

**Minutes of Shouldham Annual Parish Council meeting held on
Monday 16th May 2016 at 7.30pm in the Village Hall**

Members present:

Mr G Hipperson (Chairman) Mr P Gascoyne (vice chairman) Mr K Matthews, Mrs A Caley, Mrs A Berryman, Mr N Herbert, Mr T Nickerson, Mrs V Negus (Clerk)

1. Election of Chairman

Nominations were requested for the office of Chairman. Mr Herbert nominated Mr Hipperson, seconded by Mr Gascoyne. 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 Herbert nominated Mr Gascoyne. Mr Gascoyne did not wish to stand and nominated Mrs Caley. Seconded by Mrs Berryman. Mrs Caley confirmed her agreement to stand. There being no further nominations Mrs Caley was unanimously elected as Vice-Chairman.

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

The clerk informed the meeting that she wished to stand down from the role of clerk. This was accepted and an advert for a new clerk will be placed on the village network

The Council agreed to take an extra item for the play area inspection and an extra planning application on the agenda.

3. Apologies for Absence were received from Mr K Carter

4. Declarations of Interest were received from Mr Matthews and Mr Hipperson regarding a planning application

5. Minutes of the meeting dated 18th April 2016 were signed as a true record

6. Matters Arising:

Horse Chestnut Tree – One quote had been received for felling the tree which was accepted at a cost of £600 with the proviso that it is felled in late Autumn to cause least disturbance to wildlife. The PCC are to be informed and to be consulted on what tree they would like to replace it.

The clerk will respond to a letter from Miss Wadham regarding the tree. Miss Wadham also asked that consideration be given to the timing regarding clearing the ditch adjacent to her property.

7. Pending Items

- (a) Village sign - Mr Herbert will provide a steel post and discuss the sign with Mrs Carter and report back
- (b) Toilet block ramp – the clerk will ask Mr Carter for a drawing to enable a quote to be sought.
- (c) Planings for Fairstead Drove – Now that the weather is improving Mr Hipperson will take this forward
- (d) Repairs to the pavilion – Mr Matthews reported that the football club are still awaiting a decision regarding a grant

8. Parish Meeting - Items raised at the Parish Meeting

- (a) Replacement tree – already discussed
- (b) Missing footpath signs – the clerk confirmed that NCC had been asked to replace these
- (c) Reflective posts on Eastgate Street – these had been confirmed as programmed for the end of June and also that the kerb originally requested may also be installed at a later date

9. Adoption of Accounts for the year ending 31st March 2016

Mr Matthews presented the accounts for the Council's consideration. Mr Gascoyne proposed that the Council accept the accounts. Seconded by Mr Nickerson. Proposal was carried unanimously

10. Insurance Review – Since the Council had previously agreed a three year agreement with Zurich Insurance this cannot be reviewed until May 2018

10a Play Area Inspection

The inspection report was circulated and it was agreed that Mr Herbert will summarise the work required ready for the next meeting. Mr Hipperson reported that he had already requested a quotation for new fencing

11. Payments for Approval

Zurich Insurance – annual insurance	£643.68
Anglia Water – water rates 6/1/16 to 7/4/16	£108.49
Country Grounds Maintenance – grass cutting for April	£220.04
Country Grounds Maintenance – verge cutting for the season	£98.01
Utility Warehouse – electricity for April	£54.44
HP Store – Printer ink	£30.00
The Play Inspection Company – Annual play area inspection	£150.00

12. Planning

Notice of Decision – Black Horse Cottage Westgate Street – approved by Borough Council

Ashes 24 Lynn Road – Change of use single garage and tattoo studio – No objection on the condition that provision is made for users of the facility to park off the road

Carpenters Cottage, 3 Norwich Road – extension and internal alterations

Mr Matthews and Mr Hipperson left the meeting

Supported by the Parish Council

Mr Matthews and Mr Hipperson returned to the meeting

The clerk confirmed that from 1st June planning applications would only be circulated by the Borough Council electronically and it was suggested by the Borough that parishes have a projector and screen. Mr Hipperson suggested that one belonging to the Kings Arms could be utilised.

13. Highway Matters

The Highways Department had confirmed the following information:

The pavement at Hallfields had been re-surfaced because the quality was felt to be below standard

The trods should be installed during the summer holidays

Reflective posts in Eastgate Street will be installed by the end of June

A new culvert will be installed at the junction of Lynn Road and Shouldham Thorpe Road to alleviate the problem of flooding down into the village

14. Correspondence

(a) Silica Sand pre-submission document – the Parish Council had already responded to the previous Silica Sand Review document and had nothing further to add

(b) Training Calendar – this was available if any members of the Council or a new clerk wished to take advantage of the training

(c) Planning Resource – the email received from the CPRE had been circulated and filed for use in the future if necessary

(d) Minutes and agenda for the next SNAP meeting was circulated

(e) Invitation to a Parish Paths Seminar – no Councillors able to attend

15. Other Business

Mr Hipperson pointed out that the school now has a defibrillator which they would be prepared to make available to the wider community if a box and key can be provided. After discussion Mrs Caley was asked to investigate the technology required so that this can be achieved.

Mrs Caley reported the school bus will now be allowed to park in the school for drop off and pick up times

Mr Hipperson had had an opportunity to inspect the football field and felt that it was in poor condition. Following a discussion it was agreed that the clerk would invite Mr Owen and Mr Skinner from the men's and youths' football teams to attend the next parish council meeting in order to discuss what their requirements are in order to improve the field. Mr Nickerson and Mr Matthews are also concerned with the teams and would be at the meeting.

16. The date of the next meeting was set for Monday 20th June

There being no further business the meeting closed at 9.15pm