

# SHELFANGER PARISH COUNCIL

**MINUTES** of the Parish Council Meeting held on Thursday 20 February 2025 at 6.30 pm at Shelfanger Village Hall.

**Councillors Present:** Cllr Marion Paines (Chair), Cllr M Hurst, Cllr Mick Paines, Cllr P Chambers and Cllr P Ross

**In attendance:** District Councillor Catherine Rowett, Elaine Tinsley (Clerk) and 3 members of the public

1. **Chairman's Welcome:** The Chair opened the meeting and welcomed everyone present.
2. **To approve the Minutes of the Parish Council Meeting held on Thursday 7 November 2024** - The Minutes of the Parish Council Meeting held on 7 November, previously circulated to all members, were proposed for approval by Cllr M Paines and seconded by Cllr M Hurst and unanimously agreed.
3. **To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:** None were received
4. **To hear from members of the public:**
  - a. A member of the public enquired about a letter received by some residents which is requesting their comments regarding replacing/enlarging culverts which are their under driveways or gardens. Cllr. Hurst replied she had received a copy, from Rob Brooks, of the Environment Agency. She would give a copy to the clerk for circulation – **ACTION: The Clerk.**
  - b. The same member of the public also asked about the two residents who had previously indicated a willingness to serve on the Parish Council and whether they had been co-opted and the Chair responded to say she would cover this in her report.
  - c. A member of the public brought up a number of issues:
    - She spends some considerable time and effort on litter picking in the village and requested signs be put up to ask people not to litter – **ACTION: Clerk to investigate**
    - The Chair thanked her for her efforts and it was agreed the Parish Council would purchase some bags for her use, and Cllr Rowett also indicated the District Council made funding available for any organised litter picks, which would be worth investigating – **ACTION: Clerk**
    - There was overgrown vegetation in Wash Lane that needed to be cut back – **ACTION: Clerk**
    - The "people walking" and "30" signs in the hedgerow on the side of Church Road were obscured by the hedge and the landowner should be contacted to get this cut back – **ACTION: Clerk**

5. **To receive the Cllr Catherine Rowett** – Unfortunately, due to a technical hitch, Cllr Rowett's report had not been circulated and was not available at the meeting. However, she indicated the highlights of the report which was that due to Devolution and Local Government Reform, the May elections were to be suspended until this had been agreed. The Budgets had been set for the coming financial year and there had been a swathe of cuts, although weed killer and grass cutting had been increased. The Council Tax was to rise by 4.99% and £56 million has been allocated to highways maintenance. With this in mind, she indicated that the Highways Department were aware of the very poor road surface between Shelfanger and Winfarthing and it was hoped this would be rectified in the near future.
6. **To receive Chair's Report** – The Chair reported the pothole on Common Road was getting bigger and should be reported again – **ACTION: Clerk**  
The Chair thanked the Clerk for attending the Flood & Drought Summit and confirmed details were available on the website.  
The Chair reported that David Hurcomb had previously indicated a desire to serve on the Parish Council and was he still of the same mind. He said he was and so was co-opted on to the Parish Council, as proposed by Cllr Mick Paines and seconded by Cllr P Chambers and signed the Declaration of Acceptance of Office.
7. **To receive Clerk's report**
- **Church Road Flooding** – Issue appears resolved, but will continue to be monitored. It was reported at the meeting the water is still being pumped out onto the road, so needs to be reported again – **ACTION: Clerk.**
  - **Environment Agency Surveyors** – Report from Rob Brookes that the computer modelling is still in progress. The new survey carried out last year was very detailed, so they are confident that it will help to provide a more accurate representation of the flooding than the previous model and should allow a case to be brought for funding. The model is expected late summer/early autumn. There is also a flood warning camera scheme proposed to be trialled for two years, then to be placed in the community's hands. The meeting agreed they would support this and should be reported back to the Environment Agency  
**ACTION: Clerk.**
  - **Rangers** – Ranges have been in the village and reported back, as below:
    - **Heywood Road Ford** – a second additional gauge has been ordered and will be placed so both are facing oncoming traffic and will be completed as soon as resources allow.
    - **Blocked Drain, Church Road** – blocked gullies were identified and cleansed and jetted – work completed 12.12.24
    - **Pothole, Druids Lane** – repaired 28.10.24.
    - **Overgrown Footpaths** – beside The Elms, Church Road & beside Brookside, Common Road – ownership of the hedges to be ascertained and then works carried out.
  - **Inland Flood & Drought Summit** – The first Flood and Drought Summit where multi-agencies was attended. A link is on the website and although nothing specific for Shelfanger, a very interesting Flooding Bill proposed by MP George Freeman was discussed..
  - **Year End Training** – A "Year End" training session was attended. As is best practice, a volunteer was sought to check through the Minute authorisation – invoice – payment process. Cllr Chambers agreed to take on this role.

**Bank Account as below:**

**Shelfanger Parish Council Accounts**

		Net	VAT	Current	Savings
01.04.24	<b>Opening Balance - Savings Account</b>				<b>£6,173.97</b>
01.04.24	<b>Opening Balance - Current Account</b>			<b>£1,998.39</b>	
	<b>Receipts</b>				
	Interest (April - Feb)			£0.25	£73.87
19.04.24	SNDC CILS			£3,530.92	
26.04.24	SNDC Precept			£2,741.50	
07.05.24	Transfer of funds			-£1,158.10	£1,158.10
27.08.24	VAT refund			£97.84	
20.09.24	Precept			£2,741.50	
23.10.24	SNDC CILS			£3,488.34	
11.12.24	Transfer to savings			-£8,000.00	£8,000.00
	<b>Total Receipts</b>			<b>£5,440.64</b>	<b>£15,405.94</b>
	<b>Payments</b>				
29.04.24	Employer contribution	Item 12 - 07/03/24	£7.40	£0.00	£7.40
29.04.24	Clerk Salary - Apr	Item 12 - 07/03/24	£211.52	£0.00	£211.52
03.04.24	Norfolk PTS - subscription	Item 12 - 16/05/24	£55.00	£0.00	£55.00
18.04.24	Roger Canwell - Auditor	Item 12 - 16/05/24	£30.00	£0.00	£30.00
29.05.24	Employer contribution	Item 12 - 16/05/24	£7.40	£0.00	£7.40
26.04.24	Zurich Insurance	Item 12 - 16/05/24	£460.17	£0.00	£460.17
26.06.24	Clerk salary - May & June	Item 12 - 16/05/24	£430.44	£0.00	£430.44
20.05.24	I Lord - Grasscutting Fuel (Inv. 26)	Item 10 - 27/06/24	£25.00	£0.00	£25.00
31.08.24	Clerk salary - July & Aug	Item 10 - 27/06/24	£437.84	£0.00	£437.84
13.08.24	Clerk - laptop repairs	Item 11 - 05/09/24	£33.33	£6.66	£39.99
05.09.24	Clerk - dog bins	Item 11 - 05/09/24	£295.19	£59.04	£354.23
31.10.24	Clerk salary Sept & Oct	Item 11 - 05/09/24	£437.84	£0.00	£437.84
29.08.24	I Lord - Fuel (Inv 30)	Item 11 - 05/09/24	£25.00	£0.00	£25.00
02.09.24	SNC - Dog Bin emptying (Inv 0701086863)	Email auth MR/PC	£182.00	£36.40	£218.40
06.11.24	SNC - Dog bin emptying (Inv 0701087464)	Item 11 - 07/11/24	£70.00	£14.00	£84.00
02.10.24	Smith of Derby - (Inv 133945)	Item 11 - 07/11/24	£298.00	£59.60	£357.60
21.10.24	Clerk (Glasdon inv S1896852)	Item 11 - 07/11/24	£55.10	£11.02	£66.12
01.11.24	Shelfanger Church - wreath	Item 11 - 07/11/24	£19.99	£0.00	£19.99
23.12.24	Clerk salary - Nov & Dec	Item 11 - 07/11/24	£437.84	£0.00	£437.84
28.01.25	Clerk salary - Jan	Item 11 - 07/11/24	£218.92	£0.00	£218.92
23.02.25	Shelfanger Village Hall annual charge	Item 11 - 07/11/24	£80.00	£0.00	£80.00
	<b>Total Payments</b>			<b>£186.72</b>	<b>£3,924.70</b>
	<b>Current Account Balance</b>			<b>£1,515.94</b>	
	<b>Savings Balance</b>				<b>£15,405.94</b>
	<b>Bank Balance</b>			<b>£16,954.18</b>	
	<b>Funds held for Friends of Boyland Common</b>			<b>£531.62</b>	

8. **To receive updates from individual Council members:** Cllr P Ross reported that further to her various discussions with a parishioner and the Tree Council about becoming a Tree Warden at Shelfanger, it was thought the best way to resolve the insurance problems/requirements was to attend the Tree Council AGM and discuss with other Tree Wardens. This will take place on Saturday 12<sup>th</sup> April and Cllr Ross and Cllr Hurst agreed they would attend.

9. **Boyland Common Report** - Cllr P Ross read through the Boyland Common Report.

10. **Planning:** None

## 11. FINANCE REPORT

### To approve payments:

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT
Online	Clerk	Feb & March Salary P: Cllr Mick Paines 2 <sup>nd</sup> : Cllr P Ross	£437.84	0.00
Online	Clerk	Attendance at Flood & Drought Summit P: Cllr Mick Paines 2 <sup>nd</sup> : Cllr P Chambers	£50.52	0.00
		<b>TOTAL</b>	<b>£488.36</b>	<b>£0.00</b>

12. **To appoint Internal Auditor** – the Clerk advised that Roger Canwell was happy to audit the accounts again for this financial year – this was unanimously agreed.

13. **To Adopt the Budget for the 2024/25 financial year previously circulated to Councillors** – Proposed by Cllr Mick Paines and seconded by Cllr P Chambers and unanimously agreed by all.

14. **To discuss the 2023/24 Village Hall accounts previously circulated to Councillors** – The Village Hall Accounts were discussed and the Councillors felt they needed some clarity around the sums shown and asked the clerk to arrange a meeting for this purpose **ACTION: Clerk**

15. **To discuss CILS Receipt** – The Clerk reminded the meeting that the CILS payment remains and steps need to be taken to spend this money. The SAM2 Speed camera is currently on hold awaiting the funding request from Parish Partnership Scheme. A discussion also took place about the possibility of village gates and a cost is to be sought - **ACTION: Clerk**

16. **To discuss Central Government consultation on strengthening the standards and conduct framework** – It was discussed and agreed that no comment was to be made on behalf of the Parish Council.

**17. Next meeting of the Parish Council is on Thursday 17 April 2025 at 6.30 pm at Shelfanger Village Hall.**

**Meeting closed at: 8.20 pm.**