

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 26th June 2018 at 7.30 pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chair
Alison Wakeham	Vice-Chair
Lindsey Bilston	
Keith Cowley	
Jim Rudd	
Christine Stevens	
Ann Baker	Clerk to the Council
Members of the public:	resident

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

31. **Declarations of Interest regarding items on the agenda** - item 38.3 – Planning application C/7/2017/7009 - Cllr. Rudd; item 47 – Events Working Party - Cllrs. Bilston & Frankland

32. **Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports** - it was reported that there was a pool of water outside the bus shelter - Anglian Water looking into it, a technician has inspected the site; Audley End water has dried up but the ditch remains full which then spills over onto the road. Cllr. Frankland will report at the next meeting

NF

33. **Approval of the minutes of the Parish Council meeting held on 22nd May 2018** – the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. Wakeham, seconded by Cllr. Bilston, all in favour

34. **Matters Arising from the minutes not on the agenda** – as listed

35. **Correspondence as listed on the attached schedule:** –

35.1 - Tivetshall Parish Council has sent details regarding the Memorandum of Understanding with Highways and the SAMs2 speed machine;

35.2 - Housing issue – assistance has been sought for a new resident in Audley Close requiring carpeting. Following discussions about the situation, Cllr. Rudd offered to look at carpet tiles that he had stored; the Clerk will contact Dist. Cllr. Wilby to see if the Town Lands Trust can be of assistance; thanks was expressed for receipt of the Welcome Pack.

35.3 - ICO certificate – the Clerk reported that the certificate had arrived and payment set-up

J.Rudd/
Clerk

36. **Resignation of Cllr. Tom Grieve & publication of vacancy** - it was noted that Cllr. Grieve had been a valued member of the team. The Clerk to send a card of thanks from all Councillors. Clerk to also remind Cllr. Grieve to return the memory stick to Cllr. Wakeham, along with the spare Don Swanton Award.

With more than six months to go before the next elections it will be necessary to co-op a member. Clerk will notify SNC and display the appropriate notice on the two noticeboards, with possibly a note in CockCrow, the Parish News, the Website and a Round Robin.

NF/
Clerk

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

37.1 - payments & receipts - the accounts are still reasonable at present, there has been a small amount of interest on the Asset Account; Proposed Cllr. Rudd, seconded Cllr. Stevens, all in favour

Schedule of Payments for Approval

BACs/ Cheques	Paid To:	Payments for June 2018
PO 37	Friends of Burston PCC	Donation S.137
PO 38	B. T. Bloomfield	BMX drainage project
PO 39	A. Baker	Clerk's salary
PO 40	HMRC	PAYE – first quarter April - June
PO 41	J. Churchard	Caretaker's invoice

Cllr. Stevens will send new details of the bank account for Burston Friends;
Cllr. Frankland queried whether the money from Dist. Cllr. Stone had been received for the BMX project has money come from Barry Stone. Clerk to check the finances

CS
Clerk

37.2 - approval of the statement of accounts it was resolved to approve these, proposed Cllr. Rudd, seconded Cllr. S, all in favour.

38. Planning – to consider planning applications received for consultation which have been received prior to the meeting & which members have been previously advised:

38.1 - **Planning Application 2018/0980 - Land west of Norwich Road, Dickleburgh** – demolition of existing building, erection of 7 affordable, 7 custom-build, 8 accessible + small community facility, commercial unit, open space & enhanced woodland areas - the item was discussed in depth, concerns were raised regarding the volume of traffic, considering by-pass had been built to take the traffic away from the heart of the village this seemed to contradict the decision. It was resolved to approve the application, proposed Cllr. Wakeham, seconded Cllr. Cowley, all agreed

38.2 - **Planning Application 2018/0983 - The Crown, Crown Green, Burston** – alteration to land to the front of the Crown to create additional parking & re-locate the garden area to the front of the building - this was discussed in detail: overall it will be a sensible use of the space, make for safer, easier parking, the hedging will suppress some noise, smarten the area up, there have been some modifications agreed with the neighbours; the query from a resident that it was a village green, Cllr. Frankland indicated that the Land Registry shows that the owns the land and the land the bus shelter stands on; It was resolved to recommend that NSC approve the application, proposed Cllr. Wakeham, seconded Cllr. Rudd, all agreed

38.3 - **Planning Application C/7/2017/7009 – Land opposite Home Farm Barn, Mill Lane, Burston - variation of Condition 2** – visibility splays & landscaping the initial plans showed that the splay was insufficient, the hedge has now been removed and a new lower hedge with some trees planted. The tree varieties may grow to 20m +, Anglia Water need to maintain the land and a request that they are kept within a 20m height suggested; It was resolved to recommend approval raising the concerns regarding the tree height, proposed Cllr. Wakeham, seconded Cllr. Cowley, all agreed

38.4 - Approved applications - none

39. Approval of amendments to BSPC policies - agenda item for future meeting

40. Highways & Footpaths -

40.1 - Highways - the minutes from the last meeting had been circulated, to date there has been minimal progress, the next meeting will be in September; Anglia Water in the reinstatement programme indicated that it would benefit from temporary road cone protection or reflective marker from Highways using reflective markers to protect the new growth, as Anglia Water are not allowed to do that, it was suggested the Clerk write to Bob

<p>West with a list of the reinstated sites requesting cones to prevent damage to the verges 40.2 - Footpaths report - Cllr. Stevens reported that NCC have put in way markers for Boudicca's Way at Shimpling Church, the Green Lane has been levelled where the flood was but ditches still need attention;</p>	<p>NF/ Clerk</p>
<p>The circular walk down near Audley End is difficult to access over the railway; Cllr. Wakeham asked whether there is any need for more paths as part of the planning for Diss & District NP – any ideas should be passed to Cllr. Wakeham for consideration</p>	<p>AW</p>
<p>40.3 - Shimpling BOAT – this currently has bollards at either end, legally it was a temporary closure which has lasted some number of years; Norfolk Trails are looking to agree a road closure on it. A letter has been received by Alex Mann looking to apply a Travel Regulation Order on it, Sir Rupert may be interested in contributing to the costs which will be in the region of £5,000. The question was raised would the Parish Council be able to contribute (a possible use for CIL money), along with NCC. It will be necessary to have a public consultation where it would be useful if residents could submit letters of support. There was discussion around sending a letter requesting public donations towards the fund, the view was that it would be appropriate for the Parish Council to support the village of Shimpling in this matter; It was agreed that the Parish Council would support to Sir Rupert with a contribution, amount to be determined.</p>	<p>NF</p>
<p>41. Playing Field:</p>	
<p>41.1 - BMX signage – Cllr. Cowley suggested that a notice acknowledging the help received from Adnams, Anglia Water and SNC should be purchase. Cllr. Cowley will seek a quote from Timpson;</p>	
<p>Memorial site - Cllr. Rudd will draft a sample sign for this area; Cllr. Cowley to approach Perfitts for a piece of stone, with an engraved plaque, Cllr. Bilston to supply the names???. Signage on the BMX sign needs amending as the public phone is no longer available – Cllr. Cowley offered to sort this out;</p>	
<p>There was a further suggestion (locations to be considered) that it may be an idea to have a War Memorial with names on it at some point, there may be grants available, however if using the names of those lost it will need to involve the families, it was agreed to leave until this matter for the time being</p>	
<p>41.2 - Repairs to the shed – Cllr. Cowley reported that the materials had been ordered and Cllr. Frankland offered to request assistance in the next Round Robin</p>	
<p>41.3 - Fencing to the play area - Cllr. Cowley has submitted a form for the Tesco Bags for Help, the Jewson's bid was unsuccessful, further funding to be sought from the NPFA, Norfolk Community Fund require an independent referee – such as Co. Cllr. Bev. Spratt, or Dist. Cllr. Barry Stone or Sir Rupert Mann. Clerk to contact Co. Cllr. Spratt</p>	<p>KC/NF</p>
<p>41.4. - Repairs to the benches - a resident had been approached to assist, but he is unable to help this time. Repairs are required to a bench on the Playing Field and the one opposite to Burston House Hospital – Cllr Cowley will take a look and Cllr. Frankland will send a copy of asset register to aid the matter</p>	<p>Clerk</p>
<p>41.5 - The Clerk had received a letter from two young residents requesting a potential skate park, following discussion it was agree that the Clerk would acknowledge the letter and that Cllr. Cowley would meet up with the youngsters so that they could explain their ideas</p>	<p>KC/NF Clerk</p>
<p>42. Diss & District NP - Cllr. Wakeham reported there had been a meeting last week, a new Town Clerk has been appointed to Diss Town Council; the group had looked at elements of plan and are considering the options for policies, it will be necessary for there to be some specific for Burston & Shimpling to be included, more information on the website and the Round Robin may generate ideas</p>	<p>AW</p>
<p>43. Tree Warden report - Cllr. Bilston delivered a summary of what has been done to date - finding Tree Protection Order's in the villages, noting in the whole area where trees may require future attention</p>	
<p>44. Refurbishment of Assets including the bus shelter - the bus has not had any attention for many years, currently it requires a washing the wood, a coat of paint. Agenda item for the next meeting</p>	<p>NF/AW</p>

- 45. **Registration of Church Green** - Cllr. Frankland reported that he had approached the County Archivist, but they had no records and suggested NCC. Cllr. Frankland is waiting for a response
- 46. **Re-location of the telephone box and its future function** - this appears not to be a viable project
- 47. **Events Working Party** - CATs still have various payments to be made, once this is complete there will be around £240.00 left in the account. It was agreed that the money would be transferred to the Parish Council account for future events.
There is a need to establish a team of people that encompasses the community, Cllr. Cowley and Cllr. Frankland will look into terms of reference for such a group and report at a future meeting
- 48. **Dog bin for Audley End** - following contact from a resident, it was noted that there is a bin close to the railway line, is there a need for a further bin? Cllr. Bilston will investigate and report at the next meeting as to the type of bin that may be required
- 49. **Receipt of NCC Parish Partnership letter** - this was noted
- 50. **Details of the policing across SN** - this was noted
- 51. **Receipt of SNC's Reorganization of Community Governance Order & related alterations** - the paper was noted, there were no changes to the boundaries of the Parish
- 52. **Receipt of NCC Norwich Western Link consultation** - this was noted
- 53. **Date of Next Meeting and Items for inclusion on the Agenda (not for discussion) Tuesday 17th July, at 7pm**
Cllr. Bilston gave her apologies for the next meeting
The Meeting closed at 9. 32pm

NF/KC

LB

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 nd 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 th 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. Burrige	Estimates & payments	
23.	Consultation	NCC	Review of bus services	Fwd. to All 13.03.
24.				
25.				
26.				