



Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday 20th March 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 | |
| Anita Hughes | AH | |
| | | |
| Fran Sharp | Clerk | Clerk to the Parish Council |
| | | |
| Members of the public | 2 | Residents |

122. Apologies for Absence - Co. Cllr. Dr. C. Rowett. Cllr. J Gowing. Cllr. T Kheng

Declarations of Interest regarding Agenda items - No declarations of interests expressed. **ACTION:** Clerk to contact monitoring officer re outstanding declarations on Broadland & SNC website.

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

The meeting was adjourned at 19.32. Co. Cllr. Dr. C. Rowett. Emailed a report which has been circulated to all Councillors, a copy of which is included in the paper minutes file. The current Tree Warden will be standing down from this work, will support until a new warden in place. Main elements of role are audits for damaged trees, tree preservation orders (TPO). Further support is from the Tree Warden network. The Parish Council thanked the Warden for their work and asked if a summary could be made available for information to anyone who is interested in becoming the next Tree Warden. It was noted re possibility of Black Poplar Trees in Shimpling – Tree Warden will seek advice re these and whether TPO applicable. Matter raised on behalf of member of public unable to attend - awareness of Bee Orchids on Village Green and concern regarding grass cutting. It was decided that “no mow May” be observed and that this might facilitate the position of the orchids if they flower this year.

Meeting resumed 19.45

124. Approval of the minutes from the Parish Council Meeting held on the 10th January 2024

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.

125. Matters Arising from the minutes not on the agenda.

- 125.1.** (114.3) Letter of thanks to Thelveton Estate, near completion. **ACTION:** Cllr. A Wakeham
- 125.2.** (115.1) Cllrs. AW and KC have attended the initial meeting around the Open Gardens scheme. Parish Council (PC) have agreed to support.
- 125.3.** (116.2) No comparable costings have been found. It was agreed to continue with current provider.
- 125.4.** (117.1) Discussion regarding fencing within Conservation Area. Contact has been made with SNC Planning Department following the closure of an Enforcement notice. Aris fencing is permitted development if less than 2m high and away from the road. As the Parish Council have raised this SNC Planning will review. **ACTION:** Check height of fence.

126. Correspondence - as listed on the attached schedule and which are not reported separately on the agenda. ACTION: clerk to email correspondence as requested. Email received by Chair from new Practice Manager at GP surgery in Diss. It was decided to invite Practice Manager to PC meeting in May. **ACTION:** Cllr. A Wakeham

127. Finance

- 127.1. Schedule of Payments and Receipts as distributed at the meeting** Schedule for February 2024 proposed Cllr. A Belgrove, seconded Cllr. K Cowley unanimous approval.
- 127.2.** Discussion regarding forthcoming audit. The Internal Auditor (R Goreham) has agreed to undertake 2023/2024 audit. Proposed by Cllr. K Cowley. Seconded by Cllr. A Hughes all in favour.
- 127.3.** St Marys Church has been contacted to ask for use of Church for future meetings and the PC would like to contribute to the Church for the use of the premises and towards the upkeep of the Churchyard.

128. Planning – nil received. It was noted that previous planning application (2024/0175 Market Farm Market Lane) has been approved with conditions. This information was circulated between meetings.

128.1 Question from the floor concerning planning and specifically the use of caravans. **ACTION:** Cllr. A Wakeham to check original planning application.

128.2 The Parish Council noted the receipt of GNLP.

129. Highways and PRoWS Reports: Footpaths currently closed due to the national grid electricity transmission line refurbishment works should all be open for Easter. Closure signs due to be removed on 21/03/2024. It has been noted that there are new fingerposts in some areas - outstanding works still from previous audits. **ACTION:** Cllr. AHughes to follow up outstanding works. Next footpath audit July/ August 2024. Parish Partnership has agreed to fund half monies required for Village Gateways, time limit within the year for funding to be used. Further funding options have been explored, as well as reducing contingency plan – awaiting responses. Discussion around funding for Village sign refurbishment. Flooding on road to Diss – the land there is higher than the road. Might be an option of contacting the landowner regarding ditching later in the year. Cllr.A Wakeham has reported to SNC that there are still diversion signs in Shimpling.

130. Recreation Ground update: The swing has been repaired. A tree planting session has been undertaken last weekend with next one due this forthcoming weekend. Discussion around hiring of

Portaloos for Summer months, slight elevation of cost to £22.50 per week. It was agreed to proceed with hire for 6 months from beginning of April 2024. Cllr. A Hughes will contact similar hire company and will liaise with Cllr. K Cowley. It was decided that a Scythe be used for meadow work. It was agreed that footpath and pétanque court be closed for 24 hours to enable spraying of these areas when weather allows. **ACTION:** Cllr. K Cowley to organise assistance with this. Cllr. A Hughes agreed to assist. It was discussed whether the area between BMX track and the Orchard could have a hedge laid. **ACTION:** Cllr. A Wakeham to create an event around this.

131. Ditches and Waterways: Cllr. J Gowing is in touch with Project Manager and is awaiting response - **ACTION:** take item forward to next meeting.

132. Don Swanton Award and Litter Pick: Update the Don Swanton award will be awarded this year closing date for nominations 31/03/2024. Cllr. A Belgrove will promote Litter Pick on social media. Cllr. K Cowley will liaise with Cllr. A Belgrove regarding equipment for Litter Pick. Blank award needed and risk assessment required. **ACTION:** Cllr. A Belgrove.

133. Communication and Website Update: Cllr. A Wakeham to explore development of newsletter for social media. A new editor is required for Parish Planet – suggestion to insert notice into next edition asking residents if they would prefer an e-copy also regarding subscription to website. Until further notice articles to come via Parish Clerk. **ACTION:** Cllr. K Cowley to contact printing companies for comparable quotes or printing Parish Planet for residents preferring hard copy.

134. Forthcoming D-Day Celebrations: discussed and noted with no plans at this time.

135. The request to use the Village Green for the Strike Rally in September was discussed and agreed. Cllr. K Cowley has met with the Organiser and agreed that he will remove the no parking signs the day before. The organiser is aware that there is no parking on the green – vehicles can be unloaded and loaded only.

136. Play Street Grants. This was noted and no suitable roads were identified.

137. The date and place for the next meeting: The next meeting will be the Annual Parish Meeting, potential ideas were discussed to showcase - the Don Swanton award. Promoting village signs and Ditch works.

Date: Wednesday 24th April 2024, at 19:00, at St Mary's Church.

Agenda items: from matters arising ; Ditch works in Pug Street.

The Chair thanked everyone for their attendance.

The meeting closed at 21.10.

APPENDIX I – MINUTE 126 Schedule of Correspondence - not on the agenda February 2024

| | Subject | Received from | Contents | Action |
|-----|--|-----------------------|--|---|
| 1. | Temporary Road Closures x2 notifications | Norfolk.gov | B&S listed as alternative routes | Fwd to all 05/02/2024 (utilities) |
| 2. | Webinair sessions | Parish Online | Technology training sessions | Fwd to Chair 05/02/2024 |
| 3. | Details of driving offence | Police Connect | Man fined for driving whilst using mobile | Filed 05/02/2024 |
| 4. | February Newsletter | Police Connect | Rural Crime Update | Fwd to all 05/02/2024 |
| 5. | Enforcement notice | CorVu | Monthly enforcement review | no updates in comments box. Filed (planning) 06/02/2024 |
| 6. | Decarbonisation Online Conference | Public Sector Exc | Online conference 07/03/2024 | Fwd to Chair for opinion = File (utilities) |
| 7. | Appeal following burglaries | Police Connect | Police information re burglaries in SN | Filed 06/02/2024 (Diss Crime) |
| 8. | Play Solution for All Ages | Finding fitness | Monkey challenge for 4years to adults | Filed 07/02/2024 (recreation) |
| 9. | Password for Zoom meetings | Broadland and SNC | Town and Parish Forum information | Fwd to all 07/02/2024 (filed to SNC) |
| 10. | Information re playground surfaces | Online Playgrounds | Playground heights and surfaces | Fwd to Vice Chair 08/02/2024 |
| 11. | Town and Parish Council Forum notes | Broadland and SNC | New guidance re elections | Fwd to Chair 08/02/2024 |
| 12. | Job vacancies | CAN | Community Action Norfolk | Filed 08/02/2024 |
| 13. | Newsletter | NCC Trading Standards | Scam alerts emails - Disney. Attempted bank fraud | Fwd to all 08/02/2024 |
| 14. | Newsletter | Healthwatch Norfolk | Update and Healthwatch response to Dentistry proposals | Filed 12/02/2024 |
| 15. | Portrait of the King | Broadland and SNC | How to apply to obtain a portrait of the King | Fwd to Chair and Vice Chair 12/02/2024. |
| 16. | Weekly update | Norfolk ALC | New banking webpage, NALC BBC Investigation On Abuse Towards Councillors And Staff | Fwd to Chair. Filed 12/02/2024 |
| 17. | Spring Seminar | Norfolk PTS | Seminar including sessions on successful grant funding, community awards and breakout sessions | Fwd to AW & KC 12/02/2024 |

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| 18. | Aviva Access to Nature Fund | Norfolk Rivers Trust | Apply grant re accessing rivers and waterways. | Checked with Chair and Vice Chair filed 12/02/2024 |
| 19. | Survey future of Norfolk landscapes | CPRE | How to access survey | Fwd to all 12/02/2024 |
| 20. | Newsletter | NCC Trading Standards | Information re email scams DVLA. 1 case of blue tongue has been reported | Fwd to all 21/02/2024 |
| 21. | Letter | Group Legal Adviser from Stop the Wensum Link | Letter to Chair and Councillors regarding the Norwich Western Link road | Fwd to all 19/02/2024 |
| 22. | Newsletter | Norfolk CC Trading Standards | Scam alert including regarding fake parcel delivery texts and Cold calls claiming to be from banks | Fwd to all 19/02/2024 |
| 23. | Training Session | Broadland & SNC | Mental Health Awareness Training. | Fwd to Chair 19/02/2024 (filed in training) Circulated to all 20/02/2024 |
| 24. | Newsletter | Keep Britain Tidy | Great British Spring Clean – resources available | Fwd to AB 20/02/2024 (filed in Utilities) |
| 25. | Newsletter | Police Connect | Over 1300 uninsured cars were seized by Norfolk police in 2023 | Filed 20/02/2024 |
| 26. | Newsletter | Norfolk CC Trading Standards | Including Cold calling alert re loft insulation. Email scams re life insurance | Fwd to all 26/02/2024 |
| 27. | Training Update | Norfolk PTS | Training sessions for 2024 | Filed 26/02/2024 |
| 28. | Newsletter | Healthwatch | How to obtain Medical Help if needed | Fwd to all 26/02/2024 |
| 29. | Newsletter | Woodland Trust | Spring Tree planting | Fwd to Vice Chair 26/02/2024 |
| 30. | Newsletter | Parish Online | Update and training dates | Fwd to Chair 27/02/2024 |
| 31. | Newsletter | Public Sector Network | Events and briefings incl re decarbonisation | Filed (utilities) 28/02/2024 |
| 32. | Update | Online Playgrounds | Training Event 14/03/2024 | Fwd to Vice Chair 28/02/2024 |
| 33. | Invitation | SNC | Town and Parish Forum online meeting x2 emails | Fwd to Chair 28/02/2024 |
| 34. | Newsletter | SLCC | Links to gov.uk “Proposed changes to planning for Brown Field sites” and Biodiversity | Fwd to Chair 29/02/2024 |

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| 35. | Newsletter | Police Connect | Norfolk Police support national campaign re mobile phone use | Fwd to all 29/02/2024 |
| 36. | Newsletter | Norfolk ALC | Information regarding D Day celebrations | Fwd to Chair 29/02/2024 |
| 37. | Week commencing 05/02/2024 | | No planning applications received, or decisions made reference to B&SPC | None |
| 38. | Week commencing 12/02/2024 | | No planning applications received, or decisions made reference to B&SPC | None |
| 39. | Week commencing 19/02/2024 | | No planning applications received, or decisions made reference to B&SPC | None |
| 40. | Week commencing 26/02/2024 | | No planning applications received, or decisions made reference to B&SPC | None |

APPENDIX II – MINUTE 127.1 – Payments and Receipts

Payments made since 10th January 2024 meeting

| Transaction No. | Payable To: | Reason (Budget Category) |
|-----------------|-------------------|--------------------------|
| P23/082 | NALC | Training: Clerk |
| P23/083 | A Wakeham | Admin: Web Hosting |
| P23/084 | R Walpole Roofing | Maintenance: Pavilion |
| P23/085 | SLCC | Admin: Subscription |

Receipts since last meeting: 10th January 2024

| Transaction No. | Paid By: | Reason (Budget Category) |
|-----------------|-------------|----------------------------|
| ARR071 | Lloyds Bank | Deposit : Interest |
| R23/013 | A Wakeham | Refund |
| ARR072 | Lloyds Bank | Deposit : Interest |
| TR016 | Lloyds Bank | Transfer to Treasurers Acc |

Payments made in February 2024

| Transaction No. | Payable To: | Reason (Budget Category) |
|-----------------|------------------------|---------------------------------|
| P23/086 | A Baker | Clerk : Salary |
| P23/087 | F Sharp | Clerk : Salary |
| P23/088 | A Wakeham | Asset Replacement : Equipment |
| P23/088 | A Wakeham | Asset Replacement : Equipment |
| P23/089 | Norfolk County Council | Legal Fees |
| P23/090 | R H & K Cowley | Maintenance : Church Green |
| P23/091 | R H & K Cowley | Maintenance : Recreation Ground |
| P23/092 | Tree Amigos | Maintenance : Church Green |

Payments made in March 2024

| Transaction No. | Payable To: | Reason (Budget Category) |
|-----------------|----------------|---------------------------------|
| P23/093 | A Wakeham | Admin : Web Hosting |
| P23/094 | A Wakeham | Admin : Software |
| P23/095 | N Burridge | Parish Churchyards : Shimpling |
| P23/096 | F Sharp | Clerk : Salary |
| P23/097 | Hadleigh Drake | Maintenance : Village Caretaker |
| P23/098 | NGF Play | Maintenance: Swing Repair |