

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL

Tuesday 22nd 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	
Ann Baker	Clerk to the Council
Members of the public:	Co. Cllr. Spratt, Dist. Cllr. Stone, Jim Rudd

70. Apologies

70.1 PB – left at 8.00pm, P.C. James Stables - Approved

71. Declarations of Interest

71.1 There were no declarations of interest in items on the agenda - none

Resolution to Adjourn the Meeting for Public Participation

- Co. Cllr. Spratt – spoke of a resignation by from the member from UKIP, there will be a need to
72. bye-election; a new scheme pilot scheme involving Highways Rangers – whereby parishes make a contribution & results in half a day's work repairing potholes specified by the parish; various budget cuts are planned across the services; NCC has been Ofsted'd & waiting for the outcome
- 72.2 Dist. Cllr. Stone - will attend PC meetings where possible & any other functions that he is invited to. He is contactable by email & phone. He spoke of broadband, much of the village has access, but not everyone – SNC are trying to enable faster bb, through various projects which will be forth coming via satellite, church towers etc. where BT not available yet; regarding devolution – East Anglia has submitted plans to the Government, for Norfolk, Suffolk & a broader East Anglia, devolving more powers to local areas for e.g. economic development, infrastructure, transport, health; the Planning Inspector's report has been returned & requires approval by SNC; the Long Stratton by-pass is being surveyed; SNC are looking at the provision for rubbish collections, to change, improve, increase re-cycling, food waste re-cycling and an education programme
- 72.3 Jim Rudd – expressed his interest in being co-opted onto the Highway Working party – he has a background in civil engineering, dealing with the highway authorities in east London. With his knowledge he felt he would be able to bring something of use to the group
All were thanked for their contribution to the meeting
- 72.4 Opening Ceremony was briefly discussed - the plans are coming together very successfully. TG stated that he would need help with filling up the helium balloons on the day; the weather looks set fair; all the sponsors have been invited, the Police will bring some crime prevention information; PB has organised the under 18 goalie from Diss FC; NF will contact the local press; Tibenham Airfield have been alerted to the balloon release; FOBS will provide refreshments and a cake stall will be included.

TG/NF/
AW/PB/
CS/LB

Approved _____ Date _____

Meeting re-convened 7.56pm

73. Minutes of the Parish Council Meeting of 28th July 2015

73.1 AW proposed, CS seconded, that the minutes of the meeting were adopted as a true and accurate record, which was agreed by all.

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

74.1 (min. 56.1) - Annual Parish Meeting – a list has been composed of groups that may attend, it will need encouragement to ensure there is an audience

74.2 (min 63.1) - the lay-by outside the School – LB was invited into School to the staff meeting - discussion suggested that the Friends of School could be approached as currently there is no money in the School budget for this project; trees planted in the ditch may act as sound-proofing; Gissing Centre is helping search for grants. LB was thanked for attending the meeting.

LB

74.3 (min 64.1) - BMX track drainage – a father has offered to assist with the problem, if filling in holes would assist, however it requires drainage rather than top-soil

NF

74.4 (min 66.1) - Asset repairs – Jamie Churchar has re-painted some of the benches, recently he has been unwell with a reoccurring illness, but hopes to continue presently

JC

74.5 (min 67.1) - Opening of the Play Area – discussed at 72.4

75. Correspondence (not separate agenda item)

AW

75.1 AW to forward lists etc. whilst AB away.

76. Planning

76.1 Planning Application 2015/1880 – Far End, Common Rd., Burston – new detached one bed annexe

Annexe is to support a relative as they become older, they consulted with SNC, the plans have been submitted with SNC advice; good that an elderly person will be supported at home; the footpath will be their responsibility to clear – which is not really an issue for planning, it followed along the boundary where the new drive will be; the annexe will not be visible from the roadside - it was proposed to recommend approval - proposed AW, TG seconded, all in favour

Clerk

76.2 Planning Application 2015/2100 - Farthingale Hall, Heywood End, Burston – a single storey extension and other internal alterations; listed building permission has been sought, SNC have been approached - it was proposed to recommend approval to SNC - proposed AW, seconded CC, all in favour

Clerk

76.3 Receipt of consultees reports of planning decisions made by SNC:
2015/1798 – The Granary, Hill Farm, Diss Road – new roof light to wet room – **Approved** with no conditions 04/09/15

77. Accounts to Approve for Payment and Finance

77.1 - A statement of accounts and payments had been distributed prior to the meeting - AW proposed, LB seconded, all agreed

77.2 - the VAT refund was noted

Schedule of Payments for Approval

Cheque	Paid To:	Payment For:	Amount:
101510	Berryman	Bottlebank Collection	£15.96
101511	J. Churchar	Caretaker fees	£369.45
101512	A. Baker	Clerk fees	£221.18

Approved _____ Date _____

101513	Came & Co.	Annual Insurance	£933.09
101514	LCPAS	Cllr. Training	£50.0
101515	Dissigns	Play Area notice board	£468.00
101516	Norse	Play Area maintenance	£566.24

78. A report from the Policies Working group & agree any action

78.1 AW was thanked for all the word processing and reading she had carried out, after receiving them from NF - seven policies have been settled, there are three more to do; the policies have been discussed and refreshed; the group will meet again – much of the work has entailed tidying up, updating and removing items that are not necessary - these will be committed to a disc and one given to each Cllr.

NF/PB/
AW

79. Roles & Responsibilities for Parish Councillors

79.1 - Amendment: - LB lead for liaison with the School, overseeing the pond at Church Green;
AW and CS will liaise with Burston House Hospital

NF/AW/
PB

80. Approval of the timetable for Parish Council Meetings

80.1 - This is a working document - AW/ Clerk will start working on the draft budget as well
80.2 - Clerk's appraisal – a date to be set and reported at the meeting in November;
CS suggested that attendees/organisations be contacted in January regarding the Parish Meeting, it was agreed this would be sensible.

NF/AW/
Clerk

AW

81. Dispensation for all Councillors - setting the precept & discussing Church Green

81.1 - the Parish Council owns Church Green, which is a charity, all Councillors are trustees – with the change in May of Councillors - this will need to be amended; a query was raised - do ForFarmers maintain this green?

81.2 - Dispensation for discussing the precept is also required

81.3 - The Proper Officer is the only person that is able to grant this type of dispensation. A form had been provided by the Clerk (Proper Officer) to apply for dispensation for the above items. This was signed by all present and will be valid for the next four years (2015 -2019)

Clerk

82. **Clerk's appraisal** - the date was arranged as follows: Mon. 26th October, at 10.00am, proposed NF, seconded LB, all agreed

NF/
Clerk

83. Highways Working Group Report

83.1 - Mr. Jim Rudd had given a precis of his interest in joining this group, he will be a valuable addition to team - NF proposed, LB seconded, all agreed to the co-option

83.2 - Since last meeting there had not been a formal meeting. NF has been in touch with Gary Overland to do complete items promised - two remain:– a) Market Lane still needs to be re-surfaced; b) slow signs, stop signs, have been painted, apart from the junction coming down Mill Road to the main road - the most important junction in the village.

83.3 - Audley End there are issues at the level crossing, however British Rail are not allowing Highways to address this.

83.4 - Flooding in Shimpling - across from the treatment centre, it is unclear where the drain in road goes to, however it seems possible that it has collapsed. There is still flooding on Mill Lane near to CS.

83.5 - Hall Lane in Shimpling – the bin lorry is unable to pass - landowner has trimmed the hedging back a little, Network UK have trimmed it a little more - the lorries are now able to pass through to empty the bins safely

Approved _____ Date _____

- 83.6 - Gissing Road – there is over grown bamboo encroaching – the Highways Rangers may be able to tackle this Clerk
- 84. Playing Field projects:**
- 84.1 - Approval of the cost for fixing the Memorial Bench – TG/NF tried to drill into the concrete, as this wasn't successful it is now proposing cement with brick piers - proposed AW, seconded TG, approved by all NF/TG
- 84.2 - Quotes for tree surgery on the Playing Field – AW has spoken with Jamie Churchard, who has contacts with a tree surgeons – two quotes are waited for; a dead branch that is overhanging in a garden on Audley End also needs attention AW/JC
- 84.3 - Annual fee for a brown bin from SNC – the Parish Council previously did have a brown bin, it is unclear what happened to it. Clerk has contacted SNC and Jamie Churchard is waiting for it to be delivered; the cost for the bin will be a portion of this financial year, it will be paid by a direct debit. Approval was proposed by CC, seconded by CS Clerk/JC
- 84.4 - Request for an additional dog bin - Jamie Churchard had reported that there has been an increase in dog faeces, particularly around the play area. Currently there is one bin down near to Audley End. Discussion concluded that there appears to be a need, people will need to be encourage to use, siting it near to the car park or shed area. Clerk to price some bins & ask SNC look at the options for siting the bin. Agenda item Nov. Clerk
- 84.5 - The schedule of planting around the Memorial Bench - Jamie Churchard had spoken to AW about where, when, how frequently the area is to be cut & if there were more plants to go in. Following discussion about allowing the daffodils to come up & die down, the land needs to be harrowed, sand spread, then wild flower seed spread – the ground is heavy clay soil, there had been success in a similar situation by a Councillor. A budget of £150 was suggested, PFAC will assist in sowing, proposed NF, seconded CC, all agreed NF/LB
- Receipt of timetable & costs for the Opening Ceremony - TG will send invoices
- 84.6 - BMX track – regarding the problem of drainage/flooding it was suggested that PB, liaises with Jim Rudd, who is aware of a farmer with a digger & tractor that may be able to assist PB/JR
- Receipt of the report on PROW & agree any action:**
- 85.1 – all Councillors had received a copy of the schedule; AW has sent further information to CS
- 85.2 - presently waiting for the fields to be cropped in order that the paths can be audited
- 85.3 - as yet the field-edge boundaries haven't been cut, CS will go back to the landowners & remind them. She will also seek advice from NCC. CS
- 85.**
- 85.4 - Ramblers cover a square mile could this be an option for others to audit some of the paths not audited to date - paths 23, 24, 25 have not been in evidence since 1980's –as reported by LB, PB – this needs to be highlighted to the landowners. Audley End has a similar problem – it too needs re-routing; the PROW map is on Parish Online – for details contact AW. AW
- 85.5 - CS was thanked for all her hard work, the audit is coming together well
- 86.**
- To note receipt of the report on Church Green pond & the necessary action taken** - this is a project that could be taken forward - two main problems were highlighted – the pond does not hold water, it also choked with flag iris & a willow tree; the recommendation was for the pond to be re-lined - Fran Cousins (an experience pond-worker) will be approached for a quote; Ed Stocker, Environment Team at NCC may be able to suggest grant options - LB was asked to explore the possibilities LB
- 87.**
- Receipt of a report regarding 'Brown signs' & the action taken** - sign to go on A140, forms been sent to PCC, Pub and Trustees of the Strike School NF
- 88.**
- The Don Swanton Award & any necessary action taken** - TG had emailed his current thoughts TG

Approved _____ Date _____

round to all - without losing the spirit of the award, broaden the scope and simplify the process and make it more appealing to members of the community. It was agreed that members of the Parish Council should not be permitted to apply, the Awards Panel will be a sub-committee of the Parish Council plus additional co-option if necessary, they will meet in April each year and the Award will be presented at the Annual Parish Meeting – agenda item for November

89. **Housing Strategy Consultation document received from SNC** - the consultation papers had been received, it was agreed that the Parish Council would not respond

69. **Date of Next Meeting and Items for inclusion on the agenda (not for discussion)** – Tuesday 24th November, 7.30pm

69.1 - Budget & precept,

69.2 - suggestions of projects for next year – AW to send previous budget to all Cllrs.

AW

Meeting closed 8.55pm

APPENDIX I – MINUTE 59

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 _____