

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 20<sup>th</sup> July 2021, at 7.30pm, St. Mary's Church, Burston

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:

Dist. Cllr. J. Easter, 6 residents

40. **Apologies for Absence** - Co. Cllr. Duffin

41. **Declarations of Interest regarding agenda items** - none

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

**Dist. Cllr. Easter** - commented – the flood report is out from Norfolk County Council - reasons why it happened, what will happen if it happens again – how to prevent property being flooded. At present it was unclear if the report will be issued to those who registered their properties that were flooded. However he felt there was a need to address the various problems by the County as well as at a local level. Dist. Cllr. J. Easter was aware that the Parish Council were considering inviting a private consultant to survey the areas where the main flooding occurred; another further report had been issued by NALC/Wellbeing which as yet he had not had the opportunity to read; Dist. Cllr. J. Easter reported that Highways had been out to investigate some of the issues - the kinks in the beck, bridges, ditch areas; Information about business opportunities/grants, employment opportunities generating work in the locality have been circulated to Parish Councils to be shared by the community; Cllr. K. Cowley indicated that the Community Action Fund (CAF) money had been received – he thanked Dist. Cllr. J. Easter for this, a had plaque been ordered, he requested a copy of the logo for the information boards; Dist. Cllr. J. Easter informed the Parish Council of his new email – [james.easter@south-norfolkandbroadland.gov.uk](mailto:james.easter@south-norfolkandbroadland.gov.uk) The Chair thanked Dist. J. Easter for the CAF funding towards the 'Paths and Woodlands' project;

**Residents:** Reported that a summary of reports only refers to a few houses in Shimpling, in fact many more were flooded - mostly in Hall Road and Pug Street, there needs to be a solution for the whole of the area; a letter dated 1988, from Drainage Board indicated there was a problem then; a recent report received by a resident suggested the culvert be enlarged.

Cllrs. M. Warwick and K. Cowley explained how/why the flooding had happened, why a consultant is required to assist, despite endeavouring to engage with the various agencies, (specifically Norfolk Strategic Flood Alliance (NSFA) – the new task force , along with Anglia Water and Highways - all are acting at a strategic level rather than local level. Unless an independent consultant is appointed to clarify what actions are required to mitigate there will be no action. With the professional report this can then be presented to the various agencies indicating the actions needed to be taken, how they will help to implement them, thus creating a better chance of succeeding with such report. A quotation has been received from a firm of consulting engineers for £1,300, the survey will hopefully indicate what is required primarily in six locations;

The Chair, Cllr. N. Frankland thanked them for their attendance, adding that the Parish Council would shortly discuss the survey quote if they wished to remain.

The meeting resumed at 7. 20pm

- 43. A short report on the Public Rights of Way** - Anita Hughes had sent a written report of paths of information received to date and actions taken: FP20 – reported to NCC; FP5/6 and FP 13 – contact made with owner who will forward the tenant farmers details; end of Green Land – owners known and will be approached; FP41 – it is unclear who is responsible for this.  
Anita is beginning to understand the landowner’s responsibilities and the various maps, Cllr. C. Stevens offered assistance when required.  
Bus Shelter - Anita had been in touch with the owner of The Crown who are prepared to clean the bus shelter together.  
The Chair thanked Anita for the report and would be in touch regarding the bus shelter
- 44. A short report from the Ditches and Waterways working party and the ditch survey quote** - various reports have been received from members of the public, which will be used to inform the survey. A request for funding was circulated and to date a good portion has been pledged, it was proposed that the Parish Council fund the remainder - proposed Cllr. A. Wakeham, seconded Cllr. M. Warwick, all agreed. Anyone wishing to donate will be welcome, details on request from the Clerk; the report will be circulated once it has been received. Cllr. K. Cowley will contact Gillian Hoy (BHA Consulting, Attleborough) with a specific brief to ensure the survey is carried out to maximum effect
- 45. Approval of the minutes from the Annual Parish Council Meeting held on the 22<sup>nd</sup> June 2021** - the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. J. Mallows, seconded Cllr. M. Warwick, all agreed
- 46. Matters Arising from the minutes not on the agenda:**  
44.1 (min. 33.1) - White line on the Playing field – this was marked up by the School for their Sports Day  
44.2 (min. 33.2) - Overhanging tree on the Playing field boundary - this matter is still on-going with Orbit Housing, who are taking a swathe approach, the Caretaker has cleared the ditch and the tree is clearly not on Parish land  
44.3 (min. 36) - Don Swanton Award - Cllr. Belgrove reported that this was a wonderful presentation with good numbers attending, there was also a report and photo in the Diss Express

NF

MW/  
KC/  
Clerk

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

**48. Finance -**

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

**Schedule of Payments:**

BACs	Payments to:	Payments for May/June '21
P 018	A. Page	Grass maintenance - June
P 019	H. Drake	Caretaker's invoice - June
P 020	A. Baker	Clerk's salary
P 021	HMRC	PAYE 1 <sup>st</sup> quarter
P 022	NALC	Recruiting new councillors training
P 023	Parish Online	Annual subscription
P 024	NGF Play Ltd.	Fitness trail – final payment
P 025	A.Belgrove	Engraving of Don Swanton award
P 026	H. Drake	Caretakers invoice - July
P 027	Brewers Decorators	Paint for play equipment
P 028	A. Page	Grass maintenance - July
P 029	A. Baker	Clerk's salary – July
	<b>Receipts to date</b>	
R 005	SNC /CAF	Grant funding for Paths & Woodlands project

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

**48.2 - Approval of monthly statement of accounts report for June, July is in draft until the end of the month, as distributed at the meeting:**

it was resolved to approve the statement, proposed Cllr. J. Mallow, seconded Cllr. M. Warwick, agreed by all

**48.3 - Approval of the Quarterly Bank Reconciliation** - it was resolved to approve the statement, proposed Cllr. A. Belgrove, seconded Cllr. C. Stevens, agreed by all

Chair thanked the RFO for her diligent work

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

**49.1 - Planning Application 2021/1425 – Land to rear of Walnut Tree Cottage, Mill Green, Burston** - erection of a building for agricultural machinery and associated site storage with external covered area - although large it is for agricultural machinery, understand that it will be taller than the fences, it is 2.9m from boundary? Not tall, recommendation that it is approved Cllr. A. Wakeham, seconded Cllr. C. Stevens, all agreed

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

**50. Highways**

**50.1 - Highways** - Cllr. N. Frankland reported that Adam Mayo had confirmed that he has assumed the role of Highways Engineer as of 1<sup>st</sup> July 2021. He had supplied some dates that he is available to visit the areas of concern. Co. Cllr. Duffin has made a similar visit which proved useful;

Anglian Water have attended Gissing Road junction and it is now dry. Cllr. N. Frankland had emailed Guy Dale Slater on the 18<sup>th</sup> May regarding the leakage, a report had been carried out - one burst main was located and repaired, Cllr. N. Frankland thanked him for fixing the leak but enquired how the detailed survey concluded a few weeks previously had not found this leak ; Nothing further has happened over Mill Road as yet. This will be addressed when the Chair meets with Adam Mayo, who will need to be firm with Anglia Water and their pumping station; the Chair has prepared an email ready for Charlotte/Anglia Water; potholes have been marked up – there appear to be far fewer ForFarmers lorries currently reducing the impact on potholes - although some potholes have been missed on Market Lane;

**50.2 - SAMs sign** on Diss Road when it returns, another bracket would be useful, KC/Clerk will cost;

**KC/  
Clerk**

**51. Playing Field:**

51.1 - **A progress report on the Paths & Woodlands project** - Cllr. K. Cowley reported he had three quotes for repainting the play equipment, ranging from £1,000 - £3,000, which he will circulate, paint costs will be £270, one of the contractors has an available space in August; It will be sensible to close area for 4/5days, as it will take longer to complete if not closed; It was resolved that Cllr. K. Cowley will approach the decorator for the work to commence in August, risk assessments, paint order will be passed on to the Clerk for formal ordering

Community Orchard requires some more work at a further another session;

Old goal posts need to be removed, Tommy will cut them up;

The benches are due for delivery in September, two benches with arms are due at the end of July;

Fitness equipment is in place and being used;

Footpath work is due to begin in September, Cllr. K. Cowley will inform Clerk of start date and ordering a port-a-loo;

The additional funding from CAF has now fully funded the Paths and Woodland project;

Norfolk Wildlife Trust are meeting the working party to talk about a baseline survey for a bio-diversity and the monitoring of the site through the coming years;

Cllr. A. Belgrove and Lindsey Bilston had attended the 'Wild Flower Meadows' session, which was worthwhile and informative;

'Million Trees' – as yet Cllr. K. Cowley has not heard from Norfolk CC regarding the scheme. The forms are due to be sent out to provide trees for elsewhere around the parish, some places have already been identified;

Design of the proposed wooded area – Lindsey Bilston will lead the planning, the trees have been chosen as part of the order based on Quaker Wood, Diss.

The Chair thanked for all of the working party for their hard work on this project.

KC/  
Clerk

KC/  
Clerk

**52. Asset Register review:**

52.1 - A quotation has received for cleaning the bus shelter - concern was expressed regarding public liability as safety is paramount the drawing pins will need removing, the pressure washing must avoid breaking glass on noticeboard; as mentioned earlier Anita Hughes and Bev Kimberley have offered to pressure wash it initially. Cllr. Frankland to contact Anita.

52.2 - Repairs to village furniture - cleaning and repainting will be carried out - Cllrs. K. Cowley and N. Frankland will co-ordinate this; the Village sign – Cllr. A. Wakeham will check when the painter is available complete this project

NF

KC/  
NF/  
AW

**53. Diss and District Neighbourhood Plan** - Cllr. A. Wakeham reported the Regulation 14 feedback was on the website, the responses from Burston and Shimpling has been minimal, thus some support from Councillors would be welcomed to spread the word and contribute.

**54. A proposal for the Queen's Jubilee weekend June 2<sup>nd</sup> 2022** - Cllr. N. Frankland had sent out a preliminary contact to many of the local groups in the village, encouraging them to think about and possibly get together after the summer break in September with ideas - volunteers will be required to create a plan, there is a need to generate and engage younger members of villages – young mums at the School gate – although there are not many from the village, all would be welcome from this group to contribute; Cllr. A. Belgrove indicated that a new head had been appointed from September and Friends of School both to be contacted by her; Suzi Silva may be another person to contact; afternoon of sports – possible activities – a BMX demo, walking football, tombola, cakes, teas etc.

NF/  
AB

**55. The date and place for the next Meeting - 21<sup>st</sup> September, 7.30pm** - Clerk to explore the availability of **The Space, Mill Road**

Agenda items: next year's budget, litter pick, Jubilee weekend

Clerk

The Chair thanked everyone for the contributions and attendance. The meeting closed at 9.00pm

## APPENDIX I – MINUTE 47

### 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.	Tree on Audley Close	Various		Circulated to all
9.	Flooding Issues	Various		Circulated to all
10.	Defibrillator	CHT/NF	Installation details	Circulated to all (24/5)
11.	BHA Quote for water course survey	BHA/KC	Quote for survey	Circulated (2/6)
12.	Norwich Western link road	NCC	Progress update	Circulated (2/6)
13.	Litter pick risk assessments	AB	Information	Circulated (2/6)
14.	Email etiquette	NALC Wellbeing	Information session	Circulated (5/6)
15.	Gravel quote	KC/Cemex	Quote for f' path	Circulated (6/6)
16.	Creating a wildflower meadow	NWT/KC	Training session	Circulated (6/6)
17.	A Million Trees/Queens Green Canopy	NF/KC	Free trees	Circulated (7/6)
18.	SNC/Broadland	SNC	New joint website	Circulated (7/6)
19.	New floodline details	NNC	Details of new links	Circulated to All (10/6)
20.	Power lines access	UK Power Networks	Trimming trees	Circulated to NF/AW (11/6)
21.	Burston House Liaison	A.W/Burston House Hosp.	Liaison meeting	
22.	Strike School access/rally	NF/Miles Hubbard	Visit & rally	Circulated 18/6
23.	Shimpling BOAT	NF/NCC M. Caplin	Progress on BOAT	Circulated 18/6

#### Postal Correspondence –

	Subject	From	Contents	Action
24.	Bank Statements	Lloyds	statements	Filed by Clerk
25.	Website	SNC/Broadland	New website for the two Dist. Councils	Circulated 8/6
26.				