

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 20<sup>th</sup> March 2018 at 7.30 pm, St. Mary's Church, Burston

### Present:

Nigel Frankland	Chairman
Keith Cowley	
Tom Grieve	
Jim Rudd	
Christine Stevens	
Ann Baker	Clerk to the Council
Members of the public:	6 residents

**117. Apologies** – Dist. Cllr. Stone, Co. Cllr. Spratt, Cllr. A. Wakeham, Mr. Dean Charnley - accepted

**118. Declarations of Interest regarding items on the agenda** - Planning - 123.2 Mr. J. Rudd

### **119. Resolution to Adjourn the Meeting for Public Participation**

119.1 - Dist. Cllr. Stone has sent his February report

All were thanked for their attendance at the meeting

119.2 - Classic Car Rally – a request to use Church Green for a Classic Car rally on the 27<sup>th</sup> May had been received – the legalities for the use of Greens had been looked at prior to the meeting. Following discussion of some of these points, along with clarification of notifying immediate residents, safety and insurance procedures, arrangements have been made for the grass to be cut prior to the event, the risk assessment has already been received. It was resolved to approve this request, Cllr. Cowley proposed, seconded Cllr. Grieve, all agreed.

It was agreed that it would be advisable to notify the Parish Council's insurance company of this event and the Strike School Rally event. Mr. Dixon was thanked for his attendance  
*Meeting reconvened at 7.50pm*

Clerk

**120. Approval of the minutes of the Parish Council meeting held on Tues. 16<sup>th</sup> January:** the minutes were adopted as a true and accurate record, proposed by Cllr. Stevens, seconded by Cllr. Grieve, which was agreed by all.

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

121.1 - (102.1) - Registration of Playing Field with the Land Registry – confirmation of the registration of ownership has been received

121.2 - (102.5) - Parish Partnership with Tivetshall for the joint purchase of a SAMs 2 speed monitor - Cllr. Cowley has received confirmation that the agreement has been approved, forms will need to be signed. Cllr. Cowley will contact the Clerk and arrange for the signatures and look at time-scales for delivery and usage of the machine

121.3 - (102.6) - Clerk has sent a further letter to a resident and requested that ForFarmers proceed with cutting the hedge

121.4 - (108.3) - Playing Field maintenance contract - Clerk has sent an email to Excite declining their quote and signed the forms returning them to Norse

KC

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

122.1 - Unite Union – request for use of Church Green on 2<sup>nd</sup> Sept., risk assessment was not included

122.2 - HMRC – Certificate of registration for VAT received, the Parish Council only re-claims VAT

- 123. Planning** - To receive & consider planning applications received for consultation which may be received prior to the meeting and of which members have been previously advised:
- 123.1 - **Planning Application 2018/0148 Land west of Gissing Road, Burston** - a revised design for the erection of 4/5 bedroom dwelling with garages – under reserved matters had been received. It was resolved to approve these
- 123.2 - **Planning Application 2018/0394 Home Farm, Mill Road, Burston** – amendment to existing permission 2016/0697 to include additional single storey extension - this extension will enhance what was already been planned, it was resolved to recommend that this application is approved by SNC, proposed Cllr. Frankland, seconded Cllr. Stevens, all agreed.
- 123.3 - **Planning Application 2018/0451 Land to north of Old Hall Farm, Long Lane, Burston** - proposed new agricultural workers dwelling - this Lane is designated as a Quiet Lane, it is probable that this development will show an increase of more vehicle movements. Following discussion it was resolved that conditions restricting the timing and days of deliveries be imposed and two suitable passing places be provided on Long Lane to reduce the impact on this quiet lane. Proposed Cllr. Rudd, seconded Cllr. Bilston, all in favour.
123. 3 - **To receive Consultees Reports of Planning Decisions made by SNC:**  
**Planning Application 2018/ None**

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

124.1 - the statement of accounts and payments report – acceptance of these was proposed by Cllr. Frankland, seconded by Cllr. Rudd and agreed by all.

**Schedule of Payments for Approval**

BACs/ Cheques	Paid To:	Payments for February
		<b>NONE</b>
BACs/ Cheques	Paid to:	Payments for March
PO 13	NPFA	Annual subscription
PO 14	A. Baker	January salary
PO 15	A. Baker	February salary
PO 16	J. Churchard	Nov. '17 – March '18
PO 17	Burston PCC	Church Hall Hire Sept.'17 – March '18

124.2 - Monthly statements - these were presented and it was resolved to approve these, proposed by Cllr. Frankland, seconded by Cllr. Stevens, agreed by all

124.3 - To approve the renewal of the subscription to the NPFA

It was resolved to approve this membership, proposed Cllr. Grieve, seconded Cllr. Cowley, all agreed.

124.4 - A short report regarding the Bottlebank - receipt from SNC had been received for the annual claim for recycled glass. The donation of glass from Mr. S. Dobson's business had boosted the credit, it was resolved that a letter of thanks be sent to Stuart Dobson.

Clerk

- 125. Co-Ordinator of the Emergency Preparedness Plan** - Cllr. Frankland reported that Mr. Dean Charnley had offered his services, he is minded to continue with it in its present form, updating volunteers' names, further suggestions included emergency contacts for the Mill, the Pub and Burston House Hospital. Mr. Charnley has a background of health and safety, he acknowledged the plan is to deal with minor events, whilst District Council or utilities would deal with major events. It was resolved to appoint Mr. Charnley as Emergency Co-Ordinator, Cllr. Frankland proposed, seconded by Cllr. Cowley, all in favour.

NF

**Action** – Chair to arrange a meeting to sort out details, verify addresses etc.

**126. Highways and Footpaths:**

126.1 - PROW – Cllr. Stevens, plans to walk more in the better weather. It had been noted that new footpath signs had been erected on some paths. The Ramblers had provided some ideas for registering the Shimpling pathway – at present - as far as Church is a permissive path, it needs Sir Rupert and his son to agree to put the path on the definitive map.

CS/NF

ACTION - Cllr. Stevens and Cllr. Frankland will liaise regarding this particular path.

126.2 - Speedwatch - Cllr. Rudd reported that the training for all nine volunteers has happened and the teams have been in action - nine reports have been filed with the Police, a number of letters will be sent, the majority to non-village residents. The mere presence is having an affect on the traffic.

126.3 - ForFarmers extension to hours - it has been confirmed that the Mill is allowed to work until 10pm, Cllr. Rudd is trying to monitor the movements and note any reduction in the traffic; there has been no response to the Clerk’s letter to Openfields regarding the speeding lorry to date.

JR  
Clerk

JR/NF

Meeting with Highways & FF at 11.00am on Friday

**127. Playing Field:**

127.1 - BMX drainage project - Cllr. Cowley reported that the scheme has been authorised, Anglia Water have agreed to pay for the materials, once these arrive they will arrange delivery to the site; Mr. Bloomfield will inform Cllr. Cowley when he is available and will provide the necessary quote for the costs of digging the trench and back-filling at the end. It is hoped to begin the week after Easter. Currently the dips are full of water, it was agreed to erect some temporary safety fencing by Cllr. Cowley.

KC

127.2 - Maintenance of Memorial area and Orchard area – following an initial meeting, Cllr. Cowley has received no further feedback from the two residents involved; there are three fruit trees that need re-placing, all trees need protecting around the base, the grass is to be cleared around trunks and bark chippings at the base; the farmer at Laurel Farm has offered to take his mower down to cut between the trees to a manageable level, thereafter the Caretaker will be able to keep it down. Cllr. Bilston will contact the Woodland Trust for suitable trees. I was resolved that Cllr. Cowley should purchase the necessary items, proposed Cllr. Frankland, seconded Cllr. Rudd, all agreed.

KC/LB

127.3 - HAGs proposals - the quotes have been adjusted to require only one visit to complete the repairs - £331.00. It was resolved to approve this quote, proposed Cllr. Cowley, seconded Cllr. Grieve, all agreed.

KC

127.4 - there is a problem with the internal climbing wall – it is beginning to rot. Cllr. Cowley will ask Hags to look at the job when they are repairing the other equipment

**128. Roles & Responsibilities** - the list has been updated to include Cllr. Bilston as Tree Warden Dean Charnley as the Emergency –Co-ordinator

Cllr. Cowley reported that there appeared to be a number of grants which could be applied for further work on the Playing Field. It was agreed that a list would be very useful for all Councillors.

KC

**129. Diss & District Neighbourhood Plan:** Cllr. Wakeham had sent a verbal report that at recent DDNP meetings the focus had been to prepare the Visions and Themes consultation paper – this has been sent out and the closing date reached – the response rate was not as high as hoped. The data is currently being analysed and Cllr. Wakeham will report at the next meeting

**130. Annual Parish Meeting** - Tues. 24<sup>th</sup> April, 7.30pm is the arranged date. Cllr. Frankland lodged his apologies. There will be a short Parish Council meeting beforehand to sign off some of the official papers for the audit and planning that may arise. The Annual Parish Meeting will commence at 7.30pm – it is hoped there will be a short presentation from: DDNP, BARNS, Speedwatch, progress on the Playing Field project, the Welcome pack, the Emergency Co-ordinator, the Don Swanton presentation and any other local groups who may wish to display information are to be invited – the main purpose is for residents to raise any issues. Cllr. Stevens offered to organise the refreshments.

NF/AW

CS

- 131. Don Swanton Award** - Cllr. Grieve reported there is a wide field of candidates – information has been through word of mouth and adverts in Planet, the panel will get together in early April to look at the candidates and to arrange the engraving of trophy for presentation at the Annual Parish Meeting. **TG**
- 132. Burston Sewerage project and the Anglian Water meeting** - there has been some progress - Cllr. Rudd reported: efforts to clean up Durbridges Hill as it is unsafe for pedestrians who may slip in the mud, the back-filling has not used suitable materials however there has been a commitment to return to restore the verges.
- 133. The ‘Welcome Pack’ for new residents** - Cllr. Cowley reported that a copy had been sent to the Chair for approval, contact will be made with volunteers to confirm that they wish to remain on this list and agree to their information being published; final check to be carried out by Councillors it can then be added to website and possibly some copies printed for the Annual Parish Meeting. **KC/Cllrs**
- 134. Annual Litter Pick** - Cllr. Grieve felt that to arrange too early in the month could be cold, too late and the grass will be growing up. It was agreed to publish Sun. 29<sup>th</sup> April, as the date, the Clerk will confirm the equipment for 30 with SNC. **TG/  
Clerk**
- 135. Classic Car Rally on 27<sup>th</sup> May 2018** - this was discussed at item 119.2
- 136. Request from CATs for use of Church Green** - a request for use of Church Green on the evening of Sat. 1<sup>st</sup>. Sept., along with a risk assessment had been received from CATs. It was resolved to approve permission, proposed Cllr. Grieve, seconded Cllr. Rudd, all agreed
- 137. Information regarding the purchase and siting of grit bins** – the implications to insurance, residents, the Parish Council and Caretaker were considered. SNC/Highways would also be required to give approval of the siting of the bin and the requirement by the Parish Council to purchase the bins.
- 138. Celebration of ‘Battle’s Over’ Centenary celebration** - there is to be a focal event in Dickleburgh, which Councillors could actively support. There is the grave in Shimpling Churchyard of a WW1 soldier, there is a war memorial with names in both Churches. It was suggested a note should appear in the forth coming Parish Planet.
- 139. GNL Consultation** - closure of the consultation has been extended to 22<sup>nd</sup> March, Cllr. Frankland circulated the proposed comments on sites and options for approval by all Councillors. Councillors have also replied individually. It was agreed that Cllr. Frankland submit the comments on behalf of the Parish Council.
- 140. Date of Next Meeting and items for inclusion on the agenda (not for discussion) -**  
**Tues. 24<sup>th</sup> April 7pm** – a short PC meeting at 7pm, followed by at 7.30pm by the Annual Parish Meeting  
 The Public were thanked for their attendance
- Agenda items – end of year audit papers and any planning items only,  
 May agenda – a tree report from Cllr. Bilston, Cllr. Cowley offered his apologies  
**The meeting closed at 9. 33 pm**

## APPENDIX I – MINUTE 122

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

	Subject	From	Contents	Action
1.	Burston Strike Sch. Rally	Unite Union	Request for use of Church Green on the 2 <sup>nd</sup> Sept.'18	To confirm approval (06.02.18)
2.	Cert. for Registration of VAT	HMRC	Certificate that confirms BSPC are registered for VAT	Change bank account details for VAT returns (07.02.18)
3.				
4.				
5.				

### 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	AW/JR
10.	Classic car rally	G. Dixon	Seeking permission to use Church Green on 27 <sup>th</sup> May	Fwd. to all (26.01.18)
11.	GDPR	LCPAS	Copies of slides & forms	Fwd. AW (01.02.18)
12.	Land registration of the Playing Field	HM Land registry	Confirmation of registration of the Playing Field	Fwd. to NF/AW 02.02.18
13.	Manor Farm House	Complaint re rubbish there	Letter drafted to tenants & copied to Sir Rupert Mann	Fwd. NF/AW 05.0218
14.	Additional quote	HAGs	Additional repairs to play area	Fwd.to All 06.02.18
15.	Letter of Thanks to Sir Rupert Mann	NF	Grant for Play equip.	Fwd. AW/AB 07.02.18
16.	Request for use of Church Green	NF	Evening before Strike School Rally	Fwd. to AW/AB 15.02.18
17.	Mobile Library	NCC	Visit dates	Fwd. to All 20.02
18.	Complaint	Resident	State of bus shelter	Fwd. to All 25.02
19.	Snow & Ice	Came & Co. Ins.	What action to take	Fwd. to All 25.02
20.	Newsletter	Parish On-line		Fwd. to All 06.03
21.	Waste Collections	SNC	Due to snowy weather	Fwd. to All 02.03
22.	Shimpling Churchyard	AB to N. Burridge	Estimates & payments	
23.	Consultation	NCC	Review of bus services	Fwd. to All 13.03.
24.				
25.				
26.				