

## BURSTON AND SHIMPLING PARISH COUNCIL

### MINUTES OF A MEETING OF THE PARISH COUNCIL

30<sup>th</sup> March 2015 at 7.30pm, St. Mary's Church, Burston

**Present:**

Len Hobson Chairman  
Christine Stevens  
Nigel Frankland  
Tom Grieve

Ann Baker Clerk to the Council

Members of the public: Dist.Cllr Weeks, Mr. Brian Norman, Mr.Paul Wells,  
Mr. Jim Rudd

**Action**

**145. Apologies:**

Co.Cll. Bev. Spratt - accepted

**146. Declarations of Interest**

Cllr. L. Hobson - Personal - with respect to agenda item 157, use of Church Green by FOBC

Cllr. N. Frankland - Personal - with respect to agenda item 158, as a member of CAT

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

147.1 Dist. Cllr. Weeks announced that this would be the last meeting he would attend, as he is standing down at the end of this present term. Cllr. L Hobson thanked Dist. Cllr Weeks all for his assistance over the past years, for representing the area and wished him well in his new ventures.

147.2 Dist. Cllr Weeks was pleased to tell Council that in due course a payment would be received from CIL, as a result of building work that had commenced in the local community; the Waveney Area grant is to continue, with a budget of £25,000, members can bid for £5,000 - £6,000.

147.3 A query was raised regarding the closure of some railway crossings, in Burston & Shimpling as this could isolate three properties – Cllr Weeks replied that nothing has come through to SNC, LH commented he had been in touch with Network rail who stated there are no plans to close the crossing

147.4 The meeting was reconvened at 7.39pm

**148. To approve the minutes of the Parish Council Meetings held on 19<sup>th</sup> January & 16<sup>th</sup> February 2015**

148.2 19<sup>th</sup> Jan. Minutes - error in the time at the top of the minutes (7.30pm not &7pm), p.2 item 125.2, should read 111.1

Cllr. Hobson proposed, seconded by Cllr. Stevens, subject to amendments, these minutes were adopted as a true and accurate record which was agreed by all

148.3 16<sup>th</sup> February Minutes - item 143.4 - error to be corrected – Financial position should

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read: Adnams Charity £1,000.

Cllr. Stevens proposed, Cllr. Frankland seconded, subject to amendments, these minutes were adopted as a true and accurate record, which was agreed by all

**149. To report matters arising from the Minutes not on the agenda as indicated on the attached schedule – for information only:**

**19<sup>th</sup> January:**

- 149.1 128.4 - Renewal of SLCC - payment forwarded to Dickleburgh & Rushall PC
- 149.2 130. - Shrubs & lighting at the School - LH/School/Highways are progressing this matter, a lay-by has been requested by the School, which Gary Overland will look into & produce a feasibility report LH
- 149.3 132 - Playing field buildings - this matter will be considered following the installation of the new play equipment – Ian Constance has not replied as yet; as reported, Earsham recently built a sports building and have offered to assist in this. However until the present project is complete it was suggested to carry this forward to the next Council term
- 149.4 135 - Match funding PCSO - this is very costly (£16,000), the suggestion from Leigh Jenkins is that several parishes cluster together. Council agreed not to take this forward Clerk to contact
- 16<sup>th</sup> February:**
- 149.5 143.4 - Financial position should read: Adnams Charity £1,000
- 149.6 143.5 - Waveney Valley Community Action Fund - grant has been paid into the Community Account
- 149.7 143.6 - Grant received and new equipment ordered
- 149.8 143.7 - Sufficient funding was received and HAGS-SMP have been instructed to include the refurbishment of the existing equipment in the project. Clerk to confirm

**150. To note correspondence as listed on the attached schedule and which are not a separate agenda item - noted**

LH has been in touch with BT concerning the state of the kiosks in Burston & Shimpling (a copy of the mail was sent to Clerk). In Shimpling there is no signal & the condition of the box is a very poor state; the Burston kiosk, which had a smashed window has been repaired LH

**151. Planning:**

No planning applications or decisions had been received

**152. Finance:**

- 152.1 - Approval of the attached statement of accounts and payments – LH proposed and TG seconded approval of the statement of accounts, all in favour

Schedule of Payments for Approval:

Cheque	Paid To:	Payment For:
101485	Berrymans	Bottle Bank Collection
101486	Norfolk Playing Fields Assoc	Annual Membership Renewal
101487	NALC	Annual Membership Renewal
101488	NPTP	End of Year Return Training
101489	Ann Baker	Clerk Duties (3 months)

- 152.2 - Quarterly reconciliation – outturn of current position, NF proposed and TG seconded, all in favour

- 152.3 - Renewal of membership to NALC - £134.66 –AW proposed and LH seconded, all in favour

- 152.4 - Renewal of membership to the NPFA - £20 – NF proposed and LH seconded, all in

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- favour
- 153. Highways:**
- 153.1 Additional item has arisen: re Mill Road – dangerous edging which could tip a vehicle into the ditch, LH contacted Highways, waiting a reply LH
- 153.2 White lining needs attention - this will be added to the schedule LH
- 153.3 LH noted that during his tenure an excellent service had been received from Highways & ForFarmers – the regular meetings have benefitted both the villages. ForFarmers have been good supporters of the villages. It was noted that the PC have benefitted from the effects of the Highway works and in budgeting
- 154. To review the vacant position of Caretaker:** LH
- 154.1 two applications have been received to date – both are local to the area
- 154.2 LH is awaiting further information before proceed with formal interviews;
- 154.3 with the impending growing season, an earlier commencement would be advantageous
- 155. To review the Playing Field Project and receive a report from PFAC:**
- 155.1 - comments received on the buildings - the shed roof is in poor condition; the Memorial garden has settled well; some plastic protection on the hedging has broken; the concrete for the bench should soon be ready; the BMX track is much improved & already in use, a request not to extend the track has been received; the moles have been removed
- 155.2 Play equipment – enough money been promised for both the equipment and the refurbishment, there is a possibility of £1,000 from NPFA.
- 155.3 soil contamination form from HAGS-SMP – previously this was an agricultural field therefore to the best of the PC knowledge the soil should be safe, form to be completed and sent with an accompanying letter Clerk to action
- 155.4 NF agreed to send a proforma to Sir Rupert for his standing order, which he has offered over the next three years NF
- 155.5 All donations to date need to be acknowledged both individually and publically.
- 155.6 An Opening Ceremony has been suggested - TG was asked to act as master of ceremonies, which he was pleased to accept
- 155.7 the PC offered a sum of £500 for PFAC to work with, LH, seconded proposed TG
- 155.8 the options of an opening ceremony at the conclusion of the project – who, when where, invites etc. to be discussed, a plan submitted by PFAC
- 155.9 notices advising when the Play area will be closed, along with the official signage to be discussed NF & PFAC
- Len Hobson extended his thanks to Terry King, Nata, Tom, Clare, Ali, Chris, and the Clerk, also to NF for all his conscientious approach to the project
- 156. To receive a report on PROW:**
- 156.1 CS had compiled a schedule which was to be circulated, the outstanding items were in red: - missing finger posts had been reported; item 12 - Hall Road/Green Lane – landowner has been contacted; item 13 - Mill Road – footpath to Gissing Road – the sign is damaged & has been taped up; item 15 - a short report from TG & neighbours circumnavigating the field boundary, rather than using the path across; item 30 - Back Lane to Green Lane – footpath not reinstated, landowner has been contacted – will check & possibly send a further note; item 33 - footpath sign at Audley End down to bottom of hill; CS

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- two stiles broken at Durbridge End – NCC say this is the landowners responsibility
- 156.2 CS is meeting with Sir Rupert on the 14<sup>th</sup> April to discuss various issues, AW offered to accompany; CS/AW
- 157. Approval of FOBC's use of Church Green on 12<sup>th</sup> July 2015**
- 157.1 - a number of cars have registered interest, awaited
- 157.2 It was resolved to recommend approval, proposed by NF and seconded by TG, all in favour of the event
- 158. Approval of CAT's use of Church Green on 5<sup>th</sup> September 2015**
- 158.1 - the risk assessment is awaited,
- 158.2 - approval was recommended, proposed by LH, seconded by CS, all in favour
- 159 Approval of Church Green by the Unite Union for the Burston Strike School Rally on 6<sup>th</sup> September 2015**
- 159.1 - Clerk was requested to write, requesting a detailed provision of risk assessment, that there be adequate traffic control and that the language was moderated when using the loud hailer. Clerk
- 159.2 It was resolved to recommend approval, proposed TG, seconded by CS, all in favour
- 160 To approve the co-ordination of events in the Parish using the website for publicity purposes**
- 160.1. - following a meeting and report it was agreed that co-operation in using the Parish Diary, PC website and Parish Planet would be beneficial to all.
- 160.2 AW felt it would be useful to take the ownership forward, she would talk with Richard Carter – item for April agenda AW
- 160.3 LH offered to ask FOBC, Cats to contact AW with events, with a sub-group to organise. The School, Pub and Chapel will be kept informed of this new facility LH
- 161. Consultation document on Silica Sand Single Issue Review of Norfolk Minerals Site Specific Allocation Plan:**
- 161.1 - It was agreed that as there is no impact on this area , it would not be necessary to respond to the consultation Clerk
- 162. The Annual Parish Meeting**
- 162.1 - it was agreed that Thurs. 30<sup>th</sup> April, 7pm was the date TG
- 162.2 - Ben Langley was suggested as a speaker – TG to approach him
- 163. Date of Next Meeting and items for inclusion on the agenda (not for discussion)**
- 163.1 - The date of the next meeting would be the **27<sup>th</sup> April 2015, at 7.30 pm.** Councillors were requested to advise the Clerk of any agenda items for inclusion at that meeting.

**Items for Agenda:**

A request from the Church PCC for the PC to supervise the maintenance of church-yard

Changing facilities

Website diary

End of term & handover

The meeting closed at 8.45pm

Approved \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX I – MINUTE 150

### Schedule of Correspondence – not on the agenda

#### Postal Correspondence

	Subject	Received From	Contents	Action
1.	Donation	Magpas	Request for donation	
2.	Auditor/Annual Return	Mazars	Details of change of Office	AB/AW to note
3.	March Issue	Clerks & Councils Direct	Independent Newsletter for local councils/clerks	AB
4.	Adopt a kiosk	BT	Info. to purchase phone box	AB pass onto LH/AW
5.	VCS Engage Survey	Norfolk RCC	Survey between voluntary, community & social enterprise sector	AB has details for survey links
6.	Grounds Care	Norse	New Contract	Agenda item
7.	Annual fees	NALC	Annual renewal	Copy to LH/AW

#### E-Mail Correspondence

	Subject	Between/from	Contents	Action
8.	Weekly Updates – 13/2, 20/2, 27/2, 6/3, 13/3, 20/3, 27/3	Cllrs/NALC	Weekly info around the County	LH fwd to All
9.	Weekly Planning lists: 16/2, 23/2, 2/3, 9/3, 16/3, 23/3, 30/3	Cllrs/SNC	Decisions & new planning applications	LH fwd to All
10.	Crime Statistics	Norfolk Constabulary /Clerk	Monthly crime statistics Feb.	LH fwd. to All
11.	Quote/order for play area	HAGS-SMP	Details of quote & request to confirm	LH/NF
12.	Renewal of membership	NPFA	Newsletter & info. from NPFA	AB fwd to LH
13.	Electoral register update	SNC	Update of electoral role	AB
14.	Elections	SNC	Frequently asked questions	LH fwd.
15.	Recycling	SNC	Recycling credit charges	Fwd to AW
16.	Glass tonnage	Berrymans	Amount of glass collected	Fwd. to AW
17.	Initial consultation	NCC	Site specific minerals allocation	Fwd. to all
18.	Newsletter	Parish Online	Update from Getmapping	Fwd. to AW
19.	Payphones	BT	Maintenance of local phone boxes	LH fwd to All
20.	Our request for donation	Gissing PC	Committed to their own projects	Fwd. LH/NF
21.	Elections	SNC	Further information	LH fwd to all
22.	Long Stratton Area Action Plan	SNC	Submission of Plan	LH fwd. to all

Approved \_\_\_\_\_ Date \_\_\_\_\_