

**BURSTON AND SHIMPLING PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**

**29<sup>th</sup> September 2014 at 7.30 p.m. at St Mary's Church, Burston**

**Present:** Len Hobson                      Chair  
              Alison Wakeham  
              Christine Stevens  
              Nigel Frankland  
              Tom Grieve

              Ann Baker                      Clerk to the Council  
              Keith Weeks                    Dist. CC

**Action**

**54. Apologies -**

54.1 No apologies were received.

**55. Declarations of Interest**

55.1 There were no declarations of interest.

**56. Resolution to Adjourn the Meeting for Public Participation**

**56.1** Ordinary District matters been inspected meticulously; on 1<sup>st</sup> Oct. new re-cycling items will be added to bins, however SNC are committed to bottle banks for a further year – this is some concerns for smaller PC's, logistics will require monitoring; compostable toilet – there are capital grants available at SNC for projects - these are shortlisted, along with a presentation. KW advised need to log bid of interest with Nina Cunningham (resp. for grants) to keep us informed of monies available over the spread of Waveney Valley. Suggested firm up project as SNC are trying to spend this side of Xmas, there may also be money be available next year; KW informed the PC that if there is any new building in our area the new Community Levy will be applied, 15% of the charge will come to B&S PC to use for the community.

**AB to  
contact  
NC &  
register  
interest**

**56.2** The meeting was reconvened at 7.50pm

**57. Minutes of the Parish Council Meeting of 8<sup>th</sup> July 2014**

57.1 AW proposed and NF seconded that the minutes of the Parish Council Meeting of 8<sup>th</sup> July 2014 were adopted as a true and accurate record which was agreed by all.

57.2 Minutes of the Planning Meeting of 11<sup>th</sup> August 2014 – LH proposed that the minutes of the Planning meeting were adopted as a true & accurate account, NF seconded & it was agreed by all

**58. Matters Arising from the Minutes of the Parish Council Meeting of 8<sup>th</sup> July 2014**

58.1 48.2 to be discussed in item 65.1 – maintenance of garden/planting

58.2 Review Community/Memorial garden opening event – item 65.2

58.3 48.3 to receive a report on the playground equipment project – item 65.3

58.4 48.4 to receive an update on the compostable toilets – item 70

**Action**

Boat 36 reported in item 68  
Don Swanton – the new application & T&C's had been circulated

59 **To note correspondence as listed in the attached schedule (not separate agenda item)**

60. **Planning:**

60.1 2014/1162 - Land off Common Road, Burston - The additional papers were noted, as long as the stringent controls adhered – highways, odours etc. it would be positive to encourage local business. It was **resolved to recommend approval** - proposed AW, seconded LH, agreed by all

**AB to notify SNC**

60.2 2014/1504 - Holly House, Diss Road, Burston - it was agreed that it was a positive move to adjust road access for both house safety & road users. **It was resolved recommend** - proposed CS, seconded AW

**AB to notify SNC**

60.3 To consider any applications/decision notices that may be received prior to the meeting & of which members have been previously advised - none

**61. Finance:**

61.1 To approve the attached statement of accounts & payments. At present these are provisional accounts produced by AW, therefore until the accounts can be accessed the figures cannot be fully reconciled, these were worked from PA last accounts; The August figures show that the spend on the memorial events & the maintenance was higher than anticipated. It was noted that the on-going maintenance of site would need to be included in Jim's schedule – a need for a clearer break-down of hours & tasks in order to avoid the costs prior to the event - a more prescriptive schedule.

Thanks were extended to AW for presentation of the provisional a/c 2<sup>nd</sup> July – proposed LH, seconded NF, August accounts – proposed NF, seconded TG, agreed by all

61.2 61.2 To receive & approve the quarterly bank reconciliation - 1<sup>st</sup> April 2014 – 30<sup>th</sup> June 2014 - as this was not included on the agenda for July it needs to be noted in these minutes; these were approved, without prior distribution, proposed TG, seconded NF

61.3 The Audited accounts, sent to Mazars - it was noted that the notice has been up for some weeks now.

**62. To receive & approve the quote for the annual insurance from Came & Co. -** following discussion it was agreed that a long term agreement (of three years) be entered into with Came & Co - proposed AW, seconded by NF

**AB to send cheque to Came & Co.**

**63. To review the schedule of Member's Roles & Responsibilities & agree any changes** – rather than re-allocate KL's roles, LH has taken on board for present some of these roles; to note that: items that are active are in red, if members wish to change please notify LH; noted that NL quite heavily loaded currently, will liaise with AW on Long Stratton Area Plan & the Gypsy & Travellers consultations.

**LH to pass discs to NF**

- 64. Highways - To receive update on highways action plan & agree any action** – on the matrix report - item 10 – the school is asking to fill the ditch, to help reduce noise & possibly provide seating for parents; it was agreed that if Highways were ok, the PC were too  
 Mill Road – water coming out - is it Anglian Water or Highways problem – to be discussed at next meeting  
 Items 7, 8 & 9 on the matrix have been removed, as complete;  
 White lining needs re-painting  
 LH's tenacity has had positive results & was commended
- 65. Playing Field Project** - To receive feedback from latest PFAC meeting as follows:
- 65.1 - To receive report on the maintenance & outstanding planting for the Community/Memorial Garden & agree any action** - NF has planted & staked the 2 new trees, the wild flower seed were scattered but it might be useful to purchase another packet, the hedge will need to be sorted next spring - the field, track & path through the orchard, allow wild flower seeds to rest before grass is cut, pruning trees, cutting hedge - all need to be included in job spec. for Jim
- 65.2 - To review the Community/Memorial Garden Opening Event** - LH thanked PFAC for all the hard work that had gone into the project, particularly the memorial garden, thanks extended to the chairmanship of NF; thanks were also extended to TG for arranging an event that encompassed the whole family spread, band was excellent, entertainment for a mix of ages; thanks to the Friends of Burston School
- 65.3 - To receive a report on the play equipment project & agree any action** - two quotes have been received - Fenland & Hag's, Wicksteed's have been out, Sovereign are expected on 30<sup>th</sup> Sept., a range of equipment has been requested, with emphasis on value for money & younger children; Burston House may help with the refurbishment of the old equipment. It was suggested that PFAC adjudicate the options, itemise the pros & cons & present to the full PC
- 66. To receive update on discussions with Scole Football Club on hire of football pitch & agree any actions** - discussions held with IC - two builders, the portaloos & 2<sup>nd</sup> hand site building are still being followed up; Ian C agreed to approach various sports bodies regarding grant aid – the information received from KW of grants available may feed into this. LH & CS to follow through as it may be more appropriate to think long-term – toilets, showers etc., making applications were necessary
- 67. To receive a report on the footpaths project & agree any action** - some progress has been made, a spread sheet has been compiled from the definitive map - requires updating - what needs to be done/has been done, work on parish on-line map, details of land owners compiled, letters to them, requesting assistance with maintenance; several complaints have been received on some of the paths - Sir Rupert Mann has helped in this respect, issue with Rod Webster, the Ramblers have tried to contact Mr. Schaay, as path in a poor state, it is believed that it is now accessible.  
 CS & TG thanked for efforts to date
- 68. BOAT 36 - To receive an update on restriction of motor vehicles along Back Lane & agree any actions** - nothing currently to report, NCC will approach PC if a consultation is organised; the state of the path is improving
- 69. To receive an update on the co-option of PC Cllrs & agree any action** - advertising continuing, need to be aware that the elections are due in May 2015
- 70. Compostable Toilets - to receive information & agree any action to be taken** - if toilet, shower, washing facilities are required for the football clubs may be better to consider as a whole project; there is a variety of compostable toilets & costs, both need
- Actions**
- To amend JH's job description**
- AW to send current one out**
- LH/CS to chase grants available**
- CS to finalize letter & fwd to AB**

to be considered. Action - letter to be composed on funding to cover items for two teams & a referee - need to confirm these requirements

**71. To receive the consultation documents from SN:**

**LH to  
circulate  
discs**

71.1 Long Stratton Area Action Plan - LH will circulate both discs

71.2 SN Local Plan – Gypsies & Travellers Local Plan (GTLP) Issues & Consultation

**72. Date of Next Meeting & Items for inclusion on the agenda (not for discussion)**

Mon. 27<sup>th</sup> Oct – apologies from TG

**Requested that any items that will effect budget to be fwd to LH/AW – ideas for projects, budget planning - ASAP please**

**Meeting closed at 21.00**

Approved .....

Date.....