

SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk: Rosemary Martin

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 13TH JUNE 2011 IN THE VILLAGE HALL

Present: Councillors Chubbock (Chairman), Arnold, Crane, Fawcett, Kidd, Ralph, Secker, Turner, Rosemary Martin (Clerk).
18 parishioners in attendance.

22. Apologies for Absence

Apologies received from Councillors Hewett and Dodd.

23. To receive declarations of interest in items on the agenda

None declared.

24. Minutes of the meeting of Shipdham Parish Council held on 9th May 2011

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

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

None.

26. Finance

a) Invoices

The following invoices were presented for payment:

Veolia Inv No	SIO0094838	£57.88
Veolia Inv No	SIO0097339	£60.24
CWD Engineering Ltd	12368	£180.96
URS Scott Wilson	689085	£510.00
Polly Perkins	April minutes	£50.00
Insurance Village Insurance & Skateboard		£4453.99
Skateboard/Play Equipment Insurance		£487.89
George Tufts & Son		£139.22
Pest Express		£54.00
EON Account 8006 0764 08	To end March	£60.88
Ivan Chubbock Garage Services	#8332	£777.00
Rosemary Martin	Wages (net)	£400.00
HMRC	PAYE (Tax)	£100.00

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

b) The following invoices (all contractual) had been paid as a matter of urgency since the last meeting.

TTSR	SPC/642	£915.44
TTSR	SPC/643	£915.44
TT Jones Electrical	#7830	£622.23
SCS Accounting Solutions	#522	£219.22
George Tufts & Son	#383496, # 385233, #385644, #386725	£85.92
EON (Street Lighting)	To end April	£465.21

It was proposed by Councillor Fawcett and seconded by Councillor Turner that these invoices were rightly paid. All agreed.

c) To consider quotations for a laminator and scanner

Councillor Fawcett presented the following quotations:

Laminator	£26.75
Scanner	£22.95

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Carriage	£6.00
Net total	£55.70
VAT	£11.14
TOTAL	£66.84

The laminator and scanner are to be used by the Clerk. In particular, incoming correspondence to be scanned and stored electronically. It was proposed by Councillor Turner and seconded by Councillor Kidd that these quotations be accepted. All agreed.

**Action: Councillor Fawcett to purchase

WJF

d) To consider a training course for Councillors and Clerk

The NALC offer a one day training course for Councillors and Clerks at £40 per person, or a private course, on our premises, for up to 23 people, costing £150. This course can include any additional topics we request. It was proposed by Councillor Arnold and seconded by Councillor Ralph that a private course be booked. All agreed. Any spare places on the course will be offered to local parish councils such as Braddenham or Cranworth.

**Action: Clerk to contact NALC to ask for dates

Clerk

e) To consider annual donation to the Bullock Park

A donation of £1000 plus VAT is normally made. There is however provision to increase this in the event of heavy unexpected costs. Substantial unexpected costs were incurred last winter when pipes froze and the Bullock Park Hall was flooded. The chairman therefore suggested that the annual donation, for this year only, should be £2000. It was proposed by Councillor Fawcett and seconded by Councillor Ralph that this be paid. All agreed, with Councillor Crane abstaining.

f) To consider quotations for upgrading the village web site

Councillor Arnold had researched costs for web sites and had found a reasonably priced quotation from a local company. The costs would be:

Design/development/implementation of the web site	£700
Ongoing annual support and maintenance costs	£79

The council agreed that a new web site, suitable for use by other village organisations, would be desirable. After discussion, it was agreed that

**Action: Councillor Fawcett would produce a list of questions for the supplier

**Action: Councillor Arnold would arrange for Mr. Fletcher to present details of his proposal to the Council.

WJF
RA

g) To consider funding for contamination and drainage report for cemetery land

The section 106 transfer of land cannot be arranged until there is planning permission, which will not be granted without a contamination and drainage report. The NCC would charge £3.6K plus VAT for producing a report. The council resolved to pay for a report in principal. Proposed by Councillor Fawcett, and seconded by Councillor Ralph. All agreed.

**Action: Chairman to get additional quotes

**Action: Inform residents of Richard Haggard Close, Greenward Way and Pound Green what is happening.

Chair
Clerk

h) Accounts and Annual Return

The Accounts for 2010/2011 have been audited by the internal auditor. It was discovered that three (contractual) invoices for grass cutting, totalling £3480.35, had not been paid. The council resolved unanimously to pay these invoices. The End of Year Accounts, Internal Auditor's Report, and draft Annual Return were circulated to each councillor. Councillor Fawcett proposed, and Councillor Kidd seconded that the accounts be accepted as a true record of the parish council's finances. All agreed. The clerk asked the councillors to certify the answers to questions asked in the Annual Governance statement of the Annual Return. All councillors agreed and the Annual Return was duly signed by the Chairman and the Clerk and witnessed by the councillors as required.

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27. To Appoint a new councillor

The position of councillor had been advertised according to best practice for co-option. One application was received from Mr. Alex Winchester. The Clerk read out the application. The council resolved to co-opt Mr. Winchester. Proposed by Councillor Arnold and seconded by Councillor Crane. All agreed.

****Action:** Chairman to inform Mr. Winchester that he has been co-opted.

Chair

28. To resolve to adjourn the meeting for Parishioners' Questions

The meeting was adjourned.
The meeting was re-convened.

29. To consider new planning applications (and any received after the preparation of the agenda)

3PL/2011/0362/F

Single story extension (kitchen) for The Golden Dog

There were no objections in principal to the application. However, the council wished to ensure that there was adequate noise and odour management.

****Action:** Clerk to inform BDC.

Clerk

Councillor Turner was concerned that the re-roofing of the Kings Head might be linked to change of use.

****Action:** Clerk to ask BDC.

Clerk

30. To receive Bullock Park Report

Nothing to report.

31. To receive War Memorial Report

Councillor Fawcett reported that he is waiting for a quotation. Once the quotation is available it will be possible to apply for a grant of up to 50% of the amount, with a maximum value of £20k.

32. To receive reports from the Councillors and Clerk

Chairman:

3PL/2011/0292 Informed Breckland DC of the change from 15 to 20 houses on the planning application.

Councillor Fawcett:

Councillor Fawcett has received requests from parishioners for traffic calming and 20mph speed limit in the vicinity of the school.

****Action:** Councillor Turner to speak to Cliff Jordan
Clerk to inform Highways

**LST
Clerk**

Councillor Secker:

Councillor Secker reported damage to a tree and a seat on the green near the telephone box.

****Action:** Chairman to investigate

Chair

A kerbstone on the west entrance to the village green is not fixed down.

****Action:** Clerk to inform Highways

Clerk

The footpath (from Chapel Street and Pound Green Lane to tree at corner of Dodds field and of school playing field) is very over grown with nettles. The tree is believed to be dead and dangerous.

****Action:** Clerk to inform BDC

Clerk

The organisers of the Country Festival and the British Legion Poppy Party are to be congratulated on the success of their events.

Councillor Kidd:

Apologies for next meeting, she will be away on business.

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Clerk:

The problems reported by Michael Shelly (signs, white lines, ditches) have been reported to NCC Highways (reference numbers #623002, #270486). The Clerk read out the response from Highways.

The Clerk had been asked to report acts of vandalism in Pound Green Close. In general these things should be reported directly to the police, who do not normally accept third party reports.

Cheque #101879 (EON) has been voided because EON had over-invoiced.

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

May	NALC	Norfolk Link Extra	filed
May	NPLAW	Legal Services	noted
19 May	BDC	Parish Glass Recycling Competition	noted
02 June	BDC	3PL/2011/0382/F referred to the Development Control Committee	filed
May	E-On	Improved bill	noted
02 June	BDC	3PL/2011/0292/O referred to the Development Control Committee	filed
23 May	BDC	Transition to Key Select Choice Based Lettings	filed
10 May	BDC	replacement cheque for refund of non domestic rates	banked
05 May	HMRC	PAYE registration	filed
06 May	British Gas Business	Change of address for bills	noted
16 May	BDC	3PL/2011/0285/F refusal of planning permission	filed
April	Norfolk Playing Fields Association	Membership request	**Action: Councillor Secker to ask the Bullock Park Committee if they want to join.

MS

34. To confirm next meeting

The next meeting will be held on 11th July 2011 in the WI Village Hall at 7:00 pm

The meeting closed at 9:30 pm