

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Tuesday 21st May 2019 at 7.00 pm, St. Mary's Church, Burston

Present:

Nigel Frankland	Chair
Alison Wakeham	Vice-Chair/Responsible Financial Officer
Isobel Pugh	
Christine Stevens	
Ann Baker	Clerk to the Council
Members of the public:	3 residents, Dist. Cllr. J. Easter

All Councillors present signed the Declaration of Acceptance of Office prior to the commencement of the meeting

7. **Election of Chair & signing of Declaration of Acceptance of Office** - Cllr. Alison Wakeham proposed Cllr. Nigel Frankland for Chair, he agreed to stand. There were no other candidates, Cllr. Wakeham proposed, Cllr. Stevens seconded, all in agreement
8. **Election of Vice-Chair & signing of Declaration of Acceptance of Office** - Cllr. Christine proposed Cllr. Wakeham as Vice Chair, she agreed to stand, there were no other proposals. Cllr. Stevens proposed, Cllr. Frankland seconded, all in agreement
9. **Declarations of Interest & receipt of any declarations regarding agenda items** - Cllr. Pugh will compete and return the form to the Clerk IP/
Clerk
10. **Receipt of the Annual Report from the Chair** - the Chair read this out, a copy of the report is included in the minute file
11. **Responsible Financial Officer's report on the annual finances** - the RFO read out her report, a copy of the report is included in the minute file
12. **Approval of the Parish Council's policies and relevant amendments, including:**
 - 12.1 - Standing Orders - these had been circulated prior to the meeting, the amendments were noted, it was resolved to approve them, proposed Cllr. Frankland, seconded Cllr. Stevens
 - 12.2 - Copies of all the policies had been circulated earlier, it was resolved to approve these policies, proposed Cllr. Stevens, seconded Cllr. Pugh, all agreed
13. **Approval of the General Power of Competence** - this had been circulated earlier to all Councillors - it was resolved to approve this power for the duration of this Parish Council, proposed Cllr. Wakeham, seconded Cllr. Stevens, all in agreement
14. **Date for the next Annual Meeting of the Parish Council in 2020** - 19th May, 2020 at 7.00pm
15. **Apologies** – Co. Cllr. Spratt, Cllr. K. Cowley - accepted
16. **Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports:** -
Dist. Cllr. James Easter - had taken 45% of vote in the recent elections, there will be a full SNC council meeting, at which point he will find out which committees he is on; he stated that he is not a political person but wishes to address the concerns of local villages; He is aware of the problem the loss of the polling station has caused in Burston – SNC suggested that it was unfit for purpose, or there needs to be an alternative; As Chair of Shelfanger Village Hall committee he extended an invite to Burston & Shimpling, along with other villages to their fete on the 20th July

Tim Webster – spoke as owner of Sterling House, the planning application is for change of use - currently there is a Well Being Centre at the back of the building, the intention is to expand into the front of the building – to divide the large office into two, there is to be a reception and coffee area, alongside the two treatment rooms – physio, acupuncture, all other facilities will remain; the exterior is to be clad with grey painted boards to match the rear, and the

facia will extend across the front, there will be a new glass & steel canopy over the front door; This presents an opportunity to employ more people – running the cafe café, offering a meeting space, commercial lets and conferences; currently the parking is free range, the area is to be marked out; Mr. Webster also owns the field to side of the building which could be developed for additional parking; the bins and oil tank will be screened – planning application to be discussed in item 20.1

Geoffrey Dixon - Vintage Car Event, 22nd September, Church Green – presented his management outline and risk assessment – which clearly indicated the extent of this event – to be discussed in item 27

The Chair thanked those who had participated in the public session

17. Approval of the minutes of the Parish Council meeting held on:

18.1 - 19th March 2019 – the minutes were adopted as a true and accurate record.

18.2 - 16th April 2019 - the minutes were adopted as a true and accurate record.

18.3 - the Annual Parish Meeting minutes - the minutes were adopted as a true and accurate record.

The minutes for all these meetings were adopted as a true and accurate record.

It was resolved to approve all the minutes, proposed Cllr. Frankland, seconded by Cllr. Wakeham, all in favour

18. Matters Arising from the minutes not on the agenda – as listed:

March 19th meeting:

19.1 - 139.1 - Village sign – the painting of this is progressing steadily, the decorator is generously donating his labour, the Parish Council is paying for the materials

19.2 - 147 - Annual Litter pick - this had been a successful event, also supporting the Church Coffee Morning - despite the poor weather

19.3 - 152 - Village website - Cllr. Wakeham has completed this and it is now live, the site still requires more photos of the Villages, the list documents is being expanded as will the business directory. Thanks were extended to Cllr. Wakeham

April 16th Annual Parish meeting:

19.4 - 3 - Polling Station in Gissing - the Chair had sent a strong letter of concern to SNC, the new Dist. Cllr. is prepared to progress the matter

19. Correspondence as listed on the attached schedule: – paper copies of the Land Registry documents regarding Church Green have been received by the Clerk, confirming the registration of the land to the Parish Council

It was noted that the new website for Parish Online much improved

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

20.1 - Planning Application 2019/0981 - Sterling House, Office 1, Mill Green, Burston - change of use from office to Well-Being Centre D1 & D2, incl. a café A3, & external works - the owner gave a good summary – discussion followed - to support the use of the building, the potential new business, employment, the concerns regarding traffic were eased with the knowledge that the field adjacent could be utilised; it was resolved to approve the application;

Clerk

20.2 - 2019/0951 - Land adjacent to Dunroamin, Diss Rd., Burston - erection of 1 x detached house - this is an amended plan - this creates an additional house between the current house and stream, the plan indicates that the garage has been taken out of plan, effectively it is the same size house, sited within the Conservation Area - which the SNC Officer had not commented on; all other dwellings were either on smaller or larger plots, with appropriate sized buildings; the environmental obj. on flooding and sewage issues had

Clerk

not taken into account the main systems in proximity; the slight change to the drive was queried as to a safe splay – knowing the locality; the recommendation was that the objections from previous application still applied - over development of the plot size, flooding, street view in a conservation area

20.3 - 2019/1043 – Byways, Market Lane, Burston - permitted development - proposed single storey rear extension - on side away from buildings, facing the fields – this was noted

20.4 - Consultees reports of Planning Decisions made by SNC:

2019/0343 – Bridge Green Farm, Gissing Rd., Burston – conversion of derelict building – listed building consent - Approved, 25th April 2019

2019/0510 - Market Farm, Market Lane, Burston – replacement window to doorway, new partition wall - Approved 23rd April 2019

2019/0360 - Land north of Mill Green, Burston - new site access – Refused due to lack of path, 9th April 2019

2019/0342 - Bridge Green Farm, Gissing Rd., Burston - conversion of derelict outbuilding – Withdrawn, 8th May 2019

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

21.1 - payments & receipts - It was resolved to approve the payments and receipts, proposed Cllr. Frankland, seconded Cllr. Wakeham, all in agreement

Schedule of Payments for Approval

BACs/ Cheques	Paid/Received:	Payments for March - May 2019
RO 19	Groundworks	Tesco Bags grant funding
RO 20	SNC	Precept and CIL
RO 21	HMRC	VAT returned
TR 04	From current account to Asset Reserve Account	CIL money transferred
PO 102	A. Baker	Salary - May
PO 103	J. Churchard	Caretaker Invoices
PO 104	I. Pugh	Engraving costs for Don Swanton award
PO 105	Information Commissioners Office	Annual Data Protection (Direct Debit)

21.2 - Approval of the statement of accounts for: April 2019 and May 2019, - it was resolved to approve the statements of accounts, proposed Cllr. Frankland, seconded Cllr. Pugh, all in agreement

21.3 - Approval of the Internal Audit for the financial year 2018 -2019 - item June agenda

21.4 - Approval of the Financial Regulations - Cllrs. Frankland and Wakeham to authorise the online payments, Cllr. Stevens remains as verifier, proposed Cllr. Frankland, seconded, Cllr. Pugh, all agreed

21.5 - Approval of the Annual Audit: the Certificate of Exemption – approved April 16th meeting, item 3.3

21.6 - Approval the AGAR Part 1 ‘Annual Governance Statement’ - item June agenda

21.7 - Approval of AGAR Part 2 ‘Accounting Statements’ - item for June agenda

21.8 - Approval of the list of Regular Payments not separately approved for 2019/2020 – it was resolved to approve these, proposed Cllr. Wakeham, seconded Cllr. Stevens, all agreed

21.9 - Approval of the notice for the exercising of public rights to view the audit – June agenda

21.10 - Approval of the C.I.L. report – it was resolved to approve this report, the Clerk will forward a copy to SNC, proposed Cllr. Frankland, seconded Cllr. Pugh, all agreed

21.11 – S137 Allowance was noted - from April 2019 as an increase from £7.86 to £8.12

Clerk

- 21.12 - Information from the Parochial Church Council to increase the hire charges to the Parish Council from £25 to £40 per meeting. The Clerk had contacted the Treasurer indicating that the budget had been set for this financial year. It was agreed to meet with PCC to discuss these charges **NF**
- 22. Highways & Footpaths -**
- 22.1 Highways - Cllr. Frankland reported the regular meeting with Bob West (NCC), Jim Rudd and officers from The Mill, various issues had been raised these will be looked into the bridge area has been and the rubble should be swept away; the concrete slab has been removed, where the telephone box stood; Jim Rudd was still prepared to head the group. It was proposed that Highways becomes a working party, proposed Cllr. Frankland, seconded Cllr. Wakeham, all in favour **NF**
- BOAT 36 – 84 letters had been submitted, the public consultation was now closed and a decision from NCC was awaited
- 22.2 PROW - Cllr. Stevens reported incorrect signage on Durbridges Hill - the footpath sign is erected in the field; a sign is missing in Market Lane and the sign opposite 1 Gissing Road has disappeared, NCC had been informed; the usual issues of crop cutting, no path through the field at Shimpling had been raised - Sir Rupert has already addressed some of these; the paths on Audley End require attention, Cllr. Stevens will take investigate **CS**
- 23. Playing Field:**
- Cllr. Frankland read Cllr. Cowley's report in the minutes file -
- 23.1 - Fencing - the order has been placed with Proctor Fencing, a portaloo and water has been arranged subject to an installation date
- 23.2 - Repairs to equipment - Eastern Play Services and FLP ready to quote; May need a working party to assist with repairing the ground under play equipment and the floor of the shed. The Orchard grass has been cut three times to date, an invoice will be sent to the Clerk
- 24. Information regarding the Caretaker's position** - the position had been advertised in various ways, Cllr. Frankland had met with one applicant, who lives in Pulham Market – who seemed competent and suited to the position, following a subsequent meeting he is still interested; Cllr. Frankland is meeting with another applicant and a resident in Shimpling has requested information; It was proposed that when all interested parties had been met, Cllr. Frankland would circulate information along with a suggested decision, with a view to appointing via email approval in order that the Caretaker can commence work as soon as possible. It was resolved to approve this approach **NF/
AW/
KC**
- 25. Co-option of a new Councillor** - Angela Belgrove had expressed an interest in joining the Parish Council some time earlier in the year, she had sent a resume, which was circulated to all members, Councillors had no additional questions. It was proposed to co-opt Angela Belgrove, proposed Cllr. Frankland, seconded Cllr. Pugh, all in favour, the paperwork will be completed following the close of the meeting **Clerk**
- 26. Approval of use of Church Green by Unite Union for the Burston Strike School Rally and their risk assessment** - to date this has not been received - June agenda item
- 27. Approval of use of Church Green for a Vintage Car Event, their risk assessment on Sunday 22nd September** - Mr. Dixon had sent a copy of the Car Event arrangements and a Risk Assessment, which had been circulated prior to the meeting. Following discussion it was agreed that permission be given, however if the weather is poor beforehand a site inspection of the grass will be carried out and a quick meeting convened. It was resolved to approve with the caveat that if has been wet that alternative arrangements will need to be made, proposed Cllr. Wakeham, seconded Cllr. Pugh, all agreed **AB**
- 28. Diss & District NP** - Cllr. Wakeham reported that the recent elections have impacted on the meetings - the services of company to carry out research, suggest designs etc. along with the housing results will all feed into the plan; the next meeting has been deferred until June

- 29. A short report on Speedwatch and SAMs 2** - Cllr. Frankland read the report from Cllr. Cowley is located in Shimpling - the sign has been located in Shimpling, data has been collated by Cllr. Wakeham, along with a report for the next edition of the Parish Planet. Cllr. Cowley has suggested that the sites need adjustment, he will contact the Clerk at Tivetshall PC
- 30. Receipt of information regarding the defibrillators** - Cllr. Pugh had been tasked to investigate the purchase of two defibrillators, the School are also raising funds towards the costs; a report had been circulated to all Councillors - costs involved are high, Community Heartbeat Trust have offered to support the report and application; purchase - £800 + £200 for installation costs, there will be on going costs – pads, batteries, a duty of care, negligence, the placement/siting of the cabinets etc. to be considered. With regards to fund raising opportunities - locally the School are already involved and Lottery funding seems most favourable, Cllr. Pugh has logged an expression of interest; the School have submitted a report for the Parish Planet indicating dates for fundraising, Cllr. Pugh will liaise with the School; once further research has been carried out she will circulate the proposed application; It was resolved to approve this project, proposed Cllr. Wakeham, seconded Cllr. Frankland, all agreed
- James Easter commented on the success of the installation at Shelfanger
- 31. The Village Questionnaire** - Cllr. Frankland reported that there had been 95 replies, various information had been extracted – for use in the Emergency Plan, the Neighbourhood Plan, the Parish Planet; the information will be passed onto Clerk to load onto password locked laptop; some facts from the replies indicated that: the average age quite high, people were interested in a War Memorial, but not in funding raising, there were various special interests, Cllr. Frankland suggested that the Parish Council should act a conduit for those interested - that he would put the various residents in touch with each other, if permissions was given to do so.
- Fencing on the Playing Field will be addressed first;
- Village events - 27 expressed an interest, as the CATs team is down to its minimum of three, along with the Friends of Burston Church are all invited to meet and form a new committee, this way the Parish Council could cover the public liability aspect;
- War Memorial – currently there is only a Roll of Honour in the Church, the feeling is that such a memorial should be constructed – those interested would be called to a meeting;
- Village Hall – the Church is still viable, The Space may also offer a space for social events;
- Clubs/sports/team sports – Cllr. Frankland will put them in touch with each other if permissions are given to do so, to progress.
- Proposed Cllr. Frankland, seconded Cllr. Wakeham, all agreed.
- 32. Date of Next Meeting and items for inclusion on the agenda (not for discussion) - Tuesday 18th June 2019, at 7.30pm**
The Meeting closed at 8.55 pm

KC

IP/
 NF/
 AW

NF

APPENDIX I – MINUTE 19

Schedule of Correspondence – not on the Agenda

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	Fwd. AW/JR
5.	Crime	Police	Monthly review	Fwd. to All
6.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
7.	Credit control	NCC	BOAT 36	Fwd to All (14/3)
8.	Funding	Groundworks	Grant Funding for fencing	Fwd. to All(18/03)
9.	Boat 36	NCC	Traffic Orders etc.	Fwd to All(04/04)
10.	Elections	SNC	Papers for election	Fwd. to All(25/04)
11.	Precept & CIL	SNC	Payment of both	Fwd. to All(26/04)
12.	Certificate	NPFA	Issue of Annual Certificate of membership	Fwd. All (25/04)
13.	Consultation	NCC	Local bus consultation	Fwd. to All (26/04)
14.	Data Protection	ICO	Annual renewal of fees	Fwd. to AW(23/04)
15.	Newsletter	Came & Co. Insur.	Spring newsletter	Fwd. to All (02/05)
16.	Website	Parish Online	Info. re new website	Fwd. to AW/KC

Postal Correspondence –

	Subject	From	Contents	Action
17.	Fly the Ensign Day	Merchant Navy	Details of event 03/09/19	
18.	Spring Offers	HAGs	Play equipment offers	