



# SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin



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

Present: Councillors: Chubbock (Chairman), Crane, Fawcett, Cllr Hewett, Kidd, Secker, Ralph, Turner, and Rosemary Martin (Clerk); 8 parishioners in attendance.

**431. To receive apologies for absence**

Apologies were received from Cllr Arnold. Cllr Winchester was not present.

DRAFT

**432. To receive declarations of interest**

None declared.

**433. To agree and sign the minutes of the Parish Council meeting held 13<sup>th</sup> May 2013**

The date of the RBL cheese and wine party was amended to show 13<sup>th</sup> July, not 30<sup>th</sup> July as reported (§428), and the change was signed by the Chairman. It was then 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.

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

Quotes for the repairs to the Churchyard footpath (§376)

Two quotes had been received, but neither of the suppliers had included edging the path, and one of them was unable to provide this service. After some discussion, it was proposed by Cllr Kidd and seconded by Cllr Secker that the path should be edged either with steel or concrete and the Clerk should obtain further quotes to this specification from Jo Jay and Larry Gray. All agreed.

Clerk

Replacement Street lamps (§425)

NCC Highways have still not provided information on how to apply for the street light replacement grant. It was proposed that the existing 11 RED condition and/or obsolete concrete lights should be replaced immediately with galvanised steel columns and LED lights. Clerk to order from TT Jones. The quoted price from TT Jones for this would be £14,850, which is within the existing reserve of £22000 set aside last year for street light replacement. The Parish Council will retain ownership of any old lamps

Clerk

**435. Routine Finance**

a) Invoices

To agree payment of the following invoices

James Bayliss	Pest control (watton end allotments)	£48.00
Gary Lake	July 4th	£892.50
George Tufts	Materials for noticeboards	£38.09
LogicRed web design	Annual domain name renewal	£25.00
TT Jones	Street Lighting Maintenance	£705.42
R J Martin	June wages and expenses	£558.23
HMRC	June PAYE	£100.00

b) Direct Debits

Biffa	Additional service(over max weight)	£5.40
British Gas	11 June	£432.84
BT (one bill)	15 June	£54.13
EON 011397660980	02 July	£232.93
EON 8006076408	26 June	£32.66

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

c) Bank Account Balances

Community	£60,397.76
CEP	£25.13

d) To receive update on Annual Return

The Annual Return has been submitted to Mazars, and the Statutory Notice (confirming



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Electors' Rights to inspect accounts between 15<sup>th</sup> July and 2<sup>nd</sup> August) has been posted on the notice board.

e) To receive draft Q1 accounts

The Clerk tabled the Q1 Budget v Actuals spread sheet, and explained the notes. The Council resolved to add an additional line to the Budget "Legal Fees". The Clerk will circulate the underlying Cash Book and bank reconciliation and a soft copy of the updated spread sheet.

Clerk

**436. Other Finance (Clerk)**

a) To agree on a third signatory for the Parish Council Accounts

It was resolved that Cllr Crane should be a signatory to the accounts.

Clerk

b) To agree process for the introduction of Real Time PAYE system

It was agreed that those working for the WI Hall should in future be paid by the Parish Council under the new RT PAYE system.

Clerk

c) To resolve to allow payment of contractual obligations to be made during August

It was proposed by Cllr Turner and seconded by Cllr Hewett that the Clerk should be authorised to raise cheques for up to £3000 for contractual financial obligations during the month of August. Details of these payments to be supplied during the September meeting.

Clerk

**437. To adjourn the meeting for Parishioners Questions**

The meeting was adjourned.  
The meeting was reconvened.

DRAFT

**438. To consider the review of rents for Parish Council owned agricultural land (Cllr Chubbock)**

Agricultural land was rented to Ed Malt, but this contract is now defunct. Agricultural land is also rented to Cllr Crane. Cllr Crane recently reminded the Chairman that some of this land was taken to extend the size of the Dereham Road allotments, but he never reduced his rental payments. It was proposed by Cllr Hewett and seconded by Cllr Ralph that a land agent be appointed to determine fair rentals for both the agricultural plots so that new rental agreements can be drawn up.

Clerk

**439. To agree the replacement for the Teen Shelter in the Bullock Park (Cllrs Turner and Crane)**

After some discussion of the options in the report circulated by Cllr Turner, it was proposed by Cllr Hewett and seconded by Cllr Kidd, that the Timber Pavillion (Option #2) should be purchased. Cllr Crane voted against and Cllr Turner abstained. All other councillors agreed and the motion was carried. The total cost will be £5676.80 (including the installation, base and VAT), of which £2159 is already available from the insurance claim and a donation. Cllr Fawcett will look for a further contribution towards the total amount.

Clerk  
Cllr  
Fawcett

**440. To receive update on Emergency Planning Process (Cllrs Arnold and Turner)**

Cllr Turner reported that Cllr Arnold is finalising the process and will present a draft in September.

Cllr  
Arnold

**441. Planning (Cllr Ralph)**

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

3PL/2013/0482/F

Mr & Mrs James, Shrublands Bungalow  
Demo. bungalow & garage & erect new single storey timber lodge dwelling, garage & temp. mobile home

It was proposed by Cllr Ralph and seconded by Cllr Turner that this application be supported. All agreed. (INET39271)

3PL/2013/0598

Mr Larwood, Larwood Farms  
COU part of redundant cattle yard into car repair workshop  
It was proposed by Cllr Ralph and seconded by Cllr Turner that this application be supported. All agreed. (INET39272)



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## b) Planning Decisions

- 3PL/2013/0417/CU Abel Homes COU of garden land  
Granted with conditions  
Abel has built up the land so that it is above existing fences.  
Abel to be asked to alter the old fences so that they come up to the new level. Clerk
- 3PL/2013/0277/F Flagship, conversion of sheltered accommodation  
Granted  
Clerk to inform BDC of concerns at lack of parking plans. Clerk
- 3PL/2013/0412/F Abel Homes changes to parking  
Granted  
BDC have put in lots of conditions and will check up on this
- c) Planning Appeals  
Dusty Meadows  
Enforcement officer is monitoring this; Cllr Turner is talking to Mrs McCarthy too. Cllr Turner  
Cllr Chubbock is still receiving regular complaints about the state of the site.

## 442. To receive reports from Councillors and Clerk

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- Clerk  
Anglian water #38586227  
Notices are being issued to landowners (7days) so that outfall pipe can be repaired.  
Have cleared all Anglian water rubbish where pipe exits into river; other debris is not their responsibility - Clerk to contact the landowner. A basket has been fitted to prevent future build-up of rubbish. Clerk
- Highways  
Blackwater river railings (#410211) an inspection visit scheduled  
Removal of dead trees at Old Post Office (scheduled) and Watton end allotments (inspection scheduled)(#402729)  
Cllr Ralph  
A 12 year old wants to have an allotment; it was agreed that he should be given an allotment at no rental for one year. Cllr Ralph
- Cllr Turner  
BDC have agreed to mend or replace the fence along the Old School Playing Field
- Cllr Kidd  
The grass in the Churchyard has been cut too short. Clerk To inform Gary Lake. Clerk
- Cllr Secker  
Parishioners need to enter the cemetery to repair headstones. Who has the keys? Answer: Littleprouds. A fridge will be purchased for the WI Hall kitchen.  
Ask Abels if they can tidy the ice house (Cllr Secker to speak to Tribe). Cllr Secker
- Cllr Chubbock  
Thanks to volunteers who worked on the Old School Playing Field site. Play area repairs including wooden fence panels, new base for climbing frame, and new basketball hoops have been completed. Only one job ie wire strainer on top link of wire fence still outstanding.

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

BDC	Festival at the Farm - post	Post	
Norfolk RCC	Invitation to AGM	Noted	
Norfolk Constabulary	Crime figures	Noted	
Enterprise Norfolk	Starting a business	Noted	
Clerks and Councils Direct	newsletter	Noted	
Dawn Tindal, NCC	Permission to extend footpath Fen Folgate to Park Estate at Fen Folgate end	Granted	Clerk



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444. **To confirm the next meeting of the Parish Council will take place on 9<sup>th</sup> September 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)

Apologies for September meeting from Cllrs Fawcett and Secker.

Meeting closed 9:35 pm

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