

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL Meeting

Tuesday 22nd May 2018 at 7.00 pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chair
Alison Wakeham	Vice-Chair
Lindsey Bilston	
Tom Grieve	
Jim Rudd	
Christine Stevens	
Ann Baker	Clerk to the Council
Members of the public:	2 residents

7. **Election of Chairman & signing of Declaration of Office** - Cllr. Wakeham proposed that Cllr. Frankland be re-elected. Cllr. Frankland agreed to stand as Chair, Cllr. Bilston seconded, all agreed. He was duly elected and signed the Acceptance of Office
8. **Election of Vice-Chair and signing of Declaration of Office** - Cllr. Frankland proposed Cllr. Wakeham as Vice-Chair, who agreed to stand. There were no further elections, Cllr. Stevens seconded and Cllr. Wakeham was unanimously elected and signed the Acceptance of Office
9. **Declarations of updates to the Declarations of Interest and any declarations regarding the current agenda regarding items on the agenda** - there were no alterations to the current declarations of Interest. Cllrs. Frankland and Bilston declared their interest in agenda item 27 - CATs
10. **Receipt of the Annual Report from the Chair** - the Chair's report was presented at the Annual Parish Meeting, this was noted, a copy will be held in the Minutes file
11. **Receipt of Clerk's report on the Parish Council's finance** – a copy of this will be held in the Minutes file
12. **Review of the Standing Orders and to agree any amendments** - the amendments were noted, Cllr. Frankland proposed, Cllr. Stevens seconded, all in agreement
13. **Review of the Parish Council policies and agree any amendments** -
 - 13.1 - An interim General Data Protection Regulations Policy had been circulated referring to such issues as the internal audit, privacy agreements, memory sticks, electronic mail and finance. It is now necessary to register with the ICO (Information Commissioners Office), the Clerk has completed the forms and payment will be approved in agenda item 20.1. It was resolved to approve the policy, proposed Cllr. Wakeham, seconded Cllr. Bilston, agreed by all
 - 13.2 - All policies – it was resolved to approve these, proposed Cllr. Stevens, seconded Cllr. Grieve, agreed by all
14. **Date for the next Annual Parish Council Meeting following the 2019 Elections**
- 14th May 2019 TBC
15. **Receipt of Apologies** - Co. Cllr. B. Spratt, Dist. Cllr. B Stone, Cllr. K Cowley - approved
16. **Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports** - there were no queries/issues raised and no reports received
17. **Approval of the minutes of the Parish Council Meeting held on the 20th March** – proposed Cllr. Grieve, seconded Cllr. Rudd, all agreed that these were a true and accurate record;
Minutes of the meeting held on 24th April, proposed Cllr. Wakeham, seconded Cllr. Grieve, all agreed that these were a true and accurate record; **the Annual Parish Meeting held on the 24th April 2018** - these were agreed to be an accurate and true record, it was resolved to approve these minutes, proposed Cllr. Bilston, seconded Cllr. Rudd, all agreed
18. **Matters Arising from the Minutes not on the agenda as indicated on the attached schedule - for information purposes only** - none

19. **Correspondence as listed on the attached schedule & which are not a separate agenda item**
- none
20. **Finance - Approval of statement of accounts and payment report as distributed at the meeting:**
20.1 - Approval of the payments & receipts – it was resolved to approve these, proposed Cllr. Wakeham, seconded Cllr. Stevens, all in agreement

Schedule of Payments for Approval

BACs/Chqs	Paid To:	Payments for April
PO 27	R & K Cowley	Welcome Pack printing
BACs/Chqs	Paid to:	Payments for May
PO 28	HAGs/Grafton	Repairs to zip-wire + caps
PO 29	Friends of Burston Church	Donation [BSPC have the power to make this donation under the Local Government Act s.137]
PO 30	LCPAS	GDPR pack 2
PO 31/00004	D. Howlett	Internal Audit fee
PO 32	A. Baker	Salary for May incl. PO 23/ & PO 30
PO 33	J. Churchard	April/May Invoice
PO 34	ICO – direct debit set-up	Registration fee
PO 35	T. Grieve	Engraving Don Swanton shield
PO 36	Norse	Six monthly grounds maintenance

- 20.2 - Approval of the monthly statement of accounts – it was resolved to approve the accounts, proposed Cllr. Stevens, seconded Cllr. Bilston
- 20.3 - Approval of the Internal Audit - the annual audit was returned from the Internal Auditor, there were no issues reported. It was resolved to approve the audit, proposed Cllr. Frankland, seconded Cllr. Rudd. Thanks were extended to D. Howlett and Cllr. Wakeham for their meticulous and accurate work
- 20.4 - Approval of the Annual Audit : the Certificate of Exemption – it was resolved that the certificate of exemption be submitted to PKJ Littlejohn, proposed Cllr. Wakeham, seconded Cllr. Bilston, all agreed. The Cllr. Wakeham and the Clerk will prepare the papers and send electronically
- 20.5 - Approval of Section 1 - the Annual Governance Statement 2017/18 – it was resolved to approve, proposed Cllr. Wakeham, seconded Cllr. Stevens, all in agreement
- 20.6 - Approval of Section 2 - the Accounting Statements for 2017/18, the analysis of variances and the bank reconciliation - it was resolved that these papers be approved, proposed Cllr. Grieve, seconded Cllr. Rudd, all agreed
- 20.7 - Approval of the Notice for Exercising of Public Rights to view the Audit - it was resolved to approve the notice, proposed Cllr. Frankland, seconded Cllr. Bilston, all in favour
- 20.8 - Approval of the C.I.L report - it was resolved to approve the statement to be sent to SNC, proposed Cllr. Wakeham, seconded Cllr. Rudd, all agreed
- 20.9 - Approval of the RFO position - it was resolved that Cllr. Wakeham would assume this title, proposed Cllr. Bilston, seconded Cllr. Frankland, all in favour

AW/
Clerk

21. **Planning - consideration of planning applications received for consultation which may be received prior to the meeting and of which members have been previously advised** - none
22. **Highways and Footpaths:**

22.1 - Receipt of information regarding Shimpling BOAT - a complaint had been raised about the bollards. This walk is one enjoyed by all, to date Head of Highways stated that the Trails Team will investigate the issue. It may necessitate a public consultation – every effort will be made for Shimpling residents to respond to such an event; the Chair will request a FOI to investigate where the complaint may have come from; no necessary action to be taken at

NF

present

22.2 - Highways report - Cllr. Rudd's minutes from the meeting were circulated 23/3, Bob West (Highways) is progressing some points, the links with Anglian Water will be worked through

22.3 - Footpath report - there have been several issues:-

- o a bridge collapsed, which ForFarmers have sorted out – thanks extended to them;
- o there has been a flood all year in Green Lane - these updates are being referred to NCC;
- o the route up to Shimpling Church – there is some confusion as to who is responsible - it needs to be an unclassified road to allow access for burials
it needs to be defined - Sir Rupert and Mr. Gowing are prepared for it to be a PROW, but it also needs to be a right of way for funeral/wedding access. Further investigation required

23. Playing Field report:

23.1 – the report from Cllr. Cowley was read - members of BMX team are already working on the newly drained track re-shaping it and expressing their appreciation of the work carried out;

- o Memorial Garden – suggestion of plaque bearing names of Burston fallen with a plaque for Shimpling on a 'rock, where to purchase such an item – garden centres, stone masons. Cllr. Grieve will investigate; **TG**
- o HAGs work completed – repairs to the equipment have been completed. The caps for the posts are still awaited
- o goalposts – reinstatement of lower goal for girls – it was agreed that Cllr. Cowley should investigate the practicalities of reinstating this goal **KC**
- o fly tipping, repairs to shed were noted **KC**
- o options for water and sewage to site whilst Anglian Water were still in locality - however it is unlikely that this could happen and also a charge would be liable

23.2 - Receipt of information regarding possible fencing around the play area - Cllr. Cowley was ready to identify likely sources for funding, the Council agreed for him to look in more detail/prepare an application for this project **KC**

23.3 - Telephone box – lot of maintenance – decision taken earlier, clean, maintain – Agenda item for June meeting

24. Approval of a representative on the Steering Group at DDNP and to receive a report on progress to date:-

- o It is necessary to approve the representative on Diss & District Neighbourhood Plan (DDNP) annually, Cllr. Frankland proposed Cllr. Wakeham, seconded by Cllr. Bilston, all agreed;
- o At a recent meeting of Diss Town Council it was announced that Deborah Sarson, the Town Clerk has decided to return to New Zealand;
- o A detailed meeting of the DDNP followed the first public survey carried out, it is hoped that any traffic surveys carried out by other bodies will include Diss & District. Some of the business have hinted that if things do not improve they may have to consider locating elsewhere – as meeting required to clarify; similarly the doctors surgery – capacity, site etc need clarification;
- o BSPC need to consider issues specific to the villages to control housing etc. – ideas/thoughts to be forwarded to Cllr. Wakeham
- o further consultant information and assistance will be sought to advise the likely policies – Cllr. Wakeham was thanked for the update

All Cllrs.

25. Consideration of information regarding the registration of Church Green at the Land

Registry - the Playing Field registration has been completed readily and easily; the Clerk had brought all papers held for the Chair – the registers held by NCC should indicate if the PC own the Church Green, if certified copy can be obtained from NCC the process should be straight forward. It's worth as common land is negligible, a notional value, there is 0.8 of an acre but it would be an asset for the village **NF**

26. Church Green usage:

26.1 - Approval for the Unite Union to use Church Green for the Burston School Strike Rally on Sunday 2nd September 2018 - it was resolved to approve use – proposed Cllr. Wakeham, seconded Cllr. Grieve, all agreed

26.2 - Risk Assessment received from the Unite Union for the rally on the 2nd September – addition of horse & cart , there will be no cooking tents, only in authorised areas, the Risk Assessment will be monitored, with the provision of more exits in case of an emergency. It was resolved to approve the risk assessment, proposed Cllr. Frankland, seconded Cllr. Rudd
Clerk to write to Miles Hubbard (Unite Union) confirming approval of both

Clerk

27. Consideration of information regarding CATs - Cllr. Bilston reported that this had been formed as an off-shoot of the Parish Council, in recent years there had been changes and the current team are struggling to keep group going, therefore it may now be necessary to curtail the group; Burston Church run several events throughout the year and their numbers are dwindling too.

Following lengthy discussion it was proposed to absorb CATs into the Parish Council – VAT will be chargeable, the insurance premium will be saved and there will also be more resources to support similar events that they run - Jazz bbq, facilitate the St. George’s services – the monies will be donated to The Churches Conservation Trust;

It was resolved that a working group be formed, a balance of CATs finances will be provided for the finance team, along with a detailed proposal for the next meeting - Agenda item for June

LB/NF

28. Receipt of the SNC consultation on the draft Guidelines for Recreation Provision in New Residential Developments Supplementary Planning Document (SPD) - noted

29. Date of Next Meeting and Items for inclusion on the Agenda (not for discussion) **Tuesday 26th June 7.30pm**

Telephone box, CATs, dog bin down Audley End, emptying dog bins, amended policies & GDPR, bus shelter & refurbishing assets, tree report

The Meeting closed at 9.15 pm

APPENDIX I – MINUTE 19

Schedule of Correspondence – not on the agenda Postal Correspondence –

	Subject	From	Contents	Action
1.				
2.				
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.	Community Gov.	SNC	Decision from consultation	Fwd. to All
11.	Play area repairs	HAGs	Completion of work	Fwd to All
12.	C.I.L	SNC	Reminder to submit	Fwd. to AW
13.	Mobile Library	NCC	New dates for 2018	Fwd to All
14.	Dog Bins	SNC	Reduced costing	
15.	Community Action Fund	SNC	Funding for projects	Fwd. to All
16.	Footpath Access	NCC	Consultation	
17.	Boudicca Way	Various	Discussion to remove posts	Fwd to All
18.	Log in details	NALC	Details to log in to site	Fwd. to All
19.	Collaboration	SNC	Collaboration between SNC/Broadland	Fwd. to All
20.	Housing	SNC	House vacancy	Fwd. to All
21.	Recreation Provision	SNC	Consultation on provision of play areas on new developments	Fwd. to All
22.	Workshop for NP	SNC/Broadland	Series of workshops	Fwd. to All
23.	Registration	ICO	Confirmation of registration with the ICO	Fwd. to All
24.				
25.				
26.				