

BURSTON AND SHIMPLING PARISH COUNCIL
MINUTES OF A MEETING OF THE PARISH COUNCIL
27th April 2015 at 7.30pm, St. Mary's Church, Burston

Present:

Len Hobson	Chairman
Alison Wakeham	
Christine Stevens	
Nigel Frankland	
Tom Grieve	
Ann Baker	Clerk to the Council
Members of the public:	

Action

1. **Apologies:** none

2. **Declarations of Interest**
7.1 - LH declared interest in this item – refers to a close neighbour

3. **Resolution to Adjourn the Meeting for Public Participation 7.38**
The Chairman used this opportunity to thank members for their contribution throughout the year for their efforts in their various responsibilities
3.1 - The meeting was reconvened at 7.45

4. **Minutes of the Parish Council Meetings held on 30th March 2015**
TG proposed & CS seconded that the minutes of the Parish Council Meeting of 30th March were adopted as a true & accurate account, which was agreed by all

5. **Matters arising from the Minutes not on the agenda as indicated on the attached schedule – for information only:**
5.1 – 149.4 – Match Funding PSCO – the Clerk has written to Leigh Jenkins stating the Council would not participate in the scheme
5.2 - 155.4 – Sir Rupert Mann – NF has arranged a standing order with Sir Rupert, commencing on the 1st May 2015
5.3 – 158 - CAT's – use of Church Green – a risk assessment has been received from NF
5.4 – 159 – Unite's request to use Church Green – Clerk replied requesting risk assessment be sent, that traffic control will be adequate & assurance that language will be moderated, particularly when using microphones
5.5 – 162 – Annual Parish Meeting – TG had confirmed that Ben Langley would attend, fliers had been prepared & distributed

6. **Correspondence (not a separate agenda item)**
6.1 - All correspondence received was noted as listed on the appendix attached to these minutes

Approved _____ Date _____

- 7. Planning:**
 7.1 - Planning Application 2015/0690 - Oakdene, Market Lane, Burston - alterations & extensions to dwelling - this is a reasonable size development – the extension is in keeping with the current style, impact negligible, no comments have been received from neighbours; Dist. Cllr. K. Weeks has recommended it is delegated to the Officers for decision. It was resolved to recommend that SNC approve the application. **Clerk to reply to SNC**
- 8. Finance:**
 8.1 – Quarterly Bank Reconciliation for January to March 2015 - LH proposed & TG seconded, all were in favour
 8.2 – Monthly Bank Reconciliation for April 2015 and schedule of cheques for payment– NF proposed & CS seconded, all were in favour
- | Cheque: | Paid to: | Payment for: |
|----------------|-----------------|----------------------------------|
| 101492 | Berryman | Bottlebank Rental and Collection |
| 101493 | Ann Baker | Clerk duties April 2015 |
- 8.3 – Income & Expenditure Report for 2014 -2015 – TG proposed & seconded by LH, all in favour
 8.4 – Bank Reconciliation for End of Year 31st March 2015 – NF proposed & seconded by LH, all in favour
 8.5 – Bottle Bank – tonnage has dropped off, although it has balanced out over the year, however it will be necessary to monitor the situation over the coming year
- 9. Highways:**
 9.1 – new items in blue; item 1 - damage to be made good in 2/3 weeks, hedge cutting has helped to alleviate the damage; item2 – Judy Pike from Saffron, will request residents to park on road-side not grass, Gary Overland suggests kerbing ; item 3 – the approaches to Shimpling have been made good, however there is damage again , ForFarmers are considering changes to their hours of business - staggered operating times will reduce waiting times & improve passing space; item 4 – Market Lane – Gary Overland advised this will be re-dressed; item 5 – no further major works are planned, there will be some redressing in Aug. 2015, which will necessitate a diversion; item6 – Burston School - layby & planting – these issues are associated with item 2 – there could be an option to enlarge car park; option to have a lay-by – it was noted that it was beneficial to have cars outside school - reduces the width of road & slows traffic; it was noted that the car park is always full & cars still park on the road; it was agreed it was safer to let children out on the car park; it was suggested that the school carry out a consultation; item 7 - LH to check; item 8 – 30 mph sign is lying on the verge – Gary Overland will act; item9 – the old ditch has been jetted, in the long term the only way is to install bespoke drainage system - earliest '17/18; Anglian Water deny the water is 'theirs'; item 10 - deleted; item 11 – junction near CS – a riparian issue , Gary Overland is willing to monitor & act accordingly; item 12 – the marker bollard at the junction with A140 - in hand; item 13 - remedial work to carriage ways – NCC will carry out as soon as possible; item 14 – white-lining - programmed for end July; road sign washing – this will be carried out later by the new caretaker
 9.2 – item 3 – ForFarmers will be trialling an earlier start time for outgoing vehicles, these new operating conditions are only for a month from June 1st & may not be made permanent – the staggered leaving times means the lorries will not 'cross' with incoming vehicles;
 9.3 - ForFarmers are in the process of renewing all vehicles to Euro6 by the end of the year;
 9.4 - ForFarmers have requested this information is made public, it will be raised again at the Annual Parish Meeting, in the Parish Planet, Cock Crow & Dickleburgh Monthly **LH**

9.5 - the benefits, monitoring & comments from public will be collected over the trial period

The report was received and presented by Cllr. L. Hobson. The full Highways Planner is available on request

10. The position of the Caretaker:

10.1 - LH thanked the interview panel; AW outlined the afternoon, both candidates were very good, although it was noted that Jamie Churchard's overall skills were slightly better, he possesses some engineering skills & carries out work in gardens across the Parish; Clare Cowan would be prepared to do holiday cover;

10.2 - equipment training for the play area – Norfolk RCC are offering a course or David Bracey is a Play Inspector who would also train a team to inspect the equipment – it was agreed the Clerk would contact David Bracey for his availability

Clerk to action

10.3 - LH will formally let Jim Howard know of the appointment, thank him for his work & wish well for the future; Jim will be asked to check the playing field equipment until 4/05/15;

LH/Clerk

10.4 - AW will keep an eye on the area until the training is completed;

10.5 - NF & AW will move equip. from Jim's whilst he is on holiday & put into the shed on the playing field

NF/AW

10.6 - this would be an opportunity to update the asset list

AW

10.7 – To ratify the employment of Jamie Churchard – proposed AW, seconded TG, all in favour

10.8 - LH & NF to finalise the contract of employment

LH/NF

11. Review of the Playing Field Project and a report from PFAC:

11.1 - it was reported that the daffodils had come out & the field gang-mowed

11.2 - it will be necessary to look at the hedging & note where it has died

11.3 - the concrete has gone in & once it has dried thoroughly then the bench can be bolted onto the concrete

11.4 – the quotation for the refurbishment/repainting of the agility course, swings, multi-play unit, total cost £3,537.60 has already been included & approved in original quote

NF/AW

11.5 – Darren Poole will meet Cllrs. on Tues. 28th April, 2pm to discuss final details

11.6 – Project starts Tues. 5th May

/CS/AB

11.7 – Closure notices – AB to print & laminate

AB

12. PROW report

12.1 - there are still some outstanding issues with NCC & the local landowners – they have been written to twice;

12.2 - items highlighted in the report in red are actions: item 12 – local land owner needs to mark field, finger post made good; item 13 – NCC have been chased; item 15 – 2 issues – finger post & re-instatement of footpath; item 30 re-instatement following cultivation; 33 – fingerpost at Audley End is missing - NCC has been chased; the two stiles are broken - NCC state responsibility is the landowner – they will contact;

12.3 - CS & AW met with Sir Rupert to discuss several issues, a very positive meeting

12.4 - CS to send a letter to NCC re alternative paths with a request to alter the references in their book

CS

12.5 - LH thanked CS for her hard work in keeping this matter in order

Approved _____ Date _____

- 13. Report relating to the Parish Website, including its use as a local events diary: –**
- 13.1 - currently the events diary site is owned by Richard Carter
- 13.2 - it is unclear where the website link goes, AW & NF to investigate
- 13.3 - PC also owns 'Facebook' site - AW can able to access & will add a calendar facility, until such time as she has time to redesign website - modernise layout, incorporate calendar
- 13.4 - AW made a request for more images, items, articles to add to site in
- 13.5 - once site has been re-modelled AW will bring to the PC
- 14. The changing facilities on the Playing Field - LH reported that:**
- 14.1 - no further action is to be taken until there is a project – this can be then sent to various funding agencies;
- 14.2 - Earsham PC have recently done this & offered assistance; Ian Constance has been contacted – he is retiring from his association with Scole Lads FC & Nina C has been made aware that to a devise project will address the issue – without decent facilities, the playing field won't be used
- 14.3 - maintenance & insurance will result in field becoming a liability; the facilities provided need to be suitable in size, with catering facilities, access to power etc. This project will be taken forward to next the next Council
- 15. A request from St. Mary's PCC for the Parish Council caretaker to supervise the maintenance of the churchyard & to agree any resultant action**
- 15.1 - the current grass cutter lacks confidence, the PCC are asking if the PC Caretaker could oversee
- 15.2 - the PC use him as a service, he is not employee of the PC, it would be more reasonable for PCC to approach & pay Jamie Churchard
- 16. Consultation letter from SNC regarding the proposed modifications to the South Norfolk Local Plan**
- 16.1 - The report was noted, there were no comments to be conveyed to SNC
- 17. Date of Next Meeting** and items for inclusion on the agenda (not for discussion)
- 17.1 - **18th May, 7.00pm** - this will be the Annual Meeting of the Parish Council, followed by normal a PC meeting. All Councillors will sign 'Acceptance of Office' forms, the current Chairman will resign & a new Chairman voted in
- 17.2 - LH will transfer all that is relevant to PC - formats, meetings notes, minutes etc.
- 17.3 - LH expressed his thanks to all
- 17.4 - a reminder that he would see all at the Annual Parish Meeting, 30th April, 7pm - Ben Langley will arrive around 7.40/8.00 & perform for 20mins.
- 17.5 - TG offered his apologies in advance
- Items for Agenda:**
- The meeting closed at 9.10pm

AW/NF

LH

Appendix I – Minute 6.1

Schedule of Correspondence – not on the Agenda

Postal Correspondence

	Subject	Received From	Contents	Action
1.	Light Pollution Survey	CPRE	Results of survey & invite to conference	FYI
2.	Report & Accounts '13/'14	Adnams Charity	Annual report	FYI
3.	Spring newsletter	Came & Co	Newsletter also received by email	Clerk circulated
4.	Duty of Care Waste Transfer note	FCC Environment	Info. relating to collection of glass	Clerk emailed form back
5.	Non-contested election	SNC	Confirmation of the new PC	Clerk circulated info
6.	Precept & grant	SNC	Bacs payment £6,196.50	FYI
7.	Ordnance Survey	OS	To become a govt. owned company	Email fwd to AW

E-Mail Correspondence

	Subject	Between/from	Contents	Action
8.	Weekly Updates – 3/4, 10/4, 17/4,	Cllrs/NALC	Weekly info around the County	LH fwd to All
9.	Weekly Planning lists: 3/4, 10/4,17/4, 24/4	Cllrs/SNC	Decisions & new planning applications	LH fwd to All
10.	Crime Statistics	Norfolk Constabulary / Clerk	Monthly crime statistics March	LH fwd. to All (14/4)
11.	On-line mapping	Parish Online	Newsletter	Fwd to AW (02/4)
12.	Weekly Digest – 6/4, 13/4, 20/4, 24/4	Rural Services Network	Weekly news around the country	Fwd. to All
13.	Survey of Voluntary Activities	Community Action Norfolk (NRCC)	Extension for survey	Clerk (07/4)
14.	Government owned company	OS	OS to be govt.owned	Fwd to AW (09/4)
15.	Uncontested election	SNC	Confirmation of Cllrs for B & S	Fwd to All (12/4)
16.	Clean sweep initiative	SNC	Spring clean sweep of SN	Fwd. to All
17.	Functional Cluster groups	MSDC	Responses to survey by MSDC	(15/4, 20/4)
18.	April Newsletter	Comm. Action Norfolk	Merger of Norfolk RCC into CAN	Fwd. to All
19.	Start of play area	HAGS-SMP	Date for pre-visit – 28/4, start date 05/5	Fwd. to All

Approved _____ Date _____