

Burgh Castle Parish Council

Chairman: Trevor Greenacre

Minutes from the Annual Parish Council Meeting held on Monday 8th May 2017 at Burgh Castle Village Hall

Present: Cllrs T. Greenacre (Chair), J. Hogg, E. Foster, K. Palmer (Clerk) and 16 members of public including County Cllr Smith.

The meeting commenced at 8.00pm

1. ELECTION OF CHAIRMAN

Cllr Foster proposed Cllr Greenacre, Seconded Cllr Hogg. All In Favour. Acceptance of Office was duly signed.

2. ELECTION OF VICE CHAIR

It was agreed to defer this item to the next meeting when more members would be present.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Austin, Grimmer and Nichols. It was agreed unanimously to accept the apologies.

4. DECLARATION OF INTEREST

There were none.

The public section commenced at 8.03pm

PUBLIC SECTION

-P.C. Lay Flurrie gave a brief report detailing the latest crime figures compiled by Hannah Gardiner for May. It was reported the SNAP meetings are still going well, they are usually held at the JGI and open to all members of the public. At the meeting local priorities are set which for the next three months is the continuation of monitoring of anti social behaviour concerns in all the villages. Currently there is no neighbour watch in Burgh Castle, if there are any volunteers willing to start up a new group please contact himself or PCSO Allen.

-County Cllr Carl Smith introduced himself as the newly appointed Borough Councillor for Burgh Castle. After listening to issues raised he confirmed he will be speaking to John Cotton concerning the overhanging trees on Mill Road. He will also contact Anglian Water concerning a progress report on the Stepshort Road closure.

Broads Authority

There is concern with how the new bins on the board walk are going to be emptied given their location.

Speed Watch

Things have slowed down a little this month with four vehicles being caught speeding.

Burgh Castle Fundraising Day

Stalls are going well with more being booked. Two marquees have been promised. Physical help is needed to set up and take down all the equipment.

-Cllr Foster addressed the meeting appealing for someone to fill the current Parish Councillor vacancy.

-The Chairman asked that all Church Road residents be vigilant as there had been a great amount of fly tipping left at the gate to the burial ground. It was agreed for the Clerk to ask the Police do they still have mobile CCTV units that could be deployed to Burgh Castle. It was noted that other areas within the Parish are also suffering with fly tipping.

With no further business the main meeting commenced at 7.43pm

5. MINUTES FROM LAST MEETING

The minutes from the meeting held on the 10th April 2017 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record Proposed Cllr Greenacre. All In Favour.

6. MATTERS ARISING

-An email from a concerned resident had been received concerning vehicles being parked at the junction of Butt Lane and Stepshort outside the Jessie Terrace cottages.

-Complaints from residents at how long Stepshort has remained closed has been received.

-A reply had been received from Caroline Davison from the Norfolk Archaeological Trust concerning the fort car park 6pm closure. For a number of reasons including in the past late night opening had caused problems with joy riders and vandalism of the cycle racks. However she would be happy to meet with the Parish Council to discuss this further.

7. 2016/17 YEAR END ACCOUNTS

Bank Reconciliation Year ending 31st March 2017

Prepared by Kate Palmer (Parish Clerk/RFO)

Balance as per bank statements 31 st March 2017	£	£
Community Current Account	25.00	
Community Premium Account	<u>8942.31</u>	
		8967.31

TOTAL

(No unrepresented cheques at 31st March 2017)

Net Balances as at 31st March 2017 **8967.31**

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening balance 1 st April 2016	10441.16
Add: Receipts in the year	13542.37
Less: Payments in the year	(15016.22)
Closing balance per cash book as at 31 st March 2017	<u>8967.31</u>

To approve the year end accounts Cllr Foster, Seconded Cllr Hogg. All In Favour. Please note a copy of the payments and receipts account is appended to and does form part of the minutes.

8. INTERNAL AUDIT REPORT

The Clerk reported the Internal Auditor Miss Grey found there were no problems with the year end financial documents, and all was in good order.

9. ANNUAL RETURN

Both the annual return and the governance statements were approved en bloc. Proposed Cllr Foster, Seconded Cllr Greenacre. All In Favour.

10. CONFIRMATION OF CLERK/RFO & BANK SIGNATORIES

Kate Palmer was confirmed as both Parish Clerk and Responsible Financial Officer to the Council. Bank signatories currently are Cllrs Grimmer and Hogg. Proposed Cllr Hogg, Seconded Cllr Foster. All In Favour.

11. OVER HANGING TREES

The Clerk reported she had received a reply from NCC Highways concerning the overhanging trees

on Mill Road. The reply stated as Highways have not received any other complaints from i.e. the local bus company, HGV company they are reluctant to pass onto the legal team at the current time as more evidence is required.

12. VILLAGE SIGN PLANTER/FENCING

The completed application form and sketch have been sent to NCC Highways, a reply as to whether the application is successful will follow in due course. If this is not successful then the possibility of applying for a bye-law may be considered.

The village sign is still drying out before it can be painted.

13. PLANNING

It was agreed the Council would like all three applications below to be called in to be considered by the planning development committee.

06/17/0254/F Sunnydale, Mill Rd, Burgh Castle Demolition of old dwelling replace with new.

It was agreed the proposal would be completely not in keeping with the rest of the village.

06/17/0259/F The Gannel High Rd, Burgh Castle 5 warden control homes and parking
Concerns that units may be rented out to other persons when not in use. The designs of the homes need to be improved.

06/17/0270/F Crows Farm High Road, Burgh Castle New vehicular access

Will the new access cause problems with footpath number 8?

The following two applications were agreed no objections subject to neighbours comments:

BA/2017/0110NONMAT Church Farm, Burgh Castle Replace windows and doors

BA/2017/0111/LBC Church Farm, Burgh Castle Demolition 3 extension, new 3 bay car park

14. FINANCIAL MATTERS

Cheque Number	Detail	Amount
101157	Archie Young April 2017 -£89.79 less tax £17.80	£71.99
101158	Kate Palmer April 2017 £364.87 less tax £73.00	£291.87
101159	HMRC – A. Young tax 17.80, K. Palmer tax 73.00	£90.80
101160	Sage Gardening April 2017	£394.75
101161	Nalc subscription	£210.17
101162	Dragon Security Systems (vat 20.94)	£125.68
	Total	£1,185.26

To approve the above sheet for payment Proposed Cllr Foster, seconded Cllr Hogg. All In Favour.

15. ITEMS FOR THE NEXT AGENDA

Village Sign Planter Councillor Vacancy Bank Signatories
Election of Vice Chair

16. TIME AND DATE OF NEXT MEETING

Monday 12th June 2017 at 7.30pm

With no further business the meeting was closed at 8.57pm