

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 21st March 2017 at 7.30 pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice-Chairman
Christine Stevens	
Tom Grieve	
Jim Rudd	
Ann Baker	Clerk to the Council
Members of the public:	Dist. Cllr. B. Stone parishioners

105. Apologies

Cllrs. P & L Bilston - approved

106. Declarations of Interest

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

106.2 - Dispensation to discuss the precept and budget by the Parish Council was granted by the Clerk, the form was signed at this meeting – all Councillors present signed the form

107. Resolution to Adjourn the Meeting for Public Participation

107.1 - Dist. Co. Cllr. Stone – reported that the Boundary Review had finished, the information has been circulated for consultation Tivetshall has been added to the ward. There is pressure on Districts to build houses, the Call for sites strategy will go out to increase number of houses built after 2025. If only 2/3 homes are required this will encourage small builders, small projects only requiring 11/12 houses + affordable acceptable; self-build goes on top of the formula, in response to a question asked by a resident.

Information about BMX track – the Parish Council's request was refused as it was within a two year period from the last request, after May 2017, there will be money for the project – Clerk to send details of address and bank details to Dist. Cllr. Stone

As there were no more questions, Dist. Cllr. Stone was thanked for his attendance

Cllr. T. Jollans, from Tivetshall PC - came to report on the investigation of a non- BT solution for broadband, through B4RNorfolk – a successful scheme from the north of England, a fibre to the home scheme, a non - profit making company with realistic pricing - £150 installation + £30 per month; the main fibre connection is on the A143 , near to Billingford Mill, looking for fields run place cables across, it needs to involve multiple communities - sites for cabinets, along with booster points along the way, Thorpe Abbots, Thelveton, Shimpling, Tivetshall, Gissing, creating a route towards the Tivetshalls; realistically the possible start of this project is the end of this year. Cllr. Jollans was thanked for updating and attending
Meeting reconvened 7. 59pm

Clerk

108. Approval of the minutes of the meeting held on 17th January 2017 - Cllr. Wakeham

proposed Cllr. Stevens seconded, that the minutes of the Parish Council meeting of 17th January 2017 were adopted as a true and accurate record, which was agreed by all.

109. Matters Arising from the Minutes of the Council Meeting of 17th January 2017

109.1 (99.3) Proposed footpath diversion (FP21) at Shimpling Hall Farm – a letter and map had been received from Mr. Gowing suggesting the diversion, Cllr. Frankland had sent a reply agreeing to the proposal

109.2 (101) – Number of dog bins in the parish – waiting for SNC to confirm the correct number

Clerk

109.3 (75.3) White line markers – Scole FC – the Club would like the equipment, the Clerk to contact and finalise within four weeks. Cllr. Frankland is willing to transport the items to Dickleburgh, if not the items will be disposed of elsewhere

110. Correspondence received, as listed on the attached schedule and which are not a separate agenda item: local crime figures for the area – which shows that there are 10/12 crimes in Burston, which haven't appeared in local figures, mainly in Audley Close – the response from PC Squires did not clarify the issue;

Clerk

111. Planning:

96.1 - **Planning Application 2016/2869 – Plantation Farm, Long Lane, Burston – two additional poultry building to expand current business – returned 17th Feb.** with comments concerning traffic movements, weight limits and narrow nature of Long Lane

Report of Planning Decisions made by SNC:

Clerk

96.3 - **Planning Application 2016/2867 – Farthingale Hall, Heywood End, Burston - Approved with conditions 3rd February 2017**

112. Finance - Finance and approval of Payments

112.1 - **Statements of Accounts for January and February 2017** – these accounts are presented as whole months as the statements from N & P arrive at the end of the calendar month.

It was proposed by Cllr. Wakeham and seconded by Cllr. Stevens that the statement of accounts as at 31st December 2016, for Barclays Bank and The Norwich & Peterborough accounts be approved, which was agreed by all.

112.2 - **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. Rudd, 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, until such times as the N&P review their savings accounts all funds will remain in the one account.

Schedule of Payments for Approval

Cheque	Paid To:	Payments for December '16 – January '17
BACs P54	Berryman	Bottlebank
BACs P55	Burston PCC	Hire of St. Mary's Church
BACs P56	Clerk	Salary
BACs P57	1&1 Internet Ltd.	Domain fee for 2017 & '18
BACs P58	J. Churchard	Invoices Nov.16 – Jan'17 & Jan.- March'17
P59/448693	P. Newby	Hedging cutting to Playing Field

Clerk

112.3 - **Review of Asset Register** – the register was circulated prior to meeting, where appropriate it is adjusted through the year - replacement of mower, recent purchases are the most recent acquisitions

112.4 - **Financial Regulations** – these were circulated prior to meeting – the following was noted - the inspection of accounts with reasonable notice to Clerk – proposed Cllr. Rudd, seconded Cllr. Wakeham, a requirement of three quotes for tenders over £1,000 – it was resolved to change this to £2,000, proposed Cllr. Wakeham, seconded Cllr. Frankland – the regulations will be amended and circulated for next meeting

AW/
Clerk

112.5 - **Financial Risk Assessment** - circulated prior to meeting, there is now more accountability at meetings of the payments and accounts, it was resolved to approve the assessment – proposed Cllr. Frankland, seconded Cllr. Rudd, all agreed

112.5 - **Charitable Donations** - requests from CAB, Norfolk & Norwich Association for the Blind, NARs, Jamie's Gang – suggested that it would be sensible to support a local group once the figures for the Bottlebank had been finalised. There remains £50 in the budget for

donations it was agreed to donate this to Jamie's Gang – proposed Cllr. Grieves, seconded Cllr. Stevens, all agreed

- 113. Format for the Annual Meeting of the Parish** - the underlying theme will be - the Past, Present, Future – plenty of photographic collections from the past, Cllr. Frankland is endeavouring to photograph the equivalent as it is today, to be mounted on paper and displayed in the Church; to represent the Present the following will be invited – Brian Norman, Burston School, Trustees of Strike School, Burston House Hospital, The Burston Crown; and to represent the Future there will be presentations regarding the Sewer project – Anglian Water, B4RNs - broadband, Neighbourhood Plan details – map, an opportunity for feedback on residents top 3 needs for village, Governance and the Mill; along with reports from CATs, the Oil Group, a report from the Chair of the Parish Council, the Don Swanton Award; Christine, Ann, Lindsey and Karen will arrange for coffee/squash and cakes to be served. Clerk to ask Yvonne if we can use the kitchen, to circulate a draft agenda, with a 7.30 start; if required there will be a short Parish Council meeting before hand at 7pm **ALL Cllrs.**
- 114. Don Swanton Award** - Cllr. Grieve reported that he had received a lot of entries this year, the closing date is the end of March, a group will read through the entries, assess and make a decision, the plaque has to be engraved **TG**
- 115. Highways and Footpaths:** Highways are meeting on 24th March – somethings have been completed, others are still in abeyance – Cllrs. Frankland, Rudd and Bilston plus a representative from The Mill are expected to be present; Gunns Bridge has been demolished – Cllr. Frankland will mention this to Highways **Clerk**
- Footpaths** – NCC have a new person in charge, but to date nothing further has been heard; issues are mainly the requirement of fingerposts - Cllr. Stevens to email NCC and copy Co. Cllr. Spratt in see if this prompts a response **CS**
- 116. Community Governance review** - progress has been made - the consultation has two online questionnaires one for residents and the other for Parish/Town Councils; a number of Shimpling residents would like to leave the joint parish – this could be a case for a Parish Meeting; Cllr. Frankland has circulated some responses to Cllrs. and other Parishes – case for: reducing/paying for Parish Clerks, the numbers of councillors would be reduced, the precept may increase/decrease for different villages; However Cllrs. expressed the view that they were Cllrs. because they are interested in their own locality, in what is happening in their own village, rather than other villages/towns; the benefits of retaining the current situation – a full time caretaker, lose volunteer help and labour, possible cost savings, administration is specific to locality, bureaucracy is reduced; Boundary – Durbridge Hill, this would include some houses that are nearer to Burston, presently are part of Heywood, use of the by-pass could act as the boundary? A round robin of responses to the consultation questionnaire may be the way forward. Cllr. Frankland will enhance the report and circulate for further comment; SNC will make their decisions on an evidence basis, to appeal against the decision can only be via a judicial review, as it is necessary to prove ‘that no reasonable man would have made this decision.’ **NF**
- 117. Diss & District Neighbourhood Plan** - this is progressing slowly, the draft governance document has been circulated, Wortham & Burgate are interested in joining; a new logo has been chosen; at the next Parish Council meeting it needs to be formally agreed that there will be a Diss & District Neighbourhood Plan, a steering group will be formed; opportunity at the Annual Parish Meeting to consult with residents; Cllr. Wakeham is away in April, Cllr. Rudd to attend instead – any queries contact Cllr. Rudd; at a later date there will be a meeting in Diss Corn Hall for all to attend – to ask questions, see proposals and make comments **AW/JR Clerk**
- 118. Progress on the recycling site** - clothes bank has been collected, still waiting for Bottle Bank to be removed. **Clerk**
- 119. Forth Coming Events** - Litter Pick - date set for 7th May, Cllr. Grieve to put up posters, about four weeks before the event; Clerk to contact SNC for the equipment to be picked up a day or **TG/ Clerk**

two before; refreshments, maps to allocate collection, immediate street, litter bags collected by Maypole, Clerk to send a copy of a flier to Cllr. Grieve; Queens' Wedding Anniversary in Nov. – keep in abeyance

120. Playing Field - not much to report at present; Jamie Churcharad has returned to week-end work; Scole are still interested in the white lining equipment, Cllr. Frankland has offered to deliver it to Dickleburgh, within the next four weeks – nets, white line marker or to put on e-bay – proposed Cllr. Frankland, seconded Cllr. Wakeham

121. Report on Broadband services - B4RNs – a not for profit company offering fibre to house broadband, with reasonable costs - £150 for installation and £30 per month - residents are meeting with representatives from Tivetshall/B4RNorfolk - Cllr. Wakeham and Frankland will attend, it was agreed that there was a need to encourage people to register their interest, this is without commitment

AW/NF

122. Emergency preparedness plan - originally Len Hobson had written this plan in conjunction with SNC, with his move out of the area, it requires an assistant to continue the plan; until such times as such a person is found it will be suggested that the Parish Council fulfil this role – Cllr. Frankland to talk with Len Hobson

NF

123. Progress on Church Green - the hedging that was cut back in the autumn needs to be burnt – Cllr. Frankland proposes to do this on 25th March – volunteers required, via the website/email

NF

124. Receipt of street naming and numbering from SNC - was noted

125. Receipt of letter from CPRE regarding Housing Allocations in Norfolk & any necessary action - CPRE have sent a pledge of support stating that until all allocations have been developed, there is no need for further housing requirements – following discussion it was agreed not to sign

Clerk

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

Tuesday 25th April, 7. 30pm, at St. Mary's Church, Burston - brief PC meeting (finances) if required, followed by the Annual Parish Meeting,

Next meeting is the 16th May which is the Annual Parish Council meeting – election of Chair and Vice Chair

Meeting closed at 9.30pm

APPENDIX I – MINUTE 110

Schedule of Correspondence – not on the agenda

Postal Correspondence – none

	Subject	From	Contents	Action
1.	Housing Allocations	CPRE	Letter + pledge re housing in Norfolk	Agenda item
2.				
3.				
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.	Dog Bins	SNC	Charges for emptying	Fwd. to All (13.01.17)
9.	Community grants	Groundworks	Impact report	Fwd. to All (25.01)
10.	Housing needs	Saffron	Shared ownership/housing needs survey	Fwd. to All(26.01)
11.	Neighbourhood Planning	Diss TC	Governance review paper	Fwd. to All (1.02)
12.	Monthly report	Norfolk Police	Local crime figures	Fwd. to All (9.02)
13.	Credit note	NCC	Glass re-cycling	Fwd. to AW/NF (10.03)
14.	Training & support	Norfolk Training & Support	New Subscription fees	
15.	Dog Bins	SNC	Charges from Oct. '17	Fwd. to All (14.03)
16.	Street naming/numbering	SNC	Improvements to policy	Fwd. to All (8.03)
17.	Electoral Boundaries	SNC	Electoral review of SN – final recommendation	Fwd. to All (14.03)
18.	Housing allocation pledges	CPRE	Limiting the amount of housing plus a pledge	Fwd. to All (15.03)
19.	Broadband	Dist. Cllr. Stone	Briefing about broadband & mobile phone services	Fwd. to All (16.03)
20.	Neighbourhood Planning	Diss TC	Next meeting	Fwd. to NF (16.03)
21.	Care & Share	Lifeline Alarm provider for SNC	Care & Share lunch for volunteers	Fwd. to All (17.03)
22.				
23.				
24.				
25.				
26.				