

## BURSTON AND SHIMPLING PARISH COUNCIL

### MINUTES OF A MEETING OF THE PARISH COUNCIL

Tuesday 19<sup>th</sup> January 2016 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: Dist. Cllr. Stone,  
5 residents

**112. Apologies - none**

**113. Declarations of Interest**

There were no declarations of interest in items on the agenda

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

114.1 - Dist. Cllr. Stone - enquired if his monthly reports had been received? Dist. C Stone then went onto report on a variety of details:- the Government's four year settlement for Councils, whereby there will be no funding at all by 2020, reliance will be on other types of rates; SNC is reasonably well cushioned at present; devolution is still being considered, the Government returned this present proposal; the Long Stratton by-pass, it is believed will begin later in the year. Dist. Cllr. Stone was thanked for his attendance, there were no questions  
114.2 - Mr. G. Collier, planning application 2015/2078 – Land East of Green Lane, Burston – the apple store & processing building - NF explained that the Parish Council has no powers, it can only pass comments on to SNC; Mr. Collier went onto explain in detail his plans for the site which has a broader outline – apples, bees, the preservation of the site and nature of the site for future generations; the proposed building will accommodate equipment for processing the honey and boxing apples - a similar design to the building near-by; regarding transport, there will only be a jeep and trailer; the aim is to make the plot pay for itself with minimal profits. Questions were directed to Mr. Collier and the Chair then thanked Mr. Collier for his attendance

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

**115. Minutes of the Parish Council Meeting of 22<sup>nd</sup> September 2015**

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

**116. Matters Arising from the Minutes of the Council Meeting of 28<sup>th</sup> July 2015**

116.1 (min 95.2) Memorial Bench - completed

116.2 (min. 98.6) Parish Online – renewal later, an additional two councillors will be added for site access

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

116.3 (min.102.1) Dog Bin – has been ordered, delivery awaited  
 116.4 (min. 109) Re-Imagining Norfolk – the Chair commented on his attendance to this briefing - the tax gathered as Council Tax, equals the money spent currently on welfare/elderly people. There will be a 2% rise which will all go to help with elderly people and there may be an additional rise to cover other costs. Every department will need to look hard at spending and major adjustments will be required

**117. Correspondence (not separate agenda item)**

**118. Planning:**

118.1 - **Planning Application 2015/2455 – Elbow Cottage, 46 Long Lane, Burston** – re-paint exterior – comments returned, thanks to those who replied, it was resolved to approve the application Clerk

118.2 - **Planning Application 2015/2918 - Low Common, Dickleburgh Road, Shimpling** – two storey side & rear extension – there will be a new wicker fence, the extension will face onto the lane and not overlook neighbours – it was resolved to recommend that SNC approve the plans Clerk

118.3 - **Planning Application 2015/2078 – Land East of Green Lane, Diss Road, Burston** – the planner in charge states there is an amendment to the plans - now reads: ‘erection of building for the storage & processing of apples & processing of honey from the bee apiary.’ Following further discussion regarding the information provided earlier, there were still a number of concerns about the plans – the access, frequency of use, condition of surface, supply of power (water & electric), disposal of waste water & the ecology of the site. Clerk  
 It was agreed to wait for the additional information from SNC

**118.4 - Receipt of consultees reports of planning decisions made by SNC:**

**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 - **Approved** with Conditions 11<sup>th</sup> December 2015

**118.5 - Receipt of mail from SNC regarding ‘Service Improvements to Planning’ - noted**

**119. Accounts - Finance and approval of Payments**

119.1 - A statement of accounts and payments had been distributed prior to the meeting - proposed by Cllr. Wakeham , seconded by Cllr. Cowan, all agreed  
 The figures are where Council would expect at this time of year; Jamie Churchard’s hours will build up once the lighter evenings arrive

**Schedule of Payments for Approval**

<b>Cheque</b>	<b>Paid To:</b>	<b>Payment For December</b>
101533	SLCC	Membership fees
101534	A. Baker	Clerk
101535	J. Churchard	Caretaker
<b>Cheque</b>	<b>Paid to:</b>	<b>Payment for January 2016</b>
101536	Magpas	S137 payment
101537	Destroyed	
101538	HMRC	Income tax fees
101539	J. Churchard	Caretaker
101540	A. Baker	Clerk
101541	EAAA	S137 payment

119.2 - Recommendation for the Precept and 2016 – 2017 Budget – the number of dwellings has dropped from 200 and so the amount received, if kept the same for each Band D house will actually fall by 2%. All costs are going up. There is a need to increase the precept by 2%, this is only up by £1.03 in real terms for a Band D house - it was proposed by Cllr. Frankland and Clerk/  
AW

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

seconded by Cllr. P. Bilston that there should be this rise, all in favour. Clerk to return the completed form to SNC

119.3 - Quarterly Bank Reconciliation, October – December 2015, this was presented, proposed Cllr. Frankland, seconded Cllr. P. Bilston, all agreed

119.4 - Receipt of the New Audit Regime (as issued by NALC) & the appointment of the 'Smaller Authorities Audit Appointments Ltd' - no action necessary at present - **noted**

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

120.1 - all policies had been sent in PDF form, there would be a minor amendment to the Financial Regulations if the Parish Council changes to BACs payments; all will be reviewed in Spring. Cllr. Wakeham was thanked by Cllr. Frankland

AW/  
Clerk

100.2 - Parish Planet - Cllr. Frankland will arrange a meeting with the Editor

NF

**Highways Working Group:**

**121.** 101.1 - Due to meet, but the meeting has been re-scheduled; it was noted that there had been a quick response to the pothole on Burston Rd; Cllrs. Bilston & Grieve will report other potholes

PB/TG

**122. Playing Field Reports:**

122.1 - Inspection of trees & quotes for tree trimming – Cllr. P. Bilston presented two quotes, although very similar it was agreed to ask 'Treefellas' to carry out the work – there is a diseased oak in poor condition and a mature poplar with a large spread, both of which need urgent attention; it was suggested that the smaller boughs are shredded and stored down by the BMX track, the logs are to be stacked at the top of the field near the car park for residents to collect Proposed by Cllr. Frankland, seconded by Cllr. Grieve, all in favour

PB

The boundary of the BMX hedge – needs 80/90 new whips, with canes & spirals – it was suggested to price Sandy Lane Nurseries, approx. £230, SNC may be able to offer a supply, the current hedge needs weeding as grass growing within spirals - Cllrs. Bilston and Bilston to enquire, speak with John Atkinson, the tree warden who may have contacts; 3 silver birches need to be replaced on the Playing Field

LB/PB

Broken tree bough on boundary fence - it was agreed that the Clerk should contact Saffron Housing/Paul Bunce. A map from Land Registry indicates that the boundary for Saffron runs along the ditch, beyond the fence erected by the Housing Group, the tree is within their grounds and their responsibility

Clerk

122.2 - Wild flower planting – a report from Cllr. L. Bilston - if the hedging is not managed, it may not survive, it was suggested that Clerk approach Dist. Cllr Stone for £300 to help cover costs of replacement trees, whips and the BMX drainage

Clerk

122.3 - The shed felt on the roof is in poor condition and will not be useable for much longer. Jamie Churchard has supplied a cost of £300 to make it serviceable for purpose. Agreed a spend up to £300, proposed Cllr. Frankland, seconded Cllr. P. Bilston

Clerk

**123. PROW report & to agree any action necessary** - nothing to report, landowners need to be contacted when weather improves, Cllr. Stevens will chase NCC about signage

CS

**124.** **Details regarding the Annual Parish Meeting** – gentleman who talks about historical postcards is unavailable. Cllr. Wakeham will formulate an invite - inviting local businesses to inform us of their work, through a five minute presentation, the oil group and CATs committee to attend. CATs will be asked if they will provide refreshments and cake

AW/NF

**125.** **Don Swanton Award** – adverts were circulated before Christmas, one nomination at present, Cllr. Wakeham will publish a new piece for the website/Planet, prepared by Cllr. Grieve

TG/AW

**126.** **Shimpling Church hedge** – one of the four sides is cut regularly, a need to know what happens

Clerk

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

with the other three sides and by whom - Mr Gowing used to cut the outside of these hedges when he farmed the land, the estate now farm the land. The inside part of the hedges has grown for the last 5/6 years and will need to be done by hand. Clerk to contact Mr. Burrige to see if he has any historical knowledge

- 127. Norfolk & Suffolk Rehabilitation Company** - this company works with people on Community Service. Various mini-projects were discussed. It may be that they could erect footpaths signs if supplied by NCC, the ForFarmers/BOCM pavilion requires maintenance – it is used by numerous parish people, the playing field roof shed were all suggested. It was unclear the charging policy, the Clerk will talk with them and circulate further information Clerk

- 127. Receipt of SNC Consultation for the Long Stratton Area Action Plan** - noted, no action

**128. Date of Next Meeting & Items for inclusion on the agenda**

**Tues. 22<sup>nd</sup> March 2016 at 7.30pm**

- Pavilion maintenance
- an asset register review
- Parish Planet – the production of, as John Atkinson has handed in his notice
- the advertising policy for the Parish Planet, plus an article outlining the increase in the precept
- Queen’s birthday
- policy review

NB. The website require Cllrs. photos, Clerk’s cv;

**Meeting closed at 9.30pm**

## APPENDIX I – MINUTE 117

### Schedule of Correspondence – not on the agenda Postal Correspondence

	Subject	Received From	Contents	Action
1.	Quarterly magazine	SLCC	Quarterly mag. For Clerks	
2.	Bank Statements	Barclays	Asset replacement & Saver A/c	filed
3.				
4.				
5.				
6.				
7.				

### Email Correspondence

	Subject	From	Contents	Action
8.	Weekly Updates –	Cllrs/NALC	Weekly info around the County	fwd to All
9.	Weekly Planning lists:	Cllrs/SNC	Decisions & new planning applications	fwd to All
10.	Weekly Digest	Rural Services Network	Weekly news around the country	Fwd. to All
11.	Consultation – fire & rescue	NCC	Draft Risk Management plan 2016-2020	Fwd. to All (25.11.15)
12.	SN Budget Consultations	SNC	South Norfolk's plans for the budget	Fwd. to All (01.12.15)
13.	Parish Online	Getmapping	Newsletter	Fwd to All (08.12.15)
14.	A.G.M.	NALC	Notice of AGM in Jan.'16	Fwd. to All (10.12.15)
15.	Consultation – Long Stratton	SNC	Area Action Plan	Fwd. to All (10.12.15)
16.	Training sessions	LCPAS	Training & new venues	Fwd. to All (14.12.15)
17.	Broadband/Satellite scheme	Barry Stone	Info. from Gov. on funding this scheme	Fwd. to All (14.12.15)
18.	Referendum Principles	NALC	Referendum principles for precept setting	Fwd. to All (17.12.15)
19.	Paperless Planning	SNC	Change to paperless planning applications as of 2 <sup>nd</sup> Jan.'16	Fwd. to All (17.12.15)
20.	Parish Precept	SNC	Details of the amount of precept for B & S PC	Fwd. to All (20.12.15)
21.	Community Payback Scheme	Norfolk & Suffolk Rehab. Co.	Opportunity to use the scheme	Fwd. to All (27.12.15)
22.	Councillor expenses	SNC	Amounts available for the larger councils	Fwd. to All (15.01.16)
23.	Dementia Care – Forget me Not	SNC	Funding for those who suffer with dementia	Fwd. to All (15.01.16)
24.	Big Switch & Save Auction	CAN	Register to change electric/gas suppliers	Fwd. to All (15.01.16)
25.	New Chief Inspector	Norfolk Constabulary	Letter from the new Chief Inspector	Fwd. to All (15.01.16)

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