

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 22nd November 2016 at 7.30 pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice-Chairman
Christine Stevens	
Piers Bilston	
Lindsey Bilston	
Ann Baker	Clerk to the Council
Members of the public:	Dist. Cllr. B. Stone , 5 parishioners

71. Apologies

None had been received

72. Declarations of Interest

72.1 - There were no declarations of interest in items on the agenda

Resolution to Adjourn the Meeting for Public Participation

73.1 - Dist. Cllr. Stone's report – with regard to the BMX grant – there is a new administrator in the department, who will deal with this grant as a drainage project; the Boundary Review - the ward will be Bressingham and Burston, this will be confirmed in 2019; Devolution – there are talks are still on-going, only SNC & Broadland Councils remain and will be included with the Suffolk submission – there are many perceived improvements – traffic, housing, infrastructure and the cross-border issues will be developed; by 2019/2020 there will be no Support Grant

73. for local councils via District Councils

Cllr. Frankland thanked Dist. Cllr. Stone for his attendance

73.2 - Cllr. Frankland thanked John for recent work carried out around the village which was echoed Cllr. Wakeham

NP will be an example of cross-border working

A resident asked whether a form of temporary housing/accommodation on a site for development in the southern counties was likely to be replicated in Norfolk – Dist. Cllr. Stone felt it was highly unlikely

Meeting reconvened 7. 47pm

Approval of the minutes of the meeting held on 20th September 2016 - Cllr. Wakeham

74. proposed, Cllr. L. Bilston seconded, the minutes of the Parish Council meeting of 20th September 2016 were adopted as a true and accurate record, which was agreed by all.

Matters Arising from the Minutes of the Council Meeting of 20th September 2016

75.1 (62.4) - Bottle bank – an invoice had been received recently; the bottles have been collected from The Railway at Tivetshall, there is another batch to bag up

Clerk/
Stuart

75. 75.2 (62.6) - Annual Insurance – the fee remained unchanged, an adjustment will be made when the shed is removed

Dobson

75.3 (65.2) - Playing Field & shed – the shed has as yet to be removed, Scole FC are aware of equipment available

Clerk

75.4 (66) - Clerk's appraisal - this has been completed and signed off

76. Co-option of a new Councillor - Mrs. C. Cowan had resigned, the position was advertised via SNC, and one applicant had responded - Mr. Jim Rudd. Mr. Rudd gave a short resume of his interest in joining the Council. Cllr. Wakeham proposed his co-option, Cllr. P. Bilston seconded it, and all were in favour. Mr. Rudd accepted the invite and signed the declaration of

Clerk

acceptance. The Clerk will arrange all the necessary paperwork for co-option of a Councillor and inform SNC

77. Correspondence received, as listed on the attached schedule and which are not a separate agenda item

78. Planning:

78.1 - Planning Application 2016/2531 Old Hall Farm, Hall Road, Burston – there was a prior notification application for a new pig finisher shed - this unit follows on other expansions to the business; concerns were expressed about amount of traffic along a ‘quiet lane,’ including the delivery of livestock at all hours of day, however the expansion of a rural business is a positive asset; It was resolved to propose that SNC approve the application by Cllr. Wakeham, seconded by Cllr. Stephens, all favour

Clerk

78.2 - Planning Application 2016/2573 Old Hall Farm, Hall Road, Burston - proposed alterations & extension to dwelling - this is modernising the farmhouse, which seems an appropriate step, when the business is expanding. It was resolved to recommend that SNC approve the application by Cllr. Wakeham, seconded by Cllr. Grieve, all in favour

78.3 - Planning Application 2016/2654 Land west of Gissing Road, Burston – outline application for erection of 4/5 bedroom detached residence with garaging, access & landscaping – this is within the permitted planning zone, due to being an outline application it is vague; a request for further drainage at the site as there are flooding issues at this corner would be beneficial; currently a largester has been suggested, but it may be preferable to join the main drainage scheme; it may be with Neighbourhood Plan in place there may be more influence over this type of plan. It was resolved to recommend that SNC approve the site with conditions relating to the drainage/sewage, proposed Cllr. Wakeham, seconded Cllr. Grieve, all in favour

Clerk

Finance - Finance and approval of Payments

79.1 - Statements of Accounts – With the new account the system is much simpler to work. At present the Council are unable to set-up a new savings account as Norwich & Peterborough are re-organising these accounts.

It was proposed by Cllr. Stephens, seconded by Cllr. Wakeham, that the statement of accounts as at 31st October 2016, at Barclays Bank & The Norwich & Peterborough be approved, which

79. was agreed by all.

79.2 - Approval of Payments - in accordance with the budget the approved schedule of payments presented at the meeting, listed below, were proposed by Cllr. Wakeham and seconded by Cllr. Stephens, agreed by all.

It was noted that the Council still have the Barclays accounts, which will be closed once it is clear that no further funds are going in to or being taken out of the Barclays accounts. The Norwich and Peterborough account is used for day to day finance

Schedule of Payments for Approval

Cheque	Paid To:	Payments for September - November
BACs 35	Royal British Legion	Poppy Appeal
BACs 36	Came & Co.	Insurance (P28 VOIDED)
BACs 37	Norse	Half yearly grounds maintenance
BACs 38	Mazars	External Audit fees
BACs 39	A. Baker	Clerk’s salary & allowances
BACs 40	S. Jay	Hedge maintenance at Church Green
BACs 41	W. A. Poole	Maintenance to village benches
BACs 42	Signlines	Heritage boards
BACs 43	Berrymans	Bottlebank
BACs 44	N. Frankland	Maintenance of benches & signs
P45/448689	N. Burr ridge	St. Georges Churchyard
BACs 46	J. Churchard	Caretaker’s salary
BACs 47	A. Baker	Clerk’s salary

Clerk

79.5 - Budget – the elements for the headings need to be broader, the Council is absorbing more responsibility and more maintenance issues due to changes at SNC & NCC; the hedging has been paid for twice in this financial year, due to the billing situation; currently there is not a parish project earmarked at present – donations for village groups may require expansion; BMX grant will pay for part of the work, the CIL money could be used to complete; Until SNC let the Parish Council know the amount available for the budget, this cannot be finalised; the budget therefore is still open for comments, Cllr. Wakeham will circulate the third quarter in due course to indicate the financial situation. Cllr. Frankland thanked Cllr. Wakeham for her diligence in preparing the draft budget

79.6 - St. George’s at Shimpling - the Police have been asked to visit regularly since some windows were broken; the windows have been repaired, the doors unlocked and the tower door has a combination lock;

79.7 - **Retrospective payment for the cutting back of the hedge on Church Green** – three people worked on it for three days, but a reasonable piece of land has been gained and the hedge is now in much better condition; Cllr. Frankland proposed, Cllr. Wakeham seconded, all agreed

BSPC have the power to make this payment under the Open Spaces Act, 1906, ss9 & 10 to maintain land for open spaces

79.8 - **Request from CAB for a donation** - this is a purely voluntary group who assist many people from various walks of life. It was proposed that a donation of £50 be made and consideration to send a further donation will be considered towards the end of the financial year, proposed Cllr. P. Bilston, seconded Cllr. Grieve, all agreed

Clerk

BSPC have the power to make this donation under Local Government Act 1972, s.137

79.6 - **Request from East Anglian Air Ambulance for a donation** - this donation will be considered towards the end of the financial year

80. Highways:

80.1 - Highways - ‘phantom tree’ Gary Overland contacted the Clerk regarding a tree in a dangerous condition located near Gissing Rd. The Chair has been out and contacted Gary Overland.

There are still a number of items on the Highways list which need to be attended too - several potholes in Shimpling that will need attention, bumps in Audley Rd. which still haven’t been addressed;

NF/
H’ways

A complaint has been reported to NCC on Rectory Road regarding speeding, Gary Overland believes that it is unlikely that the speed limit can be extended; a suggestion of a Speed watch Team has been suggested but this will require volunteers

80.2 - Village signs including Heritage boards – both the boards have been replaced along with posts – the boards look splendid;

The Village sign in Shimpling has had a coat of paint, the Maypole on Church Green still requires painting, this particular paint needs a supplier to be located

NF

The Chair thanked for both Cllr. Wakeham and Stevens for their work on the boards

81. **Public Rights of Way:** a report will be presented at next meeting

82. Playing Field:

82.1 - Hedge trimming on the Playing Field & Gissing Road - it is hoped that this work will be completed early in the New Year. Clerk will contact the contractor if it has not been done by early January

Clerk

82.2 - Playing Field shed & contents – it is anticipated that the shed will be removed this week-end; the contents have been offered to Scole FC - 4 nets, blue tarpaulin, 2 lining machines

Clerk/
NF

82.3 - BMX track - A quote has been provided for just over £1,000, it was recollected that Dist. Cllr. Stone had promised £560/£600, with possible use of the CIL monies. The work will require working over a week-end, in the springtime; once the drainage is sorted it is anticipated that it will be strimmed on a regular basis;

NF/
Clerk

- 82.4 - Caretaker's responsibility – the job description includes refurbishment to benches, due to health & safety concerns by him, some of the refurbishment has been carried out by another party; it was noted that he does keep the grass under control, but it may be necessary to adjust the time in his job description, this will only happen with negotiation with J. Churchard and towards the end of the financial year. Further suggestions will be discussed at the next meeting NF
- 82.5 - Repairs to swings – the chains on the swing which have worn away where they join the seat, a quote has been received for replacing the seat and a damaged swing – this was not what was requested. It was suggested that a blacksmith may be able to mend the chains
- 83. Roles & Responsibilities of Councillors** - this has been circulated, no decisions were reached, it was agreed to allow time for Cllr. Rudd to consider his interests. Agenda item for January
- 84. 84.1 - Removal of Church Green from the Charity Register** – it was formally minuted that the Church Green has been removed from the Charity Register
- 84.2 - **Progress on the registration of Church Green & the Playing Field** - there is good documentation regarding the Playing Field; it is understood that the School may have one of the original documents that will be required for registering with the Land Registry, the fees have been included in budget; Clerk/
NF
- 84.3 Church Green - the Parish Council only own the Green through a court decision made in 1930's, this will require further investigation before it can be registered with the Land Registry
- 85. Formation of a working party to determine the content required for a Neighbourhood Plan –** a further meeting has occurred, it was agreed that other meeting areas would be encourage to join in the discussions – Heywood for example has sent a representative, those on the Suffolk borders will also send representatives. Deborah Sarson (Diss Town Clerk) will visit the smaller communities to explain the process, the next meeting will be in February. The Governance statements will be reviewed at that meeting, it was also agreed that there should be a deputy person attending the meeting – the person must be a PC member, Cllr. Rudd offered to fill this role. Cllr Wakeham will update the other two interested volunteers - Cyril Bromley and Keith Cowley of the progress to date. AW
- The Working group is composed of: Alison Wakeham, Jim Rudd, Cyril ?, and Keith ?, it was resolved to approve this group, proposed Cllr. Frankland, seconded Cllr. L. Bilston, all agreed. Cllr. Wakeham will circulate any further information
- 86. The Don Swanton Award** - a new paragraph has been written for the Christmas Parish Planet and again if necessary for the Easter issue, there has already been some interest expressed; further information will be sent in the round-robin emails, possible fliers, the website. Cllr. Grieve to amend the entry where necessary TG
- 87. Receipt of the NCC Greater Norwich Local Plan 'Call for Sites' in Burston & Shimpling** - a query was raised regarding GNLPO386 – is this Church glebe land, where has the information come – possibly Savill's? There may be restrictions linked to this land, planning regulations have changed and not all old deeds are noted; Cllr. P. Bilston offered to look into the site in more detail and report at next meeting PB
- 88. Receipt of the Local Government Boundary Commission's review of the Electoral Review of South Norfolk** - it is open for public consultation, the Parish Council resolved not to comment
- 89. Date of Next Meeting and items for inclusion on the agenda (not for discussion)**
Tuesday 17th January, 7.30pm, at St. Mary's Church, Burston
 Agenda items: budget, annual meeting format, Don Swanton, Queen's platinum anniversary next year; caretaker's responsibility; timetable
 The Chair thanked all residents for attending and Councillors for their hard work throughout the year.

Meeting closed at 8.45pm

APPENDIX I – MINUTE 77

Schedule of Correspondence – not on the agenda Postal Correspondence – none

	Subject	From	Contents	Action
1.	Grounds Maintenance	Norse	Prices held for 2017, despite National Living Wage costs	To be noted & filed
2.	Change to boundaries	LGBCE	Consultation re changes	Considered reply
3.	Donation	EAAA	Annual report & request for a donation	Considered towards end of financial year
4.				

Email Correspondence

	Subject	From	Contents	Action
5.	Weekly Planning lists:	CLLrs/SNC	Decisions & new planning applications	fwd to All
6.	Weekly Digest	Rural Services Network	Weekly news around the country	Fwd. to All
7.	Weekly News	Community Action Norfolk	Weekly updates from CAN	Fwd to All
8.	Cycle safety	NCC	'Mind out for each other' campaign	Fwd. to All (23/9)
9.	Thanks	R. Hobson	Thanks on behalf of PCC for mower	Fwd to All
10.	Precept payment	SNC	Information regarding setting precept	Fwd. to AW/NF (26/9)
11.	Neighbourhood Planning	Diss TC	Details of last meeting	Fwd. to All (26/9, 18/10, 17/11)
12.	Tree surgery at Audley Close	Orbit Housing	Trees will be attended to	Fwd. to NF/AW (4/10)
13.	Donation to PC	Shaun Jeffrey	Receipt of Strike School donation + thank you mail from PC	Fwd. to NF/ AW (7/10)
14.	Newsletter	Parish Online	Monthly update	Fwd. to all ((11/10)
15.	Insurance docs.	Came & Co.	Receipt of payment & docs. Assoc. with annual fee	Fwd. to AW (11/10)
16.	Training courses	NALC/ Norfolk Training Partnership	Training from both groups for the coming year	Fwd. to All (17/10 & 25/10)
17.	Complaint	Resident	Traffic speed on Rectory Road, Burston	From CS, fwd. to NF/AB
18.	Removal of charity clothes bin	BHF	Trying to trace which shop it belongs to	(10/10)
19.	Autumn Leaves	SNC	Clearance of leaves from main streets in communities	Fwd. to All (1/11)
20.	Briefing	Norfolk Police at Wymondham	Invite to briefing on local policing on 28 th Nov.	Fwd. to all (1/11)
21.	Register for electoral role	SNC	Re-registration for new role	Fwd. to NF/AW(1/11)
22.	Community Asset Strategy	SNC	Draft of doc. replies by 19/12	Fwd. to All
23.	Quote	Eastern Play Service	Quote for repair to swings	Fwd. to All (7/11)
24.	New sites	SNC	'Call for Sites in SN'	Fwd. to all (8/11)
25.	Review	SNC	Electoral Review of SN, specific to B & S	Fwd. to All (8/11)
26.	Rough sleepers	NCC	Annual count of rough sleepers in the area	(11/11)
27.	Police Budget	Norfolk Police	Consultation on draft budget	Fwd. to All (11/11)