



# SHIPDHAM PARISH COUNCIL



Chairman: Paul Chubbock Clerk/RFO: Rosemary Martin

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 14<sup>TH</sup> APRIL 2014 IN THE WI HALL

Present: Councillors: Chubbock (Chairman), Arnold, Kidd, Playford, Ralph, Secker, Turner and Rosemary Martin (Clerk); 7 parishioners in attendance.

**DRAFT**

### 593. To receive apologies for absence

Apologies received from Cllrs Crane and Hewett who were working, and Cllr Fawcett who was in hospital. Cllr Winchester has resigned since, at the moment, he is unable to give the full commitment the role deserves.

### 594. To receive declarations of interest

None declared.

### 595. To agree and sign the minutes of the Parish Council meeting held 10<sup>th</sup> March 2014

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

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

The Ecotricity Appeal report will not be produced until on or before 8<sup>th</sup> August 2014, due to the need to consider further technical points.

Cllr Chubbock and the Clerk met with the Barrell family. It was agreed that the council would be asked to consider an offer of a five year contract at £125 per acre per year, starting next year. It was proposed by Cllr Ralph and seconded by Cllr Secker that this be accepted. Cllrs Arnold, Playford, Ralph and Secker agreed. Cllrs Kidd and Turner abstained.

Gary Lake has now completed all hedge-cutting work in the cemetery.

### 597. Routine Finance

#### a) Invoices

Gary Lake	#74 &75 05 April 2014	#102206	£877.50
James Bayliss	#2436 rat control	#102207	£40.80
Norfolk ALC	Subscription	#102208	£302.80
TT Jones	Maintenance #9135	#102209	£482.10
Wayne List	WI Hall – weeding	#102210	£50.00
Rosemary Martin	March salary	#102211	£400.00
HMRC	March PAYE	#102212	£100.00
HMRC*	Replacement cheque	#102212	£100.00
Neil Hardy	WI Boiler Repair	#102214	£57.25
Paul Miller	WI Hall	#102216	£35.10
Tufts	Bullock Park water leak #500161	#102213	£8.45
Tufts	Bullock Park water leak #499886	#102213	£448.73

\*The cheque for December PAYE was not received by HMRC, so a replacement cheque is required.

An insolvency company has requested that a remittance of £5167.80 be made to them in respect of the purchase of the pavilion from Timberline/Timberform. The council had not previously been informed that the company had gone into administration. The cheque sent to Timberline/Timberform had not been cashed, and has now been stopped, at a cost of £12.50.

After discussion, it was proposed by Cllr Kidd and seconded by Cllr Ralph that the invoices listed above be paid, and further information should be sought on the administration process.

#### b) Direct Debits

14/04/2014	E.ON	Street Lights	£240.71
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Clerk



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## c) Bank Account Balances

Community	60806072	£55,153.36
CEP	20164380	£25.13

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### 598. To review draft Annual Accounts 2013/2014 and final budget figures

The draft annual accounts and the corresponding Budget v Actuals for the whole year had been circulated to the councillors. The accounts will need to be signed off at the next meeting. Clerk to ask Alex Avery to carry out the Internal Audit. No money had been set aside for an annual inspection of the Church yard wall (Next agenda).

Clerk  
Clerk

### 599. To receive update on Gas and Electricity contracts for the WI Hall

A one year contract has been negotiated with British Gas to supply gas and electricity.

	OLD CONTRACT	NEW CONTRACT
<b>Gas Charges</b>		
Provider	British Gas	British Gas
Standing Charge	33p/day	33p/day
Unit charge	4.626p/kWh	4.37p/kWh
<b>Electricity Charges</b>		
Provider	Eon	British Gas
Standing Charge	27p/day	30.12p/day**
Day Unit Charge	17.42p/kWh	10.94p/kWh
Evening/Weekend unit charge	15.51p/kWh	9.12p/kWh

\*\*with discount of £20.00 to compensate for the higher standing charge

### 600. To consider latest offer from Came & Co

After discussion, it was proposed by Cllr Arnold and seconded by Cllr Ralph, that the new three year contract, at a reduced rate of £2568.96, be accepted. All agreed. (#102215)

Clerk

### 601. To receive further quote for LED lighting to Chapel Street/ Pound Green Close footpath

A further quote had been received from Amey:

Amey £ 13,070.90 + VAT  
TT Jones £16,279.00 + VAT

After discussion, it was proposed by Cllr Ralph and seconded by Cllr Playford, that the quotation from Amey be accepted.

Clerk

### 602. To consider offer of new maintenance contract from TT Jones

Clerk to ask Amey to quote for maintaining all the Parish Council street lights

Clerk

### 603. To consider renewal of BT broadband contract

It was resolved to retain the Broadband contract with BT, which included the parish council email addresses.

Clerk

### 604. To consider request for donation from EACH

The council policy is to make donations only to local charities.

### 605. To consider whether the proposed WW1 centenary event on 7<sup>th</sup> September should be run by the Parish Council in conjunction with the RBL

In the absence of Cllr Fawcett, this item to be carried forward to the next agenda.

Clerk



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**606. To adjourn the meeting for Parishioners' Questions**

The meeting was adjourned.  
The meeting was reconvened.

**607. To receive update on actions related to Village Spring Clean (including work of dog warden and requirements for further bins)**

Cllr Chubbock has instructed the volunteers as to what needs done for the Spring Clean. Cllr Ralph will get some signs (re picking up dog mess) to be placed along the Dereham Road allotments.

Cllr Ralph

**608. To consider installation of further play equipment at the Bullock Park**

After discussion it was resolved that more equipment should be provided. This should be publicised in the Shipdham News, and suggestions called for. Additionally, Cllr Turner to ask the school to get the children to draw pictures of the play kit they would like.

Cllrs  
Hewett,  
Turner

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

Planning Applications

**3PL/2014/0270** S S Eglington & Son, Northill, Letton  
Open sided agricultural building  
It was proposed by Cllr Ralph and seconded by Cllr Kidd that the council should support this application. All agreed. (#OWQC693)

**3PL/2014/0303** Mr & Mrs Harris, 2 Cushing Close  
2 storey extension and detached garage/workshop  
It was proposed by Cllr Ralph and seconded by Cllr Kidd that the council should support this application, with a condition that the garage not be converted into any form of dwelling. All agreed. (#OWQC694)

**Review Land Registry plan for Dereham Road allotments**

The council was happy with the minor change to the plan. The land on the plan, denoted 'Dereham Road Allotments' actually includes a mixture of allotment land and agricultural land. Clerk to check whether this distinction is relevant to the Land Registry.

Clerk

**610. To receive Councillor's and Clerk's Reports**

Cllr Chubbock: Work on the new cemetery will be re-starting shortly. All sub-soil was supplied free of charge. Between 200 and 300 tons of top soil will be required at ~£16 per ton; approval sought to spend ~£4k next month. The council granted approval. 2 residents of Larwood Way have cut down their conifers and put their wood onto the cemetery ground  
P.A.R. bill for labour for the Bullock Park water leak problems has not yet been received. The cricket square now has no water supply. It was not possible to get any S106 money for these costs. The insurance will pay for the cost of lost metered water. The Bullock Park AGM will take place at 7:30 on 22<sup>nd</sup> May.  
Street light #11 in Bradenham Road doesn't work at all.  
Cllr Turner: Attended the Town and Parish Forum: very interesting and useful; good questions from the floor.

Clerk

**611. To receive correspondence (including any received after the preparation of the agenda)**

Norfolk AL	Weekly Update 11 April	Noted
BDC	Supplementary Agenda to the agenda for Planning Committee 14 April	Noted
BDC	Supplementary agenda to the agenda for Council 17 April	Noted
BDC	Minutes for Licensing Committee 07 Apr	Noted
Department for Communities and	Protect a community asset	Noted



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Local Government		
BDC	Supplementary Report to the agenda for Planning Committee 14 April	Noted
	Licensing Committee meeting 30 April - cancelled	Noted
BDC	Minutes for Planning Committee 04 April	Noted
BDC	Agenda for Council 17 April	Noted
BDC	Minutes for Cabinet 01 April	Noted
BDC	Agenda for General Purposes Committee 16 April	Noted
Norfolk ALC	Weekly Update 04 apr 2014	Noted
Registration PF	Welcome	Noted
Public Sector		
Licence		
BDC	Minutes for Licensing Sub Committee 28 mar	Noted
BDC	Town & Parish Forum - Handouts	Noted
BDC	Agenda for Planning Committee 14 April	Noted
Norfolk ALC	CiLCA Skills Courses	Noted
Norfolk	Minutes of Watton SNAP Meeting 26 March	Noted
Constabulary		
Norfolk ALC	Weekly Update 28 March	Noted
BDC	Supplement 2 to the agenda for Licensing Sub Committee 28 March	Noted
BDC	Agenda for Licensing Committee 07 April	Noted
BDC	Appeals Committee meeting 09 April cancelled	Noted
BDC	Agenda for Planning Committee 04 April	Noted
BDC	Change of date General Purposes Committee meeting	Noted
Norfolk ALC	Weekly Update 21 mar 2014	Noted
BDC	Local Plan Working Group meeting 01 April cancelled	Noted
BDC	Supplementary agenda to the agenda for Cabinet 01 April	Noted
BDC	Agenda for Cabinet 01 April	Noted
Norfolk ALC	Sue Lake leaving	Noted
BDC	Minutes for Breckland Area Museums Committee 11 March	Noted
BDC	Agenda for Licensing subcommittee 28 March	Noted
Norfolk ALC	Weekly e-mail additional attachment	Noted
Norfolk ALC	Weekly Update 14 mar 2014	Noted
B DC	Agenda Supplement to the agenda for Planning Committee 17 March	Noted
Norfolk	Watton Crime Stats for February	Noted
Constabulary		
BDC	Agenda for Overview and Scrutiny Committee 20 March	Noted

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## 612. To confirm the next meeting of the Parish Council

The next meeting (Annual Meeting) of the Parish Council will take place on 12<sup>th</sup> May at 7:30 pm in the WI Hall

Meeting closed at 9:30