

Minutes of Shouldham Annual Parish Council Meeting  
held in the village hall on Monday 11<sup>th</sup> 2015 May at 7.30pm

Attending:

Mr G Hipperson (Chairman) Mr P Gascoyne (Vice-Chairman) Mrs A Berryman, Mr N Herbert, Mr K Carter, Mrs V Negus (Clerk)

1. Election of Chairman

Nominations were requested for the office of Chairman. Mr Gascoyne nominated Mr Hipperson, seconded by Mr Carter. Mr Hipperson confirmed his agreement to stand. There being no further nominations Mr Hipperson was unanimously elected as Chairman. Mr Hipperson signed the Declaration of Acceptance of Office of Chairman.

2. Election of Other Officers

Nominations were requested for the office of Vice-Chairman. Mr Carter nominated Mr Gascoyne, seconded by Mrs Berryman. Mr Gascoyne confirmed his agreement to stand. There being no further nominations Mr Gascoyne was unanimously elected as Vice-Chairman.

Mr Herbert nominated Mr Matthews to continue in the office of Responsible Financial Officer, seconded by Mr Carter. There being no further nominations Mr Matthews was unanimously elected.

3. Dispensation of all Councillors for budget setting

All Councillors present signed a dispensation form allowing them to set the budget for the Parish Council

4. Apologies for absence were received Mr Matthews

5. Declaration of Interest No interests declared

6. Minutes of the meeting dated 13<sup>th</sup> April 2015 were signed as a true record

7. Matters Arising:

- (a) Play Area Inspection Action Plan – Mr Herbert and Mr Carter agreed to establish what work can be carried out by the Council and report back at the next meeting
- (b) Trod across the Green – awaiting fresh quotes
- (c) Toilet block step and Pavilion Inspection – Mr Carter agreed to do this during the site visit of the play area
- (d) Parking on the Green – following discussion the clerk will write to the resident of Orchard Cottages to ask that the car park provided with the cottages be used rather than parking on the Green.

8. Payments for Approval

Utilities Warehouse – electricity	£24.04
Country Grounds Maintenance – grass cutting for April	£220.05
Anglian Water – Water Rates	£77.30
Zurich Insurance – Annual Premium	£620.23

9. Review of Standing Orders, Financial Statement and Risk Assessment

These were adopted without change

10. Code of Conduct – This was adopted without change

#### 11. Parish Meeting Points Raised

- (a) Erosion of the verge on New Road. Highways to be contacted to request a kerb be installed to prevent further erosion and damage to the adjacent wall.
- (b) Dog Fouling. A sign has been installed on Fairstead Drove and Mr Herbert will put a sign at the Warren.
- (c) Classic Cars on the Green - following discussion it was agreed that the classic cars could be parked on The Green on the occasion of their next meeting but further requests would have to be made on each occasion in order that the Parish Council can monitor the condition of The Green.

#### 12. Adoption of Accounts

A copy of the accounts for the year ended 31 March 2015 were circulated to the Council for their consideration. Mr Herbert proposed that the Council adopt the accounts, seconded by Mr Gascoyne. The proposal was carried unanimously.

#### 13. Review of meeting days

The current meeting day of the first Monday in the month is proving difficult for the Responsible Financial Officer to attend. It was therefore agreed that, as the remainder of the Council were happy to change the day, the Council will in future meet on the third Monday of each month. The next meeting date will be Monday 15<sup>th</sup> June.

#### 14. Co-option of Councillors

Following the recent election two more Councillors are needed to reach the Parish quota. An advertisement will be placed on the notice boards and on the Council website.

#### 15. Village Sign

Mr Gascoyne reported that the village sign itself and the base are both in need of urgent repair. Following discussion Mr Gascoyne will get a quote for the repair of the base and Mr Herbert will look into the possibility and cost of providing a steel sign which could be painted. A new sign and base together with a new post could then be installed at the same time if the cost permits.

16. SAM2 - Mr Hipperson signed the necessary forms to start the process of installing a SAM2.

#### 17. Planning

Notice of Decision for 47 Westgate Street – approved by Borough Council

Notice of Decision for the Kings Arms – approved by Borough Council

#### 18. Correspondence

- (a) Following a request made by the Parish Council, Mr Gomm Borough Council confirmed that their planning policy will remain at 1: 5 for affordable housing until their next review.
- (b) Mr Murdoch has raised the matter of the surface of Spring Lane. The Council agreed that this should be investigated and will contact the Highways Department accordingly. Mr Murdoch also asked if a trod could be considered for Eastgate Street. The clerk will write to Mr Murdoch to explain the difficulties involved when this was investigated in 2013.
- (c) A letter had been received from a company called Scooper Dooper regarding dog fouling. The clerk was asked to get more details.

19. Any Other Business

- (a) Mr Herbert reported several potholes on Warren Road which need urgent attention
- (b) Mr Carter reported that the foliage on verges is dangerous at several points:  
Junction of Shouldham Thorpe , Chalk Pit corner and the bottom of Fincham Hill
- (c) Mr Hipperson had received comments that the Warren is being used as a toilet. Following discussion the Council felt that their responsibility could only be to ensure that the Forestry Authority, the Hare Estate and the event organisers are aware of this in order that they can provide temporary toilets.
- (d) Mr Matthews had raised the question of whether posts should be installed on the verge adjacent to the playing field to prevent cars being parked there rather than in the overflow car park. The Council felt this was not necessary
- (e) Mr Hipperson asked the opinion of the Council regarding the provision of a car park close to the school which could be used by school parents and on the occasion of events in the village. After discussion the clerk was asked to investigate with the planning department what the criteria and procedures are for the provision of a car park

20. The date of the next meeting was set for Monday 15<sup>th</sup> June

There being no further business the meeting closed at 9.10pm