



SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 13TH MAY 2013 IN THE WI HALL

Present: Councillors: Chubbock (Chairman), Fawcett, Hewett, Secker, Turner, and Rosemary Martin (Clerk); 6 parishioners in attendance.

395 To elect a Chairman

Prior to the start of the meeting nominations were taken for Chairman. It was proposed by Cllr Secker and seconded by Cllr Fawcett that Cllr Chubbock continue as chairman

396 To receive declaration of Acceptance of Office from Chairman

Cllr Chubbock signed the Declaration of Acceptance of Office of Chairman in front of the Clerk.

397. To elect a Vice-Chairman

Cllr Hewett had indicated that he would be happy to continue as Vice Chairman. It was proposed by Cllr Turner and seconded by Cllr Secker that Cllr Hewett continue as Vice-Chairman. All agreed.

398. To appoint Planning Committee

It was resolved that Cllrs Ralph, Arnold and Secker continue on the Planning Committee.

399. To agree schedule of meetings for the period June 2013 to May 2014

The schedule circulated by the Clerk was agreed. Meetings will take place on the second Monday of each month throughout the year (excepting August).

400. To receive updated DPIs from Councillors

All Cllrs reminded that their DPIs should be reviewed, and any necessary changes should be communicated to BDC.

401. To receive apologies for absence

Apologies were received from Cllrs Arnold, Dodd, Crane, Kidd, Ralph, and Winchester.

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402. To receive declarations of interest

None declared.

403. To agree and sign the minutes of the Parish Council meeting held 8th April 2013

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

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

Cllr Chubbock reported that replacement of the map on the outside wall of the Post Office was considerably more difficult than previously thought – a licence and specialised printer will be required.

405. Routine Finance

a) Invoices

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

All Saints Church	10 issues of Shipdham News	102125	£350.00
PCC	2013/14		
Came & Co	Insurance (\$377)	102117	£2763.59



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HV & A	Registration of Cemetery with Land Registry	102118	£240.00
Neil Hardingham	Village Spring Clean	102119	£200.00
Newton Property Care	Cleaning Bus Shelter	102120	£200.00
Stacey Secker	Village Spring Clean	102121	£200.00
Tufts	#460711 (notice boards repairs)	102122	£13.44
Tufts	#461442 (notice boards repairs)	102122	£66.60
R J Martin	Expenses office and clerk/BT refund	102123	£110.13
R J Martin	April wages	102123	£400.00
HMRC	April PAYE	102124	£100.00
Gary Lake	Grounds Maintenance	102126	£747.50

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The cheque to the Insurance company was raised between meetings. It had previously been agreed by the Council (£377).

The Clerk was requested to write to the PCC expressing surprise at the 75% increase in rates since last year, and asking if a better rate could be provided.

It was proposed by Cllr Hewett and seconded by Cllr Secker that these invoices be paid, with the exception of the Invoice from the PCC. All agreed.

Clerk

b) Direct Debits

Anglianwater 111259883	Cemetery (Feb –May)	£15.32
Anglianwater 122917628	Watton Rd Allotments (Feb to May)	£44.26
Anglianwater 132285586	Standpipe (Green) (Feb – May)	£13.00
BDC Rate Demand	WI Hall	£0.00
BDC Rate Demand	Cemetery	£648.00 (= 9 * £72.00)
BT (one bill)		£41.16
EON 011397660980	Street Lights	£232.93
EON 8006076408	WI Hall (April)	£37.67
EON 8006076408	WI Hall (May)	£32.48

In the analysis of the accounts, the £648 of BCD rates should be split equally between the WI Hall and the Cemetery.

Clerk

c) Bank Account Balances

The balances on 13th May were:

Community Account	£65,096.83
CEP Account	£25.13

406. To sign off the accounts for 2012/2013 and review the figures for the Annual Return

The Clerk tabled copies of the final version of the accounts, which had previously been circulated to all Councillors, and also the resultant (draft) figures for the Annual Return statement. It was proposed by Cllr Hewett and seconded by Cllr Turner that these accounts were correct. All agreed, and the Chairman signed a copy of the accounts. The signed accounts will now go to the internal auditor prior to the final preparation of the Annual Return. The Annual Return will be presented for signature, after internal audit, during the next meeting.

Clerk

407. To consider quotations for replacement of street lights

The following quotations has been received:

New Kit Costs	TT Jones	K and M
Replace Lanterns on 13 aluminium posts with LED lanterns	£4,849.00	£4,550.00
Replace Lanterns on 56 galvanised steel posts with LED lanterns	£19,208.00	£19,600.00
Replace Lanterns on 14 concrete posts with LED lanterns	£4,802.00	£4,900.00
Replace 10 concrete posts with new galvanised steel posts with LED lanterns	£13,500.00	£12,191.43



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Totals **£42,359.00** **£41,241.43**

Maintenance

£372.00

£590.55

TT Jones

LED Specification

URBIS Axia 16 LED Lantern

Royce Thompson Nightstar Part Night Lighting NEMA photo electric cell

Cabling and earthing to 17th Edition IEE Regs (harmonised)

K and M

LED Specification

URBIS Axia 21 watt LED Lantern

Royce Thompson Nightstar Part Night Lighting NEMA photo electric cell

Cabling and earthing to 17th Edition IEE Regs (harmonised)

KandM were also offering to provide an interest free loan for a 3 year period covering the rest of the cost of the work to be done.

After some discussion, it was proposed by Cllr Turner and seconded by Cllr Fawcett that it was better to take the quote from the known source. All agreed, other than Cllr Hewett who abstained.

408. To consider a replacement for the Teen Shelter in the Bullock Park, and any possible shortfall (Cllr Chubbock)

Cllr Chubbock reported that damage has been caused to the toddlers' tower, due to older children using it since the teen shelter was destroyed. Some of the damage and general wear and tear has rendered the structures dangerous and needs immediate attention. He then tabled some descriptions of suitable replacement shelters. This would require additional money to be added to the insurance money in hand.

After some discussion it was resolved to consider this expenditure at the next meeting. All Cllrs to obtain quotes for additional types of shelter in the meantime. Cllr Hewett proposed that necessary repairs due to damage/wear and tear be undertaken as soon as possible. Cllr Fawcett seconded the proposal and all agreed.

Clerk
All
Cllr
Chubbock

409. To review the following

PC guide to information – no changes required.

Financial regulations – no changes required.

Standing Orders v1 March 2012

It was resolved that changes be inserted to the effect that:

Ordinarily meeting times should not last longer than 2.5 hours, and Parishioners'

Questions should only last for 15 minutes, with no one to speak for more than 3 minutes.

DRAFT

Clerk

410. Web site content (accuracy)

Church service times and names of Doctors are out of date.

Clerk

411. Parish Council Risk Assessment September 2012

The statement of risks requiring to be assessed is still correct, and Cllr Chubbock has been keeping a monthly register of actual problems found in the Bullock Park, and their resolution. However, all Cllrs are reminded that problems they see in the Village should be reported to the Clerk so that they can be added to the monthly Register.

All

412. To adjourn the meeting for Parishioners Questions

The meeting was adjourned.

The meeting was reconvened.



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413. Planning

To receive and consider recommendations from Planning Subcommittee on new planning applications (and any received after the preparation of the agenda) In the absence of the majority of the members of the Planning Committee, the applications were considered during the meeting.

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3PL/2013/0305/F Mr & Mrs Gubb, Villiers Cottage, Market Street
3PL/2013/0290/LB Two storey rear extension

It was proposed by Cllr Turner and seconded by Cllr Hewett that this application be granted. All agreed.
(INET 38788/38790)

Clerk

3PL/2013/0333/F Mr & Mrs Cross, Brumble Cottage, The Green

Erection of front entrance porch extension to cottage
It was proposed by Cllr Fawcett and seconded by Cllr Secker that this application be granted. All agreed.
(INET 38789)

Clerk

Planning Decisions

3PL/2013/0144/F Crane, Mount Pleasant Farm, Carbrooke Lane
Removal of condition, REFUSAL

3PL/2013/0197/F Killingworth, Meadow View Watery Lane
Erection of replacement garage, GRANTED

3PL/2007/0217/F Clayton, conversion of garages to dwelling, GRANTED

Planning Appeals

Cllr Turner reported that enforcement proceedings had started for the Otterwood Kennels site, and BDC were monitoring the situation closely.

414. To receive reports from Councillors and Clerk

Clerk:

Anglian water #38586227 the survey has not been done because a pre-survey found work required on outfall which would need to be repaired before the survey; the work will be done in the next 10 days and then the full survey will be done

Highways

Ditches near pumping station – flagship surveyor

Letton Road flooding #396185 – all Highways ditches done

Pot holes Carbrooke Lane and Swan Lane have been investigated and will be done

Others – not yet scheduled

TT Jones

Street light #15 Bradenham Road repaired

Street light #10 Bradenham Road reported

Hood Vores and Allwood have now obtained the Title Absolute for the Cemetery on behalf of the Parish Council. More information to proceed with the other registrations. Mrs Slaughter can provide a copy of the deeds for the Bullock Park and Cllr Secker can provide a copy of the deeds for the WI Hall.

Mrs
Slaughter
Cllr Secker

Cllr Secker: reported that the last of the money left over from the funds raised in the name of her husband, will be used to tidy up the front of the WI Hall.

And asked for an update on the NRA fencing at the bottom of Parklands

Clerk

Cllr Fawcett: reported that there is now information on the website on the Time Capsules; he hopes to be able to complete this week the final work on this this week.

Cllr Turner reported that Westcotec has now supplied information on the fixed camera in the village. There were 250,000 traffic movements one way in 7 months. Meadow Close to become a No Cold Calling area; people can be fined if they do cold call.

The Dog Warden has started a campaign of education and monitoring within the village. Parishioners must inform him when they see instances of dog fouling.

(01362 858 500 or www.animalwardenservices.co.uk)

Town and Parish Forum - reminder for 21st May

Cllr Chubbock: reported that additional litter bins are required (next agenda)

Clerk



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He attended the Bullock Park AGM. It is doing very well at the moment, and is fully booked Monday to Friday, with additional bookings at weekends. However, there is a major problem with the septic tank and drainage.

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

Clerks and Councils Direct	Community Event goodie box £100	Handed to Cllr Fawcett
Environment Agency	Proposed work River Yare catchment	Noted
Environment Agency	Proposed work River Tud catchment	Noted
Hood Vores & Allwood	Other land registrations	Clerk
Hood Vores & Allwood	Title for Cemetery	Filed
J S Hog Roast Event	8 th June West End cottage, High Street	Noted
Norfolk ALC	Training, CiLCA, General Power of Competence	Noted
TT Jones	Annual Inspection results	Additional charges - Next agenda

416. To confirm the next meeting of the Parish Council

The next meeting of the Parish Council will take place on 10th June 2013 starting immediately after the Annual Meeting of the Parish, which will take place at the WI Hall at 7:30 pm Doors opened to Parishioners at 7:15 pm. (planning sub-committee to meet at 6:45 pm)

Meeting closed 9:35

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