

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 20<sup>th</sup> September 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: | 4 parishioners       |

### 55. Apologies

55.1 - Apologies were received and accepted from Cllr. T. Grieve, Dist. Cllr. B. Stone - approved

Clerk

### 56. Declarations of Interest

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

### Resolution to Adjourn the Meeting for Public Participation

57.1 - resume of Cllr. Stone's report

57.2 - new white lines, Gary Overland informed Cllr. Frankland that white lines were not a

57. necessity on roads 5.5m wide, however the bend at Durbridges Hill will be renewed

57.3 - A resident had contacted C.Cllr. Spratt regarding recent flooding, suggesting that a culvert may help to alleviate floods, the pipe under road is insufficient to take water and has suggested enlarging along with dredging

NF

*Meeting reconvened 7. 41pm*

**Approval of the minutes of the meeting held on 26<sup>th</sup> July 2016** - Cllr. Stevens proposed,

58. Cllr. Wakeham seconded that the minutes of the Parish Council meeting of 26<sup>th</sup> July 2016 were adopted as a true and accurate record, which was agreed by all.

### Matters Arising from the Minutes of the Council Meeting of 26<sup>th</sup> July 2016

59.1 (44.4) - Parish Online – all Councillors have access to this site and Cllr. Wakeham has supplied them with a personal password

59.2 (48.2) - Playing field shed & mowers, the shed has been advertised in the Parish Planet, there has been a call expressing interest; Steve Crisp has valued the large mower and the PCC have made an offer; a new mower has been purchased and has arrived

NF/PB

59.3 (49) - Church Green & the Rally - the risk assessment was received, the rally was a great success with more marshals than before; there was a minor incident however that has been resolved; a letter of thanks have been received, along with the booking date for next year; letter of thanks sent from the PC

Clerk

59.4 (Parish Planet) - a very professional edition has been produced by the new Editors, both were thanked for their hard work

**Correspondence received, as listed on the attached schedule and which are not a separate**

60. agenda item

### 61. Planning:

61.1 - Planning Application - none to date

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

**Planning Application 2016/1432 – West Wing, Shimpling Place, Shimpling** - erection of workshed - approved with conditions – **Approved 9<sup>th</sup> September 2016**

**61.2 - Planning Application 2016/2115 – Firbank, Station Road, Burston** - alteration to internal lay out – **Approved 9<sup>th</sup> September 2016**

**Finance - Finance and approval of Payments**

62.1 - **Statements of Accounts** – proposed by Cllr. Wakeham, seconded by Cllr. L. Bilston, that the statement of accounts as at 31<sup>st</sup> August 2016, at Barclays Bank & The Norwich & Peterborough be approved, which was agreed by all.

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

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

**Schedule of Payments for Approval**

| <b>Cheque</b> | <b>Paid To:</b>      | <b>Payments For August</b>           |
|---------------|----------------------|--------------------------------------|
| BACs 25       | Lawn Mowers Direct   | Toro lawn mower 20959                |
| BACs 26       | Berryman             | Bottlebank                           |
| BACs 27       | A. Baker             | Clerk                                |
|               |                      | <b>Payments For September</b>        |
| BACs 28       | Came & Co.           | Annual Insurance                     |
| BACs 29       | Burston PCC          | Hire of Hall April – Sept. inclusive |
| BACs 30       | Grant to Burston PCC | St. Mary’s Youth Cafe                |
| BACs 31       | Grant to Burston PCC | Maintenance of St. Mary’s Churchyard |
| P32/448687    | HMRC                 | Clerk’s PAYE Quarter 2               |
| BACs 33       | J. Churchard         | Caretaker                            |
| BACs 34       | A. Baker             | Clerk                                |

Clerk

62.3 - Approval of an increase from SLCC to the Clerk’s Salary – point nine of a pence, in accordance with national scales, proposed Cllr. Wakeham, seconded Cllr. Frankland, all agreed

62.4 - Bottle bank – the figures over the past four years were presented. It was agreed, after consideration of the facts that it was not economic to retain either the bottle bank or clothes bank, proposed Cllr. P. Bilston, seconded Cllr. Wakeham, and agreed by all. Clerk to make the necessary arrangements for the removal of the bins, Rubbish that has been dumped has been removed either by SNC Fly-tipping group, or Cllr. Frankland or parishioners – there is a network of people who go unasked and unrecognised, but are much appreciated.

NF/  
Clerk

62.5 - Preparation for the Budget - preparations are under, Cllr. Wakeham reminded Cllrs to think about items that may need be removed or added to the budget and to contact her prior to the next meeting in November

AW

62.6 - Approval for the Annual Insurance payment – the Clerk is still waiting to hear from Came & Co. regarding the loss of two mowers and the addition of a new mower, it was agreed that provided the adjustment was no more than £1,050.00, that payment should be sent between meetings, proposed Cllr. Frankland, seconded Cllr. P. Bilston

62.7 - Grants – it was agreed to make grants to the following groups

62.7i - St. Mary’s Youth Café – a grant to this group is made regularly, enquiries to Jamie’s Gang indicated that they had not received any grant assistance to date. There may be an opportunity to offer a grant to Jamie’s Gang towards the end of the financial year. A sum of £200.00 was proposed by Cllr. Wakeham, seconded Cllr. Stevens all agreed

Clerk

**BSPC have the power to make this grant under the Local Government (Miscellaneous**

**Provisions) Act 1976 s.19 – the power to provide a wide range of recreational facilities**

62.7ii - Maintenance of St. Mary's Churchyard - this annual grant towards maintenance of the churchyard, was for £350.00, proposed Cllr. P. Bilston, seconded Cllr. Wakeham, agreed by all.  
**BSPC have the power to maintain closed churchyards under the Local Government Act 1972, s.125**

Clerk

62.7iii - Royal British Legion - This donation for the annual poppy appeal, for £50.00 was proposed by Cllr. Wakeham, seconded by Cllr. Stevens, four councillors voted in favour with one abstention  
**BSPC have the power to grant this donation under Local Government Act 1976, sec.137**

Clerk

**63. Highways:**

63.1 - Highways - a copy of the minutes had been distributed to Councillors, there is good co-operation between Highways, ForFarmers and the Parish Council, the level of service has been excellent;

In wet weather a large pool of water spills across Gissing Road, despite the pipes being jetted three times a year, it can freeze in winter and being close to the junction of Gissing Road/Burston Road it may be a matter of time before a bus skids out onto the main road; other flooding areas have been addressed; white lining will be carried out where appropriate

NF/Hig  
hways

63.2 - Village signs and Heritage boards update – an email has been circulated with a link to heritage board lay out, as there have been no comments to date, the picture quality is excellent, there is a little less wording than previously, the style of font has 'heritage feel' (regular font doesn't do it justice), it was proposed to progress with the making of the sign, proposed Cllr. Stevens, seconded Cllr. Frankland, all agreed.

AW/NF

The Burston sign on top of the maypole needs attention, Cllr. Frankland will make enquiries, as it is part fibre glass part wood

**64. Public Rights of Way:**

64.1 - Cllr. Stevens reported – the cross field paths have been ploughed & cultivated; Sir R. Mann to re-instate cross field paths, this may prompt all farmers to do the same; Audley End – Sir R. Mann will look into paths here as the OS map shows the PROW from the corner, whilst Sir. R. Mann's estate map shows path along northern most part of field – Alex Mann will also look at it, the definitive map agrees with OS map

CS

This may be the time to check all paths that are not registered, contact landowners and put in a collective bid for their registration

Cllr. Stevens was thanked for her contributions.

**65. Playing Field:**

65.1 - PFAC – advisory committee, Cllr. P. Bilston has offered his resignation as Chair, the group has not met for 18months. It was resolved to dissolve the group until such a party is required again, proposed Cllr. Wakeham, seconded Cllr. P. Bilston

NF

65.2 - Playing field shed and contents - lady has approached the Parish Council to remove the shed, as yet Cllr. Frankland has not managed to contact her. Cllr. P. Bilston will co-ordinate with Cllr. Frankland, if nothing further comes of the offer, it was proposed that the shed would be advertised on Gum Tree, proposed Cllr. Frankland, seconded Cllr. P. Bilston

NF/PB

In the small shed there are two lining machines – Cllr. Frankland will contact Scole FC, if they are not interested it will be added to Gum Tree for free, proposed Cllr. Frankland, seconded Cllr. P. Bilston

Mowers – a new mower has been purchased from Lawnmowers Direct, a Toro 20959; the large mower has been used by J. Howard for churchyard, who are interested in purchasing the machine. Dorothy Swanton enquired if the mower was for sale. It was valued, by Steve Crisp

NF

Machinery as £300 - £350 and to offer it to the Church at the lower end of the scale. IT was resolved to offer it for £300.00, proposed Cllr. L. Bilston, seconded Cllr. Wakeham, all in favour and to give them the option of having time to pay.

The little mower that is defunct – it was suggested that it is taken to the man at end of village for possible repair and sold, proposed Cllr. Frankland, seconded Cllr. P. Bilston, all in favour

65.3 - BMX track - Jim Rudd provided a quote for over £1,000, it was recollected that Dist. Cllr. Stone had promised £560/£600, along with the CIL money the costs will be covered, it was resolved to progress with this project, proposed Cllr. P. Bilston, seconded Cllr. Wakeham, all in favour

NF/  
Clerk

**66. Date for appraisal of the Clerk** - arranged for Tues. 11<sup>th</sup> Oct. 11.30pm

**67. Registration of Church Green and the Playing Field with the Land Registry** - neither are registered at present, it was resolved that the Chair would investigate options and discuss at budget meeting

NF/AW

**68. Formation of a working party to determine the content required for a Neighbourhood Plan** – Cyril Bromley and Keith Cowley offered to help. Cllr. Frankland will forward the contact information to Cllr. Wakeham.

The next meeting is scheduled for the 4<sup>th</sup> Oct. at Diss Youth Centre – all of Burston and Shimpling is included in the plan. The meeting will confirm the area to be covered, who will co-ordinate the project, the jobs, the key policies.

AW/NF

What are the key policies that the Council would consider – housing, brown field sites, road, broadband, sewage; the criteria for these key policies - inadequate facilities, rat-runs, infrastructure etc. etc.

A summary of the meeting will be sent after it. Cllr. Wakeham was thanked for her contributions.

**69. Response to Devolution Proposal for Suffolk and Norfolk** - Dist. Cllr. Stone's viewpoint was expressed in his monthly round-up, the CPRE have sent a viewpoint, highlighting an additional layer of bureaucratic costs; It was resolved not to respond until further information is received, proposed Cllr. P. Bilston, seconded Cllr. Frankland, all in favour

**70. Date of Next Meeting and items for inclusion on the agenda (not for discussion)**

70.1 - **Tuesday 22<sup>nd</sup> November, 7.30pm, at St. Mary's Church, Burston**

Agenda items: Church Green charity; update of roles & responsibilities; the website; dog fouling within the parish; Neighbourhood Planning report; budget

Meeting closed at 8.56pm

## APPENDIX I – MINUTE 60

### Schedule of Correspondence – not on the agenda

#### Postal Correspondence – none

|    | Subject             | From        | Contents                                      | Action      |
|----|---------------------|-------------|---|-------------|
| 1. | Strike School Rally | Unite Union | Letter of thanks & date for next year's rally | Fwd. to All |
| 2. | Bank statements     | N & P       |   |             |
| 3. | Devolution & homes  | CPRE        | Comments & invite to sign pledge              | Fwd. NF/AW  |
| 4. | Annual Audit        | Mazars      | Return of the annual audit                    | Fwd. AW     |

#### 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.  | Key Persons at SNC          | L. Mickleborough             | How to contact key personnel                        | Fwd. to All (02/08)         |
| 9.  | Road Closures               | Highways/NCC                 | Audley End railway crossing                         | Fwd. to All (02/08, 25/08)  |
| 10. | Training Courses            | Norfolk Training Partnership | Available training sessions/courses                 | Fwd. to All ( 02/08, 12/09) |
| 11. | External audit              | Mazars                       | Queries on the accounts                             | Fwd. to NF/AW (9/08)        |
| 12. | Re-issue of recycling forms | NCC                          | New format  | Fwd. to AW (25/09)          |
| 13. | Launch of new number        | UK Power Networks            | Launch of new emergency number - 105                | Fwd. NF/AW (29/7, 07/09)    |
| 14. | BT Payphone                 | BT                           | Payphone removal consultation                       | Fwd. to All (02/08)         |
| 15. | Footpaths                   | Footpath Warden              | Notes from seminar on registering PROW by 2026      | Fwd. to All (7/08)          |
| 16. | PC Insurance                | Came & Co.                   | Renewal docs. + change of address                   | Fwd. to AW (19/08, 08/09)   |
| 17. | Info. re devolution         | SNC - Kemp                   | SNC's position regarding devolution                 | Fwd. to All (25/08)         |
| 18. | Funding                     | Groundworks                  | Tesco bags for help                                 | Fwd. to NF/AW (01/09)       |
| 19. | Bottlebank collection       | Berrymans                    | Collection from The Railway, Tivetshall             | Fwd. to AW                  |
| 20. | Silica Sand review          | NCC                          | Consultation + modifications to pre-submission docs | Fwd. to All (13/09)         |
| 21. | Dementia event              | NCC                          | Poster re event on 20 <sup>th</sup> Oct.            | Fwd. to AW (08/09)          |
| 22. | Monthly report              | Barry Stone                  | Monthly report from Dist. Cllr.                     | Fwd. to All (13/09)         |