

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

Monday 22<sup>nd</sup> November 2021, at 7.30pm, The Space, Mill Road, Burston

**Present:**

Nigel Frankland	Chair
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, Dist. Cllr. J. Easter, 1 resident

**74. Apologies for Absence** - none

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

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

**Dist. Cllr. J. Easter:** reported that there was new assistance for 'Independent Living' – there are a number of persons who might need assistance in various forms enabling them to live at home, who would not be comfortable filling in forms - by ringing the Help Hub, they can offer assistance and advise on eligibility and needs; SNC/Broadland are considering closing their offices to move to the old Aviva building, there is to be a further consultation further consultation , it may result in a 5% saving on council tax. However Councillors pointed out that the Long Stratton building provides easier access for local residents, as it is situated in the middle of SN, public transport may be poor but it is easier to reach than Norwich – the decision will be based upon public and Parish Council results - Dist. Cllr. J. Easter encourage a response form the Council; the Queen's Platinum Jubilee – there will be grants available from SNC for events/celebration; Dist. Cllr. J. Easter enquired as to whether there had been any complaints about noise from the car racing at Tibenham – villagers there are suffering with high noise levels, pollutants and are seeking support;

*7.45 Co. Cllr. B. Duffin arrived*

**Co. Cllr. B. Duffin** - NCC is working with Waterstones for 'children in care' – he will send details of the scheme to the Clerk to circulate; Co. Cllr. B. Duffin encouraged all to take care in light of this new Covid Omricon variant - please; the tree grant is open again - Cllr. K. Cowley said that the trees had been ordered trees but as yet a specified arrival time had been given; Co. Cllr. B. Duffin indicated that Norfolk County Council Tax will probably go up by 3%, 1.9 + 1% for adult services;

Cllr. N. Frankland thanked Co. Cllr. B. Duffin and Dist. Cllr. J. Easter for pressure they had applied in assisting with the flooding issues - work had begun on Moor Road, Shimpling to address part of the problem.

Cllr. N. Frankland thanked all for their attendance, as there were no other questions the meeting continued.

*The meeting resumed at 7. 50pm*

77. **A short report on the Public Rights of Way** - Cllr. N. Frankland reported that he was still trying to arrange a meeting with Alex Mann, to introduce Anita Hughes as the new warden – both are unwell; the footpath in the wood through Gunns Wood/Pug Lane requires attention – details will be sent to the Clerk. A composite list of Thelveton Estate and any other PROW issues will also be forwarded
78. **Approval of the minutes from the Parish Council Meeting held on the 20<sup>th</sup> September 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. A. Belgrove, unanimous approval.
79. **Matters Arising from the minutes not on the agenda:**  
 79.1 (min. 58) - Litter Pick - a successful litter pick was carried out on the Saturday, 9<sup>th</sup> October.  
 79.2 (min. 65.3) - On-line verifier - Clerk & Cllr. A. Belgrove to arrange  
 79.3 (min. 65.5) - Insurance – over-payment of the account, refund returned to current account  
 79.4 (min. 66.4) - Ditch clearance around the Playing Field - this work is to be carried out week commencing 6<sup>th</sup> Dec. Thelveton Estates have cleared their side, Orbit & Cotman Housing will be contacted regarding a contribution towards the work by the Clerk.  
 Hedging through village need attention - Cllr. A. Belgrove will pop piece in Parish Planet.  
 79.5 (min. 69) - Diss & Dist. N.P. - The consultants are re-writing some of the policies in light of the consultation, a meeting will follow in due course, second consultation in early New Year

80. **Correspondence as received by members of the Council** - sheet attached - Littlethorpe’s bus shelter,

81. **Finance** -

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

**Schedule of Payments:**

BACs/Cheqs	Payments to:	Payments for November '21
P21/055	B. T. Bloomfield	Playing Field/path& woodland
P21/056	H. Drake	Caretaker’s invoice - October
P21/057	A.Baker	Clerk’s salary – October
P21/058	C. T. S	Hire of portable toilet
P21/059	K. Cowley/Woodlands Trust	Playing Field/path& woodland/tree tubes & stakes
P21/060	K. Cowley/Amazon	Playing Field/path& woodland/badge labels & buttons
P21/061	The Space	Hire of Hall
P21/62	A.Page	Grass cutting/playingfield maintenance
P21/063	Burston Chapel	Jamies Gang
P21/064	Burston PCC	Youth Group
P21/065	A.Baker	PlayFd/path&w'landproj/swatch,mug
P21/066	D. Bracey	Annual Play Inspection report
	<b>Receipts to date</b>	
R 014	Gallaghers/Came & Co	Over payment of annual insurance fee

Payments: Copies of October and November sheets attached to paper files. It was resolved to approve all payments from October and November;

81.2 - **Approval of monthly statement of accounts report for September, October and November** (this is in draft until the end of the month), **the Quarterly reconciliation** (second quarter) as **distributed at the meeting:** It was resolved to approve the statements, proposed Cllr. M. Warwick, seconded Cllr. K. Cowley, agreed by all.

81.3 - **Approval of the purchase of the Tivetshall portion of the SAMs machine** - £859.75, it was resolved to approve this, proposed Cllr. A. Wakeham, seconder Cllr. A. Belgrove, all agreed.

81.4 - **Budget and Precept setting for Financial Year 2022 - 2023** - Cllr. A. Wakeham had circulated a draft budget - suggestions for a new shed on the Playing field, research on a project for sharing computers for a publicly accessible laptop, housed with co-operation in the Strike School; There was a suggested round up of 1% for the precept figures, following discussion it was resolved to accept the proposed budget, proposed Cllr. K. Cowley, seconded Cllr. M. Warwick all approved.

81.5 - **Precept for the Financial Year 2022 – 2023** was set as £12,255.00. It was resolved to accept the proposal, proposed Cllr. M. Warwick, seconded Cllr. J. Mallows, agreed by all

81.6 - **Band D** on which the precept was set was £57.00, it was resolved to accept this figure, proposed Cllr. M. Warwick, seconded Cllr. J. Mallows, agreed by all  
Good amount of CIL money if required for any suitable projects.

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

82.1 - **Planning Application F10 9988519 – proposed diversion of a section of PROW 28, The Old Pavilion, Crown Green, Burston** - no objections, proposed Cllr. N. Frankland, seconded Cllr. A. Wakeham, all agreed

82.2 - Receipt of any application which may have arrived prior to the meeting and circulated to Councillors - none

82.3 - **Consultees reports of Planning Decisions made by SNC:  
Planning Application 2021/1896 Bell Cottage, Back Lane, Burston - Refused 21<sup>st</sup> October 2021**

**83. Highways**

83.1 - **Highways** - a short report had been received from Cllr. N. Frankland - most of actions and work have been related to flood and ditches work; awaiting a meeting with Adam Mayo (Highways Engineer for South Norfolk area) to address other matters in addition to the flood issues – road surface at top of Mill Road;

KC/  
MW/  
NF

**84. Playing Field:**

84.1 - **Progress report on the Paths & Woodlands project** - Cllr. K. Cowley reported the two planting weekends have been organised, the whips are with Lindsey Bilston, hot drinks and cakes have been organised; the wild flower meadow will be planted in Springtime; to date all has gone well and is still within budget; it is planned to register and dedicate the new wooded area to the 'Queens Green Canopy' woods, along with a plaque to mark the Queen's Platinum Jubilee - it was agreed that it was a suitable idea; St. John's Ambulance has been contacted but the charges are high, the Clerk will ensure that there is a suitable first aid box

Clerk  
AW

84.3 - **Plaque for new picnic bench** - as yet there has been no response from the donor; another picnic table for the site would be welcome - Cllr. A. Wakeham will contact Burston House to see if they would be prepared to make another or if they have any available

84.4 - **Ditch clearance/cutting back on the Playing Field close to the end of Audley Close** - the work has been arranged with Excite Solutions, it will commence on the 6<sup>th</sup> December

84.5 - Annual Inspection Report - there are various issues requiring attention, these will be looked at in due course - rubber stoppers on gate, slow close; wet-rot treatment for post in situ, possibly epoxy filler;

KW/  
Clerk

84.6 - HAGs caps & Zingo replacement waiting for replacements - Cllr. K Cowley will send a reminder  
The Chair thanked Cllr. K. Cowley for all his hard work over the recent months

KW

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

- there had been a considerable amount of work - Mill Road – drains and gullies cleaned, landowners agreed to enlarge the ditch from road that water flows through, grade road edge to channel water off the road into ditch - Highways are aware; resident's tree root causing problems, Highways, ForFarmers all contributed to the work; Audley End – remaking ditch round back of the pump house; the dog-leg in Burston – meetings have taken place, there is a further meeting on 29<sup>th</sup>; Moor Lane - Highways have recently been out; attention has been given to downstream away from Shimpling and Pug St.; HighinField House – the ditch had been cleared; there had been clearance by Thelveton Estates; the culvert – this is insufficient for the amount of water that flows in that direction - two buildings Bridge Farm and Frenze Hall are well above flood plain level; Hall Lane – through the woods and around the ditches Thelveton Estate has cleared the ditches – lot of positive activity  
Dog-leg & Green Lane – two separate solutions required at this point - one is mentioned in the report. It is planned to talk with the owners who own either side of dog-leg; a letter has been circulated to all

Councillors for delivery to residents in the area – there is problem - water does not flow quickly enough which is caused by alignment of dogleg - the solution was outlined in report, the amount of work will be dependent on the riparian owners – although there is a group of volunteers ready to assist; the Community Payback team have not responded to date. As the Parish Council has no authority it can only request that land owners assist to alleviate the problems  
The Chair thanked Cllrs. M. Warwick and K. Cowley for the considerable amount of time they have given to move this forward.

**86. Asset Register review:**

86.1 - **Maintenance of the bus shelter** - Thompson's water seal could be sprayed on the roof, the exterior paint for both the inside/seating area, will be carried out when the weather improves; the board/maps on Church Green again will be attended to in spring job

86.2 - **Refurbishment or replacement of the notice board at Shimpling** - Suggested carpenters were Roger Berwick and Tim Playford – with possible modification of the sign to accommodate the Community plaque, the Clerk will contact Tim for advice as to whether the noticeboard should be replaced;

Clerk

86.3 - **Purchase of a new shed of the Playing Field** - it was agreed that once the path and woodland project is complete, whether there remains some funds to replace the field shed, and if there are restriction from any of the funding bodies

KC

**87. Welcome Pack** - Cllr. J. Mallows has begun to look at this, possibly organising it alphabetically, with an insert in the Parish Planet, information to be centred on the two villages, as an A5 booklet, with an attractive outer cover possibly reflecting the website; he will circulate a copy and also check all email addresses are still correct.

JM

**88. Parking at the Playing Field car park site** - concern was expressed about residents who park regularly at the Playing Field carpark - Cllr. N. Frankland offered to speak with the owners; a suggestion of 'No overnight parking' sign will be considered; the remainder of the hard core needs to remain on the car park for the present.

NF

**89. Sites for the Commemorative Covid Plaques** - suggestions were as follows - the bus shelter, playing field; in Shimpling - the notice board with an adjustment to the board - Clerk to request another plaque.

Clerk

**90. A short report on the progress plans for the Queen's Jubilee weekend 2<sup>nd</sup> – 5<sup>th</sup> June 2022 -**

Cllr. M. Warwick reported that a meeting had been held, attended by 9, the thinking was to possibly have a marquee on Playing Field - near Audley Close – with a street party feel to it - burgers, hot dogs, balloons – further ideas are being sought, it was agreed to arrange a further meeting after the New Year; The Crown are interested in participating but will also arrange additional events; it needs time and a team of people to organise the events and possibly a beacon; the Parish Council are prepared to act as co-ordinators; it was suggested a flier/mail/community Facebook site poll of the event would might help – would you be involved etc. Cllr. M. Warwick will contact the editor of Facebook page to discuss; if a meeting happens Cllr. M. Warwick has declined the offer of Chair.

MW

**91. To note:** SNC/Broadland Accommodation review; Citizens Advice Annual Report; NWT Making Connections project

**92. The date and place for the next Meeting - Monday 17<sup>th</sup> January 2022, 7.30pm at The Space, Mill Road, Burston -**  
Agenda items:

The Chair thanked everyone for the contributions and attendance. The meeting closed at 9. 58 pm

**APPENDIX I – MINUTE 80****Schedule of Correspondence – not on the agenda****Email Correspondence**

	<b>Subject</b>	<b>From</b>	<b>Contents</b>	<b>Action</b>
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.	Future of St. Mary's	Burston PCC	Details of public meeting	Fwd from NF to All(22.09)
9.	Playing Field ditches	Quotes from three sources	Quotes for costs of clearance	Fwd. to All (27.09)
10.	Commemorative Plaque	NALC/Lady Dannatt	Invite to apply for a plaque for the villages	Fwd. to All (28.09)
11.	Flood/ditches emails	Cllr. KC, NF, MW, Anglian Water, IDB. Highways residents, BHA consultants	Various regarding the survey & follow up	Fwd. to All
12.	Highway issues	Flooding, junctions etc.	Various matter raised with new engineer	Fwd. to All
13.	Litter Pick	Cllr. AB, SNC,	Risk Assessments, organization for the day	Fwd to All Cllrs.(5.10)
14.	New Claylands project	Norfolk Wildlife Trust	Community project – start up events	Fwd. to All (8.10)
15.	Air Ambulance landing	Cllr. NF/Air Ambulance HQ	Landing the helicopter on the Playing Field	Fwd. to All (18.10)
16.	Annual report	Citizens Advice, Diss	Annual report from charity	Fwd. to All (18.10)
17.	Queen's Jubilee	Cllr. NF & local groups	Initial meeting	Fwd. to All (20.10)
18.	Adoption of strategy	Norfolk Strategic Flood Alliance group	Details of the adopted strategy	Fwd. to All (21.10)
19.	Remembrance Parades	SNC - A.Cox	Reminder of protocol	
20.	Facebook page	Cllr. NF/JF	Setting up an additional social media site	Fwd. to All (27.10)
21.	Highways Ranger visit	Highways NCC	Request for jobs to be carried out	Fwd. to All (01.11)
22.	Electoral Roll	SNC/Broadland	Re-register for new electoral roll Jan. 22	Fwd. to NF/AW(01.11)
23.	Flood/ditches	Further correspondence from various partners	Progress of the flood/highways work	Fwd. to All throughout November
24.	Rough Sleepers	SNC	Survey 17/18Nov.	Fwd. to All (09.11)
25.	Annual Play Inspection	D. Bracey	Inspection of play equipment	Fwd. to All (09.11)
26.	Purchase of SAMs machine	Tivetshall PC	Purchase of Tivetshall's portion of the machine	Fwd. to All (09.11)
27.	Signage for new areas	Cllr. KC, Disssigns	Signage for new layout	Fwd. to All (10.11)

**Postal Correspondence –**

	<b>Subject</b>	<b>From</b>	<b>Contents</b>	<b>Action</b>
28.	Bank Statements	Lloyds	statements	AW/Clerk filed
29.	Bus shelters	Littlethorpe	Handbuilt in Leicester, 50% match funding for Norfolk orders	Circulate at PC meeting on 22/11