

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL

29th June 2015 at 7.00pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice Chairman
Christine Stevens	
Tom Grieve	
Piers Bilston	
Ann Baker	Clerk to the Council
Members of the public:	Lindsey Bilston, Clare Cowan, Jim Rudd

34. **Apologies:** none

35. **Parish Councillors to sign 'Declarations of Acceptance' forms** - the Clerk distributed the forms which were duly signed by all present

Declarations of Interest regarding items on the agenda – none

36.

37. **Resolution to Adjourn the Meeting for Public Participation - 7.03pm**

37.1 - The County Cllr & District Cllr., Community Police Officer were not in attendance.

37.2 - Mr. Jim Rudd enquired after recent minutes of recent Parish Council meetings.

Currently the site is being updated by AW & the matter would be addressed;

37.3 - Mr. Rudd had a meeting with Mill regarding revised working hours & proposed changes of movement of lorries, following the delivery of a flier – the Parish Planet, Cock Crow had been received after the trial started, if flier had not been delivered residents would have been unaware of the changes; ForFarmers are now trialling a new timetable & will he meet with ForFarmers again next week. NF stated that he would be interested to hear the results of the meeting; at present the rationale is not preventing early arrivals & stacking is still occurring. Mrs. Clare Cowan enquired who was responsible for road damage – NF replied NCC Highways, but with the reduction in funding this too creates issues.

Clerk/
AW

NF

37.3 - The meeting was reconvened at 7.16

38. **Co-option of the new Councillors -**

- Mrs. Lindsey Bilston - a statement had been received & circulated – the family have lived here for 35 years, retired from teaching, part of the CATs team, would welcome the opportunity to become more involved with the community, with an interest in footpaths & wildlife, volunteers for various groups. The Chair asked if there were any questions for Mrs. Bilston, there were none. AW proposed the co-option, seconded CS, all in favour
- Mrs. Clare Cowan - gave a brief resume of her reasons for joining the Parish Council - the family have lived here for 13yrs, a tax inspector on a career break, has been

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involved locally with PFAC + memorial garden, Treasure to pre-school, on Dickleburgh FODS. Mrs Cowan believes that the PC needs to be approachable, she is a familiar face in the village; PB proposed the co-option, seconded AW, all in favour

Both Cllrs were welcomed to the Parish Council & signed 'Declarations of Acceptance of Office.' The 'Declaration of Interests' form from SNC were given for completion, copies of the 'Good Councillors Guide' from NALC were issued, along with copies of the minutes from last three meetings. The following policies are under review & will be issued in due course - B & S PC Standing Orders, B & S PC Financial Regulations, B & S PC Code of Practice for Complaints, BSPC Equal Opportunities, BSPC Health & Safety Policy

39. **Minutes of the Parish Council Meeting held on 18th May 2015** - NF proposed, CS seconded that the minutes of the meeting were adopted as a true and accurate record, which was agreed by all

40. **Matters arising from the Minutes not on the agenda for information only:**

min.27 - Highways - a meeting is scheduled for 24th July, NL & to attend
TG arrived – 7.25pm

min. 28 - Caretaker - Jamie Churchard has received & signed agreement

min. 29.1 - Play Safety training - Jamie Churchard, NF, AW, PB, CC all attended, certificates of attendance were distributed

min. 29.3 - Play area notice board - Cllrs. met with Jason of Dissigns on site, outline has been received. Clerk to request A4 logos from grant donors for the notice

Clerk

41. **Correspondence (not a separate agenda item)**

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

42. **Planning:**

42.1 - Planning Application - 2015/1202 - Sty View, Station Road, Burston - steel frame Dutch barn - to provide additional storage for straw - barn will match existing buildings, this extension will assist their business – it was resolved to recommend approval to SNC, proposed AW, seconded NF, all in favour

Clerk to
reply to
SNC

42.2 - Planning Application 2015/0523 - Willow End, Diss Road, Burston - to remove existing single garage, replace with 2-bay cart lodge - the footprint is no larger than current building, the design is in-keeping with the rural environment, the building will not be visible, there are no highways issues - it was resolved to recommend approval to SNC, proposed AW, seconded TG, all in favour

42.3 - **To note the following decisions notices made by SNC:**

42.4 - **Planning Application 2015/0011** - High In Field House, Audley End, Burston - proposed new annexe - **Approved with Conditions 20.05.15**

42.5 - **Planning Application 2015/0059** - Fish, 2 Bridge Farm, Gissing Road, Burston - change of use: craft gallery to rental property - **Approved with Conditions 18.05.15**

42.6 - **Planning Application 2015/0690** - Oakdene, Market Lane, Burston - proposed alterations & extension - **Approved with Conditions 08.06.15**

42.7 - **Planning Application 2015/0567** - Woodland at Moor Road, Dickleburgh - erection of new agricultural building & maintenance of woodland - **Approved with Conditions 04.06.15**

43. **Finance:**

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43.1 – **A statement of accounts & payments** - had been distributed prior to the meeting - NF proposed and TG seconded approval of the statement of accounts as at 29th June and the payment of the following in accordance with the budget and the approved schedule of payments presented at the meeting, which was agreed by all.

43.2 - Cheques for Approval:

Cheque	Paid To:	Paid For:
101494	Jim Howard	Play Equipment Inspections
101495	NORSE Eastern	Playing Field Maintenance
101496	Berryman	Bottle Bank:Rental
101497	Came & Co.	Insurance:New Equipment
101498	David Bracey	Play Equip. Inspection & Training
101499	Get Mapping	Parish Online
101500	Daphne Howlett	Internal Audit
101501	Ann Baker	Clerk:Salary
101502	NALC	Good Councillor Guide (9)
101503	RSS	Play Equip. Repair
101504	HAGS-SMP	New Play Equipment
101505	Jamie Churchard	Caretaker

Table for Play equipment presented – showing where the money has come from, need to move money from £12,00, small shortfall a/c, VAT to be claimed, SR will pay over 3years

Funding the Play Equipment and Reburishment

Local Donations	Donation	£350.00	
Saffron Community Foundation	Grant : Play Equipment	£2,000.00	
Adnams	Grant : Play Equipment	£1,000.00	
National Lottery	Grant : Play Equipment	£10,000.00	Clerk
SNC-Waveney Valley Community AF	Grant : Play Equipment	£2,745.00	
South Norfolk Council	Grant : Play Equipment	£2,000.00	
R Mann	Grant : Play Equipment	£125.00	
ForFarmers	Grant : Play Equipment	£1,000.00	Clerk
NPFA	Grant : Play Equipment	£1,000.00	
		£20,220.00	
Parish Council & VAT		£11,500.00	

43.3 - New play equipment has not been without problems, however HAGS have returned to correct the zip-wire; the turf requires adequate with watering; David Bracey's report stated that some caps were missing, HAGS have rectified; it was proposed to pay both accounts in full, once sufficient monies have been transferred. Proposed NF, seconded AW, all in favour

43.4 - A salary for JC was approved in absentia , with a cap at £150 + road signs £100 (if these have been washed), agreed to circulate amount in email once invoice submitted
Proposed PB, seconded TG, all in favour

43.4 - Approval of the Internal Audit & completion of the forms to Mazars – it was resolved to approve – proposed AW, seconded CS, all in favour

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- 44. Review of Policies** - the number of policies is too many to review at a PC meeting, it was proposed a working party be formed to consider what policies there are & their content, to amend accordingly. The working party can circulate, the PC can consider & adopt
- 44.2 - The Chair called for those with an interest – PB, AW, NF all agreed to form the working party
- 45. Review of Key Roles & responsibilities within the PC** - NF presented a paper, along with one from the previous term - listing roles & persons to date that are essential, mindful that there are two new Cllrs
- 45.2 - School liaison – Lindsey Bilston expressed an interest in this role, Clare Cowan offered to be school liaison at Dickleburgh
- 45.3 - Village Pond/local environment may interest LB
- 45.4 - Don Swanton Award - Agenda Item for July;
TG consider how to move this forward, if an award were made the Annual Parish Meeting on 26th April would be a suitable event to present it at
- 46. Review of the proposed calendar of dates for the PC meetings** - a timetable of proposed dates had been circulated:
- 46.2 - Clerk to circulate papers prior to each meeting, to include any reports from Cllrs, possibly as a zip file
- 46.3 - Cllrs. to note all meetings have been moved to Tuesdays, which will assist in missing Bank Holiday dates
- 46.4 - Following discussion it was agreed by all that all PC meeting dates, photos of Cllrs., contact details including phone numbers could be published on the website, Facebook page, Parish Planet.
- 46.5 - The County Cllr., Dist. Cllr. & Police to be contacted & informed of the calendar of dates
- 47. Highways** - matrix has been sent by Len Hobson - there are still some problems that need to be resolved, a meeting is imminent: item 1 - hedging – cut too soon; item 2 – parking – Highways reluctant to take action, the Crowes have had ditches renovated & are anxious that these are not damaged again; Highways own the ditch, Saffron now won't cut as Highways own it; item 6 – lay-by, easier to extend car park on the Playing Field, needs liaison between the two parties; item 8 – 30mph boards; item 11 - bollards on Dickleburgh Road, not replaced, some will happen before meeting in July.
- 47.2 - various items need to be added:– poor road surface – Audley End, height of hedge around pub, brown sign for pub on A140, Playing Field warning sign on the School warning sign - although NCC stated that they were adequate, will look out correspondence; Playing Field hedge needs trimming – Highway Rangers or Caretaker; re-locating bridge entry, sewer scheme that's been proposed - NF & PB on Highways team
- 47.3 - TG received complaint about early lorries parked up, he will endeavour to find out more details which he will email out to Cllrs

Clerk to mail DS template TG

Clerk

AW, CS, Clerk

Clerk

NF/PB

Clerk

TG

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- 48. Review of the format of the Annual Parish Meeting** - a mail containing suggestions was circulated for discussion – the meeting should provide the opportunity for the community to share & engage in. It was suggested that the inclusion of as many groups in the village be contacted - 5min. slots to report their events of the past year, the event to include refreshments, invites to be sent at the beginning of the new year
48.2 - a draft version will be circulated by AW **AW**
- 49. Playing Field projects:**
- 49.1 - Facilities/shed for the site – it was agreed to offer this to PFAC to take forward **PB**
- 49.2 - The bridge onto Gissing Road is situated on a blind bend – safety issues raised. To be discussed at next Highways meeting **NF**
- 49.3 - Dissigns quote received from, following discussion & some minor alterations, ask grant funders for quality logos – A4 size **AB**
- 50. Proposal for the Official Opening date for the Play Area** - TG suggested early in September – a Saturday or Sunday afternoon **TG**
- 50.2 - involvement of the school, CW offered assistance from Pre-School & Dickleburgh friends
50.3 – entertainment, tea & cakes, competition, with a spectacular event – balloon release??
50.4 - budget of £500 has already been agreed
- 51. Receipt of the report from PiC Learning Disability Services – Burston House Hospital Group**
Next meeting – 13th July, **AW/CS**
51.2 - Following discussion AW & CS agreed to represent the PC
- 52. Date of Next Meeting** and items for inclusion on the agenda (not for discussion) – **Tuesday 28th July 2015 at 7.30pm**
Apologies received from CC
Items for Agenda: policies, roles, NCC Parish Partnership – kerbing on Rectory Road, bridge across from Playing Field, the car parking/lay-by at School
The meeting closed at 8.55pm

Appendix I – Minute 41.1

Schedule of Correspondence – not on the Agenda

Postal Correspondence

None received

E-Mail Correspondence

	Subject	From	Contents	Action
1.	Weekly Updates – 22/5, 29/5, 5/06, 12/06, 19/06	Cllrs/NALC	Weekly info around the County	fwd to All
2.	Weekly Planning lists: 26/5, 1/06	Cllrs/SNC	Decisions & new planning applications	fwd to All
3.	Crime Statistics	Norfolk Constabulary /Clerk	Monthly crime statistics May	fwd. to All (28/05)
4.	Weekly Digest – 19/5, 26/5, 2/06, 9/06, 15/06	Rural Services Network	Weekly news around the country	Fwd. to All
5.	Re-cycling credit	Berryman's	Re-cycling credits from SNC	Fwd. to AW (/06)
6.	Dementia magazine request	Helping Hands/Clerk	Details requested for parish mag.	Fwd. to all (26/5)
7.	IT database + website	NALC	Request for contact details	Fwd. NP/AW (27/5)
8.	Copy of Parish Planet	Village People	Request for copy of mag.	Fwd. to CS (26/05)
9.	FOI	Making Parishes better Places	Request for members of Council & website details	Fwd. to AW/NF (2/06)
10.	Footpath Closure	NNC	Temporary path closure over roadway	Fwd. to All (01/06)
11.	Change to Insurance	Came & Co.	Addition of new play equipment.	Fwd to AW/NF (06/06)
12.	Policies, roles & responsibilities.	Len Hobson	Matrix of various PC docs.	Fwd. from NF to AW/AB
13.	Play Inspection report	David Bracey	Report on play area safety	Fwd. to All (15/06)
14.	Parish Online	Get Mapping	Monthly update	Fwd. to NF/AW (15/06)
15.	Burston House Hosp.	Burston Liaison Group	Minutes from meeting	Fwd. to All (11/06)
16.	Play area faults	HAGS-SMP	Details of faults	Fwd to All (15/06)

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