

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

**Held on Monday 11<sup>th</sup> February 2013 at 7.30 p.m. at Burston Strike School**

**Present:** Len Hobson                      Chair  
 Alison Wakeham  
 Christine Stevens  
 Terry King  
 Keith Lankester  
 Nigel Frankland

Pam Anderson                      Clerk to the Council

Cllr Beverley Spratt attended for part of the meeting

**Action**

**139. Apologies**

139.1 No apologies were received. Cllr Keith Weeks had advised he would be unable to attend.

**140. Declarations of Interest**

140.1	<b>Councillor</b>	<b>Interest</b>	<b>Reason</b>
	K Lankester	Personal	With respect to consideration of donation to Burston Primary School stained glass project as he knew Teri Lockton, the artist, personally.
	T King	Personal	With respect to consideration of extension of the contract of the Village Caretaker as he knew Simon Monksfield personally.

140.2 The Clerk has previously received an application for dispensation from Terry King in relation to his Disclosable Pecuniary Interests. As his wife was an employee of South Norfolk Council TK applied for dispensation to discuss matters relating to South Norfolk Council. The Council considered the application and it was resolved to grant dispensation for the remainder of the current term of office.

**141. Resolution to Adjourn the Meeting for Public Participation**

141.1 Cllr Beverley Spratt reported that the closure of the Back Lane BOAT was proceeding. All the legal requirements had now been completed and the lane would be closed by the end of the month. He also advised that NCC Highways were filling potholes that were reported to them with a temporary filling at the moment as it was too wet to carry out a permanent repair. He reported that an extra £1million had been made available to the Highways budget but this was still short of what they required to keep the road up to the present standard.

141.2 BS advised that council tax had been frozen for the coming year, although childrens' and adult services would both see a budget cut. He reported that the Police budget had been increased by 2%.

The meeting was reconvened.

**Action****142. Minutes of the Parish Council Meeting of 10<sup>th</sup> December 2012**

142.1 KL proposed and AW seconded that the minutes of the Parish Council Meeting of 10<sup>th</sup> December 2012 were adopted as a true and accurate record. which was agreed by all.

**143. Matters Arising from the Minutes of the Parish Council Meeting of 10<sup>th</sup> December 2012**

143.1 Item 124.4 – Youth Club Café. TK reported that Sarah Woodger had visited the Youth Club Café and although he hadn't heard anything further SW had been positive about providing some assistance.

143.2 Item 129.1 – Footpaths. PA advised that she would be delivering the updated footpath map to the Thelveton Estate Office.

143.3 Item 132.1 – Meeting Venue. PA advised that matters relating to the change of venue were in hand.

143.4 Item 135.1 – PA advised that a response to Orbit was in hand.

**144. Correspondence ( not separate agenda item)**

144.1 All correspondence received was noted as listed on the appendix attached to these minutes.

**145. Planning**

145.1 2012/1752 Low Farm, Pug Street, Shimpling. Approval with conditions was noted.

**146. Accounts to Approve for Payment and Finance**

146.1 Statement of Accounts. AW proposed and KL seconded approval of the statement of accounts as at 4th February 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
101344	P Anderson	Clerks Salary and Allowances 1st–31 <sup>st</sup> Dec 2012
101345	HMRC	PAYE 3 <sup>rd</sup> Quarter
101346	S Monksfield	Caretaker Duties November 2012
101347	Berryman	Bottle Bank rental December 2012
101348	S Monksfield	Caretaker Duties December 2012
101349	P Anderson	Clerks Salary and Allowances 1st–31 <sup>st</sup> Jan 2013
101350	Berryman	Bottle Bank rental January 2013
101351	S Monksfield	Caretaker Duties January 2012

**147. Quarterly Internal Audit**

147.1 Audit of the quarterly accounts by the Vice Chair for the three months to 31<sup>st</sup> December 2012 was noted. TK proposed and LH seconded approval of the quarterly internal audit, all were in agreement. LH thanked AW for carrying out the internal audit.

**Action****148. Precept Requirement for 2013/14**

- 148.1 PA confirmed that following receipt of details of the updated Tax Base for 2013/14 and the grant being made by South Norfolk Council a precept requirement of £9,888 had been submitted to SNC. It had been confirmed by SNC that as a result of this the percentage increase/decrease would be 0%.

**149. Highways – Delivering Local Highway Improvements**

- 149.1 It was noted that due to the resignation of SF, highways matters were not being progressed. It was agreed that in the interim period until the co-option of a Councillor LH would take the lead on Highways matters in liaison with NF.

- 149.2 A letter from NCC Highways had been circulated to Councillors re partnership improvements. It was agreed that LH and NF would meet before the next meeting to identify any potential projects for consideration under this scheme.

**LH/NF****150. Highways Issues Raised by Residents**

- 150.1 Rectory Road, Burston. It had been reported by a resident that parking at the housing association properties in Rectory Road, where previous residents had not been car owners, was causing a problem. LH advised that he had spoken to NCC Highways who had agreed that the matter was their responsibility with highways land situated to the front of the properties. LH agreed to continue to discuss this with NCC Highways. It was noted that it may also be necessary to ascertain with NCC Highways and the Housing Association ownership of the adjacent ditch.

**LH**

- 150.2 Gissing Road, Burston. A resident of Gissing Road had contacted the Parish Council regarding the lack of a pavement along a small stretch of Gissing Road. It was agreed that LH and NF would carry out a survey of the area and bring back to the next meeting as a possible project to be taken forward with the NCC Highways Delivering Local Highway Improvement Scheme discussed previously.

**LH/NF****151. Playing Field**

- 151.1 After discussion it was resolved that the playing field scheme would be progressed as two separate projects; 1. Improvement of the play equipment and the play area steered by NF; and 2. The Memorial/Community Garden steered by TK.

- 151.2 It was resolved that a sub-committee would be formed to run the two projects with clear demarcation on each project. The sub-committee would be made up of 4 Councillors, TK, NF, KL and CS with AW as and when required. Non-PC members could be co-opted to the sub-committee but would not be able to vote on any matters. It was agreed that TK would chair the sub-committee and report back to the Parish Council at each PC meeting in order to obtain whole Council approval for progression of the scheme and any associated expenditure.

- 151.3 After consideration it was resolved to approve £6,000 as the Parish Council contribution towards the cost of the play equipment project to be supplemented with grant funding, and £1,000 towards the Memorial/Community Garden. AW proposed the resolution, CS seconded. All were in agreement.

- 151.4 The draft consultation questionnaire was considered. It was agreed that NF would re-draft the questionnaire for agreement outside the meeting in order for it to be distributed with the Planet. LH would contact BOCM Pauls to discuss printing.

**NF/LH**

**Action****152. Parish Councillors' Expenses**

- 152.1 A draft Allowances, Travel and Subsistence Policy was considered, having been previously circulated. LH noted that there was no provision in the 2013/14 budget but that should any claims be made they could be accounted for under the contingencies heading or by virement if necessary. A budget heading would be included in the 2014/15 budget discussions. LH proposed and NF seconded adoption of the policy. All were in agreement.

**153. Parish Councillor Casual Vacancy**

- 153.1 PA reported that notices had been on both noticeboards during January but no-one had come forward showing any interest in becoming a Parish Councillor. However, it was felt that the notices may not have been seen due to the poor weather. It was agreed that the vacancy should be advertised as widely as possible and as the Planet was due to be published a notice would be included with a response date of two weeks after distribution.

**154. Village Caretaker**

- 154.1 PA advised that the temporary contract for the village caretaker was due to expire at the end of February. It was felt that the poor weather over the term of the contract had made it difficult for both the Council and the caretaker to fairly assess the work covered by the contract. It was therefore resolved to extend the temporary contract until the end of September 2013.

**155. Burston House Hospital Liaison Group**

- 155.1 TK reported that he and KL had attended a Liaison Group meeting. TK reported that BHH would like more liaison with the Parish Council and had asked whether there was anything they could get involved with in the village. They had advised that they carried out volunteer work in Bunwell. It was agreed to bear this in mind for the future.

**156. Funding Request**

- 156.1 Information had been received on a stained glass project being carried out at Burston Primary School with the Diss Decorative and Fine Arts Society and the need to raise funds to complete the project. After consideration it was agreed that the Parish Council could not contribute to the project. LH would write to the co-ordinator to advise and NF agreed to collate some information on possible funding sources to pass on. It was agreed to publicise the project in the Planet.

**LH/NF****157. Date of the next Parish Council meeting and Agenda Items**

- 157.1 The date of the next meeting would be Monday 11<sup>th</sup> March 2013. Dates for the April Parish Council meeting and the Annual Parish Meeting were discussed and provisional dates were suggested of 15<sup>th</sup> April for the Parish Council Meeting and 22<sup>nd</sup> April for the Annual Parish Meeting. These would be confirmed at the next meeting. It was agreed to publicise the change of meeting venue from April in the Planet.

**Agenda Items for the next Parish Council Meeting:**

Feedback on Playing Field Project from the sub-committee

Councillor Casual Vacancy

Highways and the Delivering Local Highway Improvements Scheme

Annual Parish Meeting

The meeting closed at 9.30 p.m.

**APPENDIX I – MINUTE 144.1**

**SCHEDULE OF CORRESPONDENCE – not on agenda**

	<b>Subject</b>	<b>Received From</b>	<b>Contents</b>	<b>Action</b>
1.	Back Lane BOAT	John Johns NCC	Response re closure of Back Lane	Contents advised to all by email
2.	Road Safety Volunteer Scheme	NCC	Flyer on scheme	
3.	Police and Crime Commissioner for Norfolk	Norfolk Police	Introduction leaflet	Passed to LH
4.	Diss, Thetford & District CAB	CAB	Donation Request and Annual Report	
5.	Upper Vaunces Wind Farm	Tci renewables	Notification of exhibition	Advised to all
6.	Wymondham 2026 Shaping the future development	SNC	Notice of public consultation on Wymondham Area Action Plan	
7.	Big South Norfolk Litter Pick	SNC	Posters promoting event	CAT
8.	Public Liability Claims	Came & Company	December Newsletter	Forwarded to AW
9.	24 hour lifeline service	Denise Tennant, Saffron Housing	Details of service	Forwarded to CS for possible inclusion in Planet
10.	Norfolk RCC E-Newsletter	NRCC	December 2012 newsletter	Forwarded to all
11.	Best Events Guide	Laura Woollacott, SNC	Invite to have event included in guide	Forwarded to all
12.	Norfolk Waste Site Specific Allocations LDD and Minerals Site Specific Allocations LDD	Caroline Jeffery, NCC	Notification of submission and availability of documents for inspection	Forwarded to AW
13.	Parish Crime Statistics	Norfolk Police	Statistics for December	Forwarded to all
14.	Norfolk and Suffolk Community Composting Network Seminar	NALC	Invitation to seminar	Forwarded to KL
15.	Better Broadband for Norfolk	NCC	Information sheet 9	Forwarded to all
16.	Older Driver Campaign	NALC	NCC's guidance for older drivers programme.	Forwarded to CS for possible inclusion in Planet
17.	Police & Crime plan for Norfolk	Norfolk Police	Request for comments on draft Police & Crime Plan	Forwarded to LH
18.	Green Deal Briefing for Parish Councils	Tony Cooke SNC	Briefing details	Forwarded to KL
19.	Norfolk RCC e-newsletter	NRCC	January 2013 Edition	Forwarded to all
20.	Land at The Willows Business Park, High Road, Kings' Lynn	NCC	Notice of public enquiry to start on 26.02.13 re proposed energy from waste facility.	
21.	Consultation Precis Documents	NALC	1. Community Infrastructure Levy 2. Planning Applications	Forwarded to all
22.	Parish Crime Statistics	Norfolk Police	Statistics for January 2013	Forwarded to all
23.	Norfolk Gliding Club Community Open Day	Graham Ashworth, NGC	Details of event	Forwarded to all
24.	National Parish Magazine Awards	Parish Mag Printers	Invitation to enter competition	Forwarded to LH
25.	South Norfolk Older People's forum	SNC	Invitation to forum	Forwarded to all
26.	Electrical reuse & Recycling Event	Lisa Fountain, SNC	Details of event and posters	Forwarded to all