

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 22nd March 2022, at 7.30 pm, Burston Strike School, Burston

Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice-Chair/Responsible Finance Officer
Angela Belgrove	
Keith Cowley	
Mike Warwick	
Ann Baker	Clerk to the Council
Members of the public:	Co. Cllr. B. Duffin, Dist. Cllr. J. Easter

109. **Apologies for Absence** Cllr. J. Mallows, Anita Hughes

110. **Declarations of Interest regarding agenda items** none

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

Dist. Cllr. J. Easter: reported that the preparations for the Queens Jubilee celebrations were well in hand; it was noted that the grant form had been received from the Parish Council and the money will be released in April; this year the Community Action Fund will have available £10,000 to issue in grants , with a focus on smaller parishes. An application for the Outdoor classroom has been quoted at £8,500, CIL monies, Nat. Lottery are amongst the grant funding being sought by the Parish Council. Dist. Cllr. Easter will forward a copy of the application to Cllr. K. Cowley

Ukraine – the situation is changing daily, SNC talk with the Home Office, the advice is: anyone interested in hosting needs to register on the Government website, Norfolk will find out how many hosts are required. Phase 1 – will link friends and family, phase 2 – will bring others to host families. It's expected that generally it will be one woman and a number of children. SNC will support all host families beginning with a visit to check the family, discuss the impact on family life, the pitfalls etc. There is a minimum period of 6 months with a stay up to 3 years. The hosts are not allowed to ask for rent but can ask for a contribution towards food; if a family realise it's not working arrangements would be made to resettle the family elsewhere; As this is a rural isolated community one family would not be placed here alone - groups would be allocated to the smaller communities if possible - schooling shouldn't be a problem – here in Burston and Tivetshall; some women may wish to work – supermarkets, if teacher in school or other skilled workers the Council Offices will act as a point of contact – the job centre would assist, visa's etc. will be sorted, the Help Hub will also provide back up in all aspects; SNC will take them from London to the Long Stratton offices and host families would come to meet them.

A resident spoke that in Burston seven families have offered homes, they have linked up with a group in Diss - various social activities will be provided in the Diss group for the refugees to help them adjust – help with food, clothing, transport could be offered through the Parish Council - Patrick Gleeson is the link person for this area. Pastor Sam and the school have offered to act as gathering points;

M. Pursehouse is the contact at SNC; SNC and NCC are flying the Ukrainian flag, as a supportive gesture;

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Co. Cllr. B. Duffin - stated that if there was further information it would be sent to the Clerk; there is a School pilot parking scheme being initiated - he will keep the Parish Council informed; Cllr. Duffin's division grant £10,000 for small highway works the next financial year has been allocated – a suggestion for electric vehicle charge points on the playing field would be considered by the Parish Council; in the Diss & District Neighbourhood Plan - 160 homes are to be built – there is a concern that traffic will be diverted through Burston and Shimpling - Co. Cllr. B. Duffin suggested there was a need to register concerns by sending an email to the officer and to Diss District Cllr.

The meeting resumed at 7. 43 pm

- 112. A short report on the Public Rights of Way** - Anita Hughes had sent a report – containing updates on Shimpling BOAT, footbridges requiring attention that NCC are aware of; the bridge on Durbridges Hill – Cllr. N. Frankland will investigate this problem NF
- 113. Approval of the minutes from the Parish Council Meeting held on the 17th January 2022** - the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed
Cllr. A. Wakeham, seconded by Cllr. A. Belgrove, unanimous approval.
- 114. Matters Arising from the minutes not on the agenda:**
- 114.1 (min. 98.1) - Meeting with Sir Rupert Mann - as yet to be arranged
 - 114.2 (min. 98.2) - On-line verifier - to be arranged, details required from Cllr. A. Belgrove
 - 114.3 (min. 98.3) - SAMs machine – Email sent to Tivetshall PC Clerk
 - 114.4 (min. 98.4) - Replacement of springer – Zingo - reminder sent to HAGs, as there has been no response Cllr. K. Cowley has contacted HAGs
 - 114.5 (min. 98.5) - Refurbishment of noticeboard – quotes to be arranged – the Clerk has contacted KC
Clerk
T. Playford and a quote is awaited
 - 114.6 (min.98.6) - Commemorative plaques - the second plaque has been collected and will be incorporated into the new Shimpling noticeboard
 - 114.7 (min. 106) Don Swanton - Cllr. A. Belgrove has received some nominations, the presentation will be arranged for May/June time; any verbal nominations should be written and sent via the Clerk or
Cllr. K. Cowley
- 115. Correspondence as received by members of the Council** - sheet attached - Priscilla Bacon Hospice appeal arrived as a letter
- 116. Finance** -
- 116.1. - **Approval of payments and receipts report as distributed at the meeting:**

Schedule of Payments:

BACs	Payments to:	Payments for March 2022
P21/077	Dissigns	Signage for Playing Field/pth&w'land
P21/078	Partridge Paving	Playing Field/pth&w'land proj.
P21/079	N. Burridge	Grass/hedge cutting at Shimpling Churchyard
P21/080	A. Baker	Salary Jan. + office
P21/081	CTS Building supplies	Play. Field maintenance – post-crete
P21/082	Burston PCC	Churchyard maintenance
P21/083	H. Drake	Caretaker – February invoice
P21/084	A. Baker	Clerk – February salary
P21/085	SNC	Annual Dog Bins inv.(1/4/21–1/3/22)

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P21/086	TreeFellas	Removal of tree damage Church Green.
P21/087	A. Wakeham	Website charges
P21/088	H.M.R.C	PAYE final quarter Jan. – Mar.'22
P21/089	H. Drake	Caretaker inv. for March
P21/090	A. Baker	Clerk's salary for March

Payments: Copies of February and March (to date) sheets attached to paper files. It was resolved to approve all payments from February and March, proposed Cllr. N. Frankland, seconded

Cllr. M. Warwick, all approved

116.2 - **Approval of monthly statement of accounts report for January and February, as distributed at the meeting:** It was resolved to approve the statements, proposed Cllr. A. Wakeham, seconded Cllr. A. Belgrove, agreed by all.

116.3 - Approval of the annual subscriptions to NALC (Norfolk Assoc. of Local Councils), Parish Online - it was resolved to approve, proposed Cllr. A. Wakeham, seconded Cllr. M. Warwick, all approved

116.4 - Approval of an increase to the Clerk, as recommended by National Joint Council, back dated to April 2021, an increase of 0.23pence per hour. It was resolved to approve the increase and back dating of payment, proposed Cllr. A. Wakeham, seconded Cllr. K. Cowley, all agreed

116.5 - Approval of an increase to the Caretaker, as of April 1st 2022, to £12.00 per hour rate. The service provided is excellent and effective, there will be a small increase in hours as a result of the changes on the Playing Field recently. It was resolved to approve the increase, proposed

Cllr. N. Frankland, seconded Cllr. A. Wakeham, all in favour

The amount of grass to be maintained will be reduced due to the changes, Cllr. K. Cowley will meet with Alan Page to discuss and confirm the alterations

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

117.1 **Planning Application 2022/0162 Red House, Mill Rd., Burston** – listed building consent to install one window to the east end to facilitate a shower room - no adverse comment, adding window will balance building, support application

117.2 **Planning Application 2021/2617 Works to trees in a Conservation Area - Fenlands, Diss Rd., Burston** – fell one plum, one cherry, one birch, reduce height of Laburnum, three yews, coppice a hazel group by Frenze Beck - noted

117.3 **Planning Application - Kite House, Bridge Road** - listed building no objections, proposed Cllr. A. Wakeham, seconded Cllr. M. Warwick, all in favour

117.4 Consultees reports of Planning Decisions made by SNC:

Planning Application 2021 2701 Bridge Farm Barns, Long Row Tibenham approved 16th February 2022

117.5 **Planning Application 2021/2757 Bell Cottage, Back Lane, Burston approved 9th February 2022**

118. Highways

118.1 - **Highways** – Cllr. N. Frankland reported that currently Adam Mayo is completing the year end projects, it anticipated that a meeting will be arranged to address the various outstanding issues - closing Back Lane, the grip at Audley End, the two problem areas near the pumping stations;

The SAMs – does not appear to be lighting up, Cllr. A. Wakeham will contact Cllr. J. Mallows; the purchase of this SAMs machine – the Clerk will contact Tivetshall Parish Clerk again;

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Speedwatch – Brian Fishwick has taken over the organising and will arrange for a retraining for all involved

119. Playing Field

119.1 - **Progress report on the Paths & Woodlands project** - Cllr. K. Cowley reported: (i) the quotes for a new storage shed will be circulated – as this an asset replacement, funding is available from Asset Reserve Account, so it is not included in this project. The items need to be removed from the shed into temporary accommodation – Councillors K. Cowley, N. Frankland, M. Warwick will arrange a time to take down then put up the new shed - possibly day's work for 2/3 people. Cllr. K. Cowley to order arrange a timeframe and put a base down (ii) tree planting on the Playing Field and in the community – weekends to be circulated; (iii) seeds on the prepared bunds – this will be a collection of bought and collected seeds over a couple weekends. It was suggested that the School may like to involved in scattering the seeds through the week; (iv) three information signs and a 'Queens' Canopy' sign have been erected. (v) the regime in grass cutting will be arranged with H. Drake and A. Page; (vi) Play area repairs – waiting for HAGs to confirm a date

119.2 - **Future projects for the Playing Field** – the outdoor classroom will be known as the 'Jubilee Community Pavilion' - the quote from Gudrum has been accepted subject to the twelve week delivery; H. Page has agreed to do the concrete base. The steps down to bridge were being attended too.

The Chair thanked Cllr. K. Cowley for all his work on the Playing Field

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

- Martin Matthews from NCC had been in contact; the riparian owners had been approached to explain their responsibilities - a team of volunteers would be available to adjust the dog-leg in Burston; the culverts in Shimpling have requested assistance

'Reclaim the Rain' project – the Calton family have agreed to enlarge or dig a new pond, however they do not need to re-use the water; Alex Mann – is considering the leaky dam possibility for the stream on Moor Road – queries such as - who would build this, where are examples that this has been used successfully? Cllrs. M. Warwick and K. Cowley will enquire for more information from the Reclaim the Rain team;

Tivetshall, Thelveton and Gissing ditches/waterways - Cllr. N. Frankland to meet with these groups;

Cllr. N. Frankland is endeavouring to contact members of the Norfolk Strategic Flood Alliance (NSFA)

NF

The Chair thanked Cllrs. M. Warwick and K. Cowley for the considerable amount of time they have given in moving this work forward.

121. Queen's Jubilee meeting

- the recent notes had been circulated by Cllr. M. Warwick - South Norfolk grant had been received, BARN were also contributing to the fund, the total to date was £1,350.00, of this £965.00 is committed - advertising and printing costs, the band. All arrangements are progressing well - the school are designing posters, which will be judged at the end of month, printed and laminated – 20 posters, tickets for the Barn Dance will be printed and organised by Cllr. N. Frankland. Porta-loos have been ordered, the Treasure Hunt is progressing, music has been organised, along with the lunch on the Playing Field

NF

The Chair thanked Cllr. M. Warwick and the team for their hard work

122. Litter Pick – a date had been arranged for Saturday 26th March. This would coincide with the Keep Britain Spring Clean and SNC Litter Picks from 14th March to 30th June. The details are all in hand - various areas within the 30mph limit had been allocated; the Church is unable to open - however if the weather is inclement access will be available via the back entrance, cold drinks will be available, a reminder will be added to the Round Robin, Burston Community Facebook. Last year the Parish Council had received the £200.00 award, along

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with the £20.00 entry award which have been received by the Parish Council. Some of the funds will be used to purchase hi-vis waistcoats for children.

Cllr. A. Belgrove will arrange for these to be purchased

123. **A training session on 'How to use a Defibrillator'** - agenda item for April - Cllr. N. Frankland will enquire with the Heartbeat Trust **NF**
124. **Parish Council meeting dates and venues** - information circulated by the Chair, venue - for the time being meetings will be held at The Space, Mill Road, Burston.
(ii) Annual Parish Meeting - 26th April – the Church is not available, other venues were to be considered - the Chapel is on the small side, Strike School - Cllr. Frankland will enquire via Miles Hubbard, Unite Union representative. The Venue will be confirmed and advertised as soon as possible **NF/ Clerk**
125. **A service on St. Georges Day at Shimpling Church, 23rd April** - last years' service was held in the open air, outside church; Cllr. N. Frankland will speak with Rev. S. Walsh to ascertain her availability, information will be circulated via email and the Round Robin **NF**
126. **Option for refurbishing the bus shelter** - washed last summer, a quote had been received to paint the outside with a clear waterproof treatment that allows the timber to bleach naturally, the inside will be painted with a similar paint to the current interior. Cllr. K. Cowley will liaise with decorator **KC**
127. **To note: (i) GNLP Inspectors Examination** commencing the 1st February, 2022 - this was noted.
(ii) **NCC Norwich Western Link project** - minor amendment of route; (iii) note the Green Gate is being moved a little north, new drive to barn, Shimpling (iv) 10 mugs left from tree planting – offer to ForFarmers as they sponsored the purchase - Cllr. K. Cowley will approach them **KC**
128. **The date and place for the next Meeting - Monday 26th April 2022, 7.00pm short PC, 7.30pm the Annual Parish Meeting at the Strike School, or The Space, Mill Road, Burston -**
Parish Council Agenda items: end of year audits, the litter pick, Don Swanton Award, metal detecting on the Playing Field; Queens Jubilee; defibrillator

The Chair thanked everyone for the contributions and attendance.

The meeting closed at 9. 47pm

APPENDIX I – MINUTE 115
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.	Fallen tree Church Green	NF		Fwd. to All 22/02
10.	Jubilee Grant form	SNC/Clerk	Grant request	Fwd. to MW 22/2
11.	Tesco consent form	Tesco/KC	Consent for information	Fwd. by KC to Cllrs.
12.	Waterways & Ditches	Various	Info. re works	Fwd. KC/NF to All
13.	Reclaim the Rain	S. Luff	Flooding resilience	Fwd. by KC to Cllrs
14.	Queens Jubilee	Cox SNC	Workshop webinar	Fwd. to Cllrs. 2/3
15.	Garden waste	SNC – sales ledger	Renewal notice	Fwd. to AW 2/3
16.	NALC & HMRC wage inc.	SLCC & HMRC	21/22 pay increase & National minimum wage	Fwd. to all 2/3
17.	Empowering Communities	CAN	Change to n'letter & reminder of membership fees	Fwd. to NF/AW
18.	Subscription	NALC	Annual information	Fwd. All 3/3
19.	Burston PCC grant	Treasurer	Thanks for grant	Fwd. to All 3/3
20.	New outdoor covered area + funding	K. Cowley	Info. re various quotes	From KC to All 8/3
21.	Jubilee meetings	M. Warwick & K. Cowley	Info to date re events	To All 8/3
22.	BOAT 36	NF	Update on situation	Fwd. to All 9/3
23.	Payment message	NCC	Implementing a new finance sys.	Fwd. to Aw 14/3
24.	The Big SN Litter Pick	SNC – J. Riseborough	Mar.14 th to 30 th June	Fwd. to AB 15/3
25.	Green metal gate	NF	Re-positioning of gate	Fwd. to all 15/3
26.	NALC briefing	NALC	Ukraine briefing	Fwd. to All 16/3
27.	Virtual meeting	Norfolk Police	Priority setting for Diss area	Fwd. to All 16/3
28.	Rough sleepers	SNC – D. Millman	Bi-monthly counts	Fwd. to All 17/3
29.	T & P Councils	SNC	Presentation	Fwd. to All 17/3
30.	Burston watercourse	NCC –Flood resilience off.	Market Lane/Rectory Rd	Fwd from NF to all
31.	PROW	NCC site	Shimpling Boat 36, FP 20	Fwd from AW to All
32.				
33.				

Postal Correspondence –

	Subject	From	Contents	Action
34.	Bank Statements	Lloyds	statements	AW/Clerk filed
35.	Priscilla Bacon Hospice	PBHospice	'Building the Future' brochure appeal	

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