

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 26<sup>th</sup> April 2022, at 8.15pm, Burston Strike School, Burston

**Present:**

Nigel Frankland	Chairman
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:	Co. Cllr. B. Duffin

**129. Apologies for Absence** - Dist. Cllr. J. Easter

**130. Declarations of Interest regarding agenda items** - none

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

**County & District reports** - there was no reports from the County Councillor as these had been presented at the Annual Parish Meeting, which preceded this meeting.  
There were no residents present

*The meeting resumed at 8.20pm*

**132. Approval of the minutes from the Parish Council Meeting held on the 22<sup>nd</sup> March 2022** - the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed  
Cllr. K. Cowley, seconded by Cllr. J. Mallows, unanimous approval.

**133. Matters Arising from the minutes not on the agenda:**

133.1 (min. 114.1) - Meeting with Sir Rupert Mann - as yet to be arranged

133.2 (min. 114.4) - Replacement of springer – Zingo - a date has been received for this repair

133.3 (min. 122) - Litter Pick - this had been a successful event, the bags of litter have been collected by SNC

133.4 (min. 125) - St. Georges Day Service - this had been attended by invitation only

133.5 (min. 126) - Refurbishment of bus shelter - a quote had been received, a decision will be agreed

**134. Finance** -

**134.1. Approval of payments and receipts report as distributed at the meeting:**

**Schedule of Payments:**

BACs	Payments to:	Payments for March / April 2022
P21/092	A. Belgrove	Hi-Viz vest for children/litter pick
P22/01	C & G Trenching	Playing Field maintenance - March
P22/02	H. Drake	Caretaker inv. for Mar./April

Approved \_\_\_\_\_ Date \_\_\_\_\_

P22/03	C & G Trenching	Playing Field maintenance - April
P22/04	A. Baker	Clerks salary – April + weedkiller
P22/05	HAGs-SMP Ltd.	Repair to Zingo rocker
P22/06	NALC	Annual subscription fees
	<b>Receipts</b>	
Tr14	Transfer from Asset reserve account	To cover Playing Field project costs – outdoor classroom etc.
R19	HMRC	VAT refund
R20	SNC	Litter pick monies

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

Cllr. A. Belgrove, all approved

134.2 - **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

134.3 - **Approval of the final Quarterly Bank reconciliation** for financial year 2021/22, proposed

Cllr. A. Belgrove, seconded Cllr. A. Wakeham, all agreed

134.4 - **Approval of papers relating to the Annual Audit for 2021/22** - Section 2 page 5, the Recognised Financial Officer signed the form, prior to being submitted to the Internal Auditor, proposed Cllr. N. Frankland, seconded Cllr. K Cowley, all approved

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

135.1 - **Planning Application 2022/**

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

- a. **Planning Application 2022/0162 Red House, 1 Mill Road, Burston** - installation of a window to east end of a south wall - **Approved 25<sup>th</sup> April 2022**
- b. **Planning application 2021/2142 The Grange, Dickleburgh Road, Shimpling** - planning application withdrawn

**136. Don Swanton Award** - announcement of the recipient and arrangements for presentation the Committee met, there were three nominations, all were worthy recipients. It was agreed that B4RNs should receive the award, the award would be presented on Church Green on 22<sup>nd</sup> May at 10.30am. The plaque has been taken to the engravers

**137. Metal detecting on land owned by the Parish Council** - this matter was discussed at great length – with the recent works (new fitness equipment, new trees, wildflower bund) carried out on the Playing Field it was felt inappropriate and there could be risks to users on the Playing Field. Church Green surface is more like meadow land. It is understood that there is a ‘Metal Detectors Code of Conduct.’ The suggestion was that the Chair contact the person involved if they belong to such a group, have appropriate insurance and understanding that care needs to be taken. The proposal was that a ‘letter of understanding’ be drawn up, there would need to evidence of membership to the Detectorists and insurance, that a trial area would be granted and areas where positive readings recorded would be subtly marked before being dug up. The letter would be circulated to all Councillors before being delivered. The details of the ‘permission’ would be finalised after confirmation of the above.

NF

Approved \_\_\_\_\_ Date \_\_\_\_\_

- 138. Queen's Platinum Jubilee** - update on events & any actions taken. Cllr. M. Warwick had circulated allocation of finances to date. The Church has agreed in the event of wet weather the Church can be used, picnic details have been agreed, the Treasure Hunt is organised, there will be a prize for the children's Jubilee posters. The posters will be displayed, advertising on the website, Round Robin, social media, there may be a flier drop, marquees, toilets and music have all been confirmed  
The Chair thanked Cllr. M. Warwick and the team for their organization **MW**
- Maria Gipson, at Burston School asked if the Parish Council would like to exhibit at the Summer Fete, on the 25<sup>th</sup> June, tables for £10.00 along with donations for the cake stall. It was agreed that it would be good to support the School in this way. The Fete would be advertised on the website and in the Round Robin **KC**
- 139. A training session on 'How to use a Defibrillator'** - details had been received from The Community Heartbeat Trust - suitable dates would be submitted to CHT, the training would take place at The Strike School or The Space - details to be confirmed. The defibrillator had been deployed recently, it had been noted that the Support package was not available – this matter had recently been addressed with plans to purchase the necessary kit. The house owner proposed themselves as the co-ordinator - it is unclear as to whether the Parish Council insurance would permit this, as the defibrillator is a Parish Council Asset - situation to be clarified by the Chair with CHT and Clerk with the insurers . **NF/  
Clerk**
- 140. Quote for refurbishing the bus shelter** - a quote has been received for £750.00, the paint to be provided by the Parish Council. The work can be scheduled for early July. It was resolved to accept the quote, proposed Cllr. K. Cowley, seconded Cllr. A. Wakeham, all approved **KC/  
Clerk**
- 141. Matters of Information:**
- a. Playing Field Shed - the equipment inside requires to be removed, then the shed can be dismantled – Cllr. Warwick will home the mower, Cllr. Frankland the strimmer, temporary fencing Cllr. Belgrove until the new shed is erected. Dismantling of the shed arranged for week beginning 5<sup>th</sup> May - Cllr. Colwey to confirm via email **KC**
  - b. Welcome Pack - Cllr. J. Mallows and Cllr. A Wakeham will liaise to re-configure the contents **JM/AW**
- 142. The date and place for the next Meeting - the Annual Parish Council Meeting - Tuesday 17<sup>th</sup> May, 7.30pm**, the venue will be confirmed as either The Space or The Strike School **NF**
- Agenda items: election of the Chair, Vice-Chair, internal audit/external audit, Standing Orders, Financial Regulations, Financial Risk Assessment, policies
- The Chair thanked everyone for the contributions and attendance. The meeting closed at 9.55pm