

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING

**Tuesday 23rd June 2020,**

Conducted via Zoom due to social isolating rules

### Present:

Nigel Frankland  
Alison Wakeham  
Angela Belgrove  
Keith Cowley  
Christine Stevens  
Mike Warwick

Chair  
Vice-Chair/Responsible Finance Officer

Ann Baker  
Members of the public:

Clerk to the Council  
Dist. Cllr. James Easter, Parish Tree Warden  
– Lindsey Bilston

21. Apologies - Co. Cllr. Spratt, Cllr. Pugh - accepted
22. Declarations of Interest regarding agenda items - item 33 – Diss & District Neighbourhood Plan, site allocations – Cllrs. Frankland and Stevens - noted
23. Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports: -

Cllr. James Easter - reported that as he is self-isolating, he is not on many committees, thus he receives mails regularly, he passed on the information that SNC are endeavouring to regenerate the economy – with the re-opening of Market Towns – provision of safe streets, hand sanitizers, Help wardens, road closures etc. This has been in operation for the last few days – people are slowly returning to the shops. The Leisure Centres are still closed, after July 4<sup>th</sup> some will open once classes have been reconfigured to accommodate people safely; classes are being organised in the open air at Ketts Park, etc.; Pubs will be able to re-open on the 4<sup>th</sup> July; new initiatives to regenerate businesses, advise about unemployment and furloughing will be prepared.

Regarding the fly-tipping in Shimpling – investigations are still on-going.

The Chair thanked Dist. Cllr. Easter for his report and support.

Resident thanked the Parish Council for keeping the villages informed during this lockdown, the available services and updates; the Churchyard is looking wonderful too; enquired about Green Lane, where it was noted that white chippings have been spread on the track.

The Chair replied that the Council were aware, he had spoken with the owner of the land further down, who had laid the chippings to enable him to progress the work on site – bat boxes had been erected, the foundations for the apple shed marked out and the build will commence in 2021, which validates the original planning permission. The Chair had contacted NCC – Martin Caplin, who indicated that landowners can improve the surface of paths, with the provision that it does not make it difficult for other users to access.

Trees - the Tree warden reported that as yet the trees had not been made safe on Rectory Road, but as it was across a road it may require a road closure to carry out the work safely – the Chair confirmed that the landowner was seeking advice from a tree surgeon.

The Chair thanked both for their contributions

24. Approval of the Co-option of Mr. M. Warwick & signing of the Declaration of Acceptance of Office - it was resolved to approve the co-option - proposed Cllr. Belgrove, seconded Cllr. Wakeham, unanimous approval from all both verbally and visually.  
Cllr. Warwick had signed and scanned the Acceptance of Office to the Clerk, along with the SNC Pecuniary Interests form. The Clerk and RFO will send further papers prior to the next meeting – policies, available training etc.

Clerk  
/RFO

25. Approval of the minutes of the Parish Council meeting held on 2nd June 2020, the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. Wakeham, seconded by Cllr. Stevens, all approved verbally and visually.

26. Matters Arising from the minutes not on the agenda –

26.1 (11.1) - Soil for the play area – this has been delivered, the Caretaker has spread it under the play equipment and some has been used for the BMX track

26.2 (11.2) - B4RN cabinet – road and traffic management quotes are being obtained, the local group is keeping up the pressure, along with trench digging

26.3 (11.3) - Grass matting under play equipment – the matting has been placed on the new soil, there are insufficient pegs – Clerk will send for a further box

26.4 (11.4) - Defibrillator - agenda item for July

AW

Clerk

27. Correspondence as received by members of the Council - noted

28. Finance -

28.1. - Approval of payments and receipts report as distributed at the meeting:

It was resolved to approve the report, proposed Cllr. Warwick, seconded Cllr. Stevens, all approved visually and verbally

**Schedule of Payments:**

BACs/Cheques	Payments to:	Payments for April & May 2020
P 10	H. Drake	Caretaker – June invoice
P 11	A. Baker	Clerk – June salary
P 12	A. Barnes	Internal Auditor fees
P 13	HMRC	PAYE – 1 <sup>st</sup> quarter – April, May, June
P 14	A. Wakeham	Ionos Ltd. – web hosting 1 <sup>st</sup> quarter

28.2 Approval of statement of accounts report as distributed at the meeting: the final statement for May and a draft up to the present date for June. It was resolved to approve these statements, proposed Cllr. Belgrove, seconded Cllr. Stevens, agreed visually and verbally by all;

28.3 Approval of the Internal Audit - the points were noted and have been dealt with, it was resolved to approve the report, proposed Cllr. Stevens, seconded Cllr. Wakeham, all in favour visually and verbally;

28.4 Approval of AGAR Part 1 'The Annual Governance Statements' - it was resolved to approve these, proposed Cllr. Belgrove, seconded Cllr. Stevens, agreed visually and verbally by all;

28.5 Approval of the AGAR Part 2 'Accounting Statements 2019 – 2020' - it was resolved to approve these, proposed Cllr. Frankland, seconded Cllr. Stevens, agreed visually and verbally by all;

The necessary documents will now be sent by the RFO to PKF Littlejohn, the external auditors

AW

28.6 Approval of the Notice for the exercising of Public Rights to view the audit - the form has been completed with the following dates – from Mon. 13<sup>th</sup> July to Fri. 21<sup>st</sup> August 2020 – it was resolved to approve the form, proposed Cllr. Stevens, seconded Cllr. Wakeham, all in favour visually and verbally;

29. Planning – to consider planning applications received for consultation which have been received prior to the meeting & which members have been previously advised: none  
 29.1 - Consultees reports of Planning Decisions made by SNC: none

*Cllr. Cowley arrived 8.45pm*

**30. Highways & Footpaths:**

30.1 - **Highways** - it was noted that the Parish Partnerships letter had been received – possible projects – a path from the back of Audley End to the back of the School via the Playing Field, a circular trod/perimeter walk around the Playing Field for exercising – walking, cycling; Cllrs. Belgrove and Cowley will investigate for the July meeting; Cllr. Cowley enquired if it was necessary to use NCC contractors for this work – Clerk to enquire;

AB/  
KC

A new post has been ordered from Westcotec for fixing the SAMs machine in a different location in Shimpling

Clerk

30.2 - **PROW** - Cllr. Stevens reported that she had been in touch with Sir Rupert Mann regarding the need to trim the grass and crops on PROW as many more people are using the PROW during CV19; the path behind The Crown needs attention leading to For Farmers green; there are still way markers and finger posts replacements needed – Cllr. Stevens will contact NCC and Alex Mann;

CS

Church Path at Shimpling – nothing has been heard from Martin Caplin regarding the path, a reminder mail will be sent;

CS

As a result of the pandemic Cllr. Cowley has been doing some circular walks, which he has attempted to add to the Parish Online mapping system – it has saved but he is unsure where, suggestion of maps for the website/leaflets of circular paths, any other walks to be sent to Cllr. Wakeham; connecting to paths in linking parishes will be considered; suggested an article in the Planet with a possible enclosure of a map leaflet, on the website, at the bus shelter, Strike School, The Crown.

KC/  
AW

The Chair thanked Cllr. Stevens for ensuring that all paths in good repair

**31. Playing Field:**

31.1 - **Grounds maintenance** - the Clerk has ordered more ground pegs for the matting, at present it would be more practical to keep the area closed until the matting can be fixed firmly; the cable tie on the gate has been cut, a stronger may be purchased awaiting information from the Government re - reopening

31.2 - **BMX Track** - this is being used often and well, young people are maintaining distances

32. **Presentation of the Don Swanton Award** - it was suggested that once the engraving has been completed that a group might be invited to present the Award to Mr. Bloomfield on Mill Green, including Dorothy Swanton who lives nearby – observing social distancing rules.

NF/  
IP

**33. Neighbourhood Planning report: -**

33.1 - Cllr. Wakeham short report stated that the consultants for the Diss and District NP are working hard, there are a number of emails circulating requesting/sending information for policies – preferred sites for housing BSPC is clustered with Gissing – 25 homes are suggested; reports, assets, green spaces; it is hoped that there will be a Public Consultation in July, mainly on-line – related to green spaces and working parties;

Discussion included the type of housing preferred for the village – self-build, social/affordable, single homes rather than executive properties - any comments should be sent to Cllr. Wakeham soon;

33.2 - It was resolved to approve the Terms of Reference sent by DDNP that:

“This Parish Council proposes that our delegated representative to the Steering Group to DDNP shall be Cllr. Wakeham and that the Council endorses the current version of the Steering Groups terms of reference as defining the role of Parish representative and authority delegated to them,” proposed Cllr. Frankland, seconded Cllr. Belgrove, a verbal and visual vote was unanimous.

Should Cllr. Wakeham be unable to attend another Councillor will be asked to attend the meeting, but will be unable to vote – it was felt this would be acceptable.

**34. Date of Next Meeting and items for inclusion on the agenda (not for discussion):**

**Tuesday 21<sup>st</sup> July at 7.30pm**

Items for the agenda: Standing Orders, Burston House, Parish Partnership, Planet publication, DDNP.

The Chair thanked everyone for their attendance at the virtual meeting.

**The meeting ended at 9.15pm**

## APPENDIX I – MINUTE 27

### Schedule of Correspondence – not on the agenda

#### Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	SNC	Decisions & new planning applications	Fwd to All
2.	Weekly Digest	Rural Services Network	Weekly news around the country	Fwd. to All
3.	Weekly News	Community Action Norfolk	Weekly updates from CAN	Fwd to All
4.	NP Meeting	Diss Town Council	Agenda, minutes etc. for meeting	Fwd. AW
5.	Crime/Speedwatch	Police	Monthly review	Fwd. to All
6.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
7.	Renewal	Inform. Comm.Office	Direct debit	Fwd. to AW
8.	Exercise packs	NALC	For vulnerable adults	Fwd. to NF/AW/MW
9.	Well Being	NALC	Info. re services available	Fwd. to All
10.	Burston Bridge Closure	NCC	Proposed for late Aug. now early Aug	Fwd. to All
11.	Parish Partnership	NCC	Details of the scheme	Fwd. to All
12.	Heritage Assets	DDNP	Details re assets & sites	Fwd. to All
13.	Resilience Support	NALC	Comm. Support card for homes	Fwd. to All
14.	Young carer helpline	NALC	Support for young carers	Fwd. to All
15.				
16.				
17.				
18.				
19.				
20.				
21.				

#### Postal Correspondence –

	Subject	From	Contents	Action
22.	Bank Statements	Lloyds	statements	Filed by Clerk
23.	Bus Shelters	Littlethorpe's	Details of wooden bus shelters	Circulated by Clerk
24.				