

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

19th January 2015 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

Members of Public: Dist.Cllr K. Weeks

Action

121. Apologies - Co. Cllr B. Spratt

122. Declarations of Interest

122.1 - There were no declarations of interest in items on the agenda

123. Resolution to Adjourn the Meeting for Public Participation

123.1 - There were no members of the public present. The District Councillor was in attendance. Raised the PC's awareness relating to horses grazing – a bill just been passed in Parliament; reminder about SNC's litter pick; Market Towns – money being used for new offices/teams – whose aim it is to mobilise groups in each area, offer advice re-shops displays, arrange workshops; Planning meetings will continue in Council Chamber – however the current seating is to be altered after elections, up to three conference spaces will be created, all Cllrs will have to supply their own microphone system.

123.2 - *The meeting was reconvened at 19.40*

124. Minutes of the Parish Council Meeting of 17th December 2014

124.1 - AW proposed & CS seconded that the minutes of the Parish Council Meeting of 17th December were adopted as a true & accurate account, which was agreed by all

125. Matters Arising from the Minutes of the Council Meeting of 17th December 2014

125.1 - 107.2 - Community Right to Speed – the Clerk has sent a reply to Richard Bacon MP

125.2 - 111 - Clerk's contract - this has been signed at pre-meeting by LH & the Clerk, LH had also handed over the Grievance & Complaints Policies at issue 111

125.3 - 113 - Caretaker's resignation - LH had provided a copy advertising the vacancy in the Cock Crow & Parish News. Clerk & LH had sent letter of thanks

Approved.....

Date.....

125.4 - 116 - NCC Parish Partnership & SAM's - details received, financially quite an expense project, closing date 31.01.15, more appropriate to pursue another year
 125.5 - 120 - NCC Light survey - AW completed the survey on-line & returned

126. Correspondence (not separate agenda item)

126.1 - TOP Garden Services, Thetford - letter received offering ground maintenance services – meeting in March & will discuss at that time & get back to him

Clerk to send acknowledgement

126.2 - All other correspondence received was noted as listed on the appendix attached to these minutes

127. Planning

127.1 - 2015/0011 - High Field House, Audley End, Burston - proposed new annexe & double car port - stands well back from road, good size extension, falls below CIL level; agreement – well clear of sight lines, general view to favour - proposed AW, seconded NF, all in favour

Clerk to return to SNC

127.2 SNC Planning Decisions - none received

128. Finance:

128.1 Statement of Accounts & payments to be made – with amendments – it is the 3rd quarter - changed & initialled by LH. - proposed CS, seconded TG, all in favour

Schedule of Payments for Approval

Cheque	Paid To:	Payment For:
101480	SLCC	Membership fee split with DRPC
101481	121 Computer Services Ltd	Laptop and External Hard Drive
101482	N P Burrige	Grass and Hedge Cutting – 2014
101483	Ann Baker	Clerk Duties December 2014
101484	HMRC	PAYE

128.2 Approval of the Budget & Precept for the financial year 2015/16 – AW provided short explanation as to how the precept figure had been reached; keen to keep zero % increase; carry-over will be sufficient, there are a few more in the village which raises funds; there will be a need to repair the heritage boards, monies will be allocated; LH thanked AW & Clerk for their work - proposed TG, seconded CS, all in favour

128.3 - Quarterly reconciliation - AW apologised for absence, this will be completed for the March

AW to prepare Clerk to hand to D & R PC to forward to SLCC

128.4 - Approval of the renewal of membership to the Society of Clerks - the cost of this fee will be shared with Dickleburgh & Rushall PC - two thirds & a third to be paid by Burston & Shimpling - calculated on average salary from each PC - £149 in total - £101.34 for D & R PC & £47.66 from B & S PC - proposed AW, seconded LH, all in favour

128.5 - Approval of purchase of new laptop & hard drive for the Clerk - £618.98 - proposed NF, seconded AW, all in favour

128.6 - Approval of the increase in Church yard maintenance costs - 6 grass cuts per season @ £52.00 per cut = £312.00, 2 hedge cuts per season @ £32.00 per cut = £64.00, total £376.00 (£360 in 2014) - proposed LH, seconded CS, all in favour

Clerk to file invoice

Approved.....

Date.....

- 129.** 129.1 - **Highways** - LH had distributed a report - item 3 – some improvements made, damaged again, parking on A140 side of bridge & needs remedying; TG – yellow bollard damaged, not visible, particularly at night - needs replacing, LH will add to agenda for the meeting; rescinding of 7am embargo – on the agenda again tomorrow, may be some recovery of road verges with road closure; item13 – CS requested that the flooding at Mill Lane/Long Lane is not improving; LH will raise query
 129.2 - To note closure of Burston Road (Valley Lane) to junction with Moor Road, from 26th Jan. to 6th Feb.'15; residents received a letter, may not be able to access homes
 129.3 - To note restrictions on Sunnyside (U70002) to junction B1077 Shelfanger Road, from 26th Jan. to 6th Feb.'15 – ask BOCM at Tues. meeting
- LH to discuss at next meeting with Highways, FF Clerk to display
- 130.** **To note the details regarding Burston Primary School shrubs & lighting** - issues has become silent in recent months; shrubs will be pursued with NCC through the Highways meeting
- LH to raise
- 131.** **131.1 - PFAC Report** - nothing has happened in the garden. The bench is waiting to be concreted, but the weather needs to be suitable, the bench will then be bolted to the concrete; Playground fund - various charities have now offered funding ; agenda item for March
 131.2 - An invite arrived from Saffron to attend on 27th Jan.'15 at 7pm – 5mins brief discussion, followed by presentation; NF to attend, with a few slides, TG or Claire to accompany him
 131.3 - Awards for All – further forms have been received which will be completed & returned
 LH thanked NF for his hard work on this project
- NF/TG to liaise
 Clerk to action
- 132.** To note & take any action regarding the Playing Field – cash already tied up, LH pursuing Ian Constance for assistance, who is will source funding; LH will meet with IC again to decide future plans; Brian Norman has expressed an interest in funding sources – LH to approach. Item for March agenda
- LH to approach BN
- 133.** To note & take any action regarding PROW - CS reported that a letter to landowners with their responsibilities is being prepared – Natural England booklets are lengthy, a shorter version will be prepared; Sir R. has requested a meeting to include a schedule of work to do be done on f/paths, on-going work, legal position on f/paths; CS has suggested a meeting for early March – LH/TG would accompany CS; NCC has the facility for reporting issues such as missing finger posts – hoped that they will be dealt with in next few weeks; LH thanked CS for her hard work to date on this issue
- CS to oversee
- 134.** To receive & note the protocol for 'Reporting & Filming at Parish Council Meetings.' - NALC's advice noted
- 135.** To consider the information received for the PCSO Match Funded Partnership Scheme proposed by Norfolk Constabulary - value of PCSO's can be useful, agreed to request them to attend a meeting to discuss the options
- Clerk to contact

Approved.....

Date.....

136. Date of next Parish Council Meeting: at St. Mary's, Burston was agreed 30th March;
Moles on playing field – Simon Mountfield will be approached by LH
Cllrs to let LH/AB know if they may resign from the PC at the end of this four year tenure

LH

March Agenda: Quarterly review; review of various policy documents,
CATs – requests for use of Church Green for a BBQ; use of the playing field for a
Vintage car sale, car boot sale; along with a request for the CATs Annual meeting to
follow the Annual Meeting in May, following the elections

The meeting closed at 20.45

Approved.....

Date.....

APPENDIX I – MINUTE 126

Schedule of Correspondence – not on the agenda

Postal Correspondence

	Subject	Received From	Contents	Action
1.	Various	NALC	Rural Housing Alliance, calendars, Anglia growth Hub, VAT, members survey,	
2.	AgeUK	Norfolk AgeUK	Open your garden	
3.	EcoFurniture	Your Park Life	Eco-garden furniture	
4.	Health	NCC	Various posters	Display on noticeboards
5.	Grant application	Awards for All	Conditional grant offer	
6.	Grant application	Saffron Housing	Invite to make a presentation	

E-Mail Correspondence

	Subject	Between/from	Contents	Action
7.	Weekly Updates – 19/12, 09/01, 16/01	Cllrs/NALC	Weekly info around the County	Fwd to All
8.	Weekly Planning lists: 19/12, 26/12, 02/01, 09/01, 16/01	Cllrs/SNC	Decisions & new planning applications	Fwd to All
9.	Crime Statistics	Norfolk Constabulary/Clerk	Monthly crime statistics Dec.	Fwd. to All
10.	Vulnerable customers	UKPowernetworks	Info. for inclement weather	Fwd. LH
11.	Electoral Register details	Clerk	Details for accessing the electoral register	AB (23.12.14)
12.	Parish Precept	SNC/Clerk	Parish Precept form	LH/AW
13.	Newsletter	Norfolk RCC	December newsletter	Fwd. to all
14.	Floodrisk dataset	Parish Online	Flood risk data set	Fwd. to AW
15.	Gritting	SNC	Volunteer gritting advice	Fwd. All
16.	Parish Online	GetMapping/Clerk	Update from Parish Online	Fwd to AW (08/01/15)
17.	Playing field equipment	Sir R. Mann/Clerk	Pledge	Fwd. to All (08/01/15)
18.	Parish Partnership	NCC/PD/GO	Acknowledging email	Fwd. to All
19.	Gissing PC	Gissing Clerk	To discuss at next PC meeting	Fwd. to LH/NF/AW
20.	Road Closure	NCC	Rd. closure 26/01 – 06/02/15	Fwd to All
21.	Funding Opportunities	Rural Services Network	Various funding sites	Fwd. to All

Approved.....

Date.....

	Subject	Between/from	Contents	Action
22.	Pledge of funds	Family in Burston	To pledge money to play area	
23.	Litter pick	SNC	Annual litter pick initiative	

Approved.....

Date.....