

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING

**Tuesday 21<sup>st</sup> July 2020,**

Conducted via Zoom due to social isolating rules

### Present:

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

Chair  
Vice-Chair/Responsible Finance Officer

Ann Baker  
Members of the public:

Clerk to the Council  
Dist. Cllr. James Easter

- 35. Apologies** - Co. Cllr. Spratt
- 36. Declarations of Interest regarding agenda items** - all members declared an interest in item 43.1, planning application 2020/1000, The Cottage, Mill Green, Burston
- 37. Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports:** -

Cllr. James Easter - reported that SNC are working hard to assist businesses across the area; the leisure centres along with outdoor classes are beginning to open, although the pool at both Diss and Long Stratton will be closed until mid-August; SNC are intending to have face-to-face meetings, apart from Planning, which will continue zoom meetings as members of the public may be involved; the Government 'Devolution & Recovery Bill' – will Norfolk become a Unitary organisation, how many will there be in Norfolk – it should be more efficient, as there are seven District Council which will all go; if the County becomes a unitary council with a Mayor – money will be available, a decision will be made by mid-October; regarding the defibrillator - £300 was offered from Dist. Cllr. from his 'members grant.' Cllr. Easter commended The Crown for their efforts within the community to assist in various ways throughout the Covid 19 lockdown – opening of a small shop, takeaway/delivery service, street food café in the garden etc.; as yet no progress has been made on the fly-tipping at the site in Shimpling – it is on private property, fire risk to neighbouring properties, health risks – Dist. Cllr. will continue to pursue The Chair thanked Dist. Cllr. Easter for his report and support.

The meeting resumed at 7. 45pm

- 38. : Approval of the minutes of the Parish Council meeting held on 23rd June 2020, the minutes were**  
: adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. Cowley, seconded by Cllr. Warwick, all approved verbally and visually.
- 39. 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 – a further box has been delivered to Cllr. Cowley
- 26.4 (11.4) - Defibrillator - agenda item for September
- 26.5 SAMs machine is currently in Shimpling

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

41. Finance -

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

**Schedule of Payments:**

BACs/Cheques	Payments to:	Payments for June 2020
P 15	Parish Online (GeoXsphere Ltd.)	Annual Subscription
P 16	Dickleburgh & Rushall PC	Zoom meetings
P 17	H. Drake	Caretaker - July
P 18	A. Baker	Clerk (July)
P 19	Westcotec	Post for SAMs

41.2 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.

41.3 Approval of the quarterly bank reconciliation – presented.

It was resolved to approve the payments and receipt schedule, the statement of accounts and the quarterly reconciliation, proposed Cllr. Frankland, seconded Cllr. Belgrove, agreed verbally and visually by all

41.4 BACs verification - in order to meet standards for secure banking, on-line payment should be signed off by at least three people, currently two fulfil this criteria Cllr. Wakeham and Frankland have online access, it would be useful to increase this. Further investigation to how other Parish Councils function, Lloyds Bank options, circulate information and a proposal will be brought to a future meeting

Clerk  
/AW

42. Approval of the revised Standing Orders for the forth coming financial year 2020/2021 - it was resolved to approve the Standing Orders, proposed Cllr. Belgrove, seconded Cllr. Warwick, approved visually and verbally by all.

43. Planning – to consider planning applications received for consultation which have been received prior to the meeting & which members have been previously advised:

43.1 Planning Application 2020/1000 - The Cottage, Mill Green, Burston - repair to roof single storey extension, tiles, felt, battens and ridge as required - it had been resolved prior to the meeting to recommend approval to SNC

43.2 - Planning Application 2020/1019 - The Crown Inn, Crown Green, Burston - erection of 4no. temporary beach huts and shelter over the barbeque area - it was resolved to recommend approval of this proposal prior to the meeting

43.3 - Planning Application 2020/1057 – Black Barn, The Brambles, Bridge Road, Burston - variation of condition 3 – to change use from a studio office to annexe - this was discussed, it was raised that a condition be added regarding access to the annexe should be via the main gate rather than the field gate, which is on a narrow rural road, it was resolved that approval be given with the afore mentioned condition.

43.4 - Consultees reports of Planning Decisions made by SNC:

**Planning Application 2020/0857 Old Hall Farm, Hall Road, Burston – approved 7<sup>th</sup> July 2020**

**Planning Application 2020/0879 Meadow View, Long Lane, Burston – approved 9<sup>th</sup> July 2020**

44. Highways & Footpaths:

44.1 - Highways - to consider parish projects for NCC Parish Partnership project – a suggestion for a footpath connecting Audley End Close to the School via the playing field, extending around the perimeter of the field including access to the bench in the memorial garden and the play area and bridge onto the main was considered. Cllrs. Belgrove and Cowley have measured such a path as 434m, Mr. Rudd will also confirm the type of material most suited for a path for walking, bikes, wheelchairs, buggies etc. Cllr. Cowley will put together a specification, along with a plan on a map and seek at least three quotes. An application needs to be submitted by 4<sup>th</sup> December, additional funding will be sort from other sources.

AB/  
KC

B4RN are putting in cabling for the cabinet, suggested it could follow the edge of the proposed path, which could be made good at the time creating the new track.

44.2 - A playground sign has been erected from Shimpling direction, which has requested over a number of years in the annual play inspections; Emails have been circulated by Mr. Rudd that Speedwatch will hopefully start up in the near future; the whole village has been white lined, however the lines at the Crown crossroads have already disappeared; the SAMs sign is in Shimpling to the end of the month. The post for Mill Road has been ordered and if in situ by September this is where the SAMs machine will be sited.

44.3 **PROW** - Cllr. Stevens reported that at the last meeting a number of paths needed to be made visible by the farmers, some on Audley End side - emails have been sent to Alex Mann who has reinstated several of the paths on their land, missing signs have been noted and NCC contacted; path to St. George's Church - it is understood that when the Churches Conservation Trust took over the Church, the path from the end of Hall Lane up to the Church should be a PROW - the path runs down the side of the Church, crosses the fields up to Valley Lane, a short section of the path part of the Mann's estate and clarity of its status is required should modifications be necessary.

NF/  
CS

The Chair noted the Parish Council were appreciative of the walks created by Cllr. Cowley and Cllr. Stevens walks and photos around the Parish, these have been prepared for publication, the website, and as an app. download.

44.4 - **Historical Research Volunteers** - a request for volunteers to map bridleways for The British Horse Society - noted

44.5 - **Shimpling BOAT** - currently this is in abeyance

45. **Playing Field:**

45.1 - **Grounds maintenance** - Cllr. Cowley reported that Alan Page is doing an excellent job on the playing field; two or three items require painting, two caps have gone missing on the slide – Clerk to contact Hags, also details of paint/wood stain used - Hadleigh Drake will be asked if he could carry out this work;

KC/  
Clerk

45.2 - **BMX Track** - this is being well used, some work has been carried out , at present no need for top soil;

45.3 - **B4RN cabinet** - as mentioned earlier this is due to arrive in early August - permissions to be sought via Cllrs. Wakeham and Cowley, a method statement prepared for installation to ensure safe delivery on site. The siting of the power cable from the electric post and a meter box was discussed at some length, it was agreed that an email circulating the information would happen prior to arrival

AW/  
KC

46. **Diss & District Neighbourhood Plan report** - the Issues and Options Community Consultation survey has been published online and a postcard drop to promote the survey has been circulated to the whole of the plan area. The survey is online and a number of paper copies can be taken to residents who may request them. Postcard notification has been received in Burston, but it appears not in Shimpling. Cllr. Wakeham has this in hand, notifications on both the website and Facebook have been uploaded to encourage a response from as many local residents as possible. All Councillors were encourage to respond. The closing date is 14<sup>th</sup> August, this could be extended if necessary.

47. **Options regarding :**

47.1 **Litter Pick** - there was some discussion around this topic, the Church have no booking during September/October, collection of equipment – the Parish has pickers, jackets and bags, a date in September, Schools are back in 7<sup>th</sup> September, suggestion of 19<sup>th</sup> September – refreshments are debatable and depends what the position is re CV19 pandemic, pickers could be returned to a bucket of disinfectant, gloves, wipes and sanitizers provided. A mini meeting at the start of September for final planning may be appropriate.

47.2 **Parish Planet publication** - should this be published for September - more a distribution issue as ForFarmers are happy to print – Litter pick could be 'Upcoming Events' Delivered door to door, may be a need for few additional volunteers. It was agreed to go ahead with the publication – request for pictures from around villages - a record of things that have helped during the crisis - opening the foodbank, the shop at The Crown, any news items, an email will be sent out by Cllr. Stevens

CS

- 48. **‘Claylands Project’ - a Norfolk Wildlife project** - information received from Matt Jones, from Norfolk Wildlife Trust regarding a new project to deliver nature conservation, connectivity through ‘corridors’ across the area. He has been in touch with the DDNP as it ties in with some of their aspirations in their policies for bio-diversity and conservation. A short questionnaire in the body of the email – response from all Councillors which the Clerk can collate and send onwards
- 49. **Arrangements for the presentation of the Don Swanton Award** - the award has been engraved, speech is written. A suggestion of using Mill Green for the presentation, using the bench dedicated to Don Swanton, or at The Crown, or Church Green. Church Green was agreed on, beside the War Memorial on Sat. 1<sup>st</sup>, 8<sup>th</sup> or 15<sup>th</sup> August at 11.00am, whichever suits Mr. Bloomfield, advertising on the website, emails, Facebook and a reporter; required for the day - a table with award on it, Cllr. Frankland to welcome all, Cllr. Pugh deliver speech and presentation.
- 50. To note receipt of the Following:
  - 49.1 NCC Proposed waste contract , which will cut carbon and save £2million; NCC £7million to support economic recovery from CV 19; Norwich western road link consultation – all noted
  - 49.2 SNC’s ‘Confidence Campaign’ to encourage people to shop in the Market Towns - noted
- 51. **Date of Next Meeting and items for inclusion on the agenda (not for discussion):**  
**Tuesday 22<sup>nd</sup> September at 7.30pm, via zoom**

Items for the agenda: bus shelter audit, draft budget projects for the next financial year, defibrillator, Parish Partnership, DDNP, Emergency Plan update - data base needs bringing up to date, volunteers list, invite new residents along with originals to see if they would like to be involved, ‘potential needy’ register likewise

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

**The meeting ended at 9. 30pm**

## APPENDIX I – MINUTE 40

### 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.	Wellbeing	NALC	Weekly updates	Fwd. to All
8.	Opening of Church	N.Frankland	Re-opening of the Church	Fwd. by NF to All
9.	Parish Planet	C. Stevens	To ForFarmer re publication	Fwd. by CS to All
10.	Green Lane	Martin Caplin	Green Lane in Burston	Fwd. by NF to All
11.	Green Space benefits	M. Rayner - CPRE	Benefits of green lanes	Fwd. to All
12.	Economic kickstart	NCC	Input from NCC to help economy	Fwd. to All
13.	Proposed waste contract	NCC	News release that will cut carbon & save £2million	Fwd. to All
14.	Thanks from NCC	NCC	Health & well-being thanks to all	Fwd. to All
15.	Claylands Project	Norfolk Wildlife Trust	Management of landscape project	Fwd. to All
16.	Norwich western link	NCC	Consultation	Fwd. to All
17.	Boudicca's Way	L. Malyon NCC Law	Reply to query at Church	Fwd. to All
18.				
19.				
20.				
21.				

#### Postal Correspondence –

	Subject	From	Contents	Action
22.	Bank Statements	Lloyds	statements	Filed by Clerk
23.				
24.				