

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 26<sup>th</sup> November 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  
Co. Cllr. Bev Spratt, Dist. Cllr. James Easter,  
M. Deveney, SNC three residents

89. **Apologies** - none

90. **Declarations of Interest regarding agenda items** - all Councillors item 95.1 - Planning

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

**Mark Deveney** from SNC spoke of a 'Community Links scheme' - a written brief had been left for circulation - this is similar to 'Urban Help Community service' which prevent crisis occurring; Forncett is running the pilot scheme, however the needs of parishes differ, thus it would be driven from the community upwards; SNC are keen to work in partnership with Parishes, add funding, + members funding, Saffron funding – to provide a group of local people willing to volunteer to provide a community service – e.g. shopping, car broken down before school, light bulb changing etc. Councillors asked if 'Dbs checks' would be provided where necessary, what of insurance – there were a number of issues that would require addressing, which may already be covered by local neighbours rather than formalising a scheme. The Chair thanked Mr. Deveney and it was agreed that a response would be sent in due course.

**Co. Cllr. Spratt** - regarding the BOAT, he thanked the Chair for all the work he had carried out - NCC have no money to improve the track, it may have to allow motor bikes, Martin Wilby is the portfolio holder; Highway Rangers are operational and overseeing the winter gritting; 'Your Norfolk' has been published, along with request for consultation response to the proposed budget for 2020, the Hempnall round about is complete; the Boundary commission has extended its consultation period - Cllr. Spratt currently has slightly more residents in his ward than others; Burston and Tivetshall Schools – it is hoped that the two may remain open, the Pre-School has a goodly number ready to go into School next year.

**Dist. Cllr. Easter** - the GNLP consultation will come out in January proposing 40,000 homes in 5 year, 36,000 are being built so 4,000 to be allocated around the area; the Community Action Fund (CAF) are very pleased with War Memorial photos sent by the Chair, these will which will be archived; the School is to offer a training session for the defibrillator to residents; there will be a further round of CAF monies in January and another in April; Resident – stated that he would be prepared to keep the grass cut around the War Memorial. The Chair, on behalf of the Parish Council formally asked Mr. Andy Downes to maintain the area surrounding the War Memorial.

*The Meeting re-opened 8. 11pm*

! **Approval of the minutes of the Parish Council meeting held on 17<sup>th</sup> September 2019**, the minutes were adopted as a true and accurate record.

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

! **Matters Arising from the minutes not on the agenda** – as listed:

93.1 (75.1) - Village sign – the sign is now more or less complete

93.2 (75.3) - Litter Grant from SNC - notification that equipment has been received, Clerk collected from Ketteringham Depot, storage of equipment now required

93.3 (78.4) - Hedgecutter - Cllr. Frankland approached the Caretaker who is prepared to use his own cutter and charge the Parish Council for fuel.

93.4 (81.) - B4RN update - Cllr. Wakeham reported that the way leaves have been signed, working is progressing steadily

93.5 (87.) - Burston Strike School Rally - a donation has been received for use of the Green

94. **Correspondence as listed on the attached schedule**

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

95.1 - Planning Application 2019/2058 – Home Farm, Mill Rd., Burston – proposed single storey porch extension – it was resolved to approve this application - 4<sup>th</sup> November 2019.

95.2 - Planning Application 2019/2156 - Market Farm, Market Lane, Burston – listed building consent to replace existing sole plate with new, repair studs, replace wooden casement windows with new - it was resolved to approve this application - 4<sup>th</sup> November 2019

**Consultees reports of Planning Decisions made by SNC:**

95.3 - Planning Application 2019/2058 – Home Farm, Mill Rd., Burston - Approved with conditions 18th November 2019

95.4 - NCC Minerals and Waste Local Plan preferred Options Consultation - to note, there are no sites nearby

96. **Finance -**

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

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

**Schedule of Payments for Approval**

BACs/Cheques	Paid:	Payments for Nov. 2019
PO 136	Norse Eastern Ltd.	Grounds maintenance
PO 137	Hampshire Flags Ltd.	Flagpole & flags for memorial
PO 138	H. Drake	Caretaker – Sept. invoice
PO 139	A Baker	Clerk – Sept. salary
PO 140	Elite Fencing – T. Seeley	Repair to damaged fencing
PO 141/000012	Poppy Appeal – L. Hamer	Donation s.137
PO 142	Burston PCC	Hire of St. Mary’s Church
PO 143	A. Wakeham	Web hosting - Ionos July – Sept.
PO 144	Brewers Decorator Centres	Paints for Village sign
PO 145	Bierton & Woods	Memorial stone for War Memorial
PO 146	A. Baker	Clerk – October salary
PO 147	Burston Chapel	Donation Jamie’s Café
PO 148	Burston PCC	Donation Youth Café
PO 149	D Kiddel	Grant for maintenance of Village sign
	<b>Receipts:</b>	
RO 30	SNC	Precept payment (second tranche)
RO 31	SNC – Community Fund	War Memorial
RO 32	SNC	CIL payments

- 96.2 - **Approval of statement of accounts report as distributed at the meeting:**  
Included was a report regarding the monies for the War Memorial, it was resolved to approve these statements, proposed Cllr. K. Cowley, seconded Cllr. A. Wakeham, agreed by all
- 96.3 - **Approval of the bank reconciliation** for the second quarter of the year (July – September), it was resolved to approve this statement, proposed Cllr. I. Pugh, seconded Cllr. A. Belgrove, all in agreement
- 96.4 - To agree and approve a donation for the Poppy Appeal - it was resolved to propose £50.00, proposed Cllr. N. Frankland, seconded Cllr. A. Belgrove, all agreed
- BSPC have the power to make this donation under the Local Government Act 1972, s.137**
- 96.5 - To agree and approve donations to the following groups:
- Jamie’s Café - £100.00 proposed Cllr. I. Pugh, seconded Cllr. C. Stevens, all agreed
- BSPC has the power to provide this grant under the Local Government (Miscellaneous Provisions) Act 1976, s.19**
- Youth Café - £100.00, proposed Cllr. C. Stevens, seconded Cllr. I. Pugh, all in agreement
- BSPC has the power to provide this grant under the Local Government (Miscellaneous Provisions) Act 1976, s.19**
- Burston PCC – grounds maintenance - Agenda item for January.
- 96.6 - To consider the increase in Church hire from next April and the location of meetings next financial year - currently £25, there is a proposed increase in April to £40; discussion followed as to the various options available: Sterling House, the wellness centre – due to planning restrictions it is only for use as well-being fitness activities, public meetings are precluded; the Strike School will be approached, the internal layout has changed; also to negotiate with the Church – Agenda item for January.
- 96.7 - **Budget preparations** - the RFO had circulated the latest budget outturn figures, income to date etc. Until the figures arrive from SNC nothing can be set, proposal is to raise precept £1. Agenda item for January.

**97. Highways & Footpaths:**

- 97.1 - **Highways** - there is a meeting planned for December 3<sup>rd</sup> - issues to be raised: the road at north end of village has high banks with no grips, it dips and floods - request this is addressed; Gissing Road - the overflow needs to be raised again
- 97.2 - **PROW** - Cllr. Stevens reported - Church path, there has still been no response from Martin Caplin, asking for it to be noted on a map; footpaths in Audley End – photos taken and sent to NCC, there are no signs – request signage; the Chair thanked Cllr. C. Stevens
- 97.3 - **Shimpling BOAT** - Cllr. Frankland had provided a brief update - NCC may decide to apply for a modified Traffic Order, which will prevent 4 x 4’s, but allow motor bikes for Trail Riders group, to date this has been minimal; recent damage has been caused by large tractors accessing fields for harvesting, the Chair will mention this to Sir Rupert.

**98.**

**Playing Field:**

- 98.1 - Cllr. K. Cowley reported that repairs to play equipment and other items of street furniture were on-going - the timber fence has been repaired; the post of rota swing is still up – waiting to hear from Proctors - could the post be used for a circular seat – Cllr. K. Cowley will investigate; the area for the B4RN cabinet has been cleared; online purchase of matting was proposed by Cllr. K. Cowley, along with topsoil, Cllr. A. Wakeham will order a ton and share it with the Parish Council; one of bench planks been removed by Hadleigh Drake;
- 98.2 - **Over hanging tree in Audley Close** - Mrs. S rang again to confirm that the tree will be cut in the next financial year, she is an elderly lady anxious about the state of this tree – Chair to speak with Cotman Housing

KC/  
AW  
NF

- 98.3 - **Dog Walking** on the Playing Field - discussion followed, there are two options – to have a ‘walk on lead’ on sign, or not at all, it was felt as long as owners were vigilant and cleared the field, this may be an option – it was agreed to monitor for six months, that the sign be temporarily covered **KC**
- 98.4 - Government funding for play areas - the Clerk had been contacted by Playforce with offers to provide kit and assistance with the forms; this may be an option for the basket ball net – Clerk to contact Will Gilroy at Playforce to contact Cllr. K. Cowley to possibly carry forward before the year end **Clerk / KC**
99. **Report on the defibrillator** - Cllr. I. Pugh reported that the reply received from The Big Lottery hadn’t made clear why the bid did not meet the funding criteria; Following discussion it was agreed that with help from the Dist. Cllr., CAF grant, Members fund, CIL funds there may be other options to fund this equipment; Cllrs. K. Cowley and N. Frankland will send details of other charities – Agenda item January **KC/NF**
100. **Diss & District NP** - Cllr. Wakeham reported at the last meeting expression for additional funding from Locality was being sought; green space prominence - information as to how this might be achieved – an area behind the Mill, may be an option - Cllr. A. Wakeham would welcome additional suggestions **ALL**
101. **Report from Speedwatch and SAMs** - Cllr. K. Cowley reported the changeover, time to data from Shimpling had been sent through to the Police; Speedwatch Team have been out regularly, but will be stood down over Christmas until NY; a new member is to be trained
102. **Emergency Plan report:**  
 102.1 - Mike Warwick has agreed to act as Emergency co-ordinator, Cllr. K. Cowley has updated the original document, adding an appendix with residents names - which will be updated – the Chair thanked him for this; need to consolidate the information from the questionnaire, with a letter to every house in village (via the Parish Planet), or to visit homes of those willing to help – both previous and new – various bodies/residents may well be aware of those who are vulnerable/need help - Ladies Lunch club, Pastor Sam, Councillors; it was resolved to propose Mike Warwick as the Emergency Co-Ordinator, proposed Cllr. N. Frankland, seconded Cllr. A. Wakeham, all agreed. Clerk to notify SNC **NF /KC/ Clerk**  
 102.2 - Community Link project – discussion from earlier was considered, there were more concerns that seemed to raise many issues, Cllr. Frankland will compose a response to Mr. Deveney and circulate **NF**
103. **Report regarding the Villages questionnaire:**  
 103.1 - War memorial update - this was completed and used for the Remembrance Service, forty people attended; the Remembrance Book is currently being expanded and will be placed in the locker at a later date; the Chair thanked all those who had helped with the project bringing it to fruition in such a short space of time  
 103.2 - Flag Officer for the forth coming year - new flag pole has been erected near to the War Memorial, Andy Downes is prepared to raise the flags on auspicious occasions; it was suggested that a piece in the Parish Planet asking which days people would like to see the Union flag flown would be written; Cllr. N. Frankland will drop a set of keys and instructions for lowering the pole round to Mr. A. Downes; it was resolved to propose Mr. A. Downes, proposed Cllr. N. Frankland, seconded Cllr. I. Pugh, all agreed **NF**
104. **Receipt of the following papers:**  
 104.1 - The Local Government Boundary Commission Consultation – divisions for NCC, responses were extended from the 13<sup>th</sup> January to the 11<sup>th</sup> February 2020 - noted  
 104.2 - NCC - Norfolk Fire and Rescue Services draft Integrated Risk Assessment Plan - noted

104.3 - SNC - Review of Burston Conservation Area - the Clerk had received notification of the review, requesting a date in the New Year to meet with a couple of Councillors – it may be that SNC will reduce the area to facilitate new building; Clerk will notify all Councillors of the proposed date once it arrives

Clerk

105. **Arrangements for Shimpling Candle-lit Carol Service, 12<sup>th</sup> December at 7.30pm** - new candle holders are under construction for the Service; Cllr. I. Pugh has offered to represent BSPC; the decorating of the Church will be on Thursday morning, with removal possibly Thursday evening - if enough volunteers are available

NF

106. **Fly-tipping in Shimpling** - this has been reported to Enforcement in Planning, who have been to visit the site – corner plot off Hall Lane - there is another container, various metal stuff and it appears a business may be running from the site. Cllr. N. Frankland will contact SNC to urge them to take immediate action

NF

107. **Arrangements for a Christmas tree on Church Green** - the previous tree has died, Cllr. N. Frankland offered one that he has in a pot, following further discussion it agreed to plant this and Mr. Phil Stevens agreed to keep it watered

NF

108. **Date of Next Meeting and items for inclusion on the agenda (not for discussion):**  
**Tuesday 14<sup>th</sup> January 2020, 7.30pm at St. Mary's Church, Burston**  
Items for inclusion on the agenda:

**The Meeting closed at 9. 40pm**

## APPENDIX I – MINUTE 94

### 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.	Minerals & waste	NCC	Preferred Options plan	Fwd. to All (16.9)
8.	Election Boundary review	Gov./NCC	Review of local election boundaries	Fwd. to All (24.9)
9.	Fencing quote	T. Seething	Repair to damaged fencing	Fwd. to All (2.10)
10.	Fencing Claim	Came & Co.	Ack. Receipt of email	
11.	Newsletter	CPRE		Fwd. to All (4.10, 1.11)
12.	Litter grant	SNC	Equipment arrived	Fwd. to All (16.10)
13.	Carol Service	Diss TC	Invite to Mayor's Carol Service	Fwd. to NF/AW
14.	Poetry competition	Norfolk Libraries	Poetry competition	
15.	Poppy Appeal	L. Hamer	New co-ordinator	(23.10)
16.	Recycling costs consul.	NCC	Budget prep. regarding this	(30.10)
17.	Trees	Resident	Planting in parish	NF (30.10)
18.	Fabrication, welding engineering	EAEngineering	Services available	(31.10)
19.	Off Shore windfarms	J. Pennell	Info. Regarding farms off coast	Fwd. to All (1.11)
20.	Precept setting	SNC	Guide to setting	Fwd. to All (6.11)
21.	Renewable power	Power for People	Info. Re energy supplies	Fwd. to All (7.11)
22.	Bus changes	NCC	Changes to services	Fwd. to All (11.11)
23.	Funding for play	Playforce	Gov. for new equip.	Fwd. to All (12.11)
24.	Social Isolation	Harleston Info.Plus	New project 'Better Together'	Fwd. to All (18.11)
25.	Review	SNC	Conservation area of Burston	Fwd. to All (20.11)
26.				
27.				

#### Postal Correspondence –

	Subject	From	Contents	Action
28.	Bank Statements	Lloyds	statements	Filed by Clerk
29.	Donations	NARS - Norfolk Accident Rescue Service	Booklet & info re the services provided	Held by Clerk
30.				