

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 27th November 2018 at 7.30 pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chair
Alison Wakeham	Vice-Chair
Lindsey Bilston	
Keith Cowley	
Isobel Pugh	
Christine Stevens	
Ann Baker	Clerk to the Council
Members of the public:	Co. Cllr. Spratt, 1 resident

- 97. Apologies** – Dist. Cllr. Stone, Cllr. J. Rudd - accepted
- 98. Co-Option of Parish Councillor and signing of the Declaration of Acceptance of Office** - Cllr. Frankland welcomed Isobel Pugh to the Parish Council, asking if there were any questions from Councillors or Isobel Pugh – there were none. Isobel Pugh signed the declaration of acceptance and received the Registration of Pecuniary Interests for completion. Cllr. Frankland proposed the co-option, seconded by Cllr. Wakeham, all agreed
- 99. Declarations of Interest regarding items on the agenda** - none
- 100. Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports:** -
Co. Cllr. Spratt - reported that the CEO at NCC has volunteered to give up her post, she will not to be replaced; the Government has given £13.5 million to assist with roads repairs, so hopefully there will no potholes after Christmas; it is likely that NCC will raise Council Tax by 3%;
Shimpling BOAT – Cllr. Spratt commented that the Parish Council are doing all they can to resolve this issue. The safety aspects need to be stressed – the track is only 8' wide, the shortness of the track, the importance of the natural environment and wildlife, safety of pedestrians, particularly children to be mentioned. The advice is that individual letters from residents are more effective than a petition. He suggested involving the local MP Richard Bacon
Thanks were extended to Co. Cllr. Spratt
Resident – raised the 'Canopy of Trees' project across the Commonwealth – could this be an opportunity to benefit the community. The resident will forward details of the project for further consideration.
- 101. Approval of the minutes of the Parish Council meeting held on 18th September 2018** – the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. Wakeham, seconded by Cllr. Stevens, all in favour
- 102. Matters Arising from the minutes not on the agenda** – as listed
82.2 - Insurance renewal - confirmation and payment of £775.57
82.2 - Volunteers list - this had been circulated prior to the meeting
89 - Emergency Planning – on-going, a document is to be circulated
91 - Burston Strike School Rally - the rubbish has been cleared
- 103. Correspondence as listed on the attached schedule:** – noted

104. Planning – to consider planning applications received for consultation which have been received prior to the meeting & which members have been previously advised:

104.1 - Planning Application 2018/2471 – 7 Gissing Rd., Burston – single storey extension – there were no comments from neighbours, good use of space at back of house, sensible modernisation, contained within outbuildings, footprint is not overly enlarged; resolved to recommend approval, proposed Cllr. Wakeham, seconded Cllr. Cowley, all agreed

Clerk

104.2 - Receipt of Consultees reports of Planning Decisions made by SNC:

Planning Application 2018/1695 – The Black Barn, Gissing Rd., Burston – Withdrawn, 28.09.18

Planning Application 2018/1407 – Land opp. Home Farm Barn, Mill Rd., Burston – NCC Approved 12.07.18

105. Finance - Approval of statement of accounts and payment report as distributed at the meeting:

105.1 - payments & receipts - the accounts are still reasonable at present, there has been a small amount of interest on the Asset Account; It was resolved to approve the payments and receipts, proposed Cllr. , seconded Cllr. , all in favour

Schedule of Payments for Approval

BACs/ Cheques	Paid To:	Payments for October/November 2018
PO 59	Brown’s Timber	Wooden sleepers
PO 60	HMRC - PAYE	Clerk’ s – 2 nd quarter (July – Sept.)
PO 61	Burston PCC	Youth Cafe - donation
PO 62	Burston Chapel	Jamie’s Gang - donation
TR 02	Lloyds Asset Reserve A/c	Transfer
PO 63	Grafton/Buildbase	Playing field maintenance
PO 64	Grafton/Buildbase	Playing Field Maintenance
PO 65	J. Churchar	Caretaker
PO 66	Stratton Glass	Replacement glass for Village n’board
PO 67	A. Baker	Salary - October
PO 68	Dissigns	Notice board for Orchard
PO 69	D. Bracey	Annual Play Area Inspection
PO 70	Clarks of Walsham	Playing Field Maintenance
PO 71 000008	Royal British Legion	Donation for second wreath
PO 72	Grafton/Buildbase	Playing Field Maintenance
PO 73	A. Baker	Salary – November + office equip.
PO 74	Land Registry	Church Green registration
PO 75	SNC	Annual Dog bins payment

Clerk

105.2 - Quarterly reconciliation - circulated for the end of Oct. 31st period,

105.3 - Draft Budget - this had been circulated, when the precept figures are received (early December) then the draft will be finalised, to date Councillors were satisfied with the adjusted headings

105.4 - Donation to the RBL – a second wreath was ordered for the Ceremony for the Battles Over ceremony on the Playing Field -

Clerk

BSPC has the power to grant this donation under the Local Government Act 1972, s137

105.5 - Clerk’s Annual membership of the SLCC & ALCC - the Clerk explained that this subscription has been shared with Dickleburgh & Rushall Parish Council, on a third/two thirds basis. The figures for this would be for BSPC - SLCC - £52.00, ALCC £13.00 = £65.30 and DRPC contribution – SLCC £104.00, ALCC £26.70 = £130.70. It was resolved to approve these figures providing that DRPC were in agreement, proposed Cllr. Frankland, seconded

Clerk

Cllr. Wakeham, all agreed

106. Highways & Footpaths -

106.1 - Highways - Cllr. Frankland reported that there was a Highways meeting in late Sept., various issues were considered, currently there are not many potholes, there have been repairs to the Anglian Water damage;

Action raised - the manhole outside the Mill going towards Cllr. Cowley's, it is understood that Anglian Water are looking at this.

106.2 - Footpaths report - Cllr. Stevens reported that some way-markers were still not in place, there are some new fingerposts marking on a map which require similar action on the ground; Cllr. Stevens will contact NCC on a schedule, it may be best to wait until summer to confirm placement; the footpath that crosses towards Gissing has not been marked Cllr. Stevens will contact Sir Rupert;

103.3 - Shimpling BOAT – Cllr. Frankland reported that bollards are still in place, 2 complaints filed, NCC in the face of that need to investigate further; Co. Cllr. Spratt encouraged the Parish Council to contact R. Bacon MP and to seek a barrister's opinion to investigate in the issue.

Cllr. Frankland offered to pursue this

106.4 - FP21 Diversion –the Clerk had received formal notice from NCC that the diversion requested by landowner around the chicken farm had been confirmed

106.5 - Shimpling Church Path – Cllr. Stevens reported that as yet she had not received a reply as yet from NCC

The Chair thanked Cllr. Stevens and Rudd for their efforts

NF

107. Playing Field:

107.1 - Annual Playing Field Inspection report - a number of low risks issues had been highlighted, but now is not the time to effect these adjustments

107.2 - Fencing to the play area - Cllr. Cowley reported that the Parish Council is one of the two Tesco bags grant currently running, Adnams and NCF are unable to assist at this time with funding, the NPFA and Geoffrey Watling Trust have not been in touch to date.

107.3. - Memorial garden event – everyone was very pleased with the event – it was well attended and the young people read their poems, light refreshments were enjoyed after the event, thanks were extended to those who contributed

107.4 - Repairs to the climbing wall – Cllr. Cowley reported a that a quote had been received from Hags for over £1,140.00, FLP supplied a quote of £972.12 - it was resolved to use FLP, subject to clear instructions being agreed, proposed Cllr. Cowley, seconded Cllr. Frankland, all agreed. Cllr. Cowley will contact FLP to arrange a date.

KC

107.5 - Footbridges - Cllr. Frankland thanked Cllr. Cowley for the excellent job done in renewing the well-worn bridges with new materials and handrails

107.6 - Caretaker's role - this matter was discussed - although agreed that the minimal had been done, life recently has been difficult for him, however his circumstances have changed and he is now looking to change to being self-employed, which will avail him with more time; this is the quiet period and not much can be done before the Spring; the area round Community Orchard requires cutting with a larger mower - Cllr Cowley will seek out some contractors costs for orchard area

107.7 - Dog Bins – a discussion around whether or not additional bins were required - the bin near to the play area will need to be moved in Spring, if the new fencing happens; It was agreed to monitor the situation and re-visit it in six months

KC

108. Diss & District NP - Cllr. Wakeham reported that the team is still looking for a new Chair, possibly from the business sector before trying to decide the next steps; The Community-led planning workshops is still on-going

109. Registration of Church Green - Cllr. Frankland reported that the first application had been returned as additional papers were required; Maurice Philpot had been contacted indicating that the Common Inclosure Act, stored at Norwich Archives would assist. Cllr. Frankland and Wakeham had investigated and photographed the relevant pages, prepared the new forms,

Clerk

and the Clerk will sign and post the papers

- 110. Report from the Events working party** - Shimpling Carols – Church Conservation trust will be the recipients of the collection, a couple more readers are being sought for Thurs. 13th Dec. 7pm; a light clean will be carried out prior to the events with a final clean on the day **NF/AW**
- 111. Report from Speedwatch and SAMs2** – Cllr. Frankland reported that the team had been out 46 times and recorded 286 vehicles travelling in excess of 30mph, however the impact of the team has reduced the number of vehicles speeding from 10% down to 7%.
SAMs 2 – the machine has been ordered and dates for training have been offered by Tivetshall Parish Council.
- 112. Emergency Prepared plan** - a document is being prepared by Dean Charnley showing what needs to be done, the questionnaire needs clarifying and simplifying with a paragraph referring to the General Data Protection legislation, assuring residents that their information will be kept securely. **NF/DC**
- 113. Options relating to a Village Hall** - a number of Councillors met to consider the possible options – the future of the Church will be uncertain, desirability of such a building needs to be established – information about who would be prepared to assist in bringing such a building to fruition, along with a need to know who would use such a facility - currently this is limited as there are only a few clubs and organisations; funding may be sought from grants such as The Big Lottery; Cllr. Cowley had prepared a draft questionnaire – it was felt it should include questions for the Emergency Plan (4/5), and a possible War Memorial (2/3) too, as well as the Village Hall. The questionnaire should be as short as possible to encourage people to complete, careful chosen wording along with representatives from each organisation; it was agreed that there needed to be further discussion **KC/NF/AW**
- 114. Assets and maintenance:**
- 114.1 - Burston Village sign - a rough estimate to re-paint has been given, there is a paint company that can supply the specialist paint to make the sign weather tight, painting will be carried out as and when the weather is appropriate, proposed Cllr. Wakeham, seconded Cllr. Bilston, all agreed the figure between £500/£600 **AW**
- 114.2 - Playing field hedge - Mr. Newby cut this recently
- 114.3 - Church Green scrub - Mr. Newby has attended to this too
- 114.4 - Shimpling Churchyard and hedges - Mr Burrige anticipates dealing with this in the near future, he will send his invoice and estimate for the forth coming year **Clerk**
- 94.6 - Hedge by Shimpling bench - remind the Caretaker this needs attention
- 115. GNLP Reg.18 of additional sites within the Parish** – a strip of land near the edge of village has been added; support for the CPRE letter which was circulated was considered; Cllr. Frankland will write to Mike Burrell at the GNLP informing him that the village does not meet the ‘Service Village’ criteria **NF**
- 116. Building of a War memorial** - various residents commented at the ‘Battles Over’ event about a desire for a War Memorial, another resident said that after 100yrs permission is not required for names to be placed on such a memorial, a suitable location in an accessible place would need to be found, e.g. corner of Church Green, or near to the Church. The Clerk is waiting for further information regarding the requirements and funding available for such a memorial. **Clerk**
- 117. Provision of a defibrillator for each village** - this was discussed, the Clerk will circulate further information regarding the costs involved; a plan will be required, with a central location - the pub or school – Agenda item for January **Clerk/NF**
- 118. NCC’s Budget consultation and NCC’s Norwich West Link Road consultation** – receipt of the report was noted

119. Date of Next Meeting and Items for inclusion on the Agenda (not for discussion) **Tuesday
15th January 2019, at 7.30pm**

Agenda items: figures for precept, will circulate in due course, budget, defibrillator,
Apologies - Cllr.

The Meeting closed at 9. 27pm

APPENDIX I – MINUTE 103

Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	Cllrs/SNC	Decisions & new planning applications	fwd to All
2.	Weekly Digest	Rural Services Network	Weekly news around the country	Fwd. to All
3.	Weekly News	Community Action Norfolk	Weekly updates from CAN	Fwd to All
4.	NP Meeting	Diss TC	Agenda, minutes etc. for meeting	AW/JR
5.	Crime	Police	Monthly review	Fwd. to All
6.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All (29.10, 6.11)
7.	Joint managing director	SNC/Broadland	Information regarding the appointment	Fwd. to All (30.10)
8.	CIL money	SNC	New CIL money	Fwd. to All (3.10)
9.	Church Green registration	Land Registry	Various – requests for info.	Fwd. to NF/AW
10.	Parish Elections + future vacancies	SNC	Info. regarding the forth coming election in May	Fwd. to All (17.10, 25.10)
11.	Reg.18 Sites allocation	GNLP	Additional sites consultation	(27.10)
12.	SAMs 2	Tivetshall PC	Details re delivery & installation	Fwd. to All (29.10, 22.11)
13.	Grant Funding	N'folk Comm.Funds	Unable to support fence project	Fwd. to All (31.10)
14.	Budget Consultation	NCC	Info. regarding NCC budget	Fwd. to All (5.11)
15.	Precept setting	SNC	How the precept is calculated	Fwd. to All (5.11)
16.	FP21	NCC	Diversion of FP 21	Fwd. to All (7.11)
17.	Shimpling BOAT	NCC, NF, BS	Various emails regarding this	Fwd. to All
18.	Newsletter & Sites Allocation	CPRE	Updates on both	Fwd. to All (8.11)
19.	Rough sleepers	SNC	Count on 14 th Nov.	Fwd. to All (14.11)
20.	'Lost' F'paths	Sky Blue thinking	Deadline approaching for registering	Fwd. to CS/NF/AW (9.11)
21.	Norwich Western Link Road	NCC	Details of road options	Fwd. to All (16.11)
22.	Crimestoppers	Norfolk Police	Volunteers required	Fwd. to All (19.11)

Schedule of Correspondence – not on the agenda

Postal Correspondence –

	Subject	From	Contents	Action
23.	Church Green	Land Registry	All papers were returned + cheque	NF will re-apply
24.				
25.				
26.				
27.				