

BURSTON AND SHIMPLING PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL

9th December 2013 at 7.30 p.m. at St Mary's Church, Burston

Present: Len Hobson Chair
 Alison Wakeham
 Christine Stevens
 Keith Lankester
 Nigel Frankland
 Tom Grieve

Pam Anderson Clerk to the Council

Action

127. Apologies

- 127.1 There were no apologies for absence. Cllr Keith Weeks had advised he would be unable to attend the meeting.
- 127.2 LH confirmed that Terry King had tendered his resignation from the role of Parish Councillor. LH advised that he had responded to TK's resignation letter and thanked him for the work he had carried out for the Parish Council, and his leadership of the Playing Field Advisory Committee.

128. Declarations of Interest

Councillor	Interest	Reason
L Hobson	Personal	With respect to Part II agenda item relating to village caretaker as the councillor was a personal friend of Jim Howard.
L Hobson	Prejudicial	With respect to agenda item relating to a donation request for the Youth Café as the councillor was a member of St Mary's Church PCC.

129. Resolution to Adjourn the Meeting for Public Participation

- 129.1 No members of the public were present. Neither the District or County Councillor nor the Community Police Officer were in attendance.
- 129.2 LH thanked CS and John Atkinson for the latest edition of the Planet.
- 129.3 AW reported that the Vaunces Farm enquiry would be starting in January and the PC could expect paperwork to be received shortly with the opportunity for further comment.

130. Minutes of the Parish Council Meeting of 11th November 2013

- 130.1 CS proposed and KL seconded that the minutes of the Parish Council Meeting of 11th November 2013 were adopted as a true and accurate record which was agreed by all.

131. Matters Arising from the Minutes of the Council Meeting of 11th November 2013

- 131.1 There were no matters arising which were not covered elsewhere on the agenda.

Action**132. Correspondence (not separate agenda item)**

- 132.1 LH noted that following receipt of the South Norfolk Community Awards nomination form, as he had not received sufficient response from Parish Councillors to form a mandate for Parish Council nomination, he had nominated Dorothy Swanton as a personal nomination.
- 132.2 All other correspondence received was noted as listed on the appendix attached to these minutes.

133. Planning

- 133.1 2013/1401 The Granary, Hill Farm, Diss Road, Burston. Approval with conditions was noted.
- 133.2 2013/1754 West Wing, Shimpling Place, Burston Road. Approval with conditions was noted.

134. Accounts to Approve for Payment and Finance

- 134.1 Statement of Accounts. LH proposed and KL seconded approval of the statement of accounts as at 2nd December 2013 and the payment of the following in accordance with the budget and as the approved schedule of payments presented at the meeting, which was agreed by all.

Chq. No.	Payee	Details
101402	P Anderson	Clerks Salary, Expenses and Office Supplies 1st– 30th Nov 2013
101403	Jim Howard (Just Jim)	Caretaker Duties November 2013
101404	Berryman	Bottle bank rental and collection charge November 2013
101405	Society of Local Council Clerks	Subscription
101406	Natalija Stevens	Community Garden Consumables
101407	Alison Wakeham	Community Garden Equipment Hire Charge

135. Budget 2014/15

- 135.1 Draft 4 of the budget for 2014/15 was considered together with an updated estimated precept for 2014/15. It was agreed that the draft budget would be finalised and approved at a Parish Council meeting to be held in January 2014 once the precept tax base figures were known.

ALL**136. Donation Request**

LH left the meeting.

- 136.1 A donation request received from Dorothy Swanton was considered. The request was made to enable the Youth Café to continue to operate. After consideration TG proposed and CS seconded a donation of £100 be made to the Youth Café, all were in agreement. It was further resolved that the donation should be made from the proceeds of the bottle bank recycling scheme which was showing a profit for the year.

LH rejoined the meeting.

Action**137. Highways**

- 137.1 LH reported that BOCM Pauls had offered to fund the installation of concrete blocks in Shimpling to prevent lorries parking on the highway, but Gary Overland was not happy for this to happen at the moment due to safety issues. GO had offered to provide signage in the meantime. LH reported that he and NF would be meeting with BOCM Pauls and GO in mid December for further highways discussions. NF noted that a lot had been achieved over the last 18 months. **LH/NF**
- 137.2 NF reported that some objections had been received from residents of Mill Road on the proposal to have the hedges trimmed to improve visibility for BOCM Pauls lorries, and thus prevent further damage to the verges. After consideration it was felt that this should be passed to NCC Highways for progression. NF and LH would discuss this with BOCM Pauls and GO at the next Highways meeting. **LH/NF**

138. Footpaths

- 138.1 TG reported on progress since the last PC meeting on the mapping exercise of the footpaths which linked into the footpath action list. It was agreed that this would no longer be a regular agenda item but would be included on future agendas only as and when necessary.
- 138.2 The Rambler's Association had advised that money may be available for some footpath cutting next year for about 500 kilometres of path. They had requested information on any paths in the Parish which Councillors wished to have included on the Rambler's Association list. CS noted that there were 2 walks in the Parish included in the Norfolk Health, Heritage and Biodiversity Walks booklet produced by NCC and felt that those paths could be included on the list. CS to pass details of the footpaths to the Rambler's Association. **CS**

139. BOAT 36

- 139.1 NF had previously distributed a report on progress made on remedial work to the BOAT over the previous 6 months.
- 139.2 Correspondence had been received from a Senior Traffic Engineer at NCC advising that NCC were proposing to amend the BOAT route on Back Lane to a permanent traffic regulation order, Prohibition of Motor Vehicles, due to concerns raised by the Parish Council, and had requested confirmation of Parish Council support for the proposal. It was agreed that PA would respond confirming PC support and requesting information on when and where the advertisement of the TRO proposal would be published. **PA**
- 139.3 PA advised that a verbal response had been received from Natural England who had advised that they would generally only get involved in nature conservation issues and sites of special scientific interest. They advised that they could get their local team to inspect the BOAT but it would be necessary to show a level of significant environmental damage for them to get involved. It was therefore agreed that for the moment the PC would not pursue this further with Natural England until the outcome of NCC's proposal was known.
- 139.3 LH thanked the team who had started this process, especially former Parish Councillor, Sheila Fitzpatrick and Nigel Frankland who had taken this on from SF.

Action**140. Playing Field Project**

140.1 NF had previously distributed a report of progress on the Community/Memorial Garden and the playground equipment update.

140.2 KL reported that all trees planted so far had been supplied at no cost to the Parish Council. There were 3 more trees to be obtained which would cost £54 to complete the tree planting. Seeds for the wildflower meadow would cost approximately £50-£60. It was resolved to approve the expenditure for the final 3 trees and wildflower seed. **KL**

140.3 NF gave an update on progress on the playground equipment project. He advised that the preferred supplier had been asked to provide a final quotation and he and LH would be meeting with Mikey Bentley to discuss ongoing progress of the project. NF reported that he and LH had met with Sir Rupert Mann on the playing field and they had thanked him for his ongoing support on the playing field projects. **NF/LH**

141. Future of Football Pitch

141.1 NF reported that he and LH had met with Ian Constance of Scole United Football Club to discuss their possible use of the football pitch. Initial interest in using the pitch was expressed by SUFC and they could possibly make use of it this season.

141.2 NF reported that Scole United Football Club were a Chartered Club who could potentially obtain funding for improvement of the facilities on the playing field. LH and NF would continue to liaise with SUFC. **LH/NF**

142. Use of the Playing Field and Car Park by Burston Primary School

142.1 LH reported that he had invited Carol Green to meet with him and NF on the playing field at the time they had met with Ian Constance but she had not attended. LH was still waiting for CG to come back to him with any feedback once she had raised this issue with the school governing body.

143. Co-Option of Parish Councillor

143.1 Following the resignation of Terry King, PA outlined the process for co-option of a new Councillor. PA would advise SNC in the first instance so that notices could be posted on the parish noticeboards advising Parishioners of the vacancy. Following this, the vacancy would need to be advertised as widely as possible around the Parish. **PA**

144. Date of the next Parish Council meeting and Agenda Items

144.1 The date of the next meeting would be Monday 13th January 2013 to be held at St Mary's Church, Burston. It was anticipated that this would be a shortened meeting primarily for the purpose of approving the budget and agreeing the precept for 2014/15.

The meeting closed at 8.30 p.m.

APPENDIX I – MINUTE 132.2

SCHEDULE OF CORRESPONDENCE – not on agenda

	Subject	Received From	Contents
1.	Playing Field Contract 2014 Season	Norse	Advice of costs for year 5 of 5
2.	Request for Donation	Dorothy Swanton	Request for donation to Youth Café.
3.	SLCC Membership 2014	SLCC	Subscription renewal form for 2014
4.	Hedge Trimming in Mill Road	Ron Fowler	Further correspondence refusing permission to trim hedge.
5.	Joint Core Strategy for Broadland, Norwich and South Norfolk	GNDP	Notice of publication of the Inspector’s Report – Report available at SNC Council Offices
6.	Donation Request	Age UK	Request for donation
7.	Mill Road Hedgetrimming	Mr K Whitehead	Response to letter regarding hedgetrimming
8.	South Norfolk Local Plan Documents	SNC	<ul style="list-style-type: none"> • Site Specific Allocations & Policies Document • Development Management Policies Document • Wymondham Area Action Plan
9.	Community Awards	Mikey Bentley SNC	Request for nominations
10.	Weekly Update for NALC members	NALC	Update for week ending 8.11.13
11.	Litter Bin Audit	Rachel Ives, SNC	Audit of bins in parish
12.	Weekly Update for NALC members	NALC	Update for week ending 15.11.13
13.	Weekly Update for NALC members	NALC	Update for week ending 22.11.13
14.	Weekly Update for NALC members	NALC	Update for week ending 29.11.13
15.	Introduction of charging for pre-planning advice	Norfolk County Council	Invitation for comments by 27.01.14

Approved

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