

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING

Tuesday 16th March 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
Members of the public:

Clerk to the Council
Co. Cllr. Spratt, Dist. Cllr. Easter,
Dist. Cllr. B. Duffin, 1 resident

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.

98. Apologies for Absence - Anita Hughes - noted

99. Declarations of Interest regarding agenda items - none

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

The meeting adjourned at 7.34pm

Co. Cllr. B. Spratt - reported that it was a pleasure to see the children had returned to Burston Primary Academy and thanked all staff, parents, carers and children for all their hard work during this third lockdown. The Long Stratton by-pass final plans will be submitted in May; regarding the flooding issues all the information sent by the Chair has been forwarded to John Pennell, Norfolk ALC, representative on the Norfolk Strategic Flooding Alliance. He thanked the Chair for the information regarding the Mill Lane flooding, noting that Bob West was dealing with the situation. Co. Cllr. Spratt spoke of the high Council Tax and was already in receipt of emails from people who were worried about paying such costs and the poor presentation of the billing information. Cllr. K. Cowley enquired about the Co. Cllr's personal budget fund and if any were available to add to the Path and Woodland Project. Cllr. N. Frankland raised the issue of Mill Road, where it is still flooded, requires outlay to deal with these issues. Co. Cllr. Spratt replied that an additional six million had been received from Government, he will speak with Bob West and encourage him to address the matter.

Dist. Cllr. J. Easter - reminded all to complete the Census on Sunday 21st March. Regarding flooding John Pennell at the presentation gave a good review, Dist. Cllr. Easter suggested highways engage more employees – for maintenance, landowners and riparian owners are contacted to carry out repairs/clean ditches. He hoped that the Norfolk Strategic Flood Alliance would respond with short term fixes as well as looking to the future. Covid - there was an issue in Diss/Roydon recently with the S. African strain of CV19 which has been responded to by the residents. Council Tax increase by SNC has been set at the lowest limit to £5.00 in view of the impacts of pandemic. SNC were given eight million (by Government) to help businesses and residents, the last 20% will be distributed in the near future, unlike some other district councils who have only used a small percentage of the funds. The Community Action Fund (CAF) is not available at present for the Path and Woodland project, he will submit the application when it

opens. Cllr. A. Wakeham - the allocation of sites for the Diss & District NP (two were chosen), Highways have now indicated that none of these sites are suitable. Dist. Cllr. J. Easter & Co. Cllr. B. Spratt will investigate on the Parish Council's behalf. The Chair assured Dist. Cllr. J. Easter that the defibrillator had been gifted by ForFarmers and the outdoor cabinet, pads, batteries, training and signage were being purchased with the grants from Adnams and his members grant fund. Dist. Cllr. J. Easter thanked the Chair for the update.

Dist. Cllr. B. Duffin mentioned that Saffron award grants for projects such as the proposed Park & Woodland project. Cllr. K. Cowley thanked him and indicated that Saffron had already gifted the project funds.

The Chair thanked everyone for their contributions.

The meeting resumed at 7.50pm

101. Co-Option of Councillor - Mr. J. Mallows had sent his completed forms and application earlier. John stated that he will be able to bring a fresh pair of eyes to meetings, over a period of years he has experience of self- building, so has a reasonable experience of planning knowledge and would have an interest in the planning group or whatever group he might be assigned to. In response to the length of time until re-election – this will be in 2022.

As Chair, Nigel Frankland proposed John Mallows, seconded Cllr. A. Wakeham, all present showed visually and also verbally they were in agreement.

The Clerk has sent the Acceptance of Office and will send out various other papers to Cllr. J. Mallows in due course and notify South Norfolk Council.

It was noted that Anita Hughes sent apologies due to family commitments, offering her services when appropriate.

102. Approval of the minutes of the Parish Council meeting held on 12th January 2021, the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. C. Stevens, seconded by Cllr. M. Warwick, all approved verbally and visually.

103. Matters Arising from the minutes not on the agenda:

103.1 (85) - Layby near Burston House Hospital – liaison with staff still on-going

103.2 (87.2) - Split tree trunk on Church Green - this has been investigated, the tree has grown naturally this way.

103.3 (90) - 'Dunroamin' the Caretaker has tidied the hedge & made the path safe for pedestrians. The new owner of the bungalow would be interested in purchasing the land to add to his garden.

104. Correspondence as received by members of the Council - sheet attached

105. Finance -

105.1. - 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 51	H. Drake	Caretaker invoice – January '21
P 52	A.Baker	Clerk's salary – January '21
P 53	H. Drake	Caretaker's invoice - February
P 54	A.Baker	Clerk's salary - February
P 55	Dissigns	Signage for the Playing Field
Receipts	Receipt from:	
18 th Jan.	HMRC	Repayment of VAT
29 th Jan.	Nat. Lottery Main grants	Grant towards Playing Field project

Payments: It was resolved to approve the payments and receipt schedule, proposed

Cllr. A. Belgrove, seconded Cllr. M. Warwick, all agreed verbally and visually

105.2 - **Approval of statement of accounts report as distributed at the meeting:** the monthly statement for January and February; working on draft for audits with separate pots assigned for the Playing Field and defibrillator projects. Currently both accounts are looking healthy due to several grants received. These had been circulated it was resolved to approve these, proposed Cllr. A. Belgrove, seconded Cllr. K. Cowley, all approved visually and verbally.

106. Planning – to consider planning applications received for consultation which have been received prior to the meeting & which members have been previously advised: none

106.2 - **Consultees reports of Planning Decisions made by SNC:** none

It was noted that there is a proposal for a retirement village behind The Thatcher’s site in Diss, Diss Town Council have proposed that this be an open green space for walking and leisure, this undermines the Diss & District Neighbourhood Plan.

At the Scole roundabout opposite the BP Garage a proposal for a KFC, Starbucks and mini supermarket has been received, with an entrance via land that belongs to Scole PC, it was noted this area is prone to flooding too.

Cllr. Cowley enquired if will affect the NP in anyway – Cllr. Wakeham replied that the site allocated by the GNLP have been superseded by SNC ‘cluster villages’ sites – In Burston of the five sites that were in the GNLP plan, there have been two allocated in the NP (those preferred by the BSPC residents), the Consultants working for the DDNP have heard from Highways that these two sites are no longer considered safe – poor road network unable to support that number of housing, unsafe for pedestrians etc. – the matter needs to be clarified.

107. Highways & Footpaths -

107.1 - **Highways** - the potholes on Back Lane have been filled, other areas have had road edges dealt with. Mill Road is still flooded (which was covered in the Public session), there are investigations on-going in Gissing Road. Concern has been expressed about the closure of the railway crossing entirely over two weekends (not as the notices stated – overnight), along with the re-surfacing of Diss Road over two further days – this is a primary route for fire engines, diverted lorries for the Mill . Clerk to contact NCC, Highways, copying in Co. Cllr. B. Spratt and Dist. Cllr. J. Easter.

Cllr. Cowley reported that the SAMs machine is currently in Shimpling, there may be an issue with the collection of data, some data is missing - Westcotec are investigating.

Clerk

107.2 - **PROW** - to date there have been no complaints. The last enquiry related to the Gissing Road.

Cllr. Wakeham mentioned that Sir Rupert had been talking with Alison Cullum about this matter.

Cllr. Mallow enquired about PROW paths, Cllr. Wakeham will send links.

AW

There remains an issue about the footpath at Audley End, across a field by the railway, correspondence has gone to NCC but as yet has to be resolved.

No progress as yet on the Shimpling BOAT.

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

108. Playing Field -

108.1 - **A report from the Playing Field Working Party** - Cllr. K. Cowley reported supported the success of grant applications to Saffron and the National Lottery – for benches, fitness equipment, and goal posts signs. Comparison have been circulated for the various items, at present it is unclear how long it will take for items to be dispatched. All benches are recyclable materials from Earth Anchors, they also supply a pre-formed base to fit the bench to it - four benches in the total plus one for Gissing Road have been suggested; the recommendation for fitness equipment is from NGF in Dereham, costing around £7,000.00.

There are two outstanding grant applications – the Geoffrey Watling Trust and the Norfolk Parish Partnership which will be considered by the relevant panels. These will primarily these will pay for the footpath works.

A picnic bench has been donated by Mr. G. Dixon in the scheme. Publication of the various groups were raised, all require photographs during and after the project, this will need to be considered by both the project team and the Parish Council.

Another query has been raised regarding the landing of the Air Ambulance on the reduced field size - Cllr. Cowley had been in touch with them and confirmation that a seven aside pitch is adequate. Cllr. Cowley stated that the Project team will meet on-site when the weather improves.

The matter with Sir Rupert Mann is still awaited from his Solicitor.

Cllr. Cowley suggested that the lower cost choices be approved in order that preparations for purchase could begin. Cllr. N. Frankland proposed that the appropriate equipment be ordered at an appropriate time, seconded Cllr. A. Belgrove, all agreed verbally and visually;

The legal position with Birketts and Sir Rupert has not been clarified as yet.

108.2 - **Maintenance report** - Cllr. K. Cowley reported that the potholes on the Play Area car park will be filled by Mr. T. Bloomfield; the caps on the climbing wall – the Clerk confirmed that HAGs would look into who had supplied them to them, but they haven't any coloured paint for the log-swing; bridge and work on ditch still need to be attended too. B4RN have back-filled some of the trenches that were sinking, an on-going item throughout the year; the bench down by Audley Close and the one Mill Green will be repaired in time;

Thanks extended to Cllr. K. Cowley for his work and team's on this project

KC

KC

KC

109. Flooding report - there are areas around the parish that have suffered and the solutions are not straight forward, as indicated by Dist. Cllr. J. Easter during the public session. It was suggested that a Ditches and Waterways Officer be appointed, Cllrs. K. Cowley and M. Warwick who would liaise with the new Norfolk Strategic Flood Alliance, headed up by Lord Dannatt and to become familiar with where and which way all ditches ran, to encourage NCC to contact all landowners to clear out their ditches etc. Cllr. N. Frankland proposed Cllrs. K. Cowley and M. Warwick take this role, seconded Cllr. A. Wakeham, all verbally and visually agreed. Cllr. N. Frankland suggested that three meet up to consider the way forward. The Clerk reported that John Pennell of Norfolk ALC had commented on the excellent information that had been sent to the Alliance, encouraging those involved to attend a seminar that was being planned in the near future. Clerk to send out the information.

NF

Clerk

110. Diss and District Neighbourhood Plan - Cllr. A. Wakeham had circulated a summary earlier – the retirement home and proposal for the land near Scole roundabout were previously mentioned. The Consultants were making good progress writing the policies and when they are ready to be shared, Cllr. A. Wakeham will circulate them to all Councillors.

111. Defibrillator - Cllr. Frankland updated all - ForFarmers had gifted a defibrillator. Community Heartbeat Trust have agreed to service the machine, new batteries, new pads, accompanying kit, a cabinet, training and annual maintenance contract will be included in the package. A local electrician will be approached to install the cabinet and defibrillator, the Hosting Agreement has been signed by both parties. There is sufficient funding within the grants to cover the costs.

112. Forth coming meetings and the Annual Parish Meeting - Cllr. Frankland had circulated the meetings for the forth coming year. The Annual Parish Meeting is organized by the Parish Council, invites will be issued, encouraging groups/organizations to submit report or videos for the evening.
It was agreed the APM will be held on 20th April at 7.30pm, as a virtual meeting with a short PC meeting beforehand at 7.00pm.
The Annual Parish Council meeting, is the start of the new Parish year, when the Chair and Vice-Chair are elected, it was agreed this will be held on the 4th May at 7.30pm as a virtual meeting.

113. Emergency Plan and Flooding - Cllr. M. Warwick had circulated information about the costs of pumps, sand and empty sandbags - a rough cost of £500.00 for a pump, 100 polypropylene would be around £64.00, sand is £50.00/£60.00 per sack. The matter was discussed at length, it was agreed to discuss fully at the April or May meeting.

114. Don Swanton Award - Cllr. A. Belgrove had offered to take this item forward. Cllr. N. Frankland agreed to liaise with Cllr. A. Belgrove regarding the publicity, nomination, committee and setting of a date.

**NF/
AB**

115. Responses to:

115.1 - **GNLP Consultation** - this consultation concludes on the 22nd March, it was agreed that it would not be necessary to respond at this point.

115.2 - **Armed Forces Covenant** - this matter was discussed and Cllr. M. Warwick, as a former military man agreed to be the Champion, some details had been circulated prior to the meeting. Cllr. N. Frankland proposed the Covenant be signed and Cllr. Warwick as Champion, Cllr. J. Mallows seconded, all agreed verbally and visually.

**Clerk
/MW**

116. Date of the Next Meeting and items for the inclusion on the agenda (not for discussion) - the Parish Council Meeting on **Tues. 20th April 2021, at 7.00pm followed by the Annual Parish Meeting at 7.30pm**

Agenda items: emergency planning/flooding, finance – end of year returns

The Chair thanked everyone for their contributions and attendance.

The meeting closed at 10.05 pm

APPENDIX I – MINUTE 104

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 24/3, 18.00	Norfolk Police	Diss virtual mtg.	Fwd. to All (26/2)
15.	Response to the GNLP	CPRE		Fwd. to All (2/3)
16.	Progress on the defibrillator	CHT/ BSPC/ForFarmers		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.	Road Closure x 4	NCC	Station Road/Audley End	Circulated (Feb.& Mar.)
22.				