

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Tuesday 18th June 2019 at 7.30 pm, St. Mary's Church, Burston

Present:

Nigel Frankland
Alison Wakeham
Angela Belgrove
Keith Cowley
Isobel Pugh
Christine Stevens

Chair
Vice-Chair/Responsible Finance Officer

Ann Baker
Members of the public:

Clerk to the Council
A resident, Co. Cllr. Spratt,
Dist. Cllr. J. Easter

33 Apologies - none

34 Declarations of Interest regarding agenda items - none

35. Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports: -

Co. Cllr. Spratt - BOAT – reported that this is slowly moving and requested that if further assistance required and to be kept up to speed by the Chair. The Chair stated that the public consultation has finished, with robust local support, the Trail Riders Assoc. has submitted a strong objection, Martin Caplin (NCC) has prepared a report to support the local residents; The Cabinet system is bedding in – currently they are looking at small schools including Burston, along with the rural budget;

Dist. Cllr. Easter - reported that Burston Strike School may well be open again for polling – SNC are carrying out a review of all Polling Stations; Dist. Cllr. Easter hopes to meet with SNC and he will contact the Parish Council to attend too; Funding – the Community Action Fund can be accessed via Dist. Cllr. Easter – there are new criteria that need to be fulfilled – the Winfarthing Allotment Assoc. had put in a request for fencing as they would like to invite disabled, children, lonely/elderly to come along to sessions, for example; there is the Go-for it Fund – which can be applied for online, all year round; the PING Award for a grant towards a table tennis table and bats – he would be prepared to assist with the application, closing date for 31.08.19

The Chair thanked all for their contributions and attendance.

The Meeting re-opened 7.47pm

36. Approval of the minutes of the Parish Council meeting held on 21st May 2019, the minutes were adopted as a true and accurate record.

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

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

37.1 (19.1) - Village Sign - this is progressing steadily dependant on the weather conditions; May agenda, item 16 - The Classic Car Rally 22/09/19 has been postponed this year due to lack of interest

An alternative suggestion would be the Heritage Open Days – the Strike Sch. and pub have expressed an interest

38. Correspondence as listed on the attached schedule: –

- 38.1 - Police Open meeting – this was held in Diss – no public attended, however they expressed the keen attitude of the Speedwatch team;
- 38.2 - NCC have sent the Parish Partnership letter inviting Parish/Town Councils to apply for highway related projects

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

- 35.1 - Planning Application 2018/2697 – 2 Station Road, Burston – two storey side extension – Appeal against Refusal - noted
- 35.2 - Planning Application 2019/0360 – Land north of Mill Green, Burston – outline application for demolition of existing outbuildings, erection of 5 dwellings and garage structures, new site vehicle access to Highways - Appeal against Refusal - noted

Consultees reports of Planning Decisions made by SNC:

- 35.3 - Planning Application 2019/1043 – Byways, Market Lane, Burston - single rear extension, prior approval not required, decision 7th June 2019
- 35.4 - Planning Application 2019/1149 - Market Farm, Market Lane, Burston – discharge of condition 3 – jointing details – Approved 6th June 2019
- 35.5 The Space approved

40. Finance - Approval of payments and receipts report as distributed at the meeting:

It was resolved to approve the report, proposed Cllr. AB , seconded Cllr. KC , all in favour

Schedule of Payments for Approval

BACs/Cheques	Paid/Received:	Payments for May - June 2019
PO 106	Norse	Grounds maintenance
PO 107	H. Drake	Caretaker - May
PO108/000011	D. Howlett	Internal Auditor
PO 109	Brewers Decorator Centres	Sealant & adhesive
PO 110	Buildbase/Hirebase	Portable toilet charges
PO 111	121 Computers	New hard drive & repair
PO 112	NPTS	Training – A. Belgrove
PO 113	H. Drake	Caretaker - June + petrol
PO 114	HMRC	Clerk’s PAYE – 1 st Quarter April - June
PO 115		Clerk salary

40.2 - Approval of statement of accounts and payment report as distributed at the meeting: it was resolved to approve the statement, proposed Cllr. Wakeham, seconded Cllr. Pugh, agreed by all

40.3 - Approval of the Internal Audit Report for financial year 2018-2019 -

Mrs. Howlett reported there were no issues and signed the AGAR Internal report page. It was resolved to approve the Internal Audit, proposed Cllr. Frankland, seconded Cllr. Wakeham, all in favour

40.4 - Approval of AGAR Part 1 ‘ Annual Governance Statement’ it was resolved to approve, proposed Cllr. Pugh, seconded Cllr. Stevens, all in agreement

40.5 - Approval of AGAR Part 2 ‘ Accounting Statements’ it was resolved to approve these, proposed Cllr. Pugh, seconded Cllr. Belgrove, all in favour

40.6 - Approval of the Notice for Exercising of Public Rights - it was resolved to approve this paper, proposed Cllr. Frankland, seconded Cllr. Cowley, all in agreement

41. Highways & Footpaths:

41.1 - Highways - main sign before railway crossing has collapsed – warning sign in need of urgent attention, Cllr. Frankland reported the matter to Bob West at Highways, Cllr. Wakeham also reported it online

41.2 - PROW - Cllr. Stevens reported that she had requested Sir Rupert Mann re-cut the paths cut through the crop on his land; ForFarmers – there is a PROW that goes across one of

NF/
AW

their field's that is badly overgrown, a request has been made to rectify this, Sir Rupert Mann has trimmed the PROW further on from this

42. Playing Field:

42.1 - Fencing update - Cllr. Cowley reported that the fencing is now complete and looking very good; one gate requires a proper stop, and until this is completed, Cllr. Cowley is unable to complete the end of project forms for Tesco and G Watling Trust - to gain the remainder of monies, Proctors have also given the Council a £500 discount as the notice advertises their company as installation

Clerk/
KC

42.2 - Approval of cost of signage for the fencing - quote from Dissigns £72.50 each with posts x 2, matting required Clerk to send details. It was resolved to approve these costs, proposed Cllr. Cowley, seconded Cllr. Pugh, all agreed

42.3 - Approval of repairs to the swing log - two quotes have been received with very differing prices; discussion ensued, possibly using a CAF grant. Cllr. Cowley will investigate EPS quote further for full replacement; as the beam on other piece is in poor condition, it was discussed as to whether it would be worthwhile having it done asap - CIL monies may help the costs. It was resolved that replacement would be the way forward, once Cllr. Cowley has confirmed by email the costs, it can be progressed, proposed Cllr. Wakeham, seconded Cllr. Frankland

KC

42.4 - replacement of floor of shed – some wood left on site will be used

Hedge out of car park looking right, requires severe cutting back to open up sight lines as far as the telegraph pole – Cllr. Frankland will mention to Hadleigh Drake

Securing picnic tables – metal stakes attached to picnic benches possible option,

Cllr. Frankland will mention this Hadleigh Drake and discuss the possible options –

Cllrs. Frankland, Cowley and Hadleigh Drake will all meet on site to confirm remedy

KC/
NF

42.5 - Benches – there are slats broken or missing on the benches opposite the bus shelter and at the Shimpling site, the costs for oak from Clarkes was £29.57, three will be ordered.

Proposed Cllr. Belgrove, seconded Cllr. Stevens, all agreed

Cllr. Wakeham thanked Cllr. Cowley for the organising the various on-going projects

NF/
KC

43. Caretaker's report - the new caretaker is working hard, members of the BMX group are very pleased, some top soil is required to fill in holes, Cllr. Cowley offered to assist; the drainage appears to be working well as there is no more standing water to date

KC

44. Roles and responsibilities of Councillors - these will be circulated and be an agenda item for the July meeting for discussion

NF/
Clerk

45. Approval of use of Church Green by Unite Union for the Burston Strike School Rally and their risk assessment - the Clerk that she had received their request and risk assessment – there were to be more marshals and the suggestions noted. It was resolved to approval the use of Church Green and the Risk Assessment, proposed Cllr. Wakeham, seconded Cllr. Frankland, all agreed;

Clerk to email Miles Hubbard with the approval; Cllr Cowley will remind Mr. Bloomfield to cut the grass closer to the time, Cllr. Frankland will remind ForFarmer closer to the date and ask Hadleigh Drake to strim the area

Clerk/
KC/
NF

46. Diss & District NP - there had been a recent meeting of the Steering Group, Parker Planning are assisting with the writing of the policies, support has been offered by AECOM with the housing/site assessment, a Locality grant will pay for it – during July/August there will be a review of sites that individual villages have put forward - this will be an opportunity to add the Council's own housing needs to the policy – the size, range, design, self-build, starter homes etc.; as soon as any draft policies become available Cllr. Wakeham will circulate to all

47. A report on Speedwatch and SAMs 2:

KC

47.1 - Speed watch - two sessions were postponed due to poor weather, however it is happening regularly; the Police have sent the monthly figures for the area

47.2 - Approval of the purchase of an additional post and bracket for Station Road, Burston – an additional post/site was sent to Bob West of Highways - he has approved two sites - one in Shimpling and the other in Gissing Road, along with approval for a new post located on Station Road – it was resolved to approve the cost of a post and bracket - £139.00 +VAT, proposed Cllr. Wakeham, seconded Cllr. Cowley, all agreed

Clerk

The question was raised if this information from the SAMs readings should be conveyed to the Police, is it something that should be fed through?

48. A report regarding the defibrillators - Cllr. Pugh had been in contact with Burston School – who are enthusiastic to continue with their fund raising, it was agreed that at present the Council should go ahead with Shimpling bid, keeping in touch with School in case they need support – a Lottery Bid will support whole project. Cllr. Pugh will move forward with application and keep Cllrs. in touch

49. The Village Questionnaire:

49.1 - War Memorial update - a meeting went ahead, costings of monument and the wording were discussed; funding will be discussed at a future meeting

49.2 - Events update including the BBQ on 31st August – in the response to the questionnaire there were number of replies and a meeting was organised by Cllr. Frankland - this was poorly attended - the BBQ held before the night of the Rally has been organised by Cllrs. Frankland, Cowley, Lindsey Bilson and Jim Rudd, who are unavailable this year - if a body of people do not come forward to offer to run the event it will not take place

49.3 - Village Hall - this aspect is being left aside for the time being – the Church is researching facilities to make it more appropriate; The Space also has a suitable space

49.4 - Emergency Plan – Cllr. Frankland is unsure how this is progressing, it appears that Mr. Charnley’s house may be on the market

50. To note receipt of NCC Local Highways Improvements in Partnership with Town & Parish Councils - noted

51. Date of Next Meeting and items for inclusion on the agenda (not for discussion):

Tuesday 23rd July 2019, 7.30pm at St. Mary’s Church, Burston

Items for inclusion on the agenda: roles and responsibilities, the emergency plan; Parish Online has changed the user log-ins - it has been simplified - Cllr. Wakeham will send an email to indicate how to change the log-in code; there are new layers/aerial views which are more updated, along with the Land Registry sites with plot numbers

The Meeting closed at 9. 26pm

APPENDIX I – MINUTE 38

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/Speedwatch	Police	Monthly review	Fwd. to All
6.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
7.	B. Blake	Hire of Church	Rise of fees	Fwd.to All(21.5.19)
8.	Environment Agency	Consultation	Coastal erosion	(28.05.19)
9.	CPRE	Housing Conference	Rural Housing – at Dereham	Fwd. toAll(30.5.19)
10.	SNC	Litter Pick	Prize draws winners	Fwd.to All(29.5.19)
11.	SNC	Elections	Pecuniary Interest forms	Fwd.to IP/AB
12.	SNC	N.P	Community Land Trust conference, July 18th	
13.	Anglian Water	Mains Replacement	Burston Rd., Scole	Fwd.to All(29.5.19)
14.	NPFA	Grant funding		Fwd.by KC(13.6.19)
15.	NCC	Parish Partnership	Local highways improvements	Fwd.to All(June19)
16.				

Schedule of Correspondence – not on the agenda

Postal Correspondence –

	Subject	From	Contents	Action
17.	Planning	SNC	2018/2697 Appeal against refusal for 2 storey ext.	Scan to Cllrs.
18.	Planning	SNC	2019/0360 Appeal against refusal for Outline Planning Application For 5 dwellings & new site access to the Highways	Scan to Cllrs.