



## Burston and Shimpling Parish Council

### Minutes of the Parish Council Meeting

Wednesday 18<sup>th</sup> October 2023 at 7.30pm. Burston Strike School, Crown Green, Burston, IP22 5TP

#### Present:

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Angela Belgrove	AB	
Keith Cowley	KC	

Ann Baker	Clerk	Clerk to the Parish Council
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Members of the public		Dist. Cllr. J. Easter, 1 resident
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**75. Apologies for Absence** - Co. Cllr. Dr. C. Rowett, Cllr. A. Hughes, Mr. T. Kheng

**76. Declarations of Interest regarding Agenda items** - Cllr. A. Belgrove declared an interest in planning application item 83.1 – Market Farm, Market Lane, Burston

#### **77. Adjournment of the meeting for public participation, County and District Councillor reports:**

**Co. Cllr. Dr. C. Rowett** - sent a written report, a copy of which is included in the paper file.

**Dist. Cllr. J. Easter** - reported that there were new council staff responsible for flooding, there are plans for a meeting to enable residents to express their concerns and issues; At a recent Cabinet meeting, six new Aldermen were appointed in recognition of long service; licences – for pubs, taxis, tattooists, etc. may be increased as the costing no longer covers the cost of fees; SNC are progressing a sale to purchase ten properties for the homeless; he had noted that the referendum for Diss & District Neighbourhood Plan was successful, the official recognition will follow; the Community Action Fund for 2023/24 had increased, the majority of it has been used, but another tranche will be released later in the year; Gateways signage have increased - SNC have an approved contractor to install. He noted that Adam Mayo (Highways Engineer) had approved the siting for such signage in Burston and Shimpling. The two existing signs will be move to other entry roads in Burston – with an application to the Parish Partnership and the Road Safety Community Fund it is hoped to reduce the speed limit outside School, currently at 30mph to 20mph; amalgamation of Parish Councils to help the shortage of Parish Clerk's – those Parish Councils that prove viable, work well and have a full complement of Councillors will remain, whilst those struggling may need to be amalgamated.

#### **78. Approval of the minutes from the Parish Council Meeting held on the 6<sup>th</sup> September 2023**

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

## 79. Matters Arising from the minutes not on the agenda

- 79.1.** (min. 58.) Road Safety Community Fund - the Clerk & Cllr. K. Cowley will contact Co. Cllr. Dr. C. Rowett to progress the application – Cllr. K. Cowley will contact Adam Mayo (Highways) regarding a quote for Gateway signs.
- 79.2.** (min. 60.1) Banking – Cllr. K. Cowley is still unable to access the accounts. Clerk had re-ordered a new authorisation card, card reader and PIN number.
- 79.3.** SAMs machine – John Mallows has agreed to move and set up the SAMs until further notice, Cllr. A. Wakeham will liaise with John Mallows to put the SAMs up in a new location
- 79.4.** (min. 62) Resignation of M. Bloomfield - the Clerk has contacted SNC, a notice has been sent and printed, a response has been received from a Shimpling resident. Resignation of John Mallows has been acknowledged by SNC, a notice has been printed by the Clerk.
- 79.5.** (min. 63.7) Remembrance wreaths the Clerk has ordered these, payment to be made closer to the time
- 79.6.** (min.63. 8) Donation to Friends of School - The Clerk has requested the bank details from Ms. Clare Cason – ANN to talk with Clare
- 79.7.** (min. 68.5) Overnight parking at the Recreation Ground - the signs have been commissioned
- 79.8.** (min. 71.2) Village Green parking - the signs have been prepared and commissioned

**80. Correspondence** - as listed on the attached schedule and which are not reported separately on the agenda

## 81. Finance

### 81.1. Schedule of Payments and Receipts as distributed at the meeting

Payments and receipts had been circulated to all Councillors. A copy of the October payments and receipts were attached to the paper files. Bank statements had been circulated to all, there were no queries. It was resolved to approve the Payments and Receipts and the monthly statement of accounts for September, as circulated prior to the meeting be approved - proposed Cllr. A. Belgrove, seconded Cllr. K. Cowley, agreed by all

BACs No.	Payments to:	Payments for 18 <sup>th</sup> October
P23/47	R & K Cowley	Scythe hire, prizes for event on Recreation Field 28.08.23
P23/48	A. Wakeham	Ionos monthly website fees
P23/49	H. Drake	Caretaker invoice - August
P23/50	R. Brown/Wild Scythe	Playing Field maintenance. Scythe clamp
P23/51	Brandon Hire Station	Playing Field Maintenance. – toilet hire/July inv.
P23/52	Burston Chapel	Jamies Gang - grant
P23/53	Burston PCC	Youth Café - grant
P23/54	H. Drake	Caretaker invoice – Sept.
P23/55	C & G Trenching (inv. 0062)	Playing Field maintenance. – grass cutting
P23/56	Brandon Hire Station	Play. Field Maintenance – toilet Sept. hire
P23/57	A. Belgrove	Litter pick refreshments
P23/58	BigDug	Play. Field – shelving unit
P23/59	Agri-Gem Ltd.	Play. Field maintenance. – ‘Roundup’ 1litre
P23/60	A.Baker	Clerk’s salary - Sept.
P23/61	HMRC	Clerk’s PAYE
	<b>Receipts</b>	
R43	FTC Hire & Sales	Refund
R44	SNC	Precept – second tranche

**81.2. Approval of the quarterly bank reconciliation** - the RFO had circulated this to all Councillors, it was resolved to approve the reconciliation, proposed Cllr. K. Cowley, seconded Cllr. A. Belgrove, all agreed unanimously

**81.3. Budget items for the financial year 2024/25** - the RFO requested any new additions/projects be submitted prior to the next meeting in November. The matter of the scything was briefly discussed and the hire of a scythe mower at present was the preferred option rather than purchase, for speed and efficiency. There is a company in Newmarket, by hiring for a week will give flexibility, there may be other areas where it could be used – around the newly planted trees, to improve their growth, the orchard area, Shimpling Church lane etc.

**82. Highways and PRoW reports:**

**82.1. Highways** - Road Safety Community Fund (RSCF) – Cllr. K. Cowley had been in touch with touch base with Adam Mayo; there appear to be no major issues at present - the potholes have been repaired; the road surface near to The Crown is breaking up and road into Shimpling had been closed during evenings to carry out work on the railway line

**82.2. Enhanced speed restrictions in Burston** - Cllr. K. Cowley has been in touch with Co. Cllr. Dr. C. Rowett and Adam Mayo regarding the paperwork.

**82.3. SAMs** - Cllr. A. Wakeham is liaising with John Mallows.

**82.4. PRoW** - Cllr. A. Wakeham reported that the path in Shimpling needs trimming, the back of The Mill needs some attention, Cllr. A. Hughes will be in contact with Alex Mann, Thelveton Estates.

**83. Planning - as received from South Norfolk and Broadland District Council:**

**83.1. Planning Application 2023/2713 - Market Farm, Market Lane, Burston** - erection of a studio style wooden building to the rear of the property - soft landscaping around, in keeping with other structures - it was resolved to support this application

**83.2. Planning Application 2023/0655 - Land to rear of ForFarmers Industrial Estate, Mill Road, Burston** - amended plans to the Solar Installation PV system - comment that the change in plans, needs all parties to clarify the PRoW, surveys will need to be carried out. These will be sent to SNC

**83.3. Receipt of Consultees reports on Planning Decisions South Norfolk and Broadland District:**

- a. **Planning Application 2023/2775 Church of St. Mary, Diss Road, Burston** - Works to trees in a conservation area – delegated approval 12<sup>th</sup> October 2023 work to be carried out early Dec.
- b. **Planning Application 2023/2806 The Granary, Station Road, Burston** - a property near the railway crossing, following a small amendment to the application the application had been approved.

**84. Report from the Neighbourhood Plan** - the Referendum had received a positive endorsement, Official recognition will follow, and the Plan will be reviewed at regular intervals. Thanks were extended to all those involved.

**85. Ditches & Waterways report:** Cllr. K. Cowley reported that the Shimpling project will commence in the near future, much of the funding is in place. With the forecast predicting wet weather careful attention will be paid to the ditches and flood points.

**86. Autumn Litter Pick** - Cllr. A. Belgrove reported that this had been a success, a goodly number had turned out and the bags were awaiting collection from SNC

**87. Recreation Grounds reports:**

**87.1. Review of Portaloo Hire** - it was agreed that this had been a worthwhile addition to the facilities on the Recreation Ground. **ACTION** - Clerk to arrange for the portaloo to be collected at the end of October.

**88. Shimpling Carol Service** - the Clerk has spoken with Rev. Carl Melville, a date has been set for Thurs. 14<sup>th</sup> December at 7.00pm, further details to be arranged. The Clerk had spoken with Jenny de Vere, the organist regarding the repairs to the organ, which she will investigate. **ACTION** - Cllr. A. Wakeham will contact the Churches Conservation Trust with the information.

**89. Village sign on Church Green**

**89.1. Village Green signage** - future agenda item

**90. Receipt of the following were noted:** (i) SNC/Broadland summit on Thurs. 9<sup>th</sup> Nov. 9.00am to 12noon, this is an opportunity to visit the new offices and meet with staff – the Clerk has booked tickets for Cllr. A. Wakeham and Frances Sharp to attend.

**91. The date and place for the next meeting:**

**Date: Wednesday 22<sup>nd</sup> November 2023 7.30pm, to be confirmed.** There is an option to use the Church, or the Strike School. The Space unfortunately is booked for the foreseeable future Mondays to Thursday with regular classes.

Agenda items: budget, Shimpling Carol Service

The Chair thanked everyone for their attendance and work throughout the year.

The meeting closed at 9. 25pm

APPENDIX I – MINUTE 80 – 18<sup>th</sup> October 2023

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 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.	Rural crime	Rural Crime Officer	Update on local case	Fwd. to All (08.09, 20.09, 28.09)
8.	Flooding in Shimpling	WLMA, KC, NCC	Update on progress of project	Fwd. to All (14.9 onwards, 12.10)
9.	Living near to Water	SNC – Town & Parish Council Forum	Slides from mtg.	Fwd. to All (14.09)
10.	Diss & Dist.NP referendum	SNC	Results from referendum	Fwd to All (19.09, 29.09)
11.	Insur. renewal	Gallaghers/Comm.renewals	Ann. Insur. + news letter	Fwd to All (20.9, 17.10)
12.	Diss & Dist.N.P	Resident	Green corridors query	Fwd. to All (20.09)
13.	Portable toilet hire	Brandon Hire Station	Lost July invoice	Fwd. to All (25.09)
14.	Water course review	SNC – Katie Spillman	New member of team	Fwd. to KC, AW (28.09)
15.	Priority Setting meetings	Diss Police	Setting local priorities for the next quarter	Fwd. All (02.10)
16.	AGM at C.A.B	Diss & Thetford CAB	Invite & request for donation	Fwd. to All (09.10)
17.	Comm. Wellbeing Days	The Space, Burston	Free sessions once a month	Fwd. to All (10.10)
18.	Litter pick	Cllr. A. Belgrove	Details of event, RA etc.	To All L(10.10, 16.10)
19.	Notes & no.s, slides	SNC – contact details	Town & Parish Forum	Fwd. to All (10.10)
20.	Invite to new Offices in Norwich on 09.11	SNC	Guided tour plus agenda items	Fwd. to AW & Fran Sharp

21.	Climate & Ecology Bill	Zero Hour	Proposed legislation, requesting support from local T & PC's	Fwd.to All (10.10)
22.	Hire of Strike School	M. Hubbard, P.E-Smith	Hire, codes, donations	Fwd. to All (12.10)
23.	Business Awards	SNC/Broadland	Nominations for awards	Fwd. to All (17.10)
24.	Norwich Western Link Project	NCC	Project update	Fwd. to All (13.10)
25.	D – Day 80, 06.06.24	NALC	Promoting the celebration	Fwd. to All (16.10)
26.	Tree pack giveaways	Woodland Trust	NWT/Woodland Trust	Fwd. to All (13.10, 17.10)

**Postal Correspondence –**

	<b>Subject</b>	<b>From</b>	<b>Contents</b>	<b>Action</b>
27.	Bank Statements	Lloyds	statements	AW/Clerk filed