

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Monday 15th July 2013 at 7.30 p.m. at St Mary's Church, Burston

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

Pam Anderson Clerk to the Council

2 residents were in attendance.

Action

47. Apologies

47.1 Apologies for absence were received and accepted from Tom Grieve who was unable to attend the meeting due to the rearranged date and Keith Lankester. Cllr Keith Weeks had advised he would be unable to attend.

48. Declarations of Interest

Councillor	Interest	Reason
L Hobson	Personal	With respect to agenda item on Highways, as Market Lane was included on the highways related action list.
L Hobson	Personal	With respect to Part II agenda item as the Councillor was a close acquaintance of the proposed village caretaker.

49. Resolution to Adjourn the Meeting for Public Participation

49.1 Local resident, Gerry Gerard attended the meeting to discuss the Better Broadband project. He reported that it was not easy to obtain information on the timescale of the project which was being rolled out over the next 2½ years as he had been trying to obtain information on the likelihood of an upgraded broadband service to Burston.

49.2 AW advised that the project roll-out was being phased with the easier installations being completed prior to the more difficult locations, and that it was likely that the longer term schedule was as yet to be decided within BT itself. AW informed GG that as soon as the Parish Council received any information on an improved service to the Parish it would be published in the Parish Planet.

50. Minutes of the Parish Council Meeting of 10th June 2013

50.1 CS proposed and NF seconded that the minutes of the Parish Council Meeting of 10th June 2013 were adopted as a true and accurate record which was agreed by all Councillors who had been present at the meeting.

51. Matters Arising from the Minutes of the Parish Council Meeting of 10th June 2013

51.1 Item 40.1 – LH advised that the event held by Friends of Burston Church on 30th June had been a great success. He reported that prior to the event fire and road safety had been considered and the site had been manned all day. AW requested that more notice be given to the Parish Council when requesting approval for events to be held on Church Green.

Action

51.2 Item 40.2 – Use by CAT of Church Green on 31st August 2013. LH advised that a risk assessment would be provided to the Parish Council after the next CAT meeting.

51.3 Item 41.3 – Burston House Hospital. LH advised that he had a meeting arranged with Andrew Grimley and would pick up any aspects of the emergency plan which could impact on Burston House Hospital. He advised that BHH were consulted at the early stages of the plan and they had offered accommodation in the event of an emergency.

52. Correspondence (not separate agenda item)

52.1 Ranger visit to Parish. It was noted that very short notice had been given of the impending Ranger visit and a request for more notice would be sent to NCC Highways. **PA**

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

53. Planning

53.1 No planning applications or decisions had been received.

54. Accounts to Approve for Payment and Finance

54.1 Statement of Accounts. TK proposed and AW seconded approval of the statement of accounts as at 8th July 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
101371	P Anderson	Clerks Salary and Allowances 1 st -30 th June 2013
101372	HMRC	PAYE 1 st Quarter 2013/14
101373	Berryman	Bottle bank rental charge June 2013
101374	Just Jim	Agency Fees for sign washing
101375	Norfolk Playing Field Association	Subscription
101376	Norfolk Assoc of Local Councils	Subscription for 2 copies of Norfolk Link
101377	Getmapping PLC	Subscription for Parish Online
101378	Thetford Town Council	RoSPA Inspection Training Course

54.2 Quarterly Internal Audit. Audit by the Vice Chair of account reconciliation for the three months to 30th June 2013 was noted. TK proposed and NF seconded approval of the quarterly internal audit, all were in agreement. AW was thanked for carrying out the audit.

55. Highways

55.1 LH reported that he and NF had met with BOCM Pauls and Gary Overland of NCC Highways. LH noted that the Parish Council had a good rapport with both BOCM Pauls and NCC Highways.

55.2 The issue of the overgrown hedges along Mill Road had been discussed and BOCM Pauls had offered to sponsor the cost of the hedgecutting. It was agreed that approval from the landowners must be obtained prior to this work being carried out. It was resolved that LH/NF would proceed to obtain formal consent from landowners. **LH/NF**

Action

55.3 LH advised that GO had reported that NCC had approached Saffron Housing regarding parking issues in Rectory Road and discussed the possible solution of parking vehicles on the service road in front of Saffron properties.

55.4 LH reported that the major damage on the approaches to Shimpling from the A140 had been discussed at length and it had been agreed that the aim was to prevent parking altogether by lorries on that stretch of road. Action was to be taken by BOCM Pauls to instruct their drivers and they had also agreed to fund repairs of the damage done on the road into Shimpling.

55.5 GO had advised that patching work was being carried out and more work was planned for the next 6/8 weeks. Jetting of various pipes had been discussed and GO reported that white lining would be done by September. LH to distribute updated highways related action list. **LH**

56. Footpaths

56.1 AW advised that Keith Lankester had not been receiving any information about footpaths, and as he could not walk all the footpaths himself was relying on information coming through from residents/walkers. CS offered to help KL with the footpath related action list. **KL/CS**

56.2 CS advised that there were some missing signposts and agreed to report these to NCC. PA advised that the blocked Footpath 12 had been reported again to NCC. **CS**

57. Back Lane BOAT 36

57.1 NF reported that the Temporary Traffic Order on BOAT 36 ended on 27th September, as a TTO only applied for a six month period. NF was concerned that as repairs had been carried out to Back Lane, a wet autumn and reinstated use by off-road vehicles would undo all the work. NF advised that only the County Council could apply to the Secretary of State for an extension to a TTO.

57.2 NF had investigated whether it was possible to pursue a permanent closure and reported that as a length of BOAT 36 was part of long distance path, Boudicca's Way, it could be possible for an application to be sent to the Secretary of State by the County Council for a permanent closure to traffic. He advised that Natural England also had the authority to approach the Secretary of State for a traffic regulation order on a BOAT that was part of a long distance path. NF advised that the County Council also had the authority to gate a road if it was the subject of anti-social behaviour.

57.3 It was resolved to contact Norfolk County Council to request an application be made to extend the current TTO and also to request an application be made for a permanent closure to traffic. NF would draft a letter to NCC and liaise with PA to send letter the from the Clerk. NF would also draft and distribute a template letter for Shimpling residents to write to NCC to support a case for closure if they wished. **NF/PA**

57.4 It was agreed that Natural England would be contacted with a view to requesting them to consider applying to the Secretary of State for a permanent closure. **NF/PA**

58. Playing Field Project and Associated Questionnaire

58.1 Questionnaire feedback – NF had previously circulated a feedback document showing responses to the questionnaire. It was resolved to publish the feedback document in full as an insert with the next edition of the Parish Planet.

Action

58.2 Feedback from PFAC – TK produced an overall plan of the proposed landscaping of the playing field to include an upgraded play area, orchard and wildflower area. TK explained the plan and proposed layout.

58.3 TK reported that the improvement to the play equipment was currently ongoing with Mikey Bentley and advised that an application had been made to the Woodland Trust for saplings for hedging and PFAC were also investigating the possibility of free fruit trees.

58.4 LH complemented the Playing Field Advisory Committee as being exemplars of how an advisory committee should conduct and report on its work.

59. Future of Shed on Playing Field

59.1 LH thanked TK and NF for work they had done on the sheds. TK advised that the roof felt was serviceable for the time being with the small shed in more need of attention, but it was only used as storage for nets and white lining equipment. TK felt that the interior of the sheds could be upgraded. It was agreed that the sheds would be maintained for the foreseeable future for use by the football club with the possibility of an upgrade being considered in 2-3 years time.

60. Request by Burston Primary School re Lighting in Car Park

60.1 LH advised he had tried to contact the school to obtain more details of their request but had only been able to leave messages. LH would continue to try to contact the school.

LH**61. Heritage Maps in Burston and Shimpling**

61.1 It was noted that the condition of the Heritage Maps was deteriorating. CS agreed to contact Stuart Dobson to discuss the replacement of the maps and to ascertain what was needed from the Parish Council in order to replace the maps and what the likely cost would be.

CS**62. Shimpling Telephone Kiosk**

62.1 CS had reported the poor condition of the telephone kiosk. It was agreed that no maintenance was being carried on the kiosk although the telephone was still in use. LH would contact BT to try and arrange maintenance.

LH**63. Speed Awareness Monitor**

63.1 Following information from Keith Weeks at the previous PC meeting it was agreed that PA would contact South Norfolk Council for details of the mobile camera.

PA**64. Roles and Responsibilities**

64.1 LH reported that Tom Grieve had contacted him to advise of his interests. LH requested all Councillors contact him within 7 days with their suggestions for changes to their roles and responsibilities.

ALL**65. Date of the next Parish Council meeting and Agenda Items**

65.1 Consideration was given to whether or not to hold a meeting in August. CS proposed and NF seconded that no meeting should be held in August which was agreed by all.

65.2 The date of the next meeting would be Monday 9th September 2013 to be held at St Mary's Church, Burston.

Agenda Items for the next Parish Council Meeting

Highways Feedback

Footpath Feedback

BOAT 36

Playing Field Project

The meeting closed at 9.15 p.m.

APPENDIX I – MINUTE 52.2

SCHEDULE OF CORRESPONDENCE – not on agenda

	Subject	Received From	Contents
1.	Norfolk Playing Fields Assoc.	NPFA	Notice of AGM and Subscription Renewal
2.	Norfolk Link	NALC	June 2013 Issue 191 plus subscription renewal
3.	Invitation to meet Police Commissioner, Stephen Bett	Norfolk Police via NALC	Nearest venues: both 6-8 p.m. Long Stratton Council 9 th July County Hall Norwich 16 th July
4.	Charity Donation Request	Vitalise via NALC	Request for donation
5.	Norfolk RCC AGM	NRCC	Invitation to AGM 16 th July
6.	Village Screen	Creative Arts East	Demonstration of cinema equipment on 6 th July at Thetford Guidhall
7.	Village Caretaker Role	Simon Monksfield	Resignation from post of Village Caretaker
8.	NRCC Members Funding Update	NRCC	Update June 2013
9.	Community Representatives SNC Neighbourhood Boards	Mikey Bentley	Request for candidates for community representative positions
10.	Pulham Surgery Support Group	PSSG	Report for Parish Councils
11.	Weekly Update for NALC members	NALC	Week ending June 14 th
12.	Ash dieback	Urban forestry	Advice from trading standards
13.	Neighbourhood Board Meeting	SNC	10 th July 2013
14.	Weekly Update for NALC members	NALC	Week ending June 20 th
15.	Query on Church Green	Maurice Philpot	MP searching for a record of a decision on ownership of Church Green.
16.	Weekly Update for NALC members	NALC	Week ending June 28 th
17.	Crime Statistics	Norfolk Police	Statistics for June 2013
18.	Launch of 2013 Neighbourhood Fund	Nina Cunningham SNC	Announcement of launch of SNC Neighbourhood Fund on 1 st July
19.	Weekly Update for NALC members	NALC	Week ending July 5 th
20.	Frenz Youth Group	Sharon Williamson	Request for article on youth organisation in magazine
21.	Broadband	Gerry Gerrard (resident)	Request that PC discuss broadband provision and Better Broadband for Norfolk project