

## Shouldham Parish Council

### **DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on Monday 8 October 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

Borough Councillor Mike Howland

Luke Gibson (Shouldham Football Club) and 1 Member of the Public

#### **79/18 Accept Apologies for Absence**

Apologies were received and accepted from Kevin Carter

Absences: Tom Nickerson

#### **80/18 Declarations of Interest on Agenda Items**

None.

#### **81/18 Approve and Sign the Minutes of the Ordinary meeting held on 17 September 2018**

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

#### **82/18 Clerk to report progress on items not on the agenda from the last meeting**

- Children's Play Area – The Clerk reported that the repairs identified at the last meeting were in hand but had not been completed. Cllr Hipperson advised that he had been contacted recently about fund raising for improving the Play Area. Luke Gibson also mentioned grants for all weather pitches which he would investigate further and report back on. The Children's Play Area would be put on the agenda for further discussion at the next meeting.

#### **83/18 Correspondence**

The Clerk read out recent correspondence regarding:

- Letter received from BCKLWN detailing an Order to exclude dogs from children's enclosed play areas. Clerk to complete the required short survey by 31 October agreeing with the proposals.
- Letter from Norfolk Accident Rescue Service (NARS) highlighting the invaluable work of the charity and appealing for volunteers. Consideration to be given to including NARS in a future edition of the Shouldham Newsletter or possibly inviting them to a future meeting.
- Letter received from the Royal Mail to help raise awareness of scam mail.
- Email received from a parishioner concerned about the re-routing of the No 39 Lynx Bus from 28 October owing to ongoing access problems on Westgate Street caused by inconsiderate parking, utilities work and deliveries. The Clerk had had an exchange of correspondence with Lynx Bus who felt they had no other course of action available in order to continue running the service. Clerk was actioned to write to the County Council, Norfolk Constabulary and Rt Hon Elizabeth Truss highlighting the situation and asking if they could do anything in order to alleviate the situation.

#### **84/18 Norfolk County Council – Minerals & Waste Consultation**

Cllr Caley advised that the recent Consultation results were still awaited. Feedback was given by Cllr Hipperson, Cllr Walsh and Cllr Howland following their attendance at the public meeting held on 3 October at Marham. The meeting had been chaired by Cllr Graham Middleton who had been actioned to provide a timetable of events for the sand extraction proposals after the meeting. Cllr Hipperson was also to try and speak to one of the landowners involved and see whether or not any agreements had actually been made.

The need for Parish Council nominees for the Silica Sand Working Group was discussed and it was felt that Cllr Hipperson and Cllr Howland could provide a link between Shouldham and Marham Parish Councils regarding communication of information and future developments. This arrangement would also include the action groups and ensure everyone was in the loop. The arrangement could be reviewed on an ongoing basis as felt necessary.

It was also important to emphasise that members of the public were welcome to get involved in the Working Group's activities.

There was also discussion about the allocation of Parish Council funds towards helping fight the potential sand extraction proposals. It was noted that Marham was a much larger parish with reserves, whereas Shouldham relied almost entirely on its Precept and limited additional funds. After consideration, it was therefore not felt necessary at the current stage to allocate specific Parish Council funds, however, this situation would be kept under review.

There was a reminder that the next public meeting would be held on **Friday, 12 October 2018 at 6.30pm in Marham Village Hall** with Miss Elizabeth Truss MP.

#### **85/18 Planning Applications**

No new applications had been received, however, the Clerk asked if there had been any developments on **18/00979/F 18 Hallfields**. Cllr Hipperson advised that the application was still ongoing with revised proposals, but would not be going before a Planning Committee. Further developments were awaited.

**2/TPO/00575** 19 June 2018 – 2 Lime Trees - Lynn Road/Westgate Street – Order now confirmed.

#### **86/18 Parish Partnerships – Invitation to Bid for Capital Projects – 2018-19**

Cllr Caley reminded everyone that this was an annual County Council scheme which was highway improvement related. A parishioner had suggested that a mirror at the corner of Norwich Road and the village green would help make the junction safer. However, it was noted in the scheme's guidance that "*Mirrors in the highway would not be considered*". The Clerk was actioned to investigate with Highways the costs associated with purchase and installation of part-time 20mph flashing signs near the school. Parish Council agreed to consider this suggestion and there would be further discussion of Parish Partnerships at the next meeting in readiness for the final bid submission date of 7 December 2018.

#### **87/18 Neighbourhood Plan**

Cllr Caley and Cllr Walsh had originally been nominated at the beginning of the year to lead this initiative, however, progress had been delayed. After discussion, it was agreed that the Neighbourhood Plan would re-commence in January 2019, as a priority, progressed by Cllr Walsh and assisted by Cllr Berryman.

#### **88/18 Shouldham War Memorial**

The Clerk had contacted the insurers about including the War Memorial on the Parish Council's insurance policy, however, they had asked for a valuation/rebuild cost. Clerk to consult with other Parish Councils in the local area and would also ensure the War Memorial was included on the Asset Register.

Cllr Caley to remind Jodie Caley about removal of the Horse Chestnut Tree in the churchyard.

#### **89/18 Financial Matters**

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

<b>Name</b>	<b>Description</b>	<b>Price</b>	<b>VAT</b>	<b>Total</b>
CGM	Grass Cutting & Maintenance	186.46	37.30	223.76
Clerk	Clerk's Salary (includes 2 extra days training course attendance) & expenses	349.95	-	349.95
Norfolk ALC	Training Course Invoice	110.00	22.00	132.00
TDF PROclean	Cleaning of Pavillion Toilets *	95.00	-	95.00
<b>TOTAL</b>		<b>741.41</b>	<b>59.30</b>	<b>£800.71</b>

\* Invoice total £190.00 – half to be invoiced to the Football Club as agreed

Cllr Matthews gave an outline of the CIL (Community Infrastructure Levy) which had been introduced in 2017 by BCKLWN. This was a levy on new properties which were built and then sold on. It meant that the village could get extra funding for capital projects - so long as the funds were spent within 5 years.

#### **90/18 Village Sign**

Cllr Gascoyne had spoken with Elizabeth Fitzgerald-Carter and he had been updated on progress. Cllr Gascoyne would follow this up again in time for the next meeting.

#### **91/18 Pavilion Toilets**

Cllr Matthews advised that the refuse situation in the immediate area was much improved and would continue to be monitored. It was also noted that the toilet facilities were now much cleaner.

#### **92/18 Update of Governance Documents**

The Clerk had circulated the following Governance documents with revised review dates:

- Model Standing Orders – Slightly revised document in order to reflect recent Data Protection Legislation
- Risk Assessment and Management
- Financial Regulations

It was proposed by Cllr Walsh and seconded by Cllr Matthews that the reviewed documents were adopted. Clerk also to post the updated documents on the web-site.

#### **93/18 Any additional reports and items for inclusion on the next Agenda**

- Defibrillator - Luke Gibson updated the meeting on the Defibrillator cabinet purchase which had been agreed at the last meeting. A third of the total cost of approx. £600 exc VAT would be paid each by the Parish Council, Bowls Club and Football Club. Luke would source a suitable cabinet and ensure the invoice was made out to the Parish Council who would then be reimbursed accordingly. Luke would also check with the school headmaster to find out how the defibrillator situated at the school could be registered nationally and advise further as a matter of urgency. It was noted that Luke offered to run some defibrillator training sessions and publicise them around the village. This was felt to be very commendable by the Parish Council.
- Items for the next meeting:
  - Rabbit holes on the Playing Field – Cllr Hipperson to get netting quotes if Luke Gibson could measure the length required. Further update/discussion at the next meeting.
  - Village Signage – It was noted that there were 2 missing street signs – Eastgate Street near Colt's Hall Barn and also next to the wall at the junction near the playing field. Cllr Gascoyne would investigate further. Clerk to contact Highways to repair/replace as required.
  - Parish Partnerships – Invitation to Bid for Capital Projects 2018-19

- Children’s Play Area – Fund raising/improvement
- Village Sign – Further update to be obtained by Cllr Gascoyne
- Parking on the Village Green – Signage outside the Old Rampant Horse

Confirm date of the next meeting : Ordinary Parish Council Meeting to be held on Monday, 19 November 2018 at 7.30pm in Shouldham Village Hall.

Meeting closed at 8.58pm.

Chairman.....

Date.....

Zoe Bevan, Parish Clerk

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