



## Burston and Shimpling Parish Council

### Minutes of the Annual Parish Council Meeting

Tuesday 16<sup>th</sup> May 2023 at 7.30pm. The Space, Mill Road, Burston

#### Present:

Nigel Frankland		Retiring Chair for first item only
Alison Wakeham	AW	Responsible Finance Office (RFO)
Angela Belgrove	AB	
Michael Bloomfield	MB	
Keith Cowley	KC	
Anita Hughes	AH	PRoW Officer
John Mallows	JM	

Ann Baker Clerk Clerk to the Parish Council

Members of the public 2, Gary Goodchild ForFarmers.

- 1. Election of the Chair, signing of the Declaration of Acceptance of Office** - Cllr. K. Cowley proposed Cllr. A. Wakeham. Cllr. A. Wakeham was prepared to stand, there were no others offers. Cllr. K. Cowley proposed, Cllr. A. Hughes seconded, a unanimous vote for all present. Cllr. A. Wakeham signed the Declaration of Acceptance of Office for the Chair of the Parish Council.
- 2. Election of Vice-Chair, signing of the Declaration of Office** - Agenda item for the June meeting.
- 3. Apologies for Absence** - none
- 4. Declarations of Interest regarding Agenda items** - new forms have been issued by SNC and are to be completed electronically, returned to the Clerk and sent in the same format to SNC & Broadland Council.
- 5. Adjournment of the meeting for public participation, County and District Councillor reports: ForFarmers representative** - to date there had not been many responses; questions from the floor – the Landscape Visual Assessment report – consideration for residents adjacent to the site were concerned about the impact on their gardens which back onto field - another member of Management is leading the project, the information will be raised; concerns relating to Highways and the Public Rights of Way (PRoW) will also be queried by the applicant - the maintenance of the path, and the accuracy of the path - it is unclear if it is in the correct position - the Definitive Map, should give the accurate siting of the PRoW for the plan; a query about the ‘glare factor’ affecting nearby properties will be checked. Storage on site is not easy, alternate transport vehicles are being considered along with a move away from kerosene.  
Several queries had been raised by the statutory bodies, providing these are resolved the Parish Council will offer its support.

The Chair thanked members of the public for their contributions.

**Dist. Cllr. J. Easter** - commented that he had delegated the ForFarmers application, as he saw no objections – this was a preferable option to wind turbines. A report from Co. Cllr. Alison Thomas was presented in lieu of Co. Cllr. B. Duffin. It is hoped that the process to re-elect a member will take place in mid- July. The report will be added to the minutes file.

Reporting about SNC/Broadland Council, Dist. Cllr. Easton indicated that there was little to report due to the elections; the sale of South Norfolk House had been halted for 90 days, as an alternative scenario that would benefit the community – as a Community Building - clubs, classes, activities etc. had occurred. The new building is not ready as yet, hence officers are still operating out of the Broadland Offices.

The Chair thanked members of the public for their contributions

*The meeting resumed at 8.03pm*

- 6. Receipt of the Annual report from the Chair, Cllr. N. Frankland (2019 -2023)** - noted
- 7. Receipt of the Annual Financial report from the Responsible Financial Officer** - noted
- 8. Approval of the Parish Council’s Policies, Standing Orders, Financial Regulations and any other relevant amendments** – It was resolved to approve the policies, proposed Cllr. K. Cowley, seconded Cllr. A. Hughes, agreed by all
- 9. Approval of the General Power of Competence for the period 2023 - 2027** - It was resolved to approve this power, proposed Cllr. A. Wakeham, seconded Cllr. A. Belgrove, approved by all.
- 10. The date for the next Annual Parish Council Meeting 2024** - 14<sup>th</sup> May 2024.
- 11. Co-option of Michael Bloomfield, signing of the Declaration of Acceptance of Office and any relevant papers** - papers had been received prior to the election but missed the deadline. It was resolved to approve the appointment, proposed Cllr. A. Wakeham, seconded Cllr. K. Cowley, all in agreement. Another member of the public expressed an interest in being Co-Opted onto the Council, further details will be forwarded.
- 12. Review of the Areas of Responsibilities** - an agenda item for July/September meeting to discuss in further detail. Cllr. K. Cowley offered to assist Cllr. A. Hughes regarding the Emergency Plan.
- 13. Approval of the minutes from the Parish Council Meeting held on the 25<sup>th</sup> April 2023**

The minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. A. Belgrove, seconded Cllr. K. Cowley, unanimous approval from those present at that meeting.

**14. Matters Arising from the minutes not on the agenda**

- 14.1.** (min. 147.3) Quote for clearing the ditch – a reminder sent to Excite Solutions
- 14.2.** (min. 147.4) Swing log quote – Cllr. K. Cowley has contacted EPS and NGF
- 14.3.** (min. 148. 5) Donation to the Strike School - Nigel Frankland had contacted M. Hubbard, Unite Union regarding this matter and the Risk Assessment for the Strike School Rally – no response to date. **ACTION** - Clerk to contact M. Hubbard

## 15. Finance

### 15.1. Schedule of Payments and Receipts as distributed at the meeting

BACs No.	Payments to:	Payments for May
P23/06	H. Drake	Caretaker's invoice - April
P23/07	Hanscan Ltd. /Mesh Direct	Playing Field project-basketball fencing
P23/08	C & G Trenching	Maintenance – grass cutting
P23/09	CTS	RG Project. – pétanque court
P23/10	Magic Marquees	Platinum Jubilee Event
	<b>Receipts from:</b>	
R36	SNC	Precept – first tranche
R37	VAT Return	Final quarter Jan – March 2023
R38	A. Hughes	Crowd Funding for Pétanque piste

Payments and receipts had been circulated to all Councillors. A copy of the April/May payments and receipts were attached to the paper files.

Bank statements been circulated to all, there were no queries.

**15.2. It was resolved to approve the Payments and Receipts**, the monthly statement of accounts for April, the draft of May statement as circulated prior to the meeting - proposed Cllr. A. Belgrove, seconded Cllr. A. Hughes, agreed by all.

**15.3. Signage for the pétanque piste** - Cllr. A. Hughes and Cllr. K. Cowley will liaise about details and costs for signage – Agenda item for June

**15.4. Approval of the signatories to the Lloyds Bank Accounts** - Cllr. A. Belgrove was prepared to continue as verifier, to act as second authoriser on payments. Cllr. K. Cowley, would complete the necessary forms to act as a third signatory, Clerk will remove N. Frankland from the accounts.

**15.5. Approval of the Year End reconciliation 2022 – 2023** - it was resolved to approve the reconciliation, proposed Cllr. A. Wakeham, seconded Cllr. J. Mallows, all approved.

**15.6. Approval of the Summary of the Year end 2022 – 2023, income and expenditure** - it was resolved to approve the summary of the year, proposed Cllr. K. Cowley, seconded Cllr. A. Belgrove, all in favour.

**15.7. Approval of the Regular Payments, not separately approved for the year 2023 – 2024** – it was resolved to approve the regular payments, proposed Cllr. A. Wakeham, seconded Cllr. A. Belgrove, all agreed.

**15.8. Approval of the Asset List and to note any amendments and actions required** - the paper had been circulated to Councillors - additions were noted – new bins, additional signs. The Petanque piste will be added to next Financial Year Asset list - it was resolved to approve, proposed Cllr. A. Belgrove, seconded Cllr. K. Cowley, all agreed.

**15.9. Receipt of the s137 allowance for 2023 – 2024 is set as £9.93 per adult** - this was noted.

## 16. Highways and PROW reports:

**16.1. Highways** - information was sent to the Highways Rangers, the potholes reported had been marked up - Cllr. K. Cowley offered to liaise with Adam Mayo (Highways Engineer for SNC) and also check if the new sign post had been erected at the top of Durbidges Hill.

**16.2. Complaint** – there is a still a leak outside Chapel, a Councillor advised that it is more beneficial if a number of residents raise the matter with Anglian Water. Cllr. K. Cowley will raise the issue with Highways and Anglian Water complaining, the PC to query it before AW take action.

**16.3.** The National Grid had sent an email indicating that work would happen within the period between the 1/6/2023 and 1/12.2023 Audley End, on the overhead cables train track – the work will be carried out by Balfour Beatty.

**16.4. PROW** - Cllr. A. Hughes had spoken with Alex Mann regarding the path which was closed whilst work on the hedge was completed; she will continue the audit on all posts – there are places where tractors have passed and knocked the signs.

## **17. Planning:**

**17.1.** Applications as received from South Norfolk and Broadland District Council: **Planning Application 2022/0655 Land to rear of ForFarmers Industrial Estate, Mill Road, Burston** – installation of solar PV systems - the application was discussed - there were several statutory bodies that raised queries - it was resolved to support the application providing these issues are addressed

**17.2.** Applications for consultation which have been received prior to the meeting and which members have been previously advised: none.

**17.3. Receipt of Consultees reports on Planning Decisions South Norfolk and Broadland District Council:** none

**18. Ditches & Waterways report:** Cllr. K. Cowley stated there was not much to report - there had been some correspondence regarding the dog-leg, Diss Road – the view was as there was no interest by others to do anything at present, it would be left - the matter would be addressed in future if required. Generally, since the ditches have been cleared, the water flow has improved; Dist. Cllr. C. Hudson had notified the Clerk of a scheme to assist in paying for leaky dams.

**19. Approval of Cllr. A. Wakeham as representative for the Diss & District Neighbourhood Plan** - the DDNP had been submitted to the examiner, all issues raised in the consultation had been responded too by Mid- Suffolk and SNC. A Public Referendum in the late summer is anticipated. It was resolved that Cllr. A. Wakeham continue as the representative, proposed Cllr. A. Belgrove, seconded Cllr. K. Cowley, all in agreement.

**20. A short report on the Coronation events** - Cllr. A. Hughes reported that £900. 25 had been raised for the School. ForFarmers had also offered a donation. The children will write letters to those who had supported the event.

## **21. Recreation Grounds reports:**

**21.1. Tree planting** - the new trees had been planted, the sessions had been very successful.

**21.2. Pétanque piste** - the court/piste had been built and was in use. Cllr. A. Hughes suggested a grand opening – Friends of the School providing bacon rolls, a Risk Assessment would be required for the BBQ, the litter cleared, a fire blanket provided etc. **ACTION** - Cllr. K. Cowley will liaise with Cllr. A. Hughes about the risk assessment

**21.3. Swing log repair** - Fenland Leisure & Play were not interested in the job.

**21.4. ACTION** - Clerk to mail David Bracey to ask about the possibility of the work being carried out by a member of the Parish Council

**21.5. Toilet** - Cllr. K. Cowley had enquired with Brandon Hire about a portaloos on the Recreation Grounds, the company would charge a fee of £18.50 per week – this would include providing, cleaning, emptying, maintaining over a period. This would remove the responsibility for others to clean etc. It was resolved to have a trial period through the summer months June – September, placed between the carpark and the shed. **ACTION** - Cllrs. K. Cowley, A. Hughes and J. Mallows to liaise on laying some concrete slabs. Cllr. A. Wakeham proposed a trial period for the portaloos, seconded Cllr. A. Hughes, all agreed to the proposal.

**21.6.** There are shingles on the roof of the Pavilion that require attention

- 21.7.** The School have asked permission to use the pétanque piste – a request from the Clerk was to send an email to her, clarifying when PE lessons may occur.
- 21.8.** A water leak has been noticed - outside of the school towards the car park – the School need to contact Anglian Water.

## **22. The date and place for the next meeting**

**Date: 28<sup>th</sup> June 2023 7.30pm, The Space to be confirmed.**

Agenda items: audit, village sign, SAMs batteries

The meeting closed at 9. 33pm

APPENDIX I - Schedule of Correspondence - not on the agenda