

## Shouldham Parish Council

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

Present

Parish Councillors:

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

Parish Clerk – Zoe Bevan

Carl Carter and 4 Members of the Public

#### 98/18 Accept Apologies for Absence

Apologies were received and accepted from Kevin Carter

Absences: Tom Nickerson

#### 99/18 Declarations of Interest on Agenda Items

Keith Matthews and Geoff Hipperson declared their interest regarding agenda item 107/18 Planning Application 18/01988/F for 4 Norwich Road.

#### 100/18 Approve and Sign the Minutes of the Ordinary meeting held on 8 October and Extra-Ordinary meeting on 5 November 2018

It was proposed and accepted that both sets of minutes be approved and they were duly signed by the Chairman.

#### 101/18 Clerk to report progress on items not on the agenda from the last meeting

- Re-routing of Lynx Bus Route – The Clerk had now received an email response from the office of Rt Hon Elizabeth Truss which included a message from Norfolk County Council essentially reiterating the history of problems with access along Westgate Street over a number of years. ***The Clerk was asked to write again to Lynx Bus and ask once again if they could consider turning round in the entrance to Hallfields.***
- ***The Clerk was tasked with speaking to Shirley Pearce about pruning of the trees and shrubs at the 'Tall Trees' end of Lamsons Lane after a member of the public advised that they were overgrown.***

#### 102/18 Correspondence

The Clerk read out recent correspondence regarding:

- ***Downham Market & District Dub Club*** - Email received asking for permission to hire the Playing Field over the weekend of 10-12 May 2019. This would include a VW car display, childrens' entertainment, a live band plus 2 nights of camping. After discussion, it was felt by the Parish Council that this event couldn't be accommodated due to the use of the football fields, potential noise and disturbance, the possibility of the pitches being damaged due to wet weather and the number of vans anticipated (in the region of 50) plus lack of toilet facilities etc. ***The Clerk was asked to write to the club and advise them of the Parish Council's decision.***
- ***Electoral Officer, BCKLWN*** – Email regarding amendments to the Polling District and Places Review schedule in preparation for the 2 May 2019 Local Government Elections and consultation which was open from 12 November to 10 December 2018. The Notice of Review had now been put on the Parish Council web-site and noticeboard as required.
- ***Norfolk County Council*** – Email about connection of the western end of the A47 to the Northern Distributor Road and the public consultation which was open until 28 January 2019 via [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl)
- ***Norfolk County Council*** – Email about 2019/20 Budget Consultation which was open until 23 December 2018 which could be accessed via [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget)

- **BCKLWN Cleansing Dept** – Email about general rubbish and litter being put into one of the dog bins down in the Warren. **The Clerk was currently liaising with the Forestry Commission to get signage put on the bin asking people to use it ONLY for dog waste.**
- **Love West Norfolk** – Email asking if the Parish Council wanted to be branded and launched online. It was felt that, whilst the Council was fully supportive of the Love West Norfolk campaigns, this would continue on an ad-hoc basis. The Clerk added that she had only recently helped draft a press release about Shouldham events which had been featured online.

### 103/18 Norfolk County Council – Minerals & Waste Consultation

It was noted that there had been no significant developments since the last Parish Council meeting.

A member of the public advised that Marham Parish Council had expressed concern about why Shouldham Parish Council were not currently contributing financially to opposing the development. Cllr Caley read out a short extract from the October meeting minutes explaining what had been agreed and confirmed and the situation was under ongoing review.

It was noted that Legal advice would be required for continuing opposition to the proposals, together with the hosting of designated web-sites and publicity which would require funding in future. A member of the public asked if leafletting at the Shouldham Panto would be permitted to raise awareness of the quarrying proposals but it was felt that this wasn't appropriate.

Cllr Caley advised that the Rt Hon Elizabeth Truss had written to Mike Hurley at Sibelco earlier in November requesting a visit to Leziate Quarry and was to be accompanied by representatives from Shouldham and Marham Parish Councils plus the County/Borough Councillor. Mike Hurley was currently waiting for dates from Miss Truss's office.

***In the meantime, Cllr Hipperson would endeavour to speak with the landowners connected with the quarry proposals, and try and ascertain what was happening from their perspective.***

### 104/18 Alive Leisure – Village Sports Coordinator

The Clerk advised that this item had been cancelled at short notice as Adam Garford had apparently left Alive Leisure. His replacement was unavailable for tonight's meeting and had indicated that the direction of the scheme was currently under review. **The Clerk to reschedule this agenda item in the new year.**

### 105/18 Childrens' Play Area

Carl Carter had kindly offered to come along to the meeting and help explore options for updating/improving the Childrens' Play Area which was in need of some TLC. It was noted that an area to the right of the car park entrance could possibly serve as an all weather section. Carl had already established contact with a company called Creative Play who had provided a number of facilities in local villages. Consideration could be given to provision of a MUGA (Multi-Use Games Area). Collaboration with a local building firm, Walker Construction, on the ground works and the Football Club might be also viable options. **Carl Carter to arrange an initial meeting with Creative Play to get an idea of costs and options and report back at the next meeting.**

Finally, the Clerk reported that the missing monkey bars had now been replaced on the climbing frame and the litter bin next to the bench had been re-secured by the village handyman (Dave Bevan). **The car park perimeter logs needed replacing and the village handyman was asked to action this work.**

**106/18 Playing Field – Rabbit holes/fencing**

***Cllr Hipperson was waiting for the Playing Field measurements and Cllr Walsh would remind Luke Gibson to provide these so that fencing could be obtained.***

There had been recent problems with cars driving on the Playing Field, which had made the playing surface deteriorate further due to the skid marks. After discussion, it was agreed that posts needed to be erected to restrict vehicular access together with 2 lockable access gates opposite Abbey Farm drive. The area near the Bowls Club would also need logging, again to restrict car access. A member of the public expressed some concern about the potential for children to have accidents in the car park and the need to contain the Childrens' Play Area.

***Cllr Walsh would speak to Phil Reidlinger at the Football Club regarding concerns about child safety around the Playing Field and Car Park area. Cllr Walsh would also measure up for the logs and gates for the Playing Field and report back to the next meeting.***

**107/18 Consideration of Planning Applications Received**

- **18/01988/F – 4 Norwich Road, Shouldham – First floor & single storey extensions**  
*\* Cllr Matthews & Cllr Hipperson left this part of the meeting, having already declared their interest.*  
 The Parish Council examined the plans and no objections were raised.  
*\* Cllr Matthews & Cllr Hipperson then re-joined the meeting.*
- **18/00979/F – 18 Hallfields, Shouldham** - The Clerk advised that some revised plans had been submitted in the last few days and circulated an extract. On examination of the plans, the Parish Council had no change to their original objections. ***As a result, the Clerk was asked to find out from the Borough Council whether the case would now come before the Planning Committee.***

**108/18 Parish Partnerships – Invitation to Bid for Capital Projects – 2018-19**

The Clerk had approached Highways as instructed after the last meeting and had been advised to contact their approved supplier, Westcotec. A quote for flashing 20mph signage on approach to the school had been obtained, but it was felt expensive and the wording needed changing. ***The Clerk would obtain a revised quote from Westcotec and circulate to the Parish Council for their views as the Parish Partnership submission needed to be made by 7 December 2018.***

***During this discussion a member of the public asked for the pavement kerb next to Holly House on New Road to be lowered to allow wheelchair friendly access and the Clerk would liaise with Highways.***

**109/18 Shouldham War Memorial**

The Clerk confirmed that she had supplied information and photos to local stonemasons (A F Holman & Son) and they had given a rebuild estimate of £25,000 excluding VAT. Zurich Insurers had now been able to include the War Memorial on the Policy Schedule at no extra cost for this year. They had advised that the increase in premium cost at renewal should be in the region of £50-£60. ***The Clerk to ensure the War Memorial was now added to the Asset Register.***

**110/18 Financial Matters**

Approval was given to make the monthly payments as listed on the attached sheet (see separate page 27/18). It was noted that the electricity bill for The Green was high due to it being estimated and the Clerk confirmed that a reading had now been taken and submitted to Utility Warehouse.

The Clerk drew the Parish Council's attention to the fact that Tim Peers had spent £81.59 more than the grant given towards the WW1 Commemorative Display. ***All felt that Mr Peers should be reimbursed in full for his***

*expenses and the Clerk was to write a letter of appreciation on behalf of the Parish Council for the work and time he had spent bringing the exhibition together.*

**111/18 Village Sign**

Cllr Gascoyne advised there had been no update from Elizabeth Fitzgerald Carter on progress. ***The Clerk would follow this up prior to the next meeting.***

Cllr Berryman advised that there were some community grants available from British Sugar for this type of refurbishment project. ***The Clerk would obtain an invoice from Jonathan Horton for the metal stand and forward it to Cllr Berryman for a contribution towards the cost.***

**112/18 Parking on The Green**

Concern had been expressed about parking on the Green – especially in front of the Old Rampant Horse and 11 and 12 Orchard Cottages. There had been discussion about this issue last winter due to the vehicles churning up the wet ground. It was felt that signage on the grassed areas could be problematic as vehicles might be damaged. ***The Clerk was asked to contact Highways and ask them for permission to erect posts and chains around the affected area. Clerk also to write to the Orchard Cottage residents and ask them to use the parking space provided behind the houses.***

**113/18 2019 Meeting Dates**

***Clerk to issue a schedule of dates for next year based on meeting the 3<sup>rd</sup> Monday in each month and to ensure the Village Hall is booked.***

**114/18 Items for the Agenda – 17 December 2018**

- Norfolk County Council Minerals & Waste Consultation
- Playing Field – Rabbit holes, Logs, Posts & Gates
- Village Signage – Update on the 2 missing street signs
- Parish Partnerships – Update on submission
- Children’s Play Area - Options
- Village Sign – Update on progress
- Parking on the Village Green
- Local Policing Teams meeting - Feedback

Confirm date of the next meeting : Ordinary Parish Council Meeting to be held on Monday, 17 December 2018 at 7.30pm in Shouldham Village Hall.

Meeting closed at 9.05pm

Chairman.....

Date.....

Zoe Bevan, Parish Clerk  
[shouldhampc@gmail.com](mailto:shouldhampc@gmail.com)  
<http://shouldhampc.norfolkparishes.gov.uk>

**Payments for Authorisation –  
October-November 2018**

Date	Name	Details	£	VAT	Totals	
07/10/2018	Utility Warehouse	Pavilion Electricity - 31/8/18-30/9/18 (Estimated)	£ 52.76	£ 2.94	£ 55.70	
		The Green - 31/8/18 - 30/9/18 (Standing Charge Only)	£ 5.92	£ 0.30	£ 6.22	£ 61.92 Total Invoice
26/10/2018	CGM	Grass Cutting & Maintenance - October 2018	£ 186.46	£ 37.30	£ 223.76	
01/11/2018	Angus McIntosh	Maintenance & Grass Cutting - Old Church Yard 1/4/18-31/10/18	£ 1,600.00	-	£ 1,600.00	
03/11/2018	Wave	Water/Sewerage Charges - Pavilion - 3/8/18-3/11/18 (Estimated)	£ 141.58	-	£ 141.58	
07/11/2018	Utility Warehouse	Pavilion Electricity - 30/9/18-31/10/18 (Estimated)	£ 56.47	£ 2.70	£ 59.17	
		The Green - 20/7/18-31/10/18	£ 207.34	£ 41.46	£ 248.80	£ 307.97 Total Invoice
08/11/2018	JT Caley Forestry	Felling of Horse Chestnut Tree in Church Yard & White Poplar on Playing Field	£ 1,200.00	-	£ 1,200.00	
16/11/2018	Clerk	Clerk's Salary & Expenses - Nov 2018	£ 227.09	£ 1.17	£ 228.26	
16/11/2018	Tim Peers	WWI Commemorative Display - All Saints Church - Remembrance Weekend 10-11/11/18	£ 288.28	£ 43.31	£ 331.59	NB: £250 Grant element to be shown in annual accounts as 'Restricted Funds'
<b>Totals:</b>			<b>£ 3,965.90</b>	<b>£ 129.18</b>	<b>£ 4,095.08</b>	