Shouldham Parish Council

**DRAFT Minutes of an Ordinary Meeting of the above-named Parish Council held on  
Monday 20 March 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**

Cllr Kevin Carter.

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

Cllr Hipperson and Cllr Matthews declared an interest in Item 6; planning applications 17/00403/T3 and 17/00461/F and will leave the meeting during the discussion of these applications.

1. **Minutes of meeting held on Monday 20 February 2017**

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

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

The Clerk reported that she had had two volunteers for the Community Speed Watch scheme. The Clerk reported that she had made enquiries about the services to the Green and the Chairman agreed that she should follow up with applications.

1. **Correspondence**

The Clerk informed the meeting that she had reported the condition of the Nar Valley Way with Norfolk County Council and had reported back to the resident who had sent in correspondence.

The Parish Council was happy to grant permission to hold Shouldham Village Cricket Day.

The Bowls Club had asked if the pot holes could be filled in Fairstead Drove. The Chairman confirmed that planings were available and would laid in the coming weeks.

1. **Planning**

* 17/00403/T3, 17/004061/F and 17/00366/F

After a discussion and a look at the plans, Council had no objections to any of these applications listed above. Council agreed to support the applications.

1. **SAM2 brackets**

The Clerk reported that the cost of an extra set of brackets was £50 + VAT and Council agreed to purchase one set from Westcotec.

1. **Agenda – Annual Parish Meeting**

The Clerk presented a draft agenda to the meeting for consideration. It was agreed to also invite a representative from the Forestry Commission, Football Club and the Village Entertainments Committee.

1. **Appoint Internal Auditor**

It was agreed that Mr John Cross should be appointed our internal auditor for the year ending 2016/17.

1. **To approve monthly payments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Description** | **Price** | **VAT** | **Total** |
| Utility Warehouse | Electricity – March 2017 | 43.22 | 2.46 | 45.68 |
| Bank Charges |  | 8.00 | - | 8.00 |
| Helen Carrier | Clerks Salary & Expenses | 211.32 | - | 211.32 |
| HMRC | PAYEE | 46.20 | - | 46.20 |
| Village Hall | Rent | 33.00 | - | 33.00 |
| BCKLWN | Dog Bins | 338.00 | 67.60 | 405.60 |
|  |  |  | **TOTAL** | **749.80** |

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**

The Football Club would like to level the pitch and will obtain some quotes to present to a future meeting.

Confirm date of next meeting Monday 24 April 2017 at 6.30pm to be followed by the Annual Parish Meeting in Shouldham Village Hall.

Meeting closed at 8.20pm.

Chairman

Date