



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12TH JANUARY 2015 IN THE WI HALL

DRAFT

Present Councillors: Hewett (Chairman) Aves, Chubbock, Crane, Fawcett, Playford, Secker, and Turner and Rosemary Martin (Clerk); 8 parishioners in attendance.

Prior to the start of the meeting Cllr Playford agreed to fulfil temporarily the role of Village Correspondent for the Dereham Times.

747. To receive apologies for absence (all)

Apologies received from Cllrs Arnold, Kidd, and Ralph

748. Urgent Item (not on Agenda)

In the aftermath of the fatal fire at a house on the Village Green, the police and fire services had asked if the Parish Council would fund a skip as close as possible to the site, to help with the clearance of debris. All agreed. (Clerk)

Clerk

749. To receive declarations of interest (all)

None received.

750. To agree and sign the minutes of the Parish Council meeting held 8th December 2014

It was agreed by all that the minutes were a true reflection of the meeting. The minutes were then signed by the Chairman. (The below the line item is covered in §754.)

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

The hole at the entrance to the Village Green, opposite the surgery, needs more than a temporary repair. Clerk to get quotes.

Abel remitted £50k of the S106 money for Open Spaces to BDC. BDC will invoice Abel for the additional index linked portion.

Clerk

752. To adjourn the meeting for Parishioners' Questions

The meeting was adjourned at 7:45 pm.
The meeting was reconvened at 7:51pm.

753. Routine Finance

a) Invoices

To agree payment of the following invoices (all)

Gary Lake	Grounds maintenance 05jan #46,#47,#48	#102293	£440.00
James Bayliss	Rodent control #2777	#102294	£44.40
M Watkins	Emptying waste baskets in cemetery (2014)	#102295	£260.00
R Waterhouse	Labour and parts WI water heater	#102296	£64.18
TT Jones	Qtly maintenance #9510	#102297	£495.83
M. Shelley	Padlock(Surelock security)	#102301	£10.85
Admin services	(Bill Hinks) repairs and quarterly honorarium	#102300	£100.05
R J Martin	December wages	#102298	£500.00
HMRC	December PAYE	#102299	£125.00
Amey	Footpath Lighting		£15,685.08

Since the agenda was put out, NCC Highways agreed to pay the whole of the Amey bill directly. This payment to comprise 50% as Parish Partnership Grant and 50% as part of the S106 contribution for Highways related work received from Abel. It was proposed by Cllr Turner and seconded by Cllr Fawcett that the above invoices (other than the invoice from Amey) be paid. All Agreed.



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b) Bank Account Balances (Clerk)

Bank account balances on 12th January 2015::

CEP	£25.13
Community	£44,247.91
Active Saver	£40,152.19

c) To finalise the Budget and Precept for 2015/2016

After some discussion, it was proposed by Cllr Crane and seconded by Cllr Aves that the precept remain at £42,500. (Clerk). It was further proposed by Cllr Playford and seconded by Cllr Fawcett, that any transitional relief grant, which might be received, would not be used to off-set the precept.

Clerk

d) To consider acquiring a loan to purchase the remaining replacement street lights

After discussion it was proposed by Cllr Fawcett and seconded by Cllr Turner, not to take out a loan, but to accelerate the on-going replacement programme, by purchasing replacements for all the remaining concrete posts and 5 further lanterns. All agreed. Clerk to obtain quotes.

Clerk

e) To consider adding a signatory to the bank mandate

It was resolved not to change the existing mandates until after the coming Council elections. All agreed.

754. To receive update on Clerk's appraisal and costs associated with CiLCA qualification

Cllr Turner explained that the recommendations of the Appraisal Working Party had been discussed and agreed by the Council, and then agreed with the Clerk during the below the line item on last month's agenda. As a result, the Clerk's hours will be increased to 55, and the Clerk will undertake to work for the CiLCA qualification (which will be mutually beneficial to the Council and the Clerk)

Clerk

755. To consider what do with the Marquee (Cllr Chubbock)

The Council had previously decided that the Marquee should be sold. After discussion, it was resolved that Cllr Hewett would sell it through ebay, with a reserve of £500. All agreed.

Cllr Hewett

756. To consider whether to provide bases for powder coated benches (Cllr Chubbock)

One of the benches is incorrectly sited. Cllr Aves to arrange for it to be re-sited (John Larwood), and also arrange for concrete slabs to be positioned as and where required, up to a value of £100.00

Cllr Aves

757. To consider further amendments to Standing Orders

Cllr Hewett proposed the following further amendments to the Standing Orders:

§3l: to be replaced with:

Any person may film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public. This does not extend to live verbal commentary.

Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent.

Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities.

People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose.

Improper conduct or any disruptive behaviour could result in expulsion from the meeting.

§3w to be replaced with:

A meeting shall not ordinarily exceed a period of 2.5 hours

§3x to be added:

From time to time the council may make certain documents available for individual councillors to review and assess in order for them to become more informed on a matter that is to be discussed at a meeting. The provision of, and the review of, such documents, does not constitute a meeting of the full council, its committees or a sub-committee as defined by these standing orders. No decisions will be taken, no minutes recorded, and no members of the public will be admitted when such documents are reviewed.

Clerk



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It was proposed by Cllr Fawcett and seconded by Cllr Aves that these changes be adopted.
All Agreed.

Clerk

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758. Planning

a) To receive and consider new planning applications (including any received after the preparation of the agenda)

3PL/2014/1073/O	George Tufts & Sons Cricket Players Land Off Old Post Office Street IP27 7PQ Proposed 14 Dwelling Residential Development The Council wish to investigate an S106 deal for this application. Comments will be sent after the February Parish Council meeting.
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b) Planning Decisions

3PL/2014/1207/F	Mr Godfrey, Letton Road Nurseries Increase size of double garage and re-position. PERMISSION
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c) Planning Appeals
none

759. To receive reports from Councillors and Clerk

Cllr Secker:

Has completed purchase of cutlery and crockery for the WI Hall. Requested help in paying for repairs to the chimney. (Next agenda, Cllr Secker to get a quote.) How will emergency vehicles get into and out of Abel's Oak Meadow development at the Mill Road end? (Clerk to write to Abel) As minuted last meeting, Cllr Secker should invoice the council for this evening's meeting.

Cllr
Secker
Clerk
Cllr
Secker

Cllr Playford:

Expressed concerns about the state of the road and barriers at the Mill Road end of the Abel development. Abel is expected to finish this properly.

Clerk

Cllr Aves:

There are 2 allotments to let at Watton Road and 6 at Swan Lane.

Cllr Crane:

Will erect the fencing on the Village Green next week.

Cllr
Crane

Cllr Fawcett:

Paperwork completed for grant application for 20mph speed signs outside school. Cost of signs will be £3620.70, with 50% coming from grant).Council asked to authorise application. Agreed.

Cllr
Fawcett

Speed watch team have been out (in the rain) in Chapel Street. The next outing will be in Ovington next week.

Has successfully downloaded and analysed the data from our traffic monitoring kit; this makes a compelling case for siting the kit on the main A1075.

Cllr Chubbock:

Has made changes to the village web site, including updates, extra menus, and a section on grant funded projects. Requested updates from Cllrs on out of date information: Bullock Park (Cllr Secker), Fuel Allotment trusts – including an application form (Cllr Crane), RBL (Cllr Fawcett) Annual meeting of parish – doesn't open link (Clerk). A copy of the final Emergency Plan (Cllr Turner)

All

Cllr Turner:

Surgery now has a patient participation group which Cllr Turner chairs.

"Pride in Breckland" nominations close 18th January. Only 11 nominations have been received. Requested people to submit nominations before deadline.

All

Cllr Hewett:

First Village Appraisal Working Party meeting took place this week. There will be costs associated with this project, but the Working Party will be applying for grants.



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

Correspondence (excluding routine email correspondence)

David Stebbing	Complaints about new street lights; position might improve when all posts are replaced and with uniform coloured lights.	Clerk to write
Sylvia Slaughter	Bullock Park Plan Proposing that some of the responsibility be passed back to the Parish Council.	Clerk next agenda
BDC	Submit your Pride in Breckland nominations before the deadline!	See §759
Wordpress	Suggesting Upgrading to the paid version of Wordfence - Not required.	noted
Norfolk Constabulary	Match funding for PCSOs	Clerk next agenda
NCC	NHS Health Check	Clerk – on notice board

All routine email correspondence from: BDC, Norfolk ALC, Norfolk RCC, Norfolk Constabulary, POWT BRICK team was emailed to the Council.

DRAFT

761. To confirm the next meeting of the Parish Council

The next meeting of the Parish Council will take place on 9th February 2015 at the WI Hall at 7:30 pm Doors opened to Parishioners at 7:15 pm. (*Hard copies of planning applications will be available for Councillors to view from 6:45 pm*)

Meeting closed at 9.59 pm