

BURSTON AND SHIMPLING PARISH COUNCIL
MINUTES OF A MEETING OF THE PARISH COUNCIL
18th May 2015 at 7.30pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice Chairman
Christine Stevens	
Piers Bilston	
Ann Baker	Clerk to the Council
Members of the public:	A number of residents

Action

18. Apologies: Tom Grieve - approved

19. Resolution to Adjourn the Meeting for Public Participation

19.1 - The County Cllr & District Cllr were not in attendance. No matters were raised by the public

20. Minutes of the Parish Council Meeting held on 27th April 2015 - CS proposed, AW seconded that the minutes of the meeting were adopted as a true and accurate record, which was agreed by all

21. Matters arising from the Minutes not on the agenda as indicated on the attached schedule – for information only:

10.2 - David Bracey, play inspector - the Clerk was waiting for a reply from David regarding inspecting the play area and training Jamie Churchard and Cllrs for the weekly inspections

10.5 - Caretaker's equipment - this has been moved by NF/AW to the playing field shed, Jamie Churchard has a key, along with NF

15.2 - Grass cutting at St. Mary's - the Clerk will suggest that Jamie Churchard contacts the PCC direct, to facilitate working together

Clerk

22. Correspondence (not a separate agenda item)

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

23. Planning:

23.1 - Planning Application 2015/0567 - Woodland at Moor Road, Dickleburgh - erection of new agricultural building & maintenance of woodland - this area of land is just off the A140, a little corner of woodland, to erect a shed & graze the area with pygmy goats. The landscape officer's main concern was for the goats, AW reported it was not uncommon for the Forestry Commission to use goats for land management; Cllrs. Stated their main concern is the animals' welfare. It was resolved to approval of the plans to SNC, AW proposed, CS seconded and all were in favour

**Clerk to
reply to
SNC**

Approved _____ Date _____

24. Finance:

24.1 – Statement of accounts & payments to be made as a list distributed at the meeting – current position is artificially healthy with monies in the Community account ready to pay for the play equipment installation

NF proposed and CS seconded approval of the statement of accounts as at 18th May 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

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

25. Annual Return for the Financial Year Ending 31st March 2015

25.1 - Section 1 - Accounting Statements 2014/15 – AW proposed and CS seconded approval of Section 1 of the Annual Return 2014/15. All were in agreement

25.2 - Section 2 - Annual Governance Statement 2014/15 – CS proposed and AW seconded approval of Section 2 of the Annual Return 2014/15. All were in agreement.

26. Review of policies – it was agreed to defer this to the next meeting, to allow all Cllrs the opportunity to look at what is current & consider their interests. AW supplied all Cllrs with a disc that had all policies on it

27. Highways - a copy of the action list has been retained by the Clerk, new item added following a recent meeting; the next meeting is scheduled for July; Piers Bilston raised a query - towards Audley End crossing, has been patched frequently, the camber is poor on the side nearest to the village – NF will bring this up at the next Highways meeting

NF

28. Caretaker - contract of service - complete, list of signs still missing, AW will send list of flag days, signs and invoice template.

**Clerk/
AW**

29. Playing Field & PFAC:

30.1 - Clerk to check which day JC is available for play safety training

30.2 - Arrangements for the Opening Party, with a budget of £500 were approved, a

AB

Approved _____ Date _____

suggested date of Sat. July 18th - to be confirmed

30.3 - Draft sign – clerk to finalise design, to include logo artwork from Adnams, Saffron Awards for All, SNC etc. Also Adnams & Saffron have supplied small plaques, these will be fixed to the ‘Teen Shelter.’

30.4 - the picnic benches will be left loose for time being

NF/AB

30.5 - Agenda items for June – the bridge onto Gissing Road is situated on a blind bend – safety issues raised, also discuss with Highways at next meeting; future of shed – provision of ‘proper’ changing facility, need to establish new link with Scole Football Club

30. **PROW** - nothing to date has changed on the template

31.1 - new issue – to follow up with Sir Rupert Mann – near Grove Farm

CS

30.2 - publications that NCC produce with maps, CS has sent a letter to request the path that is shown passing through the middle of a field now uses the field edge path.

30.3 - an email from NCC stated they felt all queries had been sorted – however one sign hasn’t been repaired; CS offered to assist with any future problems

30.4 - maps of the footpaths are on the disc supplied by AW

31. **Letter from Anglian Water** - relating to Burston First Time Sewerage Scheme – there is a need to make Highways aware of this work to come

32.1 - Stuart Dobson originally queried system

32.2 - the paper was noted and the Council will wait for further progress

32. **Parish Councillor Casual Vacancy** - there are interested persons - NF & Clerk agreed to follow this through

33. **Date of Next Meeting** and items for inclusion on the agenda (not for discussion) – the Chairman suggested that dates should be planned, possibly for the year ahead

34.1 - Monday 29th June, 7pm was set

Items for Agenda: policies, roles & responsibilities – key roles,

finance – Clerk will visit Barclays to find who are current signatories, there may a need for 3 cheque signatories

meeting dates;

playing field – facilities/shed

The meeting closed at 8.54pm

Appendix I – Minute 22.1

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 _____