



**Burston and Shimpling Parish Council
Minutes of the Parish Council Meeting
Wednesday May 20th, 2026, at 19:00
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	
Richard Heldreich	RH	
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public	3	

- 1. Election of the Chair, signing of the declaration of office:** The Clerk had not received any nominations for Chair prior to the meeting. Cllr. A. Wakeham was prepared to stand again as Chair. Nominated by Cllr. A. Belgrove, seconded by Cllr. K. Cowley. All in favour. The declaration of acceptance of office was signed by Cllr. A. Wakeham in the presence of the Clerk.
- 2. Election of the Vice Chair, signing of the declaration of office:** The Clerk had not received any nominations for Vice -Chair prior to the meeting. Cllr. K. Cowley was prepared to stand again as Vice- Chair. Nominated by Cllr. A. Hughes, seconded by Cllr. A. Wakeham. All in favour. The declaration of acceptance of office was signed by Cllr. K. Cowley in the presence of the Clerk.
- 3. Apologies.** Received from Cllr. L. Phillips. District Cllr. J. Easter
- 4. Declarations of Interest regarding items on the agenda.** Cllr. A. Belgrove declared an interest in agenda item 14.2. Cllr. K. Cowley declared an interest in agenda item 14.3.
- 5. Public Participation.** County and District Councillors reports. No questions from residents received at this point. District Cllr. J. Easter had provided a full report at the last meeting and was unable to attend this meeting.
- 6.** The Chair presented the Annual Report at the Parish Meeting last month. A paper copy is in the minute file with the minutes from this meeting.
- 7.** The Responsible Financial Officer (RFO) presented the Annual Report at the Parish Meeting last month. A paper copy is in the minute file with the minutes from this meeting.
- 8. Approval of the Parish Council Policies, Standing Orders, Financial Regulations and any relevant amendments.** It was noted that IT Policy approved October 2025 ensued that the Parish Council is compliant with the Assertion 10 regulation required by the Annual Audit. No amendments required at present.
- 9. The Minutes of the Parish Council held on April 22nd, 2026, were approved.** Proposed by Cllr. A. Wakeham seconded by Cllr. K. Cowley. Agreed by all.

10. The date for the Annual Parish Council Meeting in 2027 was set as Wednesday May12th.

11. Matters Arising.

11.1 (129) Cllr. K. Cowley reported that he has raised the issue of the slow down signs in Shimpling. Highways to review. Awaiting update regarding the structural problems with the bridges in Shimpling. Cllr. K. Cowley asked that it be noted that the Heritage Board in Shimpling is smaller than the one in Burston.

11.2 (130) Cllr. A. Wakeham has spoken with the Mill Manager regarding FP13 that on the definitive map runs through Burston Mill. The Manager will discuss the appropriate 2AG property department. Going forward Cllr. A. Hughes to liaise with the Mill Manager.

ACTION: Cllr. A. Hughes.

11.3 (131) Cllr. A. Hughes has erected a fencing area to act as goal net in the recreation field.

ACTION: Cllr. A. Wakeham to inform the school child who wrote to the Parish Council.

12. The Correspondence list was noted. Cllr. A. Wakeham requests that if any of the Councillors are having difficulty accessing the shared drive to inform her please.

13. Finance papers were distributed prior to the meeting.

13.1. The attached payment and receipts report were approved.

13.2. The monthly statement of accounts for April 2026 was checked and approved.

13.3. It was noted that the Internal Audit has been successful. The Parish Council has exempted itself from the external audit as below the £25,000 threshold. The exemption certificate has been sent to the external auditors. The notification that the public can request to view the audit documentation will be displayed. The notice period will be from June 3rd until July 14th.

13.4. The end of year Summary for 2025-2026 income and expenditure was approved, and all documentation is saved in the Audit folder in the shared drive.

13.5. The end of year 2025-2026 reconciliation was approved.

13.6. It was agreed by all to approve the regular payments for 2026-2027. These are the payments that can be made between Parish Council meetings.

13.7. The asset list was discussed. It was agreed that this would be amended to include the new bench. Cllr. K. Cowley suggested that the mower and strimmer had not been used for over a year and they could be sold. **All in agreement.** **ACTION:** Cllr. K. Cowley to liaise with Cllr. A. Hughes regarding advertising via Market Place.

Approved _____ Date _____

14. Planning.

14.1 No planning decisions received.

14.2 Application 2026/1028 closing date for comments 20/05/2026 – approval via email between meetings.

14.3 Application 2026/1174 discussed. The Parish Council in general are not averse to this application **agreed by all**. Should a change of use in the future be applied for this would need further discussion.

14.4 Application 2026/3419 (original application 2024/3728). It was noted that this was an amendment to the original application. No objections from the Parish Council.

- 15. Public rights of Way (PRoW), BOAT and Highways Update.** Cllr. A. Hughes to liaise with Mill Manager re FP 13 – matters arising. No other footpath issues to report at this meeting. Cllr. A. Wakeham informed the meeting that the next meeting with Norfolk Trails will be on June 2nd. **Highways Update.** Cllr. K. Cowley informed the meeting that there is no update on the repairs needed to Mil Road junction. Due to the extent of the work required Highways are awaiting cost estimates. Once Highways are aware Parish Council will be informed. It was noted that there is a further area in Shimpling that is deteriorating.
- 16. Recreation Ground update:** Cllr. K. Cowley reports that the fence is up behind the goal posts thanks to Cllr. A. Hughes. The new bench is now in the play area and port a loo in place for the Summer. Cllr. K. Cowley to liaise with village caretaker regarding areas that need weed spraying. Cllr. A. Hughes has spoken with painter and decorator regarding refurbishing the painted play equipment. Cost for day to prep and day to paint will be £500. It was suggested for a working group of volunteers to undertake this. **ACTION:** Cllr. K. Cowley will make enquiries as to potential volunteers in the Summer Parish Planet then liaise with Cllr. A. Hughes to promote via Facebook. It was noted that a section of the post and rail fencing around the car park needs replacing. **ACTION:** Cllr. K. Cowley and Cllr. A. Hughes. **ACTION:** Cllr. K. Cowley to liaise with contractor regarding grass cutting as some areas remain clumpy.
- 17.** Cllr. A. Wakeham has been representing the Parish Council on the Diss and District Neighbourhood Plan Monitoring Group. **It was agreed by all that this would continue.** Cllr. A. Wakeham informed the meeting that the other Parish Council representations are usually with 2 people and suggested Cllr. R. Heldreich also becomes a representative for Burston and Shimpling Parish Council. **The was agreed by all.**
- 18.** Responding to the proposal presented last month regarding a Village Group applying for a **building in the village to become an Asset of Community Value (ACV).** **It was resolved by all** to support the application. Question raised by resident asking who made up the group and were those people on the electoral roll. **PC response.** The Parish Council received a

request to support the application. All the appropriate information from the Village Group has gone to South Norfolk and Broadland Council (SNC) for their decision and is on the SNC website. **ACTION:** Collective consensus from Parish Council in support of the proposal to be sent to SNC.

- 19.** It was decided by all to agree to the request from Unite Union to use the Village Green on Sunday September 6th, 2026, for the Strike School Rally. **ACTION:** Cllr. K. Cowley to remove the no parking signs on the evening of Saturday September 5th, 2026.
- 20. A.O.B.** Following on from the last meeting where District Cllr. J. Easter informed the meeting that there was funding to be applied for new equipment Cllr. K. Cowley stated that he could not think of anything new. Cllr. K. Cowley requested that if anyone has any suggestions to let him know please. The Parish Council would need to match fund any funding received. Discussion around speeding thought the villages and it was suggested that an additional SAMs be purchased. Potential application to the Parish Partnership in the future. Speeding issues particularly in Shimpling was discussed and Cllrs. K. Cowley and R. Heldreich to take this forward to the Community Beat Officer.

Date and time of next meeting Wednesday June 24th, 2026, 19.30 at Strike School, Church Green, Burston. Apologies received from Cllr. J. Gowing.

Meeting closed at 20.13. The Chair thanked everyone for attending.

Approved _____ Date _____

APPENDIX I – Minute 12 Schedule of Correspondence not on the Agenda – Received From 20/04/2026– up to and including 18/05/2026

	Subject	Received from	Contents	Action
1.	Email	Priscilla Bacon Hospice Charity	Information regarding services and how to contact	Fwd to all 21/04/2026
2.	Notification	NCC TRO	Information regarding forthcoming temp road closure	Fwd to all 22/04/2026
3.	Newsletter	NCC Trading Standards	Latest scams and recall alerts	Saved to shared drive 24/04/2026
4.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 24/04/2026
5.	Newsletter	CANs	Latest job vacancies	Saved to shared drive 24/04/2026
6.	Newsletter	Parish Online	Latest update	Saved to shared drive 28/04/2026
7.	Notification	NCC TRO	Information regarding forthcoming temp road closure	Fwd to all 30/04/2026
8.	Notification	NCC TRO	Information regarding forthcoming temp road closure	Fwd to all 30/04/2026
9.	Notification	East Pye	Update re solar park application	Fwd to all 29/04/2026
10.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 01/05/2026
11.	Newsletter	NCC Trading Standards	Latest scams and recall alerts	Saved to shared drive 01/05/2026
12.	Newsletter	CANs	Latest job vacancies	Saved to shared drive 01/05/2026
13.	Newsletter	CANs	Your empowering communities newsletter	Saved to shared drive 01/05/2026
14.	Notification	CORVu	Nil listed on report	Filed 05/05/2026
15.	Notification	Parish Online	Training webinar	Fwd to all 05/05/2026
16.	Notification	Norfolk ALC	Training events	Saved to shared drive fwd to all 06 /05/2026
17.	Newsletter	CANs	Latest job vacancies	Saved to shared drive 07/05/2026
18.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 07/05/2026
19.	Newsletter	NCC Trading Standards	Latest scams and recall alerts	Saved to shared drive 07/05/2026
20.	Notification	NCC TRO	Information regarding forthcoming temp road closure	Fwd to all 07/05/2026

	Subject	Received from	Contents	Action
21.	Notification	SNC	Bus shelter grant scheme	Fwd to all 14/05/2026
22.	Newsletter	NCC Trading Standards	Latest scams and recall alerts	Saved to shared drive 15/05/2026
23.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 15/05/2026
24.	Newsletter	CANs	Latest job vacancies	Saved to shared drive 15/05/2026
25.	Newsletter	Healthwatch	May newsletter	Saved to shared drive 15/05/2026
26.				

Planning Applications

	Subject	Between / from	Contents	Action
27.	Weekly planning list week commencing 20/04/2026	SNC	No applications received or decisions made	Nil
28.	Weekly planning list week commencing 27/04/2026	SNC	Received between meetings application 2026/1028	Fwd to relevant Councillors 29/04/2026
29.	Weekly planning list week commencing 04/05/2026	SNC	2026/1028 already received. No decisions made 2026/1174 received 06/05/2026	Nil Fwd to all Councillors 06/05/2026
30.	Weekly planning list week commencing 11/05/2026	SNC	Amendment to 2025/3419 (original 2024/3728) received 12/05/2026	Fwd to all councillors 12/05/2026
31.	Weekly planning list week commencing 18/05/2026	SNC	No applications received or decisions made	Nil

Postal Correspondence / Telephone Message

	Subject	Received from	Contents	Action
1.	Interested in scribe software for accounts	SCRIBE	Offer of trial if interested	Will inform RFO
2.	Solar Park application update	East Pye	Same as email notification	Will inform Chair

Payments since meeting on 22nd April 2026

Transaction No.	Payable To:	Reason (Budget Category)
P26/BC01	Lloyds Bank	Admin: Bank Charge
P26/006	C & G Trenching	Maintenance: Recreation_Ground
P26/007	10 Harleston	Admin : Stationery
P26/008	A Belgrove	Others : Litterpick
R26/002	South Norfolk Council	Income : Precept
P26/009	Amazon	Maintenance : Recreation_Ground
P26/010	Amazon	Maintenance : Recreation_Ground
P26/011	Amazon	Maintenance : Church_Green
P26/012	Agrigem	Maintenance : Recreation_Ground
P26/013	F Sharp	Clerk : Salary
P26/014	N Sharp	Maintenance : Inspections
P26/015	Glasdon	Maintenance : Recreation_Ground
P26/016	Darcy & Co	Admin : Stationery
P26/017	Post Office Counters	Admin : Stationery

Receipts since last meeting:

Transaction No.	Paid By:	Reason (Budget Category)
AR26/002	Lloyds Bank	Income: Interest

Approved _____ Date _____