



Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday April 22nd, at 19:40

Strike School, Church Green, Burston.

Present:

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Keith Cowley	KC	
Angela Belgrove	AB	
Anita Hughes	AH	
Liam Phillips	LP	
Richard Heldreich	RH	
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public	5	District Cllr. J. Easter arrived during agenda item 3.

121. The Chair welcomed everyone to the meeting. **Apologies.** County Cllr. Dr. C Rowett.
122. **Declarations of Interest regarding items on the agenda.** No declarations of interest received.
123. Proposal from resident on behalf of village action group who wish to apply to list a village building as an Asset of Community Value. The documentation compiled by the group had been circulated to the Parish Councillors prior to the meeting. The resident enlarged on the group's proposal and explained in detail what it would mean if the listing was approved. This would allow the group 6 months leeway to take further action. The group are requesting the support of the Parish Council (PC) in their application. **PC Response:** The application will be considered and discussed as an agenda item at the next meeting. **ACTION:** Cllr. A. Wakeham to explore as PC needs to consider its position. Resident states decision will be within next 7 weeks, Cllr. A. Wakeham ensured PC decision by then and thanked resident for attending. District Cllr. J. Easter had sent a report, circulated before the meeting and a paper copy is in the minute file. District Cllr. J. Easter provided an overview of his report to the residents. Following a fire at Thetford recycling centre due to a battery, no centres will accept any small electrical items in the future, only large white goods. Questions for District Cllr. J. Easter, resident asked about planning department – answer the department is under pressure. Regarding the local government reorganisation, District Cllr. J. Easter explained that the devolution council will be elected in 2027 and will shadow the current organisation unelected until 2028. There will be someone in a similar role to District Cllr. J. Easter, but they will cover a much larger area and unlikely to be able to attend PC meetings. Currently District Cllr. J. Easter has funding available for replacement of play equipment; this needs to be matched by PC. **ACTION:** Cllr. K. Cowley to send relevant information to District Cllr. J. Easter grant application to replace an item of play equipment.

District Cllr. J. Easter requesting a promotional poster for an event in Great Moulton be advertised on Burson and Shimpling website. Chair asked if there were any other items from floor. Resident stated to make PC aware that there would be a meeting Thursday evening 19.30 for residents regarding Mill working hours. This had been mentioned earlier by another resident in the Annual Parish Meeting.

124. The Minutes from meeting held on March 25th, 2026, were approved. Proposed by Cllr. A. Belgrove, seconded by Cllr. K. Cowley. **Agreed by all.**

125. Matters Arising.

125.1. (108) Cllr. A. Wakeham has altered website meeting dates and times now displayed clearly. Following research there is no direct route to complain to the traffic commissioner - website signposts to other services depending on nature of complaint e.g. speeding issues report to the police.

125.2. (113) Due to local elections liaison with the officer monitoring usage of the BOAT is on hold. PC will ask for a meeting as soon as possible once elections are complete.

125.3. (120) Village sign replacement Cllrs. K. Cowley and L. Phillips are continuing to research. Ongoing project.

126. The Correspondence list was noted.

127. Finance papers were distributed prior to the meeting.

127.1. The attached payment and receipts report were approved.

127.2. The monthly statement of accounts for March 2026 was checked and approved.

127.3. The final Quarterly Bank reconciliation for financial year 2025-2026 was agreed by all.

127.4. The Governance Statement for the annual Audit including confirming that the PC has met all the new audit requirements was discussed and all gave approval.

127.5. The PC resolved to exempt themselves from the external audit in accordance with the limits for gross income and gross expenditure set by the audit authority. Certificate of exemption form completed.

127.6. Section 2 Accounting Statement requirement for the annual audit was approved by all.

127.7. The asset register has been discussed, adjusted as required and agreed by all.

128. Planning No planning applications received since the last meeting.

128.1. It was noted that there have been further requirements in application 2026/0762 previously December 2025. For information only, no response required from PC.

- 129. Highways Update.** Cllr. K. Cowley informed the meeting that he has received an update from Highways regarding the hole at the bottom of Mill Road, no progression. Highways are still awaiting to identify an appropriate specification to repair the hole. The work will take longer to complete than initially anticipated – possibly a week. This will be problematic if occurs at same time as increased operational hours at Burston Mill. No further update regarding the slow signage for the bends in the road at Shimpling. It was brought up by resident that the bridges at Shimpling are requiring repairing. **ACTION:** Cllr. K. Cowley will report to Highways. Village gateway signs need cleaning. **ACTION:** Cllr. A. Wakeham to discuss with village caretaker. Cllr. A. Hughes will begin annual sign cleaning in the villages reporting any issues to Cllr. K. Cowley.
- 130. Public rights of Way (PRoW) and BOAT Update.** Cllr. A. Hughes asked that meeting to inform her of any problems identified with PRoW and is hoping to walk the footpaths more often. Cllr. A. Hughes informed the meeting that Footpath 13 (FP13) is identified on the definitive map as going through Burston Mill. **ACTION:** Cllr. A. Wakeham to discuss with Mill Manager. The problems with the BOAT had been mentioned earlier, suggest discussing with Ramblers Association. Cllr. A. Wakeham will follow up with NCC monitoring officer.
- 131. Recreation Ground update:** Thistles are beginning to grow through again; paths will need spraying and benches painting. **ACTION:** Cllr. K. Cowley to liaise with village caretaker. It was suggested to erect a fence type structure behind the goal using equipment already owned and monitor effect before looking to purchase fence to stop football going towards the ditch.
- 132. The Spring Litter pick took place on April 18th.** Cllr. A. Belgrove reported that 11 bags of rubbish were collected. It is an easier task as Moor Lane is being checked regularly. Cllr. A. Belgrove has reported findings to SNC. The next litter pick will be in the Autumn. Cllr. A. Wakeham thanked Cllr. A. Belgrove for arranging the litter pick and everyone involved.
- 133. The resilience survey completed ended on March 31st.** 18 responses received. Cllr. A. Hughes holding information at present and will liaise with Clerk. Cllr. A. Hughes suggested posting on Facebook to encourage more participation.
- 134. A.O.B.** Cllr. K. Cowley to look at fencing of areas on village green where bee orchids grow. Resident mentioned that there was reversing onto village green. **ACTION:** Cllr. K. Cowley to insert more no parking stakes. Cllrs. A. Wakeham and J. Gowing arranged to download data from SAM. Cllr. K. Cowley still awaiting update from Diss Signs. Discussion around more publishing of Parish meetings and initiatives on Facebook (FB) Community page. Cllr. A. Hughes posts on both PC and community FB pages. Cllr. A. Wakeham requests all PC information be posted on PC FB page before Community page.

Date and time of next meeting Wednesday May 20th, 2026, 19.00 at Strike School, Church Green, Burston. This will be the Parish Council Annual Meeting.

Meeting closed at 21.15. The Chair thanked everyone for attending.

APPENDIX I – Minute 126 Schedule of Correspondence not on the Agenda – Received From 23/03/2026– up to and including 19/04/2026

	Subject	Received from	Contents	Action
1.	Newsletter	Parish Online	Recent news	Saved to shared drive 23/03/2026
2.	Newsletter	Gallagher (Insurance)	Community Events newsletter	Saved to shared drive 23/03/2026
3.	Newsletter	Norfolk ALC	Latest newsletter	Saved to shared drive 23/03/2026
4.	Email	Norfolk TRO	Notification re forthcoming temp road closure	Fwd to all 24/03/2026
5.	Email	Healthwatch	Invitation to complete survey regarding local health and social services	Fwd to all 25/03/2026
6.	Email	SNC	Notification of new surface water drainage officers'	Fwd to all 25/03/2026
7.	Newsletter	Norfolk ALC	Latest newsletter incl info re LGR	Saved to shared drive 27/03/2026
8.	Newsletter	NCC Trading Standards	Latest scam and recall alerts	Saved to shared drive 27/03/2026
9.	Newsletter	CANs	Empowering Communities newsletter	Saved to shared drive 27/03/2026
10.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 27/03/2026
11.	Email	Norfolk Ramblers	Regarding audit of footpaths that can be uploaded onto PC website	Fwd to all 31/03/2026
12.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 02/04/2026
13.	Newsletter	CANs	Job vacancies	Saved to shared drive 02/04/2026
14.	Newsletter	NCC Trading Standards	Latest scam and recall alerts	Saved to shared drive 02/04/2026
15.	Email	CORVu	Nil listed	Filed 07/04/2026
16.	Newsletter	NALC	NALC Events	Saved to shared drive 08/04/2026
17.	Newsletter	NCC	Your Norfolk Extra April 2026	Saved to shared drive 08/04/2026

	Subject	Received from	Contents	Action
18.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 10/04/2026
19.	Newsletter	Healthwatch	Latest newsletter	Saved to shared drive 10/04/2026
20.	Email	Norfolk TRO	Notification re surface dressing	Fwd to all 17/04/2026
21.	Email x2	Resident	Asking how to pay council tax	Replied with SNC link / phone number and contact form link 17/04/2026
22.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 17/04/2026
23.	Newsletter	NCC Trading Standards	Latest newsletter	Saved to shared drive 17/04/2026
24.	Slides/ Notes	SNC	Town and Parish Forum notes	Saved to shared drive 17/04/2026

Planning Applications

	Subject	Between/ from	Contents	Action
25.	Weekly planning list week commencing 23/03/2026	SNC	No applications received or decisions made	Nil
26.	Weekly planning list week commencing 30/03/2026	SNC	No applications received or decisions made	Nil
27.	Weekly planning list week commencing 07/04/2026	SNC	No applications received or decisions made	Nil
28.	Weekly planning list week commencing 13/04/2026	SNC	Application Number 2026/0762 App Type : Approval of Condition Details 2025/3277 dated 05/12/2025	Agenda item for 22/04/2026

Postal Correspondence / Telephone Message

Payments made from 10th March 2026

Transaction No.	Payable To:	Reason (Budget Category)
P25/BC12	Lloyds Bank	Admin: Bank_Charge
P25/104	N Sharp	Maintenance: Inspections
P25/105	CTS	Maintenance: Recreation_Ground
P25/106	F Sharp	Clerk: Salary
P25/107	N Sharp	Maintenance: Recreation_Ground
P25/108	Hadleigh Drake	Maintenance: Village_Caretaking
April 2026 - New Financial Year		
P26/001	Amazon	Maintenance: Recreation_Ground
		Maintenance: Recreation_Ground
P26/002	C & G Trenching	Meadow
		Maintenance: Recreation_Ground
P26/003	Boston Seeds	Meadow
P26/004	HMRC	Clerk: PAYE
		Maintenance: Recreation_Ground
P26/005	Boston Seeds	Meadow

Receipts since last meeting:

Transaction No.	Paid By:	Reason (Budget Category)
R26/001	HMRC	Income: VAT_Refund
AR26/001	Lloyds	Income: Interest