Shouldham Parish Council

**DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on  
Monday 17 July 2017 at Shouldham Village Hall**

Present

Parish Councillors:

Adele Berryman, Kevin Carter, Geoff Hipperson, Paul Gascoyne (Chairman), Keith Matthews,   
Tom Nickerson and Nigel Walsh

Borough Councillor Mike Howland

Parish Clerk – Helen Carrier

1. **Accept apologies for absence**

Geoff Hipperson had forwarded an email before the meeting to say he be would late arriving. Apologies also received from Angela Caley.

1. **Declaration of interest on agenda items**

None.

1. **Minutes of meeting held on Monday 19 June 2017**

Having been previously circulated, it was proposed and accepted that the minutes be agreed.

1. **Report on progress on items not on the agenda**

The Clerk gave updates regarding the various reports that had been submitted to Highways. All works had either been resolved or was due to be resolved.

1. **Drainage**

It was decided to defer this until the September meeting.

1. **Services to The Green**

It was agreed that, after some initial investigation, this was going to be too costly to implement so would not be considered at present.

1. **Discretionary Policy – The Green**

As guests at a recent funeral had parked on The Green, Council discussed the need for a policy. After some discussion, it was agreed that no policy was needed and the use of parking would be considered on each occasion that it was requested. The post and chain would be replaced and a key to the chain would be held by Cllr Hipperson, Cllr Caley and the pub. Requests for parking on The Green should be made to the Parish Clerk. The Clerk will write to the Secretary of Ryston Runners asking them to apply for parking on the Green for their future awards meetings. Cllr Gascoyne will install some No Parking signs.

1. **Electoral Review**

After a discussion, the meeting agreed to submit the comments below as part of the consultation:

*Due to the increase in Marham personnel over the coming months, and the Airfield Ward being one of the largest wards, Shouldham Parish Council feel it is essential to retain two councillors within the Ward.*

1. **Finances**

To approve monthly payments as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Description** | **Price** | **VAT** | **Total** |
| Utility Warehouse | Electricity – June 2017 | 43.75 | 2.49 | 46.24 |
| Bank Charges |  | 8.00 | - | 8.00 |
| Helen Carrier | Clerks Salary & Expenses July | 233.42 | - | 233.42 |
| HMRC | PAYE July & August | 92.20 | - | 92.20 |
| Helen Carrier | Clerk Salary & Expenses August | 204.32 | **-** | 204.32 |
| Chemex | Public toilet sundries | 60.98 | 12.20 | 73.18 |
| Village Hall | Rent | 44.00 |  | 44.00 |
|  |  |  | **TOTAL** | **1009.99** |

It was agreed not to renew the membership for Campaign to Protect Rural England as the parish council had not used any of the benefits from the last annual subscription. All other payments were approved. Cheques to be signed after the meeting.

1. **Correspondence**

The Clerk read out the correspondence received, all for information only. The Clerk will submit an article into the Shouldham News explaining the Parish Partnership Scheme and asking for residents to submit projects for Council to consider.

The Parish Council agreed to take part in Merchant Navy Day and would raise the ensign from 1-4 September.

1. **Planning**

No applications received.

1. **Other Business – Any additional reports and items for inclusion on the next Agenda**

* Drainage
* Parish Partnerships
* Foot Ball Club Fencing

Cllr Nicolson reported that the Football Club will provide quotes for the cost of replacing the fencing for the parish council to consider at their next meeting. The Football Club will install the fencing.

Confirm date of the next Parish Council on Monday 18 September 2017 at 7.30pm in Shouldham Village Hall.

Meeting closed at 8.15pm.

Chairman

Date