



SHIPDHAM PARISH COUNCIL



Chairman: Paul Hewett Clerk/RFO: Rosemary Martin

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12TH MAY 2014 IN THE WI HALL

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

Prior to the start of the meeting a new chairman was elected.

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Nominations for the role of Chairman were received. Cllr Ralph nominated Cllr Fawcett. Cllr Kidd nominated Cllr Hewett. A vote was taken. Cllrs Chubbock and Ralph voted for Cllr Fawcett. Cllrs Arnold, Crane, Kidd and Turner voted for Cllr Hewett. Cllrs Fawcett and Hewett abstained. Cllr Hewett was therefore elected as the new Chairman, and signed the Declaration of Acceptance of office.

Cllr Chubbock handed Cllr Hewett the keys to the village, the backup hard drive, a list of ongoing jobs; password to chairman's email account; and a password to update the village web

613. To elect a Vice-Chairman

Cllr Turner nominated Cllr Fawcett, who was not willing to stand. Cllr Kidd nominated Cllr Turner who was willing to stand. A vote was taken. Cllrs Arnold, Crane and Kidd voted for. Cllrs Chubbock, Fawcett and Ralph voted against. The Chairman's casting vote went to Cllr Turner who was duly elected, and signed a declaration of acceptance of office.

614. To appoint a Planning Committee

All the existing members of the committee were re-appointed, but Cllr Kidd will take over the leadership.

615. To agree schedule of meetings for period from June 2014 to May 2015

Meetings will take place on

12-May	Annual Meeting of the Parish Council
	Annual Meeting of the Parish , followed by normal Parish
09-Jun	Council Meeting
14-Jul	
August	- no meeting
08-Sep	
13-Oct	
10-Nov	
08-Dec	
12-Jan	
09-Feb	
09-Mar	
13-Apr	

616. To receive updated DPIs from Councillors

Councillors were reminded that any changes to their DPIs should be declared and sent to BDC. None declared

617. To receive apologies for absence

Apologies received from Cllrs Playford who was unwell and Secker who was on holiday.

618. To receive declarations of interest



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None declared.

619. To agree and sign the minutes of the Parish Council meeting held 14th April 2014

It was agreed by all Councillors that the minutes were a true reflection of the meeting. The Chairman signed the minutes.

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

The Clerk is still waiting to hear from BDC whether or not an election will be required.

The Chairman proposed that the decision taken in Matters Arising in the previous meeting (§596) should be reviewed. Cllr Chubbock disagreed. All other councillors agreed.

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621. Routine Finance

a) Invoices

To agree payment of the following invoices		
Hart Shaw (Timberform administrator account)	Replacement cheque for pavilion (£5167.80 less £12.50 bank charges)	£5155.30
James Bayliss	Rodent control # 2453	£44.40
Gary Lake	Grass cutting and spraying	£750.00
PAR Services	New water main for Bullock Park	£504.00
Archer signs & panels	Dog sign (Liz Ralph)	£28.62
Paul Miller	WI Hall outside maintenance	£315.00
R J Martin	April wages and expenses	£59.62
HMRC	April PAYE	£100.00
SPIRE	Land Registry Fee for S106 land swap	£40.00

IT was proposed by Cllr Ralph and seconded by Cllr Turner that these invoices be paid. All agreed.

b) Direct Debits

EON	Street Lights	£233.34
BT	Phone/BB	£52.23
EON	WI Hall	£56.41
BDC	Business Rates	£70.05

c) Bank Account Balances

Community	60806072	£49,236.64
CEP	20164380	£25.13

d) To sign off the accounts for 2013/2014 and review the figures for the Annual Return There were no queries on the accounts or Annual Return figures. The Chairman signed the accounts. The Annual Return will be signed off at the next meeting. The asset register will be reviewed at the next meeting.

Clerk

622. To consider setting aside money for an annual inspection of the church yard wall

After discussion, it was resolved to set aside £500 per annum for the inspections, and that David Cutting should be asked to carry out the inspections.

Clerk

623. To consider whether to make a claim on the insurance for the water loss costs at the Bullock Park

After discussion it was resolved not to make a claim for the small net amount, due to the adverse effect it would have on future no claims bonus.

Clerk

624. To consider street light maintenance quotation from Amey

After discussion, it was proposed by Cllr Kidd and seconded by Cllr Crane that the Amey quotation be accepted, subject to the fine details of the contract being acceptable.

Clerk



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625. To consider whether the proposed WW1 centenary event on 7th September should be run by the Parish council in conjunction with the RBL

Cllr Fawcett reported that planning for the event is well underway. The RBL have secured funding of £2000 for the event, and would expect the Parish Council to contribute a similar amount if the event were run jointly. It was proposed by Cllr Fawcett and seconded by Cllr Chubbock that the event should be run jointly and that the amount of money to be contributed by the Parish Council should be discussed at the next meeting. All agreed.

Clerk

626. To receive update on work taking place in the new cemetery

No work has been carried out recently due to the poor weather conditions. Further top soil needs to be brought in. Cllr Chubbock volunteered to continue to oversee this work. All agreed.

Cllr Chubbock

627. To review the following

- PC guide to information
- Financial regulations
- Standing Orders v1 March 2012
- Code of Conduct
- Risk Assessment (all to be found on website)

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Next Agenda

All

628. To appoint a person to do the risk inspections and maintenance on the play area

Cllr Chubbock has been doing this work. He has given 3 months' notice that he will no longer do this, giving the council time to appoint a replacement. (Next agenda)

Clerk

629. To adjourn the meeting for Parishioners Questions

The meeting was adjourned.
The meeting was reconvened.

630. To receive update on school competition for new play kit at the Bullock Park

Cllr Turner reported that the children had come up with 20 different designs. Research is now required to establish what is available. The village will be canvassed to see what older children and adults might want. It should be possible to apply for a grant from BDC as long as the project is new and sustainable.

Cllr Turner

631. To consider whether to carry out a village appraisal

The last appraisal was done in 2000, and one is therefore overdue. Application should be made to RCC for money towards the costs of the appraisal. BDC should be able to help with designing the survey. A small group will be set up (Cllrs Turner, Hewett, Crane, Kidd, Secker and Playford) to come to the Council next month with a plan.

Cllrs

632. To consider Parish Council involvement with the French Twinning visit at the end of May

The Parish Council had previously agreed to give £350 to the twinning society (\$496)

Clerk

633. Planning

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

3PL/2014/0303/F	Mr & Mrs Harris SHIPDHAM 2 Cushing Close IP25 7PX Erection of two storey extension to side & erection of detached building as garage/workshop <i>Reduction in height of proposed garage</i>
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	<i>The planning committee recommended support for this AMENDMENT. All agreed(OWPC919)</i>
3PL/2014/0342/F	Ms D A Dye SHIPDHAM The Hoggery Church Lane IP25 7JY Single storey extension to rear <i>The planning committee recommended support for this application. All agreed(OWQC921)</i>
3PL/2014/0377/F	G Chard SHIPDHAM Manor House 24 Market Street IP25 7LY Demolish rear ext/garage & conservatory. Erect 2 storey extension & sun lounge & int. alts. <i>The planning committee recommended support for this application. All agreed(OWQC918)</i>

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Planning Decisions - none
Planning Appeals - none

634. To receive reports from Councillors and Clerk

Next agenda: Traffic Control Kit statistics and use.

Clerk reported first income from bottle bank scheme, set up in 2010.

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

Emails – forwarded to councillors

BDC	agenda for Planning Committee, Monday, 12th May, 2014	Noted
BDC	minutes for Council, Thursday, 17th April, 2014	Noted
BDC	minutes for Planning Committee, Monday, 14th April, 2014	Noted
Sylvia Tuck	Grass cutting at Cemetery (several)	Cllr Chubbock explained and apologised.
Watton Road resident (via Paul Chubbock)	Dumping of tyres and other waste	Cllr Turner has raised issues in four sites with BDC enforcement.
Norfolk ALC	Weekly Update Week Ending May 2nd 2014	Noted
BDC	Local Plan Working Group meeting 13th May, cancelled	Noted
BDC	agenda for Cabinet, Tuesday, 13th May, 2014	Noted
BDC	agenda for Overview and Scrutiny Commission, Thursday, 1st May	Noted
Norfolk ALC	Weekly Update Week Ending April 18 th 2014	Noted
Norfolk Police	Monthly Crime Stats – March	Noted
Norfolk ALC	Weekly Update Week Ending April 25 th 2014	Noted
BDC	agenda for Cabinet, Tuesday, 13th May, 2014	Noted
BDC	agenda for Planning Committee, Monday, 12th May	Noted
BDC	Local Plan Working Group meeting 13th May, 2014 cancelled	Noted



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BDC	Weekly Update Week Ending May 2nd 2014	Noted
BDC	"Supplementary Agenda" to the agenda for Cabinet, Tuesday, 13th May	Noted
Camping & Caravanning Club	Certificated Site Application No. 144/174 at Spring Farm Granted.	Clerk to write to BDC that activity has been started at the site with no planning permission
BDC	"Supplementary Agenda" for Planning Committee, 12th May,	Noted
	Weekly Update for Week Ending May 9th 2014	Noted
BDC	Appeals Committee meeting 28th May, 2014, 10.00 am cancelled	Noted
David Hill	Farm Brief article on current average arable FBT rentals	Circulated to PC

Other correspondence (brought to meeting)

Plymouth Brethren	Invitation to barbecue	Noted
Manorcourt Homecare	Invitation to view facilities at Angelica Place	Noted

634. To confirm the next meeting of the Parish Council

The next meeting of the Parish Council will take place on 10th June 2014, starting immediately after the Annual Meeting of the Parish, which will take place at 7:30. Doors opened to Parishioners at 7:15 pm. (planning sub-committee to meet at 6:45 pm)

Meeting closed at 9:30

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