

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE VIRTUAL ANNUAL PARISH COUNCIL MEETING

Tuesday 4th May 2021,

Conducted via Zoom due to social isolating rules

Present:

Nigel Frankland
Alison Wakeham
Angela Belgrove
Keith Cowley
John Mallows
Christine Stevens
Mike Warwick

Chair
Vice-Chair/Responsible Finance Officer

Ann Baker

Clerk to the Council

Members of the public:

- 1. Election of the Chair of the Parish Council and the signing of the Declaration of Acceptance of Office** Cllr. A. Wakeham proposed Cllr. N. Frankland, Cllr. M. Warwick seconded. Cllr. N. Frankland stated that he was prepared to stand as Chair. There were no other nominations, it was resolved to approve the election of Cllr. N. Frankland, as proposed above, all agreed verbally and visually. The form was signed and will be received by the Clerk at a later date.
- 2. Election of the Vice-Chair of the Parish Council and the signing of the Declaration of Acceptance of Office** - Cllr. N. Frankland proposed Cllr. A. Wakeham, Cllr. K. Cowley seconded this. Cllr. A. Wakeham was prepared to stand as Vice-Chair. As there were no other nominations, it was resolved to approve the election of Cllr. A. Wakeham as proposed by the above Councillors, all agreed visually and verbally. The form was signed and will be received by the Clerk at a later date.
- 3. Apologies for Absence** - Co. Cllr. B. Spratt is currently in purdah at present
- 4. Declarations of Interest regarding agenda items** - none
- 5. Adjournment of the meeting for Public participation, County and District Councillors reports:** none
- 6. Annual report from the Chair** - the formal written report is attached to the minutes, which was presented at the Annual Parish Meeting. There were no questions. The Chair thanked everyone for everyone's contributions. There were no questions, the Vice-Chair thanked the Chair for all his hard work throughout the past year, which was agreed by all Councillors.
- 7. Annual report from the Responsible Finance Officer** - Cllr. A. Wakeham presented her report from the Annual Parish Meeting, a copy of which is attached to these minutes and will be added to the website. The Chair thanked Cllr. Wakeham for her hard work during the year.
- 8. Approval of the Standing Orders, the Policies and procedures** - included in this were the Welcome Pack and the Armed Forces Covenant. The Emergency Plan was raised as possibly being included in this section, for data protection purposes - a template for a policy is required – Agenda item at a further meeting. If a policy is created, the plan would be attached in order that it can be adjusted according to circumstances e.g. alterations of skills sets as people come and go from the community.

Standing Orders - does there need to be mention of the Waterways and Ditches or regular weekly play inspections – it was agreed that a resolution prior to Cllrs. commencing activities would be made. The play equipment belongs to the Parish Council and as such it is part of their responsibilities. Complaints policy - Cllr. N. Frankland suggested that at 2.1 the word ‘vice’ was inappropriate - Cllr. A. Wakeham will remove this word.

AW

The review date on all policies will be dated as from this date - Cllr. A. Wakeham will adjust all.

It was resolved to approve the Standing Orders and all other policies, proposed Cllr. N. Frankland, seconded Cllr. J. Mallows, and all Councillors agreed visually and verbally.

JM

Welcome Pack - there had been a series of suggestions to update this document. The Chair thanked Mrs. R. Cowley for all her hard work in preparing this document, she has requested to stand down from this duty. Cllr. J. Mallows offered to take up the review of the Welcome Pack.

**Clerk
/AW**

Armed Forces Covenant – Cllr. M. Warwick has signed the document, which has been sent to Norfolk Wellbeing, Cllr. A. Wakeham will publish on the website.

9. **Date for the Annual Parish Meeting for 2022** - this year it was held early due to the COVID restrictions, the date for next year was suggested as the 24th May 2022

10. **Approval of the minutes of the Parish Council meetings held on 16th March and 20th April 2021**
- the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. M. Warwick, seconded by Cllr. C. Stevens, all approved verbally and visually.

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

11.1 (103.3) - ‘Dunroamin,’ the owner of the property has been out and tidied, the hedge has been removed (within the Conservation Area??) - the Chair will ask for advice from SNC Officer

NF

11.2 (108) - Geoffrey Watling Trust have agreed a grant of £4,00.00 once work on the Path & Woodlands project commences; the Norfolk Parishes Partnership has agreed to 50% support for the Path & Woodlands project; Air Ambulance have confirmed that there is space to land on the new layout of the Playing Field and Sir Rupert Mann has approved the Path & Woodlands project, it is within the bounds of the agreed covenant for the Playing Field

11.3 (120) - Welcome Pack - Suggestions and adjustments to be forwarded for the next meeting.

12. **Correspondence as received by members of the Council** - sheet attached, including a letter received from Sir R. Mann’s Solicitor Birkett’s confirming that the proposed work on the Playing Field project was acceptable within the bounds of the covenant originally agreed. Letter to be stored with the Conveyance documents for the Playing Field.

Clerk

13. Finance -

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

Schedule of Payments:

BACs/Cheques	Payments to:	Payments for April/May 2021
T 3	Transfer to Asset Reserve A/c	Nat. Lottery Grant
P 56	A.Wakeham	Website Hosting & domain
P 57	HMRC - PAYE	4 th Quarter 1 st . Jan. – 31 st March'21
P 58	A.Baker	Clerk's salary – March '21
P 59	H. Drake	Caretaker's invoice – March'21
P 60	A.Wakeham	Website Hosting VAT
P 61	NALC	Annual subscription
P 62	Community Heartbeat Trust	Defibrillator cabinet, kit, seminar etc.
	Financial Year 2021 -2022	
	Receipts	
R 12	HMRC	VAT repayment 4 th quarter
R 13	SNC	CIL monies
R 14	SNC	Precept – first tranche
	Payments to 4th May	
P 63	H. Drake	Caretaker's invoice - April
P 64	A.Baker	Clerk's Salary – April + printer inks
P 65	Diss & District Neighbourhood Plan	Contribution to costs
P 66	NGF	Deposit for Fitness Trail equipment
P 67	A.Page	Grass maintenance
T 4	Transfer to Asset Reserve account	CIL monies

Payments: It was resolved to approve the payments and receipt schedule, proposed Cllr. A. Wakeham, seconded Cllr. N. Frankland, all agreed verbally and visually

105.2 - **Approval of statement of accounts report as distributed at the meeting:** the monthly statement had been circulated, it was resolved to approve these, proposed Cllr. A. Belgrove, seconded Cllr. M. Warwick, all approved visually and verbally.

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

14.1 - **Planning Application 2021/0833 & 2021/0903 - Low Farm, Pug Street, Shimpling** – variation of condition 2 for 2020/1355 – design changes to houses extension & detached outbuilding home office/gym - it is proposed to raise the ground floors 300mm above the outside ground levels – the matter was considered and agreed that due to the recent flooding this would be a sensible option to preserve the buildings.

14.2 - Consultees reports of Planning Decisions made by SNC:

Planning Application 2021/0524 Crown Farm House, Mill Road Burston – works to trees in Conservation Area, approved 28th April 2021

Planning Application 2021/0593 Fenlands, Diss Road, Burston demolish garden shed and replace – approved 28th April 2021

15. Highways & Footpaths -

15.1 - **Highways** - Bob West, NCC Highway’s engineer has been promoted, a new engineer will be appointed in due course, and who will then have to familiarize themselves with 50+ parishes. There are many who will have similar problems due to the flooding in December, ordinarily the Co. Cllr. would be approached to assist, but as he is in purdah due to upcoming elections. The situation will change the Chair proposed to approach the new Co. Councillor. Councillors felt with the poor response to date, that an approach be made to the Senior Officers at Highways - Tom McCabe, John Cotton suggested along with accompanying by photos for evidence. There is inactivity Mill Road, Pug Street, Audley End – Anglian Water have looked at the Mill Road but were unable to lift the manhole cover. The reduction of man power and resources contributed to the current state.

Anglian Water – are to carry out a detailed survey for the whole of Burstton regarding all leaks in the parish. Cllr. Stevens noted that a nearby pond was exceptionally full, the leak has been around for over a year - whether it is spring fed, close to hydrant marker in the verge is a pool of water.

The AW Surveyor has agreed that if there is a site meeting with the Highways engineer and Councillors he is happy to attend.

The SAMs sign is up on Mill Road currently.

15.2 - **PROW** - currently there has not been much activity, there are some signs that require replacement. Cllr. C. Stevens has contacted Anita Hughes detailing the work involved, to date nothing further has been heard from Anita Hughes.

A resident reported that barbed wire had been put across a stile, in Shimpling, south of Dickleburgh Road. Cllr. Cowley suggested contacting Cllr. Stevens.

Cllr. Mallows had found the walks on the website, is there a map/interactive paths on the Norfolk Trails site. Cllr. Wakeham will provide a link to the Definitive map, with footpath numbers.

DDNP – raised cycle ways and bridleways are not well served across the NP plan area.

Cllr. N. Frankland thanked Cllr. K. Cowley and Cllr. C. Stevens for their reports, their work was much appreciated.

16. Playing Field -

16.1 - **Maintenance report** - Cllr. K. Cowley reported that Alan Page has commenced with the grass cuts, the bridge over the ditch to Gissing Road needs the beam replaced with new ones, he will liaise with Tommy Bloomfield and Clarkes of Walsham; some of the wooden play equipment requires re-

KC

painting, the Chair will ask the Caretaker to include this in his work if possible

16.2 - **Play Inspections** - copies of the weekly play inspections have been passed to the Clerk – caps on the climbing wall, paint and potholes still require attention.

NF

16.3 - **A report from the Playing Field Working Party** - Cllr. K. Cowley reported a major setback with the loss of G. Spurling who is unable to create the path around the field. Cllr. K. Cowley will wait for new quotes to arrive – he has meetings with another couple of businesses to whom he has passed the revised specification – the retention of the spoils on site; a deposit has been paid for the Fitness equipment; the benches, including one for Gissing Road and all other benches to be checked prior to ordering; a Portaloo is required for the Playing Field prior to work starting – Cllr. J. Mallows will send details across to Cllr. K. Cowley, Clerk to enquire at CTS, Pulham Market

JM/

Clerk

A resolution was passed that Cllr. K. Cowley should be charged with inspecting the play equipment on the Playing Field, proposed Cllr. N. Frankland, seconded Cllr. J. Mallows, all agreed verbally and visually.

Thanks extended to Cllr. K. Cowley for his work.

17. **Waterways & Ditches Report** - Cllr. M. Warwick reported that trying to contact the various bodies was frustrating – three reports and a summary have been produced, there is also the question to whom they should be sent. Discussion around how to proceed - the executive summary could go to residents via the website, round robin etc., indicating that matters had been pursued. The circulation should include such groups as Norfolk Strategic Flood Alliance, John Pennell, Rob Kelly/ Rob Holland at Anglian Water, Water Retention East, with accompanying schedule and map. Sir Rupert had indicated that he would be interested in the results via a face to face meeting outdoors possibly. The supplementary report could be shared with local people involving one to one discussions to attempt to resolve some matters. Mention of the Executive Summary could be gives links The CockCrow, Nigel’s round robin, the website holding a copy – Cllr. A. Wakeham will add the information to the website. MW/
KC/
NF
- A resolution was passed to enable Cllrs. M. Warwick and K. Cowley to inspect various waterways and ditches. AW
18. **Litter Pick** - this has generally been held in the Spring, the Keep Britain Tidy group are proposing litter pick between the 28th May and 13th June, SNC Big Litter Pick is from 1st Sept. – 31st Oct., after the 17th May the restrictions on outside gatherings moves to 30, which would enable such an activity to take place. Cllr. A. Belgrove would be happy to organize litter picks for both weeks. Sat. 5th June, from 9.30am to midday was agreed. The Clerk will contact SNC to request that the black bags are collected from Church Green on Thurs. 10th June. Additional litter pickers and hi-viz jackets could be borrowed from DRPC . Notices for The Cock Crow, website, the School would be shared. AB/
Clerk
19. **Diss and District Neighbourhood Plan** - Cllr. A. Wakeham reported that there had been no recent meetings, a receipt for the donation to central funds had been received. The Consultants are collating information for the various policies.
20. **Defibrillator** - Cllr. Frankland reported that the defibrillator, along with the new cabinet, the Emergency pack, instructions and options for the training session have all been received. The electrician is unable to accommodate the fitting, however The Community Heartbeat Trust have offered their electrician and arrangements will be made. Information will be circulated within the locality. NF
21. **Don Swanton Award** - Cllr. A. Belgrove reported that there are details on the website, the closing date is the 29th May, the committee has been created with three members of the Parish Council and Ginni Brinkley who will meet on the 1st June to discuss the format and a date for presentation. Engraving of the award – Cllr. N. Frankland will contact former councillor Tom Grieve for details AB/
NF
22. **Emergency Preparedness Plan** - Cllr. M. Warwick had received a call form Dist. Cllr. J. Easter that he had arranged a delivery of sand bags which could be collected from Shelfanger Village Hall. Cllrs. M. Warwick and K. Cowley had collected them - there are 50 stored in Cllr. M. Warwick’s garage. Dist. Cllr. J. Easter has promised more which could be stored on a pallet - ForFarmers have offered a storage space.
23. **The date and place for the next Meeting** - the statutory legislation expires on the 7th May, therefore all future meetings will be need to be held face to face. Cllr. N. Frankland will contact the Church to see if they would be prepared for the Parish Council to meet there, observing the necessary restrictions if any remain after the 21st June.
- Agenda items: possible VE/VJ Day celebration in the summer, AGAR, Don Swanton Award, Litter Pick

The Chair thanked everyone for the contributions and attendance.

The meeting closed at 9.45pm

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.	Wellbeing	NALC	Weekly updates	Fwd. to All
8.	Flooding experiences	Residents	Effects on property	Fwd. to All, NF reported to NCC/LLFA (Dec.-March)
9.	Conservation Consultation	SNC	Review	Fwd. to All (15/2)
10.	Overhanging tree	Orbit Housing	Audley Close	Fwd. to NF/AW (19/2)
11.	Death of a senior Royal	SNC T. Brady	Guidance	Fwd. to All (Feb.)
12.	Benches – gift & damaged	Residents	Playing Field, Mill Green	Fwd. to All (28/2, 3/3)
13.	Road Closures	NCC	Closure of Station Rd., Audley End	Fwd. to All (26/2, 8/3)
14.	Comm. Crime Meeting	Norfolk Police	Diss virtual mtg 24/3, 18.00	Fwd. to All (26/2)
15.	Response to the GNLP	CPRE		Fwd. to All (2/3)
16.	Shimpling defibrillator	CHT/ BSPC/ForFarmers	Progress on the defibrillator	Circulated to All (6/3, 13/3)
17.	Burston House	Liaison Group	Report from St. John's, Palgrave	Fwd. to All (6/3)
18.	Shimpling Church	NF to Rev. S. Walsh	St. George's Day	Fwd. to All (10/3)
19.	Flooding	NALC	N'folk Strategic Flood Alliance	Fwd. to All (12/3)

Postal Correspondence –

	Subject	From	Contents	Action
20.	Bank Statements	Lloyds	statements	Filed by Clerk
21.	Permission	Birkett Solicitors	Approval for the path around the Playing Field	NF
22.				