

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 23<sup>rd</sup> July 2019 at 7.30 pm, St. Mary's Church, Burston

### Present:

Nigel Frankland	Chair
Alison Wakeham	Vice-Chair/Responsible Finance Officer
Angela Belgrove	
Keith Cowley	
Christine Stevens	

Ann Baker	Clerk to the Council
Members of the public:	A resident

- 52 Apologies** - Co. Cllr. Spratt, Dist. Cllr. Easter, Cllr. Pugh
- 53 Declarations of Interest regarding agenda items** - Cllr. Frankland – item 67.1 - war memorial
- 54. Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports:** -  
A local resident offered a disabled parking space at his property (at election time) beyond the Strike School. This will be mentioned in any future correspondence with SNC  
The Chair thanked all for him for his contribution and attendance.  
*The Meeting re-opened 7.32pm*
- 55. Approval of the minutes of the Parish Council meeting held on 18<sup>th</sup> June 2019**, the minutes were adopted as a true and accurate record.  
It was resolved to approve the minutes, proposed Cllr. Stevens, seconded by Cllr. Cowley, all in favour
- 56. Matters Arising from the minutes not on the agenda** – as listed:  
56.1 (37.1) - Village sign – this is progressing steadily, as the weather governs  
56.2 (48.0) - Defibrillator - waiting to hear from the School how the funding is progressing – it has at least £800.00, the Pub had an auction and some funds will be donated to the School. Following the holidays and prior to the next meeting an assessment of where the School funding will be received and thereafter the Parish Council may be in a position to move their bid forward
- 57. Correspondence as listed on the attached schedule:** – nothing more had been received
- 58. Planning – to consider planning applications received for consultation which have been received prior to the meeting & which members have been previously advised:**  
58.1 - Planning Application 2019/ none  
**Consultees reports of Planning Decisions made by SNC:**  
58. 2 - Planning Application 2019/ none
- 59. Finance** -  
59.1 - **Approval of payments and receipts report as distributed at the meeting:**  
The fencing is the largest invoice, however the grant payments and CIL will cover the costs including the signage; there have been many positive comments regarding the fencing  
It was resolved to approve the report, proposed Cllr. Stevens, seconded Cllr. Belgrove, all in favour

IP

**Schedule of Payments for Approval**

BACs/ Cheques	Paid/Received:	Payments for June/July 2019
RO 22	SNC	Litter Pick grant
RO 23	G. Watling Charity	Fencing Grant
PO 116	Clarkes of Walsham	Bench slats
PO 117	R.H. & K Cowley	Tool station, Screwfix & Timpson's
PO 118	Procter Contracts	Fencing for Play Area
PO 119	Westcotec	Post & add. Bracket set for SAMs
PO 120	A. Wakeham	Website hosting April - June
PO 121	GeoXphere Ltd./Parish Online	Annual subscription
PO 122	Buildbase	Concrete post-mix
PO 123	A. Page	Cutting Orchard area
PO 124	H. Drake	Caretaker - July
PO 125	A. Baker	Clerk's salary

59.2 - **Approval of statement of accounts report as distributed at the meeting:**  
Included was a draft report for July to date, CIL monies to be transferred it was resolved to approve the statement, proposed Cllr. Stevens, seconded Cllr. Belgrove, agreed by all

59.3 - **Approval of the Quarterly Bank reconciliation** - the reconciliation was adopted as a true and accurate record. Proposed Cllr. Cowley, seconded Cllr. Stevens, all in agreement

**60. Highways & Footpaths:**

- 60.1 - **Highways** - the main sign before the railway crossing has been replaced;
- 60.2 - Highway Rangers visit - Cllr. Cowley had sent a series of signs which require attention: adjustment, cleaning, straightening etc., these will be sent to Highways and SNC as appropriate; entrance to footpath sign in Bridge Road;
- 60.3 - Both railway crossings will be closed in Oct.;
- 60.4 - Lay-by sign discouraging lorries parking prior to arrival at The Mill;
- 60.5 - BOAT going forward very slowly, there was a robust defence from the Trailriders, NCC have written a statement of reasons for closing – this contrary to ecology, walkers etc., may go to judicial report. Cllr. Frankland will circulate the information
- 60.6 - **PROW** - Cllr. Stevens - there have been a few issues with footpaths in Burston at the north end - both ForFarmers and Sir Rupert have been contacted; There is glass on one of paths which Cllr. Stevens will attend too; The Shimpling to Scole path has been made more accessible.

Clerk

NF

CS

**61. Playing Field:**

- 61.1 - **Fencing update** - Cllr. Cowley reported that the fencing is now complete, the gate requires adjustment
- 61.2 - **Signage for the fencing** - quote from Dissigns £72.50 each with posts x 2, matting required Clerk to send details.
- 61.3 - **Repairs to the swing log** - following discussion it was agreed to repair one post and later in year to purchase new kit following the holidays - Cllr. Cowley to arrange, it was resolved to propose that the repair be ordered and completed quickly - proposed Cllr. Frankland, seconded Cllr. Belgrove, all agreed
- 61.4 - **Replacement of floor of shed** – this will be sorted in due course
- 61.5 - **Securing picnic tables** – following discussion - metal stakes attached to picnic benches with padlocks were the preferred option. Cllr. Frankland will mention this Hadleigh Drake
- 61.6 - **Benches** – there are slats broken or missing on the benches – to be done at later date

KC/  
Clerk

KC

NF/KC  
/HD

**62. Caretaker's report** - Cllr. Frankland reported that the whole area is much improved, there is a list of jobs to do, which the Caretaker will work through as time allows

- 63. Roles and responsibilities of Councillors** - Cllr. Frankland had circulated a refreshed list of responsibilities, these will be discussed at a future meeting NF
- 64. Diss & District NP** - Cllr. Wakeham reported that AECOM (infrastructure consultants agreed by Government to do work for Neighbourhood Plans) would agree a date to look at the GNLP sites and assess all participants in the plan. It was agreed that now is the time for suggested: verge protection, vistas, suitable housing sites, footpaths, protected areas, open spaces, areas for wildlife, corridors etc. need to be noted. Cllr. Wakeham will put together a sheet requesting residents let her know about any of these AW
- 65. A report on Speedwatch and SAMs 2:**
- 65.1 - **Speed watch** - this not functioned in the last few weeks, sessions will start again soon
- 65.2 - **SAMs** - Currently it is outside The Retreat, not specifically easy to record; data has been collected – roughly 800 vehicles travel into village, the top speed has reduced to 55mph, the average speed of the majority of drivers is 34mph. It was noted that Police will only intervene where there is evidence of a regular speeding vehicle, i.e. send the Speedwatch team to take readings
- 66. The Emergency Plan** - Cllr. Frankland hopes to speak with Dean in the near future to ascertain what is happening and whether they are moving away; if there a prolonged emergency occurred then would be useful to know who the vulnerable are
- 67. The Village Questionnaire:**
- 67.1 - **War Memorial update** - the situation is that a group of three have met - a design has been circulated, a site proposed, costings sought – a variety of quotes have been received; promises totalling £750, the Royal Anglian Regiment along with possibly two other regiments have expressed interest, along with match funding from SNC - this would enable the project to proceed;
- Issues: The suggested site is Church Green, this will require the consent of the Parish Council, there may be a need to pay for planning permission, public liability will need to be in place and the group will be unable to reclaim the VAT;
- The alternative would be for a working party to be formed as part of the Parish Council, planning permission would not be required as the land belongs to the Council, it would be simpler to claim a grant from SNC using the Council's account and insurance would be included with the Council's current company;
- The group requested that it become a working party of the Parish Council, sadly one of the instigators felt that he needed to stand down at this point;
- The suggestion is that the Memorial stands 11 feet from driveway/road, it will not be tall, so not a visual hazard, drawings were circulated to members - it will face onto Church Green for the public gathering there;
- It was resolved that a War Memorial Working Party be formed, Cllr. Wakeham proposed, seconded Cllr. Stevens, all in agreement - thus enabling the project to progress NF
- 67.2 - **Events update including the BBQ on 31<sup>st</sup> August** – no one has come forward to support this, it was therefore agreed to cancel the event
- 68. Receipt of SNC information:**
- 68.1 - **Polling Station Review** - when the review is complete, it is expected there will be confirmation that Burston Strike School will be used as the Polling Station for the villages Clerk
- 68.2 - **Litter Grant for purchasing equipment** - this was discussed and it was agreed to purchase hi-vis vests, recycling bags and pickers to total £200.00, proposed Cllr. Wakeham, seconded Cllr. Cowley, all agreed
- 68.3 - **Litter Pick Hubs, acting as a store for equipment supplied by SNC** - Clerk to circulate further information regarding insurance Clerk

**69. Receipt of information from NCC:**

69.1 - **Norwich Western Link Road** - option C is the preferred option – this was noted by the Council

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

**Tuesday 17<sup>th</sup> September 2019, 7.30pm at St. Mary's Church, Burston**

Items for inclusion on the agenda: defibrillators, budget/projects, roles/responsibilities

**The Meeting closed at 9. 07pm**

## 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/Speedwatch	Police	Monthly review	Fwd. to All
6.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
7.	Litter equipment	SNC	Grant towards purchase	Fwd to All (26/06)
8.	Polling Stations	SNC	Review of stations	Fwd. to All (27/06)
9.	Bus Routes	NCC	New route on Roundtree Est.	Fwd. to All (27/06)
10.	Rangers	NCC	Highways rangers visit	Fwd. to All (03/07)
11.	Bulletin	SNC	Help Hub	Fwd. to All (05/07)
12.	Link Roads	NCC	Norwich Western link road	Fwd. to All (05/07)
13.	Playing Fields	Sport England	Active Places update on facility	Clerk
14.	Summer Fair	CPRE	Raveningham Sum. Fair	Fwd. to All (06/07)
15.	Funday, fair	NCC	Wymondham – Ketts funday	Fwd. to All (12/07)
16.	Litter hubs	SNC	Litter pick hub in the Comm.	Fwd. to All (16/07)

#### Postal Correspondence –

	Subject	From	Contents	Action
17.	Grant	G Watling Charity	End of Grant report	Fwd. to KC
18.	Donations	Age UK	Request for donation	Clerk retained
19.	Bank Statements	Lloyds	statements	Clerk filed