

Shouldham Parish Council

DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on Monday 17 September 2018 at Shouldham Village Hall

Present

Parish Councillors:

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

Parish Clerk – Zoe Bevan

Borough Councillor Mike Howland

Luke Gibson (Shouldham Football Club) & 25 Members of the Public

64/18 Accept Apologies for Absence

Apologies were received and accepted from Adele Berryman.

Absences: Tom Nickerson and Kevin Carter

65/18 Declarations of Interest on Agenda Items

None.

66/18 Approve and Sign the Minutes of the Ordinary meeting held on 16 July 2018 and the Extra-Ordinary Meeting held on 6 August 2018

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

67/18 Clerk to report progress on items not on the agenda from the last meeting

- Additional dog bin on the boundary of the Warren along Spring Lane now installed. However, the Forestry Commission needed to reduce the height to 900mm as the Borough Council had advised it was too high.
- Following a parishioner's report of dog fouling near the school, the Clerk had obtained 4 additional Correx signs which had now been erected near surrounding paths.
- Eastgate Street/the Trod – Clerk had arranged a meeting on 8 August involving Andy Wallace from Highways and the resident concerned with a view to improving the current situation. The Clerk had also had a tour around the area to review signage and highway issues which needed addressing.
- Forestry Commission had agreed to erect a 'Warning Concealed Entrance' sign just beyond the corner of Spring Lane on the verge near Caley's big green shed, following parishioner reports of speeding.
- Electrification of the Village Green had been completed in time for the Beer Festival. Cllr Hipperson reported that there were still some outstanding issues to resolve with UK Power Networks as the Phone Box cable had been accidentally severed and extra trench digging had been required.
- There had been a Highway Ranger visit on 10 September and the Clerk was awaiting confirmation of what work they had done.

68/18 Correspondence

The Clerk read out correspondence regarding:

- Note received from a concerned parishioner on 2 September 2018 regarding dog poo bags in the playing field litter bin. The Clerk had asked for a reminder to be published in the forthcoming Shouldham News to remind people to dispose of dog poo bags in one of the dog poo bins – or to take them home. The broken litter bin needed to be repaired or replaced as required.
- Potential Silica Sand Extraction - Email message sent to the Chairman and Clerk dated 30 August 2018 by a parishioner who was invited to speak. The parishioner ran through some understandable areas of concern such as the possibility of HGV traffic through the village – especially if top soil needed to be removed from site. The Parish Council advised that in 2015 the lorries coming through the village had been concerned with forestry harvesting operations. Cllr Howland suggested that the question of haulage

routes be addressed to Mike Hurley of Sibelco as it wasn't possible for the Parish Council to speculate on potential plans. Cllr Hipperson added that it was important for conditions to be attached to any planning application via the County Council – if and/or when this stage was reached. The Parish Council reiterated that it had unanimously objected to the proposals and they would support parishioners' views as strongly as possible. Finally, the Clerk confirmed that the Parish Council minutes from 2015-16 had now been published on the web-site as requested.

69/18 Norfolk County Council – Minerals & Waste Consultation

Open Forum taken at the beginning of the meeting:

The Chairman advised that there was currently nothing further to report on the current Consultation following submission of objections by the extended deadline of 17 August 2018. The members of the public in attendance were therefore asked if they had any questions or observations. There was strong support for the formation of a working group involving both Shouldham and Marham Parish Councillors. It was felt that the representation of two Parish Councillors from each Parish Council would help forge stronger ties and more effectively communicate information as it became available. Cllr Hipperson proposed that two Parish Councillors from Shouldham should sit on the working group and this was seconded by Cllr Matthews.

Everyone was urged to show strong support and attend the forthcoming public meeting to be held on 3 October at Marham.

The Parish Council was asked by a concerned resident what positives there were to the potential proposals and the Parish Council advised they couldn't think of any positives in the current situation. Cllr Hipperson advised that the final planning decision rested with Norfolk County Council and not the Parish Councils. It was Norfolk County Council who would make any planning case. Discussion then moved to the designation of the area as a "preferred" extraction site which could make building the case opposing development more difficult as it had already progressed through the exploratory stage.

There was general agreement that everyone now needed to look forward in the consultation process. It was also vital that RAF Marham was kept in the loop. If lakes were created for dredging then the possibility of bird strikes on aircraft was likely to be a major concern – especially given the recent magnitude of investment in the air base.

Cllr Walsh emphasised the need to build a strong case for objection together to try and prevent the sand extraction. Marham Parish Council had apparently earmarked £1000 of Parish Council funds towards trying to prevent the development and Shouldham Parish Council would also now consider what financial resources might be available.

In closing the open forum, everyone was reminded of the forthcoming public meetings and urged to attend:

- **3 October 2018 at 7.30pm – Marham Village Hall** – Public meeting with the County Council and Sibelco representative
- **12 October 2018 at 6.30pm – Marham Village Hall** – Public meeting with Miss Elizabeth Truss

Open Forum closed 8.35pm

70/18 Planning Application 18/00979/F – 18 Hallfields, Shouldham – Amended Plans

The Parish Council noted that the only changes to the original plans appeared to be that an exterior wall height had been added. The Planning Officer had originally stated that the amendment "may alleviate some of the

concerns received from the Parish Council, neighbours and the Borough Council’s Arboricultural Officer”. In addition, it was noted that an extension built at 16 Hallfields approximately 20 years ago still wasn’t shown on the plans. This meant that the resident would not have access to his own property due to the revised boundary and installation of a large, sliding gate as currently proposed at 18 Hallfields. The Parish Council would therefore re-submit their original objections to the development by the 28 September deadline.

71/18 Parish Partnerships – Invitation to Bid for Capital Projects – 2018-19

Cllr Caley advised that this was an annual County Council scheme which was highway improvement related. A parishioner suggested that a mirror at the corner of Norwich Road and the village green would help make the junction safer. The 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.

72/18 Purchase of Defibrillator Cabinet – Request received from Shouldham Football Club

Cllr Walsh introduced Luke Gibson from Shouldham Football Club who outlined the proposals for installation of a defibrillator on the outside wall of the Bowls Club. It was proposed that the cost of a cabinet was split between the Football Club, Bowls Club and the Parish Council. The cost (excluding VAT) was thought to be in the region of £600 which meant each organisation contributing approx £200. The Parish Council approved this course of action which was proposed by Cllr Caley and seconded by Cllr Walsh. Luke Gibson would progress the purchase of a cabinet. It was noted that the invoice needed to be in the Parish Council’s name to enable the VAT element to be reclaimed.

73/18 Shouldham War Memorial

The Clerk advised that the war memorial had been granted listed monument status by Historic England and it would therefore be added to the asset list and checks made to see if it required insurance cover.

74/18 Finances

Approval was given to make the monthly payments as listed below (there were 2 months payments as no Ordinary Meeting had been held during August):

| Name | Description | Price | VAT | Total |
|--------------------|---|----------------|---------------|-----------------|
| CGM | Grass Cutting & Maintenance | 186.46 | 37.30 | 223.76 |
| Play Inspection Co | Annual Inspection of Play Areas * | 125.00 | 25.00 | 150.00 |
| Wave | Pavilion Water Charges | 137.37 | - | 137.37 |
| Utility Warehouse | Pavilion Electricity | 54.14 | 3.01 | 57.15 |
| Z Bevan | Clerk’s Salary & Expenses – Aug | 236.21 | | 236.21 |
| Microsoft Office | Annual Subscription – Laptop | 49.99 | 10.00 | 59.99 |
| CGM | Grass Cutting & Maintenance | 186.46 | 37.30 | 223.76 |
| Village Hall | Rent – May, June, July Qtr | 66.00 | | 66.00 |
| Nick Evry | Electric Cabinet & Installation - The Green | 1583.99 | 270.07 | 1854.06 |
| Utility Warehouse | Pavilion Electricity | 112.37 | 14.17 | 126.54 |
| Z Bevan | Clerk’s Salary & Expenses – Sept | 222.55 | | 222.55 |
| TOTAL | | 2960.54 | 396.85 | £3357.39 |

75/18 Neighbourhood Plan

Cllr Caley and Cllr Walsh had originally been nominated to progress the Neighbourhood Plan, however, due to personal circumstances and commitments, both now felt unable to fulfil this role. It was agreed that this item would be put on the agenda for the next meeting and, in the meantime, the Parish Councillors would consider which two councillors could take this forward.

76/18 Childrens’ Play Area on the Playing Field

The Parish Councillors had met prior to the meeting at the play area. The annual inspection had taken place during the summer and it was noted that there were some issues which needed addressing namely:

- Repair/replacement of the litter bin near the two benches (plus possible provision of notice to remind people to dispose of dog poo bags in dog poo bins – or take them home)
- Spray weeds
- New bark chippings to be laid in the play area
- Replacement of 2 monkey bar poles

Clerk would ensure the work was progressed and report back at the next meeting.

77/18 Update of Governance Documents

Clerk to seek further guidance on updating these documents and ensure they were posted on the website.

78/18 Any additional reports and items for inclusion on the next Agenda

It was noted that all the rubbish behind the bottle bins adjacent to the Playing Field had now been removed, although the situation needed monitoring.

Items for the next meeting:

- Parish Partnerships – Invitation to Bid for Capital Projects 2018-19
- Neighbourhood Plan
- Village Sign - update to be obtained by Cllr Gascoyne
- Pavilion Toilets – Arrangements for disposal of cleaning refuse

Confirm date of the next meeting : Ordinary Parish Council Meeting to be held on the revised date of Monday, 8 October 2018 at 7.30pm in Shouldham Village Hall.

Meeting closed at 9.20pm.

Chairman.....

Date.....

Zoe Bevan, Parish Clerk

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