



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



DRAFT

MINUTES OF THE MEETING OF THE PARISH COUNCIL 14TH JULY 2014 IN THE WI HALL

Present Councillors: Turner (Chairman), Arnold, Aves, Chubbock, Crane, Fawcett, Kidd, Playford, and Ralph, Secker, and Rosemary Martin (Clerk); 9 parishioners in attendance.

660. To receive apologies for absence

Apologies received from Cllr Hewett.

661. To receive declarations of interest

Cllr Crane declared interests in §664 e) and 666.

662. To agree and sign the minutes of the Parish Council meeting held 9th June 2014 (all)

In §652 of the minutes of the meeting held on 9th June, June was changed to July, and the change initialled by the Chairman. It was then proposed by Cllr Kidd and seconded by Cllr Aves that the minutes were a true record. All agreed, and Cllr Arnold who had chaired that meeting, signed the minutes.

Meeting held on 7th July: It was proposed by Cllr Ralph and seconded by Cllr Playford that the minutes of the meeting held on 7th July were a true record. All agreed, and the Chairman signed the minutes.

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

None.

664. Routine Finance

a) Invoices

To agree payment of the following invoices (all)

Frimstone Ltd	Top soil for new cemetery #R897	#102237	£5740.85
All Saints' Church	Shipdham News	#102235	£350.00
f.G.B Ulrych	Digger hire cemetery	#102236	£1332.00
Gary Lake	Grass cutting and spraying #60 (7/7/14)	#102238	£1067.50
James Bayliss	Rodent control #2522	#102239	£40.80
Nene Lodge	Internal audit #201130 (A H Avery)	#102240	£67.50
Bookkeeping			
Paul Hutton	Strimming and spraying	#102241	£135.00
TT Jones	Street lighting maintenance #9235	#102242	£482.34
Electrical			
R J Martin	Office & Clerk expenses	#102243	£168.96
R J Martin	June wages	#102243	£400.00
HMRC	June PAYE	#102244	£100.00

DIRECT DEBITS

Anglian Water	122917628 Watton Rd allotments	£42.46
E.On	8006076408 (WI Hall final bill)	£44.41
E.On	1139766098 Street Lights	£233.34
E.On	1139766098 Street Lights	£241.13
BDC	business rates	£73.00
Biffa	WI Hall Waste Removal	£95.63
Biffa	WI Hall Waste Removal	£9.48
Biffa	Bullock Park Waste Removal	£83.77
British Gas	A4295154 WI Hall Electricity	£17.93



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



British Gas	A921665 WI Hall Gas	£233.01
British Gas	A4295154 WI Hall Electricity	£22.26
BT	Phone & Broadband	£44.55

It was proposed by Cllr Fawcett and seconded by Cllr Chubbock, that these invoices be paid, and that there should be a blanket agreement for all current Direct Debits. All agreed.

Clerk

b) Bank Account Balances (Clerk)

Community	60806072	£38,990.58
CEP	20164380	£25.13

c) To receive the draft accounts for Q1 2014/2015 (Clerk)

The Clerk had circulated:

- a list of Community Account transactions with monthly Bank Reconciliations
- a list of Community Account transactions sequenced on analysis code
- a statement of Budget v Actuals for Q1

It was proposed by Cllr Ralph and seconded by Cllr Kidd, that these accounts be accepted, but that future account reports should be restricted to a monthly Bank Rec and a Quarterly statement of Budget v Actuals. All agreed.

Clerk

d) To agree the content of the Assets Register (Clerk)

After discussion it was resolved that:

The additions of:

- 10 sheds @ £750*
- Heritage centre @ £1*
- WI Hall fridge @ £139.99*
- Map on the Post Office Wall @ £211.44*
- And the 3 village notice boards @ £450*

were all reasonable, and further additions required were:

- The Bus Shelter at Eastgate @ £3000*
- The Community Centre & Land @ £1*

The Clerk asked permission to spend £10 to purchase a Land Registry plan of the Community Land in order to establish ownership. All agreed (next agenda).

Clerk

e) To receive quotations for rabbit netting and fencing for new Cemetery (Cllr Chubbock)

(This item was considered in conjunction with item §668). Prior to the Council's discussion, the meeting was adjourned to allow comments from the floor.

The meeting was reconvened.

Cllr Crane left the hall.

Cllr Chubbock circulated a schema showing the layout of the Cemetery fencing and gates (Appendix 1), with a proposed area of wild flowers for the scattering of ashes.

Cllr Chubbock then presented two quotes for rabbit netting (dug in) and fencing.

- One quote for £1365 + VAT*
- One quote for £1800 + VAT.*

The materials for the second quote were of higher specification, and included upgrade options for the materials. After discussion, it was proposed by Cllr Arnold and seconded by Cllr Ralph that the higher quote be accepted, with upgraded spec for rabbit netting, and standard spec for fencing and gates. Cllrs Turner, Arnold, Aves, Kidd, Playford, and Ralph voted for, Cllrs Secker, Chubbock, and Fawcett abstained. Cllr Crane re-entered the hall. Thanks were expressed by the Council to Cllr Chubbock for all the work that he has done, and is continuing to do on the new Cemetery.

Clerk

f) To consider painting the village metal seats (Cllr Secker)

There are eight metal seats in the village, all of which require painting. After discussion it was resolved to get two quotes for powder coating the metal seats (next Agenda – Clerk)

Clerk

g) To authorise the Clerk to pay contractual invoices during August (all)

It was proposed by Cllr Kidd and seconded by Cllr Playford that the Clerk should be authorised to raise checks to pay contractual obligations during the month of August. All agreed.

Clerk



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



h) To consider whether to fund the cost of cutting village footpaths this summer

Last year the footpaths :

Thorpe Row near Daffy Green

Watery Lane/Pound Green

Copelands Farm/Mount Pleasant Farm

Park Estates (behind Paul Hutton's house)

were cut once at an approximate cost of £110.

After discussion, it was proposed by Cllr Ralph and seconded by Cllr Fawcett, that these footpaths, and the path running from Central Garage to Pound Green Close, should all be cut once. All agreed. Clerk to inform Gary Lake.

Clerk

665. To agree the various risk assessments required annually, and appoint agents to carry these out(all Cllrs)

The Clerk had circulated a recent article from the SLCC describing four types of playground inspection. After discussion, it was proposed by Cllr Fawcett and seconded by Cllr Aves that Cllr Chubbock do an annual inspection and Mr. Terry Griffiths be asked to do the weekly inspections. Clerk to check that this combination would satisfy the insurance requirements. Mr Griffiths to be offered a small honorarium. (next agenda)

Cllr
Chubbock
Terry
Griffiths
Clerk

666. To complete the review of the land rental agreements

Cllr Crane left the hall.

The Chairman read out the following resolution, agreed during the meeting on 7th July:

Shipdham Parish Council resolves to offer a renewal of tenancy, pro rata to existing holdings, to existing tenants of the agricultural land along the Dereham Road (see map). The offer will be for a 5 year Farm Business Tenancy, with a rent review after 3 years. The price offered to tenants will be £150 per acre, in agreement with the land agent's valuation. Should one existing tenant refuse to renew the tenancy that tenancy will, in the first instance, be offered to the other tenant on the same terms. If both existing tenants refuse to renew, both tenancies will go out to public tender as a single unit of land. The whole process will be managed and undertaken by Shipdham Parish Council's appointed land agent

It was then proposed by Cllr Turner and seconded by Cllr Ralph that this motion be passed. Cllrs Turner, Arnold, Aves, Fawcett, Kidd, Playford, Ralph and Secker voted for. Cllr Chubbock voted against. Cllr Crane re-entered the hall.

Clerk

667. To consider the purchase of further play kit for the Bullock Park (Cllr Chubbock)

It had previously been minuted (§608 and §630) that, following the children's competition, research was necessary to establish what further kit should be acquired for older children and adults. Cllr Chubbock suggested a 'trim trail' round the edge of the Park, and reported that the toddlers' tower is six years old and has needed major repairs at least twice, so it might be better to replace it. Cllrs Turner and Hewett will present ideas to the Parish Council at the next meeting. (next agenda)

Cllrs
Hewett
Turner

Clerk

668. To receive update on work taking place in the new cemetery (Cllr Chubbock)

(see above §664)

669. To receive update on WW1 Centenary event (Cllr Fawcett)

Organisation for both proposed events is on-going. The exhibition and film show to be held on the Village Green on 30th August will be a free event. Everyone will be welcome to attend the Big Band extravaganza, to be held at the Bullock Park on 6th September, at no cost, however, visitors are requested not to enter the tented area, unless they have tickets. The village will also participate in the countrywide 'Lights Out' event on 4th August.

670. To receive update on Speed Watch Team (Cllr Fawcett)

No one from Ovington has shown any interest in taking part. A Speed Watch team needs



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



at least 6 members. Cllr Fawcett has found four potential members so far from Shipdham, and hopes to complete a team shortly.

Cllr Fawcett

671. To receive update on data from our Traffic Monitoring kit (Cllr Arnold)

There have been difficulties in extracting the data from the cameras. Cllr Arnold has arranged a meeting with Tim James (technical department) at Wescotec to try and resolve this problem. Cllr Chubbock offered to take the extracted data and present it in a useful manner. Cllr Arnold to pass the extracted data to Cllr Chubbock. South Pickenham Parish Council have asked to borrow our Traffic Monitoring kit. Cllr Turner to talk to the South Pickenham Council.

Cllrs Arnold Chubbock Cllr Turner

672. To adjourn the meeting for Parishioners Questions

The meeting was adjourned.
The meeting was reconvened.

673. Planning

Applications

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

3PL/2014/0573/F	Mr Adrian, 23 Market Street Provide a single storey extension to the rear and side of the existing listed dwelling house No objections (OWQC1897)
3PL/2014/0605	Mrs Patl, Excelsior Cottage , Birds Corner 2 storey side extension No objections (OWQC1898)
3PL/2014/0611	Mr Hagan, High House Farm Barn, Ploughboy Lane (Amendment) Proposed dwelling to be reduced in width Against same reasons as before ie inappropriate and too big (Clerk to write to BDC, since this is not application 3PL/2014/0611) (Actually 3PL/2014/0617 - OWQC1963)
3PL/2014/0635	Mr Adam Green, Victor House, Little Hale Road Two storey extension to the rear of detached dwelling No objections (OWQC1899)

Clerk

Planning Decisions

3PL/2011/0187/CA	D D Dodd & Son, The Old School House Conversion of former school buildings to 6 affordable housing units PERMISSION)
3PL/2011/0189/F	D D Dodd & Son, The Old School House Change of use from retail use to residential use PERMISSION
3PL/2013/0095/O	The SH1 Consortium , The Old Waggon & Horses Residential accommodation public open space & assoc infrastructure PERMISSION
3PL/2014/0069/F	Abel Homes, Oak Meadow Variation to condition #16 – deletion of note referring to the swale to west of the pumping station PERMISSION
3PL/2014/0269/F	South Pickenham Estate Co Ltd, Grange Farm Swaffham Demolition of existing building, relocation of weighbridge and erection of 10,000 tonne grain store PERMISSION This permission should not have been sent to Shipdham Parish Council
3PL/2014/0377/F	G Chard, 24 Market Street

Clerk



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



	Demolish rear ext/garage & conservatory. Erect 2 storey extension & sun lounge & int alts PERMISSION
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Planning Appeals
None

674. To receive reports from Councillors and Clerk

Cllr Secker

Cars are still being parked on the Churchyard grass and doing damage. *No Parking* signs have still not been put up. Cllr Arnold to raise this matter at the next PCC Meeting. Cllr Secker wished to thank Chris and Kathy Newton for cutting the hedge in Swan Lane. Asked Cllr Chubbock to look after the steel number markers in the cemetery.

Cllr
Arnold
Cllr
Chubbock

Cllr Fawcett

A review of the Clerk's salary should be discussed at the next meeting (next agenda)

Clerk

Cllr Turner

Mr Carter from Bradenham Road is unable to get his wheelchair into the Cemetery through the small gate. The other gate is locked. Cllr Secker to speak to him. The Council had previously resolved to provide a small honorarium to Terrence Bradshaw for positioning the Traffic Monitoring kit. (next agenda)

Cllr
Secker

Cllr Ralph

Complaints had been made about a Laurel hedge and oak trees overhanging neighbouring properties from the back of the Dereham end allotments. These trees were inspected last year, and none are dangerous. The trees and bushes may be cut back to the edge of their properties by the people involved.

Cllr
Ralph
Cllr
Turner

Need another purge on dog walkers not picking up their mess. Cllr Turner will organise.

Cllr Arnold

Reported that the PCC have so far been unable to fill the vacancy at All Saints. The content of the Village Emergency Plan has been fixed. Cllr Arnold is working on the presentation. (next agenda)

Clerk

Cllr Chubbock

Asked for the return of the Burial Book.

Clerk

Churchyard footpath

Jo Jay will complete the work this week, or if weather bad, definitely next week

Telephone box

Ref: EA1 TXW21. Fault cleared on 10th July (SNF cleaned)

Highways

Many complaints about the resurfacing work on the A1075 including:

#475091 - complaints re re-surfacing

#475324 - Julian Woodrow pedestrian crossing needs re-painting

Olga Manley flooding around her cottage, believed caused by drain blocked with re-surfacing material.

Letton Road covers proud of road surface: been assessed and will be done during August

#475776 Mill Road estate potholes

#475786 New Road potholes

Highways scheduled to come to Shipdham during August to fix all outstanding problems.

Cllr turner requested letter to BDC regarding the many problems caused by the re-surfacing work.

Clerk

Hedges

Letters sent to:

Gloria Chilvers, 5 Pound Green Lane

Kings Café

Meade/occupant, Copse End

(Further letter to Copse End requested by Cllr Turner - Clerk)

Emily Fry, Nutshell (She has no hedges)

Kirk The Beeches (twice)

Clerk



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



Perks, Molecatchers

Hector Green has complained about the hedge in Swan Lane, near Linden, which needs to be cut (Chris & Kathy Newton did this work)

Clerk

Spoken to Peter Dodd, re trees overhanging crossing beacon. Still not done

Street lights maintenance contract

The current street lights maintenance contract with TT Jones does not end until next year. Amey have been asked to hold their quoted prices until then.

Informed TT Jones that the contract had been let to Amey, and asked if they would reduce prices for the rest of their contract, to reflect the current number of LEDs.

Response was offer of a new 4 year contract, which is much closer to the Amey quote.

Clerk

(next agenda)

Swan Lane - street light repaired

Amey

Will start the alleyway works fairly soon, as materials now in their stores.

Clerk had circulated a proposed plan (Appendix 3), from Amey, of how the lighting should be laid out viz.: bollards 15m in from Chapel street, then 30m apart, which then leaves 15m from footpath junction. The Council are happy with the proposal

Clerk

Anglian Water

We can request that the sewage part of the excess bill be removed; passed to Sylvia Slaughter

Gutter in Chapel needs attention

Clerk

Asked Neil Newton to provide quote. (next agenda)

Enforcement letters to BDC

Update on Dusty Meadow response from last month: asking for and receiving a bin does not have any planning implications in respect of whether a person is living at a site.

Otterwood Kennels: Working towards compliance; site clearance has started and significant progress has been made

Clerk

Sunnyside and Land on Watton Road: both ongoing

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

From	Subject	Action
BDC	Open Space Audit	Next agenda
BDC	Major change in voter registration	Noted
BDC	Lights Out	Cllr Fawcett
BDC	Articles: Art Trail & Lights Out	Clerk to post
Biffa	Transfer notes -renewed	Filed
Capita	Variation of requirements for swale3PL/2014/0069/F	Circulated to Cllrs
Cllr Turner	Email to Cllr Jordan - Complaints from re-surfacing of A1075	Noted
E & R Shanahan	Historical info letter of 1835	Clerk -> Historical Society
FLP	Play Kit	Noted
Liza Diaper	Friendship club	Clerk replied -
NCC	Schedule and map for low level LEDS on footpath (Appendix 3)	\$674
Norfolk ALC	Safeguarding Public Money (next agenda)	Clerk
Norfolk ALC	Weekly Update 11 th July	Noted
Norfolk ALC	Weekly Update 13 th June	Noted
Norfolk ALC	Weekly Update 5 th July	Noted
Norfolk ALC	Weekly Update 26 th June	Noted
Norfolk ALC	Weekly Update 20 th June	Noted
Norfolk Constabulary	May crime figures	Noted
Norfolk RCC	June Newsletter	Noted
Norfolk RCC	It's spatial	Noted



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



Norfolk RCC	EU Event Promotion	Noted
Norfolk RCC	NHS complaints advocacy	Noted
Olga Manley	Complaints from re-surfacing of A1075	§674
Paul Carter	Complaint - allotments	Cllr Ralph
Robena Brown	Memorial to the returned from WW1 –does not exist	Clerk
Shipdham Surgery	Article	Post on website (Clerk)
SLCC	Including info on playground inspections	§665
South Pickenham PC	Would like to hire speed kit; is it battery operated?	§671
Terry Griffiths,	Offer to do Park play equipment weekly reviews	§671
TT Jones	Adjusted contract	§674
TT Jones	New contract offer next agenda	Clerk
TT Jones	Clean & inspection program – results & costs (next agenda)	Clerk
TT Jones	Electrical Testing Programme - requirement (next agenda)	Clerk

Other Email Correspondence



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



	Helen McAleer	10:50		
	Agenda for General Purposes Committee, Wednesday, 23rd J...			
	Helen McAleer	10:08		
	Change of time and location for meeting 30/07/2014, 14:00, L...			
	Helen McAleer	Tue 08/07		
	Agenda for Council, Thursday, 17th July, 2014, 10.00 am			
	Helen McAleer	Tue 08/07		
	Minutes for Cabinet, Tuesday, 1st July, 2014, 9.30 am			
	Helen McAleer	Mon 07/07		
	Agenda for Appeals Committee, Wednesday, 16th July, 2014, ...			
	Helen McAleer	02/07/2014		
	Supplement: Agenda Supplement to the agenda for Plannin...			
	Helen McAleer	26/06/2014		
	Agenda for Licensing Sub Committee, Wednesday, 2nd July, ...			
	Helen McAleer	25/06/2014		
	Agenda for Planning Committee, Monday, 7th July, 2014, 9.3...			
	Helen McAleer	19/06/2014		
	Minutes for Planning Committee, Monday, 9th June, 2014, 9....			
	Helen McAleer	10/06/2014		
	Agenda for Overview and Scrutiny Commission, Thursday, 19...			
	Julie Britton	04/07/2014		
	Minutes for Audit Committee, Friday, 27th June, 2014, 10.00 ...			
	Julie Britton	25/06/2014		
	Agenda for Appeals Committee, Friday, 27th June, 2014, 10.0...			
	Julie Britton	20/06/2014		
	Supplement: Supplementary Agenda to the agenda for Audit...			
	Julie Britton	20/06/2014		
	Minutes for Audit Committee, Friday, 13th June, 2014, 10.00 ...			
	Julie Britton	20/06/2014		
	Supplement: Supplementary Agenda (2) to the agenda for Ca...			
	Julie Britton	20/06/2014		
	Supplement: Supplementary Agenda (1) to the agenda for Ca...			
	Julie Britton	20/06/2014		
	Agenda for Cabinet, Tuesday, 1st July, 2014, 9.30 am			
	Julie Britton	19/06/2014		
	Agenda for Audit Committee, Friday, 27th June, 2014, 10.00 am			
	Teresa Smith	01/07/2014		
	Agenda for Breckland Area Museums Committee, Thursday, 1...			
	Teresa Smith	30/06/2014		
	Minutes for Appeals Committee, Friday, 27th June, 2014, 10.0...			

676. To confirm the next meeting of the Parish Council

The next meeting of the Parish Council will take place on 8th September 2014 at the WI Hall at 7:30 pm Doors opened to Parishioners at 7:15 pm. (planning sub-committee to meet at 6:45 pm
Meeting closed 9:50 pm

Appendix 1



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



cemetery fencing.pdf

Appendix 2



Plan of Parish Land MK3 18 09 13 doc.pdf

Appendix 3



Shipdham Bollard lighting-Layout1.pdf