



SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12TH NOVEMBER 2012 IN THE WI HALL

Present: Councillors: Chubbock (Chairman), Arnold, Crane, Dodd, Fawcett, Ralph, Secker, Turner, Winchester, Rosemary Martin (Clerk); 13 parishioners in attendance.

Prior to the start of the meeting, Teresa Cannon, BDC Emergency Planning Officer gave a talk explaining what sort of emergencies a Parish Council should be planning for, and the types of solution.

292 To receive apologies for absence.

Apologies were received from Cllrs Hewett and Kidd.

DRAFT

293 To received declarations of interest.

All Councillors declared an interest in the Budget for 2013/2014. Cllrs Arnold, Chubbock, Crane, Fawcett, Ralph, Secker, Turner and Winchester had signed a dispensation forms, enabling them to vote on the budget.

294 To agree and sign the minutes of the Parish Council meeting held 8th October 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.

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

The Clerk reported that an apology had been received from Mazars, acknowledging that the Annual Return did contain the required explanations for all figures that differed from the previous year by 15% or more.

296 Routine Finance

a) Invoices

To agree payment of the following invoices (including those received after the preparation of the agenda)

Ashill Fire Protection	WI Hall Annual Service	102071	£51.60
R Clements	Bullock Park – electrical	102072	£2865.60
Gary Lake	Grounds maintenance	102073	£250.00
James Bayliss	Pest Control	102074	£44.40
Paul Miller	WI Hall	102075	£199.48
Tufts	Credit Note 437373		-£10.80
	Invoice 437374		£4.86
	Invoice 447489		£80.95
	Outstanding	102076	£75.01
Veolia	SIO0146382 October	102077	£66.86
Cllr Ralph	Sundry expenses (allotments)	102078	£45.00
R J Martin	Clerk & Expenses to 31 st October	102079	£157.14
R J Martin	October wages	102080	£400.00
HMRC	October PAYE	102081	£100.00

It was proposed by Cllr Winchester and seconded by Cllr Arnold that these invoices be paid. All agreed.

b) Direct Debits

BDC	Rates	£57.00
BT	One Bill	£51.36
EON 0113 9766 0980	September	£240.34

c) To receive Budget v Actuals for Q2 2012/2013

The Clerk had circulated the Budget v Actuals report for the first 2 quarters. There were no questions. This has been posted on the web site.

d) Bank Account Balances



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The balances on 12th October were:

Community Account £64,600.41
CEP Account £25.13

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e) To consider the renewal of bond

The bond will soon be up for renewal. It was proposed by Cllr Arnold and seconded by Cllr Turner, that the £40k should be re-invested in the Barclays Bond offering the best return, for a period of 9 months. The interest accrued from the current investment to be transferred into the Community Account.

Clerk

f) To receive update on BDC lease offer on Old School Playing Field (Cllr Hewett)

Nothing further to report.

g) To receive report on what \$106 monies have been spent on in the Village (Cllr Turner)

BDC hold £480 for Children's play equipment and £640 for outdoor sports, which could be claimed by Shipdham PC. The money would need to be drawn down by the PC, it is not automatically transferred. Cllr Turner to ask BDC to clarify why there is so little money available in view of the number of houses recently built in the village, and why the amount available is not automatically notified. The system will change in the near future.

Cllr
Turner

297 To resolve on budget for 2013/2014

Cllrs to bring ideas for any proposed financial projects for next year to the December meeting, with a view to setting the 2013/2014 budget, and the precept, in the January meeting.

All
Clerk

298 To resolve to change to monthly DD payments to EON

EON will reduce the discount for paying by DD from 4% to 2% unless the Council moves to paying monthly. All resolved to move to monthly payments.

Clerk

299 To adopt a Risk Assessment schedule

The Risk Assessment schedule was discussed during the September meeting (§246). It was proposed by Cllr Fawcett and seconded by Cllr Turner that this schedule be adopted. All agreed.

300 To receive update on War Memorial Project (Cllr Fawcett)

Perfitt's completed the work before Remembrance Day, and did a superb job. Cllr Fawcett will post an article and pictures on the British Legion web page. The Chairman extended thanks to Cllrs Fawcett and Dodd, and Kate and Karen for all their work.

Cllr
Fawcett

301 To consider need for Shipdham Emergency Planning process (Cllr Turner)

Following the talk from Teresa Cannon, it was agreed that the Council should put in place a local plan for village response to emergencies. Cllr Arnold will produce a report on this.

Cllr
Arnold

302 To receive update on Time Capsule Project (Cllr Fawcett)

Cllr Fawcett has now received quite a lot of input from the Village, and has photographed existing buildings. The plaques are in production. The proposed site is on the Village Green near the Village Sign. Installation to be in December. Cllr Chubbock will dig the hole. Cllr Fawcett will agree a date with the school, and notify all other Councillors. A notice will also be posted on the village Board.

Cllrs
Chubbock
Fawcett

303 To agree all jobs to be carried out by grounds man after cutting season

Cllr Secker to inform Clerk what work is required in the cemetery and village, and the Clerk will commission work from Gary Lake. Cllr Ralph will inform him of requirements for the allotments. This should include the trees which John Larwood was unable to do when he did some work on the allotments. John Larwood has not invoiced for this work. Cllr Ralph to chase him for an invoice.

Cllr
Secker

Cllr Ralph

304 To receive update on insurance claim for replacement of Teen Shelter in Bullock Park (Clerk)

Still waiting to hear whether the Insurance Company is willing to pay a claim (next agenda)



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

Terry Bradshaw and Cllr Arnold met with Westcotec and the kit was handed over. A full Risk Assessment was not possible since Iain Templeton did not attend. Cllr Turner has made a schedule for deployment of the kit. The first site will be outside the school, but this cannot start until Iain returns the Risk Assessment form. Cllr Turner to chase this. The Councillors were unhappy that it was not currently possible to site the kit along the A1075. Cllr Arnold will talk to Westcotec about receiving the data currently recorded from the fixed kit on the A1075.

Cllrs
Turner
Arnold

306 To receive recommendations on proposed sites for planting Woodland Trust Trees (Cllrs Fawcett, Kidd)

Cllr Fawcett reported that 105 trees have now been received. It is proposed to plant them as follows:

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along the rhs of Dereham Road	35
each side of Swan Lane	50
on green to replace trees to be removed	4
along Bradenham Road	14
in the Churchyard	2

The trees are very small, so they will be planted on the spare allotments at Watton Road until they are big enough to be planted out. Cllr Ralph to ask allotment holders to help with the planting. Cllr Chubbock to get some rabbit guards.

Cllrs
Ralph
Chubbock

307 To receive report on Bullock Park and review provision of Dog Bins in Park

The Bullock Park Committee would like some rubbish bins (larger than dog bins) on the Bullock Park. The Council have 2 in stock. Cllr Chubbock will make some fixing brackets and install these bins.

Cllr
Chubbock

308 To review the proposed increases in rents for the allotments

Cllr Ralph reported that, excluding the cost of tyre removal and pest control, the allotments were more or less breaking even, and all rents had been collected. In addition the owner of Dusty Meadow has agreed to contribute to the cost of pest control. It was agreed that Cllr Hewett should draw up a charter for the allotment holders, and Cllr Ralph proposed that the rent increases should be put on hold for this year. All agreed. Further break-ins have been reported on the allotments. All such incidents should be reported to the police. There are reports of an increase in anti-social behaviour in the village. Cllrs want an update on the mediation process (next agenda)

Cllrs
Hewett
Ralph

Clerk

309 To receive donation and historical information from Mrs Cheyne

Mrs Cheyne had very kindly sent a letter enclosing some photographs of the Sports Club in the 1920's and a donation of £30. The photographs and letter were handed to Cllr Secker

310 To adjourn the meeting for Parishioners Questions

The meeting was adjourned.
The meeting was reconvened.

311 Planning

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

The Planning committee reported as follows:

3PL/2012/1035	Fisher Copelands Farm Installation of 3 x micro scale wind turbines No objections from planning committee, seconded by Cllr Winchester. All agreed.(INET6938)
3PL/2012/1046	Fisher, Copelands Farm Conversion of agricultural building to holiday accommodation No concerns from planning committee, seconded by Cllr



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	Winchester. All agreed (INET36936)
3PL/2012/1047	Goodrick The White House Farm, Westfield Regularisation of existing outbuilding No objections from planning committee, seconded by Cllr Winchester. All agreed. (INET6939)
3PL/2012/1069	Hewson, Lomond House, Mill Road Erection of 2 storey dwelling No objections from planning committee, seconded by Cllr Secker. All agreed. (INET36937)
3PL/2012/1096	Dodgson, 50 Bradenham Rd Installation of 1 x micro scale wind turbine No objections from planning committee, seconded by Cllr Secker. All agreed. (INET36935)

Clerk

b) Planning Decisions

3PL/2012/0745 Gilbert permission

3PL/2012/0873 Able Homes permission

3PL/2012/0874 Able Homes permission

3PL/2012/0895 Paterson permission

3PL/2012/0950 Leonard 3 x micro wind turbines – permission

DRAFT

c) Planning Appeals

3PL/2011/0854/FWood Farm 2 x 100m wind turbines

Cllrs Arnold and Winchester declared an interest and left the room.

APP/F2605/A/12/2185306/NWF

3 COPIES OF CORRESPONDENCE TO THE PLANNING INSPECTORATE BY 28TH NOVEMBER

It was proposed by Cllr Ralph and seconded by Cllr Dodd that the Council's previous objections stand. Cllrs Dodd, Fawcett, and Ralph voted for, Cllrs Crane and Turner abstained and Cllr Secker voted against.

Clerk

312 To receive reports from Councillors and Clerk

Cllr Secker: reported that there are empty homes in the village and this should be reported to BDC. Cllr Turner is already looking into this matter. (next agenda)

Cllr Arnold: reported that an application has been made to BDC for a grant of £20k to enable the church to be used as a community centre.

Clerk: had received request for work to be done on the footpath through the Churchyard. The footpath belongs to the PC and will be repaired now that the War Memorial work is completed. (next agenda)

Cllr Chubbock: Land rents for 2013 onwards – next agenda.

Cllr
Turner
Clerk

Clerk
Clerk

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

BDC	Local Development Framework (this is on the web site)	with Paul Chubbock
BDC	Parish Precept	filed
Came & Co	Parish Matters	noted
HMRC	Real Time PAYE reporting	clerk
Magpas	Request for donation	noted
Norfolk ALC	Annual Report 2011/2012	noted
Norfolk ALC	Smaller Councils Committee	noted
Police	Safer Neighbourhood team – Watton 21 st Nov	noted
Police	Crime Stats (September)	noted
Norfolk RCC	Signpost	noted
NSPCC	NSPCC posters	noted
TTJones	Customer Satisfaction Survey	satisfied
Norfolk Police Authority	Public Consultation on precept by newly elected PCC@	noted



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314 To confirm the next meeting of the Parish Council: 10th December 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.

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