

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 21st June 2022, at 7.30pm, Burston Strike School, Burston

Present:

Nigel Frankland	Chairman
Alison Wakeham	Vice-Chair/Responsible Finance Officer
Keith Cowley	
Anita Hughes	
John Mallows	
Mike Warwick	
Ann Baker	Clerk to the Council
Members of the public:	Dist. Cllr. J. Easter, a resident

- 22. Apologies for Absence** - Co. Cllr. B. Duffin, Cllr. A. Belgrove - accepted
- 23. Declarations of Interest regarding agenda items** - planning item 31.1 – Cllr. A. Wakeham, planning item 31.2 – Cllr. M. Warwick, declared an interest
- 24. Adjournment of the meeting for Public participation, County and District Councillors reports:**
Dist. Cllr. J. Easter: reported that the forms had been received all forms sent to CAF, these can be re-submitted in September if the bid is not successful; he confirmed that SNC will at some point in the future be sharing offices with Broadland DC on the outskirts of Norwich; at a recent meeting for Parish and Town Councils a scheme was introduced to enable Councils to access funds for larger projects where CIL money is allocated but not as yet received. A service to help Town and Parish Councils writing bids for such a grant would be available; Dist. Cllr. Easter informed us that he is Chair of SNC – with a number of civic responsibilities he is no longer on a variety of committees. If the Parish Council require a dignitary he would be happy to do the honours. Planning - any plans for more than one property – have slowed, all extension and conversions - the normal consultation processes will be followed; National Grid Green project - both SNC and NCC have submitted their objections – the need to find alternative routes or hang on the current pylons or lay under the sea;
The meeting resumed at 7.48pm
- 25. Approval of the minutes from the Annual Parish Council Meeting held on the 17th May 2022**
- 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, unanimous approval.
- 26. Matters Arising from the minutes not on the agenda:**
26.1 (min. 12.1) - Sir Rupert, Alex Mann, the Chair and Cllr. A. Hughes had met to discuss the PROW around and on the Thelveton Estate
26.2 (min. 12.3) - Don Swanton Award was a success, a report has been sent to The Parish Planet, the Chair thanked Cllr. Belgrove for arranging the award
26.3 (min. 12.4 - Metal detecting – the resident involved had agreed to make an arrangement to measure out the 10metres square on Church Green
26.4 (min. 12.6) - Defibrillator training – a date had been arranged for Sat. 9th July time 9.30am at Burston Strike School, advertising to be arranged - Cllr. N. Frankland is away, Cllr. J. Mallow will liaise Peter Everard Smith in Shimpling or the cleaner in the village, tea and coffee facilities will be provided by Cllr. K. Cowley and the biscuits by Cllr. A. Hughes

JM/
KC/
AH

Approved _____ Date _____

26.5 (min. 12.7) - refurbishment of the bus shelter – the contractor will carry out the work in early July, Cllr. K. Cowley will contact the decorator

26.6 (min. 12.8) - Welcome Pack – Cllrs A. Wakeham and J. Mallows will be work on the pack, a request for additional pictures and diagrams would be useful.

26.7 Strike School Rally - the Risk Assessment has arrived - there will be more marshalls, Cllr. N. Frankland will respond to Miles Hubbard, informing him of the newly planted trees. Cllr. N. Frankland proposed the use of Church Green for The Strike School Rally, on Sun. 4th September, seconded by Cllr. A. Wakeham, all in favour

KC
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NF

27. **Correspondence** - the foul smell in the ditch by the Recreation Ground - the Environment Agency have asked SNC to investigate, there will be a response in within 10days

28. **Finance**

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

Schedule of Payments:

BACs	Payments to:	Payments for May 2022
P22/11	Partridge Paving	Jubilee Pavilion concrete base
P22/12	R & K Cowley	Play,Field maint., path&wood.project,ditches & wwys
P22/13	ICO*	Annual Subscription - GDPR Direct Debit
P22/14	Burston Crown	Queens Jubilee Ceilidh band
P22/15	C & G Trenching	Playing Field maint. – grass cut May/June - returned from P.Paving
P22/16	H.Drake	Caretaker invoice – April/May
P22/17	Simply Log Cabins	Final invoice for Jubilee Pavilion
P22/18	A.Baker	Clerk salary - May
P22/19	M.Warwick	Jubilee purchases
P22/20	Richard J. Brown	Play.Field path/wood.proj.– scythesx2
P22/21	Tivetshall Parish Council	SAMs – half share /whole ownership
	Receipts	
R23	SNC	Queen’s Jubilee grant
R24	The Big Lottery	Jubilee Pavilion grant
R25	B4RN	Grant towards Jubilee events

*ICO = Information Commissioners Office

Payments: Copies of the May/June payments and receipts (to date) sheets were attached to the paper files. It was resolved to approve all payments from May and June, proposed Cllr. A. Hughes, seconded Cllr. A. Wakeham , all agreed

27.2 - **Approval of monthly statement of accounts for May and June to date, as distributed at the meeting:** It was resolved to approve the statements, proposed Cllr. K. Cowley, seconded

Cllr. M. Warwick, agreed by all

27.3 - **Notice board quotes** - quote from T. Playford, Noticeboards online, it was agreed that an oak noticeboard would be preferred. It was resolved to ask Tim Playford to make the new board - proposed Cllr. K. Cowley, seconded Cllr. A. Wakeham, all agreed

27.4 - **SAMs Machine** - it was agreed to inform Brian Fishwick know where SAMs machine is located for Speed Watch; there was an enquiry as to whether the SAMs machine could go on Gissing Road – speed cannot be monitored on a 40mph

29. **Annual Timetable** - it was suggested that the inclusion of the annual care for the wildflowers/ trees, along with the scything/green hay laying be included on the timetable. Cllr. A. Wakeham will re-format and put on the website

AW

Cllr. M. Warwick would be happy to remain as the Armed Forces representatives after he leaves the Parish Council - Cllr. N. Frankland proposed the motion, it was seconded by Cllr. A. Wakeham agreed by all

30. Highways and PROW:

28.1 **Highways** - a meeting has been held with Adam Mayo (Highways Engineer for S. Norfolk), several topics were raised - suggestions for the junction on Durbidges Hill - to paint SLOW, erect chevrons signs,

or to approach Westcotec for a quote for 'slow down and bend' signage were suggested

28.2 **PROW Cllr. A. Hughes reported that: (i)** Durbidges Hill bridge - the has been grass cut, th continuation of closure was questioned and the response of an oversight agreed – the closure will be lifted; bridge opposite The Grange – Sophie Low was unaware of this and will pursue (ii) Signage for fingerposts - this is in hand; Alex Mann will sort the path out and cut the grass low The Mill – Ketil Lord is the person to contact when there are any issues, the overgrown areas were mentioned to Tommy Bloomfield, who will address

NF

Audley Close signage is down, this has been reported

AH

Cllr. A. Hughes also reported that signs had been cleaned, pruning where necessary, there is another sign missing outside Hall Road

Market. Lane - on the older section towards the bridge, the fingerpost is leaning, there also use to be a way marker

The Chair thanked Cllr. A. Hughes for all the work she is carrying out to improve the PROW within the parish

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

30.1 - **Planning Application 2022/0884 The Grange, Dickleburgh Rd., Shimpling** - this is an extensive planning application, pre-application advice had been sort, the map with drainage changes had been addressed. The size of the proposal is relative to the acreage; a condition that the changing room will not become an annexe has been imposed; Waveney Drainage had also stipulated details; the swimming pool is sited on the highest part of their land, thus it will not be affected by flooding; the lighting of pool – this will be at ground level and unobtrusive; the owners had spoken with Alex Mann and neighbouring farmers. They had been made aware of 'Save the Rain' scheme and are adapting the area to improve the flow of rain water; the Historical Assets – the medieval moated site – safe guards and checks will be carried out if it is necessary to disturb the ground; Following conversations with the owners who have noted the advice from the various agencies - Drainage Board, Heritage people etc., if this advice is noted and the original plans adjusted, it was resolved to support the general application – proposed Cllr. N. Frankland, seconded Cllr. A. Hughes, all in agreement

30.2 - **Planning Application 2022/1087 Market Farm, Market Lane, Burston** - listed building consent for maintenance – renovating the doors & windows, like for like, AW, MW, all agreed

29.3 - **Consultees reports of Planning Decisions made by SNC: 2022/0162 - Red House, 1 Mill Rd, Burston** – approved 25th April, with conditions

32. Ditches and waterways report - Cllr. K. Cowley reported the only recent event was with Mr. Philpot – to establish progress in Shimpling – to improve the volume of water upstream. The 'Reclaim the Rain' project have not been in contact recently. Any work to be carried out on the dog-leg, will need to be by hand, which is the responsibility of the residents. The ditches at Audley End are really overgrown, the property 'High in Field House' is heavily overgrown too - minimal clearance of a short length would assist in getting water moving in both areas. Cllr. K. Cowley will liaise with Alex Mann

KC

33. Queen's Platinum Jubilee - Cllr. M. Warwick reported that all the events were well organised - the Barn Dance went well, with a reasonable number, the display by LK School of Dance, the Big Tea were not so well attended, but the weather was cool and damp, the Treasure Hunt had nineteen participants. There are a couple invoices outstanding, The Chair, extended his thanks to all those who had been involved, this was unanimously supported by all Councillors

34. Recreation Field reports: (i) The Jubilee Pavilion - this is arriving in the near future, it will be erected shortly afterwards. The quote didn't include installation, thus the remains of CIL will be added to cover this cost. Cllr. K. Cowley confirmed that a grant from Tesco's Community

Fund has been agreed, the amount will be dependent on the number of votes the project receives – up to £3,000.00; (ii) Trees – there has been some damage to the saplings along Audley Close side; a concern about an area for the Air Ambulance had been raised – the Air Ambulance Trust have indicated that the space is more than adequate. NWT have offered to replace the trees lost or damaged (iii) Purchase of replacement shed - Cllr. K. Cowley had circulated information about suitable sheds to purchase for the Recreation Field, it was agreed to purchase one from 'Buy Sheds Direct,' the Shire Camelot, 'plus base, cost £1,744.00. It was resolved to purchase, proposed Cllr. N. Frankland, seconded Cllr. A. Wakeham, all agreed; there will be a need for further grants in order to purchase the benches and tables for the Jubilee Pavilion, and new equipment for the Play area – an inclusive roundabout and basketball net, pole and base. There was a suggestion for a petanque court, Cllr. A. Hughes offered to investigate the costs, sizing, equipment

The Chair reminded Councillors that there is a need to see the completion of the projects currently ongoing, to assess the finances accurately to ascertain what sort of grants are required.

Clerk

AH

Cllr. K. Cowley summed up: the smell in ditch is being dealt with by SNC, the grass cutting regime working well and the preparations for the School's Sports Day are in hand.

The Chair thanked Cllr. K. Cowley for his hard work during this period

35. **Burston School Fete** - the table has been booked. Information for the table will included – the defibrillator training, advertising the vacancy, promoting the Parish Council and the work it carries out, recent copies of The Planet, along with definitive PROW maps. A rota of Councillors had been drawn up from the start to the finish of the fete

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36. **Receipt of the following papers:** (i) NCC Local List for Validation of Planning Applications - a consultation draft.

This was noted

37. **The date and place for the next Meeting - Tuesday 19th July, 7.30pm,** the venue will be confirmed as The Strike School or The Space

Agenda items:

The Chair thanked Cllr. M. Warwick for his time, enthusiasm and contribution to various projects within the parish and wished him well for the future.

The Chair thanked everyone for the contributions and attendance. The meeting closed at 9.45pm

APPENDIX I – MINUTE 27 - 21st June 2022
Schedule of Correspondence – not on the agenda

Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	Cllrs/SNC	Decisions & new planning applications	Fwd to All
2.	Weekly Digest	Rural Services Network	Weekly news around the country	
3.	Weekly News	Community Action Norfolk	Updates from CAN	Fwd. to All
4.	Bulletins	NALC	Various info.	Fwd. to All
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.	Rough Sleepers	SNC	Bi-monthly count	
9.	Consultation	NCC	Validation of Planning App. draft	Fwd. to All (16/05)
10.	Grant	SNC	Jubilee grant	Fwd. to All (18/05)
11.	SAMs machine	Tivetshall PC	Cost of transfer	Fwd. to All (19/05)
12.	Roundabout/crawl tunnel	Hags, NGF	Quotes for new equip.	Fwd. to All (21/05 +)
13.	Seating/tables in Pavilion	T. Playford, Strictly Tables & Chairs Ltd.	Quotes for items	Fwd to All (23/05)
14.	Noticeboard	T. Playford	Quote for new n'board	Fwd to All (23/05)
15.	Green Hay	NWT	Acknowledgement Of receipt of contract	Fwd. to NF/AW/KC (24/05)
16.	Grant	The Big Lottery	Additional funds towards Pavilion	Fwd. To All (24/05)
17.	Grant Application	CAF/SNC/Tesco	Funding for seating in Pavilion	Fwd. to NF/AW/Clerk (31/05)
18.	Foul smell	SNC/Env. Agency	Ditch by Playing Field	Fwd. to All (08/06)

Postal Correspondence –

	Subject	From	Contents	Action
19.	Bank Statements	Lloyds	statements	AW/Clerk filed
20.				
21.				

Approved _____ Date _____