

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

10th March 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. 1 resident attended the meeting.

Action

174. Apologies

174.1 There were no apologies for absence.

175. Declarations of Interest

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

176. Resolution to Adjourn the Meeting for Public Participation

176.1 Cllr Keith Weeks advised that Individual Electoral Registration was being introduced. Every individual of voting age would receive a form of registration to the electoral roll. He noted that this change had been brought in to keep an accurate electoral roll.

176.2 Cllr Weeks spoke about the Neighbourhood Boards. They had been held 3 times a year but it had been agreed that these were not working very well. Very few people had attended the last meeting. KW advised that an informal meeting was being held on 11th March to look at the entire system and how to take the idea forward. This would be followed by a formal meeting open to all. KW also advised that the Neighbourhood Boards had allocated a fund for local projects and this money was still available.

176.3 Cllr Weeks reported that he had recently spoken to Gary Overland about the roads and GO had assured KW that all his teams were out repairing pot holes.

176.4 Liz Gerrard, the resident at the meeting advised Council of an issue with the road outside St Mary's Church. It was considered whether this was an issue that the Rangers could deal with. PA was asked make a report to the Rangers.

PA

176.5 NF raised an issue with street naming on Mill Green. NF would send details to PA for a report to be sent to South Norfolk Council.

NF/PA

177. Minutes of the Parish Council Meeting of 10th February 2014

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

Action**178. Matters Arising from the Minutes of the Council Meeting of 10th February 2014**

178.1 168.2 – PA advised that she had responded to Unite advising permission to use Church Green for the strike school rally and requesting a more detailed risk assessment.

179. Correspondence (not separate agenda item)

179.1 The Parish Council had been advised of Sue Lake's resignation from NALC. LH reported he had emailed Sue thanking her for her support in the past.

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

180. Planning

180.1 No planning applications or decisions had been received.

181. Accounts to Approve for Payment and Finance

181.1 Statement of Accounts. LH proposed and NF seconded approval of the statement of accounts as at 3rd March 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
101420	P Anderson	Clerks Salary, Expenses and Office Supplies 1st– 28 th February 2014
101421	N P Burridge	Shimpling Churchyard
101422	Berryman	Bottle bank rental February 2014
101423	Norfolk & Suffolk 4x4 Response	S137 Charitable Donation
101424	Age UK Norfolk	S137 Charitable Donation
101425	Magpas	S137 Charitable Donation

182. Highways

182.1 LH had previously distributed the latest version of the Highways Action List. NF reported that a meeting had been held between Gary Overland, NF and BOCM Pauls. He reported that a lot had been addressed on the earlier action lists and work was to be carried out on the roads in Shimpling to prevent lorries parking on the highways.

182.2 NF advised that the issue of highways damage to Back Lane, Burston was being discussed between NCC Highways and BT who had caused damage during recent works.

182.3 TG raised the issue of a 20mph speed limit being implemented around Burston Primary School. LH and AW advised that this had been raised unsuccessfully before but it would be added to the agenda for the next meeting with Highways.

183. BOAT 36 Back Lane

183.1 NF reported that a notice had been published in the Eastern Daily Press on 28th February 2014 asking for comments. PA advised that she had posted similar notices on the parish noticeboards as requested by NCC. NF advised that previous comments would not be taken into account during this process, only new comments would be considered. NF advised that he would be urging Shimpling residents to respond to the consultation.

Action**184. Playing Field Project**

- 184.1 Community/Memorial Garden – NF reported that the garden planting was complete. The wildflower areas have been tilled ready for seed sowing. It was agreed that discussion of an opening event would be included in the agenda of the next Parish Council meeting. All Councillors to bring ideas for an opening event for consideration. **ALL**
- 184.2 Playing Field Equipment Upgrade – NF had advised that Mikey Bentley had had a change of role within South Norfolk Council and was no longer able to undertake the funding applications for the playing field. NF advised that Mikey had indicated various funders worth applying to and NF was now completing the funding applications.
- 184.3 Neighbourhood Fund Grant – NF advised that following an application South Norfolk Council had approved a grant of £2,000 towards the play equipment upgrade. SNC had originally advised that the grant had to be taken up before the end of the financial year but had since informed NF that the funding would not be available until other funding was in place, however the grant would remain available until that time.
- 184.4 NF and LH would meet prior to the next Parish Council meeting to discuss funding of the project and bring further information back to the next meeting. **LH/NF**

185. Request from Burston Primary School for hardship funding.

- 185.1 LH had received an enquiry from Carol Green, the Headteacher of Burston Primary School as to whether the Parish Council could make available a hardship fund for pupils of the school who could not fund themselves on a school residential trip. LH had advised CG that the budget for donations for the current financial year had been allocated. TG noted that the Friends of Burston School provided funding for the school and AW queried whether the pupils were fund-raising through sponsorship etc. for the trip.
- 185.2 It was agreed to bring this back to the April Parish Council meeting for further discussion with regard to the donation budget for the financial year 2014/15. In the meantime LH would speak to CG to ascertain the amount of funding needed. **LH**

186 Use of Church Green by the Strike School Trustees on 1st April 2014

- 186.1 A request had been received from the Strike School Trustees to use Church Green for a Strike School centenary event on 1st April 2014. PA advised that since the request had been received she had requested a risk assessment for the event. It was understood that Burston Primary School was also involved in the event.
- 186.2 After consideration it was agreed to approve the use of Church Green for the event. PA suggested that BOCM Pauls should be asked if they would be cutting the grass on Church Green before 1st April. LH agreed to contact BOCM Pauls. **LH**

187. Co-option of Parish Councillor

- 187.1 LH reported that the parish councillor vacancy was getting good coverage and flyers were to be distributed with the next edition of the Planet. For maximum coverage the vacancy would be featured in all parish publications. **LH**

Action**188. Recruitment of Parish Clerk**

188.1 LH advised that an advertisement was ready to go into the local press. The Diss Mercury was too expensive but a small advert would be put into the Diss Express. It was noted that there was £100 unspent in the publicity budget. The vacancy had been featured in the NALC Weekly Update which had generated one enquiry from a local clerk. The vacancy was also to be advertised on the Society of Local Council Clerks e-forum and online update. LH advised that the closing date for the advert was 21st March 2014 with an interview date set for 31st March 2014.

188.2 TG suggested that the advert should be emailed to clerks of neighbouring parishes to stimulate some interest in adding to a current portfolio of parishes. This was agreed. TG agreed to carry this out. **TG**

189. Clerking and RFO provision beyond 31st March 2014.

189.1 It was noted that PA's last date of employment was 31st March 2014. As this was the interview date for a replacement it was unlikely that a new clerk would be in post in time for the April Parish Council Meeting. PA had previously offered to complete the end of year finance which would include end of year accounts, preparation for the annual audit, end of year PAYE and VAT return.

189.2 PA offered to clerk the April Parish Council Meeting and the Annual Parish Meeting if necessary for an agreed hourly rate of pay. However, PA advised that after 30th April she would only be available to carry out hand over with her replacement. After consideration NF proposed and LH seconded a payment of £12.00 per hour to PA for any work undertaken from 1st April 2014 until handover was completed. All were in agreement.

190. Annual Parish Meeting

190.1 LH advised that the Annual Parish Meeting was being advertised in local publications. LH requested Councillors advise him of any items they would like included in his annual report. NF requested the Oil Group be included on the APM agenda. **ALL**

191. Date of the next Parish Council Meeting

191.1 The date of the next meeting would be 14th April 2014. Councillors were requested to advise the Clerk of any agenda items for inclusion at that meeting. **ALL**

Items for Agenda:

Don Swanton Award
Highways
Playing Field Project
Community/Memorial Garden Opening Event
Funding for Burston Primary School
Annual Parish Meeting Agenda

LH thanked PA for the work she had done during her time as Parish Clerk and made a presentation to PA.

The meeting closed at 8.30 p.m.

APPENDIX I – MINUTE 179.2

SCHEDULE OF CORRESPONDENCE – not on agenda

	Subject	Received From	Contents
1.	South Norfolk Older People's Forum	SNOFP	Flyer for meeting and newsletter
2.	Long Stratton Farmers' Market	Tas Valley Neighbourhood Board	Flyer for new Farmers' Market
3.	Weekly update for NALC members	NALC	Update for week ending 14.02.14
4.	Ranger Visit to Burston	NCC Highways	Request for defects to be advised prior to 17 th March
5.	WW1 Events	Laura Woollacott, SNC	Request for details of plans for WW1 commemoration events.
6.	Weekly Update for NALC members	NALC	Update for week ending 21.02.14