

**DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on
Monday 18 June 2018 at Shouldham Village Hall**

Present

Parish Councillors:

Nigel Walsh, Geoff Hipperson, Paul Gascoyne, Keith Matthews and Kevin Carter

Parish Clerk – Zoe Bevan

8 Members of the Public

26/18 Accept Apologies for Absence

Apologies were received and accepted from Angela Caley. Absences: Adele Berryman and Tom Nickerson.

27/18 Declarations of Interest on Agenda Items

None.

28/18 Approval and Signature of the Minutes of the Ordinary meeting held on 21 May and the Extra-Ordinary meeting held on 4 June 2018

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

29/18 Clerk to report progress on items not on the agenda from the last meeting

The Clerk advised the Forestry Commission had now taken delivery of the additional dog bin which was ready for installation and she would ensure its addition to the BCKLWN bin emptying schedule.

30/18 Correspondence

The Clerk read out correspondence regarding the Parish Partnership Bid 2019-20, RAF Marham Families Day, Defibrillator sited at the school and letter from the Borough Council regarding Parish Council election costs.

31/18 Cleaning of Pavilion Toilets and Door Repair

Cllr Matthews confirmed Lisa Cammidge had taken over the cleaning twice a week. Cllr Hipperson would try and retrieve keys from Malcolm the former cleaner. Heavy duty door closure to be obtained and fitted by the local handyman. It was noted the cabin needed levelling to enable the door to shut properly.

32/18 Trees

Cllr Gascoyne advised the Poplar Tree on the playing field was now leaning at an angle. Clerk to obtain quotes from Chris Hotson and Jodie Caley to dismantle it and remove the debris. It was noted that a second quote for removal of the tree at the Church was required and Cllr Matthews would contact Chris Hotson about this.

33/18 Inspection of Playing Field Equipment

Clerk confirmed this was in hand for July. King's Arms playing equipment was also to be inspected at the same time and half of the inspection cost would be recharged to the King's Arms.

34/18 Data Protection and GDPR Privacy Policy

The Clerk was appointed Data Protection Officer and the Privacy Policy document was adopted.

35/18 Electricity Point on the Green

Cllr Hipperson confirmed the work was planned for early August in readiness for the Beer Festival. Cllr Walsh would liaise with Nick Evry to ensure his part of the electrical work was on track. Clerk to contact Utility Warehouse to notify them of the additional supply point on the Green.

36/18 Finances

To approve monthly payments as listed below:

Name	Description	Price	VAT	Total
Utility Warehouse	Electricity : 30 April – 31 May 2018	50.78	2.84	53.62
CGM	Grass Cutting Contract	186.46	37.40	223.76
Zoe Bevan	Clerk's Salary & Expenses May & June 2018	321.03		321.03
Helen Carrier	Former Clerk's Handover & Expenses May & June 2018	71.52	-	71.52
Chemex	Supplies for Pavilion Toilets	60.98	12.20	73.18
Mr Cross	Expenses for external audit of Annual Return	25.00		25.00
TOTAL				768.11

37/18 Planning Application 18/00979/F - 18 Hallfields, Shouldham

Cllr Walsh closed the meeting at 7.40pm to allow discussion of residents' concerns and also read out an email received from a local resident. The residents each explained their reasons for objecting to the development. After listening to the issues raised, the Parish Council unanimously agreed to recommend refusal of the application. This was on the grounds of scale, road access on a dangerous bend, light entitlement, proposed boundary wall construction, and for being completely out of character with other dwellings in the surrounding area. The meeting then reconvened at 8.15pm.

38/18 Grass Cutting on the Green

Clerk to contact CGM to ascertain the end date of the current contract, whether it is binding and what the terms are for cessation. It was agreed that the Green would need cutting just prior to the fete on 7 July. Cllr Gascoyne also drew the Council's attention to some rubbish which had been left on the Playing Field after a recent Football Club event. Clerk to write to Phil Reidlinger and request its removal.

39/18 Update of Asset Register

It was agreed there were no changes at present. Clerk to reissue with updated issue date.

40/18 Potential Local Government Reorganisation

Cllr Hipperson advised that there were currently no proposals on the creation of a Unitary Authority and he would continue to update the Parish Council on any developments.

41/18 Any additional reports and items for inclusion on the next Agenda

- Grass Cutting
- Tree at War Memorial
- Playing Field tree
- Toilets – Update
- Faded speed limit signs - update

Confirm date of the Annual Parish Meeting Council on Monday, 16 July 2018 at 7.30pm in Shouldham Village Hall.

Meeting closed at 9.10pm.

Chairman.....

Date.....

Zoe Bevan, Parish Clerk

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