



## Burston and Shimpling Parish Council

### Minutes of the Parish Council Meeting

Wednesday 10<sup>th</sup> January 2024 at 19:30 St. Mary's Church  
Diss Road Burston

#### Present:

|                       |       |   |
|-----------------------|-------|---|
| Alison Wakeham        | AW    | Chair, Responsible Finance Office (RFO) |
| Angela Belgrove       | AB    |   |
| Keith Cowley          | KC    |   |
| James Gowing          | JG    |   |
| Anita Hughes          | AH    |   |
| Toby Kheng            | TK    |   |
| <br>                  |       |   |
| Fran Sharp            | Clerk | Clerk to the Parish Council             |
| <br>                  |       |   |
| Members of the public | None  | Residents                               |

#### 110. Apologies for Absence - No apologies received

#### 111. Declarations of Interest regarding Agenda items - No declarations of interests expressed. Declaration of Interest form circulated to new Councillor.

#### 112. Adjournment of the meeting for public participation, County and District Councillor

##### reports:

No members of the public or District, County Councillors.

Point raised for information – cycles are permitted to use footpaths and this is encouraged by Ramblers Association

#### 113. Approval of the minutes from the Parish Council Meeting held on the 22<sup>nd</sup> November 2023

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

#### 114. Matters Arising from the minutes not on the agenda

114.1. (99.6) Village Green Pond – potential H & S issues due to seasonal water. After researching the options, 2 signs have been erected and the area trimmed so the water edge is visible

114.2. (100) Flooding at Wolsey Bridge – KC has contacted Diss Town Council to offer assistance with relevant Agencies

114.3. (103) Ditch works in Pug Street - discussions with relevant parties – full update March Meeting. It was suggested that B&SPC write to Thelveton Estate to express thanks for use of land to aid with ditch work. **ACTION: Letter to be drafted by B&SPC**

- 114.4.** (104) Shimpling Carol Service. Carl Melville organised and led the service. Thanks to all the helpers who prepared the church and tidied up on Friday. . Especial thanks to Tony and Angela. Cllr. J Gowing offered to facilitate promotion of Carol Service for 2024 - offer to store display board
- 114.5.** (106) Dog fouling especially footpaths and Recreation Ground – find out if there are any Dog Wardens. **Update:** SNC restricts the presence of dogs in play areas, making it an offence for dogs to be taken into any enclosed play area or children's playground. If aware of the problem this can be reported to Dog Wardens who will make unannounced visits. Details on SNC website <https://www.southnorfolkandbroadland.gov.uk/neighbourhood-issues/dog-fouling>

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

- 115.1. ACTION: Cllr. A Wakeham & Cllr. K Cowley** will attend Open Gardens planning meeting 19/01/2024

**116. Finance**

- 116.1. Schedule of Payments and Receipts as distributed at the meeting** Cllr. A Belgrove to authorise 1 invoice. Schedule unanimous approval
- 116.2.** Discussion of proposed budget and update of remaining payments for this year. Outstanding invoices:- Shimpling churchyard maintenance, Legal advice. Agreed to donate as usual to St. Mary's Burston, and DDNP ongoing support for 2024 (£70). **Action: Cllr K Cowley to investigate comparable quote for grass cutting.**
- 116.3.** It was resolved to approve monthly statement of accounts for November and December 2023. Proposed, Cllr. A Belgrove, seconded Cllr. K Cowley, unanimous approval.
- 116.4.** There has been a slight increase in B&SPC residents registered for Council Tax. Proposal was suggested to increase band D rate from £60 - £62. Proposed, Cllr. A Hughes, seconded Cllr. J Gowing, unanimous approval.
- 116.5.** Precept was set at £13,578.00 Proposed, Cllr. A Hughes, seconded Cllr. J Gowing, unanimous approval.

**117. Planning - as received from South Norfolk and Broadland District Council: none**

- 117.1. Receipt of Consultees reports on Planning Decisions South Norfolk and Broadland District: none.** It was agreed that we query the closure of an Enforcement Case in the Conservation Area regarding permitted development. **ACTION: Cllr. A Wakeham.**

**118. Status of Church Green** - Further to Parish Council meeting 22/11/2023 it was debated how to move forward and whether to seek legal assistance. It was approved to approach NPLaw via email with 5 for and 1 abstention. A summary was distributed of information from the legal opinion. It was explained that it is within the powers of BSPC to permit or deny parking on the green providing no damage to green should incur. It was suggested that the Chair write to the parties involved to explain the research that has been undertaken to support the decision not to permit overflow parking on a regular basis. **ACTION: Cllr. A Wakeham to write to the relevant participants.** Cllr. K Cowley will explore the feasibility of allowing some authorised managed parking including need for planning consent, ongoing maintenance and taking into account the Conservation area. Cllr. A Wakeham thanked Cllr. K. Cowley for his work on this area.

**119. Don Swanton Award and Litter Pick** Cllr A Belgrove provided background information to the Don Swanton Award. The award is given to individuals or groups who have made a difference with positive acts to the community. The closing date for nominations is 31/03/2024 the information will be available on the website. The decision for the award will be 2 weeks following the closing date. The deciding panel

consists of Cllr. A Belgrove along with another Councillor and a member of the local community. It was agreed that the Spring Litter pick will take place on Saturday 06/04/2024. This will be advertised on the website. A budget for refreshments was agreed unanimously.

**120. By-election:** . No valid nominations were received by 19/12/2023 therefore it was noted that there was no by-election on 18/01/2024. Discussion was held regarding further co-opting of Parish Councillor for the existing vacancy. No decision made at present.

**121. The date and place for the next meeting:**

**Date: Wednesday 20<sup>th</sup> March 2024, at 19:30, at St Mary's Church**

Agenda items: from matters arising ; (103) Ditch works in Pug Street - discussions with relevant parties – full update March Meeting.  
Spraying of footpath in recreation ground

The Chair thanked everyone for their attendance.

**The meeting closed at .21:04**

**APPENDIX I – MINUTE 115 – Schedule of Correspondence - not on the agenda December 2023 / January**

**2024**

|     | <b>Subject</b>   | <b>Received From</b>             | <b>Contents</b>   | <b>Action</b>  |
|-----|--|----------------------------------|---|--|
| 1.  | Diss Priority Setting Meeting  | Andy Baker                       | Join us to have your say on the next policing priorities, get updates on previous priorities and meet your local Safer Neighbourhood Team.  | For information. Saved to file 08/01/2024 (Diss Crime)                             |
| 2.  | Weekly List- Applications Received During the Week Ending 5 January 2024 | SNC                              | No applications from B&S<br>No decisions made relating to B&S   | Saved to file 08/01/24 (Planning)  |
| 3.  | Email correspondence to and from Chair                                   | Resident                         | Broken bridge on footpath, south of Willow Farm , grid ref:119857   | Received by Chair only forward to all 08/01/2024.<br>Saved to file (footpaths)     |
| 4.  | Newsletter   | Boston Seeds                     | Spring Bulb information   | For information. Saved on file (Local info) 08/01/2024                             |
| 5.  | Monthly Enforcement Report   | CorVu                            | Confidential - At the time that you receive this email the site / person being investigated may not be aware that an enforcement case has been raised.  | Forward to All. 05/01/2024 (Planning)<br><br>08/01/2024 for Agenda item 2024/03/13 |
| 6.  | New Defibrillators for Burston & Shimpling Parish Council                | Primary Care Supplies            | General information depending on age of current defib – numbers in villages   | For information. Saved on file. (Defib) 04/01/2024                                 |
| 7.  | Monthly Enforcement Report   | Norfolk Constabulary             | Update  | Forward to all. (Diss Crime) 04/01/2024  |
| 8.  | Pride in Place Grant Scheme  | Broadland & SNC Council          | Grant applications end 31/01/2024   | Forward to Chair & Vice Chair (Grants / funding) 04/01/2024                        |
| 9.  | Clean Up and Bloom from Pride in Place                                   | Broadland & SNC Council          | Funds available are £300 per parish and can be used to purchase plants for your community, arrange litter picking events throughout the year or even apply to the amazing, and successful, Anglia in Bloom scheme. Anything to help your parish and residents Clean Up & Bloom. | Forward to Chair & Vice Chair (Grants / funding) 08/01/2024                        |
| 10. | New Year Message   | Chair of CPRE Norfolk            | Update and Plan for 2024  | For information. Saved on file. (CPRE) 04/01/2024                                  |
| 11. | Spring is on its Way   | Landlife Wildflowers (x2 emails) | Spring Bulb information   | For information. Saved on file (Local info) 04/01/2024                             |

|     | Subject  | Received From                           | Contents   | Action   |
|-----|--|---|--|--|
| 12. | Norwich to Tilbury Project Update: December 2023                         | Project Team                            | The Great Grid Update  | Forward to all. 04/01/2024 (Utilities)                               |
| 13. | Project Update   | Vattenfall - Norfolk Offshore Wind Zone | General update   | For information. Saved on file 04/01/2023 (Utilities)                |
| 14. | Town and Parish Forum  | Broadland & SNC                         | Details of Zoom meeting  | For information. Saved on file 04/01/2024 (SNC)                      |
| 15. | Parish Online  |   | Newsletter   | For information. Saved on file 04/01/2024 (own folder)               |
| 16. | Update from NCC  | NCC                                     | Latest Scams/ Consumer Alerts & News from NCC Trading Standards  | Forward to all 04/01/2024 (NCC)                                      |
| 17. | Empowering Communities Newsletter  | Community Action Norfolk                | Update including Winter Advice Hub   | For information. Saved to file 04/01/2024 (Community Action Norfolk) |
| 18. | Open Gardens   | Email from Nigel forward from Jo Bowley | Planning for Burston Open Gardens. The date proposed is <b>Sunday 2nd June 10am til 4pm</b> . We would love to see you at a gathering to plan this event happening at <b>The Space</b> on Mill Rd. <b>Friday 19th Jan</b> at 7pm | Forward to all. 08/01/2024. Saved (Events)                           |
| 19. | Support Via DWP for Parish residents who are not currently in employment | Shaw Trust                              | Fully Funded WHP Pioneer Employability Program for Burston & Shimpling Parish Residents - Shaw Trust   | For information. Saved to file 08/01/2024 (Grants /funding)          |

#### Planning Applications

|     | Subject                  | Between/from | Contents | Action |
|-----|--------------------------|--------------|----------|--------|
| 20. | None received 08/01/2023 |              |          |        |

#### Emails received after last BSPC Meeting 22/11/2023

|     | Subject                         | Between/from  | Contents   | Action  |
|-----|---------------------------------|---|--|---|
| 21. | Knife Crime Action Week         | Police Connect  | Nine arrests in Norfolk                                      | For information. Saved to file 05/01/2024                 |
| 22. | Norwich Western Link            | Cllr Graham Plant Cabinet Member for Highways, Transport and Infrastructure NCC | Update on project  | For information. Saved to file 05/01/2024 (Highways)      |
| 23. | Community Matter Winter Edition | Communities Team/ Gallagher Insurance   | .Newsletter mentions Winter shielding safeguarding buildings | Forward to Chair and Vice 05/01/2024 (Saved to Insurance) |

**APPENDIX II – MINUTE 116 – Payments and Receipts**

**Payments to 10<sup>th</sup> January 2024**

| <b>Transaction No.</b> | <b>Payable To:</b> | <b>Reason (Budget Category)</b> |
|------------------------|--------------------|---------------------------------|
| P23/076                | A Wakeham          | Admin : Web Hosting             |
| P23/077                | F Sharp            | Clerk : Salary                  |
| P23/078                | A Baker            | Clerk : Salary                  |
| P23/079                | HMRC               | Clerk : PAYE                    |
| P23/080                | Hadleigh Drake     | Maintenance : Village Caretaker |
| P23/081                | RH & KC Cowley     | Maintenance : Church Green      |

**Receipts in January 2024**

| <b>Transaction No.</b> | <b>Paid By:</b> | <b>Reason (Budget Category)</b> |
|------------------------|-----------------|---------------------------------|
| ARR070                 | Lloyds Bank     | Deposit : Interest              |
| R23/012                | HMRC            | VAT Refund                      |