

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING

Tuesday 12th January 2021,

Conducted via Zoom due to social isolating rules

Present:

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

Chair
Vice-Chair/Responsible Finance Officer

Ann Baker
Members of the public:

Clerk to the Council
Co. Cllr. Spratt, Dist. Cllr. Easter, four residents

The Chair welcomed all to the meeting, indicating that the County and District Councillor were attending another meeting and would join the meeting at a later time. Council members were introduced with a short explanation of their current roles for the benefit of the two residents interested in the vacancy on the Council.

83. Apologies for Absence - none

84. Declarations of Interest regarding agenda items - none

85. **Adjournment of the meeting for Public participation, County and District Councillors reports:**

The meeting adjourned at 7.35pm

Resident, Lindsey Bilston enquired about the progress on the state of the layby near to Burston House Hospital. The two Councillors involved had heard nothing, further emails will be sent.

Resident, Jim Rudd – Speedwatch, due to Covid restrictions is postponed for the time being; ForFarmers/Highways Working Party - Gavin Keach at ForFarmers is leaving the company, good representative for the Mill on the Highways group and Lee Peters will resume the role until such times as a replacement; Flooding on Mill Road in late December – the resident thanked Partridge Paving who dug out the ditch, managing to disperse the main flood, which was much appreciated. This had been arranged by another resident, Mr. Bloomfield who the Chair has thanked for organising. Once all the water has finally gone it will be useful to establish where there is a gully, where the pipes are enabling Highways to attempt to rectify the issue. Due to the high demand for signage there were no ‘flood’ signs available for this stretch of the road from Highways

The Chair thanked everyone for their contributions.

The meeting resumed at 7.47pm

86. **Approval of the minutes of the Parish Council meeting held on 24th November 2020**, 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.

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

87.1 (70.) - Vacancy on the Council – SNC had been informed, the vacancy advertised and three expressions of interest were received, one resident withdrew and the remaining persons invited to the meeting on the 12th January 2021.

87.2 (70.) - Church Green Pond - The pond has been looked at by NWT, there is no water feed into the pond, the tree growing there is to be cut down when the hedging is trimmed. There is also a tree at the back of the Green with a split trunk that may damage overhead cables this will be checked as the area is part of the Conservation Area.

87.3 - Emails received regarding the leaving of flowers at the War Memorial – it was agreed it was preferable that only the RBL Poppy Wreaths should be on display.

88. Correspondence as received by members of the Council - EvoCity road signage – versatile electronic signage.

89. Finance -

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

Schedule of Payments:

BACs/ Cheques	Payments to:	Payments for Dec.'20/Jan.'21
P 41	H. Drake	Caretaker invoice – November '20
P 42	A. Baker	Clerk salary - November '20
P 43	HMRC	PAYE
P 44	P. Newby	Hedge cutting of Playing Field
P 45	A.Wakeham	Ionos Webhosting
P 46	H. Drake	Caretaker Invoice – December '20
P 47	A.Baker	Clerk salary-Dec., Office supplies
P 48	Dickleburgh & Rushall PC	Annual subscription to SLCC
P 49	Dickleburgh & Rushall PC	Zoom mtgs. – 22/09, 24/11, 12/01/21
P 50	Diss & Dist. Neighbourhood Plan	Agreed contribution to NP fees
Receipts		
R 8	SNC/Cllr. J. Easter	Grant towards defibrillator

Payments: It was resolved to approve the payments and receipt schedule, proposed Cllr. A. Belgrove, seconded Cllr. K. Cowley, all agreed verbally and visually

89.2 - **Approval of statement of accounts report as distributed at the meeting:** it was resolved to approve these, proposed Cllr. M. Warwick, seconded Cllr. C. Stevens, all approved visually and verbally.

89.3 - **Reconciliation of the accounts**, third quarter October to December '20, it was resolved to approve these, proposed Cllr. C. Stevens, seconded Cllr. K. Cowley, all agreed verbally and visually

89.4 - **Approval of the Precept and Budget for the financial year 2021/2022** - The Chair thanked Cllr. Wakeham for her hard work in producing the figures for the forth coming budget. The figures have been aided by a slight increase in numbers in Band D, allowing a carry over to bridge the gap; the other proposal was rather than a set amount to transfer to the Asset Reserve it was agreed that the amount to be set aside for projects would confirmed towards the end of the year.

The Precept and Budget for the 2021/2022 financial year was proposed as being £12,091.00 - the form was signed by the Chair Cllr. N. Frankland and the Clerk, it was resolved to approve the Precept, proposed Cllr. A. Belgrove, seconded Cllr. M. Warwick, all agreed verbally and visually.

89.5 - **Band D** – it was discussed previously and agreed a small increase of £1 on the Band D rate was appropriate, the Band D rate was set as £56.50, producing a total figure of £12,091.00 around which the Budget had been formulated. It was resolved to approve the Band D rate and Budget, proposed Cllr. M. Warwick, seconded Cllr. A. Belgrove, agreed by all verbally and visually.

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

90.1 - **Planning Application 2020/2141** - Shimpling Hall Farm, Burston Rd., Shimpling – prior approval for the installation of solar PV equipment on an existing shed – this had been circulated earlier and a response supporting the application had been returned to SNC

90.2 - **Consultees reports of Planning Decisions made by SNC:**

Planning Application 2020/1933 - Old Hall Farm, Hall Rd., Burston – Approved 3rd Dec. '20

Planning Application 2020/1822 - Market Farm, Market Lane, Burston - Approved 16th Dec.'20

Planning Application 2020/2141 - Shimpling Hall Farm, Burston Rd., Shimpling - Approved 4th January'21.

90.3 - **Neighbourhood Plan:** - Cllr. Wakeham - The Steering Group representatives for each Parish are reviewing the first draft of the Plan framework. The general introduction to the Neighbourhood Plan is a description of the Plan area and the character of the villages in it. The results of the public consultations will be used to support the concerns and topics in the Plan. Each week through January and into February as the Consultants write the Plan, and pull together the information and evidence gathered so far it will take shape. It was interesting the number of concerns - especially about housing and green spaces, that we all share which feeds into the policies being proposed. Draft sections will be circulated as soon as they are ready for wider audience for comments.

Dunroamin - had anything further developed regarding this plot. It is hoped that Dist. Cllr. Easter may be able to assist. SNC Planning have stated that the site is liable to flooding, but during the recent floods this area did not flood, a property opposite had flooded. The Chair agreed to contact the owner to either screen or tidy the area.

AW

NF

91. Highways & Footpaths -

91.1 - **Highways** - NCC Parish Partnership project – the paper work was prepared and circulated by Cllr. Cowley, submitted and acknowledged by NCC. An outcome will be confirmed towards the end of March/early April.

91.2 - **Flooding** - the village s flooded in various places on 23rd/24th December, the worst area being Shimpling from Moor Rd. up as far as the bottom of Hall Lane, varying from 10cm - 40/50cm; the bridge on Boudicca Way was unseated; Mill Road, Gissing Road, both ends of Bridge Road; Audley End Pumping; Station, over flowing ditches on Back Lane; the Emergency Plan was activated and volunteers with pumps were called out to assist on two occasions. The matter was discussed at length considering the various options and remedies using a co-ordinated approach. SNC and NCC are reviewing the whole calamity over the coming months which affected many areas of the county and how to improve the situation for the future with the increase of climate change.

The SAMs sign is located outside The Retreat for this next month.

Co. Cllr. Spratt and Dist. Cllr. Easter joined the meeting at 8.20pm. The meeting was adjourned to receive their reports.

Co. Cllr. Spratt - thanked Burston School for the fantastic job that all staff, children and parents under the circumstances via on-line learning; He is well aware of the flooding issues and that the infrastructure is in such poor condition at present. Co. Cllr. Spratt requested that any reports from the Parish Council be passed onto himself, the Dist. Cllr., and Highways engineers

Dist. Cllr. Easter - thanked the Chair for the emails relating to the floods, which have been forwarded onto Graham Minshall to submit a report to various bodies from across the area – ditches, gullies, piping under roads have all contributed to the situation; sandbags – SN are the only council that provides sandbags, for this area they are at Shelfanger and the depot near to the Swimming Pool in Diss; Dist. Cllr. Easter is trying to arrange for sandbags to have a pallet delivered to every Parish Council as they know where the problems really are; stocks of empty sand bags may be another option which can be then be used, these can then be filled with sand, soil, or manure to resist flooding. The County Council have appointed two Water Management Officers, Planning Officers need to make sure that developers carry out the work in plans to mitigate the possibility of flood water, at present no one checks this; if there are any Becks that run through the area, the Environment Agency are responsible for these and should be

looking to ensure they are cleared in an organised manner. An NFU report indicates that landowners and farmers are responsible for keeping ditches clear under Common Law.

Questions - Cllr. K. Cowley enquired about forms for Community Action Fund, Dist. Cllr. J. Easter will forward; Co. Cllr. Spratt – a reference has been requested from a grant funding group, please would he be prepared to send a short reference. Co. Cllr. B. Spratt and Cllr. K. Cowley will liaise on this matter; Cllr. Frankland requested assistance with the issues at DunRoamin site - is there any way that the planning decision can be altered, Dist. Cllr. J. Easter will investigate and come back to Cllr. N. Frankland. Co. Cllr. J. Easter requested that a report of pinch points, issues, how they might be resolved - Cllr. N. Frankland indicated that an overall picture of this could be composed; also for Shimpling Boat photos of excess water to support the non-use by 4-wheel drives. Dist. Cllr. J. Easter assured all that any reports would be forwarded.

KC

The Chair thanked both Councillors for their attendance, the meeting resumed at 8.36pm

Highways - there is a tradition of holding six monthly meetings with Highways, due to Covid all meetings were on hold, a list of highways problems was sent to Bob West, Highways engineer, for his attention his input on the flooding will be dominating the work at present.

91.3 - **PROW** - Cllr. C. Stevens reported there had been no communications recently, cross field footpaths are very muddy, there are no overgrown edges; Cllr. K. Cowley asked about Green Lane ownership, Cllr. C. Stevens replied this has been difficult to establish, it is probably like Market Lane – a road many years ago that has become disused. It was noted that the ditches on either side were in need of attention, piping that was added is probably in the wrong place, it may benefit to contact NCC and ask them to look at the issue.

92. Playing Field -

92.1 - A report from the Playing Field Working Party - Cllr. K. Cowley reported there was an expected delivery from the Woodland Trust and E-Forest at the beginning of Jan. '21, an email sent from Tree Wardens Forum to Lindsey Bilston indicating any planting was against Gov. guidelines, E-Forest have postponed delivery until Fri. 3rd Dec.'21, the Woodland Trust site is not functioning at present, hopefully a December delivery will also occur; other aspects- of the project - there are four applications for grant aid in at present (NCC Parish Partnership, G. Watling Trust, Nat. Lottery & Saffron Housing) which it is hoped will be considered in the next few months, the maximum amount has been requested from each grant body. This will enable the path to be completed, a couple of benches, the goal posts for the seven-side and possibly some of the fitness equipment.

The legal position with Birketts and Sir Rupert has not been clarified as yet. Clerk to contact again

92.2 - Maintenance report - Cllr. K. Cowley reported currently there is not much progress – footbridge repair – the ground unsuitable, top up potholes – source is not available at present; Broadband trenching on the field had begun to sink, local team have addressed this issue and the BMX track is safe to use; lawnmower and strimmer - it may sensible to retain these in case occasional use is required; the shed requires attention or replacement at some stage.

Clerk

The Chair extended thanks to the drainage engineers - the dips in BMX track are dry, unlike other areas of the Playing Field.

93. Defibrillator Project - Cllr. N. Frankland reported estimates for a recommend machine, a totalling cost of £2,500.00 have been received from Community Heartbeat Trust, along with a 'Hosting Agreement.' To date the Parish Council has £1,000 towards costs, a letter has been sent to ForFarmers, reserves has an amount of spare funding. It is hoped that there will be no need to apply for further funding. Clerk to mail CHT of the situation to date

Clerk

MW
Clerk

94. Emergency Plan Report - Cllr. N. Frankland thanked Cllr. M. Warwick for his response to the recent floods – volunteers from the group supplied assistance in the form of a pump on more than one occasion on the 23rd/24th Dec. '20, who helped to sweep out homes affected by the flooding - particularly in Shimpling; will a report be sent to SN – local involvement was minimal; of importance it was noted that a pump may be a valuable purchase, a store of empty sandbags would be useful, which could be filled up over time and stored in suitable locations to place at front doors. Another suggestion was that known homes where issues had occurred could have sandbags stored there, or a builders bag of sand could be stored on the Playing Field behind the shed - Cllr. M. Warwick will investigate the cost of a pump and sand bags, plastic rather than hessian – Agenda item March

The actual plan has been tidied up with the help of Cllr. A. Wakeham, Cllr. M. Warwick will pass a copy to the Clerk

95. Don Swanton Award - in previous years this has been part of the Annual Parish Meeting, however due to COVID 19 last year's was held out of door on Crown Green. The Chair suggested that a similar event could be planned for this coming summer, with nominations on the agenda for March.

96. Litter Pick - Cllr. N. Frankland had received some correspondence about the amount of litter in ditches. Cllr. A. Belgrove reported that the Government guidelines clearly state that no-one should be meeting. It was agreed that it should be kept as agenda item for March

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

Tues. 23rd March 2021, at 7.30pm.

Agenda items: Emergency Plan – sandbags & pump, Litter pick, Mill Road, draft end of year finances, dates of forth coming meetings, Co-option of new Councillor

The Chair thanked the two interested candidates for attending, he hoped that it had given them a flavour of how Parish Councils operate for their contributions, their attendance and looked forward to receiving their forms for co-option. The Chair thanked everyone for their contributions and attendance.

The meeting closed at 9. 25pm

APPENDIX I – MINUTE 88

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.	Co-option vacancy	Local residents	Three interested	Fwd. to All
9.	Highways meetings	B. West	Limits to not meeting CV19	Fwd. to All
10.	Grant funding for Playing Field & Defibrillator	Various	Info. & applications	
11.	Playing Field	Birketts Solicitors	Status & info.	Fwd. NF/AW/KC
12.	Postal/proxy voting	SNC	Info. about applying	Fwd to All (11/01)
13.	Emergency Plan - flooding	Mike Warwick	activated	Fwd. to All (24/12)
14.	Boudicca Way	NCC – M.Caplin	Flood damage	Fwd. All
15.	Bin Collections info.	SNC	Calendar on-line	Fwd. to All (8/01/21)
16.	Norwich Western Link	NCC	update	Fwd. to All 11/01)
17.				

Postal Correspondence –

	Subject	From	Contents	Action
18.	Bank Statements	Lloyds	statements	Filed by Clerk
19.	Road Safety Solutions	EvoCity	Versatile road display systems	Filed by Clerk
20.				