

**Shouldham Parish Council**  
**DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on**  
**Monday 18 February 2019 at Shouldham Village Hall**

**Present:** Parish Councillors:

Angela Caley, Nigel Walsh, Keith Matthews, Paul Gascoyne, Adele Berryman, Geoff Hipperson,

**Parish Clerk:** Zoe Bevan

**Borough Councillor:** Mike Howland and 6 Members of the Public

**146/19 Accept Apologies for Absence**

The Clerk advised that apologies had been received from Cllrs Kevin Carter and Tom Nickerson.

**147/19 Declarations of Interest on Agenda Items**

None received.

**148/19 Approve and Sign the Minutes of the Ordinary Meeting held on 21 January 2019**

A slight amendment for clarification purposes was to be made to minute 134/19 on page 31/19. The Clerk would re-issue and re-publish the minutes on the web-site. With this exception, it was proposed that the minutes be approved as being a true and fair record of the meeting and they were duly signed by the Chairman.

**149/19 Clerk to report progress on items not on the agenda from the last meeting**

- **Parking on the Village Green** – The Clerk had sent another reminder to Highways about the siting and funding of additional bollards on the village green outside Orchard Cottages and the Old Rampant Horse.

**150/19 Correspondence**

The Clerk advised that all correspondence had been forwarded to the Parish Council prior to the meeting, but wished to highlight the following:

- **Keep Britain Tidy Great British Spring Clean** – Held between 22 March & 23 April 2019. Everyone felt it was a very good idea to get involved. The Clerk was to send details to Cllr Walsh for further discussion about possible dates at the next Entertainments Committee.
- **British Red Cross** – An email had been received asking if we would consider fundraising or a donation. Cllr Walsh would discuss further at the Entertainments Committee – may be a stall could be provided at the Village Fete/Fun Day or a quiz night held?
- **West Norfolk Police SNAP Meeting** – Cllr Walsh to attend next meeting on 20 February and report back.
- **Carers Matter Norfolk** – An information sheet had been distributed and posted on the web-site.

**151/19 Norfolk County Council – Minerals & Waste Consultation**

Still no significant developments to report since the last Parish Council meeting. The Clerk was asked to write to Cllr Graham Middleton for an update on the Consultation, together with any other relevant information.

An email had been received from the CATSS group asking whether Shouldham Parish Council would be agreeable to paying for the Village Hall hire when the Shouldham Silica Sand Clinic was held there in March. This course of action was unanimously agreed. It was noted that some Parish Council input may be required on the day.

**152/19 Childrens' Play Area**

As Mark Askham and Carl Carter were unable to attend the meeting. In their absence Cllr Walsh gave an update based on Carl's email of 15 February. Currently, costs were in the region of £78k, however, it was felt that significant grant funding might be available once further investigations were made. Additional cost savings were also likely as local tradesmen may be able to do some of the groundworks. Also, there may be parts of the current

play area which could be sold off. Mike Inder cautioned about the maintenance costs associated with a 'Wetpour' surface as there had been a number of issues with it at Marham. The Clerk would invite Mark and Carl to the March meeting to give a further update.

#### 153/19 **Playing Field – Rabbit holes/fencing/litter bins**

Cllr Walsh would remind Luke Gibson about re-measuring the perimeter on the north and west sides of the playing field for fencing. The Clerk advised that she had approached Jodie Caley about quoting for replacing the car park logs, with the incentive of some advertising in the immediate area, and his response was awaited.

The Clerk was looking at replacement litter bins next to the seat and children's play area as these were now a number of years old and needed TLC on a regular basis. BCKLWN had advised that the new bins needed to be 140 litres capacity and wheeled for health & safety reasons. As the housings needed to accommodate this type of bin cost in the region of £500 each from Glasdon, the Clerk was currently trying to source a less costly option.

#### 154/19 **Consideration of Planning Applications Received**

- The Clerk advised that no new planning applications had been received.
- The new development behind 7 and 9 Westgate Street was to be named Willow Court.
- Labyrinth, 9 Westgate Street – It was noted that the application had been permitted by the Borough Council on 4 February on a Delegated Decision basis.

#### 155/19 **Bowls Club – Potential Extension/Lease**

Cllr Matthews confirmed that the lease amendments were now with a solicitor for the necessary legal advice. Chris Jones advised that a Bowls Club meeting had been held recently and there had been a very positive reception to the potential expansion proposals. Cllr Walsh had met with the Football Club and there had been a similar reaction. Norfolk FA had confirmed they could provide significant funding (in the region of 40-60%) on the basis that the facilities would primarily be for the benefit of the Football Club rather than the community as a whole. Cllr Matthews had recently spoken to the potential benefactor businessman who had been mentioned at the last meeting. However, it now appeared the investment was dependant on provision of house building plots on the playing field, which cannot be built on. Therefore, alternative ways of building and financing an extension and/or improving the facilities now needed to be explored.

Discussion then turned to a blueprint plan which had been drawn up some years ago as a possible basis for an extension, but no one knew where this now was. Further discussion and investigation would be needed.

#### 156/19 **Financial Matters**

- Approval was given to make the monthly payments listed below:

Date	Name	Details	£	VAT	Total	
08/01/2019	Utility Warehouse	Pavilion Electricity - 1/7/18-31/12/18 (Reading) <b>Credit</b>	-416.11	-20.81	-436.92	
		The Green - 30/11/18-31/12/2018 (Estimated)	19.44	0.98	20.42	
		a/c subscription	2.00	0.40	2.40	-414.10
10/02/2019	Utility Warehouse	Pavilion Electricity - 31/12/18-31/01/19 (Reading/Estimate)	37.91	1.89	39.80	
		The Green - 31/12/18-31/01/19 (Estimated)	46.39	2.32	48.71	
		a/c subscription	2.00	0.40	2.40	90.91
03/02/2019	Wave	Water/Sewerage - Pavilion 4/11/18-3/2/19 (Estimate/Reading)	178.26	-	178.26	

11/01/2019	E Fitzgerald -Carter	Paints & brushes for the Village Sign	137.00	27.40	164.40	
11/02/2019	Village Hall	Hall Hire for Parish Council meetings (Nov-Jan 2019)	33.00	-	33.00	
18/02/2019	The Clerk	Salary & Expenses - Feb 2019	247.97	1.54	249.51	
13/02/2019	CGM	Playing Field grass care - Nov & Jan 2019	161.94	32.38	194.32	
		<b>TOTALS £</b>	<b>449.80</b>	<b>46.50</b>	<b>496.30</b>	

#### 157/19 Rent Review – Land at the Warren

This item was deferred until the March meeting to allow the relevant paperwork to be located.

#### 158/19 Parish Elections – 2 May 2019

The Clerk distributed nomination packs for completion by the Parish Councillors wishing to stand again for election and would deliver copies to Cllrs Carter and Nickerson who were absent from the meeting. The Clerk advised that the nominations needed to be filled in carefully according to the guidance and be **signed and dated between 4 March and 3 April only** or they would be invalid. Mike Inder was aware of a crib sheet produced by Marham Parish Council and would obtain a copy before the informal discussion session at 7pm prior to the next Parish Council meeting on 18 March 2019.

#### 159/19 The Clerk (*Note: This item was moved to the beginning of the meeting by the Chairman*)

The Chairman introduced Mike Inder, who had recently been successful in his application for the Parish Clerk vacancy. Handover plans were in place in readiness for him taking up the post effective from 1<sup>st</sup> March 2019. Mike had looked into the use and cost of a virtual land line as the primary way of contacting the Clerk in future and it was felt this was a much more preferable arrangement. The cost of the service was in the region of £5pm.

#### 160/19 Items for the Next Meeting

- Norfolk County Council – Minerals & Waste Consultation
- SNAP Meeting Feedback – 20 February
- Children’s Play Area – Update
- Neighbourhood Plan
- Rent Review – Land at the Warren
- Elections – 2 May 2019

Finally, a parishioner asked once again whether the vegetation on Lamsons Lane could be trimmed back as it was still difficult to use the path and the signage was also now becoming overgrown. The Clerk had spoken to Shirley Pearce about it in December and she had agreed to get the vegetation cut back, but evidently the area still needed some attention.

Confirm date of the next meeting : Ordinary Parish Council Meeting to be held on Monday, 18 March 2019 at 7.30pm in Shouldham Village Hall.

Meeting closed at 20:50hrs

Chairman .....

Date .....

Zoe Bevan, Parish Clerk

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