

# SHIPDHAM PARISH COUNCIL

Chairman: Paul Chubbock Clerk: Rosemary Martin

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 11<sup>TH</sup> JULY 2011 IN THE VILLAGE HALL

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

Councillor Winchester signed a Declaration of Acceptance of Office before the meeting was convened.

### 35. Apologies for Absence

Apologies received from Councillor Crane.

### 36. To receive declarations of interest in items on the agenda

None declared.

### 37. Minutes of the meeting of Shipdham Parish Council held on 13<sup>th</sup> June 2011

Action in §26 f) was changed to read: "We would arrange a presentation at a later date", and the change initialled by the Chairman. It was then 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.

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

**Chairman:**

Both the wooden seats on the Village Green need replacing (§32).

Suggested that the bequest to Shipdham Cemetery from Peggy Mouncer should be used to buy an oak seat, in keeping with the surrounding seats, and that any monies remaining after the purchase and installation should be offered back to the her estate. All agreed.

The dangerous tree (conifer) on the Park Estate, at the beginning of Parklands Avenue is unhealthy, not dead. NCC are responsible.

### 39. Finance

#### a) Invoices/Wages/PAYE

The following were presented for payment:

Veolia Inv No	SIO0100891	£66.66
Shipdham Computers,	005/2011	£66.84
British Gas Business A921665	#49096892/1	£232.01
P E Cross	Painting	£600.00
TTSR Ltd #SPC/675	Grounds maint.	£915.44
TTSR Ltd #SPC/658	Grdns main May	£915.44
SCS Accounting Solutions	Internal Audit	£550.00
EON Account 0113 9766 0980	May Charges	£235.24
EON Account 8006 0764 08	To end June	£70.05
Shipdham News	June 2011/May 2012	£160.00
Rosemary Martin	Wages (net)	£266.67
HMRC	PAYE (Tax)	£66.66

It was proposed by Councillor Hewett and seconded by Councillor Turner that these invoices be paid. All agreed. Since the Parish Council does not meet again until September, it was proposed by Councillor Hewett and seconded by Councillor Turner that the Finance Group meet in August to agree the payment of any urgent invoices. All agreed.



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b) To receive Q1 Cash And Receipts 2011/2012 report

This is not complete, as all bank statements have not been received. A report will be circulated as soon as all information is available. The Clerk now has on-line (read only) access to the bank statements.

c) To receive VAT return

This will be circulated with Receipts and Payments report.

d) To consider transfer of fast Broad Band to new Clerk

Councillor Hewett suggested that the Parish Council should pay for a good broadband service for the new Clerk. All agreed.

\*\*Action: Councillors Arnold and Fawcett to investigate.

RA  
WJF

e) To receive additional quotes for Contamination and Drainage report for Cemetery land (Chairman)

The Chairman reported that, after additional investigation, the NCC still appeared to be the cheapest option.

\*\*Action: Chairman to obtain an exact detailed work schedule from BDC

Chair

f) Annual Return

The Annual Return had been sent to the External Auditors, and the *Notice of Appointment of date for the exercise of electors' rights* has been posted.

**40. To adjourn the meeting for Parishioners Questions**

The meeting was adjourned.

The meeting was re-convened.

**41. To consider the upgrade of the Village Web Site**

Councillors Arnold and Fawcett are continuing to look at possibilities. The new web site should contain as much information as possible about the council processes, practices etc. The speed and quality of the existing email service was discussed. It was proposed by Councillor Kidd and seconded by Councillor Turner that a new domain name be purchased. All agreed.

**42. To consider adoption of Model Publication Scheme (Freedom of Information)**

\*Action: Clerk to circulate sample model Publication Scheme

Clerk

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

**a) Planning applications**

3/PL/2011/0604/F Mr Stewart Icke, Kings Head

COU to café/bar and B&B

It was proposed by Councillor Dodd and seconded by Councillor Turner that this application be supported. All agreed.

3/PL/2011/0620/F Mr and Mrs O Slinn, Owlswood

Erection of side and rear extension, detached garage/carport

It was proposed by Councillor Turner and seconded by Councillor Hewett that this application be supported. All agreed.

3/PL/2011/0674/F Mrs M Kirk Ivy Cottage

Erection of wind charger

It was proposed by Councillor Kidd and seconded by Councillor Ralph that this application be supported. All agreed.

3/TL/2011/0026/TL MR & Mrs A Simmons, 70 Pound Green Lane

Extension of time on 3/PL/2008/0686/O

It was proposed by Councillor Arnold and seconded by Councillor Hewett that this application be supported. All agreed.

3PL/2011/0707/F Mr & Mrs J Crewe

68 Bradenham Road

Single Storey extension



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It was proposed by the Chairman and seconded by Councillor Ralph that this application be supported. All agreed.

## b) Planning Decisions

3PL/2011/0292/O Mr & Mrs Parfitt, The Cricket Players

Refusal

3PL/2011/0425/F Mr Neil Robinson, Orangefields

Granted

## c) Other

3PL/2010/1358/F

Site Visit

03/85/TPO/2011/11

Chestnut Grove, High Street Shipdham

Tree Preservation Order

### 44. To receive Bullock Park Report

Sylvia Slaughter reported on the preparations for the August Bank Holiday Fete, and suggested that the £250 prize money offered by the Parish Council should be split among various of the competitions, rather than all going to the winner of the Skateboarding. The Councillors all agreed. There is still room for other village organisations to join in, and any further help from parishioners would be appreciated.

### 45. To receive War Memorial Report

A quote for the repair of the War Memorial had been received from Bretts (£4010 + VAT). Other expenses will include work on the foundations and the gardens around the War Memorial.

**\*\*Action:** Councillor Dodd to speak to insurers  
Councillor Kidd to speak to PCC

PD  
MJK

### 46. To receive reports from the Councillors and Clerk

Chairman:

The Chairman welcomed Alex Winchester, our new Councillor

([Alex.winchestert@hotmail.co.uk](mailto:Alex.winchestert@hotmail.co.uk)).

Re: request for money for repair of hedge on allotments (parishioners questions), it was proposed by Councillor Hewett and seconded by Councillor Arnold, that the Council would match fund a fence up to £25.

It is believed that Mr. Shelley has the key to Parish Council land next to his house

**\*\*Action:** Clerk to write to Mr. Shelley (21, Dereham road)  
to ask for return of key.

Clerk

Councillor Secker

Had raised £437 for the WI Hall.

Councillor Secker will write a report for the next edition of the Shipdham News..

**\*\*Action:** Write report, and forward to Councillor Hewett.

MUS

Councillor Dodd

Suitable replacement seats for the Village Green would cost about £600 each.

**\*\*Action:** Councillor Dodd will get quotes for repair of the existing ones

PD

Clerk

Training course dates: The Clerk tabled various dates in September for the course. The Council decided that an evening course on 8<sup>th</sup> September would be the most suitable.

The WI Hall has been booked for the course on that date.

**\*\*Action:** Book course with NALC

Clerk

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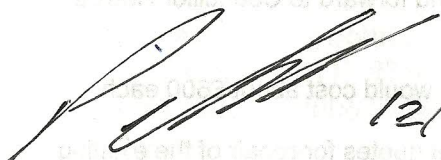
Letter drop for residents near cemetery: done  
Traffic Calming scheme: logged with Highways (#274867), and Highways response forwarded to Councillor Jordan.  
Kerbstone: reported to Highways (#276386)  
Tree: reported to BDC (BDC-101027629)  
White lining (church corner): logged with Highways (#276388)

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

John Allen Masonry Ltd	VAT copy of previous invoice	processed
Barclays Bank	Statement #40391344	filed
Barclays Bank	Statement #50432806	filed
Clerks & Councils Direct	News paper	filed
BDC	Site specifics Proposals DPD – statement by William Nunn	filed
NCC	Minerals Site Specific Allocations (+ CD)	filed
Norfolk Constabulary	Crime Figures (May)	filed
Shipdham News	June	filed
BDC	Nature Fest 2011	posted
NCC	Abel Homes Development	noted
Electoral Services Manager	Polling Districts, Places, Stations Review	noted
Alan Boswell	Copies of invoices for Insurance	processed

## 47. To confirm the next meeting of the Parish Council

The next meeting will be convened at 7:30pm on 12th September 2011 in the WI Hall. Councillors wishing to look at planning applications or correspondence can arrive from 7:00pm. The meeting closed at 9:45pm.

 12/sept 2011