Shouldham Parish Council

**DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on  
Monday 18 September 2017 at Shouldham Village Hall**

Present

Parish Councillors:

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

Parish Clerk – Helen Carrier

1. **Accept apologies for absence**

Apologies received from Kevin Carter and Borough Councillor Mike Howland.

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

None.

1. **Minutes of meeting held on Monday 17 July 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 has had no response from Shouldham Hall regarding the cleaning of the dyke so will resend the letter. The Clerk will also contact Andy Wallace at BCKLWN Highways to get a start date on the Eastgate Street TROD and an update on the installation of the grid for the dyke. The Clerk will also report the cutting of the grass on the new TROD on New Road.

1. **Correspondence**

The Clerk read out the correspondence received all for information.

1. **Parking on The Green**

The Clerk read out emails of complaint from residents regarding the parking on The Green. The Council does try to keep the grassed areas of the green in good condition and, for this reason, were mindful when planning permission was granted for the cottages, that a parking area was provided. The Clerk will write to the occupants, copying in the landlord, asking them to refrain from parking cars on the part of the village green at the front of their cottage. The meeting discussed the possibility of erecting posts and chains around the triangle and asked the Clerk to obtain quotes for posts and chains, and to speak to Highways for advice, for consideration at their next meeting in October.

1. **Drainage**

It was agreed that the Clerk should contact Norfolk County Council Highways to invite a representative to attend a meeting and provide more information on the consideration of Sustainable Drainage Systems (SuDS) as proposed in their guidance document dated November 2016 which was presented to the parish council.

1. **Parish Partnerships**

Councillors agreed to think about possible proposals and will discuss again at their next meeting.

1. **Neighbourhood Plan**

Councillors discussed the need for a Neighbourhood Plan but agreed that they need more information before moving forward. The Clerk informed them that South Wootton had recently been through the process. It was agreed that the Clerk contact South Wootton to see if a representative could come and talk to the Council and also to contact BCKLWN to see if they could also send a representative.

1. **Finances**

To approve monthly payments as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Description** | **Price** | **VAT** | **Total** |
| Utility Warehouse | Electricity – August & September 2017 | 87.44 | 4.97 | 92.41 |
| Bank Charges |  | 8.00 | - | 8.00 |
| Helen Carrier | Clerks Salary & Expenses Sep 17 | 218.72 | - | 218.72 |
| HMRC | PAYE September 2017 | 46.00 | - | 46.00 |
| Anglian Water | Water charges 8 May-11 Jul 17 | 93.76 | - | 96.76 |
|  |  |  | **TOTAL** | **461.89** |

1. **Planning**

No applications received.

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

* Drainage
* Parish Partnerships
* Neighbourhood Plan
* Parking on The Green

Confirm date of the next Parish Council on Monday 16 October 2017 at 7.30pm in Shouldham Village Hall.

Meeting closed at 8.25pm.

Chairman

Date