



Burston and Shimpling Parish Council

Minutes of the Annual Parish Council Meeting

Wednesday 22nd May 2024 at 19:00

St. Mary's Church Diss Road Burston

Present:

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Angela Belgrove	AB	
Keith Cowley	KC	
James Gowing	JG	
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public	1	Resident & District Councillor J Easter

1. Election of Chair, signing of the Declaration of Acceptance of Office.

Cllr. K. Cowley proposed Cllr. A. Wakeham, seconded Cllr. A. Belgrove. Cllr. A. Wakeham was prepared to stand, there were no others offers. Cllr. A. Wakeham signed the Declaration of Acceptance of Office for the Chair of the Parish Council.

2. Election of the Vice Chair.

Cllr. A. Wakeham proposed Cllr. K. Cowley, seconded Cllr. A. Belgrove. Cllr. K. Cowley was prepared to stand, there were no other offers. Cllr. K. Cowley signed the Declaration of Acceptance for the Vice Chair of the Parish Council.

3. Apologies for Absence.

Cllr. A. Hughes. Co. Cllr. Dr. C. Rowett. It was noted that Cllr. T. Keng has had to step down at present.

4. Declaration of interest and receive any declarations regarding Agenda items.

No declarations of interest reported.

5. Adjournment of the meeting for public participation and County and District Councillors reports.

Meeting adjourned at 19:06

- Co. Cllr Dr. C. Rowett emailed her report, a paper copy is included in the file. The report circulated to the Councillors prior to the meeting.

- Question from the floor regarding the flag on the Village Green which is becoming frayed. It was agreed that the Union Jack be flown in between other flag days.
- No mow May was discussed, and it was agreed that that in future, once it was established where the Bee Orchids were positioned that the green would be cut except for around the Bee Orchids. Further discussion around the cutting of the green. **ACTION:** Cllr. K. Cowley will liaise with the Caretaker.
- Dist. Cllr. J. Easter gave his report, a paper copy is included in the file and was circulated to the Councillors prior to the meeting. Cllr. K. Cowley has been in discussions with Dist. Cllr. J. Easter regarding the grant application for the Village Gateway signs. Further questions regarding the funds held by the Parish Council were answered during the meeting by Cllr. A. Wakeham – a proportion of the precept has been awarded which has increased the current and reserve bank accounts. Some funds are earmarked for Parish Council projects. Dist. Cllr. J. Easter has now all the information to complete the application for the grant. Dist. Cllr. J. Easter left.

The meeting resumed at 19.18.

6. Receipt of the Annual Report from the Chair Cllr. A Wakeham

Noted copy in file

7. Receipt of the Annual Report from the Responsible Financial Officer

Noted copy in file

8. Approval of the Parish Councils Policies, Standing Orders, Financial Regulations and any relevant amendments.

It was noted that Section 18 of the Standing Orders policy includes Procurement. This has been included in the amendments for the Financial Regulations. Discussion around wording of the Parish Plan Policy section 2.14. **ACTION ALL:** any suggestions of how to phrase this section to the Chair. Communication policy to include newsletter. Proposed Cllr. K. Cowley. Cllr. A. Belgrove seconded. All in agreement.

9. Approval of the Power of General Power of Competence for 2023 -2027

It was noted that due to change in Parish Clerk at the present time the Parish Council comes under S137 of the Local Government Act 1972

10. The date for the next Annual Parish Council Meeting 2025

21st May 2025

11. Review of the Areas of Responsibility

Updated list was circulated prior to the meeting and discussed. Broad areas agreed.

12. Approval of the Parish Council Meetings held on 25th April 2024

It was agreed that the minutes were a true and accurate record of the meeting. Proposed by Cllr. K. Cowley, seconded Cllr. A. Belgrove. All in agreement.

13. Matters Arising from minutes not on the Agenda

- 13.1.** (142.2) Clerk to invite Parish Fields Practice Manager to June meeting (26th June 2024)
- 13.2.** (142.7) Cllr. K. Cowley has obtained 3 quotes for publishing Parish Planet magazine, with a range of costs. **ACTION:** Cllr. Cowley will liaise further with printing companies
- 13.3.** (150) Communications and website. Cllr. A. Wakeham is exploring use of Facebook page, after production and review of emailed Newsletter
- 13.4.** (152) It was agreed that Biodiversity would be an agenda item when updates or information became available

14. Correspondence as listed on attached schedule and which are not reported separately

15. Finance

- 15.1.** Payments and receipts circulated before the meeting. Cllr. A Wakeham proposed seconded Cllr. K Cowley. All in agreement
- 15.2.** To approve the monthly statement of accounts for April. Cllr. A Wakeham proposed seconded Cllr J Gowing. All in agreement
- 15.3.** To update and approve the signatories to the Lloyds Bank account. The list was circulated before the meeting. Proposed Cllr. K Cowley seconded Cllr. A Belgrove. All in agreement.
- 15.4.** Approval of the Year End Reconciliation 2023 – 2024. This has been reviewed by the Internal Auditor. Proposed Cllr. K Cowley seconded Cllr. A Wakeham. All in agreement
- 15.5.** Approval of the Summary of the Year End income and Expenditure 2023 – 2024 This has been reviewed by the Internal Auditor. Proposed Cllr. K Cowley seconded Cllr. A Belgrove. All in agreement
- 15.6.** To agree the Certificate of Exemption 2023 – 2024 This has been reviewed by the Internal Auditor. Proposed Cllr. A Belgrove seconded Cllr. J Gowing. All in agreement RFO will send to External Auditor PKF Littlejohn with required documents.
- 15.7.** To approve the Regular Payments, not separately approved for the year 2024 – 2025. Proposed Cllr. K Cowley seconded Cllr. A Belgrove. All in agreement
- 15.8.** Approval of the Asset list and to note any amendments and actions required. It was noted that there is only 1 grit bin within the Parish. Proposed Cllr. A. Wakeham, Cllr. K. Cowley seconded. All in agreement.

15.9. Risk assessments have been updated to include the pond on Church Green. Proposed Cllr. A. Wakeham, Cllr. K. Cowley seconded. All in agreement.

15.10. To note that the S137 allowance per elector for 2024 – 2025 is £10.81

16. Highways and PRow Reports

16.1. Update re Village Gateway signs. Cllr. K. Cowley reported a successful response from ForFarmers who have granted a sum of money towards the cost. Cllr. K. Cowley is awaiting updates from National Lottery Fund, Adnams Community Trust and Geoffrey Watling Organisation.

16.2. Further to the question raised at APM regarding the 30mph sign at Durbidges Hill – Cllr. K. Cowley has received a response from Highways – there would probably need to be a TRO, the time frame for the decision is 12- 18months.

16.3. A report has been received from a Parishioner regarding unsafe parking and could the Parish Council assist. This was discussed and it was decided that the report be forwarded to Highways and Community Police Team. **ACTION:** Clerk to email Police Community Officer and Highways.

16.4. Re PRow is was discussed regarding the need for footpath (BSFP13) to have a tractor “run across” to provide wheel tracks that can be walked on. **ACTION:** Cllr. K Cowley to liaise with Cllr. A. Hughes.

17. Planning Applications as received from Broadland and South Norfolk District Council for consultation

17.1. None received

18. Ditches and Waterways Report.

Cllr. J. Gowing reported a very successful meeting with Water Management Alliance. Capital works in Shimpling are fully complete and will be monitored in the future. Capital works north Hall Lane scheduled for this Autumn. Beck past and beyond Shimpling Church is due for annual maintenance later this year, there are restrictions to clearing in regard to ecological works. Cllr. J. Gowing will circulate map regarding boundaries that may include private land. If there are issues on private land causing flooding and if the land falls within the specific boundary, the landowner could be served notice to act. Cllr. J. Gowing will write up a piece for the newsletter.

19. Biodiversity Report

Cllr. A. Belgrove has produced an extensive policy and action plan for the Parish Council to work with. Discussions around Biodiversity and additions will be made to the action plan. Inclusions are roadside Nature reserve (Back Lane Burston), maintenance of pond edge. **ACTION:** Cllr. A. Belgrove to contact Norfolk Wildlife Trust for further information regarding possible female black

poplar tree. Cllr. A. Belgrove requested that the Parish Council pay for daffodil bulbs for St. Mary's Churchyard later in the year. All in agreement.

20. Recreation Ground Report

Cllr. K. Cowley reported that the spraying of the footpath has been successful. Further trees have been planted. Spreadsheet detailing inspection of play equipment has been received by the Clerk. Open Gardens had a very good day on Sunday 19/05/2024 using the Pavilion as a base. Cllr. K. Cowley is in discussion with Caretaker re fence posts for chain link fence around basketball area. It was noted that someone has removed the brackets from the zip wire sign – these are particular brackets and can only be removed by specific tool. Cllr. K. Cowley will obtain security bolts with new brackets.

21. The date and place of next meeting will be Wednesday 26th June 2024 starting at 19.30 at St. Mary's Church, Burston. It was agreed that AOB be added to the agenda with requests for inclusion to be emailed to the Clerk before the meeting.

The Chair thanked everyone for their contributions and attendance.
The meeting closed at 21.10.

APPENDIX I – MINUTE 14 Schedule of Correspondence - not on the agenda 22nd April 2024

	Subject	Received from	Contents	Action
1.	Collison Appeal	Police Connect	Police appeal for witnesses to a serious collision 19/04/2024 South Lopham	Fwd to all 22/04/2024
2.	Presentation	Police Connect	Priority Setting Meeting for Diss	Fwd to all 24/04/2024
3.	Newsletter	NCC Trading Standards	Latest scam as well as products recalls – Waitrose Salted Butter dated 19/06/2024	Fwd to all 25/04/2024
4.	Newsletter	Norfolk ALC	CiLCA, funding opportunities	Filed 25/04/2024
5.	Newsletter	Online Playgrounds	Nets on playground, measuring, making and inspecting them	Filed 25/04/2024
6.	Newsletter	Landnet	Monthly update	Fwd to Chair 25/04/2024
7.	Newsletter	Woodland Trust	Updates	Fwd to Cllr. AB
8.	Newsletter	Healthwatch	Survey being undertaken “Are you over 65 or care for someone in that age range? If so, we are keen to hear from you if you have had recent experience of getting help from adult social services.” Link in the newsletter	Fwd to all 29/04/2024
9.	Newsletter	Community Action Norfolk	Empowering Communities Newsletter	Filed 29/04/2024
10.	Newsletter	SLCC	https://www.gov.uk/government/news/rural-community-green-spaces-to-be-rejuvenated-through-new-government-investment#:~:text=The%20new%20Community%20Green%20Spaces,and%20enhance%20their%20green%20spaces. Includes environmental update	Fwd to Chair 29/04/2024
11.	Invitation to Forum	SNC	Town and Parish Council Forum Agenda and invitation	Fwd to Chair 30/04/2024
12.	Promotional email	Red Lynch Leisure	Interactive Communication Boards for Playgrounds	Filed 01/05/2024
13.	Newsletter	Norfolk ALC	Updates, training sessions, reminder re new bird keeping regulations	Section re bird keeping forward to Chair 02/05/2024
14.	Promotional email	South West Play	Climbing net Range	Filed 02/05/2024
15.	Poster and email	www.Norfolk.gov	Upcoming temp road closure	Fwd to all 02/05/2024
16.	Newsletter	Community Action Norfolk	Vacancies	Filed 02/05/2024
17.	Newsletter	NCC Trading Standards	Scam and email alerts	Filed 02/05/2024
18.	May Newsletter	Police Connect	Tackling rural crime update	Fwd to all 04/05/2024
19.	Enforcement report	CorVu	List of current enforcements	Information - desk based assessment carried out 19/03/2024 – filed 06/05/2024

	Subject	Received from	Contents	Action
20.	Report	Internal Auditor	Completion of the PC audit	Fwd to Chair 07/05/2024
21.	Report	CPRE	Recommendations regarding endorsement of report into National Grid plans for onshore transmission.	https://www.cprenorfolk.org.uk/news/cpre-eastern-coalition-release-a-report-into-the-national-grids-plans/ filed 08/05/2024
22.	Promotion	mailchimp	Product enhancements	Filed 08/05/2024
23.	Email requesting Agenda Item	Hedgehog Highway Project	Letter and video attached to email	Take to pre agenda meeting 13/05/2024
24.	News Bulletin	SLCC	Includes links to Gov.uk sections regarding New Communities Green Space Fund, Government Guidance on Council Tax, Community Infrastructure Levy Guidance	Filed 09/05/2024
25.	Live report	Brandon Hire station		Filed 10/05/2024
26.	Newsletter	Community Action Norfolk	Job vacancies	Filed 10/05/2024
27.	Weekly report	NCC Trading Standards	Scam alerts	Filed 10/05/2024
28.	Spring Newsletter	Woodland Trust	Online shop. Memorial plaques	Filed 12/05/2024
29.	Email re Pylon project	Pyloneastanglia.co.uk	Survey request	Filed 12/05/2024
30.	Newsletter	CAB Diss, Thetford , and District	Information re CAB activities	Filed 12/05/2024
31.	Newsletter	Healthwatch	General update	Filed 12/05/2024
32.	Newsletter	Mailchimp	“The Forward Awards”	Filed 12/05/2024
33.	Email /poster re road closure	Norfolk.gov	Road closure Tibenham	Fwd to all 19/05/2024
34.	Email / poster re road closure	Norfolk.gov	Road closure Gissing Road junction	Fwd to all 19/05/2024
35.	Promotional email	Kompan UK	“Is the play equipment in the playground accessible?”	Filed 19/05/2024
36.	Newsletter	NALC	Updates on NALCs work – invitation to complete survey and attend Local Nature Recovery Strategy webinar in June.	Filed 19/05/2024
37.	Newsletter	NCC Trading Standards	Scam and food alerts	Fwd to all 19/05/2024
38.	Newsletter	Norfolk Community Foundation	“Whether it's funding, training, professional support or advice and guidance, we're on hand to help connect you with what your organisation needs to make a real difference to communities across Norfolk.”	Filed 19/05/2024

Planning Applications

	Subject	Between/ from	Contents	Action
39.	Weekly planning list week commencing 22/04/2024	SNC	No planning applications received. No decisions made.	Nil required
40.	Weekly planning list week commencing 29/04/2024	SNC	Land At Bridge Farm Long Row Tibenham Norfolk -approved. No applications received.	Fwd to Chair 29/04/2024
41.	Weekly planning list week commencing 07/05/2024	SNC	No planning applications received. No decisions made.	Nil required
42.	Weekly planning list week commencing 13/05/2024	SNC	No planning applications received. No decisions made.	Nil required

Postal Correspondence

	Subject	Received from	Contents	Action
1.	Letters x2	HMRC	Regarding change of address and VAT certificate	Chair informed letters scanned to file 03/05/2024
2.	Contract Information	Newmarket Plant Hire (NPH)	Information regarding request to open credit account with NPH	Filed 07/05/2024
3.	Magazine	SLCC	Spring Edition including articles on completion of the AGAR form, other areas Biodiversity projects, Community defib.	Filed 07/05/2024

APPENDIX II – MINUTE 15.1 – Payments and Receipts

Payments since meeting on 24th April 2024

Transaction No.	Date	Payable To:	Reason (Budget Category)
P24/010	26/04/2024	A Belgrove	Maintenance: Equipment
P24/011	26/04/2024	C & G Trenching	Maintenance: Recreation Ground
P24/012	26/04/2024	P Newby	Maintenance: Hedges
P24/013	26/04/2024	A Wakeham	Admin: Web Hosting

Receipts since last meeting:

Transaction No.	Date	Paid By:	Reason (Budget Category)
R24/002	26/04/2024	South Norfolk Council	Precept
ARR074	09/05/2024	Lloyds Bank	Deposit : Interest

Payments made since last meeting

Transaction No.	Date	Payable To:	Reason (Budget Category)
P24/014	04/05/2024	A Belgrove	Don Swanton Award
P24/015	02/05/2024	A Belgrove	Events : Litter Pick
P24/016	04/05/2024	F Sharp	Clerk : Salary
P24/017	04/05/2024	Brandon Hire Station	Maintenance : Port-a-Loo
P24/018	04/05/2024	R H & K Cowley	Maintenance : Recreation Ground
P24/018	04/05/2024	R H & K Cowley	Admin : Printing
P24/019	13/05/2024	Hadleigh Drake	Maintenance : Village Caretaker

Payments meeting on 22nd May 2024

Transaction No.	Date	Payable To:	Reason (Budget Category)
P24/020	23/05/2024	R Goreham	Audit Fees : Internal
P24/021	23/05/2024	Burston PCC	Admin : Meetings
P24/022	23/05/2024	C & G Trenching	Maintenance : Recreation Ground
P24/023	23/05/2024	J Bowley	Events : Community Action Team
P24/024	23/05/2024	Norma Ajdukiewicz	Events : Community Action Team
P24/025	23/05/2024	A Wakeham	Admin : Web Hosting