Burston and Shimpling Parish Council

Minutes of the Parish Council Meeting

Wednesday September 23rd , 2026, at 19:30

Strike School, Church Green, Burston.

Present:

Alison Wakeham	AW	Chair, Responsible Finance Officer (RFO)
Keith Cowley	KC	Vice Chair
Angela Belgrove	AB	
Anita Hughes	AH	
Fran Sharp	Clerk	Clerk to the Parish Council
Members of the public	3	And County Cllr M Thomas, District Cllr. J Easter

50. . Apologies. Apologies received from Cllrs J Gowing and L Philips and R Heldreich

51. . To update Councillors Declarations of Interest and receive any declaration regarding agenda items. No declarations of interest

52. Public Participation. County and District Councillors reports. Query from resident asking the road signage had been raised with Highways – lack of visibility as signs dirty and obscured by overgrown vegetation. Parish Council (PC) response that this has been raised with Highways. The PC is responsible for cleaning the Village gateway signs. Landowners are responsible for cutting hedges. Resident asked if there was any update with Burston Mill re HGV speeding. PC response the most recent meeting with the Mill was to discuss the road diversion whilst Mill Road is being repaired. It was noted that there is new signage outside the Mill informing drivers to observe the 20mph speed limit. Cllr. K Cowley will liaise with Mill Manager to see results of this. Resident informed the meeting that nighttime disturbance remains an issue. There is soon to be a residents meeting regarding this. Query from another resident on behalf of neighbour regarding the concerns of possibility of flooding from blocked ditches in the village. The PC thanks the resident for raising concerns. Member of PC will visit and advise. It was suggested that a general item be included in the next Parish Planet to remind residents to keep clear any ditch area in their property. It was stated from a further resident that following Strike rally debris had been left on Church Green, usually the stewards undertake a litter pick. Also, it was asked if the Picnic in the Park next year was going to be a bigger event and suggested Classic cars / bikes. Cllr. A. Hughes thanked the resident and welcomes all suggestions and ideas. County Cllr. M. Thomas expanded on her report, circulated before the meeting and a paper copy is in the minute file. Local Government reorganisation has been halted by central Government. The District Council elections will go ahead in 2027. County Cllr. M. Thomas attended the public examination of the application for East Pye solar park and spoke on behalf of residents. There was a general discussion in the meeting around green energy and that any future spending will undergo a cost / benefit analysis before agreement. County Cllr. M. Thomas asked about the repairs to Mill Road

and to please keep her updated and if there is anything she can help with. District Cllr. J. Easter sent a report which was circulated before the meeting and a paper copy is in the minute file. District Cllr. J. Easter informed the meeting that Dr. Lizzie Archie representing Suth Norfolk and Broadland District Council, will attend the Community Climate Action Group meeting on October 1st. Food waste bins will be distributed later this month / early next month, and the waste will be recycled to produce electricity. If your bin is empty just leave with lid open for collector to be aware of. District Cllr. J. Easter has additional fly tipping signs logos of Norfolk Constabulary and District Council (DC) are on the signs, to give to PC - 4 areas around the villages were identified. The PC will need to erect signs and send photos with what 3 words locations to the District Council. **ACTION**: Cllr. K. Cowley. District Cllr. J. Easter informed the meeting that he will not be standing in next years DC elections. District Cllr. J. Easter spoke about the National Policy changes to Planning regulations, no hard copies only online – discussion around if the PC would be able to supply residents with hard copies if the resident was unable to access digitally. District Cllr. J. Easter updated the meeting that grants application results would be available early October. Chair thanked the County and District Councillors for attending.

53. The Minutes from the last Parish Council meeting on July 22nd, 2026, were approved by those in attendance. Proposed by Cllr. A. Belgrove, seconded by Cllr. A. Wakeham.

54. Matters Arising

54.1. (38.3, 29) The Village caretaker contract has been amended with additional cutting at top of Back Lane inserted.

54.2. (40.4) Litter pick grant has been awarded, need to clarify if the grant is £50 for the year or for each litter pick.

54.3. (42). Cllr. A. Wakeham has been waiting for Beat Manager to discuss type of SAMS that are accepted by Norfolk Police. Parish Partnership applications are due by December if PC are applying to fund a new SAMS.

54.4. (43) Discussion regarding rerouting of footpath across field **–** there are 2 landowners for the field. The footpath needs to go on the definitive map. Cllr. A. Hughes to follow up.

54.5. (43) The mound still needs work

55. The Correspondence List was noted.

56. Finance. Papers were distributed prior to the meeting.

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

56.2. The monthly statements for July and August 2026 were checked and approved**.**

56.3. It was agreed to request 2 wreaths to purchase for Remembrance Day.

56.4. Chair requested that any thoughts, suggestions for the next budget. In the October meeting discussions will need to begin about setting budget. Suggestion that PC buy flip chart, this can be stored in shed. Cllrs. K. Cowley and A. Hughes to liaise re making space in the shed. Litter pick grant as noted in matters arising 54.2 (40.4).

56.5. The insurance premium has been issued and payment due October 1st, 2026.

56.6. The Clerk has received back pay and new pay scale has commenced in August in line with local government agreement.

56.7. It was decided to review budget items to enable one off grant be awarded to Ormiston Families Charity.

56.8. Cllr. A. Belgrove stated that the Lloyds card for authorising payments is due to expire and no new card has been received. **ACTION**: Clerk to follow up

57. Planning

57.1. It was noted that application 2026/1766 had been approved with conditions

58. Highways and ProW Update. Cllr. A. Wakeham thanked Cllr. A. Hughes for all the information regarding road issues through villages from Diss and the impact the new housing development with increased traffic going to A140. Discussions around possibility of slowing journey time down to reduce possibility of incidents. Cllr. A. Hughes has further information and will forward to PC. Cllr. A. Hughes informed the meeting that all crops have been cut and footpaths cleared. Cllr. K. Cowley stated that only section of footpath towards Gissing Road has been maintained. Residents reported footpath finger posts and waymark signs that need repair. **ACTION:** Cllr. A. Hughes to report via portal. Cllr. K. Cowley informed the meeting that he has sent photos to Highways of verge erosion along Mill Road, the Shimpling bends and of the large pothole along Bridge Road – part of the diversion route for when the Mill Road repairs will take place.

59. Recreation Ground Update Cllr. K. Cowley informed the meeting that the port a loo has now been collected. The Picnic in the Park was very successful. Cllr. A. Hughes suggested planning meeting before next year's picnic – agreed that May / June would be optimal time. Also, possibility of adding Burston Buskers Day where local musicians are invited to attend this would not incur cost to PC. Cllr. K. Cowley reported that some younger people had kindly cleared some rubbish from ditches and left rubbish by the bin. Cllr. K. Cowley has bagged this and it will go with

the litter pick collection next month. Cllr. K. Cowley is awaiting response from the company regarding the metal gate to the play area that needs repair. Cllr. K. Cowley has requested a final cut of the grass for this year. Cllr. K. Cowley informed the meeting that he will be stepping back from his role and responsibilities in looking after the Recreation Field and that new arrangements will need to be made with the PC for another Councillor to take over this area.

60. Community Climate Action Group meeting will take place on October 1st. This has been publicised and hopefully as many residents as possible will attend.

61. The next village litter pick will be on October 10th, 2026.

62. The Village Caretaker contract was discussed in Matters Arising 54.1 (38.3, 29).

63. It was agreed by all that the school could use the Church Green to mark Remembrance Day on Wednesday November 11th.

64. A.O.B

64.1. Unite extended thanks to the PC, Friends of Burston School and the residents of Burston for the continued support and Welcome for the Rally.

64.2. Cllr. A. Wakeham informed the meeting that she is continuing to request updates from NCC regarding bus services in the villages.

64.3. Cllr. A. Wakeham attended a webinar by Anglia Water, mention of planning for future reservoirs and underground water storage – cost implications. Cllr. A. Wakeham will attend follow up webinar.

64.4. Cllr. A. Wakeham updated the meeting following the Town and Parish Council forum meeting. Public Spaces Protection Orders for Vehicle anti-social behaviour expire in 2027, and views are sought from PCs on extending the orders for another 3 years on a like for like basis. There will be a full public consultation, and Councils will be consulted individually.

64.5. Request from SNC re possibility of the Health Hub van attending a site in the village. It was suggested the organiser view the sites of recreation field car park and Strike school for suitability. If Strike school preferred option, then PC will approach Unite.

Date and time of next meeting Wednesday October 21st , 2026, 19.30 at Strike School, Church Green, Burston.

Meeting closed at. 21.35. The Chair thanked everyone for attending.

APPENDIX I – Minute 55 Schedule of Correspondence not on the Agenda – Received From 20/07/2026– up to and including 29/08/2026

	Subject	Received from	Contents
1.	Notification	NCC TRO	Forthcoming road closure
2.	Newsletter	NALC	Chief Exc bulletin
3.	Newsletter	NCC Trading Standards	Latest Scams and recall alerts
4.	Newsletter	CAN	Job vacancies
5.	Letter	Deputy Leader NCC	Introducing themselves to PC
6.	Notification	NCC TRO	Upcoming temp road closure notice
7.	Notification	NCC TRO	Upcoming temp road closure notice
8.	Notification	NCC TRO	Upcoming temp road closure notice
9.	Notification	East Pye	Recent information regarding this
10.	Newsletter	NALC	Chief Exc bulletin
11.	Newsletter	NCC Trading Standards	Latest Scams and recall alerts
12.	Newsletter	CAN	Job vacancies
13.	Newsletter	CAN	Empowering Communities newsletter
14.	Newsletter	Open Spaces	Latest information
15.	Newsletter	NCC	Latest information
16.	Notification	NCC CoRVu Report	Confidential information
17.	Notification	Monitoring Officer	Re asset of community value outcome of review
18.	Newsletter	CAN	Job vacancies
19.	Newsletter	CAN	Latest newsletter
20.	Newsletter	Healthwatch	Latest newsletter
21.	Newsletter	NCC Trading Standards	Latest scams and recall alerts
22.	Newsletter	NCC	Latest Update
23.	Newsletter	NALC	Chief Exc bulletin
24.	Notification	GNLP review team	Information re Consultation period
25.	Notification	SNC	Revised food waste collection information
26.	Newsletter	NALC	Chief Exc bulletin
27.	Newsletter	NCC Trading Standards	Latest scams and recall alerts
28.	Newsletter	CAN	Job vacancies
29.	Newsletter	Norfolk ALC	Latest newsletter
30.	Notification	Anglia Water	Stakeholder webinar event re water resources
31.	Notification	Community Pharmacy	Bank Holiday weekend opening times

	Subject	Received from	Contents
32.	Invitation	Parish Partnership	Applying for a grant
33.	Newsletter	CAN	Job vacancies
34.	Newsletter	CAN	Latest newsletter
35.	Newsletter	NCC Trading Standards	Latest scams and recall alerts
36.	Newsletter	NALC	Chief Exc bulletin

Planning Applications

	Subject	Between/ from	Contents
37.	Weekly planning list week commencing 20/07/2026	SNC	No applications received No decisions made
38.	Weekly planning list week commencing 27/07/2026	SNC	No applications received or decisions mad
39.	Weekly planning list week commencing 03/08/2026	SNC	2026/2139 validates No decisions made
40.	Weekly planning list week commencing 10/08/2026	SNC	No applications received. No decisions made
41.	Weekly planning list week commencing 17/08/2026	SNC	Application 2026/1766 approved with conditions No applications received
42.	Weekly planning list week commencing 24/08/2026	SNC	No applications received. No decisions made

Postal Correspondence / Telephone Message

	Subject	Received from	Contents	Action
1.	Phone call Renewal of contract	Community Heartbeat	Re Invoices	D/W Chair
2.	Post East Pye notification	East Pye	Poster for display	D/W Chair

APPENDIX I – Minute 55 Schedule of Correspondence not on the Agenda – Received From 01/09/2026– up to and including 20/09/2026

	Subject	Received from	Contents	Action
43.	Notification	TRO	Temp road closure	Fwd to all 02/09/2026
44.	Newsletter	NCC	Latest update	Fwd to all 04/09/2026
45.	Newsletter	NCC Trading Standards	Latest scam and recall alerts	Saved to shared drive 04/09/2026
46.	Newsletter	CAN	Job vacancies	Saved to shared drive 04/09/2026
47.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 04/09/2026
48.	Newsletter	Norfolk ALC	Newsletter	Fwd to all 04/09/2026
49.	Notification	NCC Cor Vu	Confidential information	Fwd to Chair 07/09/2026
50.	Invitation	SNC	Community Climate Action training	Fwd to all 07/09/2026
51.	Newsletter	Parish Online	Latest newsletter	Saved to shared drive 08/09/2026
52.	Newsletter	NCC	September Extra	Saved to shared drive 08/09/2026
53.	Email	Resident	Request for item to be included in Parish Planet	Fwd to Chair and Vice Chair
54.	Newsletter	NCC Trading Standards	Latest scam and recall alerts	Saved to shared drive 10/09/2026
55.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 10/09/2026
56.	Newsletter	CAN	Job vacancies	Saved to shared drive 10/09/2026
57.	Newsletter	Norfolk ALC	LGR update	Saved to shared drive 10/09/2026
58.	Notification	TRO	Information re temp road closure	Fwd to all 14/09/2026
59.	Email	SNC	Consultation re South Norfolk Clusters Housing allocations Plan	Fwd to all 14/09/2026
60.	Notification	TRO	Information re temp road closure	Fwd to all 16/09/2026
61.	Notification	TRO	Information around road diversion Mill Lane	Fwd to all 16/09/2026
62.	Newsletter	NCC Trading Standards	Latest scam and recall alerts	Saved to shared drive 17/09/2026
63.	Newsletter	NALC	Chief Ex bulletin	Saved to shared drive 17/09/2026
64.	Newsletter	CAN	Job vacancies	Saved to shared drive 17/09/2026
65.	Newsletter	Healthwatch	Invitation to take part in a survey regarding future health care	Saved to shared drive 17/09/2026

Planning Applications

	Subject	Between / from	Contents	Action
66.	Weekly planning list week commencing 01/09/2026	SNC	No applications received No decisions made	Ni
67.	Weekly planning list week commencing 07/09/2026	SNC	No applications received or decisions made	Nil
68.	Weekly planning list week commencing 14/09/2026	SNC	No applications received. Note 2026/2139 approved	Agenda item for meeting 23/09/2026

Postal Correspondence / Telephone Message

	Subject	Received from	Contents	Action
1.	Brochure	NBB	Recycled furniture	Take to next PC meeting

Agenda item 7 – Summary of payments since meeting on 22nd July 2026

Transaction No.	Payable To:	Reason (Budget Category)
P26/BC04	Lloyds Bank	Admin: Bank_Charge
P26/044	GeoXphere	Admin: Subscriptions Parish Online
P26/045	N Sharp	Maintenance: Inspections Monthly
P26/046	F Sharp	Clerk: Salary
P26/047	Hire Station Ltd	Maintenance: Recreation_Ground Port-a-Loo
P26/048	C & G Trenching	Maintenance: Recreation_Ground Grass_Cutting
P26/049	Metal Sheets Ltd	Maintenance: Recreation_Ground Play_Equipment
P26/050	Hadleigh Drake	Maintenance: Village_Caretaking
P26/051	Community Heartbeat Trust	Maintenance: Defibrillator_Support
P26/052	Tree Amigos	Maintenance: Recreation_Ground
P26/BC05	Lloyds Bank	Admin: Bank_Charge
P26/053	CTS	Maintenance: Recreation_Ground Play_Equipment
P26/054	N Sharp	Maintenance: Inspections Monthly
P26/055	F Sharp	Clerk: Salary
P26/056	Hadleigh Drake	Maintenance: Village_Caretaking
P26/057	Brandon Hire Station	Maintenance: Recreation_Ground Port-a-Loo
P26/058	Screwfix	Maintenance: Recreation_Ground Play_Equipment

Receipts since last meeting:

Transaction No.	Paid By:	Reason (Budget Category)
AR26/005	Lloyds Bank	Income: Interest
R26/004	South Norfolk Council	Income: Grant
AR26/006	Lloyds Bank	Income: Interest