



## Burston and Shimpling Parish Council

### Minutes of the Parish Council Meeting

Wednesday 18<sup>th</sup> September 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	
Anita Hughes	AH	
James Gowing	JG	
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public	1	And District Councillor J Easter

**52. Apologies for absence noted:** : Co. Cllr. Dr. C. Rowett had to attend a late meeting in person. 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.

**53. Declaration of interest and receive any declarations regarding Agenda items.** Cllr. J. Gowing has completed declaration of interest documents and Clerk will forward to monitoring officer.

**54. 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. Resident thanked the Parish Council for their prompt action in removing branches in the Churchyard that had obscured the vision of lorry drivers pulling out of Mill Lane. Two hedges were noted to be obscuring vision one in each village. **ACTION:** AW and JG to liaise with landowners. Dist. Cllr. J. Easter gave a verbal report and will email a copy to clerk for records.

**55. The minutes the Parish Council meeting held on 24<sup>th</sup> July 2024 were agreed.** Proposed by Cllr. A. Wakeham, seconded Cllr. A. Belgrove.

**56. To report Matters Arising from the Minutes not on the agenda.**

**56.1.** (40:29.1) Cllr. K. Cowley has been inContact with Highways and is awaiting response.

**56.2.** (41:25.3) Cllr. J Gowing reports difficulty with downloading data from SAMS **ACTION:** discussed later in meeting in finance

**56.3.** (43.6) Budget for Burston Churchyard allocated, and all work has been completed.

- 56.4.** (45.1) Moving the 30mph speed zone from the start of Burston to the top of Durbidges Hill will be expensive and drawn out. Details needed on how to fund this issue
- 56.5.** (46) Summer Picnic went well. Meadow cutting and raking successfully completed.
- 56.6.** (47) Cllr. J. Gowing reports that ditches Pug Street have been dug out. **ACTION:** Cllr. J. Gowing will review. Low Road ditches to be cleared next week. Ditch has been cleared in Burston.
- 56.7.** (48) Parish Planet has been produced and circulated. Next edition due **ACTION: All.** Any articles, items of interest, photos to Chair please.
- 56.8.** (49) Biodiversity information needs to be revised. Results for Black Poplar tree have concluded it is a Hybrid.
- 56.9.** (50) Cllr. K. Cowley is awaiting response from Diss Signs as to when signs will be ready.

**57. Correspondence list noted.**

**58. Finance:**

- 58.1.** To note payments and receipts schedule.
- 58.2.** It was noted that the external auditor had acknowledged that the Parish Council have exempted themselves for 2023-2024. Copy of the email notification is in paper minutes file.
- 58.3.** It was agreed to obtain 2 wreaths from the Royal British Legion (RBL) for Remembrance Day. Donations to be paid, awaiting notification.
- 58.4.** Monthly statements for July 2024 and August 2024 were acknowledged.
- 58.5.** It was agreed to continue with donations of £100 each to Youth Café and Jamies Gang.
- 58.6.** It was agreed that a specific event budget should be developed for future events – Picnic in the Park and possibly future litter picks. Cllr K. Cowley to assess village sign temporary repairs to top of village sign where there is water damage, budget required to undertake this work. **ACTION:** All any further ideas to be emailed to Chair please
- 58.7.** The insurance renewal quote was agreed with the Parish Council deciding to take up the 3 year long term agreement proposal from the insurers. Proposed Cllr. A. Belgrove seconded Cllr. A. Wakeham. Agreed by all. **ACTION:** clerk to email the insurance company

**59. Planning Applications:**

- 59.1.** No planning applications have been received.
- 59.2.** No reports on planning decisions have been received.

**60. Highways and PRow Updates.**

- 60.1.** Highways -Cllr. K. Cowley reports that he is awaiting one final grant application decision from the Geoffrey Watling Charity regarding funding for the Village Gateway Signs. The result of the decision should be made by the end of the month, if the decision is positive then the

shortfall for funding the project will be £2,500. This could possibly be met from Parish Council reserves. The costings to move the 30mph sign has been estimated between £8,000 and £12,000 costs should be met by local authority and Parish Council. **ACTION:** Cllr. K. Cowley to write to Dist. Cllr. J. Easter.

**60.2.** The estimated cost of new signage by the school is £10,000. It was noted that hedges by school are overgrown. **ACTION:** Cllrs. A. Wakeham and K. Cowley to check where this is and whether on Parish Council owned property. The resident present at the meeting kindly offered to cut the hedge if needed. Clerk had phone number and resident has given permission for message to be left.

**60.3.** Cllr. K. Cowley has sent a photograph of the road surface which is breaking up at the top of Back Lane. **ACTION:** Clerk to forward to Highway Rangers by end of month.

**60.4.** PRowS Cllr. A. Hughes reports that all footpaths that have been reported to her have been cut or are due to be cut. It was raised that the footpath towards railway bridge to east of Gissing Road is very overgrown. **ACTION:** Cllr. A. Hughes to assess. Cllr. A, Hughes informed meeting that she will recommence sign cleaning.

#### **61. Recreation Ground Update.**

**61.1.** Cllr. K. Cowley informed the meeting that the timber play equipment will need to be replaced in the future – the swing has broken twice recently and the older equipment will need to be reviewed. Possible grants available to replace equipment. The annual inspection of the play equipment is due next month and the Nick Sharp who is currently the handy man from Tivetshall Parish Council will take over from Cllr. K. Cowley to undertake the monthly play inspections. Cllr. K. Cowley informed the meeting that 50 new trees are arriving in December and the port-a-loo will be due for collection at the end of October.

#### **62. Ditches and Waterways**

**62.1.** . Cllr J. Gowing has established contacts to help with any flooding issues

#### **63. Communication and Website Update.**

**63.1.** Discussion around moving to gov.domains which will enable extra administration and email inboxes. Decision made to obtain quotes from Parish Online who provide this service. **ACTION:** Cllr. A. Wakeham and Clerk.

**63.2.** Cllr. A. Wakeham is currently compiling the next edition of the Parish Planet. Cllr. A. Wakeham will attend the forthcoming Open Gardens group meeting.

#### 64. Biodiversity Update

64.1. Discussion regarding whether to include the woods behind ForFarmers in the biodiversity information board. **ACTION:** Cllr. A. Wakeham to liaise with Graham at ForFarmers. Discussion whether to include the Boudica Way Walk.

64.2. The date for the Autumn Litter Pick is Saturday October 19<sup>th</sup>. Cllr. A. Belgrove has posters to promote the event.

#### 65. A.O.B

65.1. Regarding the vacancies for Councillors. Cllr. A. Hughes reports that she has been approached by an interested resident. **ACTION:** Cllrs. A. Wakeham and A. Hughes to liaise regarding contacting the resident. Clarification to be sought from the Elections Officer regarding the vacancies. **ACTION:** Clerk to email South Norfolk Election Team..

65.2. The service at Shimpling Church will be on December 19<sup>th</sup>. Cllr.

65.3. K. Cowley informed the meeting that is has been brought to his attention that the woods behind ForFarmers have a lot of plastic tree guards in them which could be removed by volunteers. **ACTION:** Cllr. A. Wakeham to liaise with Graham.

66. To agree date and time for next meeting Wednesday 16<sup>th</sup> October 2024 at St Marys Church, Diss Road, Burston

The Chair thanked everyone for their contributions and attendance.  
The meeting closed at 21:43

**APPENDIX I – MINUTE 57 Schedule of Correspondence - not on the agenda From 26/07/2024 – up to and including 30/08/2024**

	<b>Subject</b>	<b>Received from</b>	<b>Contents</b>	<b>Action</b>
1.	Newsletter	Community Action Norfolk	Job Vacancies	Fwd to Chair 26/07/2024
2.	Newsletter	Norfolk Community Foundation	Celebrating Norfolk Day	Filed 26/07/2024
3.	Newsletter	NCC Trading Standards	Scam alerts and product recalls	Fwd to all 26/07/2024
4.	Newsletter	NALC	Items on planning and .gov domains	Fwd to Chair 26/07/2024
5.	Newsletter	Churches Conservation Trust	New strategy consultation invitation	Fwd to Chair 26/07/2024
6.	Newsletter	Parent Champion .norfolk.gov	Invitation to learn more about this scheme	Fwd to Chair 26/07/2024. Filed 29/07/2024
7.	Newsletter	Community Action Norfolk	Empowering Communities Partnership Newsletter	Fwd to Chair 29/07/2024
8.	Email	Mindful Towns and Villages Coordinator SNC	Free Mental Health Training	Fwd to All 29/07/2024
9.	Summer Newsletter	Community Matters from Gallaghers Insurance	Summer Event Safety	Fwd to all 30/07/2024
10.	State of Norfolk Bulletin	Norfolk Community Foundation	Talking about the key elements the charity receives for grants	Fwd to Chair for consideration 31/07/2024
11.	Newsletter	HM Registry	Updates from Land registry	Filed 31/07/2024
12.	Newsletter	NCC Trading Standards	Latest scam alerts	Fwd to all 01/08/2024
13.	Monthly Enforcement Report	Cor VU SNC	No change in status from previous report	Filed 05/08/2024
14.	Newsletter	Healthwatch	AGM reports and Dental Summit information	Fwd to all 05/08/2024
15.	Notification Reminder	SNC	SNC Village Clusters Housing Allocations Plan proposal to change an amendment	Filed not pertaining to B & S
16.	Forum invitation	SNC	Town and Parish Forum	Fwd to Chair 01/08/2024
17.	Newsletter	Norfolk Constabulary Rural	Updates regarding harvesting, safety also water awareness	Fwd to all 07/08/2024
18.	Newsletter	NCC Trading Standards	Scam alerts and recall products	Fwd to all 09/08/2024
19.	Presentation and notes	Town and Parish Forum	Natural England Flood Management Handbook	Fwd to Chair 09/08/2024
20.	Notification of Safety Advisory Group workshop	SNC	Regarding firework events	Fwd to Chair for filing 11/08/2024

	<b>Subject</b>	<b>Received from</b>	<b>Contents</b>	<b>Action</b>
21.	Newsletter	Norfolk Community Foundation	Updates re community grants, various projects	Fwd to Chair 12/08/2024
22.	Email	SNC - Recycling	Glass Bank Adopter Payment Information	Fwd to Chair 14/08/2024 – 15/08/2024 filed
23.	Email and Poster	SNC TRO	Information regarding temp road closure	Fwd to all 15/08/2024
24.	Promotional poster	Council website solutions	WCAG2.2 Compliance	Filed 15/08/2024
25.	Promotional Christmas Cards	Woodland Trust	Promotion	Fwd to all 16/08/2024
26.	Information Email	SNC	Re play inspection will take place in October	Fwd to Chair and Vice Chair
27.	Newsletter	NALC	Update	Filed 19/08/2024
28.	Consultation Survey	SNC	Reminder re survey expiry date	Fwd to All 19/08/2024
29.	Project Update	NCC	Norwich Western Link Project update	Filed 19/08/2024
30.	Email / Map details	TRO/SNC	Temp road closures around Hempnall	Fwd to all 20/08/2024
31.	Consultation Information	SNC	Regarding footpath and cycling route for the Broads Authority Executive Area	Fwd to all 21/08/2024
32.	Newsletter	Age Uk Norfolk	Updates from Age Uk in new look newsletter	Fwd to all 22/08/2024
33.	Newsletter	NALC	Updates	Filed 28/08/2024
34.	Newsletter	Community Action Norfolk	Empowering Communities update	Filed 29/08/2024
35.	Newsletter	NCC Trading Standards	Latest scams	Fwd to all 29/08/2024
36.	Newsletter	Open Spaces Society	National updates	Filed 29/08/2024
37.	Newsletter	Community Action Norfolk	Job vacancies	Fwd to Chair 29/08/2024
38.	Newsletter	Healthwatch	Diary of events where Healthwatch will be in the community – not Diss area	Filed 30/08/2024
39.	Update email	Norwich to Tilbury Pylon Project	Survey now closed information to be collated	Filed 30/08/2024

**Planning Applications**

	<b>Subject</b>	<b>Between / from</b>	<b>Contents</b>	<b>Action</b>
40.	Weekly planning list week commencing 29/07/2024	SNC	No planning applications received. No decisions made.	Nil required
41.	Weekly planning list week commencing 05/08/2024	SNC	No planning applications received. No decisions made	Nil required
42.	Weekly planning list week commencing 12/08/2024	SNC	No planning applications received. No decisions made	Nil required
43.	Weekly planning list week commencing 19/08/2024	SNC	No planning applications received. No decisions made	Nil required
44.	Weekly planning list week commencing 27/08/2024	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 58.1 – Payments and Receipts

### Payments made since meeting on 24th July 2024

Transaction No.	Payable To:	Reason (Budget Category)
P24/043	K Cowley	Events : Recreation Ground
P24/044	F Sharp	Clerk : Salary
P24/045	C & G Trenching	Maintenance : Recreation Ground
P24/046	R H & K Cowley	Maintenance : Church Green
P24/047	Hadleigh Drake	Maintenance : Village Caretaker
P24/048	Newmarket Plant Hire	Maintenance : Recreation Ground
P24/049	Brandon Hire Station	Maintenance : Port-a-Loo
P24/050	Kathryn's Kastle & Soft Play	Events : Recreation Ground
P24/051	NGF Play Ltd	Maintenance : Play Equipment
P24/052	A Wakeham	Admin : Web Hosting
P24/053	CTS	Parish Projects : Basketball
P24/054	Partridge Paving	Parish Projects : Basketball
P24/055	C & G Trenching	Maintenance : Recreation Ground
P24/056	F Sharp	Clerk : Salary
P24/057	Hadleigh Drake	Maintenance : Village Caretaker
P24/058	Brandon Hire Station	Maintenance : Port-a-Loo

### Receipts since last meeting:

Transaction No.	Paid By:	Reason (Budget Category)
ARR077	Lloyds Bank	Deposit: Interest
R24/004	Kathryn's Kastles	Refund
ARR078	Lloyds Bank	Deposit: Interest

### Payments notified to meeting on 18th September 2024

Transaction No.	Payable To:	Reason (Budget Category)
P24/059	South Norfolk	Dog Bins
P24/060	A Wakeham	Admin: Web Hosting
P24/061	A Gallagher	Insurance
P24/062	Burston Chapel	Jamie's Gang Donation
P24/063	Burston PCC	Youth Group Donation