

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING

Tuesday 22nd September 2020,

Conducted via Zoom due to social isolating rules

Present:

Nigel Frankland
Alison Wakeham
Angela Belgrove
Keith Cowley
Mike Warwick

Chair
Vice-Chair/Responsible Finance Officer

Ann Baker

Clerk to the Council

Members of the public:

Co. Cllr. Spratt, two residents

52. Apologies for Absence - Dist. Cllr. J. Easter, Cllr. C. Stevens – agreed

52. Declarations of Interest regarding agenda items - none

53. Adjournment of the meeting for Public participation, County and District Councillors reports:

Co. Cllr. Spratt - reported that currently the County have 1,200 children in care, 95 are asylum seekers; NCC are considering the budget for next year; still many of the staff are working from home; the issues around the BOAT are still in abeyance for the time being; Co. Cllr Spratt still has funds in his 'members account' which can be used towards highways projects and combine with the Parish Partnership fund.

Resident: enquired about hoisting the flag for Remembrance Day and the service on Sun. 8th November.

The bags from the Litter Pick had not been collected by SNC from Crown Green

The Chair thanked all for their contributions

The meeting resumed at 7.24pm

54. Approval of the minutes of the Parish Council meeting held on 21st July 2020, the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. Warwick, seconded by Cllr. Belgrove, all approved verbally and visually.

55. Matters Arising from the minutes not on the agenda:

55.1 (44.2) - SAMs post is now in situ

55.2 (48.0) - Claylands Project – nothing has been heard to date

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

57. Finance -

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

Schedule of Payments:

BACs/Cheques	Payments to:	Payments for August 2020
P 19	Westcotec Ltd.	SAMs post installed – Mill Road
P 20	H. Drake	Caretaker - August
P 21	A.Baker	Clerk - August
P 22	A.Page	Grass Cutting – June & July
		Payments for September 2020
P 23	D. Bracey	Annual Play Inspection
P 24	M. Bancroft	Post & rail fence near BMX track

Approved..... Date.....

P 25	Came & Co. (Gallagher Insur.)	Annual Insurance renewal
P 26	H. Drake	Caretaker – Sept.
P 27	HMRC	PAYE – 2 nd quarter June – Sept.
P 28	A.Wakeham	Website host fees
P 29	A.Baker	Clerk – September salary + Clarkes inv.
P 30	Burston PCC	Churchyard maintenance

Payments to: Came & Co awaits confirmation of correct account details, David Bracey has been asked to correct a couple of mistakes in the Annual Inspection, payments to follow.

It was resolved to approve the payments and receipt schedule, proposed Cllr. Wakeham, seconded Cllr. Warwick, all agreed verbally and visually

57.2 - **Approval of statement of accounts report as distributed at the meeting:** the final statement for July and August, it was resolved to approve these, proposed Cllr. Frankland, seconded Cllr. Belgrove, all approved visually and verbally.

57.3 - **The first quarter of the outturn statement had been circulated** – this had been circulated earlier to all Councillors - indicating that the current budget is as anticipated.

The costs of maintenance, the enhanced Playing Field project will be incorporated under special projects

57.4 - **Approval of the additional authorisation for online payments** - these arrangements have been set up with Lloyds - Cllr. Frankland will authorise and Cllr. Wakeham will finalise the payment, this arrangement will be added to the Financial Regulations, Cllr. Stevens will continue to paper check all transactions, a third councillor will be added at the start of the next financial year. It was resolved to approve the arrangement, proposed Cllr. Belgrove, seconded Cllr. Warwick, all approved visually and verbally.

57.5 - Preparations for the Budget for 2021/2022 - Councillors were requested to consider projects for the forth coming year for an agenda item in November.

58. **Planning – to consider planning applications received for consultation which have been received**

prior to the meeting & which members have been previously advised:

58.1 Planning Application 2020/ 1473 – Land adj. to Dunroamin, Diss Rd., Burston – amended plans, erection of 4 bed detached house reply sent 9th September

58.2 - Planning Application 2020/1355 & 1356 – Low Farm, Pug Street, Shimpling - alterations and extensions to dwelling, conversion of out building – reply sent 2nd September

58.3 - **Planning Application 2020/1534 and 1535 – Cart Lodge, Shimpling Hall Farm, Burston Rd., Shimpling** - cart lodge conversion to Holiday let – reply sent 22nd September

58.4 - **Consultees reports of Planning Decisions made by SNC:**

Planning Application 2020/1019 Crown Inn, Crown Green, Burston - 18th August 2020 Approved

Planning Application 2020/1057 Black Barn, The Brambles, Bridge Road, Burston - 10th September 2020 Approved

59. **Highways & Footpaths -**

59.1 - **Highways** - to consider parish projects for NCC Parish Partnership project – the suggested pathway around the Playing Field will be considered for this along with monies offered by Co. Cllr. Spratt to assist the project. Another possibility may be a replacement bench for Gissing Road/Crown Green – discussion as to the type of bench was considered along with adding the commemorative plaque that is on the current bench. Cllr. Frankland offered to circulate the costs of the benches - in both natural wood and recycled materials. It may be that there might be a need for additional benches on the Playing Field project - see item 61

59.2 - **Highways Meeting** - Bridge outside The Retreat – Cllr. Frankland reported that the base appears to be cracked following a collision by a vehicle, an item for the Highways meeting; Cllr. Frankland will arrange a meeting with Jim Rudd, Robert West (NCC Highways) and ForFarmers;

59.3 - SAMs machine – the post has been put in place on Mill Road and the machine has been received from Tivetshall PC

59.4 - **PROW** - bridge on Far End is wobbly, it was also noted in the Playing Field Annual Inspection that the stopcock on the bridge and parts of the bridge stand proud - top soil and turf will solve this.

59.5 - **Shimpling BOAT** - this remains in abeyance. It was noted that this important asset to the Parish should be noted in the Neighbourhood Plan as one of the green spaces to be protected as a wildlife corridor, it was mentioned in a number of returned surveys.

60. Playing Field -

60.1 - **Grounds maintenance** - Cllr. Cowley reported that the fence along the bottom of the track and between the field and track has now been erected, this keeps the riders safe from the field and protects the field from the bikers. Additional permanent signs have been put near to the entrance and zip-wire reminding users to observe the necessary precautions, a sign for Under 12's using the BMX track will be added. Cllr. Cowley is endeavouring to talk with the BMX leader to request that the carpets be removed and topsoil /grass matting laid instead.

60.2 - **The Annual Inspection** report has incorrect information and photos of the equipment. The Clerk will contact Mr. Bracey and request he revisits and corrects the report, payment will be deferred until such times as this is done. The Caretaker is happy to paint the timber posts, caps for the slide, stake to secure the swinging logs will be attended to in due course.

The general state of the Playing Field is in good condition.

60.3 - **Circular footpath project** - this is in response to residents - Cllrs. Cowley and Belgrove suggested a working party, discussion followed to include trees, wildflower meadow, 5 aside pitch, path through flower meadow, trampoline and benches – consulting with the School about their use of the field, to manage the large area more ecologically. The Tree Warden, Mrs. Bilston suggested that the Woodland Trust would be worth approaching, UK grown and indigenous species, non-mowing of verges might be also considered to encourage the grass swards, creation of wildlife corridors, retired professional gardener who may assist with layout and design, cost of road side trees could also be considered to assist landowners. A group of Cllrs. Cowley and Belgrove, Lindsey Bilston and Martin were suggested as members of the party.

Cllr. Frankland proposed this working party be formed, that Cllr. Cowley Chair the group, seconded Cllr. Wakeham. This will be a lengthy project completed in a series of sections, along with consultation of residents, quotes for various aspects, some part being part of the Parish Partnership project

60.4 - **B4RN cabinet** - Cllr. Wakeham reported that good progress is being made, it has been arranged that a temporary supply of power from the property next to the School will go to the cabinet, with the live supply planned for next month; connections to the nearest pole will be dug and reinstated with care, warning signs will be erected and the necessary paperwork circulated.

61. **Diss and District Neighbourhood Plan** - there has been an internal issue, which will take time to resolve – Palgrave expressed a wish to withdraw from the Plan over housing, which could be a legal motion; information is being collated in a format that will be accessible for all, green corridors, footpaths etc. and consultants have started to write the policies – any comments or thoughts please contact Cllr. Wakeham – including limiting house sizes, car spaces – fine details once draft have been prepared it will be easier to comment.

62. **Donation to the Royal British Legion - Donation to the Royal British Legion** - a wreath is normally laid on Remembrance Sunday, a donation to the RBL for £50 is generally sent, proposed Cllr. Warwick, seconded Cllr. Wakeham, all in agreement visually and verbally; regarding arrangements for the laying of the wreath – previous years there has been a service in the Church at 8.00am. , last year the wreath was laid at the War Memorial, with Covid19 it is not clear what the procedure may be, there will be a service early in the morning, traditionally the wreath has been laid by Hamish . the Church Verger's son previously from the services, at 8.00am; if it doesn't happen as may be the case due to the Churches in the Benefice taking turns for a service, there could be a short ceremony arranged by the Parish Council at 11.00am - Cllr. Frankland will liaise with the Vicar, Clerk to order the wreath.

Clerk

KC/
AB

NF/
Clerk

- 63. A short report of the Litter Pick** - Cllr. Belgrove thanked those who had attended, 15 attended, all routes were covered; advise was to stick within the 30mph; 8 bags were collected and left on Church Green to be collected by SNC; items of note – face masks, wipes, gloves were prevalent in Shimpling and there was a bag full collected in the lay-by near the Hospital, which had been cleared on Friday – possibility of siting a waste bin there, which Hadleigh may be prepared to empty; all sticks and vests were ready to be collected and stored, long grass made it difficult to collect. There are a couple of photos of the event which can be used for the website and the Parish Planet; the Chair thanked Cllr. Belgrove.
- 64. Defibrillator** – agenda item for November
- 65. Emergency Plan** - Cllr. Warwick reported that he had begun with the original plan written by Len Hobson, spoke with all the people included – some have moved, others wished to withdraw, majority wished to remain; then contacted those that had been involved with the COVID plan and the majority to date have not replied; two or three joined via email from Round Robin; next stage to update Council contacts, listing the vulnerable more difficult, those who can provide assistance, equipment -the information will then need to be transformed onto Excel, Cllr. Wakeham offered assistance. The Chair thanked Cllr. Warwick for his work to date and input.
- 66. To note receipt of the following:** The Local Government Boundaries Commission consultation - this will not largely effect BSPC, the parish will remain part of West Depwade electorate; NCC – Norwich Western Link Road consultation; CPRE ‘Planning for the Future’ comments on the Government’s White Paper on Planning
- 67. Date of Next Meeting and items for inclusion on the agenda (not for discussion):**

Tues. 24th November, 7.30pm

Agenda items - budget, CIL report, Working Party report and Parish Partnership details, grants

- do we return the grant money for VE Day from SNC? Clerk to contact SNC for details

Clerk

Resident and Councillors were thanked for their attendance

The Meeting closed at 9.00pm

APPENDIX I – MINUTE 57

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.	Community Consultation	SNC/Broadland	Statement of Community Involvement	Fwd. to ALL
11.	Audit	SBA/PKF Littlejohn	Data logged/cert. exemption	Fwd. to AW/NF
12.	Norwich west.link	NCC	Consultation of new link road	Fwd. to All
13.	Community Awards	SNC/Broadland	Local heroes	Fwd. to All
14.	Domestic Abuse	NCC	New service to support	Fwd. to All
15.	Conservation area	BSPC/SNC	Leaflet details	
16.	Ash Dieback	NCC	Inspection of trees	Fwd. to All
17.	Licensing	SNC/Broadland	Review of licensing policy	
18.	Insurance	Came & Co.	Renewal docs.	Fwd. to AW/NF
19.	Parking, Mill Rd.	AW/Police	Parking near barn	
20.	Bridge	Resident	Blocked	NF/Cllrs.
21.	Litter Pick	SNC/Broadland	New dates set for Sept.	Fwd. to All
22.	Planning paper consultation	CPRE	Extended permitted development rights	Fwd. to All

Postal Correspondence –

	Subject	From	Contents	Action
23.	Bank Statements	Lloyds	statements	Filed by Clerk
24.				
25.				