

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

14th April 2014 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

Ian and Linda Constance from Scole United Football Club and 1 resident attended for part of the meeting.

Action

192. Apologies

192.1 There were no apologies for absence.

193. Declarations of Interest

193.1 There were no declarations of interest in items on the agenda.

194. Resolution to Adjourn the Meeting for Public Participation

194.1 Ian Constance from Scole Football Club spoke regarding the club's interest in using the football pitch on the playing field, as the club was very successful and had a need for additional playing facilities. He advised that the facilities on the playing field were not adequate for adult teams, but could be used for 16-19 year olds with the provision of a portaloos positioned on the playing field, although he advised it would only be necessary during the playing season of September to end of April.

194.2 IC queried whether the Parish Council planned to upgrade the facilities in the longer term as ideally the club would require 2 changing rooms with toilet and shower facilities. He noted he had discussed funding opportunities previously with LH and NF and the Football Foundation was a possible avenue for funding. IC advised that the club had facilitated a similar upgrade in Shelfanger and confirmed that the facility would remain in the ownership of the Parish Council but the club would expect a possible 3 year lease of the pitch as was the case in Shelfanger.

194.3 LH advised IC that the Parish Council could not make any decisions that evening as it was not included on the agenda for action, but agreed to meet with IC and PFAC to discuss further and it would be an item for the May meeting agenda.

The District and County Councillors were not in attendance. The meeting was reconvened.

195. Minutes of the Parish Council Meeting of 10th March 2014

195.1 CS proposed and AW seconded that the minutes of the Parish Council Meeting of 10th March 2014 were adopted as a true and accurate record which was agreed by all.

Action**196. Matters Arising from the Minutes of the Council Meeting of 10th March 2014**

- 196.1 176.4 – PA advised that the action was to report a highways issue to the Rangers. However, after the meeting this was considered to be outside of the Rangers remit and LH and NF had agreed to add it to the Highways Action List for discussion with GO.
- 196.2 176.5 – Mill Green Street Sign – PA advised that she had reported the details to South Norfolk Council and was awaiting a response.

197. Correspondence (not separate agenda item)

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

198. Planning

- 198.1 2014/0575 Old Hall Farm, Hall Road, Burston. Agricultural Determination. Proposed poultry building. After consideration it was resolved to recommend for approval, however Councillors expressed some concern with regard to the environmental impact of the use of the proposed building and noted their preference for a free range method of keeping the poultry in order to alleviate the smell and noise in the vicinity of the proposal. This concern would be noted on the response to South Norfolk Council.

199. Accounts to Approve for Payment and Finance

- 199.1 Statement of Accounts. LH proposed and NF seconded approval of the statement of accounts as at 7th April 2014 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
101426	P Anderson	Clerks Salary, Expenses and Office Supplies 1st– 31 st March 2014
101427	Just Jim (Jim Howard)	Village Caretaker
101428	HMRC	PAYE 4 th Quarter
101429	Norfolk ALC	Annual subscription
101430	Berryman	Bottle bank rental and collection March 2014
101431	Len Hobson	Reimbursement for payment to Anglia Newspapers for advert
101432	SLCC Enterprises Limited	Website Advertisement

- 199.2 PA advised that she had spoken with Barclays Bank regarding the charges incurred on the current account. They had agreed that the account was a community account and should not be subject to bank charges. Charges had been made previously as credit interest had been paid on the account. Barclays advised that with immediate effect the account would no longer incur bank charges. PA advised she had received written confirmation.
- 199.3 Completion of the quarterly internal audit by the Vice Chair of the account reconciliation for the three months to 31st December 2013 was noted. CS proposed and KL seconded approval of the account reconciliation. All were in agreement.

200. End of Year Account and Audit

- 200.1 PA had previously circulated the end of year accounts. AW proposed and LH seconded approval of the accounts. All were in agreement.

Action

200.2 PA advised that the Annual Return documentation for the financial year 2013/14 had been received. PA had distributed a draft accounting statement for the return and explained any variances. This would be brought back to the next meeting for approval.

201. Highways

201.1 LH reported that the verges on the approach to Shimpling had now been restored, and thanks were due to NCC Highways and BOCM Pauls. Some vehicles had damaged the verge and this would be reported to BOCM Pauls. A 'No Parking' sign had also been damaged and BOCM Pauls would be addressing. AW reported that BOCM lorries were now waiting on the A140.

202.2 NF reported that BT had agreed to pay for the damage to Bridge Road and Back Lane, Burston, and had given a provisional date for commencement of works. It was noted that the school bus route was via Bridge Road and LH agreed to check with Highways whether they would contact the bus company to advise of the road closure at the time of repairs.

LH**203. Playing Field Project**

203.1 Community/Memorial Garden – TG reported that PFAC had formulated a draft idea for an opening event and outlined the content, which included an unveiling and appropriate speakers. TG also produced a draft budget for the event. It was noted that Norfolk County Council were making grants available for WW1 events with an application deadline of 2nd May 2014. It was resolved to authorise PFAC to apply for a grant from NCC as well as investigate and apply for other funding opportunities. LH suggested that St Mary's Church and Burston Chapel should be invited to be involved in the event and TG agreed to take that back to PFAC.

PFAC

203.2 NF reported on the current status of the playing field equipment project. Mikey Bentley had indicated previously that a scheme of £45,000 was viable, however this was not proving the case and the original £30,000 scheme appeared to be more realistic from a funding aspect. PFAC were looking at a proposal to purchase new equipment alongside a renovation of the existing equipment. PFAC were suggesting re-tendering the project to 3 local companies to the value of £30,000 to include renovation works.

203.3 NF advised that a renovation project should ensure the safety of the current equipment and it was resolved that the Play Inspection Company would be asked to carry out the annual inspection with an emphasis on the potential lifespan of the equipment to be retained. PA would contact the Play Inspection Company to arrange.

PA**204. BOAT 36 Back Lane**

204.1 NF advised that the public consultation on the BOAT had generated 100 comments, a lot for closure of the BOAT to traffic, but also some against. Norfolk County Council would now consider the representations to go to Committee. NF agreed to investigate the details of where support and objections had originated and report back to the next meeting.

NF**205. Proposed Alterations to Public Right of Way**

A pre-consultation document had been received from Network Rail on a proposal to divert public footpaths for reasons of safety by re-routing to a nearby footbridge. After consideration it was agreed that the proposal was sensible from a safety aspect and it was resolved that PA would respond to Network Rail on behalf of the Parish Council advising that Council were in agreement with the proposal.

PA

Action**206. Request from Burston Primary School for hardship funding.**

- 206.1 LH advised that he had tried to contact Carole Green to obtain further details on her request but had not as yet had a response. Council considered the original request for funding for pupils whose parents found it difficult to pay for an annual residential trip. CG had advised that the cost was £185 per pupil. After consideration it was resolved to donate the balance of the income from the bottle bank of £150 to the school for the purpose of providing funding for the trip.

207. Policies Review

- 207.1 NF had advised that funders for the playing field project were asking for sight of specific policies in order to progress funding applications. It was recognised that some of the Council policies were in need of updating. It was agreed that a small group would review current Council policies with an emphasis initially on the policies being requested by potential funders and the group would then continue to review all other policies. LH, NF and KL agreed to formulate a group to carry out this review. **LH/NF/
KL**

208. Don Swanton Award

- 208.1 LH advised that he wished to make a nomination for the Don Swanton Award. It was agreed that an article should go in the next Planet inviting nominations to be considered at a later Parish Council meeting. **CS**

209. Co-option of Parish Councillor

- 209.1 LH reported that there had been no response to the various means of publicising the vacancy. It was agreed that the vacancy would be re-inserted in the next edition of the Planet as well as Councillors now approaching suitable candidates. **ALL**

210. Recruitment of Parish Clerk

- 210.1 LH advised that Mike Mortimer who had been appointed as Clerk had withdrawn his acceptance of the role, due to personal reasons. It was agreed to re-advertise the post in the NALC weekly update and on the SLCC website which had been useful previously. PA agreed to continue to clerk the May Parish Council Meeting and the Annual Parish Council Meeting. LH agreed to investigate the possibility of obtaining a temporary clerk in the interim. The Council thanked PA for agreeing to clerk the May meetings. **LH**

211. Annual Parish Meeting

- 211.1 Councillors considered the draft agenda for the Annual Parish Meeting. LH advised that he had contacted the Norfolk Rural Community Council who were happy to provide a speaker who would talk on energy switching and the bulk buying oil scheme. NF advised that it would also be necessary to vote at that meeting whether to continue with the NRCC oil scheme and appoint an administrator. The agenda was agreed, the meeting was to be held on Monday 28th April 2014. **ALL**

212. Date of the next Parish Council Meeting

- 212.1 The date of the next meeting would be 19th May 2014. This Parish Council meeting would be preceded by the Annual Parish Council Meeting at 7.00 p.m. on 19th May 2014. Councillors were requested to advise the Clerk of any agenda items for inclusion at that meeting. **ALL**

The meeting closed at 9.20 p.m.

APPENDIX I – MINUTE 197.1

SCHEDULE OF CORRESPONDENCE – not on agenda

	Subject	Received From	Contents
1.	Thinking WISP Expansion	Norfolk RCC	Flyer and additional information
2.	Donation Request	EACH	Request for donation To be kept on file for next financial year
3.	Textiles Recycling Project	NCC	Details of project plus flyers for noticeboards
4.	Burston Strike School Rally	Unite	Updated risk assessment
5.	Donation	Strike School Trustees	Donation of £50 for use of Church Green for rally
6.	Annual Audit of Accounts 2013/14	Mazars	Notice of audit and Annual Return
7.	Recycling Credit Scheme	Norfolk CC	Rate increase for recycling credits
8.	Citizens Advice Bureau Annual Report	Diss, Thetford CAB	Annual Report and appeal for volunteers
9.	Norfolk RCC E-newsletter	NRCC	February 2014 edition
10.	Weekly update for NALC members	NALC	Update for week ending 07.03.2014
11.	Weekly update for NALC members	NALC	Update for week ending 14.03.2014
12.	Risk Assessment	CAT (Nigel Frankland)	Risk assessment for church green event 06.09.2014
13.	Weekly update for NALC members	NALC	Update for week ending 21.03.2014
14.	Weekly update for NALC members	NALC	Update for week ending 28.03.2014
15.	Local Audit and Accountability Act	Debbie Lorimer-SNC	Update on Local Audit and Accountability Act
16.	Weekly update for NALC members	NALC	Update for week ending 04.04.2014
17.	Parish Crime Statistics	Norfolk Police	Statistics for March 2014
18.	Highways Issue	Ketill Lord to LH	Informing of highways issue in Shimpling
19.	Mobile Libraries Update	Norfolk CC	Update on new mobile libraries timetables for parish magazines
20.	Parish Matters	Came & Company	Spring 2014 newsletter
21.	Crime Prevention	PC James Stables Diss Police	Request to include flyer with next Parish Planet
22.	South Norfolk Clean Sweep	Joseph Webb SNC	Request for details of key cleansing routes