

**Shouldham Parish Council**  
**DRAFT Minutes of the Ordinary Meeting of the above-named Parish Council held on**  
**Monday 18 March 2019 at Shouldham Village Hall**

**Present:** Parish Councillors:

Angela Caley, Nigel Walsh, Keith Matthews, Paul Gascoyne, Adele Berryman, Geoff Hipperson and Kevin Carter

**Parish Clerk:** Mike Inder

**In Attendance:** Borough Councillors Nil, 2 Members of the Public.

**161/19 Accept Apologies for Absence**

The Clerk advised that apologies had been received from Cllr Tom Nickerson and Borough Cllr Howland.

**162/19 Declarations of Interest on Agenda Items**

None received.

**163/19 Approve and Sign the Minutes of the Ordinary Meeting held on 18 February 2019**

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 Chairman.

**164/19 Clerk to report progress on items not on the agenda from the last meeting**

- 1) **Parking on the Village Green** – The Clerk had sent a second reminder to Highways about the siting and funding of additional bollards on the village green outside Orchard Cottages and the Old Rampant Horse. Highways agreed to raise the works order to add additional bollards but asked for precise locations and added that any chains between would need to be purchased and installed by the Parish Council. Cllr Walsh agreed to take photos to identify required locations and submit to the Clerk.
- 2) **Village Sign Unveiling** – It was proposed and agreed that the unveiling of the sign should be done during the Village Fete weekend (13 Jul 19) and a decision on who would unveil it was deferred until after the Election on 2 May.

**165/19 Correspondence**

The Clerk advised that all correspondence had been forwarded to the Parish Council prior to the meeting, but wished to highlight the following:

- 1) **Overflowing Litter bin at the Playing Field** – A resident had reported to the Clerk that the litter bin was overflowing and that he had cleared it up. The clerk thanked him and informed him of the on-going work to replace the bin with a new one to the design required by the Borough Council.
- 2) **Local Development Plan Consultation** – The Clerk reported on the correspondence between numerous Parish Clerks and the Borough Council regarding the late notification of the consultation, the consultation has subsequently been extended by 1 week. The Clerk also provide a pack up of documents from the plan including previous comments and provided an overview of potential issues to be aware of as it progresses.
- 3) **Norwich Western Link Consultation update** – The Clerk provided an update on the consultation of the proposed routes to connect the Northern Distributor Road to the A47 west of Norwich.

**166/19 Norfolk County Council – Minerals & Waste Consultation**

No significant developments to report since the last Parish Council meeting. The Clerk will request further information from Cllr Middleton in May after the next expected update. Cllrs reported the CATSS group continued to hold promotional events in the Warren to raise awareness and support for their position.

**167/19 Childrens' Play Area**

As Mark Askham and Carl Carter did not to attend the meeting. Cllr Walsh gave an undertaking to contact them to invite them to the next meeting.

Chairman Initials \_\_\_\_\_

**168/19 Playing Field – Rabbit holes/fencing/litter bins**

Measuring the perimeter on the north and west sides of the playing field for fencing is still awaited. The Clerk advised that he had approached Jodie Caley about quoting for replacing the car park logs, he stated that for the type/size/quantity of logs required he would need to contact the Forestry Commission and he would report back with a cost in due course.

The Clerk carried out further research into replacement litter bin housing to accommodate the 140 litres capacity and wheeled ones that BC KLWN had advised were needed for health & safety reasons. A cheaper option has been identified in the region of £349 each. Cllr Walsh stated he would be clearing rubbish from the play park during the KBT week and would continue to monitor until the new bin was in place and emptying by the BC KL&WN. The Clerk was asked to investigate whether CIL funding could be used to fund the new bin housing for the Playing Field and Lamsons Lane. Cllr Gascoyne reported that the bins around the Green were not filling up but would be monitored.

**169/19 Bowls Club – Potential Extension/Lease**

Cllr Matthews reported that lease amendments had been reviewed by a solicitor and legal advice without prejudice had been received. The advice was that a fully amended Lease to incorporate the amendments proposed (already agreed but discussed as a reminder) would incur considerable legal costs but that as an acceptable alternative the amendments could be set out in a letter and referenced to the original Lease with the original Lease having a cross-reference to the accepted amendments. Clerk to locate the original lease.

**170/19 SNAP Meeting 20 Feb 18 Report** – Cllr Walsh attended and provided a report. Nothing significant effecting Shouldham but it was proposed that future meeting would be held around the district in an attempt to improve attendance and focus on local priorities.

**171/19 Neighbourhood Plan Update** – Cllrs Walsh and Berryman had met and drafted the start up plan for the plan and gave a presentation outlining the next steps. A publicity drive would be initiated to align with a presentation to the public and to gauge interest. The Clerk was requested to review previous correspondence to identified interest parties from an earlier stage and to pass names to Cllr Berryman for direct contact to be made.

**172/19 Keep Britain Tidy, Great British Spring Clean** – Cllr Walsh reported that all plans were in place for the week of 24 Mar 19. The School would cover the area within their boundary, the Football Club would cover the Playing Field and Cllr Walsh would direct volunteers on the Sunday into suitable groups to cover 8 planned routes. Disposal of litter collect had been agreed with BC KL&WN and a Risk Assessment (RA) had been carried out; the Clerk requested copies of the RA for the records.

**173/19 British Red Cross Fund Raising** – Cllr Walsh reported that a stall for the BRC at the Village Weekend had been agreed by the Village Ents Cttee.

**174/19 Consideration of Planning Applications Received**

Planning ref 19/00445/F had been notified to Cllrs for review, the Cllrs gave unanimous support. Clerk to submit decision of PC.

**175/19 Financial Matters**

1) Approval was given to make the monthly payments listed below:

| Date           | Name              | Details                                             | £             | VAT           | Total         |
|----------------|-------------------|-----------------------------------------------------|---------------|---------------|---------------|
| 28/02/2019     | BCKL&WN           | Dog Waste Collection Annual                         | 407.45        | 81.49         | 488.94        |
| 18/03/2019     | Clerk             | Salary, HMRC & Expenses - Mar 2019                  | 241.51        | 0.00          | 241.51        |
| 13/03/2019     | Norfolk ALC       | Clerk Trg Cse 19 & 26 Mar 19                        | 110.00        | 22.00         | 132.00        |
| 29/03/2019     | Utility Warehouse | Pavilion Electricity - 31/01/19-28/02/19 (Estimate) | 19.56         | 0.98          | 20.54         |
|                |                   | The Green - 31/01/19-28/02/19 (Estimated)           | 39.05         | 1.96          | 41.01         |
|                |                   | A/c Subscription                                    | 2.00          | 0.40          | 2.40          |
| <b>TOTAL £</b> |                   |                                                     | <b>890.92</b> | <b>126.07</b> | <b>882.99</b> |

**176/19 Rent Review – Land at the Warren**

This item was discussed, it had transpired that the Oct 18 Invoice had not been sent for payment, nor had the 3 year rent review been carried out. A discussion took place and a £10 rent increase in line with inflation over the 3 years was agreed, it was decided that it should not be applied retrospectively and should take effect from 01 Oct 2019 with the invoice to be sent by the Clerk with a covering letter to explain the decision to increase next year. Cllr Caley took no part in deliberations nor vote and declared an interest.

**177/19 Parish Elections – 2 May 2019**

The Clerk provided a guide for completion and the Cllrs wishing to submit nomination for election paperwork attended a workshop prior to the meeting.

**178/19 Agenda Items for the Next Meeting**

- 1) Cllr Walsh highlighted the appearance of advertising signs on the Green that have subsequently been removed, it was confirmed by Council that no permission to post them had been requested nor granted and that it amounted to Fly-posting. To be monitored.
- 2) It was reported that Shirley Pond was flooding and that there appeared to be a drainage problem from Eastgate St and New Road north to the open dyke at Abbey Farm. The Clerk is to contact the BC Environmental Team to seek investigation as to cause and a resolution.
- 3) It was reported that the Rangers had not visited and carried out the works requested w/c 24 Feb. Clerk to contact the Rangers and re-submit the request.

Next meeting: Ordinary Parish Council Meeting to be held on Monday 15 April 2019 at 7.30pm in Shouldham Village Hall.

Meeting closed at 21:35hrs

Chairman .....

Date .....

Mike Inder, Parish Clerk  
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Chairman Initials \_\_\_\_\_