

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Monday 17th January 2022, at 7.30pm, The Space, Mill Road, Burston

Present:

Alison Wakeham	Vice-Chair/Responsible Finance Officer
Angela Belgrove	
Keith Cowley	
John Mallows	
Mike Warwick	
Ann Baker	Clerk to the Council
Members of the public:	Dist. Cllr. J. Easter

93. **Apologies for Absence** - Cllr. N. Frankland, Co. Cllr. B. Duffin, Anita Hughes, Lindsey Bilston

94. **Declarations of Interest regarding agenda items** - item 104 Ditches & Waterways report - Cllr. A. Belgrove

95. **Adjournment of the meeting for Public participation, County and District Councillors reports:**

Dist. Cllr. J. Easter: reported briefly that recently has been little happening since the Christmas break; Queens Jubilee – SNC are planning a series of events throughout the coming year, Dist. J. Easter is involved; there will probably be a small grant available to groups participating – information will be sent out in due course;

Cllr. K. Cowley updated Dist. Cllr. J. Easter about the funding use from the CAF, along with the cutting of all the holly saplings - Dist. Cllr. J. Easter suggested the Police should be notified.;

Cllr. A. Wakeham thanked Dist. Cllr. J. Easter, for his attendance, as there were no other questions the meeting continued.

Contacts for the Strike School - Cllr. A. Wakeham indicated that Cllr. N. Frankland may have some additional email links for members of the Trust – Cllr. J. Mallows is trying to contact them for current details for the revised Welcome Brochure; The Strike School is part of the village heritage, currently the building is in need of repair and usage,

Cllr. J. Mallows is currently revising the Welcome Pack – he has presented it in an ‘a-z’ format and will mail out a draft to all Councillors.

The meeting resumed at 7. 50 pm

JM

96. **A short report on the Public Rights of Way** - Anita Hughes had sent a report – there is a broken bridge in the woodland opposite Pug Street, Shimpling which has been reported and an enquiry number issued; the finger posts are in hand, Anita hopes to continue to walking the paths before crops grow to high; if Councillors see anything – please let her know; Cllr. K. Cowley has sent an email re a path near to the Mill, no response to date; Anita asked if there were a list of fingerposts and if the PROW number could be added; at White House Farm there is a missing stile – Anita will notify NCC.
The Chair thanked Anita Hughes for her report and work to date.

97. **Approval of the minutes from the Parish Council Meeting held on the 22nd November 2021** - the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. A. Wakeham, seconded by Cllr. J. Mallows, unanimous approval.

98. Matters Arising from the minutes not on the agenda:

98.1 (min. 77) - Meeting with Sir Rupert Mann - as yet to be arranged

98.2 (min. 81) - On-line verifier - to be arranged, details required from Cllr. A. Belgrove

Clerk

98.3 (min. 81.3) - SAMs machine – Email sent to Tivetshall PC Clerk

98.4 (min. 84.6) - Replacement of springer – Zingo - reminder sent to HAGs, not responding Cllr. K. Cowley will try another contact

KC

98.5 (min. 86.2) - Refurbishment of noticeboard – quotes to be arranged

Clerk

98.6 (min. 89) - Commemorative plaques - second plaque has been collected

99. Correspondence as received by members of the Council - sheet attached - a suggestion of cycle routes, from Diss through to Burston, via Audley End; a poster from Norfolk Wildlife Trust for a meeting on Monday, 24th January in Diss had been received.

100. Finance -

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

Schedule of Payments:

BACs	Payments to:	Payments for November and December 2021
P21/069	A. Baker	Salary – November + Office supplies, RBL wreath, Path & Woodland Project
P21/070	H. Drake	Caretaker invoice - December
P21/071	DRPC	SLCC Annual subs. fees
P21/072	HMRC	PAYE – 3 rd quarter (Oct., Nov., Dec.)
P21/073	A. Wakeham	Ionos – website hosting (Oct., Nov., Dec.)
P21/074	The Space	Hire of venue
P21/075	A. Baker	Salary – Dec. + Office – renewal of Bullguard, Path & Woodland – Queens Canopy plaque
P21/076	Excite Solutions	Clearance of ditches on Playing Fields
Receipts	From	Payments for January 2022
R 015	NCC	Parish Partnership
R 016	ForFarmers	Donation to Path & W'land project
R 017	HMRC	VAT Repayment
R 018	G. Watling Foundation	Paths & Woodland project

Payments: Copies of December and January sheets attached to paper files. It was resolved to approve all payments from December and January, proposed Cllr. K. Cowley, seconded Cllr. M. Warwick, all approved

100.2 - Approval of monthly statement of accounts report for November and December, as distributed at the meeting: It was resolved to approve the statements, proposed Cllr. A. Belgrove, seconded Cllr. J. Mallows, agreed by all.

100.3 - Quarterly reconciliation (third quarter) - it was resolved to approve quarterly reconciliation - proposed Cllr. A. Belgrove, seconded Cllr. J. Mallows, agreed by all. There is still a reasonable sum of CIL money approx. £7,500 – to be spent within five years which can be spent on infrastructure.

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

101.1 - Planning Application 2021/0404 Low Farm Barn, Pug Street, Shimpling - a certificate of Lawful development – change of use from agricultural land to garden - it was felt that the Council were unable to support this applications as the detail and knowledge of property was scant

101.2 - **Planning Application 2021/2701 Bridge Farms Barns, Tibenham** - **Prior approval** for conversion of agricultural buildings to three dwellings - original request came earlier, edge of top edge of parish, using footprint of buildings - this application is sited on the edge of the Parish. it was agreed to approve

101.3 - **Planning Application 2021/2762 Wymur, Audley End, Burston** - single storey front, rear and side extensions – the Planning Officer raised concerns regarding the roof at the front which is flat, in terms of street scape doesn't fit - this was also raised by members of the Parish Council; a further concern was if the mobile home becomes a permanent addition, once building been complete need to prove not a second dwelling, it has already been there a couple of years - what is the intention for future use, there may be a need for temporary planning permission

101.4 - **Planning Application 2021/2757 Bell Cottage, Back Lane, Burston** - demolition of existing double garage, erection of double garage and annexe above - it was noted that the roof line had been lowered, proportions within streetscape acceptable - there were no objections raised, approved

101.5 - **Planning Application 2021/2686 Crown Farm House, 25 Mill Road, Burston** – works to trees in Conservation Area - to fell and ash, row of conifers on the roadside boundary - Approved

101.6 - Receipt of any application which may have arrived prior to the meeting and circulated to Councillors – a query was raised about the refurbishment of The Crown round the back, as listed building - does this require planning permission – further information to be sought

Comment noted that: that the number of dwellings being converted to larger homes - in time there will be a shortage of smaller homes and these will have been lost to the market;

101. 7 - **Consultees reports of Planning Decisions made by SNC:**

Planning Application 2021/0404 Low Farm Barn, Pug Street, Shimpling - a certificate of Lawful development – change of use from agricultural land to garden - **Refused**

102. Highways

83.1 - **Highways** - there have been a series of emails relating to the list from 1st December - the items are in hand, the situation will be monitored and regular contact with Adam Mayo will be maintained; the issues on Mill Road - will require a road closure, this will take time to organize, reported Adam Mayo, NCC Highways Engineer; Willow House - the proposed drain is from Mr. Baxter's field into the underground pipe installed by Highways - this is being considered by Hlghways.

KC/
NF

103. Playing Field:

103.1 - **Progress report on the Paths & Woodlands project** - Cllr. K. Cowley reported the project had gone fantastically well, apart from damage to the holly trees (these were cut off – possibly for Xmas decorations); the gravel will be bagged to relieve the car park area and stored on the playing field; surplus funds - roughly £1,400 (this does not include three items – tools, giveaways for children, tea & coffee, which were not included in the original costings) it was suggested that the surplus to go towards a new project – a covered wooden classroom, quotes will be sought and grants considered; it was resolved that this would enhance the current work on the playing field to be used by the School, the community, art groups etc., proposed Cllr. A. Belgrove, seconded Cllr. M. Warwick, all agreed

Planting of the wildflower meadow this will be planned for later in the Spring;

Cllr. A. Wakeham commented that this had been a great community project and well led by Cllr. K. Cowley

KC

A new shed for the Playing Field - this is the replacement of an asset, so it is not included in this project, Cllr. K. Cowley will seek quotes and circulate the information

103.2 - **Ditch clearance** - this has been completed; there is a pile of rubbish which it is hoped that SNC will remove - it will be taken from the bottom end to top entrance area; there are still brambles climbing up fences - Clerk to contact the two Housing Companies to attend and clear along with a request for a donation towards the cost of the clearance;

KC/
LB
KC

The culvert under Audley Close needs to be rodded – one pipe passes into the School and the other into the Close, this will enable water to flow freely - the Clerk will contact the Caretaker (Hadleigh Drake) to see if he would like to clear the pipes, Cllr. K. Cowley will meet with the Caretaker to discuss; if not Clerk to ask Excite Solutions if they will carry out the work;

Caps for posts, Zingo being chased by Cllr. K. Cowley

Clerk
/KC

Clerk
/HD/
KC

103.3 - **Future projects for the Playing Field** - an outdoor community/classroom facility would be an asset for the site - feedback from the School will be sought; Cllr. K. Cowley will put together details of a proposal and forward to Cllr. A. Belgrove for the School. A suggested site would be near to the play area, with direct easy access for school, this would lessen vandalism opportunities, creating a covered space for groups to use - such as outdoor art groups, the School, Community events, Norfolk Wildlife Trust etc. The Chair thanked Cllr. K. Cowley for his input.

KC/
AB

104. A short report from the Ditches & Waterways working party - Cllrs. M. Warwick and K. Cowley reported

- there had been a considerable amount of work carried out - there are two things in the pipe line 26th Jan – Norfolk Strategic Flood Alliance will meet, part of the discussion will be Moor Lane to alleviate the flooding on Pug Street, Shimpling;
Pug Street – Low Farm to the ditch to the main road will be dug out in February;
Thelveton Estate has dug out the top of Hall Lane, Shimpling and are prepared to consider a ‘leaky dam’ going towards Moor Road - somewhere within the wood as a test site constructed upstream - James Gowing has telegraph poles to donate to this purpose. They will wait until Thelveton Estate have dug the ditch;
Trees will be planted on the approach to St. Georges Church by the volunteers and the Parish Council in the near future, the Estate have given permission for this to happen;
Audley End pump house additional pipework will improve the ditch flow;
The dog-leg on Diss Road/Market Lane – Cllr. A. Belgrove has straightened their hedge line, a neighbours bank has collapsed, other neighbours have sent for quotes for the recommended work - Harry Partridges contact details have been passed onto them; the vegetation has been cleared at Oakdene; the beck is slowly returning to ‘normal.’
The Chair thanked Cllrs. M. Warwick and K. Cowley for the considerable amount of time they have given to move this work forward.

105. Don Swanton Award - Cllr. A. Belgrove reported that if the award is to be presented at the Annual Parish Meeting, the closing date would need to be the 1st March, to allow time for engraving award. The matter was discussed, it was agreed that the outside presentation in the summer would be preferred, thus the 1st April to be set as closure for the nominations.

Litter Pick – a date of Saturday 26th March, this would coincide with the Keep Britain Spring Clean. Cllr. A. Belgrove will liaise with the Church re a Coffee Morning, but it is unlikely the Church will be able to be used as the porch is unsafe; Cllr. K. Cowley suggested the purchase of hot water flasks – Clerk to price with Anglia Catering; another suggestion was to approach the Strike School for possible use – Cllr. N. Frankland will be asked to mail his contact.

AB/
Clerk
NF

106. Queen’s Jubilee meeting - Cllr. M. Warwick attended the NALC webinar - he suggested possibly initiating a webpage; the Royal Norfolk Show on 2nd June will have a dedicated event; it is planned to create four new walking trails over the next few months, in the County; the format for the day includes: Town Criers/Pipers on 2nd, 21. 45 beacons to be lit, it is hoped to raise the current number to 70; there is a site where the beacons can be ordered, via the Pageant Master Bruno Peake; SNC and NCC looking at providing grants to communities. It was noted that the Parish still have the grant award from VE day, which could be used; SNC/NCC - a new scheme will be created – whereby young people can accrue credits to put toward a community award. To date three people have volunteered to co-ordinate events – Bev, Jane Fishwick and Phil Stevens, it is hoped to generate further interest via – Parish Planet, the website, Round Robin, Facebook pages; Cllr. M. Warwick to meet with the three volunteers to consider events - a community picnic on field etc. The Chair thanked Cllr. M. Warwick for his report and work to date.

MW

- 107. To note: (i) GNLP Inspectors Examination** commencing the 1st February, 2022 - this was noted.
- (ii) **NCC Norwich Western Link project** – there was an email from Co. Cllr. M. Wilby following a report in the EDP - if travelling this new link may be useful, the signposting is poor, however it is considered by many as an environmental disaster;
- ‘Million Trees for Norfolk’** – Cllr. K. Cowley is trying to arrange dates for planting at Shimpling Church, the hedgerow in Audley Edge, Back Lane, the village green, Diss Road, with blossom trees on Mill Green – Cllr. K. Cowley will circulate dates presently
- Church building** – Cllr. A. Belgrove reported that a builder had been instructed to provide a quote, the work will be completed as an emergency repair (to replace a slipped stone in porch, therefore it shouldn't require Faculty permission) in time for the wedding, as disabled access/facilities are required.
- Diss & District Neighbourhood Plan** - A query has been raised regarding a site for housing south of the Cemetery, Diss on a field, along with a new access road through to Shelfanger, this could bring additional traffic through Burston and Shimpling. Cllr. A. Wakeham stated it would be more beneficial to comment personally rather than as Parish Council as more note is taken of individual concerns - there is a potential to increase the flow of traffic along Heywood Road, Shelfanger Road the housing is more acceptable but there are implications with a new link road. Cllr. A. Wakeham will mail the link around; Cllr. A. Wakeham also reported that with the additional sites the Consultants would need to rewrite prior to the next stage of consultation; the Diocesan have submitted a field in the centre of Burston for homes, however the preferred site is still Gissing Rd.

KC

- 108. The date and place for the next Meeting - Monday 21st March 2022, 7.30pm at The Space, Mill Road, Burston -**

Agenda items: end of year audits, the litter pick, Don Swanton Award

The Chair thanked everyone for the contributions and attendance. The meeting closed at 9. 40 pm

APPENDIX I – MINUTE 99

Schedule of Correspondence – not on the agenda

Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	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 Town Council	Agenda, minutes etc. for meeting	Fwd. AW
5.	Crime/Speedwatch	Police	Monthly review	Fwd. to All
6.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
7.	Wellbeing	NALC	Weekly updates	Fwd. to All
8.	Rough Sleepers	SNC	Bi-monthly count	Fwd. to All (9/11)
9.	Floods at Shimpling	R. Dannett NFAS	Update on progress	Fwd. NF/MW/KC (10/11)
10.	PROW closed	NCC	Closure of Durbridges Hill PROW	Fwd. to All (13/11)
11.	Webinars	NALC	Trees & NCC budget	Fwd. to All (16/11)
12.	Tree planting dates	Cllr. KC	Arrangements	All (12/11- 4/12)
13.	Volunteers in the community	Voluntary Norfolk	Article for Parish Planet	Fwd. to All (16/11)
14.	Admissions policy	Head at Burston	Comments on policy	Fwd. to All (18/11)
15.	2022/2023 Precept	SNC	Letter, figures, form	Fwd. to All (22/11)
16.	Various flood h'ways issues	BSPC/NCC/Highways, Anglia Water	Issues throughout the villages	Nov. to Dec.
17.	Budget consultation	NCC – T.McCabe	Comments on budget	Fwd. to All (25/11)
18.	PROW diversion	Birketts Solicitors	Diversion round property	Fwd. to All (25/10-24/11)
19.	Vulnerable public	Anglia Water	Priority services register	Fwd. to All (30/11)
20.	Fly-tipping	BSPC/SNC	Long Lane, Burston	30/11
21.	Dedication of trees	Queens Green canopy	Plaque dedication	Fwd. to All Nov./Dec.
22.	Wilder Connections winter project	NWT	Project to be shared within community	Fwd. to All (6/12)
23.	St. Georges Parades	SNC/A.Cox	Info. re parades	Fwd. to NF (6/12)
24.	H'ways Rangers	NCC	Visit & jobs	Fwd. to All (14/12)
25.	GNLP	NCC	Consultation	Fwd. to All (17/12)
26.	Change of name	NCC - T. Stewart	Civil parish name change	Fwd. to All (21/12)
27.	Village events enquiry	NWT – S. Grime	Roadshow events planned for 2022	Fwd. to All (20/12)
28.	Deployment emails	Comm. Heartbeat Trust/ NF	No response to EEAA	Fwd. to AW/Clerk (6/01)
29.	Parish Council mtgs.	SNC/Broadland – L. Mockford	Meetings to be held in public not virtual	Fwd.to All (11/01/22)
30.	Rough sleepers	SNC – D. Millman	Bi-monthly count – Jan.	Fwd. to All (11/01)
31.	Promoting Independence	NCC	Partner for NCC for Adults Social Care	Fwd. to All (13/01)

Postal Correspondence –

	Subject	From	Contents	Action
32.	Bank Statements	Lloyds	statements	AW/Clerk filed
33.				