



Burston and Shimpling Parish Council
Minutes of the Parish Council Meeting
Wednesday November 19th, 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	13	County Cllr. Dr. C. Rowett

75. **Apologies.** No apologies received.

76. **Declarations of Interest regarding items on the agenda.** No declarations.

77. **Public participation and Councillors Reports.** The Chair welcomed and thanked for attending. The Chair explained that guests from Burston Mill 2Ag would be giving a presentation and there would be opportunities to ask questions after the presentation. Graham Fielding, Mill Manager introduced himself and Sean McNarry, Regional Supply Chain Manager. Graham is responsible for the overall working of Burston Mill, from production to staff management. Sean is responsible for managing the delivery and collection of raw materials and distribution of feed in the region. Graham explained that 2Ag had taken over from For Farmers on April 4th, 2025. It has been a difficult period of adjustment; the Mill had been under threat of closure before the takeover had been completed. 2Ag is one of the biggest poultry feed manufacturers in the UK. Graham explained that he is responsible to a director in the 2Ag Senior Leadership team and because this team is fairly flat decisions can be made quickly. Burston Mill produces mainly poultry feed although there is still some pig feed production as Burston supports Peddars Pigs in Long Statton. (Monogastric feed production). Graham stated that he had concerns about items he had seen on Facebook and information he had been given and wished to clarify to establish the facts.

- The Mill lorries do not operate after 7pm any lorries going through the village during the night are not going to the Mill. The gates are closed at 7pm and lorries are not unloaded. The working times for the lorries are 7am to 7pm, the gates open at 7am Lorries that arrive before 7am must wait.

- Information boards inform the drivers of the need to drive at 20mph - if lorries are speeding through the village registration number plates are needed for Graham to act.
- The Mill runs from 6am Monday mornings to 12midday on Saturdays.
- Feed trucks go out to farms as required. Supply trucks are different.
- There is no legislation that stops lorries from working every day of the week.
- Sean informed the meeting that his role was to ensure the planning of all the vehicles and deliveries to farms. There are no Sunday or Christmas day deliveries at present, and the plan is to keep vehicle movement as they are and to minimise movements in and out of Burston. Transport for Christmas - close approx. 5pm on Christmas Eve (Wednesday). There will no HGV vehicle movements on Christmas Day. Deliveries will begin again on Boxing Day (Friday) 07am – 5pm, and no there will be on delivery on Sunday 28th December. Deliveries to farms will be required 07am – 5pm on 31st December and 1st January 2026.
- Although delayed as much as possible, Sunday working in future will be a possibility. Driver recruitment plan does not include fixed Sunday working at present. Sunday working proposal will be for 2 deliveries on Sundays around 8am and midday, challenges for the company are for feeding needs every day of the year. For any structure review in 2026 Graham and Sean would attend a PC meeting to discuss any changes.
- Graham informed the meeting that there have been many internal discussions regarding Burston Mill. All the other Mills in 2Ag work 24/7 – there was a conscious decision to work 24/5.5 in Burston. They have challenged themselves to be mindful of the village and to minimise their impact of the village. A letter has been sent to all farms to request Sunday orders be delivered on Saturday or Monday mornings. However, this needs to be balanced with current production costs, the needs of the farms, to maintain stock and to provide robust employment.
- Stoke Ferry is not closing there is reduced production, the Mill needs refurbishing.
- Graham says he is happy that people visit him at the Mill. He will give his work phone number to residents. Graham will have quarterly meetings with the Parish Council.

Residents' comments.

- There has been misinformation and confusion however, it is unclear where this has originated. Reported that tanker parked in the Mill early mornings running. Gates were open early – **Graham responded** that he was on leave but would address this on his return on Monday. Two 2Ag lorries were speeding through Shimpling on Monday

evening. Could Graham confirm that there would be no deliveries on Sundays. -

Graham responded currently no deliveries, probably in the future to ensure raw materials available for Monday morning for the Mill to begin production. Concerns in the future from people that 2 lorries on a Sunday will increase. Discussion around this.

- A further resident believes that Sundays should be kept free for the village and that people might accept working until 10pm on Saturdays to ensure raw materials available for Monday. Or change Sunday times so delivery lorries do not start so early. - **Sean responded** that this was something he could look at. Resident continued asking if 2Ag lorries had trackers on them to monitor speed. - **Sean responded** there is a Transport manager is 2Ag who can access the data.
- **Regarding the misinformation** Cllr. A. Wakeham informed the meeting that the Parish Council made the decision to publish the information they were aware of in the Autumn Parish Planet to ensure that all residents were aware that there would be changes in workings of the Mill. 2Ag did not want the information to be shared until final decisions had been finalised.
- A further resident brought up about sub-contractors who speed through the villages. – **Graham responded** for residents to contact him, and he will act on this.
- Speeding raised by several residents.
- Introduction of speed cameras discussed.
- **Cllr. K. Cowley** suggested that Highways be contacted regarding road conditions which could be adding to the noise of empty lorries travelling through the villages.
- Resident asked about 20mph signage through villages. **Parish Council response** – this has been tried before, and Highways does not support this. Parish Council could request advisory signage. **Cllr. K. Cowley** informed the meeting that Highways are under directive regarding minimising signage in rural areas.
- Resident asked about The Mill contacting sub-contractors regarding issues with the drivers. – **Graham and Sean both responded** that there are sub-contractors at risk of losing business from The Mill due to non-compliance.
- Chair thanked everyone for attending. Agenda business continued.

78. Minutes from meeting held on October 15th, 2025, were approved – Proposed Cllr. A. Wakeham seconded Cllr. K. Cowley. All in agreement. Resident asked if minutes can be circulated before the next Parish Council meeting. Discussion around this. **It was decided by all** for a trial period to publish draft minutes on the understanding that alterations might be made at the following meeting.

79. Matters Arising. 65.4 (57) School flashing sign outstanding.

80. **Correspondence List** noted. Chair explained that objections against East Pye Solar Farm and Norwich to Tilbury pylon project can be made direct via the respective websites.

81. Finance papers

81.1 Payments and receipts since the previous meeting **were agreed by all.**

81.2 The monthly statement of accounts for October 2025 was approved.

81.3 Discussion around items for Budget 2026/2027. The Parish Council is awaiting confirmation of the tax base for the next financial year. This is the amount of properties that pay council tax from which the precept is raised. It was suggested that that an increase of 4% equating to £68 be made. Suggestions made to reduce budget costs as Parish Council are running at a deficit. Reserve account is being used to help cover ongoing costs. Reserve account is required for unexpected outgoings e.g. repairing or replacing play equipment. Main costs are the maintenance of the recreation field and the play equipment. The Parish Council has a duty of care to continue this maintenance. Suggestions made to reduce budget costs: forgo hiring port a loo for the Summer of 2026. Resident asked if sponsorship could be arranged for port a loo. Donations made to Community groups could possibly be undertaken by Burston Community fund. **ACTION:** Suggestions to Chair. All. County Cllr. Dr. C. Rowett arrived and suggested that application be made to her fund for help towards hire cost of port a loo.

82. Planning applications.

82.1 Application 2025/3277 for adjustments to current building to increase business. Parish Council have responded in support of this application.

82.2 In reference to application 2025/3253. Parish Council have submitted concerns to planning department regarding visibility of proposed building and light pollution.

82.3 Application 2024/3856 has been approved with conditions regarding environment. Parish Council has no objections to the conditions. **All in agreement. ACTION:** Clerk to complete no objections on planning portal.

83. **Highways and PROW (Footpaths including BOAT).** Cllr. K. Cowley informed the meeting that he has been in discussion with Highways regarding missing 7.5cwt restriction sign from Diss towards Burston. From junction of Mill Road and Station Road continuing into Diss is a 7.5cwt restricted area. Therefore, technically there should be no large trucks along that section of road. Highways informed Cllr. K. Cowley that they are under a directive to reduce the amount of road signage in rural areas. Cllr. K. Cowley has also spoken with local police and has been informed that lorries making deliveries or collections are exempt from weight restrictions. The correct route to A140 is via Dickleburgh Road through Shimpling to the bypass. The police request lorry registration numbers to be able to act on any issues. Regarding new housing development at The Heywood

end of Diss lorries should not be using Burston as access to the development. Planning conditions are in place stating vehicular access should be using the B1077 Attleborough Road. Cllr. K. Cowley has also been in touch with the plant hire company whose lorries are accessing the housing development from Burston Road. **ACTION:** Cllr. K. Cowley to liaise with District Council regarding planning enforcement. **Public Rights of Way (PRoW).** Cllr. A. Hughes informed the meeting that the footpath finger post and the bridle way issues have been reported. Cllr. A. Wakeham informed the meeting that NORSE are beginning to clear sections of the BOAT. Monitors are in use to record the number of walkers / riders that use the BOAT. No reports that the BOAT has been used by off road vehicles. Cllr. A. Wakeham is keeping in touch with relevant parties.

- 84. Recreation Ground Update.** Insect hotel is now sited in the community orchard. Once weather warmer plan for photo to be taken of County Cllr. Dr. C. Rowett and other contributor to the funding of the insect hotel. Replacement cherry tree has arrived. Reference item 17 on the agenda, new posters now in place regarding dog fouling. SNC signs for this collected from Summit, and will be installed shortly. Picnic benches have been removed for repair and renovation.
- 85. Autumn Litter Pick.** Cllr. A. Belgrove informed the meeting that although there were less volunteers possibly weather related – (it was the end of storm Amy). 10 volunteers covered the whole of Burston and Shimpling, towards Gissing. Cllr. A. Belgrove stated that fast food and other packaging now being paper instead of plastic helped. Suggestion that Spring litter pick on Saturday April 18th, 2026. Thanks were extended to Cllr. A. Belgrove for managing the litter pick.
- 86. Parish Council resilience plan.** Cllr. A. Hughes has drafted a plan which had been circulated for comment prior to the meeting. Main area discussed is the questionnaire alongside plan to establish potential resources within the villages. Plan is for questionnaires to be distributed with the New Year edition of Parish Planet. Discussion around returning questionnaires. It was agreed that questionnaires could be returned electronically via the clerk or if preferred into councillors' post boxes. A box could be put into bus shelter for forms to be returned this would need to be secure to ensure residents personal details could not be accessed. Completed questionnaires removed by designated persons. Cllr. A. Hughes will circulate final edition for approval.
- 87. Report received.** Diss and District Neighbourhood plan (DDNP) monitoring group met. Cllr. A. Wakeham is the Parish Council representative. Cllr. A. Wakeham informed the meeting that due to changes from central Government the review of the plan will need to be brought forward. The group will have assistance from the original consultant who helped design the plan. Of there are any queries regarding the neighbourhood plan please contact Cllr. A. Wakeham.
- 88. Flag days for 2026.** The proposed dates for the 2026 have been circulated. Thanks to the resident who manages the flag flying and at their discretion for additional dates.

- 89. Wild Norfolk meeting.** Cllr. A. Wakeham attending this meeting, an initiative by Norfolk Wildlife. Cllr. A. Wakeham stated that there was interest in how the Parish Council had progressed helping wildlife. The Wild Norfolk group are looking to establish a website for information sharing.
- 90. A.O.B.** Cllr. K. Cowley with permission from Burston Mill will arrange a group of volunteers to clear the wooded area of plastic tree guards these are to be bagged and the mill will dispose of rubbish. Cllr. A. Wakeham reminded the meeting that the service at St Georges Church will be on Wednesday December 17th this year. Cllr. A. Wakeham will be asking for volunteers to clean the Church the week before. County Cllr. Dr. C. Rowett had emailed her report, and it was circulated prior to the meeting. A paper copy is in the minute file. County Cllr. Dr. C. Rowett informed the meeting that the Government consultation regarding local government reorganisation in Norfolk is now open. Cllr. K. Cowley requested County Cllr. Dr. C. Rowett follow up on the school flashing sign.
- 91. Date and time of next meeting Wednesday 7th January 2026 19.30 at Strike School, Church Green, Burston. The main element of the meeting will be to establish the budget.**

Meeting closed at 21.31. The Chair thanked everyone for attending.

APPENDIX I – Minute 80 Schedule of Correspondence not on the Agenda – Received From 13/10/2025– up to and including 16/11/ /2025

	Subject	Received from	Contents	Action
1.	Email	Residents	Regarding the Mill hours	Fwd to all 14/10/2025
2.	Email	Resident	Regarding the Mill hours	Fwd to all 14/10/2025
3.	Email	SNC	Invitation to session regarding Mindful Villages	Fwd to all 14/10/2025
4.	Notification	NCC TRO	Re temp road closure	Fwd to all 16/10/2025
5.	Invitation	Diss Town Council	Invitation to Mayors Christmas Concert	Fwd to all 16/10/2025
6.	Email	CANs	Job vacancies	Saved to shared drive 16/10/2025
7.	Newsletter	NALC	Chief Ex Bulletin	Saved to shared drive 16/10/2025
8.	Newsletter	Healthwatch	Latest information	Saved to shared drive 17/10/2025
9.	Newsletter	NCC Trading Standards	Latest scams and recall alerts	Saved to shared drive 17/10/2025
10.	Notification	NCC TRO	Forthcoming temp road closure	Fwd to all 22/10/2025
11.	Notification	East Pye solar	Notification of consultation	Fwd to all 22/10/2025
12.	Newsletter	NALC	Chief Ex Bulletin	Saved to shared drive 23/10/2025
13.	Newsletter	NCC Trading Standards	Latest scams and recall alerts	Saved to shared drive 23/10/2025
14.	Invitation	CPRE	Stop solar farms on the land exhibition	Fwd to all 24/10/2025
15.	Email	Potential resident	Transport into Diss before bus service	Fwd to all 24/10/2025
16.	Email	SNC	Consultation regarding supplementary document to the councils Design Code project	Fwd to all 27/10/2025
17.	Email and Posters	SNC	Public Spaces Protection order extended for further 3 years	Agenda for next meeting on 19/11/2025
18.	Newsletter	NALC	Chief Ex Bulletin	Saved to shared drive 30/10/2025
19.	Newsletter	Norfolk NALC	Latest information from NALC incl link to new website to new combined county website	Saved to shared drive 30/10/2025
20.	Newsletter	NCC Trading Standards	Latest scam and recall alerts	Saved to shared drive 30/10/2025

	Subject	Received from	Contents	Action
21.	Newsletter	CANs	Job vacancies	Saved to shared drive 30/10/2025
22.	Email	SNC	2026 Business Awards	Fwd to all 30/10/2025
23.	Notification	TRO	Temp road closure	Fwd to all 30/10/2025
24.	Notification	CorVu Reports	Nil	Filed 03/11/2025
25.	Email	Resident via Parish Online	Speeding on Burston Road	Fwd to all 03/11/2025
26.	Newsletter	NCC	November Your Norfolk Extra	Saved to shared drive 03/11/2025
27.	Newsletter	Healthwatch	Recent newsletter	Saved to shared drive 04/11/2025
28.	Email	SNC	Rough sleeper audit	Fwd to all 06/11/2025
29.	Newsletter	NALC	Chief Exc bulletin	Saved to shared drive 07/11/2025
30.	Newsletter	NCC Trading Standards	Latest scam and recall alerts	Saved to shared drive 07/11/2025
31.	Newsletter	CANs	Energy bills advice and information talks	Saved to shared drive 07/11/2025
32.	Consultation	SNC	Public consultation on Joint draft Supplementary Planning Documents - 10/11/25- 19/12/25	Fwd to all 10/11/2025
33.	AGM Invitation	Diss & Thetford CAB	Invitation to attend AGM on 13/11/2025	Fwd to all 10/11/2025
34.	Bus shelter grant	Norfolk CC	Final funding application re bus shelter	Filed 10/11/2025
35.	Spreadsheet	SNC	Rough sleeper audit	Fwd to all 12/11/2025
36.	Notification	NCC TRO	Forthcoming TRO	Fwd to all 13/11/2025
37.	Newsletter	NCC Trading Standards	Latest scams and recall alerts	Saved to shared drive 13/11/2025
38.	Newsletter	NALC	Chief Exc bulletin	Saved to shared drive 13/11/2025
39.	Newsletter	Norfolk ALC	Latest from Norfolk	Saved to shared drive 13/11/2025
40.	Email	Resident	Query regarding NCC felling a tree	Fwd to Chair 16/11/2025

Planning Applications

	Subject	Between/ from	Contents	Action
41.	Weekly planning list week commencing 20/10/2025	SNC	No applications received or decisions made	Nil
42.	Weekly planning list week commencing 27/10/2025	SNC	Application letter received 2025/3277 Decision 2024/3856 approved with conditions Application letter received 31/10/2025 2025/3253	2025/3277 Fwd to all 24/10/2025 2025/3253 Fwd to all 31/10/2025
43.	Weekly planning list week commencing 03/11/2025	SNC	Application 2025/3253 already received No decisions made	Nil
44.	Weekly planning list week commencing 10/11/2025	SNC	No applications received or decisions made	Nil

Postal Correspondence / Telephone Message

	Subject	Received from	Contents	Action
1.	East Pye Solar	East Pye Solar	Targeted Consultation	Saved to shared drive 31/10/2025
2.	Norwich to Tilbury Development	National Grid	Update re pylon project	Saved to shared drive 31/10/2025

APPENDIX I – Minute 81.1 Payment Schedule

Payments made since meeting on 15th October 2025

Transaction No.	Payable To:	Reason (Budget Category)
P25/069	HMRC	Clerk: PAYE Jul-Sep
P25/070	K Cowley	Others: Event Candle stands
P25/071	Amazon	Others: Event LED lights
P25/072	MuchLoved	Community: S137 D.Swanton
P25/073	MuchLoved	Community: S137 D.Swanton
P25/074	R Noble	For Burston Community Group
P25/BC7	Lloyds Bank	Admin: Bank_Charge
P25/075	N Sharp	Maintenance: Inspections
P25/076	F Sharp	Clerk: Salary
P25/077	Hadleigh Drake	Maintenance: Village_Caretaking
P25/078	Royal British Legion	Community: S137
P25/079	Local Authority Technology CIC	Admin: Subscriptions Parish Online

Receipts since last meeting:

Transaction No.	Paid By:	Reason (Budget Category)
ARR008	Lloyds Bank	Interest
R25/010	Burston Community Group	To cover Grant