

**Minutes of the meeting of Shouldham Parish Council
held on Monday 21st December 2015 at 6.00pm in the village hall**

Those attending:

Mr G Hipperson, Chairman, Mr P Gascoyne, Vice Chairman, Mr K Matthews, Mrs A Berryman, Mrs V Negus, Clerk, Mr J Brazier.

1. Apologies for Absence were received from Mr K Carter, Mr N Herbert, Mrs A Caley and Mr T Nickerson,

2. Declaration of Interest Mr Matthews declared an interest in item 7

3. Minutes of the meeting dated 16th November 2015 were signed as a true record

The Council agreed an additional item on the agenda to discuss a ditch in need of repair

4. Matters Arising

(a) Maintenance of pavilion – Carter Cabinhire had not yet contacted Mr Matthews. The clerk will contact Carter Cabinhire.

(b) Slide repairs – it was agreed that since this repair is low priority it could be postponed until the next inspection.

(c) The Parish Partnership bids had been submitted including a trod for Lynn Road. If the Lynn Road trod is successful it will be funded privately and not from the parish precept

5. Borough Council Report

Mr Hipperson reported that the Borough Council is still awaiting agreement from central government to their local development plan. In the meantime they are working on national guidelines regarding planning applications which has resulted in a larger number of planning applications being submitted.

6. Payments for Approval

Utility Warehouse – electricity for November	£40.34
J Raines – gate closing	£365.00
D.J. Cameron – Toilet cleaning	£391.00
Complete Electrical Solutions – floodlights	£1925.04
Chemex – public toilet supplies	£60.91

Received – Shouldham Football Club – contribution to floodlights £1604.20

7. Planning

Orchard Caravan Park – Appeal decision - dismissed

Letter from Planning re land at Westgate Street informing that additional details of the application are available but confirming no change to the plans.

8. Budget and Audit Changes

(a) Audit changes – With effect from 1st April 2017 Parish Councils with a turnover of less than £25,000 will still be required to complete and publish an annual return but will no longer be required to submit it for external audit. The clerk will clarify if an internal audit is still required

(b) Budget – The Council discussed items requiring funding for next years budget which included trods, new disabled ramp for toilet block, possible tree felling, additional grass cutting and repairs to the village sign. The already agreed 10% increase for 5 years from 2015/16 would also need to be taken into consideration. The Responsible Financial Officer will submit his proposal to the Council for consideration at the January meeting.

9. Forestry Commission Operations

Mr Hipperson had attended the recent Forestry Commission drop in session and been informed that it would not be possible to use the A134 for the removal of wood since the track to that road was not good enough. It had been agreed by the Forestry Commission that they would avoid school opening and closing times when removing wood. The clerk was asked to contact the Forestry Commission to press for repairs to the track to alleviate the need for lorries to come through the village.

10. Fairstead Drove Surface

Mr Brazier was invited to discuss his expenditure on the surface of Fairstead Drove. Mr Matthews pointed out that the Parish Council had declined to contribute to the expenditure because they felt that the work carried out had not improved the surface and they would prefer to install planings.

After discussion it was agreed that the Parish Council would reimburse Mr Brazier the amount he had paid for the VAT

11. Open Meeting

The date of the Open meeting for 2016 was set for April 18th

11a. Ditch adjacent to Hallfields

The clerk pointed out that the ditch at the back of Hallfields had been reported as in need of clearing last year. To date it had not been cleared. Mr Hipperson agreed to speak to the landowner.

12. Correspondence

(a) St Martins School – request and support for a car park and traffic calming. Following discussion it was agreed that the clerk should try to arrange a meeting with the Council, the Highways Department and a representative from the Education Authorities to discuss what options are available.

(b) Marham Parish Council offering attendance at a war memorial workshop. The clerk was asked to pass this to the PCC

(c) Notification of new property address Field Barn, Marham Road, Shouldham.

13. Other Business

The clerk had received the visual tree inspection report for the horse chestnut tree. To be discussed at the January meeting

Mrs Berryman reported that the brambles had still not been cut on Westgate Street. The clerk will contact the Community Highway Rangers

The clerk asked if the Council would pay 50% towards a replacement printer. The council agreed to purchase a new one.

14. The date of the next meeting was set for Monday 18th January 2016

There being no further business the meeting closed at 7.15pm