



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 8TH SEPTEMBER 2014 IN THE WI HALL

DRAFT

Present Councillors: Hewett, (Chairman) Turner, Arnold, Aves, Fawcett, Kidd, Playford, Ralph, and Secker, and Rosemary Martin (Clerk); Cllr Jordan and 7 parishioners in attendance.

677. To receive apologies for absence (all)

Apologies received from Cllr Chubbock (on holiday) and Cllr Crane (at work).

678. To receive declarations of interest (all)

Cllr Hewett declared an interest in §681 h).

679. To agree and sign the minutes of the Parish Council meeting held 14th July 2014 (all)

It was proposed by Cllr Ralph and seconded by Cllr Kidd that the minutes were an accurate record of the meeting. All agreed, and the Chairman signed the minutes.

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

- §674: Amey to start work on footpath lighting scheme on 29th September. The work will be completed in one week.
- §641 d): Mazars have completed the audit.
- §664 d): Title has been found for the freehold of the Community Hall Title (NK70487).
- §640/674: Mr J Jay has been contacted again and has re-iterated that the churchyard footpath surface will be replaced as soon as weather conditions permit.

681. Routine Finance

a) Invoices

To agree payment of the following invoices (all)

Contractual invoices paid since last meeting:

| | | | |
|---------------|---|--------|---------|
| Gary Lake | Grass cutting and spraying #81 (9/8/14) | 102245 | £755.00 |
| James Bayliss | Rodent control #2558 | 102246 | £44.40 |
| LogicRed | Domain name renewal #1529 | 102247 | £19.00 |
| R J Martin | July wages | 102249 | £400.00 |
| HMRC | July PAYE | 102248 | £100.00 |

Other invoices:

| | | | |
|-----------------------|--|--------|---------|
| Broadland Toilet Hire | 5 th September – weekend hire #10967 | 102251 | £300.00 |
| R J Martin | Office & Clerk expenses | 102249 | £79.96 |
| R J Martin (999inks) | Office expenses (Toner cartridges #34020936) | 102249 | £208.22 |
| Gary Lake | Grass cutting and spraying #91 020914 | 102252 | £515.00 |
| Irelands | Land agent fees (August 2013 – July 2014) #17283 | 102253 | £792.00 |
| Weatherill (Hire) Ltd | Erection of marquee and flooring for WW1 event #5768 | 102256 | £825.60 |
| Mazars | External audit fees #SB07474 | 102255 | £360.00 |
| James Bayliss | Rodent control #2603 | 102254 | £44.40 |
| R J Martin | August wages | 102250 | £400.00 |
| HMRC | August PAYE | 102258 | £100.00 |
| Ava Barrell | Removal of fibrous cement | 102257 | £50.00 |
| K. Fawcett | WW1 events catering supplies | 102259 | £159.81 |

It was proposed by Cllr Ralph and seconded by Cllr Playford that the August invoice payments be approved and the September invoices be paid. All agreed.



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b) Bank Account Balances (Clerk)

| | | |
|-------------------|---------------------------------|------------|
| Community Account | As at 8 th September | £26,955.23 |
| CEP Account | As at 8 th September | £25.13 |

c) Direct Debits (Clerk)

| | | |
|----|-------------------------|--------|
| BT | 29 th July | £44.01 |
| BT | 29 th August | £43.78 |

In future, Clerk to report only those DDs which differ from the norm by ± 15%.

d) To receive draft accounts for July and August 2014/2015 (Clerk)

The Clerk had circulated bank recs for the Community Account Cash Book for July and August. It was proposed by Cllr Ralph and seconded by Cllr Kidd that these accounts be accepted. All agreed.

e) To finalise the content of the Assets Register (Clerk)

After discussion, it was proposed by Cllr Arnold and seconded by Cllr Fawcett that one of the sheds and one of the 6 seats should be removed from the register and seven seats should be added @ £1 each. All agreed.

f) To receive quote from Neil Newton for repairs to Cemetery building gutter (Clerk)

Neil Newton had quoted £100 for the work required to fix the Cemetery building gutters. It was proposed by Cllr Ralph and seconded by Cllr Turner that this quote be accepted. All agreed.

g) To receive quotes for powder coating the 8 village metal seats (Clerk)

Two quotes had been received:

| | | |
|------------------|--|------------------|
| Protechfinishing | Blast clean, prepare and Polyester Powder coat in Black | £245 per bench |
| Mastercote | Blast clean/hot zinc flame spray and polyester powder coat | £93.18 per bench |

After discussion, it was resolved to colour the benches black and to take the Mastercote quote for 6 benches. However, Clerk to check on whether these quotes include transport and what guarantee is offered.

h) To set an honorarium for weekly play kit inspections (All)

The Parish Council will be offering two honoraria – one for the positioning of the speed monitoring kit and one for the weekly inspections of the play kit.

It was proposed by Cllr Arnold and seconded by Cllr Playford that any honorarium should be paid at a rate of £250 per annum. All agreed. Mr Bradshaw has been managing the speed monitoring kit for at least a year, so honorarium to be paid immediately. Mr Bill Hicks is willing to do the play kit inspections, and also to carry out small repairs on the kit. The Parish Council need to decide how this work will be rewarded. (next agenda).

i) To review Clerk's salary (all)

It was resolved that a subcommittee, headed by the Chairman, should be set up to: devise a formal process for the annual reviews, carry out this year's review and report back at October meeting. All agreed. (next agenda)

682. To consider whether work should be carried out on 'amber' trees (all)

The last survey of all Parish Council owned trees reported 1 amber status tree on the Swan Lane allotments, and 17 in the Bullock Park. Anthony James to be asked to review the status of all these trees.

683. To decide whether to let Street Light Maintenance Contract to Amey or TT Jones (all)

It was decided not to take up the offer of a new 4 year contract with TT Jones at this time. (Clerk)

684. To receive update on progress of purge on dog mess (Cllr Turner)

Photographic evidence received by the Parish Council (see email correspondence – Geoff Pritchett) has been passed to the Dog Warden by Cllr Turner, and he is following it up.

685. To receive suggestions for further play kit (Cllrs Hewett and Turner)

Defer to next month.



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686. To consider action on encroachment along Market Street side of Parish Agricultural & Allotments land (all)
After discussion, it was resolved that, initially, all residents should be informed that the Parish Council is checking the boundaries (Clerk). Next agenda. Clerk
687. To consider response to Highways' proposals on Pelican Crossing(all)
The position further up the A1075 is better, but the crossing will no longer be a Pelican Crossing. The Parish Council believe that warning signs should be positioned before and after the crossing on the Bradenham Road and the Watton Road, and would like to arrange a site visit with Highways. Clerk
688. To receive update on WW1 Centenary events (Cllr Fawcett)
Both events have now taken place, and did reasonably well. The event on the Green included magnificent presentations from the historical society and an impressive collection of classic cars, along with all the news footage on display. £93 was raised in donations on the day. The Bullock Park event included an outstanding band, good food and reasonable service. Congratulations were extended to Cllr Fawcett, Peter doo and Karen Holmes from the Parish Council. Cllr Fawcett is already starting to prepare for 2018 events.
689. To receive update on Speed Watch Team (Cllr Fawcett)
Cllr Fawcett has now managed to assemble a team of 6 from Shipdham. Ovington has also provided 3 volunteers. The Speed Watch activity will now be able to start again.
690. To receive update on our Speed Monitoring Kit data (Cllr Arnold)
Cllr Arnold has already received some training from Westcotec, but more training is required. Preliminary reports are that Cllr Arnold
- The average speeds recorded are in the region of 28 to 31 mph
 - Only 10-15% of speeds are in the region of 32 to 34 mph.
- Cllr Arnold expects to have further information shortly. (Next agenda). Clerk
691. To receive final Village Emergency Plan (Cllr Arnold)
The main document and a summary for residents have now been completed, and a strong committee is in place. The summary will go into parish magazine. Emergency kits and other supplies from BDC can now be put into church. Thanks extended from the Parish Council to Cllr Arnold. Cllr Arnold
692. To receive update on provision of signs in the Churchyard (Cllr Arnold)
Next agenda. Clerk
693. To receive update on whether South Pickenham PC wish to rent our speed monitoring kit (Cllr Turner)
Next agenda. Cllr Turner
Clerk
694. To adjourn the meeting for Parishioners Questions
The meeting was adjourned.
The meeting was reconvened.

695. Planning

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

| | |
|------------------|---|
| 3PL/2014/0705/CU | Mrs Horsman, Coe Farm, Long Road COU from agricultural to domestic, retaining existing access position No objections (OWQC2560) |
| 3PL/2014/0706 | Mr Margareto, 12 Market Street Alterations and extension No objections (Comments relayed verbally to Lisa Hendry, who informed me the application has been withdrawn) |



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| | |
|-----------------|--|
| 3PL/2014/0735 | Mr Nigel Godfrey, Letton Road Nurseries Two new family homes to be built No objections (OWQC2561) |
| 3PL/2014/0777/F | JJ Lawrence and Son, Hedges Farm, Dereham Road Installation of 30kW Ground Mounted Photovoltaic Array No objections in principal, but the PC would like to see some screening round the installation in the form of a bio-diverse boundary. (OWQC2562) |
| 3PL/2014/0844 | Meadowgate Homes, Lomond House, Mill Road Erection of 2 storey dwelling and attached garage and new access No objections (OWQC2563) |

b) Planning Decisions

| | |
|---------------------------------------|---|
| 3PL/2014/0573/F & 3PL/2014/0574/LB | Mr Adrian, 23 Market Street Provide a single storey extension to the rear and side of the existing listed dwelling house PERMISSION |
| 3PL/2014/0605 | Mrs Pate, Excelsior Cottage , Birds Corner 2 storey side extension PERMISSION |
| 3PL/2014/0635 | Mr Adam Green, Victor House, Little Hale Road Two storey extension to the rear of detached dwelling PERMISSION |
| 3PL/2014/0550/F | Mr J Grey, 6 Gibson Road IP25 7QA Proposed two storey rear extension and retrospective permission for front porch PERMISSION |
| 3PL/2014/0617 | Mr Hagan, High House Farm Barn, Ploughboy Lane (Amendment) Proposed dwelling to be reduced in width PERMISSION |

c) Planning Appeals

None

696. To receive reports from Councillors and Clerk

Cllr Hewett:

Complaints have been received about the hedge along the Swan Lane side of the Dereham Road allotments. John Larwood to cut the whole hedge including the outside where required if possible.

Problems reported with obstructed footpaths. (correspondence Malcolm Palmer)

Cllr Ralph:

Allotments AGM will take place on 3rd October. Rents will be collected and Cllrs Kidd and Fawcett will give out the prizes.

Cllr Secker:

Would like the Churchyard Garden to be tidied up; agreed that Cllrs Secker and Kidd would form a volunteer working party to do this next year.

Thanks extended to Peter Dodd for cutting back the trees obscuring the pedestrian crossing. Gary Lake asked to cut the hedges in the cemetery. A new bin is required by the new bus shelter. Clerk has invoiced Action for Children for use of the WI Hall for all outstanding months. Clerk to send monthly invoice until further notice.

Cllr Fawcett:

Would like to set up a Christmas Tree on the Village Green. He has sorted the electrical problems. The Parish Council will cover the cost for the lighting. There is a new name to be added to the War Memorial.(next agenda) The occupant of the house opposite the Old School is consistently parking on the pavement. (Cllr Turner will get someone to talk to them, since this is an obstruction). Cllr Fawcett is starting to plan the WW1 celebrations for 2018. Would the PC want to put some money aside for this each year? and also ideas from

Mr
Larwood
Clerk
Cllrs
Ralph
Kidd
Fawcett
Cllrs
Secker
Kidd
Clerk
Clerk
Clerk

Clerk
Cllr
Turner

Clerk



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Councillors(next agenda)

Cllr Playford:

Has heard that someone is paying to park on the Village Green – to be investigated.

Clerk

Cllr Turner:

Tracey Jessop says that information did not get into the Shipdham News due to the deadlines for submissions being missed. Cllr Hewett to talk to her.

Cllr

There is still a large pothole at the entrance to the Village Green, and it appears that commercial vehicles are regularly being parked there. To be investigated (Clerk) Cllr Turner suggested that a suitably placed bollard at the corner of the Green would also prevent some of this parking.

Hewett

Clerk

Reminder that the next SNAP meeting will take place on 24th September at 2.00pm at Watton Fire Station. (see routine email correspondence from Norfolk Constabulary)

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

| | | |
|--------------------------------------|--|--------------------------------------|
| Email correspondence | | |
| Geoff Pritchett | Dog Fouling | See §684 |
| Malcolm Palmer | Obstructed footpaths and missing finger posts. | See §696 |
| Planning Policy Team | Open space Audit 2014 | Clerk – added Dereham End Allotments |
| Peter Barrell | Removal of fibrous cement | See §681 a) |
| Prince's Trust BRICK Team | Invitation to The Prince's Regeneration Trust BRICK Workshop 4, Norwich, 19th August 2014 (x5) | noted |
| Sylvia Tuck | Request to remove tree in cemetery boundary | John Larwood to cut it down |
| Sally Kiddle-Morris | Required confirmation of exact boundary of new Cemetery | handled by Cllr Chubbock |
| Trevor Skipper | Request for information on the fallen in WW1 | Cllr Fawcett) gave full breakdown |
| UKPN | Preparation Letter for Possible Severe Weather | noted |
| | Update on Possible Severe Weather Event - Saturday 19th July 2014 | noted |
| | Update Letter on End of Severe Weather Event - Sunday 20th July 2014 | noted |
| | Preparation for a Possible Severe Weather Event | noted |
| Other correspondence | | |
| NCC | Hazardous Waste Amnesty Days | Clerk posted |
| Local Government Boundary Commission | Final recommendations on the new electoral arrangements | noted |
| Groundscape | Land management services | noted |
| Mid Norfolk CAB | AGM | noted |
| Shelter Solutions | Bus Shelters | noted |
| Wicksteed | Playground kit | noted |



routine emails -all forwarded to PC aug-sep 2014.pdf

698. To confirm the next meeting of the Parish Council

The next meeting of the Parish Council will take place on 13th October 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 at 9:58