

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 20<sup>th</sup> September 2021, at 7.30pm, The Space, Mill Road, Burston

**Present:**

Alison Wakeham	Vice-Chair/Responsible Finance Officer
Angela Belgrove	
Keith Cowley	
John Mallows	
Ann Baker	Clerk to the Council
Members of the public:	Co. Cllr. B. Duffin, 3 residents

**56. Apologies for Absence** - Dist. Cllr. J. Easter, Cllrs. N. Frankland, M. Warwick - approved

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

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

**Co. Cllr. B. Duffin:** reported that the Flooding Report from the team set up by Lord Dannatt (Norfolk Flood Alliance Strategy) had suggested some answers. However he has suggested that some of the report should be scrutinized - there needs to be support for riparian owners/land/home owners; the building of the Long Stratton By-Pass will benefit from £26 million from the Government, the planning application has been submitted with an aim to begin work mid 2023, and traffic using it before the end of 2024 – it remains a single carriageway meeting single highways at each end;  
The Vice-Chair thanked Co. Cllr. B. Duffin for his report and the contribution from CAF funding towards the 'Paths and Woodlands' project;  
There was a reminder of the Village Litter Pick on Sat. 9<sup>th</sup> Oct. 9.30am – 12noon – further details are available from Cllr. A. Belgrove;  
The Vice-Chair, Cllr. A. Wakeham thanked all residents for their attendance, adding that the Parish Council would shortly discuss the report received from Norfolk Flood Alliance Strategy if they wished to remain.

*The meeting resumed at 7. 43pm*

**59. A short report on the Public Rights of Way** - Anita Hughes, footpath/PROW co-ordinator - there are still three items that NCC have as yet to respond to or action – an email enquiry states that an action has been identified – as yet nothing been done; some of the paths crossing the fields have been ploughed; FP41 – on Thelveton Estate is suffering from tall, long grass – as yet there has been no reply from the Estate; Anita has spoken with the landowners where FP5 and FP 13 have issues; Green Lane – Cllr. Wakeham suggested that as this is also related to the Estate, once the Chair returns she will ask the Chair to introduce Anita to Sir Rupert and Alex Mann;  
The Vice-Chair thanked Anita for her report.

NF/  
AH

**60. Approval of the minutes from the Parish Council Meeting held on the 20<sup>th</sup> July 2021** - the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. J. Mallows, seconded Cllr. K. Cowley, all agreed

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

61.1 (min. 50.2) - SAMs sign – Westcotec have sent the new brackets and these have been fixed to the necessary post.

61.2 (min. 52.1) - Bus Shelter - Anita Hughes has pressure hosed the shelter – the roof is made of shingles which were unsuited to pressure washing; there is a massive crack in the concrete which could be a risk - issue noted;

61.3 (min. 52.2) - repairs to the benches - the benches have been given a fresh coat of varnish; the benches at Bus Shelter still require a coat of varnish

**62. Correspondence as received by members of the Council** - sheet attached - the Butterfly survey - Cllr. A. Wakeham will co-ordinate walks and surveys with Lindsey Bilston and Anita Hughes next Springtime.

**63. Finance -**

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

**Schedule of Payments:**

<b>BACs/Cheques</b>	<b>Payments to:</b>	<b>Payments for May/June '21</b>
P 030	Earth Anchors	Playing Field – Path & Woodland project
P 031	T. M. Flatt	Maintenance – Play equipment
P 032	Cemex	Playing Field – Path & Woodland project
P 033	Clarkes of Walsham	Playing Field – Path & Woodland project
P 034	A. Page	Grass maintenance - August
P 035	H. Drake	Caretaker's invoice - August
P 036	K. Cowley (Screwfix)	Maintenance - Play equipment-
P 037	A. Baker	Clerks salary - August
P 038	Brewers Decorators	Playing field – Path & Woodland project
P 039	Westcotec	Bracket set for SAMs machine
P 040	Partridge Paving	Playing Field – Path & Woodland project
	<b>Receipts to date</b>	
R 006	Various residents	Donations to Water Survey

Payments: It was resolved to approve the payments and receipt schedule, there has been a busy summer - the project on the Playing Field has commenced - thanks to all those involved to date; Clerk to contact the Geoffrey Watling Trust requesting the grant monies are released, as the project has commenced; It was resolved to approve all payments - proposed Cllr. A. Wakeham, seconded Cllr. K. Cowley, all agreed verbally.

Clerk

**63.2 - Approval of monthly statement of accounts report for August, September is in draft until the end of the month, as distributed at the meeting:** grant funding from the Asset Reserve account will be moved to the Treasurers account to cover the current invoices for the Path & Woodland project as they are received. It was resolved to approve the statement, proposed Cllr. A. Wakeham, seconded Cllr. A. Belgrove, agreed by all

**63.3 - A third person to verify on-line payments** - with the resignation of Christine Stevens, another on-line verifier would be beneficial. Cllr. A. Belgrove will liaise with the Clerk for the necessary details

AB/  
Clerk

**63.4 - External Auditors report** - the Finance Officer was asked to adjust the an insurance claim which appeared in the report, the necessary adjustments were made; PKF Littlejohn returned the External Audit as complete, the necessary papers will be published by the Clerk; adjustments within the Internal report and the Clerk's holiday pay have been addressed;

**63.5 - Receipt of the Annual Insurance documents** - these will be thoroughly checked by the RFO and Clerk, once they are satisfied that everything is covered - due to a change mad by Came & Co which recommended Hiscox as the agent. The documents will be circulated and the annual fee paid.

**63.6 - Approval to make a donation to the RBL for the annual Remembrance wreath** - it was resolved to grant £50.00 to the RBL for the wreath for the Remembrance Day Service, proposed Cllr. A. Belgrove, seconded Cllr. A. Wakeham, all in agreement

Clerk

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

64.1 - **Planning Application 2021/1733** 1 & 2 Welton Cottages, Mill Green, Burston

64.2 - **Planning Application 2021/1814** Woodlands, Crown Green, Burston

64.3 - **Planning Application 2021/1896** Bell Cottage, Back Lane, Burston - demolish the garage, add studio office in roof space, won't over look or face neighbours, no objections

The above applications were received, circulated, comments gathered and responses sent to SN Management Development team approving all the applications.

64.4 - Receipt of any application which may have arrived prior to the meeting and circulated to Councillors

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

**Planning Application 2021/1221** Red House, 1 Mill Road, Burston, approved 6<sup>th</sup> August 2021

64.6 - **Planning Application 2021/1733 1 & 2 Welton Cottages, Mill Green, Burston, approved 1<sup>st</sup> Sept.**

64.7 - **Planning Application 2021/1814 Woodlands, Crown Green, Burston, approved 7<sup>th</sup> Sept. 2021**

64.8 - **Planning Application 2021/1425** Land to rear of Walnut Cottage, Mill Green, Burston, approved 21<sup>st</sup> September 2021

**65. Highways**

50.1 - **Highways** - a short report had been received from Cllr. N. Frankland - the highway, flood and ditches had been raised with Adam Mayo ( Highways Engineer for South Norfolk); receipt of the letter outlining the use of the Parish Partnership had been noted; regarding Shimpling BOAT a paper had been sent to NCC Legal Dept. - there is a new lead, so no response to date; Cllr. K. Cowley had received a note about the pipes/ditches at Owl Barn which Cllr. Frankland will deal with on his return

KC/  
NF

**66. Playing Field:**

66.1 - **Progress report on the Paths & Woodlands project** - Cllr. K. Cowley reported that the project was well under way, most of the footpath has been dug out all round the Playing Field, there is agreement on where the bund will be created by Cllr. Cowley and Lindsey Bilston;

66.2 - **'A Million Trees for Norfolk,'** - Cllr. K. Cowley reported that the application will be submitted in the near future for an allocation of tree saplings - areas on Thelveton Estate and land near Keith Baxter have been put forward, permission for their consent is being sought; Co. Cllr. B. Duffin will contact Cllr. K. Cowley when it re-opens;

66.3 - **Plaque for new picnic bench** - the donor has been approached, as yet the wording has to be agreed;

KC

66.4 - **Ditch clearance/cutting back on the Playing Field close to the end of Audley Close** - the ditch is densely overgrown, it is too much for Caretaker or the Parish Council equipment to manage. It requires a garden contractor to attend – Cllr. K. Cowley will approach some of the contractors advertised in the 'Village News,' and 'Cock Crow,' , Philip Newby and Excite Solutions; A response will be sent to the resident who made the complaint, as Orbit Housing group are unable to get to their land too; quotes to be sought to clear the ditch from top to bottom and the ditch near Station Road; once the ditch has been cleared it may be useful to share the costs in future with Orbit Housing; Cllr. K. Cowley will circulate the quotes and a decision made

KC/  
Clerk

Clerk to inform the Play Inspector of the changes to the Playing Field; the new benches have all arrived - one of the benches will be replaced on the field, the Gissing Road bench will be replaced and the other benches positioned on the field.

Clerk

The Vice Chair thanked Cllr. K. Cowley for his hard work on the project and reports.

67. **A short report from the Ditches & Waterways working party** - the report from the Consultant is expected imminently, draft drawings have been received; once the report has been received those who contributed to the costs, Dist. Cllr. J. Easter, Co. Cllr. B. Duffin and interested parties (Environment Agency, Anglia Water, the Internal Drainage Board, Norfolk Strategic Flood Alliance) may well be sent a copy; an open meeting to be arranged with those interested/involved to discuss/answer questions and suggest ways forward. KC  
 Cllrs. M. Warwick and K. Cowley propose to inspect the various sites and remaining issues, encouraging all to assist with the work; it may be necessary to consider doing some work on Green Lane - the pipes are blocked and at a time of flood it may well over-flow onto Diss Rd – a volunteer party may be required to carry out this work. MW/  
KC  
 There has been no response on from Anglia Water regarding the pumping stations which have caused issues. For Farmers and residents also need to be approached; Highway gullies require attention too. Thanks were extended by the Vice Chair for the report.
- Co. Cllr. B. Duffin left the meeting, 20.33*
68. **Asset Register review:**  
 68.1 - Cleaning of the bus shelter - this was addressed earlier, thanks were extended to Anita Hughes;  
 68.2 - Repairs to village furniture - some cleaning and repainting has been carried out, a working party will still be required to complete the work;  
 68.3 - Refurbishment or replacement of the notice board at Shimpling - an appeal in the Round Robin has brought no response; Suggested carpenters were Roger Berwick and Tim Playford; AH/  
Clerk  
 68.4 - Defibrillator sign on Hall Lane - permission is being sought from Highways, to erect signage on one of their posts or to put a post in close to the site. Clerk
69. **Diss and District Neighbourhood Plan** - Cllr. A. Wakeham reported that the Regulation 14 consultation had closed and the consultants were re-drafting the plan as result of feedback received, a further consultation is to follow; Savills have challenged the reasons for the preferred housing location of Gissing Road, and wish their site on Rectory Road to be considered instead.
70. **A short report on the progress plans for the Queen’s Jubilee weekend June 2<sup>nd</sup> 2022** -  
 Cllr. A. Wakeham reported there was not a large response to the meeting, it is necessary to bring together as many different groups within the villages, including the School, The Crown and Church, Jamie’s Gang etc. all will be notified of future meetings; some possible options to include events on the Playing Field, fete activities, a BMX exhibition, sports activities etc. over the weekend; any further ideas should be sent to Cllr. N. Frankland. NF
71. **A short report relating to updating the Welcome Pack** - Cllr. J. Mallows will report at the next meeting JM
72. **To note:** NCC ‘Transport for Norwich Strategy’ consultation; SNC ‘Review of Hackney Carriage & Private Hire’; Tivetshall PC Reg. 14 Neighbourhood Plan consultation; SNC/Broadland Accommodation review; SNC ‘Gambling Policy review’ – these were noted by those present.
73. **The date and place for the next Meeting - 22nd November, 7.30pm at The Space, Mill Road, Burston** -  
 Agenda items: next year’s budget, litter pick, Jubilee weekend, welcome pack, future of Church buildings

The Vice-Chair thanked everyone for the contributions and attendance. The meeting closed at 9.02 pm

## APPENDIX I – MINUTE 62

### 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.	External audit	PKF Littlejohn	Query on audit	Fwd. to AW/NF (09/08)
9.	Conservation Area	C. Bennett SNC	Adoption of Burston Appraisal	Fwd. to All (11/08)
10.	Strike School	Miles Hubbard/NF	Strike Rally cancelled	Fwd. to AW/Clerk (11/08)
11.	Watercourse walk	KC/ Gill Hoy BHA Consulting	Survey of water courses	Fwd to all (12/08)
12.	Planning Enforcement	G. Roe SNC	Monthly update	Fwd. to AW/NF (21/08)
13.	Office accommodation	D. Lorrimer SNC	B/land/SNC Accommodation review	Fwd to All (17/08)
14.	Big Litter Pick	J. Riseborough SNC	Dates for SN litter pick	Fwd. to AB (18/08)
15.	Transport in Norwich	Infrastructure NCC	Transport for Norwich Strategy consultation	Fwd to All (26/08)
16.	Rotary Club	J. Canning	Notices about Rotary Club activities	Fwd. to All (27/08)
17.	Rough Sleepers	D. Millman SNC	29/30 Sept.	Fwd. to All (27/08)
18.	Overgrown ditch	Resident	Audley Close garden	Fwd. to All (27/08)
19.	Butterfly Survey	Alison Billett	Survey in Shimpling	Fwd. to AW/AH/LB (03/09)
20.	Planning Enforcement	CorVu SNC	Update of enforcements	
21.	Review	S. Harris Broadland	Review of Hackney Carriages & Private vehicles	Fwd. to All (06/09)
22.	NP Tivetshall	R. Legget, T'shall PC	Pre-sub. document	Fwd. to All (14/09)
23.	Insurance renewal	Came & Co	Renewal docs.	Fwd. to AW (15/09)

#### Postal Correspondence –

	Subject	From	Contents	Action
24.	Bank Statements	Lloyds	statements	Filed by Clerk
25.				
26.				