



Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday 26th June 2024 at 19:30

St. Mary's Church Diss Road Burston

Present:

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Angela Belgrove	AB	
Anita Hughes	AH	

Fran Sharp	Clerk	Clerk to the Parish Council
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Members of the public	4	2 Residents also County Cllr. Dr. C Rowett and Simon Round.
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21. Apologies for absence noted from Cll. K. Cowley, Cll. J. Gowing and District Cllr. J. Easter.

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

No declarations of interest reported.

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

The meeting was adjourned at 19.31.

- Co. Cllr. Dr. C. Rowett had emailed a report which has been circulated to all Councillors, a copy of which is included in the paper minutes file. The Parish Council was informed that the consultation period for the Norwich to Tilbury Pylon project has been extended. Co. Cllr. Dr. C. Rowett asked the meeting if there were areas for her to be aware of. It was agreed that Cllr. K. Cowley will liaise regarding specifically for obtaining electronic sign for outside school. Cllr. A. Wakeham updated Co. Cllr. Dr. C. Rowett regarding applications for grants for Village Gateway signs and the possibility of moving the 30mph sign at Durbidges Hill, this is in early stages.
- Simon Round, Practice Manager from Parish Fields Surgery in Diss was welcomed to the meeting. Simon informed the meeting that he began in his role in March and has found how challenging General Practice is. Parish Fields have 8,200 patients registered with the surgery. Staffing is stable, a new GP has recently been appointed. Simon spoke about the

Patient Participation Group at the practice, Simon and 1 other staff member attends with up to 8 patient volunteers, who help with obtaining feedback from patients and hold the Practice to account. The triage system was explained – ensuring access for patients, online, telephone and face to face. Online system is open from 06.00. The receptionists begin 08.30 for telephone and face to face. Requests are triaged by team usually Duty Doctor / Nurse Practitioner triage begins just after 07.00 until 10.00 the triage team do not have booked appointments during this time. There is a Duty Doctor who is clear for the day from pre booked appointments. Patients are directed towards the appropriate Clinician. The practice has a Nursing Team, Social Prescriber, Mental Health practitioner, Pharmacist and Physio. Simon spoke about access to GP surgery with enhanced access until 20.00 on Mondays and the Practice is part of the wider Primary Care Network consisting in total of 9 practices. A GP will be on a rota with colleagues from the other 9 surgeries to provide a Saturday service, specifically for Specialist Clinics / minor procedures and those that are unable to have time from work in the week to attend surgery. However, it is recognised that it will mean travelling to the practice that is providing the Saturday service. The practice is working towards patients being able to book routine non-emergency appointments online in 2025. Simon answered question from resident re practice relocation - no decision for the practice to move location has been made, ongoing discussions around this. From October 1st flu vaccination clinics will begin. Comment from the floor that the online service was used, and the resident was pleased with the timely response. Simon welcomes general issues/ residents feedback, and two-way communication with the Parish Councillors.

Simon and County Cllr. Dr. C Rowett left the meeting at this point and business resumed at 19.58

24. The minutes the Parish Council meeting held on 22nd May 2024 were agreed. Proposed by Cllr.

A. Belgrove, seconded Cllr. A. Wakeham.

25. To report Matters Arising from the Minutes not on the agenda

25.1. [5.0] The green has been cut and Cllr. K. Cowley will liaise further with caretaker.

25.2. [8.0] Cllr. A. Wakeham asked for suggestions for rewording of Planet. **ACTION:** All.

25.3. [15] Residents concern re parking, procedure for reporting this has been given to residents following advice from local Police Beat Officer. Discussion re road access and overgrown hedges – vision obscured if driving a high vehicle. **ACTION:** Cllr. A. Hughes will trim hedges covering speed limit signs. **ACTION:** Parish Council to prompt landowners re hedge cutting. Tree branch in Churchyard is now obscuring right hand turn to Diss. **ACTION:** Cllr. A. Belgrove. Lorry drivers particularly sit at height of around 10ft. Cllr. A. Hughes

reported that the blocked footpath and others have now been cleared. One footpath in a field is inaccessible due to crop, landowner will look at alternative access.

- 25.4.** Cllr. A. Belgrove reported that a DNA test was carried out last year on the poplar tree, awaiting results. TPO for trees not given unless tree very unusual.

26. Correspondence list noted.

27. Finance

- 27.1.** Payment schedule distributed at the meeting approved. Proposed Cllr. A. Belgrove, seconded Cllr. A. Hughes.

- 27.2.** Monthly statement of accounts for May approved. Proposed Cllr. A Hughes seconded Cllr. A Belgrove.

- 27.3.** The Parish Council have held the remainder of a Community Action Team events fund. As the Open Gardens Group now have their own Bank Account and are looking to hold more event, it was approved that the balance in the account be transferred. Proposed Cllr. A. Wakeham. Seconded Cllr. A. Hughes. All agreed.

28. Planning Applications: No applications received.

- 28.1.** The Diss and District Neighbourhood Plan Steering Group has now been disbanded with a Management Group to verse the onward use of the Plan. It was decided to approve that Cllr. A. Wakeham continues to represent the Parish Council on this Group. Proposed Cllr. A. Belgrove, seconded Cllr. A. Hughes.

29. Highways and PRow Updates.

- 29.1.** Cllr. A. Hughes reported that she has reviewed the Footpath audit from 2022 and not all actions have been completed. Cllr. A. Hughes requested assistance with contact details for landowners where outstanding audit action. Copy of audit spreadsheet given to Cllr. A. Wakeham who will assist with compiling contact details. It was agreed that if safe Cllr. A. Hughes will remove a branch that is obscuring the school sign. Missing sign on road to Diss, Cllr. K. Cowley to liaise with Highways. It was noted that some hedges are obscuring SAM locations. **ACTION:** Cllr. A. Wakeham to liaise with Cllr. J. Gowing.

- 29.2.** Cllr. K. Cowley emailed his notes which were read by Cllr. A. Wakeham a copy of which is included in the paper minutes file. No money from Nat Lottery for gateway signs but For Farmers have promised £2000. SNC Community Fund and Adnams will make their decisions at the end of July and Geoffrey Watling Charity in September. Waiting for a response from Highways as to any costs associated with the TRO to move 30mph speed zone on Diss Rd. No news from Catherine Rowett re an electronic sign for the road outside the school coming from Diss.

30. Recreation Ground Update. Cllr K Cowley emailed notes:

30.1. Weed spraying on footpath seems to have worked okay. Next activity is the cutting of the meadow area in late July. Mechanical scythe booked for this activity. Waiting to hear if help can be provided from local probationary office for people having to do community service hours. Recent removal of tree stakes and plastic guards has been dealt with by replacing those missing. Area of black thorn needs to be dealt with down on bottom left-hand corner.

31. Ditches and Waterways

31.1. Report deferred to next meeting

32. .Communication and Website Update.

32.1. It was reported numbers are low on residents who have signed up to receive the newsletter. This is via the Parish Council website. Newsletters will be published in between the Parish Planet editions. A Parish Council Facebook page is under development. Cllr. A. Wakeham thanked Cllr. A. Hughes for her help with this. Cllr. A. Belgrove will follow up with The Space for any items / information that could be included. Cllr. A. Wakeham will visit Burston House to enquire who would be suitable for Parish Council to liaise with.

33. Meeting with new Mill owners took place with Cllr. A. Wakeham and Cllr. K. Cowley. In short term there will be no changes. The new Mill owners will continue to fund publishing of the Parish Planet, and grass cutting. Complete hand over will be in September. The solar farm plans are being assessed. Concerns raised by resident if more lorries and speed limit in village, it was noted that speeding cars and motorbikes as well and the lorries are not the local vehicles.

34. It was agreed to approve the biodiversity action plan and policy. Proposed Cllr. A. Wakeham seconded Cllr. A. Hughes. Update re verge in Back Lane this is thought to be an area of ancient grazing land, under Highways and not Parish Council. Norfolk Wildlife Trust involved

35. A.O.B Cllr. A. Hughes congratulated Cllr. A. Belgrove on the work in the Churchyard and how good it looks.

36.To agree the date and place of next meeting will be Wednesday 24th July 2024 starting at 19.30 at St. Mary's Church, Burston. Items for inclusion to be emailed to the Clerk before the meeting.

The Chair thanked everyone for their contributions and attendance.
The meeting closed at 20.54

APPENDIX I – MINUTE 26 Schedule of Correspondence - not on the agenda from 22nd May including 23rd June 2024

	Subject	Received from	Contents	Action
1.	Invitation to attend Bishops House Open Day Garden	CPRE	Information regarding the Open day	Fwd to all 22/05/2024
2.	Email and poster regarding roadworks	Nov.gov	Temporary road closure Tibenham	Fwd to all 23/05/2024
3.	Newsletter	HealthWatch	Health information update – invitation to take part in Dental survey	Fwd to all 23/05/2024
4.	Newsletter	NCC Trading Standards	Scams and food alerts	Fwd to all 23/05/2024
5.	Cancellation of temp road restrictions	TRO Norfolk.gov	Change of date for road closure	Fwd to all 27/05/2024
6.	Newsletter	Norfolk Community Foundation	How to become a trustee of Norfolk Community foundation	Filed 27/05/2024
7.	Spring Newsletter	Community Matters Gallagher Insurance	Community Gardens section, Spring Fundraising Ideas, Playground Safety	Filed 27/05/2024
8.	Newsletter	Community Action Norfolk	Updates on events that have taken place.	Filed 27/05/2024
9.	Newsletter	Woodland Trust	Updates and Osprey chicks have hatched at Loch Arkaig Pine Forest link to live camera	Filed 28/05/2024
10.	Email	Country Style Recycling	Bottle bank information	Filed 28/05/2024
11.	Newsletter	South West Play	Stand Alone Play Product Range	Filed 29/05/2024
12.	Newsletter	NALC	Update on training and events – reminder re General election and implications for local councils	Filed 29/05/2024
13.	Report	Adnams Community Trust	Report and Accounts 2022- 2023	Filed for next meeting 30/05/2024
14.	Newsletter	NCC Trading Standards	Latest scam reports and alert	Filed 30/05/2024
15.	Newsletter	Online Playgrounds	Playground visual inspection Training places in Cambridgeshire	Filed 30/05/2024
16.	Monthly Enforcement Report	CorVu Norfolk.gov	Confidential report	Filed 03/06/2024 – no further information since last report.
17.	Temp road closure notice	Norfolk.gov	Road closure Station Road due to water connection	Fwd to all 03/06/2024

	Subject	Received from	Contents	Action
18.	Promotional email	Sports Play and Consulting	Helping councils tendering for new play facilities	Filed promotions 04/05/2024
19.	Slides from Town and Parish Forum	SNC	Information regarding forthcoming election and employability programme	Filed 04/06/2024
20.	Promotional email	Sutcliffe Play	Accessibility play – “inclusive playgrounds”	Filed 04/06/2024
21.	Newsletter	Woodland Trust	Focus on Bees	Filed 05/06/2024
22.	Newsletter	Police Connect	Tackling rural crime update	Filed 05/06/2024
23.	Promotional Newsletter	Online Playgrounds	Playground surfacing repairs	Filed 05/06/2024
24.	Newsletter	Parish Online	General updates	Filed 05/06/2024
25.	Email	Norwich to Tilbury Pylon Project/ National Grid	Extended Consultation until 26/07/2024	Filed 05/06/2024
26.	Newsletter	NCC Trading Standards	Scam alerts and product recalls	Fwd to all 06/06/2024
27.	Newsletter	NALC	Updates from NALC	Filed 06/06/2024
28.	Newsletter	Community Action Norfolk	Job Vacancies	Filed 06/06/2024
29.	Email	Police Connect	Arrests re drug factory	Filed 10/06/2024
30.	Newsletter	HealthWatch	New website, general update in pre election period	Filed 10/06/2024
31.	Newsletter x2	Norfolk Community Foundation	Funding and Support News. Youth Mental Health work in Norfolk Filed)	Fwd to all 11/06/2024
32.	Newsletter	Woodland Trust	Dedications as gifts	Filed 16/06/2024
33.	Newsletter	Community Action Norfolk	Job vacancies	Filed 16/06/2024
34.	Newsletter	NCC Trading Standards	Scam alerts and recalls from supermarkets	Fwd to all 16/06/2024
35.	Information poster	TRO Norfolk.gov	Road closure Swainsthorpe	Fwd to all 16/06/2024
36.	News Update	NCC	Norwich Link Project Update	Filed 16/06/2024
37.	Email	Lottery Community Fund	Unable to proceed with grant application for Village Gates	Filed 16/06/2024
38.	Email	SNC	Grant application for solar PV and electric care charging points	Filed 16/06/2024
39.	Invitation	CPRE	Invitation to Norfolks Annual Lecture	Filed 17/06/2024

	Subject	Received from	Contents	Action
40.	Email	Rialtas Business Solutions	Invitation to attend demos accounting and administration solutions for Councils	Fwd to Chair 17/06/2024 Filed 18/06/2024 (promotions)
41.	Newsletter	Healthwatch	Incl survey from Age UK	Fwd to Chair ? for newsletter 21/06/2024
42.	Newsletter	NCC Trading Standards	Recalls and scam alerts	Fwd to Chair ? for newsletter 21/06/2024
43.	Newsletter	Community Action Norfolk	Photo competition for Norfolk Day	Fwd to Chair 21/06/2024

Planning Applications

	Subject	Between/from	Contents	Action
44.	Weekly planning list week commencing 20/05/2024	SNC	No planning applications received. No decisions made.	Nil required
45.	Weekly planning list week commencing 28/05/2024	SNC	No planning applications received. No decisions made	Nil required
46.	Weekly planning list week commencing 03/06/2024	SNC	No planning applications received. No decisions made	Nil required
47.	Weekly planning list week commencing 10/06/2024	SNC	No planning applications received. No decisions made	Nil required
48.	Weekly planning list week commencing 17/06/2024	SNC	No planning applications received. No decisions made	Nil required

Postal Correspondence

	Subject	Received from	Contents	Action
1.	Information Sheet	Lloyds Bank	Financial Services Compensation Exclusions List means that the PC would not be covered if Lloyds went out of business	Advice from Chair to file.
2.	AGM Invitation	Open Spaces	Letter and Summer Leaflet	Take to Chair at PC meeting
3.				

APPENDIX II – MINUTE 27.1 Schedule of Payments

Payments made since 22nd May 2024

Transaction No.	Payable To:	Reason (Budget Category)
P24/026	F Sharp	Clerk: Salary
P24/027	Brandon Hire Station	Maintenance: Port-a-loo
P24/028	H Drake	Maintenance: Caretaking
P24/029	Norfolk Parish T & S	Training: Clerk
P24/030	ICO	Admin: Subscriptions

Receipts since last meeting:

Transaction No.	Paid By:	Reason (Budget Category)
ARR075	Lloyds Bank	Interest

Payments due this meeting

Transaction No.	Payable To:	Reason (Budget Category)
P24/031	C & G Trenching	Maintenance: Recreation Ground
P24/032	A Wakeham	Admin: Web Hosting
P24/033	C & G Trenching	Maintenance: Recreation Ground