Shouldham Parish Council

**DRAFT Minutes of an Ordinary Meeting of the above-named Parish Council held on
Monday 12 December 2016 at Shouldham Village Hall**

Present

Parish Councillors:

Adele Berryman, Paul Gascoyne, Geoff Hipperson (Chairman), Keith Matthews and Nigel Walsh

Parish Clerk – Helen Carrier

One member of Public

1. **Accept apologies for absence**

Angela Caley and Tom Nickerson.

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

None declared.

1. **Minutes of meeting held on Monday 21 November 2016.**

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

1. **Co-Option**

Nigel Walsh had contacted the Clerk and Councillors regarding co-option. After a short discussion all agreed to cop-opt Nigel onto the Council. Nigel signed a Declaration of Acceptance of Office and joined the meeting.

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

The Clerk reported that she had a look at the SAM2, along with Roy Payne from Westcotec, and could not see any clips that needed replacing.

1. **Correspondence**

No correspondence received that is not on the agenda.

1. **Planning**

No applications to discuss.

1. **Play Equipment on Playing Field**

Defer to January meeting.

1. **Parish Partnerships**

Cllr Gascoyne and the Clerk had met with Andrew Wallace to discuss quotes for works to be considered for the Parish Partnerships. Quotes were received as listed below:

* TROD Eastgate Street - £6,200
* Piping of Ditch at Eastgate Street - £10,500
* Fairstead Drove – could not be considered by Norfolk County Council as an unadopted road.

After discussing the quotes, it was decided to submit a bid for the TROD at Eastgate Street. 50% of the cost will be met by NCC. The Clerk will submit the bid to NCC before the closing date of 16 December.

1. **Budget**

Items to be added to the budget for consideration at our meeting in January included:

* TROD Eastgate Street
* Play Equipment
1. **To approve monthly payments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Description** | **Price** | **VAT** | **Total** | **Ref** |
| Bank Charges |  | 8.00 | - | 8.00 | DD |
| Helen Carrier | Clerks Salary & Expenses | 232.85 | - | 232.85 | 101328 |
| HMRC | PAYEE | 46.00 | - | 46.00 | 101329 |
| Chemex | Paper towels and toilet paper | 50.98 | 10.20 | 61.18 | 101330 |
| J Raines | Gates | 365.00 | - | 365.00 | 101331 |
|  |  |  |  **TOTAL**  | **713.03** |  |

All payments were approved. Cheques to be signed after the meeting.

1. **Other Business – Any additional reports and items for inclusion on the next Agenda**
	1. The Chairman reported that he had been approached by a member of public wanting to use a metal detector at the Chalk Pit. Nobody had any objections to this.
	2. The Parish Records are now held at the Chairman’s residence in Shouldham.
	3. An inquiry had been made to the Chairman about clarification on the rules for members and the signing in of guests at the Bowls Club. The inquiry was would it be possible for there to be a relaxation of the signing in rules so, for example, football club members could more easily use the Bowls Club facilities, bringing more trade to the club. The Clerk will check the lease and report back at the next meeting.

Confirm date of next meeting Monday 16 January 2017 at 7.30pm in Shouldham Village Hall.

Meeting closed at

Chairman

Date