

# SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk: Rosemary Martin

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## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9<sup>TH</sup> JANUARY 2012 IN THE VILLAGE HALL

Present: Councillors: Chubbock (Chairman), Hewett (Vice-Chairman), Arnold, Crane, Dodd, Fawcett, Ralph, Secker, Turner, Winchester, Rosemary Martin (Clerk). 14 parishioners in attendance.

**121. Apologies for Absence**

Apologies received from Councillor Kidd, who was detained in France.

**122. To receive declarations of interest in items on the agenda**

None.

**123. To agree the Minutes of the meeting of Shipdham Parish Council held on 12<sup>th</sup> December 2011**

The following changes were made to the minutes, and signed by the Chairman:

Councillor Winchester was added to the list of attendees.

It was then proposed by Councillor Winchester and seconded by Councillor Fawcett that the minutes were a true record of the meeting. All agreed. The minutes were signed by the Chairman.

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

Chairman: still waiting for quote for replacement leaded glass for Cemetery window.

**125. Finance**

a) Invoices/Wages/PAYE

**To agree payments to Abby Surfacing Limited**

The contract for work on the Green was let to Abby Surfacing (£6606.00 + VAT, ref §6b April meeting and §15a May meeting). In December, when the work was virtually completed, the contractor requested a part payment of £3000.00. Three thousand pounds were transferred as a matter of urgency directly to Abby's bank account. The Chairman asked the Council to approve that bank transfer, and also to approve the payment of the rest of the monies owed on the contract, against the contractor's invoice (ASL102), the final payment to be handed over when all the work is completed. It was proposed by Councillor Ralph and seconded by Councillor Dodd that the bank transfer be approved and a cheque be raised for the remaining amount. All agreed.

**To agree payment of the following invoices:**

Veolia Environmental Services	SIO0117861	1019852	£60.24
Rosemary Martin (December)	Wages (net)	1019853	£266.67
HMRC (December)	PAYE (Tax)	1019854	£66.66
Elizabeth Ralph (office supplies)	allotments	1019855	£8.82
George Tufts	#412164	1019856	£39.26

It was proposed by Councillor Dodd and seconded by Councillor Fawcett that these invoices be paid. All agreed.

b) Direct Debits

EON 0113	Street Lighting	£235.22
BDC	WI Hall Rates	£57.00
British Gas WI Hall	(new DD)	£128.87

c) Bank Balances were reported as:

SHIPDHAM PARISH COUNCIL.	60806072	£107,090.31	9 <sup>th</sup> Jan
CHURCHYARD ENHANCEMENT PROJECT	20164380	£25.13	9 <sup>th</sup> Jan

The interest bearing accounts (80097454, 50432806, and 403912344) had been closed and the balances transferred into the main (60806072) Cheque Account.

The interest bearing accounts had been receiving a fraction of 1% interest. Barclays Bank advised that a significantly better rate of interest could only be obtained from

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- Bonds. After discussion, the Council resolved to put £40,000.00 into a 9 month interest bearing bond with Barclays Bank. Proposed by Councillor Dodd and seconded by Councillor Ralph. All agreed. Clerk
- d) To consider the acquisition of a portable speed recording machine  
After discussion it was resolved that Councillors Turner and Arnold would carry out further investigations and report back to the Council. Investigation to include the possibilities of: acquiring grants towards purchase, hiring equipment to other Councils, employing someone to move and set up the equipment, siting equipment. In the event of a purchase, a Business Plan will be required. Cllrs  
Turner  
Arnold
- e) Anti-Virus software for Council lap top.  
Councillor Fawcett had chosen and purchased the latest version of the Kaspersky Anti-Virus and Internet Security software. Clerk to install. (Invoice next agenda) Clerk
- 126. To adjourn the meeting for Parishioners' Questions**  
The meeting was adjourned.  
The meeting was re-convened.
- 127. To receive progress report on the Village Website**  
The site is live, and seems to have been well received. The Council hope that local clubs and association will provide more information to include on the site. The site will include a Shipdham Village Events Calendar. A large banner will be displayed in the Village to advertise the new site.
- 128. To review receive report on the War memorial Project.**  
Councillor Fawcett has still had no breakdown of financial information from Bretts. Without this, the War Memorial Trust rejected the application. Councillor Fawcett agreed to put in a further application, possibly using a different Stone Mason. Cllr  
Fawcett
- 129. To review the specification for the grass cutting contract**  
Councillors Hewett and Crane will review and update the existing contract, possibly extending the scope to cover tree work, and spraying of footpaths, so that a single groundsman could cover all the needs of the Village. Cllrs  
Crane  
Hewett
- 130. To consider actions to be taken on Allotments issues**  
Councillor Ralph reported that all issues of outstanding payments and tenancy agreements have now been resolved. The allotment holders would like the current £5/year voluntary contribution towards water costs replaced with a compulsory £5/year charge for each allotment holder. After discussion, it was proposed by Councillor Dodd and seconded by Councillor Hewett that this compulsory charge should be adopted and that, within the next 6 months, the Allotments Rents should be reviewed. Allotment holders need 1 year's notice of changes to rentals etc. (future agenda) Clerk  
A wider access to the Dereham Road allotments is required for cars with trailers. Cllr Crane  
Councillor Crane to remove the post in this entrance to facilitate entry. .
- 131. To receive and consider new planning applications (and any received after the preparation of the agenda**
- a) Planning Applications  
No new Applications  
3PL/2011/1306/F The Gilbert Stud COU to grooms' quarter  
3PL/2011/1305/F Ash Farm 4 equine accommodation units  
The Chairman had made a site visit over the Christmas period. The owner of Ash Farm does not want the whole council to visit. It was resolved that Councillors Arnold, Hewett and Ralph should visit. Councillor Chubbock to arrange a suitable date with the owner. Cllrs  
Chubbock  
Arnold  
Hewett  
Ralph
- b) Planning Decisions  
3AG/2011/0025/AG Ash Farm erection of tractor shed – granted

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c) Review of Planning Applications

The Chairman proposed that a separate Planning Committee be set up to meet ahead of the monthly meetings and report their recommendations during the meetings. Councillor Crane then counter-proposed that the whole Council come in at 6:15 to review the applications for one hour. Parishioners would then be allowed in at 7:15. This proposal was seconded by Councillor Arnold. This proposal was passed with Councillors Fawcett and Hewett voting against and Councillor Dodd abstaining.

All

**132. To receive reports from Councillors and Clerk**

Councillors Dodd and Fawcett proposed that the Council should host a day of celebrations for the Queen's Diamond Jubilee, culminating in fireworks and the lighting of a Jubilee Beacon. They will be looking for grant funding towards this, and would like a contribution from the Parish council too.(next agenda)

Clerk

Councillor Turner reported that the Woodland Trust had turned down the Jubilee Woods application, since the land is not owned by the Parish Council. She has asked BDC (land owners) to plant 2 or 3 trees themselves.

Old School Playing field – next agenda

Clerk

Councillor Secker reported that the Churchyard is in bad condition. The Chairman suggested that if the PCC do not have a plan to remedy this, the Parish Council should take over the maintenance. Any work on the Churchyard should be done in conjunction with the War Memorial work.

Clerk

Councillor Fawcett reported that railings on green have been vandalised. There has been a request from residents of the Manor for a copy of the minutes. Councillor Ralph agreed to download a copy and take it there. Additionally the Clerk should email copies of the minutes to the Shipdham News ([shipdham.news@hotmail.co.uk](mailto:shipdham.news@hotmail.co.uk)), and to Bob Lomas for the EDP.

Cllr Ralph

Next agenda need to approve Financial and General Standing Orders

Clerk

Next agenda : Bullock Park.

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

British Gas	Renewal of fixed Term	Noted
Norfolk RCC	Signpost	Noted
Veolia	Further waste transfer form	Noted
Norfolk Police Authority	Invitation to meeting to discuss the Police Budget 2012/2013 (19 <sup>th</sup> Jan)	Noted
Norfolk ALC	Norfolk Link Extra	Noted
Breckland DC	Notification of SSPP DP Inspectors Report BDC were delighted that the Shipdham comments were upheld also MP wished to pass on his congrats too.	Noted
War Memorial Trust	Rejection of Application	Noted
Cllr Fawcett to Bretts	Lack of information required for War Memorial Trust Application	Noted

**134. To confirm the next meeting of the Parish Council**

The next meeting will be convened at 7:30pm on 13th February 2012 in the WI Hall. Councillors wishing to look at planning applications should arrive by 6:15 pm. The doors will be opened for Parishioners at 7:15 pm.

The meeting closed at 9:40 pm.