



Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday 16th October 2024 at 19:30

St. Mary's Church Diss Road Burston

Present:

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Keith Cowley	KC	Vice-Chair
Angela Belgrove	AB	
Anita Hughes	AH	

Fran Sharp	Clerk	Clerk to the Parish Council
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Members of the public	2	And District Councillor J Easter, County Councillor C Rowett
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67. Apologies for absence noted: : Cllr. J. Gowing, work commitments.

68. Declaration of interest and receive any declarations regarding Agenda items. None

69. Public Forum and County and District Councillors reports. Co. Cllr. C Rowett gave a verbal report, a copy of was circulated before the meeting and a paper copy is within the minute file. In addition, Co. Cllr. Rowett explained that her access to the Road Safety fund is a single event. The fund is offered to councillors in other areas of the County. However, Co. Cllr Rowett will liaise with Adam Mayo from Highways to ascertain how much of her budget remains for this year. Co. Cllr. Rowett suggested that the Parish Council contact Parish Partnership for funding for the flashing sign outside the school from next years budget. **ACTION:** Cllr. K Cowley. Co. Cllr. Rowett also spoke of a consultation regarding Social Care for Disabled Children. The consultation is open until 20/01/2025. <https://councilfordisabledchildren.org.uk/about-cdc/media-centre/news-opinion/law-commission-seeking-views-disabled-childrens-social-care-law>. There is also further information regarding tree planting, both subsidised trees and Busseys have a community fund to assist with tree planting. District Cllr. J. Easter provided an overview of his report and will forward an email copy for inclusion in the minute book. District Cllr. J. Easter reported that the refurbishment of Diss Swimming pool has fallen behind, the contractors have worked additional hours, and the delay has reduced from 13 weeks to 5 weeks. The set back has been due to the discovery of RAAC concrete flooring. The anticipated opening is now January 2025. Following a meeting with the new Police and Crime Commissioner, District Cllr. J, Easter informed the Parish council that the Commissioner will

provide short reports for inclusion in Parish newsletters on regular basis if the Parish Council agree .
All in agreement that this would be helpful. District Cllr. J. Easter will liaise with the Commissioner.
District Cllr. J. Easter informed the meeting that it has been established that Norfolk is one of the safest counties to live in. District Cllr. J. Easter referred to Agenda item 10 discussing managing timber play equipment and replacing the older equipment. District Cllr. J. Easter still has some funding and suggested that a quote be obtained and sent to him for consideration. **ACTION:** Cllr. K. Cowley. Discussion around Flag days raised by a resident, it was agreed that the resident and Cllr. A. Wakeham will liaise. Parking signs on the village green were discussed, the no parking signs will be on posts that sit in lockable metal sockets sunk flush into the ground which will allow the posts to be removed when access is required. Resident informed the meeting that the Strike School kitchen is due to be refurbished.

70. The minutes the Parish Council meeting held on 18th September 2024 were agreed. Proposed by Cllr. K. Cowley, seconded Cllr. A. Wakeham. All in agreement.

71. To report Matters Arising from the Minutes not on the agenda.

71.1.(54) Cllr. A. Wakeham continuing to liaise with landowners regarding hedges.

71.2.(58.5) Cllr. A, Wakeham requests budget ideas for specific events.

71.3.(60.2) There is a new bridge and footpath sign in Shimpling along footpath FP20

71.4.(64/67) Cllrs. A. Wakeham and K. Cowley to meet with representative from ForFarmers risk assessment for woods behind the Mill.

72. Correspondence list noted.

73. Finance:

73.1. Payments and receipts schedule noted.

73.2.Monthly statement for September approved by all.

73.3.Quarterly VAT return and all in agreement to continue payment renewal when due.

73.4.Approval of quarterly bank reconciliation. Proposed by Cllr. A. Belgrove, seconded by Cllr. K. Cowley. All in agreement.

73.5.It was noted that the insurance renewal has been completed.

73.6.Additional CIL (Community Infrastructure Levy) funding has been received.

73.7.It was decided that any Conveyancing fees with reference to changing Parish Clerk details with Land Registry be paid

74. Planning Applications:

74.1.No planning applications have been received.

74.2.No reports on planning decisions have n received.

75. Highways and PRoW (Public Rights of Way) Updates.

75.1. Cllr. A. Hughes reported that apart from vegetation overgrowth along Burston Road, nothing further at present. Cllr. A. Hughes has approached the landowner and is awaiting a response regarding Burston Road.

75.2. Cllr. K. Cowley informed the meeting that as mentioned previously the flashing sign for outside of the school will need to be funded.

75.3. Discussion around the missing 7.5cwt sign on approach to Burston and where it needs to be sited. Needs to be located to where diversion is available. Cllr. A. Belgrove reported that there is a 7.5cwt at Walcot - where does this refer to? **ACTION:** Cllr. K. Cowley to contact Adam Mayo at Highways.

75.4. Cllr. A. Hughes reported to South Norfolk Council that the sign is down at Audley Close no action has been taken. Cllr. K. Cowley will report this to District Cllr. J. Easter.

75.5. Cllr. K. Cowley continued regarding moving the 30mph hour and requests further section in next newsletter asking for residents' thoughts and opinions. At present there have been 4 responses. About the village gateway signs Cllr. K. Cowley been in touch with Highways and suggested a revised the proposal for 5 large gates now and not the 3 additional smaller gates, this will reduce the cost. The revision was agreed by all. **ACTION:** to accept funding offer from NCC for year 2024/2025.

76. Recreation Ground Update. Cllr. K. Cowley and Cllr. A. Wakeham will review playground equipment and begin plan for replacement – swing unit highlighted as possible first piece to be renewed.

ACTION: Cllr. K. Cowley to obtain quote from NGF Play. Cllr. K. Cowley met with Nick Sharp who will take over play inspections. Checking footbridges in park for weeds needs to be added to the inspection list. Cllr. K. Cowley has a contact telephone number for previous BMX track and if they are not available then maintenance of the track will need to be taken on by Parish Council. Awaiting ditch to be cut. Clarified for resident that the Parish Council boundary is the middle of the ditch and that the side of the ditch backing Audley Close is the responsibility of the connected Housing Associations. The next tree planting session will be some time in December or January.

77. Ditches and Waterways

77.1. (Via email) Cllr J. Gowing will email his contact in the water management alliance for an update regarding Low Road, Between Burston and Diss.

78. Communication and Website Update. Cllr. A. Wakeham is awaiting confirmation of new domain name from Parish Online. This will give an official mailbox and email name. Cllr. A. Wakeham has applied for the £100 discount. Parish Online will move website to new domain, this will be a secure and complaint website with facility to enable all council members to make additions to the site. Parish Online they request standardised head shots from Councillors for inclusion on the website.

Cllr A. Wakeham requests ideas for a photo that will encompass Burston and Shimpling. **ACTION:**
all

- 79. Biodiversity Update.** Discussion around the Heritage Board on the Church Green to include the biodiversity information. It was agreed that the biodiversity board would back the Heritage Board with information to show that both sides included village information. Once Parish Online had completed the domain move a QR code will be added to the board. Suggestions requested as to the wording to update the Heritage Board.
- 80.** It was decided to continue with membership of the Open Spaces Society and pay membership fee when it was next due. All in agreement.
- 81. A.O.B** Cllr. K. Cowley reports that he has inspected the Village Sign and there is a need for temporary weather proofing. **ACTION:** Cllr. K. Cowley will obtain quotes from carpenters/joiners. Thank you to the resident who assisted Cllr. K. Cowley with this task. Cllr. A. Belgrove reported that the Litter pick is organised. Cllr. A. Belgrove is building up relationship with the school and is going tomorrow to collect the litter pick posters. Cllr. A. Wakeham will be requesting help to clean Shimpling Church prior to the service on 19/12/2024. Clerk to contact re wreaths for remembrance service on 10/11/2024.
- 82.** To agree date and time for next meeting Wednesday 20th November 2024 at St Marys Church, Diss Road, Burston

The Chair thanked everyone for their contributions and attendance.

The meeting closed at 21.21.

APPENDIX I – Minute 72 Schedule of Correspondence not on the Agenda – Received From 02/09/2024 – up to and including 11/10/2024

	Subject	Received from	Contents	Action
1.	Monthly Enforcement Report	Cor Vu	No change from last report	Filed 02/09/2024
2.	Invitation	SNC	Town and Parish Council Forum	Fwd to Chair 06/09/2024
3.	Newsletter Pulse	Norfolk Community Foundation	Updates including “Empowering Local Communities with becoming greener”	Filed 06/09/2024
4.	Newsletter	NCC Trading Standards	Scam alerts/ product recalls	Fwd to All 06/09/2024
5.	Newsletter	NALC	Neighbourhood Watch Seminar	Filed 06/09/2024
6.	Job vacancies	Community action Norfolk	3 vacancies	Fwd to Chair 06/09/2024
7.	Newsletter	Community Action Norfolk	General update including offer to give presentation on energy awareness sessions	Fwd to Chair 06/09/2024
8.	Newsletter	Parish Online	Updates incl. attachment listing approved gov. domains providers	Fwd to Chair 10/09/2024
9.	Invitation to online workshop	SNC	Broadland and SNC Design Code engagement workshop 2 nd stage	Fwd to Chair 12/09/2024
10.	Newsletter	NCC Trading Standards	Scams and recall information incl Gas Safety Week 9-15 September to remind people to get appliances checked	Fwd to all 12/09/2024
11.	Newsletter	Woodland Trust	Christmas Collection	Filed 15/09/2024
12.	Promotional Email	GC Contracts	Digital Mapping Info	Filed 15/09/2024
13.	Presentation	Norfolk police	Slides following public meeting	Filed 18/09/2024
14.	Memo	CPRE	Norfolk Responses to Changes to National Planning Policy and Framework	Fwd to all 17/09/2024
15.	Press Release		Details of the Joint Conference that took place 12/09/2024 SLCC and NALC	Filed 18/09/2024
16.	Newsletter	NCC Trading Standards	Scams, recalls Reminder to bird keepers that new registration requirements commence in 2 weeks	Fwd to all 20/09/2024
17.	Newsletter	CANs	Job vacancies same as previously	Filed 20/09/2024
18.	Newsletter	Norfolk Parish Training and Support	Course regarding becoming an Internal Auditor	Filed 20/09/2024
19.	Newsletter	NALC	Updates and training news	Filed 23/09/2024
20.	Newsletter	Woodland Trust	Quiz wildlife friend or foe	Fwd to Angela and Ali 24/09/2024

	Subject	Received from	Contents	Action
21.	Invitation	Citizens Advice	AGM invite	Filed 24/09/2024
22.	Newsletter	TWM Traffic	Traffic slowing signs	Filed 07/10/2024
23.	Newsletter	NALC	Updates inc. Police Commissioner Consultation	Filed 26/09/2024
24.	Newsletter	Art Software Limited	Parish Council Accounts Software	Filed in Promotions 26/09/2024
25.	Email	CorVu SNC	No change from last email	Filed 07/10/2024
26.	Newsletter	SLCC	New NALC website. Information from ICO re FOI requests in smaller public authorities	Filed 07/10/2024
27.	Newsletter	NALC	Reminder re booking a slot for recycling centres	Filed 07/10/2024
28.	Newsletter	National Grid	Norwich to Tilbury Pylon Update – update on the surveys that are being undertaken	Filed 07/10/2024
29.	Newsletter	Community Action Norfolk	Vacancies – nil in SN	Filed 07/10/2024
30.	Newsletter	Open Spaces Society	September Update	Filed 07/10/2024
31.	Newsletter	NCC Trading Standards	Scam alerts and recalls	Fwd to all 07/10/2024
32.	Newsletter	Healthwatch	Update regarding dental summit. How to get help if you find alcohol intake becoming a habit. October is stop smoking month	Fwd to Chair 07/10/2024
33.	Newsletter	Norfolk Community Foundation	Updates	Filed 07/10/2024
34.	Newsletter	NCC Trading Standards	Text messages saying you have received a parking fine. Scams and recalls	Fwd to all 07/10/2024
35.	Newsletter	TWM Traffic	Road safety equipment	Filed in promotions 09/10/2024
36.	Email	Open Spaces Society	NT members please vote for Open Spaces	Fwd to all 09/10/2024
37.	Newsletter	NALC	Training and updates	Filed 09/10/2024
38.	Newsletter	NCC Trading Standards	Recalls, allergy alerts, scams	Fwd to all 10/10/2024
39.	Newsletter	Community Action Norfolk	Job vacancies previously seen	Filed 10/10/2024
40.	Newsletter	Norfolk .gov	Adult Learning Courses	Fwd to Chair
41.	Newsletter	Norfolk Community Foundation	October News	Filed 10/10/2024
42.	Newsletter	Healthwatch	Information from around county – nil for South Norfolk	Filed 11/10/2024

Planning Applications

	Subject	Between/ from	Contents	Action
43.	Weekly planning list week commencing 02/09/2024	SNC	No planning applications received. No decisions made.	Nil required
44.	Weekly planning list week commencing 09/09/2024	SNC	No planning applications received. No decisions made	Nil required
45.	Weekly planning list week commencing 16/09/2024	SNC	No planning applications received. No decisions made	Nil required
46.	Weekly planning list week commencing 23/09/2024	SNC	No planning applications received. No decisions made	Nil required
47.	Weekly planning list week commencing 30/09/2024	SNC	No planning applications received. No decisions made	Nil required
48.	Weekly planning list week commencing 07/10/2024	SNC	No planning applications received. No decisions made	Nil required

Postal Correspondence

	Subject	Received from	Contents	Action
1.	Recycled furniture	NBB	Company uses recycled plastic bottles to make outdoor furniture/planters etc	Recycled 06/09/2024
2.	Changes to account	Lloyds	Re: savings account	Scanned and fwd to Chair 16/09/2024
3.	Letter	Lloyds	Lowering interest rate on Business Account	Fwd to Chair at meeting on 08/10/2024
4	Magazine	Open Spaces Society	Open Spaces mandate for new government	Fwd to Chair at meeting on 08/10/2024
5	Promotional brochure	Littlethorpe	Bus shelters etc	Fwd to Vice Chair at meeting 08/10/2024
6	Letter	Finn Geotherm	Promotional information re heat source pumps	Not required 08/10/2024

APPENDIX II – Minute 73.1 – Payments and Receipts

Payments made in September 2024

Transaction No.	Payable To:	Reason (Budget Category)
P24/059	South Norfolk Council	Maintenance : Dog Bins
P24/060	A Wakeham	Admin : Web Hosting
P24/061	AJGIB	Insurance
P24/062	Burston Chapel	Village Youth Groups : Jamie's Gang
P24/063	Burston PCC	Admin : Meetings
P24/063	Burston PCC	Village Youth Groups : Youth Cafe
P24/064	Brandon Hire Station	Maintenance : Port-a-Loo
P24/065	Hadleigh Drake	Maintenance : Caretaking
P24/066	HMRC	Clerk : PAYE
P24/067	F Sharp	Clerk : Salary

Receipts since last meeting: 18th September 2024

Transaction No.	Paid By:	Reason (Budget Category)
R24/006	South Norfolk Council	Litter Pick
ARR079	Lloyds Bank	Deposit: Interest
R24/007	HMRC	VAT Refund

Payments since last meeting

Transaction No.	Payable To:	Reason (Budget Category)
P24/068	CTS	Maintenance: Display Boards
P24/069	CTS	Maintenance: Display Boards