

BURSTON AND SHIMPLING PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
19th May 2014 at 7.30 p.m. at St Mary's Church, Burston

Present: Len Hobson Chair
 Alison Wakeham
 Christine Stevens
 Keith Lankester

 Pam Anderson Clerk to the Council

Action

8. Apologies

8.1 Apologies were received and accepted from Nigel Frankland and Tom Grieve. Cllr Keith Weeks had advised he would be unable to attend.

9. Declarations of Interest

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

10. Resolution to Adjourn the Meeting for Public Participation

10.1 No members of the public were present. The District and County Councillors were not in attendance.

11. Minutes of the Parish Council Meeting of 14th April 2014

11.1 CS proposed and KL seconded that the minutes of the Parish Council Meeting of 14th April 2014 were adopted as a true and accurate record which was agreed by all.

12. Matters Arising from the Minutes of the Council Meeting of 14th April 2014

12.1 202.2 – School Bus service during repairs to Back Lane – LH advised he had e-mailed Gary Overland to ascertain whether NCC would be advising the school bus service of the road closure. He had not received a response, but no issue with the bus service had been raised by anyone in the Parish.

12.2 202.3 – NCC Grant for WW1 Events – TG had previously advised that an application had been sent to NCC by the required date.

12.3 205.1 – Proposed alterations to public right of way – PA confirmed she had responded to the consultation by Network Rail as agreed.

13. Correspondence (not separate agenda item)

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

14. Planning

14.1 2014/0575 Old Hall Farm, Hall Road, Burston. Agricultural Determination. Proposed poultry building. Approval of details was noted.

Action**15. Accounts to Approve for Payment and Finance**

- 15.1 Statement of Accounts. AW proposed and CS seconded approval of the statement of accounts as at 7th May 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
101433	P Anderson	Clerking and RFO Duties 1 st -30 th April 2014
101434	Just Jim (Jim Howard)	Village Caretaker
101435	Berryman	Bottle bank rental and collection April 2014
101436	P H Newby	General Maintenance/Hedgecutting
101437	SLCC Enterprises Limited	Website Advertisement
101438	Burston CP School	Charitable Donation from bottle bank proceeds

16. Annual Return for the Financial Year ended 31st March 2014

- 16.1 Section 1 – Accounting Statements 2013/14. LH proposed and KL seconded approval of Section 1 of the Annual Return 2013/14. All were in agreement.
- 16.2 Section 2 – Annual Governance Statements 2013/14. LH proposed and CS seconded approval of Section 2 of the Annual Return 2013/14. All were in agreement.

17. Highways

- 17.1 LH reported that a highways meeting was to be held on 2nd June. He noted that severe damage had been done to the grass sward in Rectory Road and Gary Overland was to meet with Saffron Housing to discuss and report back to the highways meeting.
- 17.2 LH reported that damage had also been caused to the work which had been carried out by NCC and BOCM Pauls on the road from the A140 on the approach to Shimpling before the junction with Moor Road. He noted that BOCM Pauls were carrying out regular morning checks along the road at the moment and no additional damage had been done.
- 17.3 LH noted that BT had compensated NCC Highways for the necessary work to Bridge Road and Back Lane and the work had now been completed, although some diversion signs were still in place. LH agreed to follow up with GO.

LH**18. Playing Field Project** – *Due to his absence, NF had previously distributed a report on the playing field project agenda item. LH delivered the report outlining the salient points.*

- 18.1 Community/Memorial Garden – Tom Grieve had previously reported that the funding application together with policy statements had been sent off to Norfolk County Council and feedback was awaited from TG.
- 18.2 NF had reported that he had met with a representative of a company who specialised in refurbishing existing equipment, RSS Playmakers Inspection and Maintenance Services. The rep had felt that with refurbishment the current equipment could remain in use for another ten years. A costed proposal for restoration was awaited.
- 18.3 PA had received a quotation from the Play Inspection Company for the annual RoSPA inspection of the play equipment. They had quoted an additional £50 for a survey to confirm whether or not the present equipment was sound enough to warrant refurbishment. After consideration it was resolved to accept the quotation including the additional survey. PA to contact the Play Inspection Company to arrange.

TG**PA**

**Action
PFAC****AW**

- 18.4 NF had suggested that once the RoSPA inspection had been carried out a brief be prepared for tendering to RSS Playmakers and other firms for refurbishment and/or installation of new equipment. This would be considered at the next PFAC meeting which was to be held on 4th June. AW agreed to attend.

19. Use of Playing Field by Scole Football Club

- 19.1 LH reported that he, CS and NF had met with Ian Constance of Scole Football Club. IC had advised that with the provision of a portaloos the pitch would be suitable for under 16s only. The cost of this would be £900 per season and IC would investigate possible funding. LH agreed to approach Tom Bloomfield and Waveney Pumps to see if they had a redundant portaloos, although that would have maintenance issues.

- 19.2 IC had advised that use of the pitch for senior teams would require the provision of an official's room and an upgrade to the changing rooms. Portacabin and other facilities had been discussed although it was noted that this would involve planning issues and mains power and drainage. IC would look at possible costings and feedback to LH. LH noted that IC had advised that the pitch was excellent with good grass. LH advised that a likely target would be for Scole FC to use the pitch next season for juniors.

- 19.3 Funding possibilities had been discussed and IC had advised of possible funders. He had confirmed that Scole were an 18 team club. LH agreed to feed back to the next Parish Council meeting further information from IC. CS would insert an article in the Planet with regard to sourcing a portaloos and/or changing facilities.

LH**CS**

20. BOAT 36 Back Lane - Due to his absence, NF had previously distributed a report on the BOAT 36 agenda item. LH delivered the report outlining the salient points.

- 20.1 NF had spoken with a senior officer in the legal department at NCC and had met with Sir Rupert Mann with a Countryside Officer. NF had made a Freedom of Information request for sight of the comments filed after the proposed permanent closure was advertised and was awaiting a response.

- 20.2 NF had advised that an officer of NCC would now prepare a report to evaluate the comments and propose a course of action to be considered by a NCC committee. One suggestion was that a decision on closure could be passed to a Magistrates Court, however this would have a cost implication of approximately £5,000. NF noted that as part of that process the proposed closure would be required to be advertised widely and it was felt that objections could be received from 4x4 organisations outside of the County who would protest against any possible BOAT closure.

- 20.3 NF had reported that after researching this issue there were grounds that NCC could use to close the boat but seemed reluctant to pursue. NF had therefore suggested that the Parish Council now formally request Cllr Keith Weeks, Cllr Martin Wilby (local councillor for the Dickleburgh area), and Cllr Beverley Spratt meet with the Parish Council, Sir Rupert Mann and Mr Tinsley of the Dickleburgh Village Society, to discuss a way forward and ask them to apply as much pressure as possible to this process. NF also suggested that the Parish Council write to Richard Bacon MP to ask for his support. After consideration this course of action was agreed.

NF/LH

21. Policies Review

- 21.1 LH reported that he and NF had reviewed the Equal Opportunities and the Safeguarding policies. LH noted that these policies were minimum requirements for a small parish council. LH had forwarded the policies to NALC requesting their comments.

Action

21.2 LH advised that these policies were frequently required for funding applications and requested that the Parish Council approve the policies in their current form with the option to bring back to the Parish Council for any amendment necessary following receipt of comments from NALC. CS proposed and KL seconded adoption of the Equal Opportunities Policy and the Safeguarding Policy. All were in agreement.

22. Don Swanton Award

22.1 LH advised that he was revising the terms of reference for the Don Swanton Award. It was agreed that an article would be inserted in the Planet with simple guidelines for nominations. LH would bring the revised terms of reference to the next Parish Council meeting for approval. **NF/LH**

23. Co-option of Parish Councillor

23.1 LH reported that there had been no response from numerous adverts for the vacancy. LH would insert an article in the Planet again and he urged Councillors to approach anyone who they feel may be interested in considering co-option. **LH**

24. Recruitment of Parish Clerk

24.1 LH reported that TG had re-approached local clerks with regard to a locum role. One local clerk had advised they would be interested in an application for a possible locum to permanent position. Another local clerk had expressed a willingness to offer locum cover. LH, AW and CS agreed to arrange to meet with both clerks to discuss. **LH**

24.2 LH confirmed that PA would be ceasing clerking duties at the end of May but advised that PA had offered to continue as RFO in the interim period until a new clerk was in post. It was agreed that PA would continue as RFO in the interim period at the terms previously agreed.

25. Date of the next Parish Council Meeting

25.1 The date of the next meeting would be Monday 9th June.

The meeting closed at 8.30 p.m.

APPENDIX I – MINUTE 13.1**SCHEDULE OF CORRESPONDENCE – not on agenda**

	Subject	Received From	Contents
1.	Weekly update for NALC members	NALC	Update for week ending 18.04.14
2.	Weekly update for NALC members	NALC	Update for week ending 25.04.2014
3.	WW1 Commemorations	Mikey Bentley, SNC	Advising of SNC fund for events.
4.	South Norfolk Local Plan	Adam Nicholls SNC	Advising that local plan documents submitted to Secretary of State
5.	Weekly update for NALC members	NALC	Update for week ending 02.05.14
6.	Parish Crime Statistics	Norfolk Police	Statistics for April 2014