

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Monday 10th June 2013 at 7.30 p.m. at St Mary's Church, Burston

Present: Alison Wakeham Chair
Christine Stevens
Terry King
Nigel Frankland
Keith Lankester
Tom Grieve

Pam Anderson Clerk to the Council

Cllr Keith Weeks and Hazel Ide, representing TCI Renewables, attended for part of the meeting.
1 resident attended for the entire meeting.

Tom Grieve completed the Declaration of Acceptance of Office by a Parish Councillor. AW welcomed TG to the Parish Council team.

Action

26. Apologies

26.1 Apologies for absence were received and accepted from Len Hobson. Cllr Beverley Spratt had advised he would be unable to attend.

27. Declarations of Interest

Councillor	Interest	Reason
N Frankland	Prejudicial	With respect to agenda item on CAT use of Church Green. The Councillor being a member of CAT.
T King	Personal	With respect to agenda item on village caretaker's contract. TK declared he knew Simon Monksfield socially.

28. Resolution to Adjourn the Meeting for Public Participation

28.1 Cllr Keith Weeks reported that a reorganisation of committees had taken place at SNC with various committees being amalgamated.

28.2 KW reported that the marketing manager of Chapelfields, Davinia Tanner, would be assisting SNC to improve the footfall in the market towns, specifically, Diss, Harleston and Wymondham and would be working with the town councils. KW advised that SNC were also looking at Diss from the point of tourism. He reported that the information centre in Diss would be continuing, however, funding was being withdrawn for the information centre in Loddon and it was to be replaced with an information console.

28.3 TK asked KW for feedback on the question raised at the Annual Parish Meeting by a resident on the availability of compost produced from the brown bin scheme. KW reported that SNC did not sell it to the public in bag form.

28.4 The resident present at the meeting reported that she felt the speed limit through the parish was being ignored. KW suggested the Parish Council apply for a temporary mobile speed camera.

Action

- 28.5 NF spoke about the request by CAT to use Church Green and gave some details of the event CAT were running. The event was to be held on the day before the Strike School Rally and it was hoped to erect a marquee on Church Green.
- 28.6 Hazel Ide gave the opportunity for Councillors to ask questions about planning application 2013/0725. She advised the turbines proposed would be similar in size to the turbines located at Eye. She advised that subsidies would be made on erection of the turbines which would be available for the community to decide where the funding should be spent. Discussion took place on whether the recent announcement regarding windfarms by the Department for Communities and Local Government would have any bearing on the planning application. AW advised that no guidance was available from the DCLG as yet.

KW and HI left the meeting. The meeting was reconvened.

29. Minutes of the Annual Parish Council Meeting and the Parish Council Meeting of 13th May 2013

- 29.1 KL proposed and CS seconded that the minutes of the Annual Parish Council Meeting of 13th May 2013 were adopted as a true and accurate record which was agreed by all Councillors who had been present at the meeting.
- 29.2 TK proposed and NF seconded that the minutes of the Parish Council Meeting of 13th May 2013 were adopted as a true and accurate record which was agreed by all Councillors present at the meeting. TK raised an issue with minute 21.4 where LH had noted that there had been a 50% response to the questionnaire out of a Parish population of 538. Whilst this had been correctly reported and minuted at the meeting, it should have been reported as a 55% return of the number of forms distributed.

30. Matters Arising from the Minutes of the Parish Council Meeting of 13th May 2013

- 30.1 Item 19.2 – Litter picks and other minor works by Burston House Hospital. KL had forwarded a copy of the footpath map to Burston House Hospital.
- 30.2 Item 21.3 – St Mary’s Church as village hall facility. It was noted that LH would be feeding back comments from the questionnaire at the next meeting of the PCC.
- 30.3 Item 21.3 – Item for publication in local newspapers. It was noted that NF had written a piece which had appeared in the Diss Express.

31. Correspondence (not separate agenda item)

- 31.1 Job clubs for 16-25 year olds. PA to forward copy of poster to AW for publication on Facebook. **PA**
- 31.2 All other correspondence received was noted as listed on the appendix attached to these minutes.

32. Planning

- 32.1 2013/0725 Erection of three wind turbines and associated development at land east of Semere Green Road, Pulham Market and Dickleburgh. The comments by Hazel Ide were considered and it was also felt that consideration should be given to the weight of public opinion on the application.

Action

32.2 After discussion a vote was taken and 1 councillor voted for the application with 5 councillors against. It was felt that the development was too large for the landscape, which was the reason for the original recommendation for refusal. It was also felt that there was not enough difference to the original application and that it still did not comply with planning policies ENV8 and UTL13.

32.3 No other planning applications or decisions had been received.

33. Accounts to Approve for Payment and Finance

33.1 Statement of Accounts. TK proposed and KL seconded approval of the statement of accounts as at 3rd June 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
101366	P Anderson	Clerks Salary and Allowances 1 st -31 st May 2013
101367	Norse Commercial Services Ltd	Playing field grounds maintenance
101368	Just Jim	Playing field equipment repair
101369	Berryman	Bottle bank rental and collection May 2013
101370	Ken Abraham	Internal Audit

34. Annual Return for year ended 31st March 2013

34.1 AW proposed and TK seconded approval of Section 2 of the Annual Return – Annual governance statement 2012/13. All were in agreement.

34.2 Internal Auditor's Report – PA presented the report from the internal auditor which showed all tests were satisfactory. It was noted that Section 1 of the annual return did not add up because the figure in box 6 should have been £5,483 not £6,983 as the transfer of £1500 to the asset reserve fund had been included as a payment. This figure would be amended and initialled on the Annual Return.

35. Football Club Rent for 2013/14 season

35.1 After consideration it was resolved that the football club rent for the 2013/14 season would be £100.

36. Highways

36.1 NF reported that he and LH had met with Gary Overland of NCC and representatives of BOCM Pauls. A revised matrix had been distributed and the contents were considered. NF reported that a lot of discussion had taken place regarding Mill Road and overgrown hedges on the road edge were identified as a major factor and it was suggested that the hedges should be cut back at least to the border of the ditch. It was acknowledged that things had been made difficult by the restriction placed on the times that lorries could be on site and whilst BOCM Pauls had an element of control over their own lorries they could not enforce any compliance by contractors' lorries, only request they drive responsibly through the parish.

36.2 It was agreed that the Parish Council would try to identify owners of overhanging hedges and request the hedges be trimmed back. **NF**

36.3 NF reported it had been suggested that a solution in Shimpling would be to reduce the number of passing places on the road by installing concrete blocks and back filling. GO had reported that a lot of road works were to be carried out in the area.

Action

- 36.4 A further meeting with LH, NF, GO and BOCM Pauls would be held in July when it was hoped to have plans for the Shimpling highways and receive feedback on progress of other highway issues.

37. Footpaths

- 37.1 AW distributed an example map showing how Parish Online could be used to store information regarding landowners with footpaths on their land. It was agreed that footpaths in the parish needed work and that if landowners could be identified the Parish Council would write to them requesting maintenance be carried out on individual footpaths. Councillors would inform KL of any landowners known to them for him to compile an overall view of landowners on the map.

ALL**38. Playing Field Project and Associated Questionnaire**

- 38.1 NF had previously distributed an analysis of the questionnaire shown in percentages. He noted that it showed that there was not a need to concentrate on affordable housing or car schemes but that a number of residents would possibly join a car sharing scheme, therefore an item would be inserted in the Planet to see if anyone was interested in organising a scheme. A large number of respondents felt the village would benefit from a village hall, and it was noted that this response would be put to St Mary's PCC to promote the church building as a village hall facility. A number of respondents would like more events for adults and it was agreed to promote the Parish Council website and Facebook page more effectively as a means of communication with residents. It was felt that the response to the questionnaire gave a clear mandate to proceed with the community garden and the idea that it should be used to commemorate WWI. There were high percentages for the numbers who would use the playing field equipment. NF agreed to compile an item for publication in the local papers and a full report would be inserted in the next edition of the Planet. NF was thanked for carrying out his work on the questionnaire.

NF

- 38.2 It was noted that the playing field project sub-committee would now be known as the Playing Field Advisory Committee as the title more fulfilled the role of the committee. TK reported that 2 people from the community had been co-opted to the committee, who were Clare Cowan and Natalya Lankester.

- 38.3 TK had previously distributed the minutes of the meeting of the PFAC and requested that the Parish Council consider whether the results from the questionnaire gave a mandate for the playing field projects to be taken forward. AW proposed and KL seconded that there was a clear mandate from the questionnaire for the memorial/community garden and the improvement/replacement of play equipment to be undertaken and both projects should proceed. All were in agreement

- 38.4 Memorial/Community Garden Project – It was agreed that TK, KL, NL and CC would produce an outline plan for the garden to include planting suggestions. The plan would be discussed at the next meeting of the PFAC on 2nd July and presented to the full Parish Council meeting on 8th July 2013 for approval. TK noted that a visit was to be carried out to a similar project in Starston.

PFAC

- 38.5 It was resolved that the PFAC could begin to make applications to various appropriate bodies to secure free trees, hedging plants, etc as required. TK confirmed that he would liaise with John Atkinson, Tree Warden.

PFAC

- 38.6 Play Areas and Play Equipment – NF reported that he and Mikey Bentley had met with the headteacher of Burston Primary School who had agreed to a consultation with the pupils.

Action

38.7 NF reported that the PFAC had discussed the condition and appropriateness of the existing play equipment and suggested that when an approach is made to companies with regard to the design of the improved play area, part of their brief should be to assess the condition and usefulness of existing equipment. Overall PFAC felt that some existing equipment could be incorporated well into an improved overall facility.

38.8 It was resolved that the PFAC could begin to make approaches to play equipment providers to obtain designs and quotations for the play area, incorporating existing suitable pieces of play equipment.

PFAC

38.9 It was noted that Mikey Bentley suggested a budget of £30,000 for play equipment. The PFAC anticipated that the play area could be finished by late Spring 2014. The garden timetable was partly dictated by planting requirements but would need to be officially opened by the time of the WWI commemoration in August 2014.

39. Future of Shed on Playing Field

39.1 Consideration was given to the condition of the shed and it was agreed that both sheds could be made serviceable by some renovation work. It was reported that vegetation needed cutting back and the sheds needed preservative and new locks. TK agreed to coordinate renovation of the sheds. Use of the sheds would be an agenda item at the next Parish Council meeting.

TK**40. Use of Church Green**

40.1 After consideration TK proposed and NF seconded approval of the use by the Friends of Burston Church of Church Green on 30th June 2013 for the display of vehicles. All were in agreement. LH would be asked for confirmation that a risk assessment was in place.

LH

NF left the meeting

40.2 After consideration KL proposed and CS seconded approval of the use by CAT of Church Green on 31st August 2013. All were in agreement. A copy of the risk assessment for the event was to be requested.

LH/NF

NF rejoined the meeting

41. Burston House Hospital Liaison Group Meeting

41.1 TK reported that he and KL had met with representatives of Burston House Hospital on 20th May 2013 and been given a presentation by one of their social workers giving them a good idea of the work carried out. TK and KL advised BHH of the work on the playing field projects and Burston House Hospital reported that they were supplying planters for the church and were able to make picnic tables and benches and would be happy to make items for the playing field projects. BHH noted that they were keen to get involved in footpath projects and would be happy to report back on footpath issues with photographs.

41.2 Burston House Hospital advised that they were awaiting a meeting with Len Hobson and Andrew Grimley to discuss a plan for the hospital as part of the parish emergency plan.

LH**42. Diss Neighbourhood Development Plan**

42.1 Receipt of Actions from the Community Consultation Meeting of Diss Town Council held on 29th May 2013 was noted.

Action**43. Roles and Responsibilities**

- 43.1 The current version of the roles and responsibilities was distributed prior to the meeting for Councillors to consider requests for changes to their roles and for TG to consider any roles he would be interested in getting involved with. It was agreed that Councillors would forward by email suggestions for changes to their roles to LH for Roles and Responsibilities to be updated. **ALL**

44. Village Caretaker

- 44.1 PA advised Councillors that she was experiencing problems in contacting Simon Monksfield and obtaining timesheets detailing what work was being carried out. She reported that she had carried out an inspection of the playing field prior to the meeting and felt that work was not being carried out regularly. PA advised she would continue to attempt to contact SM to obtain timesheets and discuss outstanding work. **PA**

- 44.2 PA requested Councillors approve that she contact Jim Howard with a view to asking him to carry out regular inspections of the playing field equipment. It was felt that his engineering expertise would enable him to detect any issues with the equipment quickly, enabling early repairs to be carried out. If he agreed to carry out the inspections, PA suggested agreeing a quarterly payment for carrying out the inspections. All were in agreement. PA also requested approval to book a training course for JH organised by Thetford Town Council on inspection of play equipment. All were in agreement. **PA**

45. Meet Your Councillors Event

45. A stand alone event was considered but it was felt that it would not be successful, however it was noted that an event would need to be held to allow residents the opportunity to view the suggested plans for the playing field and this could be combined with an event to meet Councillors. It was agreed that details would be published in the Planet at the time.

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

- 46.1 The date of the next meeting would be Monday 8th July 2013 to be held at St Mary's Church, Burston.

Agenda Items for the next Parish Council Meeting

Playing Field Project

Highways Feedback

Footpath Feedback

Renovation of Shimpling Telephone Kiosk

Lighting in the playing field car park

Use of the sheds in the playing field

Temporary mobile speed camera

The meeting closed at 9.25 p.m.

APPENDIX I – MINUTE 31.2

SCHEDULE OF CORRESPONDENCE – not on agenda

	Subject	Received From	Contents
1.	Handyperson Scheme	SNC	Posters for Noticeboards
2.	Connecting South Wymondham	SNC	Public consultation on Urban Design Framework document 'Connecting South Wymondham'
3.	2013 Winter Care for Parishioners	Saffron Housing	Details of scheme
4.	Norfolk Mineral Site Specific Allocations DPD	NCC	Additional Modifications: Invitation to make representation
5.	Police and Crime Plan 2013-17	Office of Police and Crime Commissioner	Plan can be viewed at www.norfolk-pcc.gov.uk/police-and-crime-plan/
6.	Parish and Town Council Precepts (Referendums Bill)	Dept of Communities and Local Gov	Response to letter re Precept Referendums Bill
7.	NALC Weekly Update	NALC	Update for week ending 17 th May 2013
8.	South Norfolk on Show	Laura Woollacott SNC	Invitation to attend show on 14 th July. Request to borrow spare dog bins.
9.	NALC Chairman's update on meeting with DCLG Minister	National ALC	Update on meeting
10.	Long Stratton Action Plan	Simon Marjoram SNC	Preferred Options
11.	Norfolk RCC E-Newsletter	NRCC	May 2013 newsletter
12.	Custody Visiting Annual Report 2012/13	Norfolk Police	Details of access to report online
13.	NALC Weekly Update	NALC	Update for week ending 31 st May 2013
14.	Job clubs for 16-25 yr olds	Nigel Bailey SNC	Posters for publication of scheme
15.	Parish Crime Statistics	Norfolk Police	Statistics for May 2013