

BURSTON AND SHIMPLING PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
9th June 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

Cllr Keith Weeks attended for part of the meeting.

Action

26. Apologies

26.1 No apologies were received

27. Declarations of Interest

Councillor	Interest	Reason
LHobson	Personal	With respect to Part II agenda item. LH declared he was a personal friend of the village caretaker.

28. Resolution to Adjourn the Meeting for Public Participation

28.1 Councillor Keith Weeks started his report by announcing that the WW1 commemoration grant which had been applied for by TG had been approved and £250 had been awarded to Burston and Shimpling for the event.

28.2 KW advised that there were 3 different funding opportunities available and outlined them to the Parish Council. District Councillors had been allocated £1,000 each to award in their own areas which any organisation could apply for to be used for a community project. In addition £25,000 had been made available for SNC to award within the Waveney area, and there was also a Waveney Board Fund available.

28.3 KW reported that money had recently been awarded to a local parish for provision of a compostable toilet and CS raised the possibility of applying for a grant to fund a similar facility on the playing field. This was discussed more fully later in the meeting.

Cllr Keith Weeks left the meeting.

29. Minutes of the Annual Parish Council Meeting of 19th May 2014

29.1 AW proposed and CS seconded that the minutes of the Annual Parish Council Meeting of 19th May 2014 were adopted as a true and accurate record which was agreed by all who had been present at the meeting.

30. Minutes of the Parish Council Meeting of 19th May 2014

30.1 KL proposed and CS seconded that the minutes of the Parish Council Meeting of 19th May 2014 were adopted as a true and accurate record which was agreed by all who had been present at the meeting.

Action**31. Matters Arising from the Minutes of the Council Meetings of 19th May 2014**

- 31.1 There were no matters arising from the minutes of the Annual Parish Council Meeting held on 19th May 2014.
- 31.2 18.3– Annual Playing Field Inspection. PA confirmed she had contacted the Play Inspection Company to arrange the inspection.

32. Correspondence (not separate agenda item)

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

33. Planning

- 33.1 No notifications of decisions or planning applications had been received for consultation.

34. Accounts to Approve for Payment and Finance

- 34.1 Statement of Accounts. AW proposed and NF seconded approval of the statement of accounts as at 4th June 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
101439	P Anderson	Clerking and RFO Duties 1 st -31 st May 2014
101440	Just Jim (Jim Howard)	Village Caretaker
101441	Berryman	Bottle bank rental and collection May 2014
101442	Norse	Playing Field Grounds Maintenance
101443	Norfolk Playing Field Association	Subscription
101444	Norfolk Rural Community Council	Subscription

- 34.2 Subscription to Norfolk Rural Community Council. After consideration it was resolved to continue with Silver membership of the NRCC.
- 34.3 It was noted that internal audit of the end of year accounts was to be carried out on 20th June for completion of the Annual Return for the Financial Year Ended 31st March 2014.

35. Highways

- 35.1 LH had previously distributed an updated Highways Action List. He outlined progress on outstanding issues as follows:
- 35.2 Rectory Road – LH reported that this had been discussed between Gary Overland of NCC and Saffron Housing. GO had reported that there was nothing that NCC Highways could do to improve this situation. LH agreed to approach Saffron on behalf of the Parish Council. LH noted that NCC did not support the installation of parking grids. **LH**
- 35.3 Approaches to Shimpling – LH noted that severe damage had previously been done to the verges. LH reported that NCC had done a very good job and the verges were already re-grassing. BOCM were now carrying out morning checks to make sure there were no lorries parking in that area. LH expressed his thanks to NCC Highways and BOCM Pauls for their efforts on this matter.

Action

- 35.4 Potholes – LH advised that GO had reported that the Government had made available additional funds for road maintenance. LH advised that specific potholes had been highlighted to GO.
- 35.5 Bridge Road/Back Lane Diversion – LH reported that all works had now been completed and BT had paid for the cost of repairs.
- 35.6 LH highlighted that since the introduction of the Highways Action List and regular liaison meetings with Gary Overland and BOCM Pauls, the number of outstanding highways issues had been reduced from 21 to 6.

36. Playing Field Project

- 36.1 Community/Memorial Garden – KL reported that there was a small amount of hedging to be moved and additional hedging to be planted. The wildflower seeds were ready to be sown. KL advised that all outstanding works would be completed by mid-July. KL would report back to the next Parish Council meeting on progress. **KL**
- 36.2 Opening Event – TG advised that a PFAC meeting had been held at which the opening event was discussed. A draft plan had been previously distributed with an estimated budget. It was proposed to hold the opening event in September 2014 with an evening event in 2015. The draft budget for both events was £1,270. After consideration it was resolved to allocate £500 from the current financial year's budget for the 2014 event. TG proposed and KL seconded acceptance of the resolution. All were in agreement.
- 36.3 Playing Field Equipment Replacement Project – NF reported that the current equipment had been surveyed by RSS Playmakers who had estimated £1,100 to repair the equipment plus an additional £2,000 to rub down and paint. NF noted that Burston House Hospital had advised that they would be willing to carry out projects within the village and NF suggested approaching them to see if they would consider carrying out the re-paint of the playground equipment.
- 36.4 NF reported that £30,000 was a feasible figure to obtain as grants with the £6,000 allocated by the Parish Council. NF had prepared tender documents which Mikey Bentley had suggested some amendments to. The annual RoSPA inspection had been arranged and in the meantime it was agreed that NF should proceed with the tender process, with the tender document being passed to 3 companies while the RoSPA report was awaited. **NF**
- 36.5 LH thanked PFAC for the work they were carrying out on behalf of the Parish Council on the playing field project.

37. Use of the Playing Field by Scole Football Club

- 37.1 LH reported that Ian Constance was approaching various bodies to discuss funding and was awaiting feedback. LH had contacted Waveney Pumps and Tommy Bloomfield regarding the possibility of obtaining a portaloos and they had both said they would check whether they had any unused equipment and come back to LH. LH confirmed that the target was to get the pitch available for use by junior teams next season.
- 37.2 Following the information received from Cllr Keith Weeks earlier in the meeting, provision of a compostable toilet on the playing field was considered. It was agreed that CS would obtain information on the installation and operation of a compostable toilet facility. **CS**

Action**38. BOAT 36 Back Lane**

- 38.1 NF reported that he had requested information on the comments that had been received in support of and in objection to the closure of the BOAT, but his request had been refused. NF noted that the bollards were still in place and the ground was currently in good condition.
- 38.2 At the last Parish Council meeting, at NF's suggestion and in his absence from the meeting, it had been agreed to formally request Cllr Keith Weeks, Cllr Martin Wilby (local councillor for the Dickleburgh area), and Cllr Beverley Spratt to meet with the Parish Council, Sir Rupert Mann and Mr Tinsley of the Dickleburgh Village Society, to discuss a way forward to obtaining permanent closure of the BOAT to vehicles and ask them to apply as much pressure as possible to this process. It had also been agreed that the Parish Council would write to Richard Bacon MP to ask for his support. NF agreed to carry out this action.

NF**39. Don Swanton Award**

- 39.1 LH had previously distributed revised Terms of Reference for the award. NF suggested that proposals should be submitted by January in time for presentation of the award at the Annual Parish Meeting. The Terms of Reference were considered and agreed with an amendment on the number of supporters required. It was also agreed that a Shimpling Councillor should where possible be a representative on the judging panel. LH agreed to amend the Terms of Reference as agreed.

LH**40. Co-option of Parish Councillor**

- 40.1 LH reported that the vacancy for a Parish Councillor had been advertised in both Parish magazines again. LH noted he was happy to maintain the visibility of the advert in the parish publications.

LH**41. Recruitment of Parish Clerk**

- 41.1 LH reported that a very good candidate had been interviewed. There was one other candidate but LH was awaiting her return from holiday to arrange an interview.

LH**42. Date of the next Parish Council Meeting**

- 42.1 After consideration it was resolved not to hold a meeting in July. The date of the next meeting would be the 1st Monday of August, 4th August 2014.

- 42.2 Agenda Items for the next meeting:

Roles and Responsibilities
Public Rights of Way and Footpaths
Report from PFAC
BOAT 36

The meeting closed at 8.55 p.m.

APPENDIX I – MINUTE 32.1**SCHEDULE OF CORRESPONDENCE – not on agenda**

	Subject	Received From	Contents
1.	Signpost	Norfolk RCC	May 2014 Newsletter
2.	Weekly update for NALC members	NALC	Update for week ending 09.05.14
3.	Weekly update for NALC members	NALC	Update for week ending 16.05.14
4.	Weekly update for NALC members	NALC	Update for week ending 23.05.14
5.	Diss Town Council Mayor 2014/15	Diss Town Council	Advising of inauguration of Town Mayor for 2014/15
6.	Diss CAB Rural Advice Champion	Equal Lives	Request for publicity in parish magazine
7.	Weekly update for NALC members	NALC	Update for week ending 30.05.14
8.	Parish Crime Statistics	Norfolk Police	Statistics for May 2014