

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 17th July 2018 at 7.30 pm, St. Mary's Church, Burston

Present:

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

54. **Apologies** – Dist. Cllr. Stone, Cllr. L. Bilston - accepted

55. **Declarations of Interest regarding items on the agenda** - none

56. **Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports** - training for Village Greens/LCPAS – Clerk to arrange for Cllr. Cowley

Clerk

57. **Approval of the minutes of the Parish Council meeting held on 26th June 2018** – the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. Stevens , seconded by Cllr. Rudd, all in favour

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

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

Item 36 - Clerk had received email from SNC that there had been no response to vacancy notice and the Parish Council could proceed with co-option

Cllr. Wakeham attended the meeting at the Primary School, as Cllr. Bilston was not available, concern has been expressed about the numbers - which are declining, suggestions of breakfast clubs and after school events are important to daily life for many parents along with a host of other factors that are contributing to the low numbers of children

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

60.1 - Planning Application - none

Planning at Scole junction – further consideration for the visibility splay on the site has been raised

60.2 - Additional sites have been submitted to the GNLP since the closure of the consultation. The impact of this on the NP is that it may be sensible to look at supporting some of the suitable sites, as the Parish Council will need to make an allocation separate from the Diss plan. Agenda item for September

Clerk

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

61.1 - payments & receipts - the accounts are still reasonable at present, there has been a small amount of interest on the Asset Account; It was resolved to approve the payments and receipts, proposed Cllr. Rudd, seconded Cllr. Stevens, all in favour

Schedule of Payments for Approval

BACs/ Cheques	Paid To:	Payments for June 2018
PO 42	Adnams Comm. Trust	Return of Grant for BMX
PO 43	Buildbase/Grafton	Playing Field Maintenance
PO 44	GeoXphere/Parish Online	Annual Subscription
PO 45	RH & K Cowley	Plaque for Memorial Garden
PO 46	A. Baker	Clerk's July salary

61.2 - Quarterly Reconciliation - it was resolved to approve these, proposed Cllr. Rudd, seconded Cllr. Stevens, all in favour.

61.3 - Outturn Summary - for information purposes

62. Highways & Footpaths -

62.1 - Highways - Cllr. Rudd reported on the protection of verges, following Anglian Water's sewage project - it was agreed by Highways that cones would be a suitable protection but they unable to supply them. Various options were considered and Cllr. Rudd offered to investigate. It was proposed that a maximum spend of £200 to purchase cones would be reasonable, proposed Cllr. Frankland, seconded Cllr. Stevens, all agreed.

JR

The next Highways meeting is on Sept.28th, Cllr. Frankland offered his apologies and thanked Cllr. Rudd for his report

62.2 - Footpaths report - Cllr. Stevens reported a complaint about the path off Bridge Road, in a maize field which hasn't been marked – Sir Rupert has been contacted; a wayward way marker - recovered from the ditch - NCC have been informed and requested to re-locate;

Green Lane - a complaint from winter, NCC have referred it to Trails team for inspection and will report back;

62.3 - Shimpling BOAT – Cllr. Frankland reported that to date there has not been much tangible progress, he is attempting to find out much funding will be required, which he will circulate as it becomes available

NF

62.4 - Shimpling Church Path/Boudicca Way – it was reported that following communications with NCC and Sir Rupert, that the simplest option would be for Sir Rupert to dedicate the path to Shimpling Church, this would ensure it remains marked on the map, NCC would record the track on their systems and oversee the implication

NF

Cllr. Frankland extended thanks to Cllr. Stevens

63. Playing Field:

63.1 - BMX signage – Cllr. Cowley reported that the sign has been ordered, it will be fixed on top of the existing sign. The wording acknowledges the grant contributors;

63.2 - Repairs to the shed – Cllr. Cowley reported that all the items to aid the repairs have been purchased. It was agreed that from 9am on Sat. 21st July, there will be a work party to repair the eaves, felt and brambles;

63.3 - Fencing to the play area - Cllr. Cowley reported that five funding sources have identified, one form has been submitted to Tesco Bags for Help; the other sources are Adnams, NPFA, NCF, Geoff Watling Trust, SNC and Barry Stone. Quotes range between £8,000 – £10,000, along with a contribution from PC

63.4. - Memorial garden and stone - Cllr. Rudd has provided a plan, which has been

Clerk

circulated – there was discussion around the type of signage required, companies suggested were Diss Signs and Signlines, with a request for a quote for A2 and A3 size - Clerk to send contact details of Signlines;

Two quotes have been received for the proposals of the memorial stone:– Bierton & Woods on limestone, a drawing was supplied - as a company they like to assist local groups therefore there would be no charge for the engraving and stone; Perfitts quoted £1,000. It was resolved that the project go ahead asking Bierton & Woods to supply the stone, proposed Cllr. Frankland, seconded Cllr. Rudd, all agreed – thanks to both Cllr. Bilston and Cllr. Cowley were given by the Chair

KC

63.5 - Removal of fly-tipping - over other side of car park fence – a builders bag with various items which would need to be sorted if removed to landfill

63.6 - Repairs to the climbing wall – quote received from HAGs, Cllr. Cowley will approach Fenland Leisure Playgrounds for a comparative quote

KC

63.7 - Skateboard area – Cllr. Cowley had met with Taylor and Charlie, they understood it could be a limited facility, requiring funding which may take 2/3 years to come to fruition, left them with task of how many young people would be keen for such a provision? Metal frames wood surfaces are the components – Wicksteeds, Rhino Ramps, how much would a simple unit be? Clerk to request a price

Clerk

63.8 - Repairs to the benches - looked at benches and picnic table, can be painted with same paint, the benches are in reasonable condition, some need re-painting and some struts to be replaced (check asset list)NF/KC to liaise

NF/KC

Cllr. Cowley reported that an accurate land survey with details of the assets, trees, BMX track, Memorial area and equipment plotted would be useful – he suggested using a land surveyor however it may be possible to use the Parish Online facilities – Cllr. Wakeham/Clerk to liaise with Cllr. Cowley

Cllr. Frankland thanked Cllr. Cowley for all his hard work

64. Diss & District NP - Cllr. Wakeham reported that at the meeting on the previous evening that a document analysing the public survey had been produced; there is now a need to contribute items to the plan that are important to BSPC - for example where and what sort of development, cycle ways, green corridors for connecting the communities in readiness for the August meeting suggestions to Cllr. Wakeham

All
Cllrs/
AW

65. Refurbishment of Assets including the bus shelter & benches - Cllr. Frankland asked if Cllr. Cowley could look at the site, it was noted that the seat is integral/fixed to the shelter – suggested looking at it on Sat. 21st July, to progress

NF/KC

66. Audley Close littering - this is still an issue, a suggestion was made that Burston Hospital might provide a bin outside the gate – it was questioned as to whether there is already an area on site for smoking for staff and inmates; Clerk to write to Burston Hospital asking them to provide and empty a bin at the entrance

NF/
Clerk

67. Registration of Church Green - Cllr. Frankland reported that he had received maps and signed copies of the registration from NCC - the green line is different to that on the deeds of Amber House. Cllr. Frankland will send it off to Land Registry, along with copies for two adjacent properties, indicating there is a discrepancy. It was resolved that the forms be completed, along with a cheque for £30, proposed Cllr. Frankland, seconded Cllr. Wakeham, all agreed

NF/AW

68. Events Working Sub-Committee - Cllrs. Cowley and Frankland presented a set of 'Terms of Reference,' for this group, it was resolved to accept these, proposed Cllr. Frankland, seconded Cllr. Rudd, all agreed

Cllrs. Frankland, Bilston and Cowley agreed to be on the committee.

The BBQ pre Strike School Rally and various events are in place but need fine plan details. A

suggested of a budget (£500) which is the figure that has been previously used for commissioning a band, food, Church fees, tickets etc. - on previous experience outgoings will be paid for in cash, the remainder to be banked into the Parish Council account, proposed Cllr. Rudd, seconded Cllr. Cowley, all agreed.

Cllr. Wakeham suggested that in the next budget a heading should be set-up for a sum of money under the heading.

- 69. Speedwatch and SAMs2 report** - Cllr Rudd reported that Speedwatch is on-going, there is a need to change the way of holding data, with possible updates of number plates, the Speedwatch co-ordinator is to have a new associate ;
SAMs2 – the Memorandum of Understanding from Tivetshall has been received, it was resolved to sign this, proposed Cllr. Rudd, seconded Cllr. Wakeham, all in favour.
A draft agreement between the two Parish Council’s will be sent by Tivetshall Parish Clerk - Ros Hill, it was suggested that their representative and one of ours meet together to order the kit. Cllr. Cowley will scan the signed document and send to the Clerk

KC

- 70. Emergency Preparedness Plan report** - Cllr. Frankland reported that DC is working on a questionnaire

- 71. Strike School Rally** - this is all on schedule, the Risk Assessment has been received, Cllr. Frankland will liaise with Miles Hubbard before and during the event

NF

- 72. GNLP Reg.18 of additional sites within the Parish** – currently the Council are unable to do anything until further consultation is sent out

- 73. NCC Norfolk Minerals & Waste Local Plan review** - noted receipt

- 74. Date of Next Meeting and Items for inclusion on the Agenda (not for discussion) **Tuesday 18th September, at 7pm****

Agenda items: Website upgrade & IT, items for next year’s budget headings, community events & participation, BARNs

The Meeting closed at 9. 32pm

APPENDIX I – MINUTE 59

Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	Cllrs/SNC	Decisions & new planning applications	fwd to All
2.	Weekly Digest	Rural Services Network	Weekly news around the country	Fwd. to All
3.	Weekly News	Community Action Norfolk	Weekly updates from CAN	Fwd to All
4.	NP Meeting	Diss TC	Agenda, minutes etc. for meeting	AW/JR
5.	Crime	Police	Monthly review	Fwd. to All
6.	Shimpling Boat	NF/Sir Rupert	Progress on the bollards	AW/Clerk
7.	Minerals & Waste	NCC	Consultation on sites	Fwd. to All (28.06)
8.	Burston Primary Sch	C. Mitchell	Role of Burston & Tivetshall Sch	Fwd to LB (2.07)
9.	GNLP	NCC	Additional sites to GNLP	Fwd. to All (3.07)
10.	Grounds Maintenance	Norse	General info. of services of	Clerk (4.07)
11.	Public Meeting	Police & SNC	Reminder of meeting on 11/7; Cancellation of mtg	Fwd. to All (5.07, 11.07)
12.	Road Closure	NCC	Gissing Rd. 23/07	Fwd. to All (7.07)
13.	Papers for Church Green	Legal orders & registers NCC	Documents relating to Church Green	From NF to AW/Clerk (7.07)
14.	Training programme	NALC	Forth coming courses	Fwd. to KC (9.07)
15.	Burston School	C. Mitchell	Academy options for schools	Fwd. LB (9.07)
16.	Broadband	R. Line NCC	New Cabinet BBFN 17	Fwd. to All (9.07)
17.	Newsletter	CQC/Healthwatch	Info. in Parish Mag.	Fwd. to CS/AW (10.7)
18.	Bags from Tesco	Groundworks	Applying for project	Fwd. to KC (11.07)
19.	Open Space provision	S. Marjoram SNC	Supplementary planning doc.	Fwd. to All (12.07)
20.	SNC & Broadland	J. Pyle, SNC	Collaboration of two Councils	Fwd. to All (13.07)
21.				

Schedule of Correspondence – not on the agenda Postal Correspondence –

	Subject	From	Contents	Action
22.	Church Green	NCC	Details of the registration of Church Green	Passed onto NF
23.				
24.				
25.				
26.				