



## Burston and Shimpling Parish Council

### Minutes of the Parish Council Meeting

Wednesday 22<sup>nd</sup> November 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	
James Gowing	JG	
Anita Hughes	AH	
Ann Baker	Clerk	Clerk to Parish Council
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public	17	Residents

**92. Apologies for Absence** - Co. Cllr. Dr. C. Rowett, Dist. Cllr. J. Easter, Cllr. T. Kheng

**93. Declarations of Interest regarding Agenda items** - No declarations of interests expressed.

**94. With agreement of Council the Chair moved item 5 (co-option) before the public session. Co-option of James Gowing and Toby Kheng** onto the Parish Council & the signing of the Declaration of Acceptance of Office:-The two candidates had received the necessary co-option papers, along with minutes from the last three meeting, the following policies: Standing Orders, Financial Regulations and the Code of Conduct, SNC Pecuniary Interests form. It was resolved to co-opt James Gowing, proposed by Cllr. AW seconded by Cllr. KC, unanimous approval from those present. It was resolved to co-opt Toby Kheng, proposed by Cllr. AH seconded by Cllr. AB all in agreement

**95. 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** - had sent a written report which had been circulated to all Councillors, a copy of which is included in the paper minutes file

#### Residents comments -

- re parking on green, it was said that PC have underestimated feeling of people in village with regards to this and request reconsideration of decision.
- New signage which is considered to be too low and at wrong angle -safety of children running on green – **no incidents have been reported to PC**
- New signage re overnight parking and use of recreation green car park – Cllr KC explained that purpose of this space was for recreation use, school use/ visitors and cleaners. Recreation Ground parking - It had been reported to PC that teachers had been unable to park when car park had been used for overnight parking. It was noted that residents raised the lack of parking

available for residents' visitors. It was also explained that use of the car park is reliant on people not abusing the car park.

- The PC was asked by residents why signage had been introduced re No Parking on Village Green and why Strike Rally were allowed to park on Green –An explanation stated that although the green is not common land, it is registered as a green and therefore subject to the Law regarding use of Village Greens. The Law states that regular parking on Village Greens is not allowed and that the PC has discretion to allow access to parking in order to off load and move away for infrequent events for benefit of community and enjoyment of the village, such as the national Strike School Rally.
- It was acknowledged that Community Kitchen have written to PC re the parking issue. This request is being considered, along with information from four external organisations regarding their interpretation of law.

There was some general discussion regarding large funerals and parking. It may be sensible to contact Burston Church and the local Funeral Directors to make them aware of the parking restrictions.

- Resident – raised the matter of speeding in the 30mph limit – to date no further volunteers have come forward for the Speed Watch scheme from the appeals on the website and Parish Planet - there needs to be 8 or 9 volunteers for this to be feasible along with undergoing some police training. It was noted that a random Police check had taken place earlier in the month - the Police are only organisation with power to issue on the spot fines. Residents can contact Highways, via NCC website direct as well as PC.
- Resident – footpath repairs - response Cllr AH – relies on public to inform her of any issues – residents can also contact NCC direct suggested to email Cllr AH and NCC.

Cllr. AW thanked residents for attending and invited anyone who wish to stay for remainder of meeting.

*The meeting resumed at 7.45pm*

## **96. Approval of the minutes from the Parish Council Meeting held on the 18<sup>th</sup> October 2023**

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

## **97. Matters Arising from the minutes not on the agenda**

- 97.1. (min. 79.2) Banking – Cllr. KC now has access to the bank systems
- 97.2. (min. 63.7) Remembrance wreaths - these were distributed for the services
- 97.3. (min. 79.6) Donation to Friends of School - bank account details have been received
- 97.4. (min.79.7) Overnight Parking - the signage is in situ
- 97.5. (min. 79.8) Village Green parking - the signage is in situ
- 97.6. (min. 90) SNC Summit in Norwich - The Chair and Clerk attended the Summit at the new offices on Broadland Business Park, Norwich

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

## 99. Finance

### 99.1. 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. Monthly statement of Accounts - the 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 October, as circulated prior to the meeting be approved - proposed Cllr. AB, seconded Cllr. AH , agreed by all.

99.2. The November draft accounts to date were proposed by Cllr. AB, seconded Cllr. KC agreed by all.

99.3. VAT - the renewal for recovering the quarterly VAT was renewed by the RFO and refunded via expenses

99.4. Cllr. AB will obtain costings for the blank Don Swanton award to be engraved.

99.5. Cllr. KC to consider a reduction in budget for the Recreation Ground maintenance - the total cost of portaloos over a shorter period of time - May to September was a possible suggestion.

99.6. Village Green pond re this is a seasonal pond – there is deep water, Cllr KC will investigate the cost of an awareness sign, fencing, life belt or the cost of filling in the pond. - **ACTION Cllr. KC**

99.7. **Budget and Precept** - SNC will send out the tax numbers for setting the precept at the beginning December – the precept and budget will be calculated for the January meeting-

99.8. By Election - there is one remaining vacancy, - should more than up to ten people register with SNC, a by- election will have to be called. SNC informed the Clerk that such costs will have to be met by PC.

## Schedule of Payments and Receipts

BACs No.	Payments to:	Payments for 22 <sup>nd</sup> November
P23/62	Dissigns	Recreation - signage
P23/63	Partridge Paving	Church Green – re-site signs
P23/64	A.Wakeham	Website invoice – Oct./Nov + Vital Code invoice
P23/65	Brandon Hire Station	Play.Field Mainten. – portaloos hire & collection – Oct.
P23/66	H.Drake	Caretaker Inv. + fuel for October
P23/67	D.Bracey	Annual Play Area Inspection
P23/68	A.Baker	Clerk salary
P23/69/000018	Royal British Legion (RBL)	Donation – wreath (Local Gov. Act 1972, s. 137)
P23/70	Burston Friends of School	Donation – marquee (LGA'72 s.137)
P23/71	Burston Strike Sch./Unite Union	Donation for hire (LGA '72, s.137)
	<b>Receipts</b>	
R 45	VAT HMRC	VAT 2 <sup>nd</sup> Quarter return received

## 100. Highways and PRoW reports:

**Highways** - Flooding at Wolsey Bridge - as this is outside PC boundary Cllr KC suggests using contacts already known. Cllr AW has contacts at Diss Town Council. Cllr AB attending meeting at

Shelfanger 23/11/2023 and will bring up flooding. Cllr KC will take on this issue as Cllr JG now in place and will support Cllr KC with other projects.

**100.1. Enhanced speed restrictions in Burston** - Cllr. K.C. if speeding restricted outside school to 20mph then police do not undertake speed checks – only in areas 30mph and over. Possible flashing speed sign on Diss side of village instead of static sign?

**100.2. SAMs - Cllr. AW** - discussed Cllr. JG to take this over – needs to be moved to the designated locations every 4 weeks **ACTION AW to liaise with JG**

**100.3. PRoW** - Cllr. A. Hughes - BOAT36 in Shimpling tree has been chopped down and needs removing, the landowner's permission is required for removal.

**101. Planning - as received from South Norfolk and Broadland District Council: none**

**101.1. Receipt of Consultees reports on Planning Decisions South Norfolk and Broadland District: none**

**102. Don Swanton Award** - the following arrangements were proposed, Cllr AB investigate the costings for a suitable award closing date 31/03/2024 presentation date in April tbc

**103. Ditches & Waterways report:** Cllr. KC had circulated several emails relating to the recent flooding. Cllr JG will help with the monitoring. Cllr JG identified that ditch at back of Pug Street is owned by various people and not Thelveton Estate. A response from owner at The Grange to co-ordinate pipe clearing with Thelveton Estates. **ACTION Cllr. KC and Cllr. JG to meet re flooding**

**104. Shimpling Carol Service: Cllr AW** has been in contact with new Rector and liaised. Cllr KC has requested help with parking from village residents. Request parking in Shimpling Hall Farmyard.

**105. Discussion relating to social media and other communication channels** - Deferred to next meeting as new Cllr TK has expertise in this field

**106. Recreation Grounds reports:**

**106.1.** Discussions re defer clearing of grass until Spring.

**106.2.** Alter timing of portaloos hire to shorter period.

**106.3.** Play equipment timber may need replacing **ACTION Cllr KC to review.**

**106.4.** Tree replacement – 1000 free trees have been requested from NWT to replace lost trees - Decision to plant initially in recreation ground, then Village Green with remainder to be planted in Shimpling.

**106.5.** Phil resident mentioned Willow tree – awaiting Tree Surgeons.

**106.6.** Dog fouling in recreation grounds on and footpaths, bins not being used. Is there a dog warden in Diss? – **ACTION Cllr. KC**

**107. Village sign on Church Green**

**107.1.** Burston Village Sign - future agenda item. No action at present **ACTION - Cllr AW to contact John Mallows in the Springtime**

**108. Receipt of the following were noted:**

- 108.1. NCC GNLP Consultation on the main modifications
- 108.2. SNC review of Polling Districts & Places :-noted
- 108.3. Burston Primary Academy admissions consultation - Cllr. AB states that she understands this process
- 108.4. Complying with the Government Biodiversity duty - Cllr AB discussed this, improving and restoring freshwater plants - there is a course in February – cost £30
- 108.5. **Boghoppers Ultramarathon July 20<sup>th</sup> 2024** – an ultramarathon that will be run along Boudicca’s Way – it will pass through the two parishes, **ACTION Clerk FS to request and circulate information closer to the time**
- 108.6. SNC PC briefing event 13/12/23 Village Clusters Housing Allocations Plan – focused changes consultation, which will be for specific villages listed on the site, 11<sup>th</sup> Dec. – 5<sup>th</sup> February 2024
- 109. **The date and place for the next meeting:**  
Date: **Wednesday 10<sup>th</sup> January 2024, at 7.30pm**, venue to be confirmed - the **Church to be approached for the January and March 20<sup>th</sup> 2024 meetings**

Agenda items: setting the Precept & Budget for 2024/2025, review of Shimpling Carol Service

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

The meeting closed at 9.17pm.

**Email Correspondence**

	<b>Subject</b>	<b>From</b>	<b>Contents</b>	<b>Action</b>
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 /Speed watch	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	Shimpling Carol Service	Rev. Carl Melville	Arrangements for service	Fwd. AW, KC (20/10)
9	Shelving	Clerk/ KC	Ordering, delivery	Fwd. to KC, AW (23/25/10)
10	Litter pick	SNC Ketteringham	Collection of litter bags	Fwd. AB (23/10)
11	Mayor's Carol Concert	Diss TC	Invite to service	Fwd. to All (23/10)
12	Orchids	Wildlife / NWT	Sharing locations	Fwd. to KC, AW(27/10)
13	Flooding - various	Highways, KC, residents	Details of areas affected	Fwd. to All (29/10 on)
14	GMLP consultation	NCC	Consultation period	Fwd. to All (30/10)
15	Preliminary. advice	Possible new resident	Advice rebuilding in Shimpling	Fwd. to AW (30/10)
16	Admissions consultation	Burston Academy	Draft admission policy procedure etc.	Fwd. to All (31/10)
17	Collection of Portaloo	Brandon Hire Station	Collection from Rec. Field	Fwd. to KC, AW (31/10)
18	Safeguarding	Churches Conservation trust	Details of where to find safeguarding policy	Fwd. to All (31/10)
19	Vacancy	SNC	Casual vacancy no election	Fwd. to All (2/11)
20	Flooding/pumping	various	Mitigation works etc.	Fwd. to KC, AW
21	Articles for local mags.	KC	Details for local publications	The Planet, Cock Crow, Parish News (4/11)
22	Pay agreement 23/24	NALC/SLCC	Pay increases back dated	Fwd. to All (6/11)
23	Church Green	various	Use of Church Green	Fwd. to All (9/11 onwards)
24	Paint	resident	Quantity of paint available	Fwd. to Pastor Sam
25	Speed restrictions	KC, School, Highways	Reduction, flashing signs	Fwd. to All (14/11)
26	Bio-diversity policy	NALC/Government	Details of policy advice	Fwd. to All (15/11)
27	Winter pressures grant	SNC/Communities team	Details of grant	Fwd. to All (16/11)

28	Vacancy	SNC	Potential date for by-election	Fwd. to All (21/11)
29	Ultramarathon	Boghoppers	July 20th 2024 Boudicca Way	Fwd. to All (21/11)
30	Village Clusters	SNC	Consultation	Fwd. to All (21/11)

**Postal Correspondence**

31.	Bank Statements	Lloyds	statements	AW/Clerk filed
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