

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL

Tuesday 22nd March 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, Co. Cllr. Bev. Spratt,
residents

129. Apologies - none

130. Declarations of Interest

There were no declarations of interest in items on the agenda

131. Resolution to Adjourn the Meeting for Public Participation

131.1 - Dist. Cllr. Stone - apologised for being unable to attend the Planning Meeting, relating to 2015/2078 – Land east of Green Lane. Prior to the meeting he spoke with the officers, the representatives spoke for all sides of the case. The application was approved with stringent conditions imposed - time limits, no retail sale from land, onsite vehicles were only to be the owner; Referring to his monthly report the change of refuse collection days using a four day collection cycle would commence in June, details to be sent to all households; there is a paint amnesty planned for the autumn – Crown Paints will also do a promotion in Norwich and Gt. Yarmouth; Dist. Cllr. still has some of his grant left, Clerk to submit the details of the BMX project; the Devolution project is moving forward, to include Norfolk, Suffolk, Peterborough & parts of Cambridge, such a move he believes would enhance the whole of the East Anglian area

Clerk

The Chair thanked the Councillors and residents for their contributions to discussions

Meeting re-convened - 7.54pm

132. Minutes of the Parish Council Meeting of 19th January 2016

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

133. Matters Arising from the Minutes of the Council Meeting of 19th January 2016

133.1 (min 116.1) Memorial Bench - the work has been completed

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

133.3 (min.116.3) Dog Bin – has arrived, waiting for the Caretaker to install

133.4 (min. 122.1) Tree Surgery – postponed due to wet conditions on the Playing Field, the new date will be 6th May

133.5 (min. 122.2) Wildflower/BMX – funding is being sought to aid drainage, cutting of wild flower area to be decided – further details item 139

Approved _____ Date _____

133.6 (min. 122.3) Shed Roof – postponed until the shed is dry and the weather has improved
 133.7 (min. 126) Shimpling Church hedge – Mr. Burrige has been and cut the three interior sides

134. Correspondence (not separate agenda item) – received and noted

135. Planning:

135.1 - **Planning Application 2016/0411 – Works to trees in Conservation Area – The Firs, Diss Road, Burston** - two yew trees – reduce to approx. 2.5m from 3.5m

135.2 - **Planning Application 2016/0543** - Non Material Amendment – Old Pool House, Mill Green, Burston – amendment to 2015/1805 change to sliding doors & small fixed window on eastern elevation (southern previously)

135.3 – To note receipt of the Housing & Economic Land Availability Assessment Consultation Document, circulated by North Norfolk District Council, open 21st March – 3rd May. This was noted.

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

135.4 - **Planning Application 2015/2455 – Elbow Cottage, 46 Long Lane, Burston** – repaint exterior walls – **Approved with conditions 29th Jan. 2016**

135.5 - **Planning Application - 2016/0139 - Farthingale Hall, Heywood End, Burston** - Discharge of Condition 3 from app. 2015/2101LB – Approval of details – **Approved 29th Jan. 2016**

135.6 - **Planning Application - 2015/2793 – Shimpling Place Barn, Burston Road, Shimpling** – demolition of existing barn & erection of new cart lodge – **Approved with Conditions - 25th February 2016**

135.7 - **2015/2078 – Land East of Green Lane, Burston** – erection of building for the storage & processing of apples & for the processing of honey from the bee apiary – **Approved with Conditions – 29th February 2016**

136. Accounts - Finance and approval of Payments

136.1 - A statement of accounts and payments had been distributed prior to the meeting - proposed by Cllr. TG, seconded by Cllr. CC, all agreed
 CS, TG, all agreed

Schedule of Payments for Approval

Cheque	Paid To:	Payment For February
101542	Glasdon	Dog Bin
101543	LCPAS	Training – A. Wakeham
101544	A. Baker	Clerk
101545	Berryman	Bottlebank
Cheque	Paid to:	Payment for March 2016
101546	Berryman	Bottlebank
101547	NALC	Shared fees for Spring Conference
101548	HMRC	PAYE for Clerk
101549	VOID	
101550	A. Baker	Clerk
101551	J. Churchard	Caretaker
101552	Burston PCC	Hire of St. Mary's for PC meetings
101553	A. Baker	Clerk – annual expenses

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

137.1 - Financial Regulations – the amendments to sections relating to payment methods were duly noted, these will be presented at the next formal meeting

Approved _____ Date _____

- 137.2 - Standing Orders – these are to be amended to reflect the changes in the Financial Regulations
- 137.3 - Advertising Policy – this is being amended, please contact NF/AW for any comments to this policy NF/AW
- Highways Working Group:**
138. 138.1 - At the recent meeting, Cllrs. Frankland and Bilston along with Jim Rudd met with Gary Overland and a representative from ForFarmers. The minutes had been circulated, GO is unable to deal with the flooding, when possible he will arrange for it to be jetted but it really needs to be re-piped; Audley End - GO will view the work and report what is required
139. **Playing Field Reports:**
- 139.1 – Trees situated on the boundary of Audley End – the quote has been reduced to £500 – cut trees crowns, cut logs are for collection by the parishioners (& the rest shredded) Clerk to contact Orbit
Tree on the boundary of Playing Field – Saffron, do not own the properties, they are owned by Orbit. Treefellas noted that significant work needed to be done to the crown
- 139.2 – BMX Track – Jim Rudd has provided a quote, several funds were approached. Cllr. Bilston has found several funding groups – whom he will contact, request forms, complete and send through to the Clerk - Dulverton Trust possible of £1,000 - £5,000, Mr. Clive Rayner to speak with Cllr. Bilston. Details to be sent to Dist. Cllr. Stone PB
- 139.3 – Bridge entrance onto the Playing Field – Highways have recommended closure as it is on a blind bend. A suggestion was made to clear the ditch, deepened and a crossing place closer to the swings. Cllr. Bilston offered to look at costs and report at next meeting PB
Clerk
- 139.4 - Shed roof - the longer this is left the more likely it will fall down, Caretaker to prioritise
140. **Burston School wildlife pond** – the Clerk has spoken with the School – there is a pond on site requiring attention, funds are being secured to enable this to happen
141. **Removal of Church Green from the Charity Commission register** – the Parish Council owns Church Green and ForFarmers maintain the grass. Ownership came through by virtue of the Commons Register. There appears to be no gain from it being registered with the Charity Commission, the Clerk to seek to dissolve the entry, proposed by Cllr. Frankland, seconded by Cllr. Bilston, agreed by all NF/AB
142. **PROW report & to agree any action necessary** - a letter will be sent to landowners so that the cross field paths are restored CS
143. **Details regarding the Annual Parish Meeting – the** invitations have been sent (21.3.16) to businesses, organisations and groups, replies to be returned to the Clerk. It was suggested that a leaflet drop would be carried out to households a couple of weeks before the event along with an email on NF’s list NF/AW/
Clerk
144. **Don Swanton Award** – a number of nominations have been received, an article was put in the Planet. The sub-committee will meet possibly on the 18th April, TG will invite a group of three to five others to judge applicants and a recommendation made TG
145. **Information regarding the Queen’s birthday celebrations** - a grant was applied for from SNC and awarded from SNC; a theme of a Royal Garden Party will run throughout the day - entertainment, food, marquee, raffle, make a crown, royal treasure hunt of members of the family possibly a tournament. A further meeting is planned for the 18 April, options to be confirmed NF/CAT
S

Approved _____ Date _____

146. **Vacancy for a tree warden** - the Parish has not had not a tree warden for over two years. Clerk/CC
There are various jobs that need to be addressed - the whips require lots of maintenance, there may be a need to replace some trees on the field. NF proposed that CC become the Tree Warden, PB seconded, all agreed. Clerk to inform SNC
147. **Overview of the Asset Register** - AW reported that many of the wooden structures require moss removing, washing, painting, it was suggested that the work on the benches span a three year cycle – draft idea to be circulated; AW/ Clerk will review with Jamie Churchard to devise a schedule, reminder to wash road signs too. NF thanked AW for the detailed work carried out AW/Clerk/JC
148. **Heritage Boards in Burston & Shimpling** - there is probably a need to update some of the information on the boards. It was agreed to mail this to AW, once this has all been collected it will be mailed out to all Cllrs. AW/Clerk
149. **Village signage** - enquiries were made to Highways, there is an upgraded board available, the cost of one is £200- £300, there are at least four boards. After further discussion PB agreed to investigate further – whether there was any funding available, would the Parish Council be responsible for maintenance etc.; NF will make further enquiries to Gary Overland - May agenda item PB/NF
150. **Modification of the diversion of footpaths 14 & 15 passing over the railway line, as notified by NPLaw** - this was noted
151. **Receipt of Norfolk County Council’s list for Validation of Planning Applications** - a brief explanation given, the closing date noted, any comments to be passed to the Clerk
152. **Date of Next Meeting will be the Annual Parish Meeting on:**
Tues. 26th April 2016 at 7.30pm, the next Parish Council meeting will be on Tues. 17th May 7pm
Chair and Vice-Chair election
Review of Policies
Funding for signage
- Meeting closed at 9.30 pm**

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 _____