

SHELFANGER PARISH COUNCIL

MINUTES of the Parish Council Annual Meeting held on Thursday 19 June 2025 at 6.30 pm at Shelfanger Village Hall.

Councillors Present: Cllr Marion Paines (Chair), Cllr M Hurst, Cllr Mick Paines (Vice Chair), Cllr P Chambers, Cllr D Hurcomb, Cllr P Oldman and Cllr P Ross

In attendance: Elaine Tinsley (Clerk) and 2 members of the public

1. **Chair's Welcome and to receive Apologies for Absence:** The Chair opened the meeting and welcomed everyone present. County Councillor Rowett sent her apologies.
2. **To approve the Minutes of the Parish Council Meetings held on Thursday 1 May 2025 -** The Minutes of the Parish Council Meetings held on 1 May, previously circulated to all members, were unanimously agreed and signed.
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:** No members of the public were in attendance at this point, but arrived later and had input at the end of the meeting.
5. **To receive County Councillor Catherine Rowett's Report.** County Cllr Rowett's report was to be circulated to all councillors.
6. **To receive the Chair's report** – The Chair reported she attended the recent Village Hall AGM & Committee meeting. Ryan Stocking was re-elected unopposed into the position of Chair and the election of a Vice Chair was deferred. The ordinary meeting following allowed the Chair to thank the Committee for their sterling work at the VE Day celebrations. She will attend the next Village Hall meeting.
7. **To receive Clerk's report**
 - **Church Road Flooding** – A response was read out from the Flood and Management Water Officer indicating that the problem lies with Highways and the non-existent connection to the wider network of culverts, which would allow the water to drain away. It was also noted that Highways will not pursue the discharge onto the Highway – however, the matter will be pursued for a resolution. **ACTION: Clerk.**
 - **CiLCA Training** – following an introduction to CiLCA training, the clerk reported the training was to cost in the region of £1,000 and whilst the council had previously indicated a willingness to fund half of the cost, the clerk requested their approval now before enrolling on the course. This was unanimously agreed with the Councillors.
 - **SAM2 Speed Camera & Village Gates** – the Clerk reported she was still waiting agreement from Highways regarding location of both the camera and the gates **ACTION: Clerk.**

- **Email** – as per new policy, the clerk confirmed she had secured a new .gov.uk email address (clerk@shelfanger-pc.gov.uk) free of charge. This would start to be used shortly with a mail forwarding from the old address until fully operational.

ACTION: Clerk.

- **Bullying & Harassment Policy**- Again, this is a new policy requirement and she will circulate this to all Councillors for their approval. **ACTION: Clerk.**

8. **To receive updates from individual Council members:** None

9. **Boyland Common Report** – Cllr P Ross, read out her Boyland Common Report, confirming that the number of Green-winged Orchids, remained similar to last year's count. The distribution is mapped and shows little change, but it is hoped that the seeds may spread further and increase the population.

10. **Planning:** None

11. **FINANCE REPORT - To approve payments:**

PAYEE	DESCRIPTION	AMOUNT	VAT
Clerk	May salary	270.92	0.00
Clerk	June salary	244.92	0.00
Zurich	Annual Premium	421.59	0.00
	TOTAL	937.43	£0.00

Proposed: Cllr Hurcomb, Seconded: Cllr Ross

Bank Account as below:

Shelfanger Parish Council Accounts

			Net	VAT	Current	Savings
01.04.24	Opening Balance – Savings Account					£15,431.28
01.04.24	Opening Balance – Current Account				£975.21	
	Receipts					
	Interest (April – June)					£33.55
25.04.25	SNDC Precept				£2,774.50	
	Total Receipts				£3,749.71	£15,464.83
	Payments					
03.03.25	NPTS – Subscription	Item 13 – 01.05.25	£57.50	£0.00	£57.50	
29.03.25	RBLI – Clerk – VE Day Flag & Bunting	Item 13 – 01.05.25	£53.32	£10.66	£63.98	
11.04.25	BCSS – Clerk – Flood Poster printing	Item 13 – 01.05.25	£12.00	£2.40	£14.40	
23.04.25	Clerk salary – April	Item 13 – 01.05.25	£218.92	£0.00	£218.92	
16.04.25	R Canwell – Auditor	Item 13 – 01.05.25	£30.00	£0.00	£30.00	
22.04.25	Bank Charges		£4.25	£0.00	£4.25	
19.05.25	Bank charges		£4.25	£0.00	£4.25	
20.05.25	Clerk salary – May		£270.92	£0.00	£270.92	
20.05.25	Zurich Insurance		£421.59	£0.00	£421.59	
	Clerk Salary – June					
	Total Payments			£13.06	£1,085.81	
	Current Account Balance				£2,663.90	
	Savings Balance					£15,464.83
	Bank Balance					£18,128.73
	Funds held for Friends of Boyland Common					£531.62

12. **To discuss Boyland Common** owner – Cllr Ross brought to the meeting the plight of the common during the current Council re-organisation. As there is no legal owner of the common at present, the District Council would be deemed to be the owner and the Parish Council the manager, but wondered what would happen after the re-organisation. The Clerk was asked to write to Cllr Catherine Rowett and MR Adrian Ramsay to ask for their take on this situation **ACTION: Clerk**

13. **To discuss the Village Hall Accounts Breakdown** – The Clerk had received the breakdown of the Village Hall Accounts to end March 2024 and circulated to the Councillors. There was general agreement the breakdown was good and the Treasurer of the Village Hall Accounts was to be asked to keep this breakdown for the current year to end March 2025 and to be asked when this would be available **ACTION: Clerk**

14. **To discuss Bressingham Parish Council's Request for a collaborative Emergency Plan** – This was discussed at length, and, whilst it was agreed the Shelfanger Emergency Plan needs updating, the Shelfanger Parish Councillors were best placed to decide what Shelfanger needs. The Clerk was requested to write to Bressingham Parish Council contact to convey their thanks for being asked, but to decline. Proposed: Cllr Chambers, seconded Cllr Ross. **ACTION: Clerk**

15. **To discuss the Footpath onto the B1077** – A member of the public had alerted the clerk to a hole which had appeared in the hedgerow running beside the B1077. Upon further investigation, it became apparent, this was the re-opening of an ancient footpath which had been requested by the Council. It was felt to be very unsafe for walkers to alight on to the very busy main road, down a very steep 4' bank. The Council were to be written to relaying the Parish Council's fears. **ACTION: Clerk**

16. Date of Next meeting of the Parish Council is on Thursday 21 August 2025 at 6.30 pm at Shelfanger Village Hall.

Following the last meeting, the Parish Council had written to Jen Celerier to accept her offer to be voluntary Tree Warden. Jen reported to the meeting that she was delighted her offer had been accepted and confirmed she would attend each meeting to report back. She explained her tasks were to plot (map the current trees of significant interest), plant (new trees, including some free one which could be available to residents) and protect (trees which were suffering and showed a need).

Another member of the public also reported at this time that the footbridge on Hall Lane needed repairing, a pipe at the bottom of High London Lane needed repairing which should stop the continuous water running and also the foul water which was being allowed to enter the waterway at the bottom of Druids Lane. It was agreed these would all be reported to the various authorities. **ACTION: Clerk.**

Meeting closed at: 7.55 pm.