Shouldham Parish Council

**DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on
Monday 19 March 2018 at Shouldham Village Hall**

Present

Parish Councillors:

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

Parish Clerk – Helen Carrier

No public in attendance.

1. **Accept apologies for absence**

Apologies were received and accepted from Kevin Carter.

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

None declared.

1. **Minutes of the Extra-Ordinary meeting held on Monday 5 March 2018**

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 reported that UK Power Network (UKPN) had received payment and was awaiting a start date. The road closure was proving difficult to organise due to trying to manage dates between UKPN and contractors so it was agreed that the Clerk will ask UKPN to requote to include traffic management. It was agreed that Cllr Walsh will contact an electrician and Cllr Hipperson will arrange for the cabling to be installed when delivered. The Clerk will keep councillors informed of progress.

1. **Correspondence**

The Clerk had received an email informing the Parish Council that Highways Rangers are due to be in Shouldham in April – a list of works were discussed and agreed. All other correspondence received had been forwarded to councillors.

1. **SAM2**

Cllr Nickerson reported that the SAM2 was working well and was **being** regularly moved.

1. **Bowls Club**

Defer to next meeting.

1. **Chestnut Tree**

No quotes had been received so this was deferred until the next meeting.

1. **Annual Parish Meeting**

The agenda was discussed and agreed.

1. **100th Anniversary of the First World War**

The Clerk is still chasing a contact for the grant. Cllr Hipperson will forward an email address to the Clerk so we can move forward with a grant application.

1. **Internal Audit**

All agreed to appoint Mr John Cross as the Internal Auditor.

1. **Finances**
* To approve monthly payments as listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Description** | **Price** | **VAT** | **Total** |
| Utility Warehouse | Electricity March 2018 | 54.72 | 3.04 | 57.76 |
| Helen Carrier | Salary & Expenses March 2018 | 274.12 | - | 274.12 |
| CGM | Village Green Cut March 2017 | 16.96 | 3.39 | 20.35 |
| BCKLWN | Dog Waste Collection | 343.20 | 68.64 | 411.84 |
| Village Hall | Rent for 2017-18 | 55.00 | - | 55.00 |
| Chris Hotson | Tree maintenance | 50.00 | - | 50.00 |
| JH Engineering |  | 390.00 | - | 390.00 |
| Anglian Water | Water charges 8 Nov 17 – 6 Feb 18 | 136.27 | - | 136.27 |
| **TOTAL** |  |  |  | **1395.34** |

1. **Planning Applications.**

 None received.

1. **Other Business – Any additional reports and items for inclusion on the next Agenda**
* Dog bins – the Clerk was asked to contact the Forestry Commission to see if another dog bin could be provided in Spring Lane.
* Car Park Playing Field – looking scruffy and a lot of rubbish left, the Clerk will contact the caretaker.
* Village Green – the Clerk will email the school to ask them to ask parents not to park on the grass.
* Hedge needs trimming at Alpha Cottages.
* Fundraising for the electric point at the The Green – the Clerk will look into this.
* HGV lorries have been regularly coming from East of village. The Clerk will contact Highways to see if another HGV sign could be installed like the one at the other end of the village.

Items for next meeting

* Shouldham Bowls Club
* Commemoration of 100th Anniversary of the End of the First World War
* Chestnut Tree

Confirm date of the Annual Parish Meeting Council on Monday 23 April 2018 at 6.30pm followed by an ordinary meeting at 7.30pm in Shouldham Village Hall.

Meeting closed at 8.30pm.

Chairman

Date

Helen Carrier, Parish Clerk, 1 Whin Common Road, Denver, Norfolk PE38 0DX

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