



Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday 25th April 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	
James Gowing	JG	
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public	1	Dist. Cllr. J Easter. Co. Cllr. Dr, C Rowett

138. Apologies for Absence - Cllr. T Kheng

139. Declaration of Interest regarding Agenda items – No declaration of interests. Clerk has emailed Broadland and SNC Monitoring Officer outstanding forms which are now on website. Awaiting Cllr. Gowing to complete form.

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

The meeting was adjourned at 19.50

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.

Report from Dist. Cllr. J. Easter :

- SNC building in Long Stratton has been sold proposed 70 houses to be built on the site.
- Long Stratton bypass construction has begun
- Diss Swimming Pool and new fitness suite due to be completed December 2024. Plans for MIND to have a 24hour drop in Centre, new bus station and new GP surgery – currently in negotiations with NHS re GP services.
- GNLP 5year plan – minor changes have been made by the Planning Inspectorate. New homes planned for Costessey, Hethersett and Wymondham. Job targets to ensure needs are met and land for travelling sites.
- Village Cluster programme awaiting to be passed.

- Norwich to Tilbury Pylon programme, minor changes made to plan. Need to address matter of Tibenham Airfield. Also Wortham Ling which is classed as SSSI.
- SNC DC is 50years old.
- SNC are helping more and more people suffering from financial hardship as well as those who find themselves homeless. A previous care home in Diss has been purchased and will be altered into 32 flats to provide temporary accommodation.

Dist. Cllr. J. Easter left the meeting. 20:04

Off Agenda – resident who manages the flags for the village had put informed the PC that the Ukrainian flag was becoming very worn. The Council discussed this and at present it was decided that the Union Jack will be flown.

This report is added here to keep the public sections together

Meeting adjourned 20.17

- for report from Cllr. Dr. C. Rowett who was unable to attend at the beginning of the meeting. Copy of the report was circulated before the meeting and a paper copy is held in the minute file. Cllr. K. Cowley thanked Co. Cllr. Dr, C. Rowett for completed application he sent her in regard to Village Gateway project.
- Cllr. K Cowley asked about the forthcoming budget cuts and what the effects on services will be. **Response:** possible closing recycling centres on certain days, possible loss of staff. Will affect Highways as smaller budget. If dire potholes can be raised via Co. Cllr. Dr. C Rowett or SNC portal. Cllr. K Cowley will liaise with Co. Cllr. Dr. C Rowett regarding flooding on road into Diss from Burston.
- Co. Cllr. Dr. C Rowett also mentioned new role within council a Riparian Rights Officer, - Cllr. K Cowley has had previous contact with this Officer and will make contact again.
- Cllr. Dr. Rowett spoke of her work around road safety and a motion to lower speed limits across the whole country especially between villages. Improvements to sat nav systems for lorries to reduce lorries becoming stuck in small lanes.
- Flourish Awards this is to recognise Teams and Organisations that help young people flourish.
- Climate change strategy was passed in March by the County Council.
- A statutory consultation is due to take place regarding the Norwich to Tilbury Pylon project, to improve both current and future plans for pylons.
- Government regulation coming into force 01/10/2024 regarding bird keeping.

Meeting resumed: 20.45

141. Approval of the minutes from the Parish Council Meeting held on the 20th March 2024

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

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

142.1. (125.4) Fence has been measured and is within the acceptable height.

142.2. (126) Practice manager from GP Surgery in Diss to be invited to June PC Meeting.

ACTION: Clerk to extend invitation.

142.3. (128.1). Use of caravans acceptable as long as associated with the property and not as a separate entity.

- 142.4. (130). Maintenance of the Meadow is in hand.
- 142.5. (131) Full report given under Agenda item 11.
- 142.6. (131) Don Swanton Award was presented during the Annual Parish Meeting.
- 142.7. (133) Printing Parish Planet further costings. **ACTION: KC**

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

144. Finance

- 144.1. **Schedule of Payments and Receipts as distributed at the meeting** Schedule for February 2024 proposed Cllr. J. Gowing, seconded Cllr. K Cowley unanimous approval.
- 144.2. Approval of monthly statement of accounts proposed Cllr. K Cowley, seconded Cllr. J. Gowing. All in agreement.
- 144.3. It was resolved to approve the final quarterly bank reconciliation for financial year 2023/2024
- 144.4. It was resolved to approve Section 1 of the Annual Governance Statement 2023/2024 proposed Cllr. K. Cowley, seconded Cllr. A Hughes. All in agreement.
- 144.5. It was resolved to approve Section 2 of the Annual Governance Statement 2023/2024. Proposed Cllr. K Cowley seconded Cllr. J. Gowing all in favour.

145. Planning –

- 145.1. No planning applications have been received.
- 145.2. Decisions by SNC: 2023/0655 had been approved with conditions.

146. Highways & ProW Updates: PRoW all footpaths are now open. New finger posts in place in some areas. Signs will be cleaned and foliage around trimmed. Cllr. J. Gowing has SAMS and will rotate location every 4 weeks. It has been reported that there has been fly tipping on Pug Street. - ACTION: Cllr. A. Wakeham to contact Burston House regarding smokers using verges along Rectory Road again. Dangerous car being parked on corner of Mill Road, resident to be advised to report directly to Police. Highways report as per Annual Parish Council report:

VILLAGE GATEWAY SIGNS

As part of our ongoing efforts to address the speed of traffic flowing through the two villages and following the demise of our local Speedwatch Scheme due to a lack of new volunteers, we are looking to install some village gateway signs at the start of both Burston and Shimpling on Diss Rd, Station Rd and Dickleburgh Rd, eight signs in total.

The details of the sort of signs we are considering are shown on the display boards and will replace the existing standard Highways signs.

These signs have been shown to make drivers better aware that they are entering a built up village environment and should therefore adhere to the 30mph speed limit.

We shall probably go with the white version.

Of the overall cost of £14600 we have already been granted 50% by the NCC Parish Partnership Scheme and are now seeking additional funding for the balance. If we are successful these could well be in place by the end of the year.

147. Recreation ground update: Footpaths have been sprayed. Grass cuttings that have been left on the meadow area have been cleared. Residents not in attendance have expressed direct to Councillors exhaust fumes from idling cars in the car park. This was discussed by the PC and it was suggested that a diary of evidence be produced – is it a regular occurrence from same vehicle – **ACTION:** Cllr. K. Cowley will reply to residents. New rubbish bin has been installed.

148. Ditches and waterways: Cllr. J Gowing has arranged a meeting with the Maintenance Manager to discuss ongoing clearance work. Report to follow for next PC meeting. **NOTES FOR SHIMPLING DRAINAGE WORKS**

Just a few brief words on the flood mitigation works that have been underway in and around Shimpling as a result of the severe flooding that occurred in 2020 which caused a great deal of property damage in and around Pug Street and Hall Lane. The PC approached a number of agencies to establish what preventative measure they were going to install in response to this flooding.

After a great deal of lobbying and virtual door banging, the Local Drainage Board , backed by money from the EA, came up with a scheme for Moor Rd, the area opposite the Grange and land north of Boudica Way. The plans on the board show the scheme they came up with in association with Thelveton Estates on whose land most of the works lies.

The scheme along Moor Road has now been completed and has made a tremendous difference. In the recent heavy storms there has thankfully been no reoccurrence of the flooding that occurred in 2020. They have also completed the works opposite the Grange and will be completing all the works north of Shimpling this year.

So far it's been a great success and we are now pressing them to ensure that ongoing maintenance of all ditches is kept up.

149. Spring Litter Pick: 27 participants took part in the litter pick with 22 bags of litter collected including paint tins and some large metal items. The rubbish was collected quickly. New pickers have arrived. Next litter pick will be in October.

150. Communication and Website Update: Cllr. A Wakeham has begun to explore a template for newsletter via Mailchimp. **ACTION: Cllr. A. Wakeham to discuss with Cllr. T. Keng.** It was discussed setting up a Facebook page for business only. **ACTION:** Cllr. A. Hughes to liaise with Cllr. K. Cowley and Clerk. Aim for June. **ACTION:** Councillors were invited to ask anyone who are aware of items that could be included or articles that are written

151. South Norfolk Community Awards Nominations were discussed and noted it was agreed no action at present.

152. Cllr. A. Belgrove attended a webinar regarding Biodiversity, interesting discussions - encouragement of wildlife corridors. Also, minimum requirement to have Biodiversity as an

Agenda item for each PC meeting. **ACTION:** Cllr. A. Belgrove to begin to look at Biodiversity action plan and policy for PC including all the work that has already been undertaken in the Churchyard. Thank you to Cllr. A. Belgrove for her work. Cllr. A. Hughes asked if any update of the question of the possible female black polar tree, still awaiting clarification on the identification of the tree. Discussions around the need for low level lighting in the village.

153. Regarding CPRE manifesto. This was discussed and it was the decision of the Parish Council to support this.

154. The Annual Meeting of Burston and Shimpling Parish Council will be on Wednesday May 22nd 2024 at 19.00.

The business to include Election of Chair and Vice Chair. To discuss and agree policies. Biodiversity to be included as an ongoing Agenda item.

The Chair thanked everyone for their attendance.

The meeting closed at 21.08

APPENDIX I – MINUTE 143 Schedule of Correspondence - not on the agenda 18th March to 21st April 2024

	Subject	Received from	Contents	Action
1.	Newsletter	Public Sector Executive	Norwich City 5year strategy. Article on “Norfolk’s Devolution Journey”. CPRE article on “How can we save rural communities”	Filed 19/03/2024 (Utilities)
2.	Notice and poster TRO	Norfolk.gov	Long Stratton resurfacing access restrictions 02/04/2024 – 05/04/2024	Fwd to Chair for website 22/03/2024 (filed utilities)
3.	Email	Transport East Comms	Survey regarding transport links	Fwd to all 22/03/2024. (filed utilities)
4.	Newsletter	CAN	Information re funding, training and news updates	Fwd to Chair / Vice Chair and Councillor for information. 22/03/2024
5.	Email	Norwich western Link	Project Update	Filed 22/03/2024
6.	Newsletter	Communities (Horizon) Team	Following on from the conference in Feb – can now be viewed on demand	Filed 22/03/2024
7.	Email	Unite Union	Risk assessment for Strike Rally	
8.	Emails	Boston and Land wildflowers Seeds	Information re offers	Fwd to Cllr. AB (Filed utilities)
9.	Newsletter	NCC Trading Standards	Scam alerts. New regulations for bird keepers from October 2024	Fwd to all 25/03/2024
10.	Notification	Norfolk.gov	Temp road closure 12/04/2024	Fwd to all 26/03/2024
11.	Notification	Norfolk.gov	Long Stratton resurfacing access restrictions 02/04/2024 – 05/04/2024 – road name change	Fwd to all 26/03/2024
12.	Information	Vattenfall	Re change of project details and option to opt out of emails	Fwd to Chair 26/03/2024. 28/03/2024 Unsubscribed
13.	Promotional newsletter	Red lynch Leisure	Re outdoor table tennis	Filed 26/03/2024
14.	Newsletter	Norfolk ALC	Sections on obtaining Gov. UK domain funding	Fwd to Chair 26/03/2024
15.	Invitation Agenda and Zoom details	Broadland and SNC	Town and Parish Forum Meeting	Fwd to Chair 28/03/2024
16.	Newsletter	NCC Trading Standards	Latest scam alerts	Filed 28/03/2024
17.	Newsletter	HM Land registry	Information re training hub	Filed 28/03/2024
18.	Newsletter	CPRE	Manifesto information sent to all Parliamentary Candidates in Norfolk	Fwd to Chair and Vice Chair for consideration 28/03/2024
19.	Information re awards	Norfolk. gov	Biodiversity awards open	Fwd to Cllr. AB for consideration. 28/03/2024

Planning Applications

	Subject	Between/from	Contents	Action
20.	Week commencing 18/03/2024	SNC	No planning applications or decisions made	None
21.	25/03/2024	SNC	No planning applications or decisions made	None

Postal Correspondence

	Subject	Received from	Contents	Action
1.	Information for PC	Lloyds Bank	Email address held by bank	D/W Chair - resolved
2.	Letter	Lloyds Bank	Informing PC that new Clerk has applied for Online Banking	Scanned to file. Hard copy for audit trail
3.	Pamphlet	"Glasdon Quality by Design"	Promotional material re products	Take forward to Agenda meeting.

April 2024

	Subject	Received from	Contents	Action
22.	Spring newsletter	Boston Seeds	Lawn seeds, fertiliser advertising	Filed 01/04/2024
23.	Monthly Enforcement Reports	Nofolk.gov	Enforcement report update	Fwd to Chair 01/04/2024
24.	Newsletter	Landlife wildflowers	Seeds	Filed 01/04/2024
25.	Newsletter	CAN	Job advert	Filed 01/04/2024
26.	Empowering Communities Partnership Newsletter.	CAN	Items of interest to communities	Filed 01/04/2024
27.	Monthly Enforcement Report	CORVu	Annual review of case no update	Filed 02/04/2024
28.	Update on adoption of GNLP	Norfolk.gov	Copies of information can be obtained from. www.gnlp.org.uk . Copy of the SNC adoption notice downloaded	Discuss with Chair and Vice Chair at next Agenda meeting
29.	Promotion	Live music-downtown	Promotion of live music / jazz for local events	Filed 03/04/2024
30.	Promotion	DW????	Software accounts packages	Filed 03/04/2024
31.	Great Collaboration Pilot Information	Council and Community Climate Action	https://greatcollaboration.uk/	D/W Chair / Vice Chair re possible Agenda item.
32.	Trade Club Deals	Nisbets	April Reward Club	Filed 04/04/2024
33.	Email	Zurich Insurance	Obtaining a quote	Filed 04/04/2024
34.	Spring Newsletter	CPRE	Manifesto. Rural Housing In Norfolk. Bishops House Garden Open Day 2 nd June . Flood Management Conference 22 nd May.	Filed 04/04/2024

35.	Information	SNC	South Norfolk Community Awards	DW Chair and Vice Chair? agenda item
36.	Scam Updates	NCC Trading Standards	Scam alerts + recall of 2 products	Fwd to All 05/04/2024
37.	Promotional email	South West Play	Manufacturers of rope play equipment	Filed 08/04/2024
38.	Information	Police Connect	Online work experience closing date 29/04/2024	Filed 08/04/2024
39.	Information	Police Connect	New joint Public Space Protection Order launched which will allow for greater enforcement of vehicle anti-social behaviour by both the police and council.	Filed 08/04/2024
40.	Newsletter	Police Connect	Update on tackling rural crime	Fwd to all 08/04/2024
41.	Meeting Information	Police Connect	Local Priorities Virtual Meetings	Fwd to all 08/04/2024
42.	Promotional email	RBL	Online shop for D Day celebrations	Filed 20/04/2024
43.	Newsletter	Diss CAB	Includes information on the "Wise and Warm Norfolk" - offer specialist advice for residents in the Diss district.	Filed 20/04/2024 (utilities)
44.	Promotional email	Norfolk Community Foundation	BRIT Award winning vocal group BLAKE's Summer Prom Concert."	Filed 20/04/2024
45.	Newsletter, scam alerts	NCC Trading Standards	Recall Alert – Unilever is recalling 'Magnum Almond Ice Cream Sticks 3x100ml' Recall Alert – Thurtle Group is voluntarily recalling their 'RideAlong Rear-Mounted Child Bike Seats' Recall Alert – Britax Romer is voluntarily recalling all 'BABY-SAFE 5Z' and certain 'BABY-SAFE 5Z2'	Fwd to all 20/04/2024

Planning Applications

	Subject	Between/from	Contents	Action
46.	Weekly planning list week commencing 02/04/2024	SNC	No applications received or decisions made.	No action
47.	Weekly planning list week commencing 08/04/2024	SNC	Installation of Solar PV Systems approved	Fwd to all 08/04/2024
48.	Weekly planning list week commencing 15/04/2024	SNC	No applications received or decisions made.	No action.

Postal Correspondence

	Subject	Received from	Contents	Action
1.	Online banking information for Clerk	Lloyds	Card and card reader received	Awaiting PIN

APPENDIX II – MINUTE 144.1 – Payments and Receipts

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 Burrige	Parish Churchyards : Shimpling
P23/096	F Sharp	Clerk : Salary
P23/097	Hadleigh Drake	Maintenance : Village Caretaker
P23/098	NGF Play	Maintenance: Swing Repair

Receipts since last meeting: 20th March 2024

Transaction No.	Paid By:	Reason (Budget Category)
ARR073	Lloyds Bank	Deposit : Interest

Payments since last meeting 20th March 2024

Transaction No.	Payable To:	Reason (Budget Category)
P24/001	C & G Trenching	Maintenance: Recreation Ground
P24/002	R H & K Cowley	Maintenance: Asset Repairs
P24/003	A Wakeham	Admin: Web Hosting
P24/004	CTS	Maintenance: Recreation Ground
P24/005	F Sharp	Clerk: Salary & Expenses
P24/006	Burston PCC	Admin: Meetings & Churchyard
P24/007	H Drake	Maintenance: Village Caretaking
P24/008	Norfolk ALC	Admin: Subscriptions
P24/009	HMRC	Clerk: PAYE
P24/010	A Belgrove	Maintenance: Equipment
P24/011	C & G Trenching	Maintenance: Recreation Ground
P24/012	P Newby	Maintenance: Hedges
P24/013	A Wakeham	Admin: Web Hosting