



Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday June 24th, 2026, at 19:30

Strike School, Church Green, Burston.

Present:

Alison Wakeham	AW	Chair, Responsible Finance Office (RFO)
Keith Cowley	KC	
Liam Phillips	LP	
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public	3	And County Cllr. M. Thomas

21. Apologies. Apologies received from Cllr. A. Belgrove, Cllr. A. Hughes, Cllr. J. Gowing and Cllr. R. Heldreich. Apologies from District Cllr. J. Easter

22. To update Councillors Declarations of Interest and receive any declaration regarding agenda items. None

23. Public Participation. County and District Councillors reports County Cllr. M. Thomas emailed her report, which was circulated before the meeting. A paper copy is in the minute file. County Cllr. M. Thomas enlarged on her report. Responding to a question from the Parish Council (PC) County Cllr. M. Thomas explained that a motion had been passed stating that all future spending on Net Zero projects would undergo a cost benefit review - analysing the cost against the benefit at that time Norfolk County Council has debts that will lead to an operational shortfall this coming year County Cllr. M. Thomas assured the PC that Parish Partnership grants are unaffected by this motion. From resident to PC regarding Mill lorries speeding. Resident has twice reported yet no response from Mill Manager. PC will follow this up at their liaison meeting next month, these are 2Ag drivers as contractors are not used overnight. Resident informed the meeting that if the drivers were driving to 20mph limit there would not be brakes squealing at 01.00 when they are braking sharply. Incident noted of 4 lorries going out from the Mill at 04.30 Also vegetation is covering speed limit signs **ACTION:** Cllr. K. Cowley to contact Highways. Cllr. K. Cowley informed the meeting that he has contacted Highways before regarding the derestricted road between the 2 villages however, this would be a high cost. County Cllr. M. Thomas informed the meeting that all Highways issues need to be reported via the portal, and this will generate a reference number. Once a reference number has been assigned County

Approved _____ Date _____

Cllr. M. Thomas will be able to follow up. Cllr. K. Cowley will liaise with County Cllr. M. Thomas and copy her into email to Highways. PC informed County Cllr. M. Thomas that still awaiting follow up when the large pothole at the junction of Mill Road will be repaired and how Highways will manage the road closure and diversion for lorries leaving the Mill. County Cllr. M. Thomas informed the meeting that NCC are now using Keir national organisation to look at pothole management and not the contractors that were only patching.

24. The Minutes from the last Parish Council meeting on May 20th, 2026, were approved by those in attendance.

25. Matters Arising

25.1. (11.2, 130) Cllr. A. Hughes although unable to attend the meeting had emailed her report regarding Footpath 13 and noted from the online reporting system that there have been several complaints regarding this matter.

25.2. (120) Burston Village Sign Cllr. L. Phillips informed the meeting that to have the sign repaired by specialist companies would be costly and metal sign would be less expensive and easier to maintain. **This was agreed by all.** Cllr. L. Phillips is waiting for responses

26. The Correspondence List was noted

27. Finance. Papers were distributed prior to the meeting

27.1. The payments and receipts since the previous meeting were checked and approved.

27.2. The monthly statement of accounts for May 2026 were checked and approved.

27.3. The Chair informed the meeting that the PC is registered with the Information Commissioners Office and the annual Direct Debit has been paid.

27.4. The Public Notice for the annual Audit has been displayed this will be complete on July 14th

28. Planning.

28.1. The PC has no issues with Application 2026/1028

28.2. It was noted that application 2026/1174 has been approved with conditions

28.3. The Chair informed the meeting that the Greater Norwich Local Plan (GNLP) is reviewing further sites for house building. This will be monitored by the Diss and District

Approved_____Date_____

Neighbourhood Plan monitoring group (DDNP), the Chair represents Burston and Shimpling on the DDNP

28.4. It was noted from District Cllr. J, Easters report that there will be a change in planning laws on October 31st whereby District Councillors will no longer be able to call applications in for the Planning Committee. Individuals and Parish Councils will still be able to comment. Cllr. M. Thomas informed the meeting that this links in with the Local Government Reorganisation plans

29. Highways update. As discussed earlier in the meeting Cllr. K. Cowley is waiting to hear about Mill Road repairs. The signs near the bends in Shimpling have been repaired. The Village Gateway signs need cleaning The Chair has spoken with the Village Caretaker regarding this. Village Gateway sign cleaning needs to be added to Village Caretakers contract. **ACTION** Chair and Clerk. Cllr. A Hughes in her emailed report stated that no footpath issues have been raised with her.

29.1. BOAT update. Cllr. A. Wakeham gave an overview of her meeting with Martin Caplin from Norfolk Trails it was unlikely to have the status of the BOAT changed without further evidence, it was agreed that the monitoring if the use of the BOAT would continue over the next Winter Cllr. A. Wakeham stated that the Moor Road end would not be altered as extensive work had been undertaken to ensure flood defences in place for Shimpling **ACTION** Cllr. A. Wakeham to forward email trail to County Cllr. M. Thomas. Cllr. J. Gowing to liaise with drainage board.

30. Recreation Ground Update. There was a discussion around grass cutting frequency. Cllr. K. Cowley informed the meeting that the footpaths and thistles have been sprayed, although thistles growth appearing. Towards the end of July, the meadow will need cutting, Cllr. K. Cowley has been looking at drag nets as a means of moving the meadow cuttings. Cllr. K. Cowley will liaise with Unpaid Placement Coordinator scheme to see if they can assist again. It was agreed to have Picnic in the Park again this year to encourage new people in the villages to attend. **ACTION** Cllr. K. Cowley to liaise with Cllr. A. Hughes to promote on FB. Cllr. A. Wakeham to promote on PC website. General discussion around new play equipment specifically for toddlers. Cllr. K. Cowley waiting for costs then will be able to apply to District Councillors fund, cut-off date mid-August. Cllr. K. Cowley has contacted NGF regarding zip wire overall service required, cost pending. Cllr. Cowley

informed the meeting that the litter signs from the picnic tables had been destroyed and scattered around the play area. It was decided to look at metal signs. Cllr. L. Phillips has had experience of using adhesive that is irremovable. **ACTION:** Cllrs. K. Cowley to liaise with Cllr. L. Phillips. Discussion around installation of concrete table tennis. No decision for or against currently

31. Burston Mill. The forthcoming liaison meeting between PC and The Mill was discussed earlier:

32. SAMs machine. The possibility of a new permanent machine for Shimpling and replacement batteries for existing machine was discussed **ACTION** Cllr. K. Cowley to contact Parish Partnership regarding dates for grant applications to fund SAMS. Resident informed meeting that the view of the approaching lorry is blocked. **ACTION** Cllr. A. Wakeham to liaise with Village Caretaker re branch trimming the site where SAMS is located.

33. A.O.B. Cllr. L. Phillips informed the meeting that he has had 3 – 4 enquiries about the possibility of allotments in the village. Cllr. K. Cowley explained his idea around forming a climate action group to look at ways of helping residents access nature. An article regarding this is in the Parish Planet which is due to be distributed in next few days. Cllr. K. Cowley will assess response to this before next steps.

Date and time of next meeting Wednesday July 22nd, 2026, 19.30 at Strike School, Church Green, Burston.

Meeting closed at 20.33. The Chair thanked everyone for attending.

Outside of the meeting County Councillor Margaret Thomas enquired if there were any local groups. The NCC Heating Grant scheme has had poor uptake and County Councillor Margaret Thomas is trying to promote this in groups. PC will be able to promote in newsletter and on website

APPENDIX I – Minute 26 Schedule of Correspondence not on the Agenda – Received From 19/05/2026– up to and including 21/06/2026

	Subject	Received from	Contents	Action
37.	Newsletter	NALC	Latest newsletter	Saved to shared drive 22/05/2026
38.	Newsletter	CANs	Job vacancies	Saved to shared drive 22/05/2026
39.	Newsletter	NCC Trading Standards	Latest scam and recall alerts.	Saved to shared drive 22/05/2026
40.	Email	NCC Local Access Forum Officer	Information regarding helping PCs to help residents access the countryside	Fwd to all 28/05/2026
41.	Newsletter	NCC	News Update	Fwd to all 28/05/2026
42.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive
43.	Newsletter	CANs	Job vacancies	Saved to shared drive
44.	Newsletter	CANs	Empowering Communities newsletter	Saved to shared drive
45.	Notification	NCC Cor Vu	Confidential Information	Fwd to Chair 01/06/2026
46.	Notification	NCC TRO	Forthcoming temp roadworks	Fwd to all 03/06/2026
47.	Newsletter	CANs	Job vacancies	Saved to shared drive 06/06/2026
48.	Newsletter	NCC Trading Standards	Latest scam and recall alerts.	Saved to shared drive 06/06/2026
49.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 06/06/2026
50.	Newsletter	NALC	Latest events	Saved to shared drive 06/06/2026
51.	Notification	NCC TRO	Forthcoming temp roadworks	Saved to shared drive 09/06/2026
52.	Notification	Governance Manager SNC	Councillors home address not to be disclosed outside of Monitoring Officer, PC for internal governance	Fwd to all 10/06/2026
53.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 13/06/2026
54.	Newsletter	NCC Trading Standards	Latest scam and recall alerts.	Saved to shared drive 13/06/2026
55.	Newsletter	Healthwatch	Latest newsletter	Saved to shared drive 13/06/2026

	Subject	Received from	Contents	Action
56.	Email	GNLP@norfolk.gov.uk	Update regarding greater Norfolk local plan	Fwd to all 15/06/2026
57.	Notification	SNC	Re Asset of Community Value	Fwd to all 17/06/2026
58.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 19/06/2026
59.	Newsletter	NCC Trading Standards	Latest scam and recall alerts.	Saved to shared drive 19/06/2026
60.	Newsletter	CANs	Job vacancies	Saved to shared drive 19/06/2026

Planning Applications

	Subject	Between / from	Contents	Action
61.	Weekly planning list week commencing 25/05/2026	SNC	No applications received or decisions made Received 27 th May 2026 2026/1182	Fwd to all
62.	Weekly planning list week commencing 01/06/2026	SNC	No applications received or decisions made	Nil
63.	Weekly planning list week commencing 08/06/2026	SNC	No applications received or decisions made	Nil
64.	Weekly planning list week commencing 15/06/2026	SNC	No applications received or decisions made Amendment to 2026/1028 received 18/06/2026	Fwd to all 18/06/2026

Postal Correspondence / Telephone Message

	Subject	Received from	Contents	Action
1.	Message for Chair re BOAT meeting	Caroline at NCC	Date for meeting	Chair informed and rang Caroline back
2.	Message regarding work in the area	Sovereign Play	Would PC like design / quote for work in outdoor space	Fwd to Chair 06/06/2026
3.	Summer 26 newsletter	Open Space	Updates and information regarding AGM	Inform councillors of AGM date. Take newsletter to PC meeting 24/06/2026

Agenda 27

Payments made since 20th May 2026 meeting

Transaction No.	Payable To:	Reason (Budget Category)
P26/022	N Sharp	Maintenance: Inspections
P26/023	F Sharp	Clerk: Salary
P26/024	Hire Station Ltd	Maintenance: Recreation_Ground
P26/025	C & G Trenching	Maintenance: Recreation_Ground
P26/026	ICO	Admin: Subscriptions
P26/027	Hadleigh Drake	Maintenance: Village Caretaking
P26/BC03	Lloyds Bank	Admin: Bank Charge

Receipts since last meeting:

Transaction No.	Paid By:	Reason (Budget Category)
AR26/003	Lloyds Bank	Income: Interest

Approved_____Date_____