



SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10TH JUNE 2013 IN THE WI HALL

DRAFT

Present: Councillors: Chubbock (Chairman), Cllrs Arnold, Crane, Fawcett, Kidd, Secker, Ralph, Turner, and Rosemary Martin (Clerk); 14 parishioners in attendance.

417. To receive apologies for absence

Apologies were received from Cllr Hewett who was away on business. Cllr Dodd has resigned (see §428). Cllr Winchester was not present.

418. To receive declarations of interest

None declared.

419. To agree and sign the minutes of the Parish Council meeting held 13th May 2013

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

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

None.

421. Routine Finance

Routine Finance

a) Invoices

To agree payment of the following invoices

James Bayliss	Pest control (Watton end allotments)	102161	£40.80
Nene Lodge Bookeeping	Internal Audit	102162	£63.75
Norfolk Trees	Felling Maple Tree	102163	£780.00
Paul Chubbock	Maps International (Map for PO wall)	102164	£211.44
R J Martin	May wages and expenses	102165	£400.00
HMRC	May PAYE	102166	£100.00
Gary Lake	Grounds Maintenance	102167	£690.00

It was proposed by Cllr Kidd and seconded by Cllr Secker that these invoices should be paid. All agreed.

b) Direct Debits

Anglianwater 113458285	Allotments (D) (Feb –May)	£40.98
Anglianwater 116355496	WI Hall (Feb to May)	£76.26
Biffa	29/06/2013 – 27/09/2013	£64.74
BT (one bill)	18 May 2013	£38.46
EON 011397660980	01 jun 13	£240.71
EON8006076408	02 jun 13	£20.73

c) Bank Account Balances

On 10th June the bank account balances were:

CEP	£25.13
Community	£63089.90

d) To sign off the Annual Return for 2012/2013

The final version of the Annual Return had been circulated to Councillors before the meeting.

This included :

- Section 1 – Accounting statements 2012/2013
- Section 2 – Annual governance statement 2012/2013
- Section 4 – Annual Internal Audit Report 2012/2013
- Bank Reconciliation 2012/2013

Explanation of Variances greater than 15%

All Councillors had read and reviewed the contents of the Annual Return. It was proposed by Cllr Arnold and seconded by Cllr Kidd that the Annual Return was a true record for 2012/2013. All agreed and the Chairman and Clerk signed the document.



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- 422. To consider a replacement for the Teen Shelter in the Bullock Park** Cllrs Turner Crane
After some discussion, it was resolved that Cllrs Turner and Crane should come up with some proposals to put to the full Council.
- 423. To consider installation of additional litter bins at the Bullock Park(Cllr Chubbock)** Clerk
It was resolved that the 2 litter bins in the Bullock Park play area should be replaced, and a larger bin should be positioned in the car park outside the main building. This bin to be emptied by Biffa (using a similar contract to the existing one for the Parish Council). All agreed. Cllr Turner requested that any additional or proposed altered sites for bins be discussed with her officers in Environmental Services, BDC. All agreed.
- The owner of the Post Office had requested permission to replace the bin outside the premises with a larger bin. All agreed. Clerk
The owners of the Britannia Fish and Chips shop should be asked to position a litter bin outside their premises. Clerk
- 424. To consider whether Parish Council should fund cutting footpaths in the Village where Highways no longer do so** Clerk
After discussion it was agreed that the Parish Council should cut the footpaths. It was proposed by Cllr Kidd and seconded by Cllr Fawcett that Gary Lake should be instructed to cut the footpaths. Cllr Chubbock will provide Gary with details of the paths to be cut. Cllr Chubbock
- 425. To consider the various outstanding quotations from TT Jones contract** Clerk
The Clerk circulated an analysis of the outstanding work that TT Jones had proposed for each of the existing lights. No official response had been received from NCC regarding the grant available for replacement of existing lanterns with LEDs, but it is believed that a grant will be available for the replacement of 30 lanterns. There are 30 obsolete lamps on the list. It was proposed by Cllr Ralph and seconded by Cllr Crane that the 30 obsolete lanterns be replaced immediately. All agreed.
- 426. To adjourn the meeting for Parishioners Questions**
The meeting was adjourned. **DRAFT**
The meeting was reconvened.
- 427. Planning**
Planning
- a) To receive and consider recommendations from Planning Subcommittee on new planning applications (and any received after the preparation of the agenda)
- 3PL/2010/0732/F** Abel Homes, Church Close, Shipdham
Minor material amendment permission
The Council have no comments on this application, but re-iterate their previous complaints about the number of amendments to applications for this development. (INET39017)
- 3/PL/2013/0417** Abel Homes, Church Close, Shipdham
Land behind flats and Amenity Land
The Council have no comments on this application, but re-iterate their previous complaints about the number of amendments to applications for this development. (INET39018)
- 3/PL/2013/0412** Abel Homes, Church Close, Shipdham
Parking spaces, hard standing, driveways
The Council have no comments on this application, but re-iterate their previous complaints about the number of amendments to applications for this development. (INET39019)
- b) Planning Decisions
3PL/2012/1069/O Hewson, Lomond House, Shipdham



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3/PL/2013/0228/F	Granted Slinn, Church CloseOwlswood, Shipdham
3/PL/2013/0290/F	Granted Gubb, Church Close, Villiers Cottage, Shipdham
3PL/2013/0305/LB	Granted
3PL/2013/0333/F	Granted Cross, Brumble Cottage, Shipdham

DRAFT

c) Planning Appeals

Mr Joe Jay has appealed against an enforcement order to remove a static caravan from the site at Otterwood Kennels. This is not connected with the previous application 3PL/2012/0820/CU - for the creation of a permanent pitch site for travellers at Otterwood Kennels - which was withdrawn.

428. To receive reports from Councillors and Clerk

Cllr Ralph: reported that there is one vacant site on the allotments. Otherwise the allotments are doing well, and the Millenium Trees in the nursery bed are growing fast. Allotment holders at the Dereham end allotments have asked for the public (dog walkers) to be banned from the allotment site. Land owned by the Parish Council is public access land so this cannot be done. It was resolved that a sign should be put up : *please keep dogs on leads*

Cllr Ralph

Cllr Fawcett: reported that the concrete plinth and time capsule plaque are now in position on the green. The British Legion will be holding a cheese and wine party on 30th July. Anyone wishing for tickets (£7.50) should apply to Cllr Fawcett or to Peter Dodd.

Clerk:

Standing orders changed and updated on the web site

Doctors' names updated on web site; still awaiting a response from the PCC regarding the times of Church services.

Highways have now accepted responsibility for repairing the bridge on the footpath from Parklands to Fen Folgate where it crosses the Blackwater river (#410211), and removal of dead trees at Old Post Office and Watton end allotments (#402729).

Street Names: BDC policy is that new developments can have street names consisting of either a Christian name or a Surname but not both. BDC should be challenged over this.

Clerk

Street lights #10 and #15 in Bradenham Rd fixed.

Cllr Chubbock: had spoken to the PCC regarding their invoice for entries in the Shipdham News, and he outlined the PCC views on a discount. After some discussion it was proposed by Cllr Chubbock that the original invoice should be paid. Cllrs Fawcett and Turner voted against. All others supported the proposal, so it was carried.

Clerk

The new map for the outside wall of the Post Office has now been printed. This was handed to Cllr Secker who will get John to make a frame and hang it.

Cllr Secker

The repairs to play kit in the Bullock Park have all been carried out, other than those which require new parts.

Cllr Dodd resigned this morning. He has done a lot of very good work for the Village during his time as a Councillor, but since the recent death of his sister he has many more family matters to attend to. Clerk to look into the legal necessity for an election.

Clerk

Cllr Chubbock had attended the Town and Parish Forum meeting at BDC. More money is possibly available from new developments in the village, but only if a Village Plan is produced; the cost of producing a village plan compared to the small amounts of money on offer make this prohibitive. BDC enforcement processes are not working as well as they should.

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

Richard Waterhouse	Hedges outside Molecatchers Cottage need trimming (Clerk)	Done
Tracy Jessop	Drynkings – thanks for use of the Green	Noted
Dee Jackson	Thanks for £6k donation to All Saints	Noted
Norfolk RCC	May Newsletter	Noted
Norfolk ALC	Weekly updates	Noted



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Colin Synnock
Graham Moore
Dawn Tindale

State of notice board outside WI Hall (Cllr Secker)
Permission for Installation of Solar Panels (Clerk)
Request for NCC to extend the footpath from Fen Folgate to
Parklands (next agenda)

Done
Done
Clerk

430. To confirm the next meeting of the Parish Council

The next meeting of the Parish Council will take place on 8th July 2013 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 pm

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