

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Tuesday 16th April 2019 at 7.00 pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice-Chairman & RFO
Lindsey Bilston	
Keith Cowley	
Jim Rudd	
Christine Stevens	
Isobel Pugh	
Ann Baker	Clerk to the Council
Members of the public:	residents

1. **Apologies** – Dist. Cllr. Stone, Co. Cllr. Spratt, - accepted
2. **Declarations of Interest regarding items on the agenda** - none
3. **Finance - Approval of statement of accounts and payment report as distributed at the meeting:**

3.1 - payments & receipts - It was resolved to approve the payments and receipts, proposed Cllr. Pugh, seconded Cllr. Stevens, all agreed

Schedule of Payments for Approval

BACs/ Cheques	Paid To:	Payments for March/April 2019
RO 19 deposit	BSPC by Groundworks	Grant funding
RO 20 deposit	BSPC by HMRC	VAT refund
PO 95	HMRC	PAYE 4 th Quarter
PO 96	A. Baker	March salary + expenses
PO 97	SNC – direct debit	Garden waste bin
PO 98	Brewers Decorators	Repair Kit
PO 99	Brewers Decorators	Dulux Weathershield paints
PO 100	NALC	Annual Subscription fees
PO 101	A. Baker	April salary

3.2 - Approval of the bank reconciliation for the financial year ending 31st March 2019 – it was resolved to approve the reconciliation, proposed Cllr. Rudd, seconded Cllr. Bilston, all in agreement

3.3 - Approval of the statement of account balance sheet at the 31st March 2019 - it was resolved to approve this statement, proposed Cllr. Pugh, seconded Cllr. Cowley, agreed by all

3.3 - Approval of the Annual Audit: Certificate of Exemption - it was resolved to approve this motion, proposed Cllr. Rudd, seconded Cllr. Bilston, all agreed

4. **Arrangements for the co-option of two Councillors** - an flier had been prepared and was ready for display, this will remain until 10th May
5. **Arrangements for advertising the position of Village Caretaker** - discussion of the available options - a contractor or a local person – advertising locally may take time; it was agreed to

Approved..... Date.....

run the two in parallel, details of specification to be circulated - many hours per week/month, jobs to be covered, equipment etc. Once information has been circulated & approved it will be advertised on the website, local Round Robin, Facebook, notice boards etc.

- 6. **Date of Next Meeting and Items for inclusion on the Agenda (not for discussion) the Annual Parish Meeting will take place on **Tuesday 21st May 7.00 pm.****

The Meeting closed at 7. 15 pm

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.				