

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Tuesday 2nd June 2020, a Virtual Meeting due to Covid19 pandemic

Conducted via Zoom due to social isolating rules

Present:

Nigel Frankland
Alison Wakeham
Angela Belgrove
Keith Cowley
Isobel Pugh
Christine Stevens

Chair
Vice-Chair/Responsible Finance Officer

Ann Baker

Clerk to the Council

Members of the public:

Dist. Cllr. James Easter, Mike Warwick

- 1. Election of Chair and signing of the Declaration of Office** - Cllr. Wakeham proposed Cllr. Nigel Frankland for Chair, he agreed to stand. There were no other candidates, Cllr. Wakeham proposed, Cllr. Pugh seconded, all Councillors voted visually and verbally their agreement. Cllr. Frankland signed his copy of the Declaration of Acceptance and it will be delivered by hand to the Clerk with various other papers.
- 2. Election of Vice-Chair and signing of the Declaration of Office** - Cllr. Frankland proposed Cllr. Wakeham as Vice Chair, she agreed to stand. There were no other proposals. Cllr. Frankland proposed, Cllr. Pugh seconded, all Councillors voted visually and verbally their agreement. Cllr. Wakeham signed a copy of the Declaration of Acceptance, which will be delivered with the finance papers to the Clerk
- 3. Apologies** - Co. Cllr. Bev. Spratt - accepted
- 4. Declarations of Interest regarding agenda items** - Cllrs. Cowley and Stevens declared an interest in item 13.2 – Meadow View, Long Lane, Burstton, as near neighbours
- 5. Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports: -**
Cllr. James Easter - an earlier report is now out of date, the situation changing so rapidly – the cost of the pandemic to South Norfolk Council will be huge, the Government have given support but it will not cover all the costs, the short fall will come from reserves – not from rates; The Help Hub has supported 500 calls per day on a variety of issues, the voluntary teams have been fantastic answering calls seven days a week; in Planning constraints will be relaxed to encourage the re-building of the economy whilst ensuring that standards are maintained; SNC will be supporting the re-opening of the Market Towns, enabling business and shop-keepers to re-open with signage, barriers, markings, one-way pedestrian streets, traffic free areas; small business have been helped with £10,000.00 grants, whilst larger businesses have been offered up to £50,000.00 – each has been contacted personally and some have declined the grant support.
Dist. Cllr. Easter remind the Council of access to his Members grant for groups in the community. The Chair raised the issue of fly-tipping in Shimpling, he will forward the details to Dist. Cllr. Easter who will look into the matter.
The Chair thanked Dist. Cllr. Easter for his report and support.
- 6. Annual Report from the Chair** - Cllr. Frankland had circulated this to all Councillors, he gave a brief synopsis, a copy is included in the file. Cllr. Wakeham thanked the Chair for all his work throughout the year, with thanks from all Councillors. It was resolved to approve the report, proposed Cllr. Cowley, seconded Cllr. Wakeham, all verbally and visually agreed.

7. **Annual report from the RFO** - Cllr. Wakeham had circulated this prior to the meeting, a copy of the report is included in the file. The Chair thanked Cllr. Wakeham for all her hard work throughout the year in preparing the various figures to enable the Council to function smoothly. It was resolved to approve the report, proposed Cllr. Belgrove, seconded Cllr. Cowley, all agreed verbally and visually.

8. **Amendments and approval of all Policies including:**

- a. **Standing Orders** - due to Covid 19 pandemic, NALC sent an amended copy of Standing Orders incorporating the new legislation that Council could meet using virtual or phone meetings. Following discussion it was resolved to amend the Standing order to incorporate the additional paragraphs. Cllr. Wakeham will amend and circulate prior to the next meeting, proposed Cllr. Belgrove, seconded Cllr. Cowley, all visually and verbally approved the decision
- b. **The Financial Regulations** - the Regulations had been circulated to all earlier, it was resolved to approve these, proposed Cllr. Belgrove, seconded Cllr. Cowley, visual and verbal agreement was unanimous.
- c. **The Financial Risk Assessment** - these had been circulated earlier, it was resolved to approve this, proposed Cllr. Cowley, seconded Cllr. Belgrove, all agreed both visually and verbally.
- d. **Safe Guarding Policy** - this had been circulated earlier, the security check names were amended (CRB checks changed to DBS checks), it was resolved to approve these, proposed Cllr. Frankland, seconded Cllr. Wakeham, a verbal & visual vote was unanimous
- e. **All other policies** - these had all been circulated to all, it was resolved to approve all other policies, proposed Cllr. Frankland, seconded Cllr. Belgrove, all agreed verbally and visually.

AW

9. **Date for the Annual Parish Meeting 2021** - it was agreed that this would be Tues. 20th April 2021, at 7.30pm, with a short Parish Council meeting to be held at 7.00pm.
It was agreed that the next two Parish Council meetings be confirmed at the meeting later this month.

10. **Approval of the minutes of the Parish Council meeting held on 24th March 2020**, the minutes were adopted as a true and accurate record.
It was resolved to approve the minutes, proposed Cllr. Wakeham, seconded by Cllr. Stevens, all approved verbally and visually.

11. **Matters Arising from the minutes not on the agenda –**

- 11.1 (130.1) - Soil for the BMX track – this is on-going
- 11.2 (130.2) - B4RN cabinet –
- 11.3 (135.6) - Grass matting under play equipment
- 11.4 (138.0) - Defibrillator - Cllr. Pugh stated that she is still waiting to hear from Adnams. Dist. Cllr. Easter reminded members that his Members grant might be able to assist with some funding. Cllr. Pugh will send details to Dist. Cllr. Easter of the project for Shimpling.
- 11.5 (142.0) - APM; 143 (Litter Pick); 144 (VE Day) - all postponed until further notice

IP

12. **Correspondence as received by members of the Council** - too lengthy to be added, March through to June 2020

13. **Planning – to consider planning applications received for consultation which have been received prior to the meeting & which members have been previously advised:**

- 13.1 - Planning Application 2020/0857 - Old Hall Farm, Hall Road, Burston – erection of a new straw barn - this barn will be behind the buildings and not visible from the road, such an extension is helping to supporting the rural economy. It was resolved to recommend that SNC approve the new straw barn, proposed Cllr. Pugh, seconded Cllr. Wakeham, a unanimous verbal and visual approval
- 13.2 - Planning Application 2020/0879 - Meadow View, Long Lane, Burston – change of use of land to form part of curtilage & proposed alterations & extension to dwelling - this is an extension to the floor layout, there are no near neighbours that this will impact, the change to the curtilage is minimal.

It was resolved to recommend that SNC approve the application, proposed Cllr. Wakeham, seconded Cllrs. Frankland, a verbal and visual vote approved the decision.

13.3 - Planning Application 2020/0850 - Market Farm, Market Lane, Burston – condition 3 details, windows - Noted

13.4 - Consultees reports of Planning Decisions made by SNC:

Planning Application 2020/0684 - Crewebeare, Diss Road, Burston – Removal of T3 (Oak), T5 (Oak) due to root induced damage/subsidence - Approved with Conditions 22nd May 2020

14. Finance -

14.1. - Approval of payments and receipts report as distributed at the meeting:

It was resolved to approve the report, proposed Cllr. Frankland, seconded Cllr. Wakeham, all approved visually and verbally

Schedule of Payments for Approval

BACs/Cheques	Payments to:	Payments for April & May 2020
May:		
P 1	H. Drake	Caretaking – April invoice
P 2	Baker	Playing field Maintenance - matting
P 3	A. Baker	Clerk - April salary
P 4	Burston PCC	Church Hire
P 5	NALC	Annual subscription fee
	Receipts since last meeting	
R 1	HMRC	VAT return
R 2	SNC	Precept – first tranche
June:		
P 6	H. Drake	Caretaker - May invoice
P 7	A.Baker	Clerk – May salary
P 8	A.Page	Grounds maintenance x 3 cuts

14.2 Approval of statement of accounts report as distributed at the meeting:

it was resolved to approve these statements, proposed Cllr. Stevens, seconded Cllr. Belgrove, agreed visually and verbally by all;

14.3 Approval of the:

Bank Reconciliation for Year End 1st April '19 – 31st March '20 - it was resolved to approve, proposed Cllr. Belgrove, seconded Cllr. Cowley, approved verbally and visually by all; Balance Sheet for the year end 1st April '19 – 31st March '20 -

14.4 Approval of the Asset Register - it was resolved to approve, proposed Cllr. Cowley, seconded Cllr. Pugh, all in favour visually and verbally;

14.5 Accounting Statements for 1st April '19 – 31st March'20 and the Explanation of Variances - these were noted and will be signed following the Internal Audit

14.6 Certificate of Exemption for the External Audit - it was resolved to approve, proposed Cllr. Wakeham, seconded Cllr. Pugh, all visually and verbally agreed;

14.7 Regular Payments - not separately approved for the year 1st April '20 – March 31st 2021 - it was resolved to approve, proposed Cllr. Frankland, seconded Cllr. Belgrove, all agreed visually and verbally;

14.8 C. I. L. Report to the end of May 2020 – the remainder of CIL will be earmarked in reserves, it was resolved to approve the report, proposed Cllr. Frankland, seconded Cllr. Stevens, total agreement verbally and visually.

14.9 To note The Ministry of Housing, Communities and Local Government advises that the section 137(4)(a) of the Local Government Act 1972 sum for parish and town councils in England for 2020–21 is £8.32 (compared to £8.12 for 2019–2020) – noted

15. Highways & Footpaths:

15.1 - **Highways - SAMS** - Cllr. Cowley reported that not unsurprisingly the volume of traffic for March and April was down, the speeds were slightly less – the average being below 35mph. The machine has been passed to Tivetshall for May and June; Cllr. Cowley suggested that a new post be located on Mill Road, closer to the Mill would be more beneficial. It was agreed that Cllr. Cowley will contact Bob West at Highways and Roy Payne at Westcotec

Speed Watch - this is postponed until lock down regulations change

KC

The Chair thanked Cllr. Cowley for his work on this.

15.2 - **PROW** - Cllr. Stevens reported that the spreadsheet indicating where the fingerposts are was on hold at present, she will contact NCC about those needing replacement; With regard to the PROW in Gissing, she had contacted the Clerk and was waiting a response; the concrete block has been removed by Alex Mann.

CS

The Chair thanked Cllr. Stevens for keeping all paths in good repair

15.3 - **Shimpling BOAT** - Cllr. Frankland had circulated a brief update - at present due to CV19 there is no change

16. Playing Field:

16.1 - **Grounds maintenance** - Alan Page has agreed to manage the grass cutting, both the orchard area and the whole field. Hadleigh Drake is maintaining the play area and grass cutting, he has laid the new matting and top soil has been added, there is a shortage of stakes for the matting, grass seed will be spread in due course – Cllr. Cowley to purchase, Clerk to send for extra pegs;

KC

16.2 - **BMX Track** - the track has been closed for eight weeks, following a request from the organiser it was agreed that two bikers could use the track, maintaining social distancing and not sharing equipment. Any extra top soil from the B4rn cabinet will be used by the BMX group on the track;

Clerk

16.3 - **B4RNs cabinet** – Cllr. Cowley reported that the base is ready for the cabinet. Cllr. Wakeham reported that the trenching is being dug behind properties in Shimpling, a banner is being displayed by the School – encouraging residents to sign up and a target thermometer is displayed on Church Green to indicate the funding levels.

17. **Neighbourhood Planning report** - Cllr. Wakeham reported that the Diss and District NP had held a virtual meeting. The Consulting team were compiling reports on the assets in the area - green corridors, cycle ways, vista and views etc. – the land behind ForFarmers was suggested as an area for protection, along with the woodland; the aim is to conduct a public consultation at the end of June if possible. The Council need to propose where new builds should be sited – Gissing Road was a suggested site with a reduction in the numbers suggested by SNC. The volunteers within the village that were assisting Cllr. Wakeham are currently isolating. It was agreed that Cllrs. Frankland and Wakeham would compose an email to ForFarmers regarding their green space; Cllr. Wakeham thanked Cllr. Stevens for her assistance with the Heritage aspects that had been circulated earlier in the month.

**NF/
AW**

18. **Emergency Plan report:** Mike Warwick reported that there had been 28 volunteers and 18 vulnerable residents, from May 1st there were 8 active volunteers along with Suzi in the Chapel ‘foodbank,’ mainly carrying out shopping. Collecting medicines, making phone calls; SN Help Hub have taken on many of the issues; Mrs. Swanton has kindly opened her annexe for the use of NHS staff; as the weeks pass there may be a further call for assistance and help;

This may be the opportunity to build up the skills and vulnerable data bank for future reference. The Chair thanked Mike Warwick for work during this time of crisis.

19. **Report regarding trees within the Parish** - the tree sited on the boundary of the Playing field and hanging into a resident’s garden has at long last been dealt with by Cotman Housing Association. The dead tree branches over-hanging the road near to the level crossing have been looked at by Lindsey Bilston – the Tree Warden and Alex Mann has arranged for a tree surgeon to take a look, he will also look at other trees that may require attention.

It was noted that the cutting of the tall trees on Rectory Road had opened up the canopy and created a view down the road.

The plot of land next to Dun Roamin - the hedging had been removed. It was noted that this is the entry to the village and Church Green and the edge of the Conservation Area – a query was raised as to whether the site, which has now been split is registered with the Land Registry – Cllr. Frankland will take a look.

20. Date of Next Meeting and items for inclusion on the agenda (not for discussion):

Suggested dates for next two Virtual meetings are Tues. 23rd June and then the 14th or 21st July

Items for the agenda: AGAR Audit papers, defibrillator, Flag Officer

Don Swanton Award – this was unanimously agreed that Mr. T. Bloomfield was this year’s winner, Cllr.

Frankland will speak with him and Cllr. Pugh will arrange for the award to be engraved

Flag Officer – Cllr. Frankland will approach Phil Stevens, who lives on Church Green if he would raise/lower the flags and water the Christmas tree during this dry weather.

The Chair thanked everyone for attending and co-operating with a lengthy agenda effectively and efficiently. It is important to send out the papers in good time for members to read through. Cllr

Stevens thanked the Vice-Chair for the amount of time spent on the policies and finances, this was seconded by Cllr. Cowley, agreed by all.

The meeting ended at 9.15pm

APPENDIX I – MINUTE 12

Schedule of Correspondence – not on the agenda

Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	SNC	Decisions & new planning applications	Fwd to All
2.	Weekly Digest	Rural Services Network	Weekly news around the country	Fwd. to All
3.	Weekly News	Community Action Norfolk	Weekly updates from CAN	Fwd to All
4.	NP Meeting	Diss Town Council	Agenda, minutes etc. for meeting	Fwd. AW
5.	Crime/Speedwatch	Police	Monthly review	Fwd. to All
6.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				

Postal Correspondence –

	Subject	From	Contents	Action
22.	Bank Statements	Lloyds	statements	Filed by Clerk
23.				
24.				