

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL

Tuesday 24th November September 2015 at 7.30 pm, St. Mary's Church, Burston

Present:

Nigel Frankland Chairman
Alison Wakeham
Christine Stevens
Tom Grieve
Piers Bilston
Lindsey Bilston
Clare Cowan

Ann Baker Clerk to the Council

Members of the public: Co. Cllr. Spratt, Dist. Cllr. Stone,
10 residents

91. Apologies - none

92. Declarations of Interest

There were no declarations of interest in items on the agenda

Resolution to Adjourn the Meeting for Public Participation

93.1 93.1 - Co. Cllr. Spratt - reported that there was plenty happening at NCC - the Alliance & Conservatives now have equal members; the North Distributor Road is awaiting Government monies; NCC are considering their budget; cultural aerodrome has recently opened for a variety of activities; the gritters have been in action; the 'Re-imagining' consultation, involving both Norfolk & Suffolk Councils should be useful exercise

93.2 - Dist. Cllr. Stone - referred to the written report he had sent - budgets – the regulations on Council may alter; there is a survey in 'Your Norfolk' on the budget, which he encouraged residents to respond to; bin collections – the proposal is that days may be changed & altered to a four day week – making it more efficient & cost effective, a decision will be reached by April; noted that SNC 's Local Plan had been passed by the Inspectors.

93.3 - 2015/2078 – Land East of Green Lane, Burston - Apple store & processing building - there was lengthy discussion regarding this application, between the residents, Dist. Cllr. Stone & the Parish Councillors; to date the Ecologist's report had not been received, the viability of such a report at this time of the year was raised; SNC are unable to comment on some of the points raised; SNC support the principle of building businesses for rural areas; access – the right of access arose; vehicle/traffic movements were raised by residents; provision of services - would be for the applicant to address; conditions on foul water/sewage - to be submitted; Dist. Cllr Stone agreed to 'call the plans in' i.e. the application will be considered at a full planning meeting where all parties will have opportunity to speak for five minutes

The Chair thanked the Councillors and residents for their contributions to discussions
Meeting re-convened - 8.15pm

94. Minutes of the Parish Council Meeting of 22nd September 2015

Proposed by Cllr. Wakeham, seconded by Cllr. Stevens that the minutes of the meeting were adopted as a true and accurate record, which was agreed by all.

95. Matters Arising from the Minutes of the Council Meeting of 28th July 2015

Approved _____ Date _____

- 95.1 (min. 82) - Clerk's Appraisal – this was carried out & completed
 95.2 (min. 84.1) - Fixing the Memorial Bench – weather has held up the proceedings, still to be addressed
 95.3 (min. 84.3) - Brown Bin – this was ordered & delivered to the Caretaker, a direct debit has been set up & paid for this year
 95.4 (min. 84.5) - Planting area in orchard – report at the meeting – see later
 95.5 (min.87) - Brown Signs some replies are still outstanding

96. Correspondence (not separate agenda item)

97. Planning:

97.1 - **Planning Application 2015/2488 - Grove Cottage, Bridge Road, Burston** – Discharge of condition 3 of planning application 2015/1650/LB – paint the colour of the windows - noted

97.2 - **Planning Application 2015/2452 - High In Field House, Audley End, Burston** – proposed new annexe, 4 bay carport with office space over. Demolition of existing garage - this is a large plot, away from the road, it is to be used to accommodate members of family who need to live independently; the planning officer has made clear that it could not be an additional house – **resolved to recommend approval to SNC** - proposed Cllr. Wakeham, seconded Cllr. Grieve, all agreed

97.3 - **Planning Application 2015/2562 - Middle House, Shimpling Place, Burston Road, Shimpling** - replace 3 bedroom windows – same material & design. Replace damaged lime render panelling & oak uprights & rotten sole plates – this is to renew & keep the house in a liveable condition, much of the work is in-keeping with the house, a grant is being provided to assist the improvements. **It was resolved to recommend that SNC approve the application**, proposed Cllr. Wakeham, seconded Cllr. Grieve, all in favour

97.4 - **Planning Application 2015/2078 – Land East of Green Lane, Diss Road, Burston** – apple store & processing building – discussed in Item 93. There was much discussion about this application, many residents are very concerned, Dist. Cllr. Stone agreed to ask for it to be considered by a full Planning Committee.

97.5 - Receipt of consultees reports of planning decisions made by SNC:

97.6 - **Planning Application - 2015/1880 - Far End, Common Road, Burston** - New detached one bed annexe - **Approved with conditions 30th October 2015**

97.7 - **Planning Application - 2015/2100 & 2101 (listed building) - Farthingale Hall, Heywood End, Burston** – single storey extension & other internal alterations - **Approved with conditions 12th November 2105**

98. Accounts to Approve for Payment and Finance

98.1 - A statement of accounts and payments had been distributed prior to the meeting - proposed by Cllr. Wakeham, seconded by Cllr. Cowan, all agreed

There had been a two month gap, these have been presented as two separate accounts for each month.

Schedule of Payments for Approval

Cheque	Paid To:	Payment For October
101517	Mazars	External Audit
101518	Berrymans	Bottle bank charges
101519	LCPAS - training	PROW training course
101520	J. Churchard	Caretaker salary + sign washing
101521	Friends of Burston School	Marquee hire & catering for Grand Opening
101522	Tom Grieve	Items for the Grand Opening
101523	HMRC	PAYE for Clerk, June '15 – Sept.'15
101524	A. Baker	Salary
101525	P. H. Newby	Hedge cutting on the Playing Field

Approved _____ Date _____

Direct Debit	SNC	Brown bin, Oct.'15 – March '16
Cheque	Paid To:	Payment for November
101526	Berrymans	Bottle bank charges
101527	LCPAS - training	Village Greens Common Lands course
101528	Royal British Legion	Donation
101529	Burston PCC	St. Mary's Youth Cafe
101530	J. Churchard	Caretaker
101531	A. Baker	Clerk
101532	Tharston & Hapton PC	New Councillor training

98.2 - Draft budget for 2016-17 – Cllr. Wakeham proposed that a similar formula had been used to the previous year – although this year had been a non-standard year – the new caretaker is contracted, the new clerk's salary is slightly less than the previous, therefore some numbers are lower, the donations + other expenditure to be paid out in this latter quarter will further balance the accounts; the precept figures will be presented by SNC mid- Dec. which will assist in finalising the figures – details will be mailed out, when received

Clerk

98.3 - Donation to Royal British Legion - for the wreath, this was proposed by Cllr. Frankland, seconded by Cllr. Grieve, 4 in favour, 1 no vote, 1 abstention

Clerk

BSPC have the power to distribute funds under Local Gov. Act 1972, sec. 137 – distribution of funds for charitable purposes

98.4 - Receipt of letter from SNC regarding C.I.L. payments - £527.85 received, suggestions were that the funds should be put towards: the renewal of the Heritage boards in each village; repair of the shed; the car park extension; or repair to the corner entrance of playing field

98.5 - A review of banking arrangements - precis of various banks; following discussion on the merits of the banks & societies, Cllr. Frankland proposed that the accounts be changed to Norwich & Peterborough Building Society, Cllr. P. Bilston seconded, all in favour

Clerk

98.6 - Review of the 'GetMapping/Parish Online' subscription – Cllr. Wakeham proposed that a change in the subscription structure may be favourable, for an additional £25, two or more would be able to use the site, perhaps with different levels of access; Cllrs. Wakeham & Grieve currently use the site, there would be benefits for others to use it – renewal will be early next year - proposed Cllr. Frankland, seconded Cllr. P. Bilston

AW

98.7 - Renewal of SLCC membership – annual fee is due in Jan.'16, to be shared with Dickleburgh & Rushall Parish Council - £43 from B & S PC, £88 from D & R PC - proposed Cllr. Frankland, seconded Cllr. Wakeham, all in favour

Clerk

99. Requests for Donations:

99.1 - Youth Café at St. Mary's - £200 was proposed by Cllr. Frankland, seconded by Cllr. Wakeham, all in favour

Clerk

BSPC have the power to make this grant under the Local Gov. (Miscellaneous) Act 1976, s.19, the power to provide a wide range of recreational facilities

99.2 - Magpas - this is a helicopter rescue group, with emergency land vehicles & a group of trained Doctors & paramedics concentrated in west East Anglia It was proposed to send a donation of £30, proposer Cllr. Frankland, seconded by Cllr. P. Bilston, all in favour

Clerk

BSPC have the power to distribute funds under Local Gov. Act 1972, sec. 137 – distribution of funds for charitable purposes

99.3 - East Anglian Air Ambulance – this operates two helicopters across East Anglia, based in Ipswich, covering more of the locality. It was proposed to grant £70 to this charity, proposed Cllr. Frankland, seconded Cllr. P. Bilston, all in favour

Clerk

BSPC have the power to distribute funds under Local Gov. Act 1972, sec. 137 – distribution of funds for charitable purposes

- 100. A report from the Policies Working group & agree any action**
 100.1 - The Chair expressed his gratitude to Cllr. Bilston & to Cllr. Wakeham for all her secretarial skills in formatting the individual policies – all these policies will support the Parish Council over the forth coming year. Proposed by Cllr. Frankland, seconded by Cllr. Stevens, all in favour AW/NF
- 100.2 - Parish Planet – it would be useful for someone from the Parish Council to act alongside or as editor to the Planet, once the web-site has been re-vamped all the Parish Council Policies will be added for the public to access & this matter will be discussed
- Highways Working Group:**
- 101. 101.1 - Road Closure – C341 Audley End for 20m either side of the level crossing - noted & displayed** Clerk
- 101.2 - The next meeting of the Highways Working Party will be in January 2016. The majority of issues have been addressed, apart from new bollard on the A140 junction, top dressing on Market Lane;
- 101.3 - It was noted there had been an incident on the line at Audley End, the road surface also requires needs attention – Cllr. Frankland will raise at the next meeting NF/PB
- 102. Playing Field Reports:**
- 102.1 - Siting of the Dog Bin - the suggestion was to have a dog bin near to the play area. SNC have agreed that the post near the car park would be suitable, 1m from the ground. It was agreed to purchase a red, 25lt bin from Glasdon’s. Proposed by Cllr. P. Bilston, seconded by Cllr. Wakeham, agreed by all Clerk
- 102.2 - Inspection of trees & quotes for tree trimming – Cllr. P. Bilston presented a report - it is unclear where the Parish Council boundary is in relation to the Audley End houses/Saffron housing, this needs to be clarified if tree work is to be carried out, as there is a tree that requires urgent attention; in the car park is a tree (unidentified species) with large boughs that needs to be attended to; Cllr. P. Bilston has identified several trees requiring attention. A quote is awaited, Clerk will contact another tree surgeon for a further quote. Cllr. P. Bilston agreed to h meet with the tree surgeons as he is familiar with the requirements NF/PB
- 102.3 - Wild flower planting – a report from Cllr. L. Bilston – the outline suggestions as presented were agreed – three patches totalling 65sq.m. Ideally the flowers need to be planted in Spring or Autumn;
- 102.4 - drainage of BMX track - where the BMX track is passes is over a main sewer from the houses to the sewage farm, it was suggested to put in finger drain & towards ditch; Jim Rudd has a digger & some piping; Cllr. P. Bilston & Cllr. L. Bilston B offered to co-ordinate with Jim Rudd & arrange a convenient time to progress the work PB/LB
- 102.5– shed report – Scole FC are only able to use a playing field with facilities, there are few grants available to support this type of work; a porta cabin could cost £290 per week – which would be a costly expenditure; the shed is letting in water through roof & requires £200 to repair with felt & timber. The large mower is not used by Jamie Churchar & could be sold; if the shed were taken down there is still a need to store equipment – the site requires a secure container of some sort. Further discussion ensued – replacement/siting of the shed should be taken into consideration if enlargement of the car park happened. Agreed that Cllr. P. Bilston will prepare a quote to include a price for shed, taking down & replacing, or a secure container versus repair of the current shed PB/LB
- 103. PROW report & to agree any action necessary** - Cllr. Stevens reported that field edges are fine, but come spring they need maintenance – landowners where necessary will be reminded; if persons complain about overgrown & unmarked paths the landowners will be approached, NCC will intervene if necessary. Cllrs. Stevens & L. Bilston will meet up to cover the Audley End paths CS/LB

104. **Church Green pond report** - as there is not a water source, this is an unlikely project now.
Cllr. Frankland thanked Cllr. L. Bilston for her hard work
105. **Don Swanton Award** – report & to take any necessary action - Cllr. Grieve reported there was an item in the Parish Planet, it is hoped there will be some response; Cllrs can nominate others but not themselves
106. **Receipt of a report regarding 'F.O.I. for Town & Parish Councils'** – to take any necessary action NF/AW
– these requests cost local councils large amounts, it is necessary to have a data retention policy, which will require looking into Cllrs. Wakeham & Frankland agreed to look at the issue
107. **A report from SNC indicating the adoption of the Local Plan documents: Site Specific Allocation, Development Plan & the Wymondham Area Action Plan - noted**
108. **To note receipt of the consultation document from NNC – Norfolk Mineral Site Specific Allocations Development** - there are not any sites in this area the consultation was noted
109. **Invitation from NCC to respond to 'Re-Imaging Norfolk – strategic & financial planning for 2016 – 2019'**- noted NF/
Clerk
110. **To note receipt of NALC's new constitution & AGM date - noted**
111. **Date of Next Meeting & Items for inclusion on the agenda**
Tues. 19th Jan. 2016 at 7.30pm
Reports for the Playing Field grant funders, photos for website; tree quotes, annual meeting

APPENDIX I – MINUTE 95

Schedule of Correspondence – not on the agenda

Postal Correspondence – none

Email Correspondence

	Subject	From	Contents	Action
8.	Weekly Updates – 3/7, 10/7, 17/7, 24/7	CIirs/NALC	Weekly info around the County	fwd to All
9.	Weekly Planning lists: 6/7, 13/7, 20/7, 27/7	CIirs/SNC	Decisions & new planning applications	fwd to All
10.	Crime Statistics	Norfolk Constabulary /Clerk	Monthly crime statistics June	fwd. to All (06/07)
11.	Weekly Digest – 6/7, 10/7, 17/7, 24/7	Rural Services Network	Weekly news around the country	Fwd. to All
12.	Re-cycling	Berryman's	Moving to a paperless system	Fwd. to AW (20/07)
13.	Summer activities	Norfolk Wildlife Trust	Posters for summer activities	Fwd. to CS/AW
14.	Contact details	Barry Stone	Details for monthly meeting	04/07/15
15.	Electric pole on playing field 8/7, 15/7	UK Power Networks	Additional power to Burston House/access via playing field	Fwd. to All
16.	Mid-term adjustment & merger	Came & Co.	Mid-term adjustment (6/7) & merger with Stackhouse Poland Group (13/7)	Fwd. NF/AW
17.	Advert	Old Bakery, Pulham	Request for info./flier/advert for assistance in bakery	Fwd. CS/AW (20/07)
18.	Chairman's Briefing	SNC	Invite to meeting 29 th Sept. 6.30pm	Fwd. to NF/AW (20/07)

Approved _____ Date _____