



Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday 28th June 2023 at 7.30pm. The Space, Mill Road, Burston

Present:

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Michael Bloomfield	MB	
Keith Cowley	KC	
Anita Hughes	AH	PRoW Officer

Ann Baker	Clerk	Clerk to the Parish Council
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Members of the public		5
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23. Apologies for Absence - Dist. Cllr. James Easter, Cllr. J. Mallows, Cllr. A. Belgrove - accepted

24. Declarations of Interest regarding Agenda items - none

25. Adjournment of the meeting for public participation, County and District Councillor reports:

Tony Holden - is standing in the by-election to become the Co. Cllr. - his aim is to understand local issues, to attend meetings where possible. A question was asked regarding assistance in directing towards funding for projects, as a small Council the PC relies on outside funding assisting with costs, Barry Duffin was aware of local funds in the district, would assist quickly, as there is a tendency for small communities to be overlooked – Tony Holden suggested that he will be prepared to carry on in this manner.

Flag Master - it is the Queen Consort's birthday on the 17th July, he will be away - Cllr. A. Wakeham will raise and lower the flag on Church Green.

Resident - there have been problems with criminal damage at a property on Durbidges Hill – the gateway has been left open where livestock are - people in the fields with horses, interference with horses, the electric fence has been damaged, where a PRoW crosses their land. Any issues should be reported to Police, copying in the Chair – if they have no response, the Parish Council offered to also contact the local police. Frances Salway is the area contact for south Norfolk at NCC - **ACTION** - Clerk to send details to residents.

PRoW to the south of Burston are in need of cutting - **ACTION** - Cllr. A. Hughes will contact Alex Mann
The Chair thanked members of the public for their contributions

The meeting resumed at 7.52pm

26. Vice-Chair election, signing of the Declaration of Acceptance of Office - Cllr. A. Wakeham proposed Cllr. K. Cowley, seconded Cllr. A. Hughes. Cllr. K. Cowley was prepared to stand as Vice- Chair. It was resolved to approve, agreed by all. Cllr. K. Cowley signed the Declaration of Acceptance of Office

27. Review of the main Areas of Responsibility - this will be an agenda item for the July meeting

28. Approval of the minutes from the Parish Council Meeting held on the 16th May 2023

The minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. A. Wakeham, seconded Cllr. K. Cowley, unanimous approval from those present at that meeting.

29. Matters Arising from the minutes not on the agenda

- 29.1. (min. 14.2) Banking – Clerk to remove N. Frankland and add Cllr. K. Cowley to the authorised signatories
- 29.2. (min. 14. 3) Strike School/Unite Union - Clerk to email M. Hubbard for Risk Assessment – Cllr. K. Cowley and resident to liaise with Miles Hubbard to make him formally aware of where the new trees have been planted
- 29.3. (min. 16.1) Sign post at the top of Durbidges Hill - it was noted this has now been replaced
- 29.4. (min. 16.2) Leak outside the Chapel - an operative from Anglian Water has been working on Mill Road on another leak; Anglia Water state the water is not potable during a repair carried out last year; there was damage to Mill Road when work was carried out earlier in the year - this requires Anglian Water damaged by FF need to AW to action
- 29.5. (min. 16.3) National Grid - Further information on the work to be carried out has been circulated – replacement overhead cables will happen on PRow between June and December 2023 – work is late due to peregrines nesting;
- 29.6. (min. 16.4) Thelveton Estate - the issues raised on PRow have been addressed
- 29.7. (min. 21.7) Petanque piste & the School - Clerk contacted the School, it will not been used this term as risk assessments will be required prior to use, an afternoon each week is set aside for PE - the School will notify the Parish Council of the day in September. Opening of the Petanque Piste will be in next few weeks, signs have been ordered
- 29.8. (min. 21.8) Water leak at the School - Clerk spoke with the School, the leak appears to have disappeared, advised if it reoccurs that they contact Anglian Water

30. Correspondence as listed on the attached schedule and which are not reported separately on the agenda

31. Finance

31.1. Schedule of Payments and Receipts as distributed at the meeting

BACs No.	Payments to:	Payments for 6 th June
P23/11	C & G Trenching	Caretaker’s invoice - May
P23/12	H. Drake	Room Hire
P23/13	The Space, Mill Road	Internal Auditor
P23/14	Robin Goreham	Renewal fee for digital business services
P23/15	I.C.O (Information Commissioner Office)	Clerk’s salary - May
P23/16	A. Baker	
	Receipts from:	
R36	SNC	Precept – first tranche

R37	VAT Return	Final quarter Jan – March 2023
R38	A. Hughes	Crowd Funding for Pentaque piste
BACs No.	Payments to:	Payments for 28th June
P23/17	C & G Trenching	C & G Trenching
P23/18	A. Wakeham	A. Wakeham
P23/19	C. Cason	C. Cason
P23/20	A. Baker	A. Baker
P23/21	HMRC	HMRC
P23/22	The Space	The Space
	Brandon Tool Hire	Portaloo fees

Payments and receipts had been circulated to all Councillors. A copy of the May/June payments and receipts were attached to the paper files.

Bank statements been circulated to all, there were no queries.

- 31.2. Approval of the monthly statement of accounts** - May and June had been circulated. It was resolved to approve the Payments and Receipts, the monthly statement of accounts for the May statement as circulated prior to the meeting - proposed Cllr. A. Wakeham, seconded Cllr. A. Hughes, agreed by all.
- 31.3. Approval of the Internal Auditors report** - proposed AW, AH
- 31.4. Dates for the public viewing of the Unaudited External Audit** - these papers had been sent, audit on the website

32. Highways and PRoW reports:

- 32.1. Highways** Overhanging trees, Mill Road – the large farm vehicles are travelling down the centre of the road, near the Church - **ACTION** - Cllr. A. Belgrove will be asked to speak with Church.
- 32.2. PRoW** Cllr. A. Hughes – summer growth – both Thelveton Estate and the Carlton brothers react to issues quickly, regular feedback from residents indicate that paths are being used more regularly.
- 32.3.** ForFarmers application does not clearly indicate access from solar panel site, this could present issues with maintenance of the PRoW – suggestion is that ForFarmers clarify the provision for access.

33. Planning:

- 33.1. Applications as received from South Norfolk and Broadland District Council:** none, transport report – notice see notes from KC
- 33.2. Planning Applications for consultation** which have been received prior to the meeting and which members have been previously advised: none.
- 33.3. Receipt of Consultees reports on Planning Decisions South Norfolk and Broadland District Council:** none

34. Ditches & Waterways report: Cllr. K. Cowley stated there was nothing to report as there had been little rain recently; Clerk to follow up progress with Excite Solutions and the ‘smelly’ ditch clearance quote

35. Recreation Grounds reports:

- 35.1. **Tree planting** – there will need to be another watering, Cllrs. K. Cowley and A. Hughes will liaise.
- 35.2. **Pétanque piste** - the court/piste – a date for a ‘grand’ opening will be set.
- 35.3. **Swing log repair** - it was agreed the quote from NGF including the additional posts would be approved, Cllr. K. Cowley to oversee the repair. It was resolved to approve the quote, proposed Cllr. K. Cowley, seconded Cllr. M. Bloomfield
- 35.4. **Portaloo** - Cllr. K. Cowley reported that this had been installed at the Recreation Grounds. The Clerk receives a weekly update updates of use and emptying, an invoice is expected by the end of the month.
- 35.5. There are shingles on the roof of the Jubilee Pavilion that require attention – Cllr. K. Cowley has checked the Jubilee Pavilion roof, all singles are intact.
A request has been received for permission to use the Pavilion for a child’s birthday party - 7th July, this was agreed.
The installation of a concrete table tennis on Recreation Ground has been suggested Cllr. K. Cowley will investigate further and report at a future meeting
A public water fountain this requires further investigations with an approach to Burston School for assistance in need and potential funding. There would be at least Anglian Water charges for ongoing use and connection.

36. Church Green

- 36.1. **Designs for the Burston Village sign** Cllr. A. Wakeham on progress – Agenda item for July/September.
- 36.2. **Cars parking on the Village Green** – it was confirmed that this is not permitted on a Green - the issue of how to inform vehicles of this restriction is difficult – the Community Kitchen have regular parking on the grass weekly. It was suggested a conversation with Community Kitchen group may be the way forward – **ACTION** - Cllrs. A. Wakeham and K. Cowley to visit a session.

37. Armed Forces Covenant Pledge, a request from NALC - agenda item for July meeting

38. Receipt of the following were noted: (i) NCC Consultation on Green Spaces in Greater Norwich (ii) an update on the Norwich Western Link Road (iii) Notification of the Parish Partnership bids (iv) East Anglia Green

39. The date and place for the next meeting

Date: Wednesday 26th July 2023 7.45pm, The Space to be confirmed.

Agenda items: audit, village sign, SAMs batteries, Parish Partnership

The meeting closed at 8. 55pm

APPENDIX I - Schedule of Correspondence - not on the agenda MINUTE 30 - 28th June 2023

Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	CIIRs/SNC	Decisions & new planning applications	Fwd to All
2.	Weekly News	Community Action Norfolk	Updates from CAN	Fwd. to All
3.	Bulletins	NALC	Various info.	Fwd. to All
4.	Crime/Speedwatch	Police	Monthly review	Fwd. to All
5.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
6.	Wellbeing	SNC	Regular updates	Fwd. to All
7.	Renewal	Information Commissioner	Renewal of certif.	Fwd. to AW
8.	Brandon Tool Hire	Account application	Portaloo	Fwd. to All (01.06.23)
9.	Info.	Norfolk Police	Burglaries & serious road accident	Fwd. to all (05.06)
10.	Green Spaces	NCC	Public consultation	Fwd. to all (05.06)
11.	Armed Forces	NALC	Signing of covenant	Fwd. to All (20.06)
12.	Highways bids	NCC	Parish Partnership invite	Fwd. to all (22.06)
13.	Link Road	NCC	Update on Norwich link rd	Fwd. to all (28.06)
14.	Temp. closure	NCC	PRoW work on overhead cables	Fwd. to all (28.06)
15.	Footpath 28	NCC	Confirmation of diversion	Fwd. to all (28.06)
16.	East Anglia Green project	National Grid	Norwich –Tilbury consultation	Fwd. to all (28.06)
17.				

Postal Correspondence –

	Subject	From	Contents	Action
18.	Bank Statements	Lloyds	statements	AW/Clerk filed