

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 17th September 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
Dist. Cllr. James Easter, David Evans (B4RN –
Broadband for the Rural North), resident

71 Apologies - Co. Cllr. Spratt

72 Declarations of Interest regarding agenda items - all Cllrs. item 81

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

Dist. Cllr. Easter – reported that he had attended the location of polling stations review – he was pleased to report that Burston now has it's Polling Station back at the Strike School – the Chair thanked Dist. Cllr. Easter; there is a Community Action Fund meeting on Friday hopefully the request for the funding request for the War Memorial will be allocated, - the Chair replied that it is hoped to have it erected in time for Nov. 11th; Dist. Cllr. Easter reported that regarding the parent with a child at Burston School and the loss of taxi/bus funding – currently there is no support available in their bid to reverse this decision by NCC; SNC building plans were due to be published, this will now happen in December due to numerous errors; the enquiry from young people for a 'Pump track' – should this move forward it is possible that this would be a CAF project; re- Highways Ranger visits - the Highway Rangers may no longer be operating; with regarding to the hedge cutter, Dist. Cllr. Easter suggested approaching Co. Cllr. Spratt to assist if a purchase is required;

David Evans, B4RN – reported that the initial work has been done at Thelveton and some properties are connected and enjoying the B4RNS facilities; the line has reached Pug Street, it will travel then onto Tivetshall and to the Village Hall – where the cabinet will be sited. Details of where the cabinet will be sited in Burston have been received, along with the way leave details - further discussion under item 81

Resident – enquired about Yard Sales – had one ever been organised in the village – the Chair replied - not recently due to a variety of reasons, it had been included in the Open Gardens event some years ago.

The Chair thanked them all for their contributions and attendance.

The Meeting re-opened 8.11pm

74. Approval of the minutes of the Parish Council meeting held on 23rd July 2019, the minutes were adopted as a true and accurate record.

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

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

- 75.1 (56.1) - Village sign – the weather governs progress, it is steadily drying out and the painter hopes to paint it again in the near future;
- 75.2 (66.0) - Emergency Plan - Cllr. Frankland had not received any reply to his recent emails;
- 75.3 (68.2) - Litter Grant from SNC - the form has been submitted and acknowledged;
- 75.4 (68.3) - Litter Pick Hub – Clerk queried insurance responsibilities (loss or damage) the reply from SNC indicated that it would be the Parish Council’s insurance that would cover the equipment . As there are no storage facilities it was agreed that this would not be pursued.

76. Correspondence as listed on the attached schedule: – NCC – Norfolk Mineral & Waste Local Plan Preferred Options Consultation, from 18th Sept. – 30th Oct. - this consultation was noted

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

77.1 - Planning Application 2019/1686 - Conifers, Diss Rd., Burston – reduction of Oak tree from 13m to 10m, in a Conservation Area – for information purposes;

Consultees reports of Planning Decisions made by SNC:

77.2 - Planning Application 2019/0951 – land adj. to Dunroamin, Diss Rd., Burston – erection of one dwelling – Refused 19.08.2019

78. Finance -

78.1 - Approval of payments and receipts report as distributed at the meeting:

It was resolved to approve the report, proposed Cllr. Wakeham, seconded Cllr. Belgrove, all in favour

Schedule of Payments for Approval

BACs/Cheques	Paid:	Payments for July – Sept. 2019
PO 128	Eastern Play Services	Repairs to balance beam
PO 129	Caretaker - H. Drake	August invoice
PO 130	Clerk – A. Baker	August salary
PO 131	Came & Co.	Annual Insurance premium
PO 132	Wicksteeds	Repairs to rota play
PO 133	HMRC	Clerk’s PAYE, 2 nd quarter (July – Sept.)
PO 134	Caretaker - H. Drake	September invoice
PO 135	Clerk – A. Baker	September salary
	Receipts:	
RO 24	Groundworks – Tesco bags	Remainder of grant towards fencing
RO 25	HMRC	VAT return – 1 st quarter
RO 26	N. Frankland/CATs	Closure of CATs account
RO 27	Warwick War Memorial	Burston War Memorial fund
RO 28	Royal Anglian Regiment	Burston War Memorial fund
TR 05	Lloyds Asset reserve a/c	CIL contribution towards fencing
RO 29	Burston Strike Sch. Charity	Donation

78.2 - Approval of statement of accounts report as distributed at the meeting:

Included was the report for August, along with a report of the accounts for the Parish Project – ‘Play Area fence’ and the monies used towards the fencing; it was

resolved to approve these statements, proposed Cllr. Wakeham, seconded Cllr. Cowley, agreed by all

- 78.3 - **Approval of Came & Co. Annual Insurance premium** - £900.61, this includes the addition of the new fencing in the assets; it was resolved to approve, proposed Cllr. Wakeham, seconded Cllr. Belgrove, all in agreement
- 78.4 - **Purchasing of a hedge cutter** - following discussion it was agreed that Hadleigh Drake would be approached initially to find out if he was prepared to use his equipment and the Parish Council pay for his fuel; if this is not possible the Clerk will approach Co. Cllr. Spratt to see if he is able to assist in the purchase of a cutter; **NF**
- 78.5 - **Budget preparations** - the RFO requested that all Councillors should forward any suggested projects, savings etc. prior to the next meeting in November

79. Highways & Footpaths:

79.1 - **Highway Rangers visit** - it is evident that they have not carried out the work as per the Council's request; following Dist. Cllr. Easter's comments it may be that the Rangers no longer exist;

79.2 - the regular meeting with Highways is planned for October, which will be reported at the November meeting; it was noted that on Mill Road double height kerbing had been installed; Common Road been gritted

79.2 - **PROW** - Cllr. Stevens - reported that a double direction sign had been installed

79.3 - **Shimpling BOAT** - this is at a critical stage – an on-site meeting is planned, which will include the Trail Riders Assoc. – their choice would be access for motor cycles, with gates and combination locks at each end, NCC Trails are seeking an RTO; Defra have published six criteria which need to be proved for a RTO, Co. Cllr. Spratt believes that all can be proved; a compromise would be for the east end to be fully open - Moor Lane, removing trees saplings as far as Broadway), however Sir Rupert Mann is anxious with this plan as this could open the way for the travelling community

80. Playing Field:

80.1 - **Fencing update** - Cllr. Cowley reported he is waiting for Procters to take the post out, the top to be removed; quotes for timber and labour to repair the damage was presented – if the insurance agree there will be a £250 surcharge, considering the quotes it was resolved to accept the lower quote. Following the report to the Police, they are not prepared to take the matter any further **KC**

80.2 - **Repairs to play equipment and other items of street furniture** - rota stack arm will be removed; a section of the balance beam will be replaced; price from Eastern Play Services for grass matting is still awaited; the different benches will receive attention once the growing season ceases

80.3 - **Request to build a 'Pump Track'** - only two youngsters have expressed this interest, unfortunately they have not attended the meeting – Cllr. Frankland will email

80.4 - **Over hanging tree in Audley Close** - Cllr. Stevens reported that the resident had received a letter from Cottam's Housing indicating that they will deal with the tree. They thanked the Council for the photos and documents sent by Cllr. Frankland **NF**

80.5 - **Dog Walking** - this was raised, now the fence has been installed should people be permitted to walk their dogs on the field? This is a difficult to activity to 'police.' Agenda item for December

81. Request from B4RN to site a Network Cabinet on the Playing Field and associated Way

Leaves - documents from B4RN have been received to support the cabling network, the installation agreement and a Wayleave agreement; discussion ensued – routing – the full extent is not shown on Parish Council's land. On the agreement it should be shown accurately, in principal it was felt that the Chair sign way leave agreement as it is only when work gets to ground level that a final map will be produced; in order to progress the installation, it was resolved to agree to sign the 'statement of intent;' Regarding the clause **AW/
KC/
NF**

that BARN is responsible totally for all Health and Safety issues – there will be no obligation on the Parish Council – anything damaged they will repair. David Evans reassured the Council that the documents (H & S, insurance) would cover any issues; Cabinet agreement – again H & S, & insurance whilst installation is taking place would be B4RN's responsibility – in the cabinet all chambers are accessed from output side. Subject to a final map, it was agreed that the Council were content with the wording, an accurate map and a plan, the concerns re H & S and insurance will be addressed. It was resolved to sign the documents and wait for the additional documentation per request, proposed Cllr. Frankland, seconded Cllr. Pugh, all in agreement

82. Report on the progress of defibrillators - Cllr. Pugh reported following further discussion with Cllrs. Frankland and Wakeham the Big Lottery application had been completed, the type of defibrillator chosen - a ZOL 3 fully automatic suitable for both children and adults, cost £1,370.00 + a cabinet and installation. Cllr. Pugh will contact the Heartbeat Trust and Cllr. Wakeham will provide the necessary financial details; the School have raised approximately £700, so some funds are still required; It was noted that at The Mill ForFarmers have a defibrillator on their wall

IP

83. Report from the War Memorial Working Party - with much of the funding now in place, the design of the memorial, wording agreed, the final amount from the Community Action Fund will enable the plan to come to fruition, including the purchase of a new flag-pole.

NF

84. Diss & District NP - Cllr. Wakeham reported that at the last meeting, members had looked at the plan of work, interviewed a new consultant, who's fees were very reasonable and submitted a working schedule to the end of the Financial Year - that the project looked more positive

85. Report on the Police Engagement Meeting held in Diss - Cllr. Wakeham attended this meeting, the local team were introduced and are keen to engage with the public; information about their roles, residents issues, were considered; the meeting was well attended;

86. Report from the Speedwatch and SAMs 2 team -

86.1 - **Speed watch** - this is carried on, on a regular basis, some new recruits would be welcome

86.2 - **SAMs** - currently this is on Station Road, some of the data will be shared with the police, who are interested in the 'hot times' in order that they can act on persistent offenders

87. Report from the Burston Strike School Rally - the speakers this year were not so well known, therefore the attendance was down, there were as many marshalls as last year, there were no complaints, the only criticism was with regards to parking on Rectory Road green sward; it was noted that they cleaned Church Green, took all rubbish with them, leaving the immaculate, only the toilets have to be removed

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

Tuesday 26th November 2019, 7.30pm at St. Mary's Church, Burston

Items for inclusion on the agenda: dog walking on the field, donation to painter, budget headings/projects, setting the precept

The Meeting closed at 9. 31pm

APPENDIX I – MINUTE 76

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.	Civic Service	Diss TC	Invite to Mayor's service 1/09	Fwd. to NF/AW
8.	Overhanging Trees	Resident	Overhanging tree in garden	Fwd. to All (31/7)
9.	Play inspection issues	David Bracey	Issues with new fencing	Fwd. to All (1/8)
10.	Renewal Insurance	Came & Co.	Renewal +need to update	Fwd. to All (3/8)
11.	School defibrillator	School	Funding raised to date	Fwd. to All (3/8)
12.	B4RNs	AW	Progress & advancement	Fwd. to All (3/8)
13.	Bus services	NCC	Changes to the regular service	Fwd. to All (7/8)
14.	Farming & the highway	NCC	Advice sheet	Fwd. to All (8/8)
15.	Hire Manual	Buildbase	New manual	
16.	Revised ins. docs	Came & Co	Insurance doc. Incl. new fence	Fwd. to All (16/8)
17.	Pump track	Residents	Track for bikes	Fwd. to All (20/8)
18.	Xmas lights	Diss Town Council	Turn on date	Fwd. to All (22/8)
19.	Play area fencing	NF/KC	Vandalism to fencing	Fwd. to All (31/8)
20.	Community, health, well-being	NALC/John Pennell	New initiative	Fwd. to All (4/9)
21.	Disability Network	NCC	Steering group representing residents	Fwd. to All (9/9)
22.	Minerals & Waste	NCC	Preferred option for local plan	Fwd. to All (16/9)
23.	Planning Application	Swainsthorpe group	Ben Burgess plan to expand the site	Fwd. to All (19/9)
24.	Boundary review	Boundary Commission	Consultation of election boundaries	Fwd. to All (24/9)
25.	Precept payment	SNC	Notification of payment	Fwd. to All (25/9)

Postal Correspondence –

	Subject	From	Contents	Action
26.	Bank Statements	Lloyds	statements	Clerk filed
27.	Recycled furniture	NBB	Magazine with products	Clerk filed
28.				