

# BURSTON AND SHIMPLING PARISH COUNCIL

## MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING

Tuesday 24<sup>th</sup> November 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

Clerk to the Council

Members of the public:

Co. Cllr. Spratt, Dist. Cllr. Easter, two residents

68. **Apologies for Absence** - none

69. **Declarations of Interest regarding agenda items** - Cllr. Belgrove item 75.2 – Market Farm planning application on her property; all Cllrs. declared their interest too.

70. **Adjournment of the meeting for Public participation, County and District Councillors reports:**  
**Dist. Cllr. Easter** - reported that all resources via the SN Help Hub were available to residents, which is available seven days a week. There have been rises in cases in Wymondham, Easton and Great Yarmouth – encourage all to be extra vigilant when out and about, the restrictions will be lifted on 3<sup>rd</sup> December and information regarding the tier that Norfolk is in will be confirmed;  
Dist. Cllr. Easter confirmed that he would use some of his Members grant to support the purchase of a new defibrillator for Shimpling, the Chair agreed to send bank and project details;  
Fly-tipping – this has progressed and he hopes that the conclusion is in sight;  
Cllr. Cowley spoke of the proposed Playing Field project and the availability of Norfolk Communities grant, application to the Parish Partnership scheme and other grant funding bodies – Dist. Cllr. Easter will mail out the forms. Cllr. Cowley indicated that the proposed project would be published on the website, in the Parish Planet and CockCrow.

NF

**Co. Cllr. Spratt** - expressed his interest in the project, he has used his members grant but will look to support in the next financial year; Co. Cllr. Spratt complimented Mark Carlyle (the Head at Burston Academy) for ensuring a smooth operation from the start of term; five children were supported with meals during the summer holidays and a similar programme is to be considered for the Christmas period; Cllr. Frankland indicated that there may be hampers of food and toys for families in need provided around the villages;

**Resident** - enquired about the flag days for the forth coming year, Cllr. Frankland will forward the list for 2021; the resident enquired about the possibility of pond on Church Green, which has a young tree and bushes growing in it. The Chair thanked him for raising this issue and he will contact the Tree Warden for further information.

NF

**Resignation** - The Chair had received an email from Cllr. Pugh offering her resignation due to family commitments. The Chair and Clerk would write to acknowledge and thank Cllr. Pugh for her contributions during her period of office.

The Clerk will inform SNC of the vacancy. It was agreed that a flier would be composed for inclusion in the Parish Planet, along with information on the website and the round robin email. Information for the flier to be circulated and email approval requested as the Planet is due to be published.

All

The Chair thanked all for attending the public session and closed it.

The meeting resumed at 7.24pm

**71. Approval of the minutes of the Parish Council meeting held on 22<sup>nd</sup> September 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.

**72. Matters Arising from the minutes not on the agenda:**

72.1 (57.1) - query with Came & Co. re asset register

72.2 (59.2) - Highways - Meeting to be arranged by Cllr. Frankland, he will contact Mr. R. West, the area Highways manager

72.3 (60.4) - Playing Field stopcock & bridge - the stopcock has been resolved, bridge work will be addressed

72.4 (62.0) - Remembrance Service - Cllr. Frankland submitted a Risk Assessment to SNC, due to a second lockdown only an outside service was permitted, 17 attended suitably socially distanced; a donation was sent for the wreath

72.5 (July item 37) - Shimpling fly tipping - Cllr. Frankland/Dist. Cllr. Easter have been in contact and the matter is nearing completion

**73. Correspondence as received by members of the Council** - noted – it was noted that Mr. P. Newby had cut the hedging at the Playing Field from outside the field due to the wet weather

**74. Finance -**

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

**Schedule of Payments:**

BACs/Cheques	Payments to:	Payments for Oct./Nov. 2020
P 31/00015	RBL	Donation to the RBL – poppy wreath
P 32	NPTS	Finance training – A. Belgrove
P 33	NALC	New Cllr. training – M. Warwick
P 34	A. Page	Playing Field maintenance
P 35	SNC	Annual Dog bin payment (reduced rate)
P 36	H. Drake	Caretaker October invoice
P 37	A. Baker	Clerk October salary
P 38	N.P. Burridge	Shimpling Churchyard maintenance
P39	H. Drake	Caretaker inv. for Nov.
P 40	A. Baker	Clerk November salary
<b>Receipts</b>		
R 4	SNC	SNC - Second tranche of Precept
R 5	HMRC	Vat return – 2 <sup>nd</sup> quarter
R 6	SNC	CIL Money
R 7	Adnams Community Trust	Grant towards Defibrillator

Payments to:

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

**74.2 - Approval of statement of accounts report as distributed at the meeting:** the final statement for September and October, it was resolved to approve these, proposed Cllr. Stevens, seconded Cllr. Frankland, all approved visually and verbally. Cllr. Wakeham will transfer the CIL money from the Current Account to the Asset Reserve account

**74.3 - Reconciliation of the accounts, second quarter July to September '20**, it was resolved to approve these, proposed Cllr. Frankland, seconded Cllr. Stevens, all agreed verbally and visually

74.4 - Preparations for the Budget for 2021/2022 - Cllr. Wakeham thanked Councillors for their comments and contributions - following further discussion it was agreed that the grants would be paid to Jamie's' Gang and Burston PCC Youth Café this financial year, requesting from them how the funds are used, it will then be reviewed next year;

Projects to be considered: defibrillator in Shimpling, a new shed for the Playing Field equipment, the re-design of the Playing Field (which will be a two/three project) - the CIL funds and Asset Reserve to support these;

A broader heading for maintenance will be used to encompass hedge and grass cutting, playing field maintenance, village caretaking – care will be taken to ensure that the budget is constrained due to the effects of Covid 19 pandemic affecting the precept figure.

Cllr. Wakeham and the Clerk will circulate the Precept figure once it arrives in mid-December.

Further planning of the budget will continue via email in readiness for the January meeting.

The Chair thanked Cllr. Wakeham for her hard work in producing the figures for the forth coming budget.

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

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

75.1 **Planning Application 2020/ 1933 Old Hall Farm, Hall Road, Burston** – a pig finishing shed – this had been emailed and the reply sent – it was resolved to recommend that SNC approve the application

75.2 - **Planning Application 2020/1822 Market Farm, Market Lane, Burston** – replace sole plate and studs – this had been circulated and a reply sent, recommending that SNC approve the proposal

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

**76. Highways & Footpaths -**

76.1 - **Highways** - to consider parish projects for NCC Parish Partnership project – this initially was a defined path connecting Audley Close via the Playing Field to the School. It has subsequently developed to encompass a path around the whole field, with wooded area, paths connecting to the orchard, war memorial stone and Gissing Road – a project that is envisaged will take up to three years to complete. It was agreed that the first stage would be to apply for funding from the Norfolk Parishes Partnership scheme to assist with the paths around the whole field. Cllr. Cowley and a working party have gathered evidence, information and quotes to date. Cllr. Frankland has written to Sir Rupert Mann, whose family gifted the land to the Parish Council to ensure that he is comfortable with the scheme. Contact has been made with Birketts Solicitors who are researching whether a Deed of Variation or an exchange of letters will suffice to ensure there is a clear record of the amendment to the Playing Field. Cllr. Cowley will prepare the application and attach the necessary quotes and evidence to be submitted to NCC by Fri. 4<sup>th</sup> December – the success or not will come in March.

76.2 - **Roadside trees** - Cllr. Cowley and Lindsey Bilston have walked the Village to ascertain where, if anywhere new trees can be planted – with the information from Highways, that trees must not be within 15m of the road edge, there are few places where new trees could be planted. Cllr. Frankland will discuss these sites with Bob West at the next Highways meeting.

76.3 - **Lay-by near Burston House Hospital** - a meeting would be beneficial (regarding the throwing down of cigarette stubs in the lay-by) with the Hospital, Cllr. Wakeham has sent a reminder. Cllr. Stevens will contact Sam Popple to see if a Zoom meeting can be arranged.

76.4 - **Speedwatch and SAMs machine** – currently there are insufficient members to carry out a Speed watch session, the winter weather now impacts on the sessions too, they will be resumed in the Spring; Mr. P. Stevens has received his papers to train as part of the team; the SAMs machine has been returned to Tivetshall PC; the data downloaded from Station Road has been forwarded to P.C. Andy Baker, it was noted that the hedging had been cut that obscured the 30mph sign.

76.4 - **PROW** - with the winter wet weather there is not a great deal to be done. Cllr. Stevens would prefer to stand down from the position for the present time. The Chair thanked Cllr. Stevens for all her diligent and meticulous work over the years.

NF/  
Clerk

KC

NF

CS

- 77. Playing Field -**
- 77.1 - Grounds maintenance** - Cllr. Cowley reported that the grass cutting had ceased for this season; The Orchard is looking in good condition; The foot bridge over to Gissing Road still requires attention - Cllr. Cowley will order the appropriate sleepers from Clarkes of Walsham, he will approach Tommy Bloomfield to assist with the installation.
- Hedging - this is the hedge near the car park at the Playing Field – it has been heavily trimmed and the owner has requested that the debris is removed. Cllr. Frankland will contact the Caretaker – Hadleigh Drake. **KC**
- Caps and paint - the Clerk will visit the site to see which caps are required **NF**
- 77.2 - Playing Field Working Party report** - Cllr. Cowley reported that a provisional order for 400 trees from the Woodland Trust had been submitted and E-Forests have offered 200. E-Forest is a carbon off-set company that plants trees for businesses. Quotes for the path around the perimeter have been sourced and will be included in the application to the NCC Parish Partnership Scheme, due in early December. Cllr. Cowley has approached other grant funding bodies for possible assistance with the whole project which is expected to span two to three years. **Clerk**
- 77.3 - B4RN cabinet** - Cllr. Wakeham reported – the power supply is now connected to the cabinet, there should be no further electrical work to be carried out; the group are looking to dig the trenches for site 3, due to the wet weather this may be delayed; all the current trench lines, particularly those on the Playing Field will be checked. **AW**
- The Chair thanked both Councillors for their work and reports.
- 78. Diss and District Neighbourhood Plan** - Cllr. Wakeham reported that the consultation work is moving on and policies be formulated; SNC are contacting landowners in the district, however there are no changes in Burston; it is hoped that all the papers will ready to go to Referendum within the year.
- 79. A short report on the Defibrillator progress** - with the resignation of Cllr. Pugh a new lead will be required – liaison with the owners of the property in Shimpling to check they are still prepared to offer their property and the Community Heartbeat Trust to find out what type of defibrillator would be best suited to this purpose. Adnams Trust and Dist. Cllr. Easter had donated £500 each towards the cost of the project, which will assist in the purchase. **Clerk**
- 80. Emergency Plan report** - Cllr. Warwick reported that all the information had been recorded on an Excel programme and requested assistance to know how to proceed. Cllr. Wakeham will liaise with Cllr. Warwick on this matter. The Chair thanked Cllr. Warwick for organising the volunteers so successfully. **MW/ AW**
- 81. To Note:** (i) Anglia Regional Flood Survey; (ii) SNC Rough Sleeper count; (iii) NALC’s changes to a co-operative and the election of a representative - Cllr. Warwick volunteered to be the representative for the Parish Council, the Clerk will forward the information to NALC; (iv) Shimpling Carol Service – due to the Covid Pandemic, the restrictions involved it was agreed that it would be safer to cancel the event this year. **Clerk**
- 82. Date of the Next Meeting** and items for the inclusion on the agenda (not for discussion)  
 Tues. 12<sup>th</sup> January 2021, at 7.30pm  
 Agenda items: confirmation of precept and budget figures, list of dates for meetings to be circulated, progress of Co-option.
- It was agreed that E-cards will be sent this year – the Clerk will circulate samples.  
 The Chair thanked all for their contributions and attendance and passed on his Christmas Greeting to one and all.
- The meeting closed at 9.35pm

## APPENDIX I – MINUTE 73

### 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.	Shimpling Boat	NCC – M.Caplin	Standstill on progress	Fwd. from NF 5/10
9.	NALC	R. Reeve	Changing to a Co-operative	Fwd. to All (9/10)
10.	C.I.L	SNC – A.Varney	Payment of CIL	Fwd. to All (12/10)
11.	Insurance	Came & Co.	Confirmation of adjustment	Fwd. to All (14/10)
12.	Dev. Management teams	SNC/Broadland – S. Pontin	Map & tel. no. of new teams	Fwd. to All (15/10)
13.	Benches	Glasdon's	Pricing for PF project	Fwd. to All (17/10)
14.	Members grant	J. Easter	Current situation	Fwd. to All (19/10)
15.	Path & tree project	Various – KC, L.Bilston	Relating to trees on the field	20/10 onwards
16.	Broadband/B4RN/UKPower Networks	AW, KC, NF	Risk assessments, signage, etc.	21/10m onwards
17.	Hedging Church Green/PF	P. Newby	Arrangements for cutting	Clerk/NF/AW(26/10)
18.	Hedge/verges	D. Swanton	Visibility around roads	NF/AW (26/10)
19.	Public Spaces	SNC – T. Munro	Consult. for protecting parks	Fwd. to All (27/10)
20.	Local Boundaries	Norfolk Election boundaries	Consultation reminder	Fwd. to All (29/10)
21.	Grants – PF project	Local Giving	Info. re PC	From KC to NF/AW/Clerk
22.	Grant aid for Defib.	Adnams	Grant award	Fwd. to All (3/11)
23.	2021/22 Budget NCC	NCC – S. George	Annual budget consultation	Fwd. to All (3/11)
24.	Rough Sleepers	SNC – D.Millman	Details of date of count	Fwd. to All (3/11)
25.	Dog bin Invoice	SNC	Ann. Invoice for dog bins	Fwd. to AW/NF
26.	Flood Survey	NALC	Consultation on regional flooding	Fwd. to All (10/11)
27.	PF conveyance doc.	NALC – R.Reeve/R.Neave/L.Saunders	Advice re Deed of Variation	Clerk/ NF/Birketts
28.	YouthGrants/families in need	NF	To local groups	AW/Clerk

#### Postal Correspondence –

	Subject	From	Contents	Action
29.	Bank Statements	Lloyds	statements	Filed by Clerk
30.	New Rules	DBEI	Changes due to new EU rules	Filed
31.	Invoice	N. Burridge	Shimpling Churchyard	AW/Clerk paid