

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 20th June 2017 at 7.30 pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice-Chairman
Tom Grieve	
Piers Bilston	
Lindsey Bilston	
Jim Rudd	
Ann Baker	Clerk to the Council
Members of the public:	

24. **Apologies** – Cllr. Stevens, accepted

25. **Declarations of Interest:** Cllr. Rudd item 36 – Burston sewerage project

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

26.1 - the Clerk had received an invite from R. Bacon to the 'Building Sustainable Communities for Norfolk,' Chair and Vice-Chair to attend

Clerk

26.2 - litter pick had been very successful, it was noted that outside Burston Hospital there were numerous cigarette butts on the road – Cllr. Wakeham will raise it the next liaison meeting which is in the close future

AW

Meeting reconvened at 7.46pm

27. **Approval of the Annual Parish Council Meeting and minutes of the Parish Council meeting held on Tues. 16th May:**

27.1 - Cllr. Grieve proposed and Cllr. L. Bilston seconded that the minutes of the Annual Parish Council meeting held on 16th May 2017, at 7pm were adopted as a true and accurate record, which was agreed by all.

27.2 - And that the minutes of the Parish Council meeting held on the 16th May 2017, at 7.30pm were adopted as a true and accurate record, proposed by Cllr. Wakeham, seconded by Cllr. L. Bilston, which was agreed by all.

28. **Matters Arising from the Minutes of the Annual Parish Council Meeting:**

28.1 (min. 3) - Declarations of Interest - all Councillors have received and amended their forms where necessary. The Clerk will forward to SNC

Clerk

28.2 (min. 7) - Updated policies - these have been updated and circulated, memory sticks will be updated by Cllr. Wakeham

AW

28.3 (min. 9.4) - Query re Burston School, rear gate – the Head teacher has been contacted

28.4 (min. 11.1) - Bottlebank/Stuart Dobson – Clerk has contacted Berryman's

28.5 (min. 11.3) - Clerk emailed Unite Union and a Risk Assessment is in the post

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

29.1 - 'Fly the Red Ensign for Merchant Navy Day' - official flag of the British Merchant Navy, date 3rd Sept. is the commemoration day, focus to raise public awareness of ongoing reliance on seafarers and shipping - flag 72"x 36" £28 +VAT – following discussion it was agreed not to participate

30. **Finance - Approval of the statement of accounts and payment report as distributed at the meeting** – outturn & summary were circulated for the end of year and accompanied by the audit, which has to be returned, signed

- 30.1 - Statement of Accounts 1st – 31st May - proposed Cllr. Grieve, seconded by Cllr. P. Bilston, agreed by all
- 30.2 - Budget Outturn – for information purposes
- 30.3 - Payments and receipts - proposed Cllr. Rudd, seconded Cllr. P. Bilston, agreed by all

Schedule of Payments for Approval

Cheque/ BACs	Paid To:	Payments for June
P69/ 448695	Daphne Howlett	Internal Audit fees
P70	Eastern Play Services	Climbing wall repairs
P71	J. Churchard	Caretaker
P72	A. Baker	Clerk

Clerk

30.4 - Approval of Section 2 – Accounting Statements 2016/17 for the Annual Return – proposed Cllr. Wakeham, seconded Cllr. Rudd, agreed by all. The Clerk and Finance Officer will now prepare the papers to send to Mazars by the end of June

Clerk/
AW

31. Planning – Receipt and consideration of Planning Applications which had been received prior to the meeting and of which members had been previously advised:
None received

32. Highways and Footpaths:

- 32.1 - Updates on Highways Report – Mill Road - to pipe ditch no movement as yet
- 32.2 - Speeding and SAMs update – Cllr. P. Bilston to report next meeting
- 32.3 - Footpaths - fields that are seeded have not had the paths marked/cut out as yet, information will be passed to Cllr. Stevens at action

PB
CS

33. Playing Field:

- 33.1 - BMX drainage project - Dist. Cllr. Stone has paid a grant of £500 towards costs, Cllr. Frankland has applied to the Adnams Charity, who advised applying for the sum of £520, which will go forward to the July meeting Trustees meeting, The Mill may be approached for a contribution. These sums along with CIL money, will cover the cost of this renewal project
- 33.2 - Climbing wall repairs - Cllr. Wakeham reported that all seemed firm, although the Caretaker expressed that some were still in need of attention, Cllr. Frankland to check the side that has not been repaired, Clerk requested bottom grip is replaced
- 33.3 - Land Registry application, to register ownership of the Playing Field by the Parish Council – playing field sold to Parish Council by Thelveton Estate, the title deeds need to be registered with the Land Registry – who will conduct a search to see if there are any outstanding charges on the land, there is a fee to register; With the number of forms required, it was resolved to form a working party, proposed Cllr. Grieve, seconded Cllr. L. Bilston, all agreed - Cllrs. Rudd, Wakeham and Frankland – volunteered to be the working party

NF

NF/
Clerk

NF/AW
/JR

34. Diss & District Neighbourhood Plan:

- 34.1 - Designated Areas has been sent out for consultation; there is an inter-parishes meeting on 22nd June at the Corn Hall, which is open to public and Cllrs., following this consultation the policies can be decided, any suggestions to be sent to Cllr. Wakeham
- 34.2 - To note receipt of Dickleburgh & Rushall’s consultation for a Neighbourhood Plan – this was noted
- 34.3 - ‘Building Sustainable Communities’ - Invite from Richard Bacon MP to the Clerk and Chair – it was agreed that Cllr. Frankland, Cllr. Wakeham would attend, 29th June John Innes Centre – Clerk to notify Mike Rigby, PA to R. Bacon MP

Clerk

35. Governance Review - deadline was extended to July 12th, Cllr. Frankland has exchanged information with adjacent parishes and sent a copy to SNC, of what the Parish Council had filed. The Heywood felt it was a ‘land grab’ and it seems that they will not attend any further

meetings; Dickleburgh & Rushall PC have echoed the proposals suggested by Burston & Shimpling PC; once the replies have been reviewed by SNC, a draft plan will be produced

- 36. Burston Sewerage project and the Anglian Water meeting** - a discussion regarding indicated that: it was poorly presented, presentation skills were weak, the diction unclear, information was sketchy, good questions were asked and poor answers given; design and technological information unsatisfactory; road closures had not been investigated properly – road closures of both Mill Road and Gissing Road was not logical, diverting with two-way traffic on to Back Lane, designated a ‘quiet lane’; unclear that a payment would be necessary to connect from the roadway to individual houses; in rural environment homes many have their own systems which function well; the threat of fines - if don’t join and there is a leak; the costs – bills will double; it was felt that this was an educational rather than consultation meeting - with changes from the original project; the literature omitted the map; there will be one day for individual consultations a month before the start of the project; there are also others who would like to be involved in the system, who can’t be;

It was resolved to send a letter to Anglian Water, highlighting these many concerns, copies to the MP, Co. Cllr. Dist. Cllr. NCC and Highways, (a suggested closure of either Gissing Road or Mill Road at any one time, so one these roads is always open, making a one-way system along Bridge Road and Long Lane into Gissing, which will be safe and a more viable option).

This is the Parish Council’s initial response to the consultation meeting

36.2 - Cllr. Frankland offered to draft the letter and circulate to all Cllrs., proposed Cllr. L. Bilston, seconded Cllr. Grieve, all agreed

NF

- 37. Police Meeting held in Long Stratton** - Cllrs. Rudd & Frankland attended the meeting – an overview of the areas that were covered was given – there are only 55 employees for SN, due to staff shortages they are unable to attend PC meetings, they are still trying to rationalise their budget and any information submitted from SAMs data will be used in their speed monitoring, there are only two officers overnight to cover the whole of SN; ; specifically to BSPC the crime figures are skewed by Burston House Hospital; a speed check recently in the village had been noted;

It was resolved to investigate the possibility of a Speedwatch initiative – PC Jim Squires to be contacted by Cllr. Rudd who agreed to further investigate the initiative

NF/JR

- 38. Annual Parish Assets review** - Cllr. Wakeham sent a copies of the current list, along with items that require attention: – Shimpling assets - mainly washing and painting required; Burston – washing required; storage shed – needs wood treatment and the roof looking at; wood treatment required on picnic benches – Cllr. Wakeham will approach Burston House Hospital - Dave Bullman, to see if they would be able to come out and paint them; the goal posts have a part that requires an angle-grinding – Cllr. Rudd offered to take a look; the play tower requires coat of paint, the agility course – painting; the launch station for zip-wire requires varnishing; the BMX track needs a treatment of weed-killer – Clerk to contact Caretaker; the Maypole on Church Green was erected by public money in 1981 – requires re-painting – an estimate for work via a builder will be sought; Village sign author – the Clerk offered to contact this author to see if there was a source for the re-painting of signs.

JR/
NF/
Clerk

Thanks offered to Cllrs. Frankland and Wakeham for the thorough work they instigated

- 39. Proposed meeting dates for 2017 – 2018** - a copy was circulated for information
- 40. Date of Next Meeting and items for inclusion on the agenda (not for discussion) - Tuesday 18th July at 7.30pm**

Cllr. Grieve offered his apologies

Agenda items –

The meeting closed at 9.02pm

APPENDIX I – MINUTE 29

Schedule of Correspondence – not on the agenda Postal Correspondence –

	Subject	From	Contents	Action
1.	Merchant Navy Day	Seafarers UK	Red Ensign Day 3 rd Sept.	Discuss on 20 th June
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.	NP Meeting	Diss TC	Agenda, minutes etc. for meeting	Fwd. to all (30/5)
9.	Housing Conference	R. Bacon MP	Invite to meeting on 29 th June	Fwd. to NF/AW (2/6)
10.	NP DRPC	SNC	Notification that DRPC NP	Fwd. to all (2/6)
11.	Designation Application	Diss TC	Notification of Diss & Dist. NP	Fwd. to All (2/6)
12.	Proposed EE installation	Harlequin Group	Phone mast on r/way Station Rd.	Fwd. to All (8/6)
13.	Data Protection Regs.	LCPAS	Getting ready for new regulations	Fwd. to all (8/6)
14.	Grant Funding	NF/Adnams	Application for BMX track	Fwd. to All (9/6)
15.	Housing Alliance	CPRE	Meeting 19 th July	Fwd. to All (9/6)
16.	Sewerage Project	Anglian Water – C.Wooten	Reply to letter sent to MAWP re the proposed plans for siting the pumps	Fwd. to All (12/6)
17.	Planning Enforcement	SNC – Helen Mellors	Review of compliance & planning	Fwd. to All (13/6)
18.	Road Closure	Highways - NCC	At level crossing – Station Rd.	Fwd. to All (13/6)
19.	Remittance	SNC	BMX track	Fwd. to All (14/6)
20.	Hand/foot grips	EPS	Advice & invoice	Fwd. to AW/JC (14/6)
21.	NP Consultation	BMS& Dist./SNC	Consultation notices from both District Councils	Fwd. to All (16/6)
22.				
23.				
24.				
25.				