

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

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

### Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice-Chairman
Keith Cowley	
Tom Grieve	
Jim Rudd	
Christine Stevens	
Ann Baker	Clerk to the Council
Members of the public:	Co. Cllr. Spratt, 3 residents

**77. Apologies** – Dist. Cllr. Stone - accepted

**78. Declarations of Interest regarding items on the agenda - none**

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

79.1 - Dist. Cllr. Stone has sent his November report, which has been circulated to all Councillors

79.2 - Co. Cllr. Spratt - this is a busy time of year at the County Council - the NDR is in over-spend by a considerable amount; adult social services have employed more staff and additional funding will be allocated; the County are in the middle of an Ofsted Inspection for Children's Services; the third river crossing may happen; the Police would like to put up their tax; the Long Stratton by-pass plans should be submitted within the next ten days to NCC, the developers will pay for this; improvements for the Hapton cross-roads should happen in the near future;

Co. Cllr. Spratt was thanked for his attendance

*Meeting reconvened at 7.42pm*

**80. Approval of the minutes of the Parish Council meeting held on Tues. 19<sup>th</sup> September:** the minutes were adopted as a true and accurate record, proposed by Cllr. Wakeham, seconded by Cllr. Stevens, which was agreed by all.

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

81.1 - (63.1) – Goal posts – require an angle grinder to make safe, this has now been completed by Cllr. Rudd, who was thanked by the Chair

81.2 - (65.5) – Insurance – the Ecclesiastical quote has been confirmed and paid

81.3 - (65.7) – Donations – these have been paid now to both the Youth Café & Jamie's Gang

81.4 - (68.4) – Dogs on the field – the resident has been updated and investigations into the possibility of fencing the play area are being carried out

81.5 - (71) - Shimpling Churchyard – the hedges and grass have been cut again and payment made

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

82.1 – Land Registry – the Registry is continuing the research

82.2 – N & P – have sent details regarding closing the account – the matter is in hand

82.3 – Footpath 21, NCC – the Parish Council have received confirmation of the diversion

82.4 – Lloyds Bank – information confirming the opening arrangements for the new account, passwords, card readers etc. has been received by relevant Cllrs.

82.5 – Barclays Bank – changes to existing accounts, it was agreed that all accounts are to be

Clerk

officially closed at Barclays

**83. Finance - Approval of the statement of accounts and payment report as distributed at the meeting: –**

65.1 - the statement of accounts and payments report – proposed by Cllr. Frankland, seconded by Cllr. Cowley, agreed by all

**Schedule of Payments for Approval - see attached sheet for Sept./Oct. payments**

<b>Cheque/ BACs</b>	<b>Paid To:</b>	<b>Payments for November</b>
P95	Lloyds Bank	Opening of new account
P96	Lloyds Bank	Transfer of funds
P97	A. Baker	Salary - August
P98	D. Bracey	Play Inspection report
P92	SLCC	Autumn Conference
P99	N. Burrige	Shimpling Churchyard
P94	Burston Chapel	Jamie's Gang
P100	Lloyds Bank	Transfer of funds
<b>Cheques/ BACs</b>	<b>Paid to:</b>	<b>Payments from new Lloyds Account</b>
P001/000 001	P. Newby	Hedge Cutting at Burston Playing Field
P002	A. Baker	Salary – October
P003	J. Churchard	Salary – Sept., Oct., Nov.

83.2 - Quarterly Reconciliation - proposed by Cllr. Grieve, seconded by Cllr. Rudd, agreed by all

83.3 - Information regarding Lloyds Bank account and closure of the Norwich and Peterborough Account - transitioning between the two, there are additional safe guards for paying by BACs, which have to be authorised; large amounts of money have been transferred into the Lloyds Account; also included are mid-Nov. draft reports from each bank; There will need to be adjustments made to the Financial Regulations and the Risk Assessment regarding these changes

**AW/  
Clerk**

83.4 - Draft Budget presentation - some of the figures are well below the predicted figures due to circumstances connected with Jamie;

Included in the current account there is the Asset Fund as a savings account was not opened with the N&P, due to the changes that have now occurred. It is hoped to remedy this case with the new account at Lloyds

The Precept won't come in until mid-December based on Band D properties, this will need to be approved by 16<sup>th</sup> January 2018

**AW/  
Clerk**

Village sign project – it may be necessary to re-allocate monies across, or hold a fund-raising event, until such times as a quote is received indicating what repair and work is required, a sum will be set-aside

Cllr. Cowley reported that the fencing for play area quote was relatively high, he will look at alternative options to include a gate and sign, to provide safety for younger community members and to exclude dogs – agenda item for January

**KC**

Welcome Pack costs - the contents are being considered, Mrs. Cowley has been investigating the necessary information – agenda item for January

**KC**

**84. Planning – Receipt and consideration of Planning Applications which have been received prior to the meeting and of which members had been previously advised:**

84.1 - **Planning Application 2017/2582 – Land North of the Level Crossing, Burston Road –** the EE mast information was received some time ago, this will aid connectivity for both trains

and passengers, it was therefore resolved to recommend that SNC approve the application, proposed Cllr. Frankland, seconded Cllr. Cowley, agreed by all

**84.2 - Planning Application 2017/2581 – Elbow Cottage, 46 Long Lane, Burston –** replacement doors and windows – listed building consent - this will maintain the windows and doors in keeping with its status and improve the general appearance of the building. It was therefore resolved to recommend that SNC approve the application, proposed Cllr. Grieve, seconded Cllr. Stevens, all in favour

**84.3 - Planning Application 2017/2629 - Shimpling Hall Farm, Burston Road, Shimpling -** Discharge of Condition 8 – landscape management plan - this is the submission showing the screening for the building and trees to be planted – the discharge was noted

**84.5 To receive consultees reports of planning decisions made by SNC:**

**Planning Application 2017/1614 – Shimpling Hall Farm – Approved with Condition 19.10.17**

**Planning Application 2017/1871 – Holme Vale, Hall Lane, Shimpling – Approved with Conditions 21.10.17**

**Planning Application C/7/2017/7009 – Land off Mill Road, Burston – construction of sewage plant – Approved 20.1.17**

- 85. Emergency Preparedness Plan** - a discussion paper had been provided by Brian Norman, who had met with SNC's Jenny Bloomfield. Discussion followed - having considered the existing plan it was felt that it needed updating - possibly by issuing a questionnaire, requesting/updating volunteers; the manner in which this information is acquired was considered in view of the Neighbourhood Planning research; the volunteers responsibilities should not be too onerous, updating of vulnerable persons - all of this needs to be mindful of the new Data Protection Regulations, to be introduced in May 2018. It was agreed that it be agenda item for January and that the Chair would contact Brian Norman

NF/KC

**86. Highways and Footpaths:**

86.1 - Footpaths – nothing to report

86.2 - Highways – Audley End - the humps on the road have been reduced; white lining at the cross roads will happen next year; additional road signs relating to the sewage work have been added; many of the issues have been or are being addressed.

86.3 - Speedwatch - Cllr. Rudd reported that he is still waiting for all the forms to be returned, they will then be sent to Janet Overton and a training session for all will be arranged once the necessary checks have been carried out.

NF/JR

86.4 - SAMs & the Parish Partnership with Tivetshall Parish Council - prior to this meeting Tivetshall Parish Council met, they required that a formal decision about the sharing of this facility should be agreed at both meetings.

AW/KC

It was resolved to approve this motion proposed Cllr. Wakeham, seconded by Cllr. Cowley, all agreed.

The details and costs for the SAMs 2 sign had been received by the Clerk and circulated, the Parish Partnership will pay 50% of the costs and the two parishes will share the other half of the costs.

86.5 - Request for a further dog bin at the end of Gissing Road - the new one has been erected at the car park end of the Playing Field, an item in the Parish Planet may help clarify the situation

CS

86.6 - Hedge cutting on Mill Road - there was a mixed reaction to the letters in 2013 from various residents, regulations stipulate that highways must be kept clear; following further discussion it was resolved to write to the relevant residents regarding this matter

NF/  
Clerk

86.7 - Road signs washing - it appears that the Parish Council is no longer registered for this, however SNC are carrying out the work.

**87. Playing Field:**

KC/NF

87.1 - BMX drainage project - Cllr. Cowley reported that a meeting with Mr. Hammond would result in the costs of excavating the trenches excavated and time required would be forth coming. Along with this information and a copy of the method statement will be forwarded to Sport England and any other funding groups;  
 the Buildbase account details have been completed and sent off;  
 Once all details are established it was felt that a in March '18 would be pertinent

87.2 - Annual Play Inspection Report - many of the points raised were minor:  
 the zip-wire is slack which Hags will need to look at, along with wear on the chain;  
 Cantilever swing - sunken matting needs to be raised - Hags to be informed  
 Swings - the chains need to be shortened:  
 Swinging log – it would be sensible to fill the top of the red post with filler to stem the rotting or possibly replace with similar posts  
 Clerk to contact Hags to inspect their equipment and send a quote for repairs

87.3 - Land Registry - the paperwork has been received and officers are investigating the Parish Council's request

Clerk

88. **Roles & Responsibilities** - Cllr. Frankland will issue a new sheet for consultation, item for January agenda

NF

89. **Diss & District Neighbourhood Plan:** Cllr. Wakeham reported that the minutes and notes from meetings are distributed via the Clerk. The White Paper is currently being discussed at Government level – there may be implications for Diss retail areas, the Waveney Valley, the need to encourage footfall in the town centre; funding issues need addressing along with funding for a thorough traffic survey; the report from Tibbald's Consultancy encompasses many aspects and will provide the basis for local input

AW/JR

90. **Don Swanton Award** - Cllr. Grieve reported that this will be awardee at the next Annual Meeting, there will be an article for the Christmas Parish Planet, in the next email bulletin and on the website. It was suggested that the award should not necessarily just be to a person, it could go to a group or business – all Councillors were in agreement

TG

91. **Burston Sewerage project and the Anglian Water meeting** - issues arising - damage to verges will be returned to previous status; Cllr. Frankland has had a meeting with Anglia Water - the contractors indicated that Mill Road may be finished in the near future; regarding refuse collections residents have been informed of the action to take; all roads are closed at week-ends – this was of great concern and Anglia Water will ensure that there is access for the emergency services.

NF

92. **Consideration to appointment a Tree Warden** - a request in will be advertised in the Parish Planet, Cllr. Bilston expressed an interest and will look into the details. Agenda item for January/February

LB

93. **Burston Strike School Rally** - The Chair has met with Sir Rupert and it has been agreed that a larger field for car parking will be provided next year;  
 Clerk to remind Unite Union for a date and risk assessment in Spring next year.

Clerk

94. **Information regarding:**

94.1 - The Parish Planet - Cllr. Stevens reported that several inputs had already arrived and the outlay is nearing completion, it will be ready for publication before Christmas.

CS

94.2 - A 'Welcome Pack' for new residents - Cllr. Cowley reported that Ruth Cowley had discussed this with the Chair, indicating that she is prepared to put one together – information required: headings – schools, doctors, churches, child care provision etc., road names and a map – Cllr. Wakeham will assist with the Get Mapping programme that the Parish Council has; the Chair will check for materials with Rachel Hobson  
 It was resolved to ask Ruth Cowley formally to prepare a 'Welcome Pack' for new residents,

KC/AW  
/NF

proposed Cllr. Wakeham, seconded Cllr. Stevens, all agreed

- 95. Update regarding the B4RNs Norfolk project** - Cllr. Cowley and Cllr. Wakeham had attended a meeting at Gissing - the Lancashire team has been assisting with the survey work and installation of the cabinet at Billingford. Once this is near completion The Horseshoes Pub have agreed to host an open day to encourage locals to show an interest. Cllr. Cowley will write a note to encourage people to register; a proforma investor's letter has been sent out which is several pages long, but no printing costs are covered. It was felt that it is not the Parish Council's responsibility to do this, but for those who are spear heading the project to address
- 96. The Candlelit Service at Shimpling Church on Thurs. 14<sup>th</sup> Dec. at 7pm** - 9 lessons & carols, Cllr. Frankland is organising this and has contacted the various bodies requesting a representative from each to do a reading, Cllr. Frankland will represent the Parish Council and Cllr. Grieve a Shimpling resident.
- 97. Date of Next Meeting and items for inclusion on the agenda (not for discussion) - Tues. 16<sup>th</sup> Jan., 7.30**  
Agenda items – budgeting, sewage, emergency plan, play area, tree warden (Feb. agenda), roles & responsibilities  
Apologies – Cllr. Bilston  
**The meeting closed at 9. 36pm**

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**MINUTES OF THE MEETING OF THE PARISH COUNCIL**

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

**PART II**

**98. Salary review of the Village Caretaker carried out at the meeting of the Parish Council on 21<sup>st</sup> November 2017**

The reason for this review is the increase of the National Living Wage Foundation survey that suggested this should be increased from £8.50 to £8.75 from November 2018

It was proposed that Jamie Churchard's hourly rate be increased to this new level, proposed Cllr. Bilston, seconded Cllr. Wakeham, all in favour

Councillors were reminded that Jamie Churchard is a contractor and not employed by the Parish Council

**APPENDIX I – MINUTE 82**

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

	Subject	From	Contents	Action
1.	Playing Field	Land Registry	Research on-going	Filed
2.	Closure of Account	Norwich & Peterborough BS	Procedures to close	Action in hand
3.	Footpath 21	NCC	Confirmation of diversion	Filed
4.	Account summary	Lloyds Bank	Account activity	Filed
5.	Change to accounts	Barclays	General information	Filed

**Email Correspondence**

	Subject	From	Contents	Action
6.	Weekly Planning lists:	Cllrs/SNC	Decisions & new planning applications	fwd to All
7.	Weekly Digest	Rural Services Network	Weekly news around the country	Fwd. to All
8.	Weekly News	Community Action Norfolk	Weekly updates from CAN	Fwd to All
9.	NP Meeting	Diss TC	Agenda, minutes etc. for meeting	Fwd. to all
10.	2	SNC	Payment into a/c	Fwd.NF/AW (22/9)
11.	New Account	Lloyds	Confirmation of account no. etc	Fwd. to All (27/9)
12.	Play Area	D. Bracey	Play inspection date & report	Fwd. to All(27/9)
13.	New project	Norfolk Police	'Community SOS' project	Fwd. to All (03/10)
14.	Insurance	Came & Co	Adjusted premium/renewal	Fwd. to All (10/10)
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