



# SHIPDHAM PARISH COUNCIL



Chairman: Paul Hewett Clerk/RFO: Rosemary Martin

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9<sup>TH</sup> JUNE 2014 IN THE WI HALL

Present: Councillors: Arnold, Chubbock, Crane, Fawcett, Kidd, Playford, Ralph, and Secker and Rosemary Martin (Clerk); 10 parishioners in attendance.

In the absence of the Chairman and Vice-Chairman, the Clerk asked for nominations for a Chairman for this meeting. Cllr Ralph nominated Cllr Arnold. Cllr Kidd seconded. All agreed, and Cllr Arnold assumed the chair.

DRAFT

The Clerk reported that, as there had been no applications for the vacant post of Councillor, it would be possible to co-opt David Aves (§569). It was therefore proposed by Cllr Kidd and seconded by Cllr Ralph that Mr Aves be co-opted. All agreed, and Cllr Aves joined the reset of the Council.

### 637. To receive apologies for absence

Apologies received from Cllrs Hewett (away on business), and Turner (on holiday).

### 638. To receive declarations of interest

None declared.

### 639. To agree and sign the minutes of the Parish Council meeting held 12<sup>th</sup> May 2014

§632 the words "and German" were added. The final paragraph was re-numbered as 636 and the 10<sup>th</sup> June was changed to 9<sup>th</sup> June. It was then proposed by Cllr Kidd and seconded by Cllr Playford that the minutes were a true reflection of the meeting. All agreed and the Chairman signed the minutes.

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

The Clerk has no response from Anglian Water regarding the sewage charges linked to the excess charge for leaking water at the Bullock Park. (Clerk)  
Cllr Hewett had spoken to Jo Jay regarding the state of the churchyard footpath. Mr Jay agreed that the wrong type of bitumen had been used and it will be re-surfaced, when weather conditions permit, at no cost to the Council.

### 641. Routine Finance

#### a) Invoices

#### To agree payment of the following invoices (all)

James Bayliss	Rodent control # 2482	£37.20
Gary Lake	Grass cutting and spraying	£730.00
Spire	Registration of Land: WI Hall, Bullock Park, Watton Road Allotments, Dereham Road Allotments	£962.00
Mrs S Hood	Village Spring Clean	£200.00
Mrs T Hardingham	Village Spring Clean	£200.00
Norfolk RCC	Annual Membership	£20.00
R J Martin	May wages	£400.00
HMRC	May PAYE	£100.00

After discussion it was agreed that the Norfolk RCC subscription should be renewed, as before at the Bronze level. It was then proposed by Cllr Ralph and seconded by Cllr Kidd that these invoices be paid. All agreed.

#### b) Direct Debits

ANGLIAN WATER	116355496 WI Hall	£85.67
ANGLIAN WATER	132285586 Standpipe Green	£14.16
ANGLIAN WATER	113458285 Dereham Rd Allotments	£47.99
ANGLIAN WATER	111259883 Cemetery	£17.04



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BRITISH TELECOM	Phone/Broadband	£44.02
BRECKLAND COUNCIL	Business Rates	£73.00

### c) Bank Account Balances

Community	60806072	£42,434.03
CEP	20164380	£25.13

### d) To sign off the Annual Return

The Clerk reported that the Internal Audit had been completed by Alex Abery. There were two comments, and one recommendation:

#### • Clerk Expenses:

For the purposes of the Annual Return Clerk expenses should be analysed in the Accounting Statements under Box 6 "All Other Payments" and not under Box 4 "Staff Costs". The figures have been altered from the ones agreed last month as follows: Box 4 reduced by £312 from £6672 to £6360, and Box 6 increased by £312 from £84785 to £85097. All other figures remain the same. The Analysis Codes have been updated in the Cash Book.

• A Direct Debit payment to Biffa in December was not minuted, although it appears in the Cash Book and Bank Statements.

• The Internal Auditor also recommended that the Bank Rec be carried out on a monthly rather than a quarterly basis in future.

The Clerk then read out the Annual Governance statements which were all agreed by the Council. The Chairman and the Clerk then signed the Annual Return forms.

### e) To authorise purchase of a second back-up hard drive, and replacement laminator (Clerk)

The Clerk had researched prices for a replacement laminator. The cheapest laminators with good reviews were just under £40. The current price of a hard drive the same as the one already owned by the Council is about £60. It was proposed by Cllr Ralph and seconded by Cllr Kidd that the Clerk could spend up to £100 on the purchase of a new laminator and hard drive. All agreed.

Clerk

### f) To review the Assets Register

After discussion it was agreed that:

• the sheds on the allotments should remain on the register

• the bus shelter at Three Ways, and the new bus shelter at Pound Green should be added

• The Community Centre land should be added at a value of £1, and the ownership of this land should be registered. (next agenda)

Clerk

### 642. To consider Parish Council contribution to the WW1 Centenary event (all Cllrs)

The RBL had secured £2500 of grant money, including £500 from BDC, and hope that the contribution from the Parish Council would be similar. The overall costs are expected to be ~ £6000, with the shortfall being made up from ticket sales. It was proposed by Cllr Kidd and seconded by Cllr Ralph that the Parish Council make a contribution of £2000, but if the ticket sales did not cover the shortfall they might consider a further contribution. All agreed (Next agenda).

Clerk

### 643. To authorise the purchase of new traffic cones for the school (all Cllrs)

The police have now found and returned the traffic cones, so this purchase is no longer necessary.

### 644. To consider who should be appointed to do risk assessments and maintenance in the Bullock Park play area (all Cllrs)

Came & Company now require weekly visual checks and an annual professional inspection in order to support any insurance claims. After discussion, it was resolved that Sylvia Slaughter ask John Walker if he would carry out the weekly inspections, and attend an RCC course on 1<sup>st</sup> July. A company will be chosen for the Annual Inspections. (Next agenda).

Clerk



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**645. To consider street light maintenance contract from Amey**

After discussion of the two proposed street light maintenance contracts (Amey and TT Jones), it was proposed by Cllr Chubbock, and seconded by Cllr Fawcett, that the contract be let to Amey.

Clerk

**646. To consider the co-option of a new Councillor. (Clerk)**

This matter was dealt with before the start of the meeting (See above).

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

Due to the wet weather, it had not been possible to bring heavy lorries onto the site with the final top soil. Work will start again as soon as conditions permit. (Next agenda).

Clerk

**648. 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)

It was proposed by Cllr Kidd and seconded by Cllr Crane that no changes were required to these documents. All agreed.

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

The meeting was adjourned.  
The meeting was reconvened.

**650. To receive report from Village Appraisal sub-committee**

The sub-committee has not yet met. (September agenda.)

Clerk

**651. Planning**

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

3PL/2014/0550/F	Mr J Grey, 6 Gibson Road IP25 7QA Proposed two storey rear extension and retrospective permission for front porch No objections (OWQC1277)
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b) Planning Decisions

3PL/2013/0914/F	Abel Homes, Church close permission with conditions
3PL/2014/0303/F	Harris , 2 Cushing Close Two storey extension and detached building, permission with conditions
3PL/2014/0342/F	Dye, The Hoggery, Church Lane Single storey extension to rear permission

c) Planning Appeals  
None

**652. To receive reports from Councillors and Clerk**

Clerk:

The WI Hall electricity and gas are now on the British Gas contract. A final bill has been received from EON and an initial one from British Gas.  
The quorum for a parish council meeting is 1/3 not 2/3 of total number of councillors.  
#468832: Large pot holes – Thorpe Row repaired last week (again).



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Amey has the materials for the footpath lighting project on order; the order lead time is 3 months, so the project should be delivered 4 months from now.

Response from BDC re enforcement at Dusty Meadow (£653). Other enforcement notices – no reply as yet

Cllr Ralph:

The jubilee trees are looking healthy and only 10 of 105 have been lost. Would like to get Paul Hutton to trim round them. (next agenda) There is a small amount of Japanese knotweed on the land adjacent to the allotments which was to be seeded. This must be correctly treated. The hedge behind Market Street needs attention (next agenda). Cllrs Kidd and Crane will help to judge the best allotment.

Clerk  
Cllrs  
Crane &  
Kidd

Cllr Chubbock:

Congratulations to Sylvia Slaughter who has received a Community Award (certificate and trophy) from the Rotary Club of Watton for her work at the Bullock Park.

Cllr Chubbock also asked why the review of the land rents was not on the agenda. (info from chairman it will be dealt with in next meeting).

Clerk

Had received a visit from Steve Worth to complain about the date of the Parish Meeting being in July. Cllr Chubbock had explained that the reasons that date was chosen

Nice to see French and Germans here last week for the Twinning meetings and had given the previous and current Mayors bottles of local English whisky – much appreciated.

Cllr Secker: The metal seats around the village need attention (next agenda).  
Next agenda: Traffic Control Kit statistics and use.

Clerk

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

### Letters

Biffa	Renewal of Waste Transfer Note	
NCC – David Harrison	50% grant (£8139.50) for footpath lighting	See §652
NCC – David Harrison	50% grant (£2500.00) for footpath feasibility study	filed
Norfolk RCC	Signpost	noted
Peter Barrell	LETTER Shipdham Parish C	Clerk responded
TT Jones	Electrical testing programme required	Next agenda

### Emails

BDC	WW1 Heritage Grant £500	Informed Cllr Fawcett
BDC	Agenda for Licensing Sub Committee, Monday, 2nd June, 2014, 10.00 am	noted
BDC	Minutes for Cabinet, Tuesday, 13th May, 2014, 9.30 am	noted
BDC	Agenda for Council, Thursday, 29th May, 2014, 10.00 am	noted
BDC	Minutes for Planning Committee, Monday, 12th May, 2014, 9.30 am	noted
BDC	Supplement: Agenda Supplement to the agenda for Council, Thursday, 29th May, 2014, 10.00 am	noted
BDC	Supplement: Supplementary Agenda to the agenda for Licensing Sub Committee, Monday, 2nd June,	noted
BDC	Agenda for Planning Committee, Monday, 9th June, 2014, 9.30 am	noted
BDC	Minutes for Council, Thursday, 29th May, 2014, 10.00 am	noted
BDC	Agenda for Audit Committee, Friday, 13th June, 2014, 10.00 am	noted
BDC	RE: Shipdham Parish Council :Notice of Vacancy - Alex Winchester	§646



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BDC	Supplement: Supplement to the agenda for Planning Committee, Monday, 9th June, 2014, 9.30 am	noted
BDC	FW: Dusty Meadow As residents had been querying why bins were being put out at Dusty Meadow, please see answer below.  <i>In summary, Mrs McCarthy is paying council tax on Dusty Meadow which entitles her to have refuse bins and she is also paying council tax on her home in Fen Folgate. A person can stay on site for up to 28 days a year, which does not constitute living there. A caravan for making cups of tea is permitted</i>	
BDC	Minutes for Licensing Sub Committee, Monday, 2nd June, 2014, 10.00 am	noted
Bushrod, Alayne <BushrodA@norfolk.pnn.police.uk>	Monthly Parish Crime Stats	noted
Bushrod, Alayne <BushrodA@norfolk.pnn.police.uk>	Watton SNAP Meeting	Cllr Turner replied
Came & Co Charlotte S <simmsy16@gmail.com>	Requirements for Playground inspections Assistance	§644 Clerk replied
Christine Plastow <cplastow@hotmail.co.uk>	Para gliders (3 emails)	Cllr Turner replied
Communications Team <Communications@breckland.gov.uk>	Three articles for potential inclusion in your magazine	Clerk forwarded to Shipdham News
N Norfolk ALC	Important addition to weekly e-mail	noted
Norfolk ALC	Weekly update for Week Ending May 30th 2014	noted
Norfolk ALC	Weekly e-mail extra!	noted
Norfolk ALC	Weekly Update for Week Ending May 23rd 2014	noted
Norfolk ALC	Weekly Update for Week Ending June 6th 2014	noted
P & A Barrell	Response to letter informing of decision review decision on land rental	
Roy Sykes	Parish Council Meeting – confirmation of date	Clerk replied
Steve Worth	Shipdham Parish Council audited accounts	Clerk replied
Steve Worth	Parish Meeting 2014, The Golden Dog	Clerk replied
TT Jones	OE 230514 SHIPDHAM PC CONTRACT 2014-2017	Clerk replied

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

The next meeting of the Parish Council will take place on 14<sup>th</sup> July 2014, starting 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