Shouldham Parish Council

**DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on  
Monday 20 November 2017 at Shouldham Village Hall**

Present

Parish Councillors:

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

Parish Clerk – Helen Carrier

Borough Councillor – Mike Howland

1. **Accept apologies for absence**

Apologies were received and accepted from Tom Nickerson.

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

Cllr Hipperson declared an interest in Item 11 and will leave the room while this item is discussed.

1. **Minutes of meeting held on Monday 16 October 2017**

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

1. **Neighbourhood Plan**

Alex Fradley, Senior Planner at BCKLWN attended the meeting and gave an outline briefing into Neighbourhood Plans. Alex answered councillor’s questions and provided some leaflets for councillors to read. It was decided that this would be discussed in full at the December meeting.

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

The Clerk had received a letter from RAF Marham inviting residents to the RAF Xmas lunch. The Clerk will collate names and addresses.

1. **Correspondence**

The Clerk read out the correspondence received; all for information.

1. **Information Commissioner’s Office (ICO)**

The Clerk reported that she had recently attended General Data Protection Regulation (GDPR) training. The clerk will attend more training in the New Year before the regulations come into effect but in the meantime informed the meeting that the Parish Council needed to register with the Information Commissioners Office. It was agreed that the Clerk would apply to the ICO for registration and payment be approved at the next meeting.

1. **RAF Marham Visit – Infrastructure**

Cllr Hipperson agreed to attend the visit to RAF Marham. The Clerk will forward his details.

1. **Diary of meetings**

The Clerk presented the meeting with proposed dates for 2018. All agreed to publish these dates.

1. **Finances**

To approve monthly payments as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Description** | **Price** | **VAT** | **Total** |
| Utility Warehouse | Electricity – November 2017 | 48.49 | 2.72 | 51.21 |
| Bank Charges |  | 8.00 | - | 8.00 |
| Helen Carrier | Clerks Salary & Expenses Nov 2017 | 579.92 | - | 579.92 |
| Mazars | External Audit Fee | 125.00 | 25.00 | 150.00 |
| Anglian Water | Water charges 12 Jul – 7 Nov 2017 | 179.69 | - | 179.69 |
| Angus McIntosh | Churchyard Maintenance | 1,600.00 | - | 1,600.00 |
|  |  |  | **TOTAL** | **2,568.82** |

1. **Planning – 17/02003/F**

Cllr Hipperson declared an interest in this application and left the room.

After a discussion all agreed to support this application.

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

Concerns were raised that the base of the village sign is damaged and has sharp flint protruding. It was agreed that councillors would speak to local people to see if a new sign could be cut but in the meantime councillors would remove the sign and base and store over winter.

It was reported that rubbish, including white cans of field paint and 30 black bins bags, has been left at the Football Club. Cllr Walsh will speak to the Chairman to get it removed.

SAM2 – needs new battery. Cllr Berryman will speak to Tom to see if she can help with the changing of battery and moving of the sign.

Conifers were overhanging on to the footpath near the Rhubarb Field. The Clerk will write to the resident asking them to cut them back.

The Chairman had been contacted by residents of Shouldham Thorpe to see if Shouldham Parish Council would support a possible scheme to reduce the speed limit on the A134 junction if. All agreed to support this scheme.

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

Meeting closed at 8.45pm.

Chairman

Date