



**Burston and Shimpling Parish Council**  
**Minutes of the Annual Parish Council Meeting**  
**And Parish Council Meeting**  
**Wednesday May 21st, 2025, at 19:00**  
**St. Mary's Church Diss Road Burston**

**Present:**

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Keith Cowley	KC	Vice Chair
Angela Belgrove	AB	
Liam Phillips	LP	
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public		1 and District Cllr. J. Easter

- 1. Election of the Chair, signing of the declaration of office:** Cllr. A. Belgrove proposed Cllr. A. Wakeham, seconded Cllr. K. Cowley. Cllr. A. Wakeham was prepared to stand. There were no other offers. Cllr. A. Wakeham signed the Declaration of Acceptance of office for the Chair of the Parish Council.
- 2. Election of the Vice Chair, signing of the declaration of office:** Cllr. A. Wakeham proposed Cllr. K. Cowley, seconded Cllr. A. Belgrove. Cllr. K. Cowley was prepared to stand. There were no other offers. Cllr. K. Cowley signed the Declaration of Acceptance of office for the Vice Chair of the Parish council.
- 3. Apologies.** Cllr. J. Gowing, Cllr. A. Hughes and County Cllr. Dr. C. Rowett all sent apologies. Accepted.
- 4. Declaration of interest and receive any declarations regarding Agenda items.** No declarations of interest reported.
- 5. Public Participation, County and District Councillors reports.** County Cllr. Dr. C. Rowett emailed her report, a paper copy is in the minute file. The report circulated to the Councillors. Parishioner informed the meeting that the Church Green has been cut. The Christmas tree is continued to be watered. Chair thanked the parishioner for input.
- 6. Receipt of the Annual Report from the Chair.** Paper copy in the minute file.
- 7. Receipt of the Annual Financial Report from the RFO (Responsible Financial Officer).** Paper copy in the minute file
- 8. Approval of the Parish Council Policies, Standing Orders, Financial Regulations.**
  - 8.1.** All Policies, Standing Orders and Financial Regulations are agreed. All policy documents saved in the shared drive area

- 8.2. It was noted that the Parish Councillors read Safeguarding policy annually. Discussion around Safeguarding and it was agreed that the Caretaker would not require a DBS check whilst undertaking his normal duties of cutting the recreation field.
9. **Minutes of the Parish Council held on April 23<sup>rd</sup>, 2025.** Spelling discrepancy noted from the minutes. The Clerk misspelled Cllr. L. Phillips surname noted and will be rectified in future meetings. Minutes accepted as a true record of the meeting proposed by Cllr. A. Wakeham, seconded by Cllr. L. Phillips.
10. **The date for the Annual Parish Meeting in 2026 was set as Wednesday 22<sup>nd</sup> April 2026.**
11. **Matters arising from non-agenda items.**
- 11.1. (132) Cllr. A. Wakeham to liaise with Church regarding parking behind Strike School
- 11.2. (134.2) Amendment to Burston Community Group Fund Document and accepted as agreed last meeting.
- 11.3. (136.7) Purchase order has been sent for additional dog bin awaiting delivery. **ACTION:** Clerk to email company.
- 11.4. (143) Cllr. K. Cowley reports unable yet to obtain quotes from painters and decorators for the repainting of the Village sign/ Maypole. Several are no longer in operation. **ACTION:** Cllr. K. Cowley. Suggestions given to try Facebook, Trusted Traders and local contacts.
- 11.5. It was decided that the Parish Council would respond to the Broadland and South Norfolk design code as a collective. **ACTION:** All to send comments to Cllr. A. Wakeham by 30<sup>th</sup> May. Closing date for comments June 23<sup>rd</sup>.
12. Correspondence listed on attached schedule, and which is not an Agenda item.
13. District Cllr. J. Easter joined the meeting and gave a verbal report, stating that the daily work of the Council continues alongside the evolving devolution plans. District Cllr. J. Easter invited questions from the Parish Council. Regarding applying for funding for local projects, the Parish Council have 30days to proceed any applications. A new gym is due to open in Diss mid-June. The new GP Premises is ready. However, there are no GPs at present to begin a Practice. District Cllr. J. Easter informed the meeting that there would possibly be County Council and Mayoral Election in 2026. District Cllr. J. Easter left the meeting and Cllr. A. Wakeham thanked him for attending.
14. **Finance Papers circulated prior to the meeting.**
- 14.1. The payments and receipts since the last meeting were approved.
- 14.2. The monthly statement of accounts for April 2025 were approved.
- 14.3. Cllr. A. Wakeham informed the meeting that the internal audit had been successful, and the exemption certificate has been sent to the external auditors.
- 14.4. The summary of the Year End 2024-2025 income and expenditure was approved by all.
- 14.5. The end of year 2024-2025 reconciliation was approved by all.
- 14.6. The regular payments schedule was amended in November 2024 to include the Handyman.

**14.7.** Cllr. K. Cowley assisted with amendments to the Asset register.

**14.8.** It was noted that the S137 allowance for 2025-2026 is now £11.10p. per elector. Cllr. A.

Wakeham explained that this was the limit set by the Government for any donations the Parish Council may wish to make.

**15. Planning applications.** It was noted that applications are pending no decisions made on the applications the Parish Council commented on. The information regarding the application for the trees in conservation area was circulated between meetings.

**16. PRoW (Public rights of way) and Highways Reports.** Cllr. A. Hughes emailed updates. For the FP 22 and the bridge in need of repair Cllr. A. Hughes was unable to ascertain landowners, therefore has reported the issues directly online. Cllr. K. Cowley informed the meeting that the Village Gateway signs are slowly progressing, the order is now with the contractor. The current signs will need storing once new signs are in place. No update regarding the school flashing sign.

**ACTION:** Clerk to email County Cllr. Dr. C. Rowett.

**17. Recreation Ground Report.** Cllr. K. Cowley noted that the port a loo is in place. Some of the newly planted trees have not survived. **ACTION:** Cllr. K. Cowley to arrange working party to remove the plastic guards and supporting canes from the dead trees for disposal. Cllr. K. Cowley suggested applying for grant from District Cllr. J. Easter for insect hotels. It was agreed that this would be beneficial for education and for Parish Councils biodiversity programme. It was resolved to ask Open Gardens group if they would like to make a financial contribution to the project. All in agreement. **ACTION:** Cllr. K. Cowley. Cllr. K. Cowley is awaiting quote from company regarding replacement balance beam. Agenda item 18.4 brought forward, and it was agreed by all that the Parish Council would organise Picnic in the Park on the recreation field again this year, with possible ice cream van attending. **Date Sunday August 24<sup>th</sup>.** Posters will be distributed in due course and notification will be placed in the forthcoming Parish Planet.

**18. Church Green.**

**18.1.** The Parish Considered the request from Unite the Union to use Church Green for the Strike School Rally on September 7<sup>th</sup> 2025. This request was approved by all. **ACTION:** Clerk to email Unite the Union confirmation.

**18.2.** It was resolved to accept the quote for the aluminium biodiversity board, Cllr. A. Wakeham to ensure correct QR code is in the text.

**18.3.** Grass cutting and wildflower areas. Cllr. K. Cowley reported that he is liaising with the person who cuts the grass to ensure the wildflower areas remain untouched, no wildflowers obvious now.

**18.4.** Other events - item discussed in recreation ground report.

**19. A.O.B.** It was agreed by all that Cllr. A. Wakeham continues to represent the Parish Council on the Diss and District Neighbourhood Plan (DDNP) Monitoring Group. Cllr. A. Belgrove reported

that she has received correspondence from the school to say that they didn't use the recreation field for play or sports day now.

- 20.** It was agreed that the next meeting will be June 25th, 2025, 19.30 at St. Marys Church. Agenda items to clerk by 13<sup>th</sup> June 2025 please. The Chair thanked everyone for their contributions and attendance. Cllr. A. Wakeham to arrange with the Church for the meeting to take place.

The meeting closed at 20.12

**APPENDIX I – Minute 12 Schedule of Correspondence not on the Agenda – Received From 23/04/2025 – up to and including 19/05/2025**

	<b>Subject</b>	<b>Received from</b>	<b>Contents</b>	<b>Action</b>
1.	Email	SNC Housing Enabling Officer	Advanced notification that an affordable housing will be advertised on the SNC website	Posters out onto noticeboards, fwd to Chair for website inclusion. 24/04/2025
2.	Newsletter	NCC Trading Standards	Latest scam and recall alerts	Saved in shared folder 25/04/2025
3.	Email	CPRE	Consultation re shaping nature recovery in Norfolk	Fwd to all 29/04/2025
4.	Email	Oversees person	Requesting postcards and historical information about the Parish	Replied suggesting look at website after consulting Chair 30/04/2025
5.	Email and letter	TRO NCC	Temp road closure in Diss may affect Burston and Shimpling	Fwd to all 01/05/2025
6.	Newsletter	NCC Trading Standards	Latest scam and recall alerts	Saved in shared drive 01/05/2025
7.	Newsletter	Healthwatch	Latest health related information	Saved in shared drive 02/05/2025
8.	Notification	Sports England Active Places	B&S recreation field details updated	Chair informed 02/05/2025
9.	Email	CoRVU SNC	Confidential Report no change from last report	Filed 06/05/2025
10.	Invitation Email	NCC	Local government reorganisation engagement events	Fwd to Chair 06/05/2025
11.	Email and map	TRO NCC	Temp road closure notice	Fwd to all 07/05/2025
12.	Email	Unite Union	Request to use the Church Green for the Strike Rally in September 2025	Chair and Vice Chair informed added as Agenda item for next meeting
13.	Newsletter	NCC Trading Standards	Latest Scam and recall alerts	Saved in shared drive 09/05/2025
14.	Newsletter	NCC	May “Your Norfolk Extra”	Saved in shared drive 09/05/2025
15.	Order confirmation	Glasdon	Dog bin order	Fwd to Vice Chair for Information 09/05/2025
16.	Order confirmation	Brandon Tool Hire	Port a Loo	Noted – emailed Brandon to change contact details 09/05/2025
17.	Email	SNC	Information regarding 3 <sup>rd</sup> stage consultation of Broadland and SNC Design Code	Fwd to all 12/05/2025
18.	Email and map	TRO NCC	Notification of upcoming temp road closure	Fwd to all 14/05/2025

	<b>Subject</b>	<b>Received from</b>	<b>Contents</b>	<b>Action</b>
19.	Poster	SNC	Information regarding 3 <sup>rd</sup> stage consultation of Broadland and SNC Design Code.	Printed for notice boards, and sent to Chair and Vice Chair for website 14/05/2025
20.	Newsletter	NCC Trading Standards	Latest recalls and scam alerts	Saved in shared drive 15/05/2025
21.	Newsletter	NALC	Chief Exe Bulletin	Saved in shared drive 15/05/2025
22.	Email	Brandon Hire Company	Waste Collection Information	Saved in email 15/05/2025
23.	Newsletter	Healthwatch	Latest information	Saved in shared drive 18/05/2025
24.	Newsletter	NALC	Chief Exe Bulletin	Saved in shared drive 18/05/2025
25.	Newsletter	NALC	Latest from Norfolk incl updates for AGAR for 2025-2026	Saved in shared drive 18/05/2025

**Planning Applications**

	Subject	Between/ from	Contents	Action
26.	Weekly planning list week commencing 28/04/2025	SNC	No applications received / decisions made	Nil
27.	Weekly planning list week commencing 05/05/2025	SNC	Planning application 2025/1277 ref apple trees in conservation area - No decisions made	Councillors informed 06/05/2025
28.	Weekly planning list week commencing 12/05/2025	SNC	No applications received / decisions made.	Nil
29.	Weekly planning list week commencing 19/05/2025	SNC	No applications received / Decision regarding 2025/1277 no objections	Councillors informed by email received between meetings 19/05/2025

**Postal Correspondence**

	Subject	Received from	Contents	Action
1.	Spring pamphlet	Clerks and Councils Direct	Latest articles from around the country incl. articles re local government reorganisation	Filed 30/04/2025
2.				
3.				
4.				
5.				
6.				

**APPENDIX I – Minute 14.1 Payment Schedule**

**Payments since last meeting 23rd April 2025**

<b>Transaction No.</b>	<b>Payable To:</b>	<b>Reason (Budget Category)</b>
P25/006	K Cowley	Events: Refreshments
P25/007	F Sharp	Clerk:Salary
P25/008	N Sharp	Maintenance: Inspections
<i>P25/BCG1</i>	<i>Primrose Press</i>	<i>Burston Community Group</i>
P25/009	Amazon	Maintenance:Dog Bin
<i>TR25/001</i>	<i>Burston Community Group</i>	<i>Transfer of balance</i>
P25/010	C & G Trenching	Maintenance: Recreation Ground
P25/011	Hadleigh Drake	Maintenance:Village Caretaking
P25/012	Amazon	Events:Litterpick
P25/013	R Goreham	Admin:Audit Internal
P25/BC2	Lloyds Bank	Admin:Bank Charge
P25/014	C & G Trenching	Maintenance:Recreation Ground

<b>Transaction No.</b>	<b>Paid By:</b>	<b>Reason (Budget Category)</b>
ARR002	Lloyds Bank	Interest

**Payments due this month**

<b>Transaction No.</b>	<b>Payable To:</b>	<b>Reason (Budget Category)</b>
	N Sharp	Maintenance:Inspections
	F Sharp	Clerk
	H Drake	Maintenance:Village Caretaking
	C & G Trenching?	Maintenance:Recreation Ground
	Burston PCC	Admin:Church Hire