>Granted</b>
3/PL/2012/0500/F	Mr & Mrs Horley 19 Market Street Extension Granted

It was proposed by Cllr Kidd and seconded by Cllr Fawcett that the recommendations of the Planning Sub Committee be accepted. All agreed.

### **Planning Application 3PL/2012/0820/CU**

During Parishioners' Questions, concern had been expressed about the creation of a permanent pitch site for travellers at Otterwood Kennels.

Objections voiced included:

- The immediate proximity to the main, two carriageway, A1075, with heavy, fast moving traffic was not ideal for an entrance/exit for caravans
- It is believed that a clearance order had been served on the site to remove existing, illegally sited caravans; this order has been ignored
- The site would be run by a private individual, rather than the BDC (INET 6270)

Clerk to request that Shipdham, Watton and Ovington be added to list of consultees for this application as the matter is of great public interest.

Clerk

### **269 To receive reports from Councillors and Clerk**

#### Cllr Fawcett

Jubilee Project: Completed final paperwork for the Jubilee project

Time Capsule: No one has yet said what should be in the village Time Capsule. An article will be put into the Village News asking for suggestions for contents and site (suggestions from Council : voices, children singing, and sited by the Village sign). It was agreed that the capsule should be put in place in December (next agenda)

Jubilee Trees: Woodland Trust will provide 105 trees, which should be delivered in November. Decision required on where these trees should be planted. (Next agenda, Cllrs Kidd and Fawcett to put forward suggestions)

#### Cllr Chubbock

There is no money available in the NCC Highways budget to look after footpaths, so this is likely to become the Parish's responsibility. (Footpaths to be included in draft Budget 2013/2014 – Clerk)

As promised by Tony Abel, work has now started on the Abel Homes development. The entrance to the building site will be in Mill Road. Please inform the Parish Council of any problems with the development work. Tony Abel has asked for the Chairman of the Parish Council to lay the 1<sup>st</sup> brick of the development. It was agreed that Cllrs Chubbock and Ralph would attend.

#### Cllr Arnold

There will be a meeting at 7:00 pm on 28<sup>th</sup> September in St Thomas's Chapel at All Saints to discuss possibility of WIFI in the church spire. All welcome

#### Cllr Hewett

Council should consider resurfacing of the path round the church. This would need to be after the work on the War Memorial has been completed.

Doris Risdon will shortly be doing her usual Red Cross stall on the Village Green Please support this.

Cllr  
Fawcett  
Clerk  
Cllrs  
Fawcett  
Kidd

Clerk

Cllrs  
Chubbock  
Ralph

Clerk

### **270 To receive correspondence (including any received after the preparation of the Agenda)**

EON	Plan renewal	Noted
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CAB Volunteers needed		posted
BDC	Street Trading	noted
Vitalise	Request for donation	noted
BDC	Local Govt. boundary review	Forwarded to councillors
Norfolk Constabulary	Crime figures	noted
Watton Safer Neighbourhood Team	Meeting 11 Sep	posted
Norfolk ALC	AGM 27 <sup>th</sup> September	noted
CPRE	Keeping footpaths accessible	noted
Norfolk ALC	Norfolk Link	noted
NCC	Hazardous Waste Amnesty Days	posted
Audit Commission	Appointment of external auditor	noted
Veolia new agreement		noted
BDC	Could we should we	posted
NCC	Community construction fund	noted

**271 To confirm the next meeting of the Parish Council: 8<sup>th</sup> October 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.