



Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday 6th September 2023 at 7.45pm. The Space, Mill Road, Burston

Present:

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Angela Belgrove	AB	
Keith Cowley	KC	
Anita Hughes	AH	

Ann Baker	Clerk	Clerk to the Parish Council
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Members of the public		Dist. Cllr. & Co. Cllr., 1 resident
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56. Apologies for Absence - none

57. Declarations of Interest regarding Agenda items - none

58. Adjournment of the meeting for public participation, County and District Councillor reports:

A written report had been received from Co. Cllr. Dr. C. Rowett (included in the Minute file) - Highways – assistance from the Road Safety Community Fund (RSCF) – towards village gateway signs - following an earlier discussion it was agreed there should be locations in both villages, coming and going, relocating the existing signs onto other roads. At present the Parish Council is waiting for quotes for supplying and installing the gateway signs. Additional funding for the gateway signs may be available from the Parish Partnership scheme; the RSCF closes earlier than the Parish Partnership, these along with a contribution from Parish Council, some Co. Cllr. Dr. C. Rowett member’s fund would assist this project. **ACTION** - Clerk and Cllr. K. Cowley to contact Co. Cllr. Dr. C. Rowett in order that she can compose the application to the RSCF.

Pylons - Co. Cllr. Dr. C. Rowett reported that at a Council meeting she had raised - the possible use of land heat from underground cables – capturing the heat to heat greenhouses; At the next full council she will present two motions - nutrient neutrality – the Government have recently removed nutrient neutrality requirements from planning issues – allowing the pollution to happen and expecting water companies to deal with the issue; secondly the divestment from fossil funds;

Bus improvements – an upgraded hub, has been planned at Diss with real time information, with an upgrade for the station, there is a need for improvements on the regularity of buses to rural areas - timings need to reflect work/school periods

A response had been submitted by the Parish Council regarding the pylons - the pylons will be visible between Winfarthing/Gissing (in the distance, as very few houses look that way), concerns were raised about the construction traffic – from Diss Road over to Attleborough Road, along with concerns for the period of the build - farmers will also lose access to their land for a considerable time, this will have a detrimental effect on their livelihood; the option via the coast would be preferred.

Dist. Cllr. J. Easter - reported that: the Local Plan is nearly ready, it will be considered at the next full Council meeting in October; the Community Action Fund finishes on the 23 September, another round

will commence soon after; Member's Fund is still available for community projects; Long Stratton by-pass – planning permission is imminent; car parking charges - a review of charges is happening, there is a need for re-surfacing and more EV chargers which all cost money; As Chair of SNC, James has chosen as his charity MIND – he will be participating in a 5K inflatable obstacle course at Norfolk Showground. A full report is attached to the Minute file.

As there were no questions the Chair thanked Dist. Cllr. J. Easter for his report.

SAMs machine - with the resignation of Cllr. J. Mallows, there is a need to allocate with the moving of the machine, collecting the data and re-charging the batteries.

The resident present was attending to observe the meeting with a view to being co-opted.

The meeting resumed at 8.10pm

59. Approval of the minutes from the Parish Council Meeting held on the 26th July 2023

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

60. Matters Arising from the minutes not on the agenda

- 60.1. (min. 44.1) Banking – N. Frankland has been removed from the system and Cllr. K. Cowley has been added to the authorisation list
- 60.2. (min. 48.2) Norwich Tilbury consultation - this has now closed, a response was sent from the Parish Council
- 60.3. (min. 52.4) Willow tree - a branch had broken in the winds, as there were other precarious branches Tree Amigos were called to make the tree safe and reduce its height
- 60.4. (min. 47.1) Low branches on Diss Road - the Church have been approached to cut back the trees that are overhanging the road

61. Correspondence - as listed on the attached schedule and which are not reported separately on the agenda

62. Resignation of M. Bloomfield and J. Mallows - the resignation of both Councillors has been received due to family commitments and pressure of work. **ACTION** - Clerk to inform SNC

63. Finance

63.1. Schedule of Payments and Receipts as distributed at the meeting:

Payments and receipts had been circulated to all Councillors. A copy of the June/July payments and receipts were attached to the paper files. Bank statements had been circulated to all, there were no queries. It was resolved to approve the Payments and Receipts and the monthly statement of accounts for the July statement as circulated prior to the meeting - proposed Cllr. A. Belgrove, seconded Cllr. A. Wakeham, agreed by all

BACs No.	Payments to:	Payments for 3 rd August
P23/33	R & K Cowley	Play.field maintenance backpack spray & broom
P23/34	SNC	Dog Bins Annual charge
P23/35	FTC Hire & Sales	Play.field maintenance—Hire of Petrol Scythe—VOID
P23/36	Trophies plus medals	Petanque trophies—VOID

P23/37	C & G Trenching (inv. 0042)	Playing Field – Maint. – grass cut
P23/38	A.Wakeham	Website invoice - August
		Website invoice - August
Receipts	Payments from:	Reason:
R41	BARNs	Donation to Petanque project
R42	SNC	Litter pick draw & entry
BACs no.	Payable to:	Payments made know to date: 6th September
P23/39	Tree Amigos	Tree trimming Church Green
P23/40	C & G Trenching (inv. 0046)	Playing Field Maint. – grass cut (23/8)
P23/41	PKF Littlejohn	External Audit
P23/42	NGF Play Ltd.	Repairs to balance beam
P23/43	A.Baker	Clerk’s salary - August
P23/44	Brandon Hire Station	Playing Field Maint. – toilet hire
P23/45	Gallaghers	Annual Insurance
P23/46	The Space, Burston	Room Hire x 2 hours
P23/46	R & K Cowley	Scythe hire, prizes for event on Recreation Field 28.08.23
		Caretaker inv. August

- 63.2. Approval the monthly accounts** - it was resolved to approve the reconciliation, proposed Cllr. A. Hughes, seconded Cllr. A. Belgrove, all agreed unanimously
- 63.3. Confirmation from the PKF Littlejohns, Auditors of the External Audit** - all standard have been met, a notice of completion was included in the correspondence, information for the website will be made available in due course
- 63.4. Approval of the annual insurance premium for the Parish Council** - the main change is there will be no cover for cyber relations. It was resolved (that despite this matter) to approve the premium, proposed to agree Cllr. A. Wakeham, seconded Cllr. K. Cowley, all agreed
- 63.5. Approval of grants to the Youth Café and Jamie’s Gang** - these items will be added to the October finances
- 63.6. Approval of a donation to the RBL - Remembrance wreaths, one for each parish** - it was resolved to approve, proposed Cllr. A. Belgrove, seconded Cllr. A. Wakeham, all agreed
- 63.7. Friends of the School** – an appeal to replace the marquee has been received. The purchase of a quality product to support the children’s activities, it was agreed a donation to the fund would be made, the suggested amount of £100.00. It was resolved to approve this donation, proposed Cllr. A. Wakeham, seconded Cllr. K. Cowley, all agreed

64. Highways and PRoW reports:

- 64.1. Highways** Cllr. K. Cowley reported: a meeting had been arranged with Adam Mayo (Highways Engineer) regarding the Parish Partnership and Road Safety Community Fund (RSCF) – it was suggested that the Gateway signs funding could be applied for from both schemes - 50% from

an application to the NCC Parish Partnership and some from the RSCF; the existing signs of 30mph could be moved to other locations; there is some funding available for increasing safety signage, for example - outside school to slow traffic, to also reduce the flashing sign from 30mph to 20mph, with additional signs from Diss end of the village this may improve safety; the clearing of road damage in gullies before winter weather was also discussed.

64.2. Enhanced speed restrictions in Burston - see above

64.3. PRoW Cllr. A. Hughes reported that during the summer months nothing much had happened a number of paths are closed at present due to the electricity power cabling work. Speaking with landowners, once the harvest is over paths will be trimmed; the missing finger posts, have been reported, some of which were over a year ago and as yet have to be replaced; Cllr. A. Wakeham spoke of the new feature on Parish Online - waymarks, fingerposts and PRoW numbers can be added to the layers.

65. Planning

65.1. Applications as received from South Norfolk and Broadland District Council: an extension has been granted on the ForFarmers application whilst the PRoW is checked

Planning Application 2023/2271 Bridge Farm Barns, Long Row, Tibenham - details of condition 10 – external lighting and 11 – external materials - it resolved to recommend approval

65.2. Receipt of Consultees reports on Planning Decisions South Norfolk and Broadland District Planning Application 2023/1840, Culpher Farm, Bridge Road, Burston - Approved with conditions 17th August 2023.

Planning Application 2023/2271 Bridge Farm Barns, Long Row, Tibenham - approved with conditions

66. Report from the Neighbourhood Plan - Cllr. A. Wakeham reported that the public referendum will be on Thursday 28th September, the Clerk had received a copy of the letter to the Diss Town Clerk from Richard Squires (SNC & Broadland Senior Community Planning Officer) - information has been posted on the website, Face Book, posters and fliers (delivered to all households) will be received once printed. It is important to encourage residents to vote at the Strike School enabling the DDNP to be passed.

67. Ditches & Waterways report: Cllr. K. Cowley reported that he has been looking at ditches - ForFarmers have been approached regarding water settling on the road, to ensure it goes under the road; Moor Road is very overgrown - Cllr. K. Cowley will email to Matt. Philpott to ask if this will be included as part of the official work (the email was also copied to David Evans of BARN to ensure the fibre is not dug through). IF it is not part of the project he will request that Thelveton Estate to attends to the clearance; James Gowing has agreed to look round Pug Street; Green Lane is fine; the Beck is partially overgrown, but not causing a blockage; ditches away from Audley End and High-in-field House remains quite heavily overgrown, Cllr. K. Cowley will enquire as to whether Alex Mann will clear in due course.

68. Recreation Grounds reports:

68.1. Wildflower bund - two thirds of the meadow has been cut, the green hay will delivered at the beginning of August and the bund cleared of dead flowers.

68.2. Summer Event on the Recreation Ground - the picnic and sports were enjoyed by a number of residents.

68.3. Norfolk Wildlife Trust and the Woodland Trust offering trees again - the majority of the new trees have survived, an order of 50 replacements has been requested.

68.4. Balance beam - this has now been repaired, the design has been updated.

68.5. Overnight parking – it appears a number of cars are remaining over the weekend, some cars are double parked - following discussion it was agreed that a sign should be erected - being consistent with the owner who received the letter previously.

69. Arrangements for a litter pick in October - Cllr. A. Belgrove suggested the autumn litter pick take place on Saturday 14th October, 9.30am – 12 noon, meeting on Church Green, with refreshments afterwards. A poster will be circulated for distribution, advertising on the website and Facebook.

70. Shimpling Carol Service - in principle this has been agreed. Cllr. A. Wakeham will contact the Churches Conservation Trust and Dickleburgh Benefice to confirm a date. Assistance with preparation – cleaning, setting out, stewards etc. will be discussed at the next meeting.

71. Discussion regarding the following : Village sign on Church Green

71.1. Designs for the Village sign on Church Green - Cllr. J. Mallows had circulated the designs. The consensus of opinion was for Option 3 - the large wheatsheaf. It may be possible to keep the original plaque.

71.2. Cars parking on the Village Green - Cllr. A. Wakeham had spoken with the Community Kitchen team who will request that parking is on the Strike School site. Cllr. K. Cowley had requested a quote for signage from Dissigns and approached Harry Partridge to move the existing sign onto the Village Green. It was resolved to accept the quote from Dissigns, proposed Cllr. A. Belgrove, seconded Cllr. A. Hughes, all agreed.

71.3. Strike School Rally - the Risk Assessment had been received, a brief meeting was held to indicate where the young trees were sited. The event had passed off well, although there was continuous parking along by the School, Rectory Road and Audley Road – taller signage may improve the situation; the Marshalls of traffic, left to listen to the speeches, which probably added to the situation; clearer information on the website might also aid the issue, as the field set aside was not full. **ACTION** - the Chair or Clerk will write to Miles Hubbard at Unite Union.

72. Receipt of the following were noted: (i) **SNC & Police** – consultation of the Public Spaces Protection Order (ii) NCC Service 1 passenger consultation update (iii) Notification of the D-Day 80th celebration on 6th June 2024.

73. The date and place for the next meeting:

Date: Wednesday 18th October 2023 7.45pm, The Space to be confirmed. Option to use the School Agenda items: Autumn litter pick date – 14th Oct.

The Chair thanked everyone for their attendance and work throughout the year.

The meeting closed at 9. 47 pm

74. IN PRIVATE: Caretaker's hourly rate - Information had been circulated regarding the uplift in hourly rate for the National Living Wage. The Caretaker, Hadleigh Drake has worked consistently hard and is amenable to incorporating additional jobs where necessary. It was therefore resolved to increase the hourly rate from £12.00 to £15.00 as of the 1st September 2023, proposed Cllr. A. Wakeham, seconded Cllr. A. Belgrove agreed by all. ACTION - Clerk to inform Hadleigh Drake

APPENDIX I – MINUTE 61 - 6th September 2023

Schedule of Correspondence - not on the agenda

Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	CLLrs/SNC	Decisions & new planning applications	Fwd to All
2.	Weekly News	Community Action Norfolk	Updates from CAN	Fwd. to All
3.	Bulletins	NALC	Various info.	Fwd. to All
4.	Crime /Speedwatch	Police	Monthly review	Fwd. to All
5.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
6.	Temp. road closures	NCC		
7.	Willow tree	TreeAmigos, Treefellas etc.	Quotes for emergency work to willow tree on Church Green	Fwd. to All (02.08)
8.	Gateway signage	NCC Highways	Costings, options via Parish Partnership	Fwd. to All (02.08) Various emails
9.	Bank Holiday picnic	Cllr. K. Cowley	Arrangements for event – activities, games, prizes	Various emails to All (06.08)
10.	Broken hand scythe	Cllr. K. Cowley	Options to complete & going forward, quotes etc.	Various emails (06.08)
11.	NWT visit to Rec. Gr.	Gemma at NWT	Details for Press release	Fwd. to All (08.08)
12.	Public Spaces Protection Order	SNC/Norfolk Police	Consultation	Fwd. to All (08.08)
13.	Strike School Rally	Anna Photi, Unite Union	Risk Assessment	Fwd. to All (10.08)
14.	National drink/drug initiative	Norfolk Police	Initiative highlighting dangers of both	Fwd. to All (21.08)
15.	Elec. System Operator	East Anglia Study	Independent research - the infrastructure in E. Anglia	Fwd. to All (21.08)
16.	Missing Dog	Wendy	Missing dog in Burston	Fwd. to All (23.08)
17.	External Audit	PKF	Conclusion of Audit	Fwd. to All (24.08)
18.	Insurance quote	Gallaghers	Details of annual ins. charges	Fwd. to All (27.08)
19.	Nat. grid consultation now closed	Contact Norwich	Norwich/Tilbury proposals	Fwd. to All (29.08)
20.	New strategy	River Waveney Tr.	Invite to assist with new strategic plan	Fwd. to AW/KC (29.08)

	Subject	From	Contents	Action
21.	Speed restriction signs	Cllr. K. C./NCC Highways	Option to enhance speed restrictions in the parish	Fwd. to School (30.08)

Postal Correspondence –

	Subject	From	Contents	Action
22.	Bank Statements	Lloyds	statements	AW/Clerk filed