



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9TH MARCH 2015 IN THE WI HALL

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

DRAFT

780. To receive apologies for absence (all)

Apologies received from Cllrs Crane and Ralph

781. To receive declarations of interest (all)

None received.

782. To agree and sign the minutes of the Parish Council meeting held 9th February 2015

It was proposed by Cllr Kidd and seconded by Cllr Playford that the minutes were a true reflection of the meeting. All agreed. The minutes were then signed by the Chairman.

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

The proposed visit from the Circus will now be in September (provisionally 13th to 20th).
An accurate list of the budget and donations for the new Cemetery has now appeared in the Shipdham News

784. To adjourn the meeting for Parishioners' Questions

The meeting was adjourned at 7:40 pm.
The meeting was reconvened at 7:50 pm.

785. Routine Finance

a) Invoices

To agree payment of the following invoices (all)

Bibby Factors	FSG Signs Banners (Village Appraisal)	102309	£376.68
Gary Lake	#68/69/70 01mar15:	102314	£990.00
Newton Property Care	Repair guttering Shipdham Cemetery	102310	£100.00
Neil Hardy	WI Hall Boiler repair and landlord safety record	102315	£75.00
James Bayliss	#2859 pest control	102316	£41.70
Stickman Garden Services	#97 Weed control - allotments	102317	£220.00
Norfolk Parish Training	#14/172 Clerk Elections Training	102313	£30.00
Norfolk Parish Training	#14/190 Introductory Training (Aves, Playford)	102313	£90.00
Norfolk RCC	Annual Membership (bronze)	102312	£20.00
Norfolk RCC	Play Area Inspection course (Hinks)	102323	£60.00
TT Jones	#9552 Meadow Close replacement light	102318	£1,786.08
R J Martin	February wages	102319	£500.00
HMRC	February PAYE	102320	£125.00
J Newson	New tap in cemetery	102311	£20.00
M Secker	replacement for #102302 (WI Hall crockery)	102321	£181.15

The need to repair the cemetery tap was reported since the previous meeting.
It was proposed by Cllr Turner and seconded by Cllr Fawcett, that the above invoices be paid.
All Agreed.



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



DRAFT

b) Bank Account Balances (Clerk)

Bank account balances on 9th March 2015

CEP	£25.13
Community	£46,336.02
Active Saver	£40,152.19

786. To approve budget for historical burial records to be scanned

Cllr Chubbock reported that the cost of scanning 1000 pages would be £500. After discussion, it was proposed by Cllr Arnold and seconded by Cllr Kidd that a budget of no more than £700 be agreed. Motion carried unanimously.

Cllr
Chubbock

787. To receive quotes for replacement of street lights

Two generalised quotes have now been received for the replacement of 9 concrete lights and 5 additional lanterns:

Amey £13,607.38 + VAT

TT Jones £15,065.80 + VAT

(£1,486.20 per column and £338 per additional lantern)

Clerk

After discussion it was resolved to ask Amey to provide a further quote based on the specific lights/lanterns to be replaced viz:

8 x Concrete Lights to be replaced

100	Mill Road	Off Mill Road Estate	26w Sox-E	Concrete
76	Swan Lane	OHS Field View	26w Sox-E	Concrete
80	Letton Road	O/S #19	26w Sox-E	Concrete
55	Richard Haggard Close	O/S #16	26w Sox-E	Concrete
97	Richard Haggard Close	J/W Larwood Way	26w Sox-E	Concrete
51	Greenwood Way	O/S #2	26w Sox-E	Concrete
99	Fen Folgate	O/S #9	26w Sox-E	Concrete
11	Bradenham Road	O/S #17-19	26w Sox-E	Concrete

6 x Lanterns to be replaced (Bradenham Road)

1	Bradenham Road	O/S 71-73 (Ivy Cottages)	26w Sox-E	G Steel
3	Bradenham Road	O/S 57	26w Sox-E	G Steel
110	Bradenham Road	J/W Saham Toney Road	26w Sox-E	G Steel
8	Bradenham Road	O/S 35	70w Son-T	G Steel
12	Bradenham Road	O/S 11-13 (Darliza)	70w Son-T	G Steel
108	Saham Toney Road	Only light in road	70w Son-T	G Steel

788. To receive quotes for repairs to WI Hall chimney

Cllr Secker has asked Messrs Newton and Hardy to carry out the repair at a cost of £387.00. It was proposed by Cllr Turner and seconded by Cllr Playford that this quote be accepted.

Clerk

789. To receive quotes for annual insurance

The renewal offer from Came & Company was a confirmation of what we will pay this year according to the terms of our agreement which will end in 2017. Not accepting this would incur an additional charge. The premium has fallen from £2,568.96 last year to £2,513.73. The cover is enhanced by including Keyman Cover which provides insurance cover should the Clerk, Deputy Clerk, Groundsman or Deputy Groundsman be unable to work due to accidental bodily injury or illness (for a period longer than 14 days) and the council needs to employ an additional member of staff/locum to cover duties.

Clerk

790. To consider whether to install a phone line and WIFI in the WI Hall

Clerk to obtain a quote for phone line and broad band.

Clerk

791. To authorise money to be spent on play kit repairs

The annual inspection report was received from Cllr Chubbock. Both the concrete pad round the basketball area and the toddler tower need to be replaced. It was resolved to carryout urgent repairs with a view to doing the replacements in 6 weeks. Replacement for Toddler

Mr Hinks
Cllr
Chubbock



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



Tower will be sought at a cost of up to £4.5k

DRAFT

792. To receive report from Cllr Chubbock on final arrangements for the new Cemetery

Mr Littleproud was not able to attend the meeting this evening. Cllr Chubbock and the Clerk met Mr. Littleproud in the cemetery to discuss the requirements. No extra paths need to be built. The line of burials will continue on from the current line in the old cemetery. The building at the end of the central path does not need to be moved. However, the solid base of the central path in the existing cemetery, over which the hearses have to be driven, has gone. After discussion it was proposed by Cllr Aves and seconded by Cllr Fawcett that a sum of up to £2.5k should be spent on repair of the path. All agreed.

Cllr Chubbock

793. To confirm the Parish Council's policy on the interment of ashes in the Cemetery

Recently, there have been several instances of people leaving or burying ashes in the cemetery without notification. All disposals of remains, including scattering or burying of ashes have to be notified to the Clerk:

It is a legal requirement to record such actions on the burial record.

A charge is made for this towards the provision and maintenance of the cemetery. Cllr Hewett will insert a reminder of this policy in the Shipdham News. The Clerk will contact the people who have scattered ashes without reporting the details.

Cllr Hewett
Clerk

794. Planning

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

3PL/2015/0135	Tim and Sue Wood Park Farm, Birds Corner Outline planning permission for 2 storey 4 bedroom detached houses with garages and gardens 0135 and 0238 No objections all agreed (OWQC5624)
3PL/2015/0182	Mr Godfrey Letton Road Nurseries, 36 Amendments No objections all agreed (OWQC5623)
3PL/2015/0227	Mr & Mrs Bennett and Bennett-Mills The Granary, Pound Green Lane Proposed infill extension to form sun room and proposed Cartlodge No objections (OWQC5621)
3PL/2015/0235	Mr Stagles 38 Pound Green Lane Proposed garage conversion and changing of flat roof to pitched No objections all agreed (OWQC5619)
3PL/2015/0236	Mr Caffyn 40 Pound Green Land Proposed garage conversion and changing of flat roof to pitched No objections all agreed (OWQC5620)
3PL/2015/0238	Mr & Mrs Wood Park Farm, Birds Corner Outline permission for 2 x two storey detached four bedroom dwellings (OWQC5622)
3PL/2014/1005/F	The Old Waggon and Horses - update Amendments expected March, now not likely before May

Planning Decisions

3PL/2015/0006/F	Miss Garrod, Ridings , Church Lane Single storey extension to rear PERMISSION
-----------------	--

DRAFT



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



3PL/2014/1358/F

Ash Farm COU
REFUSED

795. To receive reports from Councillors and Clerk

Cllr Crane: (Report read by Clerk).

Will install a steel barrier at the school end near the pavement next week. Has obtained a quote for doing the church path from LG Surfacing - £2800 + VAT Clerk to ask LG Surfacing for detailed written quote.

Cllr Crane

Clerk

Cllr Playford: sent a letter to Mr. Chenery's solicitor to ask if his estate would pay for some fencing to secure his property.

Cllr Aves: Concrete slabs have now been installed under all the recently powder coated benches.

Cllr Kidd: A better way of handling planning applications to be discussed at the next meeting. The Village Appraisal is progressing well. All forms sent out and returns are coming in well.

Clerk

Cllr Turner: An application for funding for the Village Appraisal has been submitted under the interACTIVE funding scheme. The vote will be held in Dereham on Saturday 21st March. Please go and vote. The elections are coming up. Election forms are out now for those wishing to stand for election.

Cllr Secker: The seat on the LHS near the Watton end entrance to the churchyard needs attention. (Clerk). There is a lot of rubbish along the Watton Road. Cllr Turner will ask SERCO to do a sweep. Cllr Secker will have the Stephen Chenery picture framed and hung in the WI Hall (£109).

Clerk

Cllrs

Turner

Secker

Cllr Secker has found two volunteers to carry out a litter pick in the Bullock Park.

Cllr Chubboc: The defibrillator will be on show in Watton High Street on 24th March. Training would cost £300. Need to find people to carry out the Village Spring Clean this year. Cllr Hewett to insert notice in Shipdham News. Police are currently carrying out speed traps. The 40mph sign outside Lake House is missing (Clerk)

Cllr

Hewett

Clerk

Cllr Fawcett: Speed Watch team were out this week and caught 2 people coming in from Dereham.

Cllr Hewett: Thanked everyone for their support and condolences. Is looking for quotes for new surrounds round churchyard flood lights.

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

Correspondence (excluding routine email correspondence)

Non-routine emails		
Reg Gunn	dangerous lighting levels in Fen Folgate	Clerk replied
BDC	Changes to the ability to provide Affordable Housing and Open Space following a Central Government Revision to Planning Practice Guidance on 28/11/14 (x2)	Noted
Local Council PSA	Training courses	Noted
BDC	interACTIVE FUNDING (X2) appraisal team put in bid	Village Appraisal working group put in a bid
BDC	Pride in Breckland Awards Event on 20 th March	Eventually 75 nominations received
Todd Christian	Circus Tyanna	Cllr Turner to ask BDC if the Old School Playing field could be used for this
Alexthec clown	RUSSELLS CIRCUS	ditto



SHIPDHAM PARISH COUNCIL

Chairman: Paul Hewett Clerk/RFO: Rosemary Martin



Yaxham Parish Clerk	Public planning meeting with George Freeman	noted
Harry Stebbing	Asking permission to extend the existing kerb stones to incorporate two family graves (photos)	This can be done – Clerk

Paper Correspondence		
Sue Hart	£50 donation to the WI Hall	banked
Biffa	New re-cycling regulations	noted
New Anglia Growth Hub	Free business support for start-ups	noted

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

797. To confirm the next meeting of the Parish Council

The next meeting of the Parish Council will take place at the WI Hall at on 13th April 2015, immediately after the Annual Meeting of the Parish. The Annual meeting of the Parish will start 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 9:55

DRAFT