

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Tuesday 17th May 2022, at 7.30pm, Burston Strike School, Burston

Present:

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

- 1. Election of the Chair & signing of the Declaration of Acceptance of Office**
Cllr. A. Wakeham proposed Cllr. N. Frankland, Cllr. K. Cowley seconded. Cllr. Frankland agreed to stand, there were no other nominations, all agreed. Cllr. N. Frankland signed the Declaration of Acceptance of Office.
- 2. Election of the Vice-Chair & the signing of the Declaration of Acceptance of Office –**
Cllr. N. Frankland proposed Cllr. A. Wakeham for Vice Chair, Cllr. A. Belgrove seconded, there were no other nominations, all approved. Cllr. A. Wakeham signed the declaration of Acceptance of Office.
- 3. Apologies for Absence - none**
- 4. Declarations of Interest regarding agenda items - Culpher Farm - KC**
- 5. Adjournment of the meeting for Public participation, County and District Councillors reports:**
Co. Cllr. B. Duffin: offered his congratulations on the reappointments of the Chair and Vice-Chair; there have been an increased number of e-scooters in Norwich, NCC are purchasing new electric buses for use in Norwich. There will need to be a trial period around Norwich before these are used in rural areas; The matter of the dangerous bend at Durbidges Hill was raised and an option of warning flashing signs - CO. Cllr. B. Duffin will investigate the matter
Dist. Cllr. J. Easter: reported that SNC are moving to Broadland Business Park(lies north east of Norwich) with Broadland District Council - there was an overwhelming majority, huge of savings to be had, the building has many green credentials, it will cost less to run; there is a pledge not to increase Council Tax next year; for a number of years there have been joint staff working in different offices this will improve the running of services; each council will have its own meetings; everything will run together apart from Planning. The SNC building will be sold at a commercial rate;
Regarding the request for grant from the Community Action Fund – Cllr. K. Cowley will submit a bid in the next two weeks;
National Grid East – this project will not directly affect the Parish, it passes between Heywood and Shelfanger, Tas Valley, Tacolneston - there a number of group Parish Council meetings being organised; the Consultation Sheets can be completed by residents, which finishes on June 16th, the statutory consultation begins in April 2023 – the proposal only offers one route, this is an opportunity to amend the route -

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reasons are offered, options as to why the route is such; it has been agreed to put the cabling under Dedham Vale, here it is felt that the Waveney and Tas Valley's are equally beautiful; there are huge protest groups, Rosie Pearson is leading a group locally there is considerable ill feeling, along with many options which haven't been considered. There are meetings on the 23rd May at Bressingham, the 9th June at Tibenham, Roydon is being arranged.

Cllr. J. Easter will keep the Clerk informed of the progression

The meeting resumed at 8.07pm

6. **The Annual Report from the Chair:** written report included in the minutes
7. **The Annual Report from the Responsible Finance Officer:** written report included in the minutes
8. **Approval of the Parish Council's policies, including Standing Orders, the Financial Regulations, the Financial Risk Assessment:** it was resolved to approve these, proposed Cllr. A. Wakeham, seconded Cllr. M. Warwick, all approved
It was suggested that there is an annual calendar for reviewing various agenda items - the financial audit, an audit of ditches and waterways in the parishes, the emergency plan, etc. It was agreed this was a very sound idea.
9. **A date for the next Annual Parish Council Meeting in 2023:** Tuesday 16th May 2023
10. **Co-option of Anita Hughes onto the Parish Council & the signing of the Declaration of Acceptance of Office:** Anita had completed the necessary papers. Cllr. N. Frankland proposed, Cllr. A. Wakeham seconded, all voted in favour, congratulations were offered to Cllr. A. Hughes. Cllr. A. Hughes signed the Declaration of Acceptance of Office. Cllr. A. Wakeham will liaise with Anita to set-up a new email address for Council business.
11. **Approval of the minutes from the Parish Council Meeting held on the 26th April 2022 -** the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. N. Frankland, seconded Cllr. A. Wakeham, unanimous approval.

AW/A
H

The Annual Parish Meeting minutes were approved, proposed Cllr. A. Wakeham, seconded Cllr. M. Warwick, all in favour

12. **Matters Arising from the minutes not on the agenda:**
 - 12.1 (min. 133.1) - Meeting with Alex Mann - had been arranged
 - 12.2 (min. 133.4) - St. Georges Day Service - seventeen people from both villages attended the service
 - 12.3 (min. 136) - Don Swanton Award – the date had been arranged for 22nd May, 10.00am
 - 12.4 (min. 137) - Metal detecting – letter delivered, no response as yet
 - 12.5 (min. 138) - School Fayre - a form had been received and a contribution made. As to what should appear on the table, Cllr. N. Frankland suggested ideas should be sent to him. The date for the fete the 25th June, 10.00 – 3.00pm
 - 12.6 (min. 139) - Defibrillator training – a date had been arranged for Sat. 9th July time 9.30am at Burston Strike School, advertising to be arranged
 - 12.7 (min. 140) - refurbishment of the bus shelter – the contractor will carry out the work in early July

JM/AW

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12.8 (min. 141b) - Welcome Pack – this is currently being re-organised, Cllr. A. Wakeham and Cllr. J. Mallows are liaising

12b - Correspondence – letter regarding the School sports day, requesting white lines to be marked out on the Playing Field. Cllr. K. Cowley will contact the School to organise the number of lanes and the length of the running track

13. Finance -

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

Schedule of Payments:

BACs	Payments to:	Payments for May 2022
P22/07	A.E.Barnes	Internal Audit fees
P22/08	C & G Trenching	Playing Field maintenance - May
P22/09	H. Drake	Caretaker's invoice – April/May
P22/10	A.Baker	Clerk's salary – May- incl.0.32p arrears
	Receipts	
R21	SNC	Precept – first tranche
R22	HMRC	VAT return – final quarter Jan.-Mar.'22

Payments: Copies of April and May payments/receipts (to date) sheets were attached to the paper files. It was resolved to approve all payments from April and May, proposed Cllr. N. Frankland, seconded Cllr. A. Belgrove, all agreed,

13.2 - Approval of monthly statement of accounts report for April and May to date, as distributed at the meeting: It was resolved to approve the statements, proposed Cllr. N. Frankland, seconded Cllr. A. Belgrove, agreed by all

13.3 - Approval of the Internal Audit for financial year 2021/22 - all the papers had been circulated prior to the meeting. It was resolved to approve acceptance of the Internal Audit report, proposed Cllr. N. Frankland, seconded Cllr. J. Mallow, all approved

13.4 - Approval of the Annual Governance Statement 2021-22, section 1 p. 4 Cllr. N. Frankland signed the governance statement. It was resolved to approve the statement, proposed Cllr. N. Frankland, seconded Cllr. A. Wakeham, all agreed

13.5 - Approval of the External Audit paper Part 3, 'Accounting Statements for 2021/22' Section 2, page 5 - it was resolved to approve page 5 of the audit, proposed Cllr. N. Frankland, seconded Cllr. A. Wakeham, agreed by all

13.6 - Approval of the explanation of Variances - Cllr. A. Wakeham had circulated table explaining the variances. It was resolved to approve this paper, proposed Cllr. N. Frankland, seconded Cllr. A. Belgrove, approved by all

13.7 - Approval of the Regular Payments, not separately approved for the year 2022 -2023 - these had been circulated earlier. It was resolved to approve the list, proposed Cllr. M. Warwick, seconded Cllr. J. Mallows, all were in agreement

13.8 - Approval of the Asset list & to note the amendments - actions required: washing, cleaning, repainting etc. which will occur as time permits. It was resolved to approve the amended Asset list, proposed Cllr. M. Warwick, seconded Cllr. J. Mallows, all approved

13.9 - Approval of the CIL report & to note the S137 Allowance from April 2022 - the form had been received by all Councillors. It was resolved to approve the report, proposed Cllr. A. Belgrove, seconded Cllr. M. Warwick, all in agreement

14. Highways and PROW:

PROW – Cllr. A. Hughes reported that she had reported those fingerposts which had been damaged, those that were missing etc. had all been replaced. Cllr. A. Hughes walks the paths and meets with landowners. She attended a webinar which had some useful suggestions - an app. showing fingerposts the paths in the parish, the number of the path, numbering of the fingerposts, regular strimming of the paths and around the posts. A meeting had been arranged to meet Alex Mann. Cllr. K. Cowley will send a map indicating the places where posts are missing

Highways - a meeting was held with Adam Mayo (Highways Engineer for S. Norfolk), several topics were raised: enlarging of the grip at Audley End, Anglia Water's response about Mill Road pumping station, the Norwich Flood Alliance and Save the Rain groups, the clearing of gullies, the water outside Chapel on Mill Road, Back Lane/Durbridges – suggested need for a flashing sign on the bend as there have been a couple of collisions with a tree there. Cllr. N. Frankland will send a follow up email outlining the topics covered to Adam Mayo

NF

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

15.1 - **Planning Application 2022/0805 – Culpher Farm, Bridge Road, Burston** - Listed Planning consent - replacement of the conservatory roof - this is a sensible approach to improve the longevity of the structure, it is not visible from road. It was resolved to recommend approval of the application

15.2 - **Planning Application 2022/0904 – Crown Farm House, Mill Road, Burston** – installation of solar panels to the south east roof of the annexe - the annexe is situated down the track and not visible from the road. It was resolved to recommend approval

15.3 - **Consultees reports of Planning Decisions made by SNC:** none

16. Ditches and waterways report - Cllr. K. Cowley reported he is waiting for a resolution to do with the dog-leg, the culvert at Shimpling is also waiting for a decision . 'Reclaim the Rain' are waiting to hear if the project will be included going forward. Cllr. K. Cowley attended Flood Alliance meeting at Diss Corn Hall, which was an interesting event, as yet all the agencies work independently, it is anticipated they create a single body bringing together the initiatives

17. Approval of Mrs. A. Wakeham as representative the Diss & District Neighbourhood Plan - it was resolved to approve, proposed Cllr. M. Warwick, seconded Cllr. A. Hughes, approved by all

18. Queen's Platinum Jubilee - Cllr. M. Warwick had circulated the recent meeting report – all is progressing well with the need for some fine tuning leaflets will be distributed in Shimpling, Burston ahs received theirs, it is included on Facebook, on Park Radio, the website and Nextdoor. As yet no funding has been required as yet, a risk assessment will be sent to the Clerk, Clerk to send the guidance from Came & Co. The Chair thanked Cllr. M. Warwick for his lead in this event

MW/
Clerk

19. Playing Field reports: NWT session – Cllr. K. Cowley reported that an initial base line survey of the meadow had been carried out - the results were very encouraging, another survey will be carried out in June - people asking to be involved; the seed spreading has taken place over recent weekends and the School children have spread seed during the week - there are now new tree wardens from School; the watering of the bunds and the trees has been assisted by a bowser loaned by Alex Mann; the concrete base has been laid for the Jubilee Pavilion, a delivery date is imminent

Approved _____ Date _____

The Chair thanked Cllr. K. Cowley for his continued lead in this project

- 20. Receipt of the following papers:** (i) SNC – Public Space Protection Order consultation (ii) the National Grid ‘East Anglia Green’ consultation (iii) SNC Planning Consultation – the local list for Validation (iv) the Norwich Western Link Road project update
All papers were noted
- 21. The date and place for the next Meeting - Tuesday 21st June, 7.30pm,** the venue will be confirmed as either The Space or The Strike School

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Agenda items:

The Chair thanked everyone for the contributions and attendance. The meeting closed at 9. 47pm

Approved _____ Date _____