



SHIPDHAM PARISH COUNCIL



Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin

DRAFT

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 14TH OCTOBER 2013 IN THE WI HALL

Present: Councillors: Chubbock (Chairman), Arnold, Crane, Fawcett, Ralph, Secker, and Rosemary Martin (Clerk); 8 parishioners and District Cllr Jordan in attendance.

464. To receive apologies for absence

Apologies received from Cllrs Kidd and Hewett (away on business) and Cllr Turner (unwell).

465. To receive declarations of interest

Cllr Crane declared an interest in §480, and Cllr Fawcett declared an interest in §470.

466. To agree and sign the minutes of the Parish Council meeting held 9th September 2013

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

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

The Chairman had presented the John Dewing Cup for the annual Shipdham vs Bradenham village cricket match during the summer. Bradenham had beaten Shipdham, but the previous year Shipdham had won.

468. Routine Finance

a) Invoices

To agree payment of the following invoices

Gary Lake	#18 6 Oct 13	£880.00
Gary Lake	#19 6 Oct 13	£387.50
Hill Fire Protection	Inspection of WI Hall fire extinguishers	£51.60
James Bayliss	#2241 Mole control - Cemetery	£48.00
James Bayliss	#2244 Rat control - allotments	£40.80
Mazars	LIM197720 annual return fees	£360.00
TT Jones	#8876 Street Lighting Maintenance	£690.76
TT Jones	#8877 Street Lighting Maintenance	£19047.36
HMRC	PAYE September	£100.00
R Martin	Salary September	£400.00

TT Jones' invoice #8877 should be deferred until the newly installed street lights are working; also the amount paid for placing one newly installed post in a more suitable position should be limited to the UKPN costs. It was proposed by Cllr Fawcett and seconded by Cllr Ralph that all other invoices should be paid. All agreed.

b) Direct Debits

BIFFA S42220	29/09/13 - 29/01/14	£64.74
EON 011397660980	Street Light Electricity	£240.71
BRITISH GAS	September	£64.51
BRITISH TELECOM	August	£36.86
EON 8006076408	WI Hall	£19.16



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- c) Bank Account Balances

Community Account	60806072	£75850.42
CEP Account	20164380	£25.13
- d) To receive draft version of Q2 Accounts
A copy of the draft accounts for Q2 was circulated to all Councillors. The Clerk should be notified of any inaccuracies or queries before the next meeting. All
- e) To receive update on bank mandate
The mandate has been processed; the signatories are now Cllrs Chubbock, Crane and Fawcett.
- f) To receive update on Annual Return
The external audit is complete; there were no queries. The statutory notifications are posted on the notice board outside the Post Office.
- g) To review 2012/2013 Budget prior to setting 2013/2014 Budget
The Clerk circulated a copy of the 2012/2013 budget, updated with the Q2 actuals. The 2013/2014 budget must be decided during the November meeting. It is not yet known whether the grant from BDC towards the precept will be continued this year. (next agenda) Clerk
- h) To receive latest VAT Return
A claim will be made this month. (next agenda) Clerk
- i) To consider extending Gary Lake's contract for one year, with a view to going to tender the following year
The council is pleased with the work done by Gary Lake. It was proposed by Cllr Crane and seconded by Cllr Secker that the contract be extended for one year, and should be put to tender in 2014. Clerk
- j) To receive update on new Biffa contracts
The new Biffa contracts have been processed and the bin for the Bullock Park has been installed.

469. To consider making a donation to Quidenham Hospice on behalf of John Phillips
The council were very pleased with the work done on the notice boards and the map on the post office wall. Mr Phillips had cycled for 5 hours each day for 5 days to raise money for the Quidenham Hospice. It was proposed by Cllr Fawcett and seconded by Cllr Crane that a donation of £250 should be made. All agreed. Clerk

470. To consider making a donation to the RBL towards cost of Portaloo for the Village
The parish council and RBL would both consider putting some money towards the purchase, but the council would not wish to manage it. Cllr Fawcett to determine whether the RBL could store and manage it. (Next agenda) Cllr Fawcett
Clerk

471. To receive quotations for Tree Survey
Three quotations has been received:

Ravencroft		£495.00
CGM		£1193.50
Anthony James		£325.00

After discussion, it was proposed by Cllr Ralph and seconded by Cllr Crane that the contract be let to Anthony James. Clerk

472. To receive quotations for repair of Churchyard footpath (Clerk)



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A second quotation had not been received. After some discussion, it was proposed by Cllr Ralph and seconded by Cllr Arnold, that the contract be let to Jo Jay at a cost of £6040, and 100% of the payment should be made on completion. John Larwood to be asked to liaise with Jo Jay on when the work should be done.

Clerk

473. To consider appointing a professional contractor to cut the hedges at the Cemetery and Allotments

Cllr Chubbock noted that there are several hedges in the parish that require cutting, with specialist equipment. After discussion, it was agreed by all that quotes should be sought.

Clerk

474. To receive update on new cemetery project (Cllr Chubbock)

The council visited the site to see progress. The ground has been dug over to ensure there is nothing, such as concrete, which would impede the digging of graves. The land was given by Ian Leonard as part of a land swap, and donations have been received from Abel Homes (500 tons of topsoil), David Hill (grass seed). However, it will be necessary to start to spend some of the money budgeted for this project. All agreed that the Chairman could start to release funds from this budget as required. (next agenda)

Cllr
Chubbock
Clerk

475. To receive update on TT Jones' progress in replacing street lights

TT Jones provided a list of 30 lanterns suitable to replace under the Parish Partnerships project. The council approved this list

Clerk

476. To receive report on Allotments AGM

Cllr Ralph reported that the AGM was well-attended and a great success, and that Cllrs Crane and Turner were also present. Cllr Crane presented the prizes. Cllr Turner will get a development grant for the new standpipes. David Hill has offered to grass the plot vacated by Ivan Chubbock, at no cost. Allotment holders are permitted to light bonfires but should be considerate of their neighbours. There are now 7 vacant plots. These have been advertised on the Parish Notice board.

Cllr
Turner

477. To receive update on potential siting of new bus shelter

The Clerk met with a representative of NCC who saw no reason why a bus shelter should not be located by the bus stop at the junction of Market Street and Pound Green Lane. It should be possible to get a grant of up to 75% of the cost of purchase. Cllrs Fawcett and Secker will look at the possible options and come back to the council with recommendations. Clerk to email the website address. (Next agenda)

Cllrs
Fawcett
Secker
Clerk

478. To consider action to be taken regarding fly tipping on land rented by Cllr Crane

The fly tipping is proliferating. After some discussion it was agreed that Cllr Crane will speak to the people involved. (next agenda)

Cllr Crane
Clerk

479. To adjourn the meeting for Parishioners' Questions

The meeting was adjourned.
The meeting was reconvened.

480. To receive update on potential increase in rents for agricultural land



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along Dereham Road

Clerk to write to M E and HS Crane to open negotiations for an agreeable rent. The Malt family have been notified that the lifetime agreement they hold will end in October 2104, and have been informed that the Council wish to negotiate a new contract with them, at a suitable rent, starting next October.

Clerk

481. To receive update on potential S106 monies from Abel development in Church Close (Cllr Hewett)

As Cllr Hewett was not present this item to be moved to next month's agenda.

Clerk

482. To receive update on installation of Teen Shelter

Timberline are ready to install the shelter during the week beginning 25th October, but require someone to be on site at the start of this process. Cllrs Crane and Turner are not able to attend. Cllr Chubbock, or his representative, will do this. (next agenda)

Cllr
Chubbock
Clerk

483. To receive draft Emergency Planning Process (Cllr Arnold)

Cllr Arnold circulated a draft of the document and a briefing document. A two sided laminated document will be produced and circulated round the village. A working party has been set up. The final document will be in place by December.

Cllr
Arnold

484. To consider suggestions for future use of allotment land relinquished by Mr I Chubbock

David Hill has agreed to grass this area, at no cost.

485. To receive new planning applications and planning decisions (Cllr Ralph)

3PL/2013/0913/F	Substitution of house types to plots 1 and 2 as an amendment to 3PL/2010/0732/F No problems All agreed (INET0330 & INET40331)
3PL/2013/0914/F	FMMA to 3PL/2010/0732/F to plot nos,4,9,12,5,789,35,42,43 and 13 No problems All agreed (INET40332)

486. To receive Councillor's and Clerk's Reports

Cllr Arnold: reported an increasing problem with his house, and that of his neighbour opposite, being hit and damaged by large lorries attempting to turn into Mill Road from Church Close. Clerk to write to highways to ask if it would be possible to put a 7.5 ton weight restriction on that junction. (Next agenda)

Clerk

Cllr Fawcett: asked what was happening to the speed monitoring kit. It ought to be positioned on the main road. Cllr Chubbock has already written to highways asking whether he can put it outside his house. (next agenda)

Clerk

Cllr Secker: reported that Letton Road Nurseries planted the village flower tubs with winter plants gratis, and that volunteers are continuing to water the plants at both ends of the village.

Clerk: reported that Highways emailed an apology for the positioning of the traffic lights in Church Close and have agreed to position any future lights south of the Golden Dog.



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487. To receive correspondence (including any received after the preparation of the agenda

1	Barclays	Bank Mandate Change	noted
2	BDC	Openness and transparency on personal interests : A guide for councillors	Handed to Cllr Fawcett
3	Chris Waterson	Complaint regarding plant using Larwood way to new cemetery site	Clerk responded
4	Edward Leeder	2 photos of old Shipdham	Handed to Cllr Secker
5	Norfolk ALC	Annual Report	noted
6	Norfolk ALC	Autumn Seminar (£35)	noted
7	NCC	Norfolk putting people first consultation now open	noted
8	Norfolk RCC	Looking for volunteer to promote the Norfolk Hospice; offering to come to meeting to talk about the hospice	noted
9	Norfolk RCC	National campaign to buy oil early	noted
10	M Wallis	Complaints about volunteer work done along footpath by Old School Playing field	Clerk responded

488. To confirm the next meeting of the Parish Council

The next meeting of the Parish Council will take place on 11th November 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) ok
Meeting closed at 9:45