



# SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 8<sup>TH</sup> APRIL 2013 IN THE WI HALL

Present: Councillors: Chubbock (Chairman), Arnold, Crane, Fawcett, Ralph, Secker, Turner, Winchester and Rosemary Martin (Clerk); 11 parishioners in attendance.

### 379. To receive apologies for absence

Apologies were received from Cllrs Dodd, Hewett, Kidd, and District Councillor Jordan.

### 367. To receive declarations of interest

Cllr Arnold declared an interest in §387

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### 380. To agree and sign the minutes of the Parish Council meeting held 11<sup>th</sup> March 2013

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

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

Cllr Crane reported that the reason the gate post behind the bus stop did not need attention was that he had repaired it.

### 382. Routine Finance

#### a) Invoices

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

Land Registry	Fee for registering ownership of Cemetery	£40.00
British Legion (MBS)	Engraving Plates for Time Capsules	£103.20
James Bayliss	Rodent Control	£44.40
John Phillips	Materials for repair of Notice Boards	£162.59
Norfolk RCC	Annual Membership (Bronze)	£20.00
Norfolk ALC	Annual Subscription	£306.39
TT Jones	Street Lighting Maintenance	£678.56
R J Martin	Office Expenses Print cartridges & Files	£157.20
R J Martin	March wages	£400.00
HMRC	March PAYE	£100.00
Gary Lake	Grounds maintenance	£682.50
Ship PCC	Contribution to Church roof fund (§259)	£6000.00
D C Bower	Hedge trimming	£160.00

The cheque to the Land Registry was raised between meetings to pay the fee for registration of ownership of the Cemetery.

The payment to John Phillips was for materials used to repair the notice board outside the Post Office. Mr Phillips has not charged any labour costs, but requested that a donation be made to the Quidenham Hospice in September when he does sponsored fund.

It was proposed by Cllr Turner and seconded by Cllr Secker that these invoices be paid.

All agreed.

#### b) Direct Debits

British Gas	WI Hall	£856.66
BT		£39.34
E.ON	1139766098 Street Lights	£240.34

#### c) Bank Account Balances (Clerk)

The balances on 11<sup>th</sup> February were:

Community Account	£75,268.54
CEP Account	£25.13

The Community Account balance includes a precept payment of £21,250.00.



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### 383. To review draft accounts for 2012/2013

Accounts will need to be agreed at the next Council meeting. Draft accounts have been distributed to Councillors for their review before then.(next agenda)

Clerk

### 384. To consider quotations for replacement of street lights

Two more street lights have now been assigned RED status by TT Jones i.e. #111 in New Road and #26 in Church Lane. The Clerk had received two quotes for replacement lights, but they were not directly comparable. Clerk to create a spread sheet showing costs and benefits of various options.

Clerk

### 385. To agree activities for Spring Clean of the Village

Neil Hardingham and Stacey Secker have agreed to do a litter pick through the Village again. The map on the wall outside the Post Office needs renewing. Cllr Secker to get the map taken off the wall, Cllr Chubbock to get a quote for the replacement.

Cllrs Secker  
Chubbock  
Turner

### 386. To agree the date, time and agenda for the Annual Meeting of the Parish

The Annual Meeting of the Parish will take place in June directly before the start of the June Parish Council meeting. Clerk to invite all usual speakers.

Clerk

### 387. To consider whether the Parish is happy that cars should be allowed to drive up to the Church doors

After some discussion, it was proposed by Cllr Crane and seconded by Cllr Turner that vehicles should be allowed to drive down the footpath to the Church. All agreed.

### 388. To receive update on Hood Vores and Allwood activities

The request for registration of ownership of the Cemetery has been sent to the Land Registry, and a response should be received soon.

### 389. To review the duties of the Clerk

It was proposed by Cllr Turner that this should be discussed after the end of the meeting. All agreed.

### 390. To adjourn the meeting for Parishioners Questions

The meeting was adjourned.  
The meeting was reconvened.

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### 391. Planning

a) To receive and consider recommendations from Planning Subcommittee on new planning applications (including any received after the preparation of the agenda)

<b>3PL/2013/0197</b>	Killingworth, Meadow View, Watery Lane Erection of replacement garage including demolishing of existing No objections to this application (INET 38391)	Clerk
<b>3PL/2013/0228</b>	Slinn, Owlswood, Derehan Road Proposed new porch and workshop building No objections to this application, but there should be no further extension to this property. (INET 3892)	Clerk
<b>3PL/2013/0229</b>	Jordan, Beech Farm, Thorpe Row Amended internal door design & repositioning oil tank No objections to this application (INET 38393)	Clerk
<b>3PL/2013/0251</b>	Falcon Crane Hire Ltd, Shipdham Airfield Industrial Estate Change of use of part storage building to shot blast and paint spray bays No objections to this application (INET 38390)	Clerk

It was proposed by Cllr Ralph and seconded by Cllr Fawcett that these applications be supported. All agreed.

b) Planning Decisions



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c) Planning Appeals

A letter has been received confirming that the Ecotricity Appeal will now be held as a full public enquiry

**392. To receive reports from Councillors and Clerk**

Cllr Arnold reported that he and Cllr Turner had attended an Emergency Planning conference and talked to others regarding their plans. The target for the draft emergency plan for Shipdham is now August.

Cllr Secker reported two pot holes: in Carbrooke Lane between Copelands Farm and Mount Pleasant; and in Swan Lane outside Zarakesh; also the back of the Cemetery needs to be fenced against deer.

Clerk

Cllr Secker proposed to spend the remains of the money raised in her husband's name to purchase two planters to be positioned at either end of the village. All agreed.

There is a dead tree in Old Post Office street; this and another by the allotments have already been reported to Highways (report again).

Clerk

The Clerk reported:

Letton Road flooding reported to Highways (#396185 )

*The time taken to complete the work will depend on priorities and the resources they have available.*

Requested a footpaths cutting schedule for the coming season from Highways (#397934/398649)

*Not all footpaths will be cut this season; cutting will be more reactive. It might be possible to get money from Parish Partnerships fund for cutting 'trods'.*

Anglian Water request for action on flooding in Parklands (#38586227)

*The two pumps have been set to "duty and backup" instead of the previous "duty and standby"; Anglian Water will now do survey of the whole sewage system in the area.*

Dereham Road/Market Street flooding

*Letter sent to all residents, no action; have contacted Flagship since they also own some of the properties and their surveyor is meant to be phoning me*

Malt – cheque received today

*Cllr Chubbock has surveyed the gravestones in the Cemetery; 10 gravestones need supporting; he proposes that a list of names of people who have dangerous grave stones should be put into the parish magazine. After 3 months if no action has been taken, the Parish Council will arrange for the stones to be laid flat; and moved to the edge of the Cemetery 9 months later.*

*Cllr Turner reported that the next Parish Forum will be held on 23<sup>rd</sup> May and urged Councillors to attend.*

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**393. To receive correspondence (including any received after the preparation of the Agenda)**

All Saints	Thank you for donation for Church Roof	noted
BDC	Community infrastructure Levy – Draft Charging Shedule	noted
BDC	NCC Elections 2 <sup>nd</sup> May	posted
Diane Malley	PAYE system	noted
EON	Price Increase	noted
HMRC	Real Time PAYE	action
Ivan Slaughter	Foi request	noted
John Phillips	Parish Notice Board Repairs	noted
Local Government Boundary Commission	Electoral Review of Breckland	noted
Mazars	Audit pack	action
Norfolk Accident Rescue Service	Donation request	noted

Clerk

Clerk



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Norfolk Constabulary	February Crime Stats	noted
Norfolk RCC	Signpost	noted
Society of Local Council Clerks	AGM	noted

**394. To confirm the next meeting of the Parish Council**

The next meeting of the Parish Council will take place on 13<sup>th</sup> May 2013 at the WI Hall starting at 7:30 pm Doors opened to Parishioners at 7:15 pm. (planning sub-committee to meet at 6:45 pm)

Meeting ended 9:06 pm

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