



Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday October 15th, 2025, at 19:30

Strike School, Church Green, Burston.

Present:

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Keith Cowley	KC	
Angela Belgrove	AB	
Anita Hughes	AH	
James Gowing	JG	
Liam Phillips	LP	
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public	14	

61. **Apologies.** Received from County Cllr. Dr. C. Rowett and District Cllr. J. Easter. The Chair welcomed and thanked everyone for attending the meeting.

62. **Declarations of Interest regarding items on the agenda.** Nil.

63. **Public participation and Councillors Reports.** County Cllr. Dr. C. Rowett and District Cllr. J. Easter emailed their reports copies of which are in the minute file. Invitation from the floor. One resident initially made the following points, regarding the operation of The Mill.

- Parish Council (PC) could have done more to inform residents, feels that PC is not acting on behalf of parishioners and has not challenged the Mill owners regarding working hours. PC seems indifferent, doesn't affect PC or is minimal.
- Main issues 24hour working and Sunday lorries. Resident asks working to be defined – reports Mill was active on Sunday and at 04.00 on Monday with gates opened before then. Breakdowns continue to be worked around. Sunday lorries delivering to empty Mill could this be done on Saturday afternoon. Not working to current hours, how is this monitored.
- Volume of lorries already appears to have increased.
- Has environmental impact of light pollution been fully considered?
- Orange flashing light on alarm by front main entrance has been on since last Friday.
- Noise from the Mill working overnight.
- Talk of showers is this going to be a lorry park and 24hour movement.
- What is PC going to do as now has representation via parishioners at meeting and emails from those unable to attend.

- Further comments from other residents - believe that current hours are a “smoke screen to 24 hour/ 7day week working.
- Danger of convoy of lorries waiting to get into the Mill.
- Lorries using Gissing Road as a cut through and not going back to A140.
- Speeding of lorries through villages – “at all hours”, stressful and difficult to reverse onto Station Road when lorries speeding. Only day of peace is Sunday when Mill not working. Has impact on those wishing to attend Sunday services been considered.
- Empty lorries are noisy.
- Lorries are much bigger now.
- Increase in lorries passing the school at drop off times.
- Turning right out of Gissing Road onto Station Road view obstructed by hedge growth.
- Mill Road has other lorries and tractor movements – blind exit when turn out of driveways.
- Impact of new housing development at Burston end of Diss.
- When For Farmers were taken over resident led to believe working hours would remain same.
- Resident asked if there is a case for objecting under European Human Rights law.
- Resident asked about damage to their houses
- Resident asked about damage to roads.
- Resident previously worked for ForFarmers stated lorries were not entering the Mill after 22.00 and that other lorries not going to Mill pass through villages.
- Resident asked if company would pay for more signage through the villages, enforce sub-contractors to slow down
- **PC Responses.**
- There were no guarantees that the same working hours would be the same when ForFarmers were taken over. The Mill does not have to consult the PC or the residents re their working hours. The Manager has said he has tried to keep a limit on Sunday traffic through the villages although the company is much bigger than ForFarmers and the Manager is answerable to them. The PC has no power to make demands of the Mill.
- The PC recognizes the fears of residents as they understand the company’s plants in other areas work 24hours/day.

- Cllr. K. Cowley provided residents with background information retrieved from archived files regarding license for the Mill operational hours dated 1997. These were:

Mill operations – Monday to Friday – 24hr working

Saturday – 6am to 6pm

Sunday – 6pm to 6am on Monday

Vehicle movements – Monday to Friday – 6am to 8pm

Saturday – 6am to 6pm

with further changes to those hours made in 2011 changing the starting time for vehicle movements to 7am to 10pm. If the Mill operates outside of these hours, then evidence is needed of times and dates to prove they are working outside of the parameters of their license.

- If residents have damage to their properties, they need to approach the Mill directly.
- Noise and smell issues is under the remit of Environmental Health at South Norfolk Council.
- Road damage is under remit of Highways
- Issues with water pollution is remit of Environment Agency.
- Traffic Commissioner under Department of Transport are responsible for the licensing and regulations of those who operate heavy goods vehicles which would include the Mill.
- PC needs evidence of lorry intake queuing.
- The new working hours began on Monday October 13th – Monday 06.00 – Saturday midday on 24/5.5 basis. Loading will be the same as current hours and will be reviewed in November. Two deliveries of raw feed on Sunday is required to allow production to run on Sunday night.
- The Manager will be invited to attend the next PC meeting on November 19th. **ACTION:** Cllr. A. Wakeham to email invitation.
- The PC thanked the residents for attending, giving their view and ideas. The PC have listened and will take views onboard.

64. Minutes from meeting held on September 17th, 2025, were approved – Proposed Cllr. A. Belgrove, seconded Cllr. A. Hughes. All in agreement

65. Matters Arising.

65.1. (53.2, 37.2, 11.4, 143.) Refurbishment of Village Sign deferred as project for next Spring.

- 65.2. (53.3, 46) Cllr. A. Wakeham to liaise with Cllr. K. Cowley regarding updating Heritage Boards. **ACTION:** Cllr. A. Wakeham.
- 65.3. (55.5) Further thoughts on budget. **ACTION:** All please to forward to Cllr. A. Wakeham.
- 65.4. (57) Footpath 14 has been drilled. Regarding outstanding school flashing signs and missing 7.5cwt sign Cllr. K. Cowley will liaise with County Cllr. Dr. C. Rowett and suggest he approaches the Road Safety department direct. Especially considering concerns raised from residents at the meeting. **ACTION:** Cllr. K. Cowley.
- 65.5. (58) New dog waste bag dispenser is in situ. Cllr. L. Phillips is monitoring and has noted that it is being used.
- 65.6. (60.2) Cllr. A. Wakeham exploring potential for Hub at Strike School. **ACTION:** Cllr. A. Wakeham.
- 65.7. (60.3) Cllr. A. Hughes updating resilience plan, discussed under Agenda item.

66. **Correspondence list noted.**

67. **Finance papers were distributed prior to meeting.**

- 67.1. Payments and receipts since the last meeting were agreed.
- 67.2. The monthly statement of accounts for September 2025 was approved.
- 67.3. The quarterly bank reconciliation was approved.
- 67.4. Quarterly VAT return noted.

68. **Planning.**

- 68.1. Planning application 2025/3159 not on the agenda as received just prior to the meeting. Application for property just outside of PC boundary. Circulated to Councillors on receipt – comment noted regarding shared driveway. **ACTION:** Clerk to respond.

69. **Highways and PRow (Public Rights of Way) Updates.**

- 69.1. Cllr. J. Gowing updated the PC regarding the BOAT. Cllr. J. Gowing received a visit from representative from (GLA) Green Lanes Association, asking who had installed gate at top of Broadway / access to BOAT. Broadway is an unadopted highway. Cllr. J. Gowing suggests PC engages with GLA they might possibly help with maintenance of BOAT. There is a remit for voluntary closure meaning BOAT closed for certain times of year to prevent damage. PC has photographic evidence of previous damage when BOAT was opened before. Cllr. A. Wakeham is awaiting response from Norfolk Trails as to the monitoring of BOAT use. It was suggested that the PC asks what happened to the contributions that residents had raised before to fund protecting the BOAT. The landowner is supportive of PC and villagers’

concerns. It was suggested PC also discuss BOAT access with Ramblers Association and Open Spaces Society. **It was agreed by all to engage with GLA.** Cllr. K. Cowey and Cllr. A Hughes are liaising regarding footpaths and signage. Cllr. A. Belgrove reported finger post completely down in Market Field. **ACTION** Cllr. A. Hughes.

70. Recreation Ground Report

70.1. Cllr. K. Cowley reported that the thistles have been removed, and he is going to speak with groundsman re levelling the ground. The port a loo has been returned. The picnic benches in the playing field are going to be repaired. The insect hotel has been ordered and discussion around siting it. Cllr. K. Cowley will liaise with school regarding position possibly near community orchard.

71. It was agreed by all to adopt the IT policy circulated before the meeting. Confidentiality was raised and it discussed. Councillors to clear their inboxes of PC emails on a regular basis and only keep relevant information. It was noted that the document retention policy will need reviewing.

ACTION: Cllr. A. Wakeham and Clerk.

72. Resiliency Plan In addition to the information under (65.7) Cllr. A. Hughes will be attending a meeting regarding resilience planning and is currently looking at a safe place in the village possibly the Church - will need to check with the PCC and know how to gain access if required.

73. The next Town and Parish Forum will be held in person in November. Cllr. A. Wakeham requests any ideas / topics of interest to be sent to her please. It was suggested by PC to ask re traffic management / speeding and HGVs. If Agenda received in timely manner Clerk to circulate to all. General discussion regarding possibility of recommencing Speedwatch in the village.

74. A.O. B. Asset Information folder now in shared drive listing who has keys to various items. Additions to be added padlock keys for picnic benches in recreation field. Cllr. A. Wakeham informed the meeting that today was the funeral in Diss for Dorothy Swanton. Cllr. A. Belgrove attended. As the Don Swanton award was not held this year it was suggested that the PC donate that budget item to the charities supported by Dorothy Swanton in her memory. **All in agreement the outstanding budget from the Don Swanton award item be donated.** **ACTION:** Clerk.

Date and time of next meeting Wednesday November 19th, 2025, 19.30 at Strike School, Church Green, Burston. Items for inclusion on the agenda to the Clerk please.

Meeting closed at 21.10. The Chair thanked everyone for attending.

APPENDIX I – Minute 66 Schedule of Correspondence not on the Agenda – Received From 15/09/2025– up to and including 13/10/2025

	Subject	Received from	Contents	Action
1.	Plans for recreation field.	Sovereign Leisure	Offer of free planning and quote	Replied and filed 15/09/2025
2.	Final warning re payment	Brandon Hire	Email saying outstanding invoice	Replied and requested invoice be sent to correct email address 16/09/2025
3.	Email	Highways Ranger Service	Update on how to report problems to rangers	Filed 16/09/2025
4.	Email notification	NCC TRO	Temp road closure	Fwd to all 17/09/2025
5.	Email	SNC Active Norfolk	Requesting a meeting to look at recreation field	Fwd to Chair and Vice Chair 18/09/2025 Vice Chair will contact to arrange visit.
6.	Newsletter	NALC	Chief Ex Bulletin	Saved to shared derive 19/09/2025
7.	Newsletter	Healthwatch	Latest newsletter	Saved to shared derive 19/09/2025
8.	Newsletter	Parish Online	Latest newsletter	Saved to shared derive 19/09/2025
9.	Newsletter	Norfolk ALC	Weekly update	Saved to shared derive 19/09/2025
10.	Email	NALC	Notification re elections	Fwd to all 19/09/2025
11.	Email	NALC	Devolution update	Fwd to all 28/09/2025
12.	Newsletter	NALC	Chief Exc Bulletin	Saved in shared drive 28/09/2025
13.	Newsletter	NCC Trading Standards	Latest scams and recall alerts	Saved in shared drive 28/09/2025
14.	Autumn Community Newsletter	AJG – Gallagher Insurance	Autumn update	Saved in shared drive 28/09/2025
15.	Email	SNC	Update re proposal for 2 Unitary Norfolk	Fwd to all 29/09/2025
16.	Invitation to Events	Norfolk Wildlife Trust	Asking for ideas towards a 25year vision to restore South Norfolk claylands	Fwd to Chair and Vice Chair 29/09/2025
17.	Email	Transport made simple	Regarding change of bus service provider	Fwd to all 01/10/2025
18.	Invitation	Diss CAB	Invitation to opening of new office	Fwd to all 01/10/2025
19.	Job vacancies	CAN	Latest vacancies	Fwd to Chair 03/10/2025
20.	Email	Resident	Mill Enquiry	Fwd to Chair 03/10/2025
21.	Newsletter	Healthwatch	Latest information	Saved to shared drive 03/10/2025
22.	Newsletter	NALC	Chief Exc bulletin	Saved to shared drive 03/10/2025
23.	Newsletter	NCC Trading Standards	Latest scams and recall alerts	Saved to shared drive 03/10/2025
24.	Newsletter	Norfolk ALC	Updates from Norfolk	Saved to shared drive 03/10/2025

	Subject	Received from	Contents	Action
25.	Email and questionnaire	NCC	NCC Property Flood resilience schemes	Fed to Chair, Vice Chair and Cllr. Responsible for waterways and ditches
26.	Monthly report	CorVU	Nothing listed	Filed 06/10/2025
27.	Newsletter	NCC	October Your Norfolk Extra	Saved to shared drive 07/10/2025
28.	Email	Norfolk rep	Re BOAT	Fwd to all 09/10/2025
29.	Newsletter	CANs	Latest job vacancies	Saved to shared drive 09/10/2025
30.	Newsletter	NCC Trading Standards	Latest Scam and recall alerts	Saved to shared drive 09/10/205
31.	Newsletter	NALC	Chief Exc bulletin	Saved to shared drive 09/10/2025
32.	Newsletter	Norfolk ALC	Latest Newsletter	Saved to shared drive 13/10/2025

Planning Applications

	Subject	Between/ from	Contents	Action
33.	Weekly planning list week commencing 15/09/2025	SNC	No applications received or decisions made	Nil
34.	Weekly planning list week commencing 22/09/2025	SNC	No applications received or decisions made	Nil
35.	Weekly planning list week commencing 29/09/2025	SNC	No applications received or decisions made	Nil
36.	Weekly planning list week commencing 06/10/2025	SNC	No applications received or decisions made	Nil
37.	Weekly planning list week commencing 13/10/2025	SNC	No applications received or decisions made	Nil

Postal Correspondence / Telephone Message

	Subject	Received from	Contents	Action
1.	Burston noticeboard glass	Resident 26/09/2025	Glass broken further unable to sit on bench in bus stop	Telephoned resident and informed will clear away 27/09/2025
2.	Autumn Pamphlet	Open Spaces society	National updates and items	Filed 30/09/2025
3.	BOAT	Phone call from resident	Concerns raised regarding bollard removal	Chair informed 30/09/2025
4	BOAT	Phone call from resident	Concerns raised regarding bollard removal	Chair informed 01/10/2025

APPENDIX II – Minute 67.1 Payment Schedule

Payments made since 17th September 2025

Transaction No.	Payable To:	Reason (Budget Category)
P25/053	AJGIB	Admin: Insurance
P25/054	Brandon Hire Station	Maintenance: Recreation_Ground
P25/055	Amazon	Maintenance: Recreation_Ground
P25/056	C & G Trenching	Maintenance: Recreation_Ground
P25/057	C & G Trenching	Maintenance: Recreation_Ground
P25/058	N Sharp	Maintenance: Inspections
P25/059	F Sharp	Clerk: Salary
P25/060	Brandon Hire Station	Maintenance: Recreation_Ground
P25/061	South Norfolk Council	Maintenance: Dog_Bins
P25/062	Roots	Maintenance: Community_Orchard
P25/063	Roots	Maintenance: Recreation_Ground
P25/064	Brandon Hire Station	Maintenance: Recreation_Ground
P25/065	Stratton Glass & Windows Ltd	Maintenance: Street_Furniture
P25/066	Hadleigh Drake	Maintenance: Village_Caretaking
P25/067	A Belgrove	Others: Litterpick
P25/068	SP WildLifeBirdCare	Others: New_Asset

Receipts since last meeting:

Transaction No.	Paid By:	Reason (Budget Category)
R25/007	South Norfolk Council	Income: Grant
R25/008	HMRC	Income: VAT_Refund
ARR007	Lloyds Bank	Income: Interest
R25/009	MangoPay SA	Income: Grant

Payments due this meeting

Transaction No.	Payable To:	Reason (Budget Category)
P25/069	HMRC	Clerk: PAYE
P25/070	K Cowley	Others: Event
P25/071	Amazon	Others: Event