

Shouldham Parish Council
DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on
Monday 21 January 2019 at Shouldham Village Hall

Present: Parish Councillors:

Nigel Walsh (Acting Chairman), Keith Matthews, Paul Gascoyne, Adele Berryman, Kevin Carter, Geoff Hipperson, Angela Caley

Absent: Tom Nickerson

Parish Clerk: Zoe Bevan

Borough Councillor: Mike Howland - and - 7 Members of the Public

129/19 Accept Apologies for Absence

None received.

130/19 Declarations of Interest on Agenda Items

None received.

131/19 Approve and Sign the Minutes of the Ordinary Meeting held on 17 December 2018

It was proposed that the minutes be approved as being a true and fair record of the meeting and they were duly signed by the Acting Chairman Cllr Walsh.

132/19 Clerk to report progress on items not on the agenda from the last meeting

- **Norfolk Local Access Forum** – Clerk to circulate this email again as a reminder.
- **Parking on Village Green** – Clerk awaiting response from Highways about positioning and funding of bollards on the additional areas of the village green outside Orchard Cottages and the Old Rampant Horse.
- **Kerb Lowering - New Road** – Work now done and the Clerk had written a letter of thanks to Highways.

133/19 Correspondence

The Clerk advised that all correspondence had been forwarded to the Parish Council prior to the meeting.

134/19 Norfolk County Council – Minerals & Waste Consultation

There had been no significant developments since the last Parish Council meeting. The CATSS group had organised a walk with the Rt Hon Liz Truss on 18 January to enable the the public to see the extent of the quarry proposals and ask questions. Cllr Hipperson had also attended the Leziate Quarry visit the same day.

A member of the public was concerned that an invoice and briefing from the CATSS action group had not been received by the Parish Council and she would follow this up. It was noted that the next 6 week consultation period was likely to start in March 2019. CATSS were intending to hold 2-3 'clinics' in Marham and Shouldham to ensure everyone knew what was happening - and how best to object in the statutory framework. During discussions, it was noted that part of the Pentney Way route near Marham had been damaged by sub-contractors. The Environment Agency were aware of the damage but hadn't given any timescale for remedial works to start. Cllr Walsh reiterated the Parish Council's commitment to maintaining the momentum to try and prevent the quarry proposals coming to fruition.

Note: Cllr Caley joined the meeting during this item at 7.55pm, having given notice of late arrival due to a prior commitment.

135/19 Childrens' Play Area

Carl Carter had been to the children's play area at Middleton on a fact-finding visit. A meeting with Wicksteed Playgrounds on 31 January was arranged to discuss possible options and costs. Cllr Walsh would also be present.

Carl suggested the installation of fitness equipment (which was grant qualifying), MUGA and a child activity area. Fencing of the car park was also felt to be a priority for safety reasons. Lottery Grants, possible funding from Blackborough End quarry, together with sponsors for the equipment were discussed. More work was needed to ascertain what funding/grants were available. Wicksteed Playgrounds would put together some proposals plus a 3-D drawing for consideration by the Parish Council at the next meeting. The Chairman thanked Carl Carter and Mark Askham for their work to date.

136/19 **Playing Field – Rabbit holes/fencing**

The previous measurement of 730m of fencing was felt to be inaccurate and Cllr Walsh would re-measure the perimeter area of the playing field with Luke Gibson. Cllr Hipperson suggested that car park had new logs set in depressions in the ground around the boundary which would be easier to maintain. It was suggested that Jodie Caley may be interested in sponsoring some of this work in exchange for advertising. The Clerk was asked to write to Jodie Caley about this proposal. Rubbish near the children's play area in the litter bins was an issue again. The bin lid was broken and the Clerk was asked to obtain 2 new bins for this area which conformed to the Council's requirements

137/19 **Consideration of Planning Applications Received**

The Clerk advised that no new planning applications had been received.

The planning application for residential dwelling in garden land at 17 Westgate Street had been withdrawn.

138/19 **Neighbourhood Plan**

Cllr Walsh planned to go the NALC Annual Conference session on the Neighbourhood Plan in a Small Parish on 14 March. Clerk to forward details to Cllr Walsh. Cllrs Walsh and Berryman would then initiate the first Neighbourhood Plan meeting with residents which had been delayed in 2018.

139/19 **Norfolk Citizens' Advice – Request for Donation**

Letter received asking if the Parish Council would consider a donation to help fund the services provided by Norfolk Citizens' Advice. After discussion, the Parish Council concluded they were unable to help on this occasion.

140/19 **Financial Matters:**

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

Payments for Authorisation - January 2019					
Date	Name	Details	£	VAT	Total
09/12/2018	Utility Warehouse	Electricity 31/10/18-30/11/18 (Credit)	-84.11	-3.91	-88.02
08/01/2019	S J Home & Garden Services	Installation of new Village Sign base	100.00	-	100.00
09/12/2018	Evry Electrical	Supply & fit new water heater at Pavilion on Playing Field	125.54	-	125.54
21/01/2019	Clerk	Salary & Expenses	241.63	1.01	242.64
		TOTAL	383.06	-2.90	380.16

- Budget & Precept 2019-20**

The RFO, Cllr Matthews, had prepared a budget and presented it to the meeting. Following discussion, it was agreed to accept the budget and set the precept at £14231 to include Council Tax Support Grant of £70. This was proposed by Cllr Berryman and seconded by Cllr Gascoyne. The Clerk signed the Parish Requirement form at the meeting and would ensure it was returned to the Borough Council by 31 January 2019.

141/19 **Village Sign**

Cllr Carter had brought the sign to the meeting. The Clerk to write a letter of thanks to Elizabeth Fitzgerald-Carter and an official unveiling would be arranged once the sign was installed. The Clerk would write to British Sugar

thanking them for their £350 community grant together with the required “before” and “after” photographs. There was then discussion about who would put the flag up on the village green following the very sad loss of Mike Jervis. Steve Jones had offered to fulfil this role which was agreed after being proposed by Cllr Hipperson and seconded by Cllr Gascoyne.

142/19 **Date for the Annual Parish Meeting**

The Clerk wished to confirm the date was 29 April 2019 at 6.30pm. This date was agreed and proposed by Cllr Caley, seconded by Cllr Hipperson.

143/19 **The Clerk**

The Chairman had received a letter of resignation from the clerk. Following discussion, the Chairman reluctantly accepted the clerk’s resignation. All members of the Parish Council endorsed comments from the Chair understanding the clerk’s reasons for resigning and thanking Zoe for her contribution to the running of the Council during her time as clerk.

144/19 **Items for the Next Meeting**

- Norfolk County Council – Minerals & Waste Consultation
- Children’s Play Area – Update
- Bowls Club Lease/Extension
- Rent Review – Land at the Warren
- Elections – 2 May 2019
- The Clerk

145/19 **Bowls Club** (Unanimously voted to be included as an additional item by the Parish Councillors)

- **Potential Extension** - Cllr Hipperson outlined a recent approach made by a local businessman who wished to help finance some new changing rooms and additional facilities for the football club and other local users. There was discussion about how this amenity could best be accommodated – especially as the Parish Council did not own any land, apart from the playing field on which development could not take place. It was felt that a substantial extension to the Bowls Club might be one way forward, but this would need more discussion and research with the parties involved. Talks needed to take place in a timely manner so that a response could be made to the potential benefactor. It was agreed that Cllr Matthews and Cllr Walsh would participate in a sub-committee involving the Football and Bowls Clubs to discuss how best to proceed.
- **Lease Changes** - Chris Jones outlined the changes required to the lease of the Bowls Club and circulated a handout. It appeared these changes had been agreed some time ago, but the lease had not been amended and signed. Cllr Matthews would seek legal advice, once he had received a copy of the lease and the necessary amendments from Chris Jones. The revised lease could then be signed by the parties involved.

Confirm date of the next meeting : Ordinary Parish Council Meeting to be held on Monday, 18 February 2019 at 7.30pm in Shouldham Village Hall.

Meeting closed at 21:40hrs

Chairman

Date

Zoe Bevan, Parish Clerk
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<http://shouldhampc.norfolkparishes.gov.uk>