

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 16th January 2018 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:	5 residents

98. **Apologies** – Dist. Cllr. Stone, Co. Cllr. Spratt, Cllr. L. Bilston - accepted

99. **Declarations of Interest regarding items on the agenda** - dispensation to discuss the Precept and budget

100. Resolution to Adjourn the Meeting for Public Participation

- 100.1 - Dist. Cllr. Stone has sent his January report, which has been circulated to all Councillors, his activities will be curtailed for the foreseeable future due to an epileptic attack
- 100.2 - Resident – has noticed an increase in the volume of lorries along the roads, speeding and noise, this included Boxing Day and New Year's day; their home is within the 30mph limit, a complaint has gone to ForFarmers, a couple of the Openfields lorries are moving very fast – the Chair replied that often sub-contractors to ForFarmers are the biggest problem. If the resident is able to note the number plates and time, the Clerk will write to ForFarmers and the company – evidence assists will complaints, this will be further supported with the use of the SAMs machine in future months.
- All were thanked for their attendance at the meeting
- Meeting reconvened at 7.52 pm*

101. **Approval of the minutes of the Parish Council meeting held on Tues. 21st November:** the minutes were adopted as a true and accurate record, proposed by Cllr. Grieve, seconded by Cllr. Cowley, which was agreed by all.

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

- 102.1 - (82.1) - Registration of Playing Field with the Land Registry – no communication to date – Clerk to send a letter requesting further information Clerk
- 102.2 - (82.2) – Closure of Norwich & Peterborough Account – letter of closure - signatures will be added this evening
- 102.3 - (82.4) – Lloyds bank account, a few minor problems but generally working well Clerk
- 102.4 - (82.5) – Barclays Account – letter of closure to be signed by signatories this evening
- 102.5 - (86.4) - Parish Partnership with Tivetshall for the joint purchase of a SAMs 2 speed monitor, a copy of the application has been received by the Clerk, the outcome will be decided in due course by NCC Clerk
- 102.6 - (86.6) - Letter sent to two residents, one will see to their own hedge
- 102.7 - (95.0) - B4RN - minimal progress to date, cabinet installed at Scole, will be connected once cable is passed under the A143 - Jane F looking for volunteers to train
- 102.8 - (96.0) - Candlelit Service at Shimpling - minor incident sorted by Cllr. Grieve,
- 102.9 - an advert was submitted to the Parish Planet to find the need for a further dog bin - there has been no response

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

103.1 – Housing Needs survey from Saffron – this indicated that new homes were required in Tibenham – enquiry as to whether there was a possible site in Burston or Shimpling

103.2 – Norfolk Accident Service – a request for a donation, this will be considered at the autumn meeting

104. 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:

104.1 - None received to date

104.2 - To receive Consultees Reports of Planning Decisions made by SNC:

Planning Application 2017/2582 - Land North of Level crossing, Station Rd., Burston – **Approved 8.12.17**

Planning Application 2017/2581 - Elbow Cottage, 46 Long Lane, Burston - **Approved 15.12.17**

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

105.1 - the statement of accounts and payments report – proposed by Cllr. AW, seconded by Cllr. JR., agreed by all

Schedule of Payments for Approval

BACs/ Cheques	Paid To:	Payments for Nov./Dec. 2017
P100	Lloyds	Transfer to new account
PO 01	P. Newby	Hedge cutting at the Playing Field
P101	Lloyds	Final transfer from N & p Building Soc.
BACs/ Cheques	Paid to:	Payments for January 2018
PO 04	K. Cowley	Playing Field maintenance
PO 05	A. Baker	November salary
PO 06	SNC	Annual Dog Bin charge
PO 07	A. Baker	December salary + expenses for last six month
PO 08	HMRC	PAYE – third quarter
PO 09	LCPAS	Data Protection Training – A. Baker/A. Wakeham
PO 10	Harleston Town Council	New Councillor Training – K. Cowley
PO 11	Dickleburgh & Rushall PC	Membership to SLCC for Clerk
PO 12	Burston PCC	Churchyard maintenance

105.2 - Quarterly Reconciliation - proposed by Cllr. Cowley, seconded by Cllr. Stevens, agreed by all

105.3 - To Approve the Precept and Budget set for 2018 – 2019 and sign the necessary forms - the Precept has been set with a 0.50p increase, at draft circulated prior to Xmas, various questions were submitted to Cllr. Wakeham, which were dealt with, the net result was circulated. The forms were signed by the Chair and the Clerk, the Clerk will forward the completed forms to SNC.

Clerk

It was resolved to approve the Precept and Budget proposal for 2018/19, proposed Cllr. Frankland, seconded Cllr. Rudd, all agreed

105.4 - To approve the renewal of membership for the Clerk to the SLCC - this cost is split between BSPC and Dickleburgh & Rushall Parish Council. The total cost is £149, the split is one third to BSPC £49, two thirds to DRPC £98,

Clerk

It was resolved to approve this membership, proposed Cllr. Wakeham, seconded Cllr. Grieve

106. Emergency Preparedness Plan - Cllr. Frankland reported information received at a meeting with SNC regarding the following - there are no significant changes to this type of plan, as they stand; insurance - persons appointed by either the Parish Council or SNC will be covered by the respective insurance; types of emergencies are covered are generally small – power supply failure, minor flooding, elderly panic buttons, poor weather; regarding licences for chainsaws – there are courses but not a licence per se; it will be important to contact the volunteers on the current plan to secure their future support, along with signing a data protection paragraph; SNC offered to prepare some leaflets which would indicate help is available, where there is a need for special care, once a Co-Ordinator has been appointed, these issues can be progressed, along with seeking further information through the Cock Crow, Parish Planet and possibly a leaflet.

Resolution to invite Public Comment - 8.00pm - a resident interested in being the Co-Ordinator commented that when the flooding occurred in 2016, the document remained on the shelf. He recommended that if an issue arose, with seven Councillors such matters could be addressed swiftly, by persons familiar with ‘their’ patch; he agreed that the data needed to be secure within the plan and acknowledged that it be updated taking into account both recent and past developments; he withdrew his offer to stand as Co-Ordinator

Meeting resumed at 8.20

Cllr. Cowley and a resident have offered to look at the Emergency Preparedness Plan – it was resolved that the Chair, Cllr. Wakeham and the meet, reporting back at the next meeting

**NF/AW
/KC**

107. Highways and Footpaths:

107.1 - PROW – Cllr. Stevens aims to produce a map focussing on problems of last year – by firstly walking the paths, then the proposal will be to inform the landowners with the expectation that they will address the issues.

Cllrs. Grieve, Bilston and Wakeham offered to assist in walking the paths.

CS

All PROW need to be registered before 2026 – it was suggested that the permissive path from Shimpling Church to the road be considered. Cllr. Frankland will discuss with Sir Rupert Mann

107.2 - Cllr. Rudd reported that a sign knocked over on way to Shimpling has been reported

NF

107.3 - Speedwatch - clearance has been received from J. Overton (Co-Ordinator for Speedwatch training) for the nine applicants who are interested. Cllr. Rudd will meet with J. Overton to look at possible sites for using the speed camera, along with arranging possible training sessions for use of the machinery and compiling a rota

JR

107.3 - SAMs & the Parish Partnership with Tivetshall Parish Council – a copy of the form submitted by Tivetshall PC to NCC has been received. Once approval has been received, the sites in Burston & Shimpling will be agreed with Westcotec, providers of the machine

KC

108. Playing Field:

108.1 - BMX drainage project - Cllr. Cowley still requires a third quote to meet Sport England’s criteria. It will be necessary to request volunteers to assist with various jobs in the project – pipe laying, stone filling in the trenches - approximately six + will be needed - the BMX crew will be invited, the Cllr. Frankland has a phone number;

KC

The work is scheduled for March time, weather permitting.

Dist. Cllr. Stone’s money will need to be claimed before March 31st

108.2 - HAGs quote for repairs to the zip-wire & teen shelter – it was resolved that the quote be accepted; it would be useful if some refurbishment could be carried out to the balance beam at the same time, if the posts had been domed, the water would have drained off – HAGs slide has plastic caps on the posts – do HAGs have caps that could be fitted, nine would be required – Clerk will contact HAGs

Clerk

108.3 - Maintenance contract for the Playing Field – two quotes have been received: Norse - will gang mow twice per month from April to October, scarify & aerate in Nov./Dec. £1047.55 + VAT

Excite Solutions – will gang mow and cut within three feet of the play equipment, from March

- to October £1,260 +VAT
- Following discussion it was resolved to sign the contract with Norse for a three year period, proposed Cllr. Frankland, seconded Cllr. Wakeham, all agreed **Clerk**
- 108.4 - Maintenance of Memorial area – this needs to be returned to an improved state - Cllr. Cowley will arrange to meet with Keith Baxter and Nata to hear their concerns but also to encourage them to assist him with the repair and plant work. Agenda item for March **KC**
- 109. Roles & Responsibilities** - there is little change since last compilation, Cllr. Bilston will take on the role of tree warden, no further action to be taken until the Emergency Co-Ordinator is appointed **NF**
- 110. Diss & District Neighbourhood Plan:** Cllr. Wakeham reported that at recent meetings the focus has been to prepare the Visions and Themes consultation paper, which will be delivered to every household in the Diss & District Neighbourhood Plan (D&DNP). It has been suggested that a contribution of £50 per Council be made towards distributing the forms. All printing, distribution will be done by Diss Town Council via bulk mailing to minimise the costs
Cllr. Wakeham requested that any comments would be welcomed to take to the monthly meeting
- 111. Don Swanton Award** - Cllr. Grieve reported that an advert has been placed in the December Parish Planet and the March edition, he will prepare posters, an email bulletin, and the purchase of another trophy – Cllr. Frankland may be able to provide this **TG/NF**
- 112. Burston Sewerage project and the Anglian Water meeting** - there are still issues arising - Cllr. Rudd reported however that there is progressing - Diss Road section is nearing completion, there are several areas where work is happening, however the state of roads and verges are of concern.
As a result of several emails the contractors have offered to meet with the Parish Council on Wed. 24th Jan – it was suggested some of statements are questionable regarding the diversions, other issues should be brought to the meeting by interested Councillors, along with a request for an Engineer to attend **JR/NF**
Councillors Frankland, Rudd, Wakeham, Cowley and Stevens would be available
- 113. Appointment of a Tree Warden** - It was resolved to approve the appointment of Cllr. Bilston as the Tree Warden. Cllr. Bilston had reported that an issue between neighbours had been dealt with satisfactorily
- 114. The ‘Welcome Pack’ for new residents** - Cllr. Cowley reported that the pack was taking shape, Councillors requested that an electronic copy be circulated to enable any further suggestions to be added, for example pre-schools, healthcare, general facilities in both the Diss & Pulham areas etc.
Cllr. Frankland asked that the Parish Council thanks be conveyed to Ruth for the wonderful job done to date
- 115. Greater Norwich Development Plan** - it would appear that the status of the village has changed to that of ‘service village,’ Cllr. Frankland commented on this status along with the SNC settlements data, showing where landowners have offered sites within the boundaries; Through the local email service Cllr. Frankland would encourage residents to respond to the consultation before 15th March 2018 **NF**
- 116. Date of Next Meeting and items for inclusion on the agenda (not for discussion) - Tues. 20th March, 7.30**
Public were thanked for their attention
Agenda items – end of year papers and audit items, litter pick, memorial garden maintenance, Clerk’s salary
The meeting closed at 9. 13pm

APPENDIX I – MINUTE 103

Schedule of Correspondence – not on the agenda Postal Correspondence –

	Subject	From	Contents	Action
1.	Housing needs (28.11.17)	Saffron	Survey indicated new homes were required in Tibenham – is there a suitable site in Burston or Shimpling	discuss
2.	Grounds maintenance (28.11.17)	Norse	New contract for 1, 3, or 5 years	Agenda item
3.	Accident rescue service	NARs	donation	Considered in Oct.'18
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.	Data protection	LCPAS	Courses in Jan. 18	AW/AB (13.12.17)
11.	Quote for play equip.	HAGs	Quote for repair to zip-wire & teen shelter	Fwd. KC/AW
12.	Precept	SNC	Figures for the Precept	Fwd. to All (20.12.17)
13.	Rangers	Highways	Ranger tasks	Fwd. to All (03.01.18)
14.	Road Closures	NCC	Various closures for sewage works	Fwd to All 03/11/01.18
15.	Grass verges	C. Stevens	Burston House Hosp. smokers vehicles on Rectory Rd	Clerk
16.	Dog Bin	J. Churchard	Full bin on playing field	Clerk to SNC
17.	GNDP	NCC	Consultation dates & info	Fwd. to All (9.01.18)
18.	Monthly report	Barry Stone	January issue	Fwd. to All (9.01.18)
19.	PC Vacancy	SNC	Reminder of process if there is a vacancy/co-option	Fwd. to All (10.01.18)
20.				
21.				
22.				
23.				
24.				
25.				
26.				