

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 18th July 2017 at 7.30 pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice-Chairman
Piers Bilston	
Lindsey Bilston	
Jim Rudd	
Christine Stevens	
Ann Baker	Clerk to the Council
Members of the public:	Two residents

41. **Apologies** – Cllr. Grieve, Co. Cllr. B. Spratt, Dist. Cllr. B. Stone - accepted

42. **Declarations of Interest:** Cllr. Frankland declared an interest in item 47.1 – planning application 2017/1231

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

43.1 - Frenze Brook appears to be blocked, on occasions of heavy rain it is probable that it will flood the surrounding area, the resident had spoken with SNC regarding flooding for the local area - the Chair advised that he would contact South Norfolk Highways Engineer for advice

43.2 - Len Hobson has handed over the Emergency Plan to Cllr. Frankland, enquiries to be made to find a resident who may be interested in continuing this Plan forward

43.3 - the Chair has attended some local functions as a representative of the Parish Council – Civic Service of the Mayor of Diss and the opening of 'The Heart of Gissing' an extension to the Community Centre

43.4 - the Vice-Chair and Clerk attended the 'Sustainable Housing Conference' at the John Innes Centre at the invitation of Richard Bacon MP

NF

Meeting reconvened at 7. 35pm

44. **Approval of the minutes of the Parish Council meeting held on Tues. 20th June:**

44.1 - Cllr. Wakeham proposed and Cllr. L. Bilston seconded that the minutes of the Parish Council meeting held on 20th June 2017, were adopted as a true and accurate record, which was agreed by all.

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

45.1 (26.2) - Litter pick – cigarette ends - Cllr. Wakeham will bring this up at the next meeting at Burston House Hospital, meeting postponed until a later date

AW

45.2 (28.5 (min. 11.3) - Unite Union Risk Assessment has been received in the post

45.3 (30.4) Annual Return to Mazars – telephone call received querying the Asset Register and the reserves held

AW/
Clerk

45. 4 (37) - Police Meeting - Receipt of letter from Clerk at Cringleford expressing concerns at lack of attendance at Parish Council meetings and the detriment to the community, this letter was noted that it expressed the views of this Council

45. 5 (38) - Assets Review - Picnic benches on the Playing Field - require attention - Cllr. Wakeham will raise at the next Burston House Hospital meeting which has been postponed

AW

45. 6 (38) - Assets Review - Goal posts - JR looked at, will need to get van on site

Maypole repainting – person who painted last time was Stuart Dobson, NF & he will look after once returns from holiday

JR/NF

45.7 - Weed killer on BMX track required, Clerk to advise Jamie Churchard

JC

45. 8 - Concrete blocks that the shed stood on, Cllr. Frankland will advertise on Gumtree

NF

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

Letter received from Anglian Water Services Ltd. – Notice of Intention, regarding the placing of a pipe from Diss Road down past the Strike School, following discussion it was agreed that when returning the consent form a comment questioning this decision would be posed with the suggestion of a soft dig pipe-line, this track leads to ‘Cherry Holme’

Clerk

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

47.1 - **Planning Application 2017/1231** – The Granary, Hill Farm, Diss Road, Burston – proposed conversion to integral garage to form a bedroom & en-suite - it was resolved to recommend approval

47.2 - **Receipt of consultees reports of planning decision made by SNC:**

Planning Application 2017/1281 - Old Hall Farm, Hall Road, Burston – discharge of condition - **details approved 16th June 2017**

47.3 - **Planning Application 2017/1070** - Sty View, Station Road, Burston – demolition of two redundant buildings & redevelopment as cattery - **Approved with conditions 30th June 2017**

48. Finance - Approval of the statement of accounts and payment report as distributed at the meeting – the summary & quarterly accounts were circulated:

48.1 - Statement of Accounts 1st – 30th June - there has been little movement in receipts and outgoings – it was noted that a grant has been received for BMX drainage project. It was resolved to approve the statement, proposed Cllr. Frankland, seconded by Cllr. Stevens agreed by all

48.2 - 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
P73/448696	HMRC	Clerk - PAYE
P74	A. Baker	Clerk
P75	J. Churchard	Caretaker
P76	Burston PCC	Hire of St. Mary’s Church for PC meetings

48.3 - Quarterly Reconciliation - first quarter presented, it was resolved to approve these, proposed Cllr. Rudd, seconded Cllr. Stevens, all agreed

48.4 - Annual Audit – Mazars had been in contact with the Clerk regarding a couple of queries relating to the Asset Register and clarification of the Parish Council’s income – these will be dealt with by the Clerk and Cllr. Wakeham

AW/
Clerk

49. Highways and Footpaths:

49.1 - Updates on Highways - currently some work been done between meetings with R. West - areas around drains have been filled in; the uneven road surface at Audley End is still on-going, this may be addressed when Anglian Water put the new sewerage system; a resident who sump was badly damaged here, has submitted a claim to NCC; the point raised by a resident regarding blocked drains at Frenze Brooke will passed onto to R. West

49.2 - Speeding and SAMs update – Speedwatch – Cllr. Rudd has spoken with the Speedwatch team, he will email other parishes to see if there is any interest in forming a Team; the letter from NCC regarding the Parish Partnership has been received, following discussion it was resolved that inviting other near-by Parish Councils to share the cost of a SAMs machine would reduce cost

JR

49.3 - Highways Rangers visit - culvert under road – Frenze Brook, west end of Church Green, Diss Road, near white railings - Clerk to reply to Rangers email

Clerk

49.4 - Footpaths - Cllr. Stevens reported that a complaint had been received of a path through sugar-beet, in Shimpling - an email been sent to Alex Mann requesting information and attention; there are still no sign posts at Audley End through to Diss and there is still one

fingerpost in the wrong place despite being written to, Cllr. Stevens will chase up

50. Playing Field:

50.1 - BMX drainage project - Sport England have offered some funding (£500) evidence of the Parish Council accounts, the Standing Orders have been requested; SNC grant via Dist. Cllr. Stone has been received, awaiting a reply from Adnams, and with use of the CIL money it is hoped to start in early Autumn

JR/NF

50.2 - Climbing Wall foothold repairs - it was noted that there was a loose foothold that doesn't rotate, other grips have been replaced; it was resolved to approve that the Clerk could pay the relevant invoice if it arrives before the September meeting

Clerk

50.3 - Application to the Land Registry - the information will be circulated to Councillors, there is a fee of £37. 00 for the search, the form will be completed next week following an informal meeting. As this item has already been budgeted for it was resolved that it can be paid when necessary

NF

51. Diss & District Neighbourhood Plan:

51.1 - Designated Areas – confirmation of the designated areas is imminent; the next meeting will be later in the month, when two consultants will present how they can assist with the Neighbourhood Plan documents and how much can be done 'in house.' As Diss Town Council are the lead council they will apply for the funding and through them the consultants fees be covered

51.2 - Sustainable Communities Conference at John Innes Centre - there were a variety of speakers that attended this event, highlighting the need for change in approaching the building of homes and the local economy in manner that respects local environments

52. Burston Sewerage project and the Anglian Water meeting:

52.1 - Response to the Anglian Water Meeting had been composed and sent, as yet there had been no response;

52.2 - householders had received a letter inviting them to one to one consultations on the 27th July at the Church;

52.3 - NCC is the planning authority, a response been sent to the plans, Anglian Water & various representatives

52.4 - Receipt of letter – Notice of Intention - Water Industry Act 1991, s. 159 - regarding a pipeline through Church Green, which the Parish Council owns – item 46

Clerk

53. Guidelines for Recreation Provision in New Residential Development SPD consultation from SNC – receipt of this was noted. This will feed into the Neighbourhood Plan with the implications that eventually there will be more costs for Town and Parish Councils – comments can be made online

54. Receipt of NCC Parish Partnership Scheme & Local Highways Budget for Co. Cllrs. - this was mentioned in item 49.2

55. Receipt of NCC Review of Small Schools – the letter was noted

56. Receipt of NCC of Norfolk Single Issue Silica Sand Review, main modifications - there are no sites in our parish, NCC is consulting on the website, all plans are in the north-west - notification noted

57. Date of Next Meeting and items for inclusion on the agenda (not for discussion) - Tuesday 19th September at 7.30pm

Agenda items – Audley End road – dependant on progress, NP, BMX track

The meeting closed at 8.28 pm

APPENDIX I – MINUTE 64

Schedule of Correspondence – not on the agenda Postal Correspondence –

	Subject	From	Contents	Action
1.	Annual Return	Mazars	Report & invoice	To note & pay
2.				
3.				
4.				

Email Correspondence

	Subject	From	Contents	Action
5.	Weekly Planning lists:	CLRs/SNC	Decisions & new planning applications	Fwd to All
6.	Weekly Digest	Rural Services Network	Weekly news around the country	
7.	Weekly News	Community Action Norfolk	Updates from CAN	
8.	NP	Diss TC	Agendas, etc for next meeting	AW/JR
9.	Planning	DRPC	Understanding Planning 2	Fwd. to All
10.	Training	NPTS	Training Courses	Fwd. to All (7/8)
11.	Training	LCPAS	Training Courses	Fwd. to All (9/8)
12.	Open Spaces	SNC	Public Spaces Protection Order	Fwd to All (4/8)
13.	Governance Review	SNC	Meeting & outcome	Fwd to All (10/8)
14.	Future view of Norfolk	CPRE	Vision for Norfolk	Fwd. to All (14/8)
15.	Foot grips	EPS	Repairs to climbing wall	Fwd. to Ali (14/8)
16.	Recycling bottles	Vickie at Indigo	Bottles at Tivetshall Tavern	Fwd. to Ali (15/8)
17.	Resignation	SNC	Councillor Vacancy	14/8/17
18.	Insurance	Came & Co.	Renewal for next three years	Fwd. to All (3/9)
19.	Shimpling Hall Farm	Mr. Jones et al	Issues about the planning	Fwd. to NF/AW
20.	NP to R. Bacon	Diss TC	Re funding for Diss & Dist. NP	
21.	FP20	Christine Stevens	Maintenance	
22.	Shimpling Hall Farm	NF	Issues around planning	To All (23/8)
23.	Right to Build	Mike Rigby/R. Bacon	Conference	To AW
24.	Playing Field		Dogs on the Playing Field	To NF/AW (23/8)
25.	NP	Diss TC	Designation Notice	To AW
26.	FP diversion	NCC	Diversion Order for FP21	To All (3/9)
27.	Pre-determination	SNC	Re CPRE pledge	To All (25/8)
28.	Sewerage	John Lambert/Claire Wootton	Meeting re issues	To All (26/8)
29.	Co-Option	K. Cowley	Vacancy	To All (29/8)
30.	Strike Sch.Rally	Various	Re risk assessment + issue	To NF/AW
31.	Community Governance review	SNC	Second Consultation period	Fwd. to All (3/9)
32.				
33.				