



## Burston and Shimpling Parish Council

### Minutes of the Parish Council Meeting

Wednesday 24<sup>th</sup> July 2024 at 19:30

St. Mary's Church Diss Road Burston

#### Present:

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

Fran Sharp	Clerk	Clerk to the Parish Council
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Members of the public	None	
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**37. Apologies for absence noted:** from Cll. A. Hughes work commitments. Cllr. J Gowing, on leave. Apologies accepted, also received from Co. Cllr. Dr. C Rowett. District Cllr. J. Easter.

**38. Declaration of interest and receive any declarations regarding Agenda items.** None

**39. Public Forum and County and District Councillors reports.** Co. Cllr. Dr. C. Rowett. Emailed a report which has been circulated to all Councillors, a copy of which is included in the paper minutes file. District Cllr. J. Easter sent apologies and an email description of recent activities which has been circulated.

**40. The minutes the Parish Council meeting held on 26<sup>th</sup> June 2024 were agreed.** Proposed by Cllr. A. Wakeham, seconded Cllr. A. Belgrove. Further clarification for point 29.1

**41. To report Matters Arising from the Minutes not on the agenda. ACTION:** minute no. 25.3 Cllr. A. Wakeham to liaise with ForFarmers have any drivers reported that there are hedge obstructions to their vision in Mill Road. Speed awareness recording machine to be relocated to Mill Road **ACTION** Cllr. J. Gowing re locate and to provide data from records so far.

**42. Correspondence list noted. ACTION:** Clerk Community Action Norfolk Job Vacancies Newsletter to be forwarded to Cllr. A. Wakeham.

#### 43. Finance:

**43.1.** Payments and receipts schedule since the previous meeting were approved. Proposed Cllr. K. Cowley, seconded Cllr. A. Belgrove

- 43.2. The monthly statement of accounts was approved. Proposed Cllr. K. Cowley, seconded Cllr. A. Belgrove.
- 43.3. The quarterly reconciliation for end of first quarter April 2024- June 2024 was agreed.
- 43.4. The 1<sup>st</sup> quarter budget/outturn summary previously circulated and the VAT return has been submitted.
- 43.5. It was noted that the renewal information for the Parish Council insurance has been received, renewal date 01/10/2024 pre renewal questionnaire to be completed.
- 43.6. It was agreed to make the donation to the Church now rather than later in the year, to fund bulbs and gravel to top graves within Churchyard. **ACTION:** Cllr A. Wakeham to arrange.

#### 44. Planning Applications:

- 44.1. No planning applications have been received.
- 44.2. No reports on planning decisions have been received.
- 44.3. Cllr. A. Wakeham gave an overview of the Broadland and South Norfolk Design Code Seminar and circulated a summary prior to the meeting, with a paper copy in the minute file.

#### 45. Highways and PRow Updates.

- 45.1. PRow a resident had reported a broken handrail on a footpath which has been dealt with.
- 45.2. Update on grant applications to fund Village Gateway scheme. At present these have been unsuccessful £7,000 is required to complete project.
- 45.3. Regarding moving 30mph sign on Durbidges Hill a traffic regulation order would cost between £8000 - £12000. Only 2 funding streams possible either available via local authority or under Road Strategy Community Fund. **ACTION:** Cllr K. Cowley to continue to liaise with Community and Environmental Services.
- 45.4. Also to follow up with Co. Cllr. Dr. C Rowett regarding traffic signage outside of school.

#### 46. Recreation Ground Update.

- 46.1. The meadow has been cut using the power scythe, the Community Payback service will attend on Monday to assist with raking. **ACTION:** Cllr. K. Cowley to forward risk assessment.
- 46.2. The order for the broken swing has been signed and discussions took place regarding gradual replacement of timber play equipment in the future.
- 46.3. It was agreed to hold a Village Picnic on Sunday August 25<sup>th</sup> commencing at 14.00 with Pétanque Competition, Bouncy Castle and Ice Cream Van on Site. **ACTION:** Cllr. K. Cowley to contact Ice Cream provider and to obtain quotes, insurance documents and risk assessment from local Bouncy Castle provider. The Parish Council Insurance does not cover the using of Bouncy Castles. A paper copy of email received from the insurers is included in the minute file. Cllr. K. Cowley to obtain trophy for the winners of the Pétanque competition.
- 46.4. Norfolk Wildlife Trust (NWT) will be delivering 3 bags of green hay on 12/08/2024. **ACTION:** Cllr. K. Cowley to liaise with NWT regarding damaged post on Back Lane.

#### 47. Ditches and Waterways

- 47.1. Cllr. J. Gowing prior to meeting circulated information regarding map boundaries of waterways around parish. **ACTION:** Cllr. K. Cowley to ask Cllr. J. Gowing to clarify with his

connection at the Water Management Alliance if the area that floods on Diss Road falls within Burston boundary as it appears to do so from the map.

#### **48. Communication and Website Update.**

**48.1.** The next edition of the Parish Planet is almost complete. **ACTION:** Cllr. A. Wakeham to arrange for printing and reviewing list of people who normally deliver. Cllr. A, Wakeham requests any items for newsletters and photos from around the parish. Additions have been made to website and Biodiversity Policy will be included once finalised.

**48.2.** General discussion around the councillors Parish email address and going forward whether the Parish Council should subscribe to organisations that are providing .gov domains.

#### **49. Biodiversity Update**

**49.1.** Cllr. A. Belgrove reports that there are further additions to the action plan especially in relation to plants and bird survey. **ACTION:** Cllr. A. Belgrove to forward further information.

**49.2.** Cllr. A. Belgrove continues to be in touch with Norfolk Wildlife Trust and is awaiting further results about the possibility of female Black Poplar Tree.

#### **50. A.O.B**

**50.1.** Clerk gave update from training session attended. Society of Local Council Clerks (SLCC) recommend Clerks be in post 12 – 18months before enrolling to undertake Certificate in Local Council Administration (CiLCA) training.

**50.2.** Reference to proposing motions as Parish Councils are decision making bodies there is no legal requirement to propose and second decisions made. Unless it is in Councils Standing Orders and if a Councillor is not in agreement, they can request this be noted in the minutes.

**50.3.** Regarding changing telephone numbers on information boards it agreed that a quote be obtained from Diss Signs, **ACTION:** Cllr. K. Cowley

**50.4.** It was noted that map boards on Church Green and at Shimpling were out of date and whether this would be an area to approach District Cllr. J. Easter about. Information board on Church Green discussed and if a decorative overlay could be used on the back of the board. **ACTION:** All to consider ideas for this possibly observing other information boards in the locality.

**51.** To agree the date and place of next meeting will be Wednesday 18<sup>th</sup> September 2024 starting at 19.30 at St. Mary's Church, Burston. Items for inclusion to be emailed to the Clerk before the meeting. It was agreed that Councillors keep in contact via email between meetings.

The Chair thanked everyone for their contributions and attendance.

The meeting closed at 21.07

**APPENDIX I – MINUTE 42 Schedule of Correspondence - not on the agenda From 24/06/2024 – up to and including 22/07/2024**

	<b>Subject</b>	<b>Received from</b>	<b>Contents</b>	<b>Action</b>
1.	Invitation to Online Workshop	Broadland and SNC	Engagement Strategy for district wide design code	Fwd to all 27/06/2024
2.	Temp road closure notice	TRO Norfolk.gov	Denmark Street Diss	Fwd to all 27/06/2024
3.	Temp road closure notice	TRO Norfolk.gov	A140 overnight Tivetshall Parish	Fwd to all 28/06/2024
4.	Information from CANs	Community Action Norfolk	Role of Rural Housing Enabler	Filed 02/07/2024
5.	Newsletter	CANs	Empowering Communities newsletter	Filed 02/07/2024
6.	Notice	TRO Norfolk.gov	Temp road closure Tibenham	Fwd to all 03/07/2024
7.	Notice of Consultation period	SNC	South Norfolk Self and Custom Build Housing Register - Local Connection Eligibility Test Consultation	Fwd to all 08/07/2024
8.	Newsletter	Diss Crime	Rural Crime Update	Fwd to all 08/07/2024
9.	Notes and recording from forum	SNC	SNC Town and Parish Forum	Fwd to all 10/07/2024
10.	Newsletter	NCC Trading Standards	Rogue Buyers on Facebook Marketplace. Food recalls	Fwd to all 11/07/2024
11.	Newsletter	CANs	Job vacancies	Filed 11/07/2024
12.	Urgent Email	Police Connect	Fraud scam	Fwd to all 13/07/2024
13.	Election Notice	SLCC	Director election 2024	Filed 16/07/2024
14.	Temp road closure notice	TRO Norfolk.gov	A140 overnight Tivetshall Parish	Fwd to all 16/07/2024
15.	Newsletter	NCC Trading Standards	Scam alerts doorstep cold calling & email virus scams	Fwd to all 21/07/2024
16.	Newsletter	NALC	Upcoming events	Fwd to Chair 21/07/2024
17.	Newsletter	Healthwatch	Report from N&S Mental Health FT	Filed 21/07/2024
18.	Newsletter	National Grid	Consultation regarding project ends soon	Fwd to all 21/07/2024
19.	Survey Notification	SNC	Design Consultation	Fwd to all 22/07/2024

**Planning Applications**

	<b>Subject</b>	<b>Between / from</b>	<b>Contents</b>	<b>Action</b>
20.	Weekly planning list week commencing 24/06/2024	SNC	No planning applications received. No decisions made.	Nil required
21.	Weekly planning list week commencing 01/07/2024	SNC	No planning applications received. No decisions made	Nil required
22.	Weekly planning list week commencing 08/07/2024	SNC	No planning applications received. No decisions made	Nil required
23.	Weekly planning list week commencing 15/07/2024	SNC	No planning applications received. No decisions made	Nil required
24.	Weekly planning list week commencing 22/07/2024	SNC	No planning applications received. No decisions made	Nil required

**Postal Correspondence**

	<b>Subject</b>	<b>Received from</b>	<b>Contents</b>	<b>Action</b>
1.				
2.				

## APPENDIX II – MINUTE 43.1 – Payments and Receipts

### Payments made since 26th June meeting

<b>Transaction No.</b>	<b>Payable To:</b>	<b>Reason (Budget Category)</b>
P24/033	C & G Trenching	Maintenance: Recreation Ground
P24/035	F Sharp	Clerk: Salary
P24/036	Hadleigh Drake	Maintenance: Caretaking
P24/037	Brandon Hire Station	Maintenance: Recreation Ground
P24/038	GeoXsphere	Admin : Subscriptions
P24/039	HMRC	Clerk : PAYE

### Receipts since last meeting:

<b>Transaction No.</b>	<b>Paid By:</b>	<b>Reason (Budget Category)</b>
R24/003	HMRC	VAT Refund
ARR076	Lloyds Bank	Interest

### Payments due this meeting 24th July 2024

<b>Transaction No.</b>	<b>Payable To:</b>	<b>Reason (Budget Category)</b>
P24/040	Burston PCC	Admin : Meetings
P24/041	C & G Trenching	Maintenance : Recreation Ground
P24/042	A Wakeham	Admin : Web Hosting