



SHIPDHAM PARISH COUNCIL

Chairman: Bill Fawcett Clerk/RFO: Rosemary Martin



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 14TH SEPTEMBER 2015 IN THE WI HALL

DRAFT

Present Councillors: Fawcett (Chairman), Aves, Crane, Dewing, Hewett, Kidd, Playford, Secker, Shelly, Stolworthy and Tuck and Rosemary Martin (Clerk). District Councillor Turner and 8 parishioners in attendance.

Prior to the start of the meeting, David Hill, Chairman of the Bullock Park Management Committee, said that he would be happy to continue as Chairman. He would also manage the outside space (trees and field maintenance). However, the Parish Council would need to find replacements for Sylvia Slaughter and Sarah Howlett. He thanked Sylvia and Sarah for all the work they had done, and also thanked Ivan Slaughter for his all his time and effort.

Meeting opened at 7:30 pm.

866. To receive apologies for absence

None received.

867. To receive declarations of interest

None received.

868. To agree and sign the minutes of the Parish Council meeting held 13th July 2015

All agreed that the minutes were a true and accurate record of the meeting, excepting Cllrs Aves and Hewett, who were not present at that meeting. The Chairman signed the minutes.

869. Matters arising (for information only)

Clerk: Mazars signed off the External audit with no queries. BDC is holding £50k of S106 money, collected from Abel and ring fenced for Shipdham. The interest is being calculated. The money must be spent by 13th November 2020

Cllr Secker: the illegal chain across Footpath 10 has been taken down.

870. To adjourn the meeting for Parishioners' Questions

The meeting was adjourned at 7:42 pm

The meeting was reconvened at 7:56 pm

871. To receive the Clerk's Report

The Clerk's Report had been circulated to the council previously. There were no questions.

872. Routine Finance

a) Invoices

To agree payment of the following invoices

L G Surfacing ¹	Churchyard footpath	102377	£3360.00
Gary Lake ²	Grounds maintenance #10aug1541	102370	£542.50
James Bayliss ²	Pest Control #3100	102371	£45.60
BDC ²	Election Expenses	102374	£75.00
Norfolk Training Partnership ³	CiLCA 2015 course fees	102375	£250.00
LogicRED ²	Domain name	102376	£25.00
R J Martin ²	July wages	102372	£500.00
HMRC ²	July PAYE	102373	£125.00
PAR Services	Install soakaways round BP Pavilion	102382	£2040.00
Gary Lake	Grounds maintenance	102383	£467.50
R J Martin	August wages	102380	£500.00



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HMRC August PAYE 102381 £125.00

- 1 This invoice was not paid in July since the PC did not know what spec had been agreed, and Cllr Kidd thought the surface was the wrong colour
- 2 These invoices were paid in August as routine invoices
- 3 This invoice was authorised in July (§856d)

DRAFT

It was proposed by Cllr Playford and seconded by Cllr Kidd that these invoices be authorised or paid (as appropriate). All agreed.

b) Bank Account Balances

Community £49,505.73
 Bond £40,152.19
 CEP £25.13

c) To consider Clerk's proposals for making electronic payments

Resolved that Clerk and Cllr Hewett should produce a final proposal, prior to the next meeting, including recommendation on whether bank accounts should be moved to Unity Trust Bank.

Cllr
Hewett
Clerk

d) To consider whether to apply for a PPS grant this year

Resolved to apply, Cllrs to suggest options prior to next meeting.

All

e) To consider action to be taken regarding Saver Bank Account (Cllr Dewing)

This action to be linked to item c) above.

f) To consider payments for new CiLCA 2015 course (Learning Agreement)

The Clerk left the room. After discussion, it was proposed by Cllr Tuck and seconded by Cllr Stolworthy that payments should be made for items

- *course costs to Norfolk Parishes Training Partnership*
- *registration fee to the Society of Local Council Clerks*
- *travel expenses to and from the course*

and payments should not be made for

- *attendance on the CiLCA course*
- *work required to complete the portfolio*

873. To receive quote for bricking up the back of the cemetery shelter (Cllr Crane)

Cllr Crane tabled two quotes:

P.A.R. Services	Modern equivalent bricks and cement	£380.00 + VAT
	Reclaimed bricks and lime mortar	£510.00 + VAT
Nick Baker Property	New red bricks matched as near as possible	£457.00

It was proposed by Cllr Crane and seconded by Cllr Tuck that the quote for £380.00 be accepted. All agreed, except for Cllr Hewett, who thinks the shelter should be pulled down.

Clerk

874. To consider a tender for the Street Light Maintenance contract

Only two tenders received: TT Jones and K and M lighting. After discussion it was proposed by Cllr Tuck and seconded by Cllr Hewett, that the TT Jones tender be accepted, with a let out clause at the end of the first year. (30 days notice)

Clerk

Cllr Tuck highlighted the discrepancies between two lists of outstanding work received from TT Jones. Cllr Stolworthy will walk round the village to validate these lists.

Cllr
Stolworthy

875. To consider how to pay Gary Lake's contract next year

The Clerk had circulated an analysis of last year's invoices. It was proposed by Cllr Hewett and seconded by Cllr Crane that 6 payments of £793.21 (April to September), and a final payment of £793.24 (October) be made for the core tasks. Other tasks will be paid as at present. All agreed. Next year, the contract should be put out to tender. Clerk to ask Gary to invoice for work done to the ransom strip this year.

Clerk

Clerk



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876. To consider whether to re-furbish seats at Village Green and Bullock Park

Resolved to ask to Chris Newton Property Services to carry out this work.

Clerk

877. To consider whether to restrict parking on the Village Green

It was proposed by Cllr Kidd and seconded by Cllr Tuck that a polite notice be put up restricting parking. Cllrs Aves, Fawcett, Hewett, Kidd, Playford, Shelly, and Tuck voted for. Cllrs Secker, Dewing, Stolworthy and Crane voted against. Motion carried. Cllr Playford will get notice put up.

Cllr
Playford

878. To consider whether to steam clean the bus shelters

Cllr Kidd to get a quote, with a view to the work being done at the end of March.

Cllr Kidd

879. To consider whether to replace lanterns on old street lights in Meadow Close

It was proposed by Cllr Hewett and seconded by Cllr Kidd that this work be done. All agreed.

Clerk

880. To appoint Chairman and Vice-Chairman for the Bullock Park Management Committee

Resolved to ask David Hill to stay on as Chairman and Cllr Secker to continue as Parish Council representative. Parish Council to look for someone to take over Sylvia Slaughter's role. Sylvia Slaughter will ask for a volunteer to do the treasurer role.

All

881. Planning

a) To consider new Planning Applications (including any received after the preparation of the agenda)

3PL/2015/0925	Mr David Devine, 2 Chapel Street Demolition of existing garage, erection of single storey extension to front, and 2 storey extension to side No objections - emailed Jemima Dean
3PL/2015/0929	Mr Paul Parkin, Shipdham Surgery, Chapel Street Construction of 2 extensions to form new Consulting Room and Administration space No objections - emailed Jemima Dean
3PL/2015/0939	Mr Mick Gore, Pem Mar Phil, Chapel Street Conversion of part of existing Old School House into 2 additional one bedroom flats No objections but there MUST be adequate parking (not the green) OWQC9743

Proposed by Cllr Stolworthy and seconded by Cllr Aves that all these recommendations be accepted. All agreed.

b) Planning Decisions

3PL/2015/0645/F	Mr & Mrs Moore, Clarence House, Swan Lane 2 storey extension and garden room PERMISSION
3PL/2015/0433/F	Mrs McCarthy Dusty Meadow, Crows Hill REFUSAL
3PL/2015/0622/F	Mr & Mrs Harder, 22 Market Street Proposed erection of entrance porch and shower room PERMISSION

c) Planning Appeals

APP/F2605/W/15/3081105	Mr Joseph Jay Otterwood Kennels Stationing one mobile home and 1 gypsy pitch and day/utility room (3PL/2014/0892/F) Hearing date will be notified
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APP/F2605/W/15/3132405	Mr A Thorne Ash Farm, King Row Removal of condition 10 on 3PL/2011/1305/F Written statements
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882. To receive Cllr Aves' report on the allotments

Dereham Road: All plots let except for one. There are two resignations. Cllr Aves to write to tenant not cultivating his plot, asking him to give it up.

Cllr Aves

Watton Road: Two plots have not been let for two years, and tenants wish to give up two others. Also land previously cultivated by Ivan Chubbock has not been touched.

883. To consider response to Cllr Shelly's letter regarding emails

Resolved that Clerk should print out and post all emails requested by Cllr Shelly once a week.

Clerk

884. To receive reports from Councillors

Cllr Secker: map outside post office needs replacing

Clerk

Will ask John Phillips to repair notice boards outside the Post Office and School, and put a new front on the one outside the WI Hall

Will ask Gary Lake to remove branch from the ditch in Swan Lane

A new tap is required for the new cemetery area (next agenda – tenders)

Pot hole on the Green needs repairing (south side)

Anyone taping meetings should ask permission of the Clerk and sit in a designated area.

Clerk

Cllr Kidd: Church wall should be sprayed (next agenda). Church wall should have been inspected every year. (next agenda)

Cllr Aves: requested help with collecting the allotments rents (2nd October). Cllrs Kidd, Playford and Tuck volunteered.

Cllrs Kidd,
Playford
and Tuck

Next Agenda: Parkland path; Gary Lake to be asked for quote for clearing the bridleway behind Parklands.

Clerk

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

Norfolk ALC	 Transparency Code for Smaller Authorities	Noted
Paul Wheatley	 RE Shipdham - Post Office alarm.msg	Cllr Kidd and Clerk
BDC	 Important Information .msg	Noted

886. To confirm the next meeting of the Parish Council

The next meeting will take place on 12th October 2015 in the WI Hall at 7:30 pm Doors opened to Parishioners at 7:15 pm.

Meeting closed 10:04