

Burgh Castle Parish Council

Chairman: Trevor Greenacre Vice Chairman: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 12th February 2018 at Burgh Castle Village Hall

Present: Cllrs T. Greenacre (Chair), B. Grimmer, W. Griffiths, J. Hogg, P. Nichols, B. Swan, K. Palmer (Clerk), and 8 members of the public including County Cllr Smith and Borough Cllr Myers.
The public section commenced at 7.30pm

PUBLIC SECTION

-County Cllr Smith reported he had received an update concerning the number 5 bus route. During the road closures (these being Butt Lane 19th Feb to 16th March, High Road 20th March to 23rd March) the bus will not run between Louis Dahl Rd and the Blue Sky Park Bradwell. There will be a replacement service which will be operated by Swift Taxis, and no fares will be required.

However it was strongly felt that the level of replacement service currently suggested is not adequate, as a replacement service is needed to run hourly or at least bi-hourly. County Cllr Smith stated he will be contacting First Group about this matter again and will report back.

-County Cllr Smith said he waiting for the Utility company to advise what date Mill Road will be closed then he will arrange for the trees to be cut back during this time.

Concerning Cherry Tree Corner County Cllr Smith has informed Highways that the work to clear the area has not been completed to the standard agreed during the original site meeting with Paul Sellick.

-Borough Cllr Myers reported that Officers from the Borough Council are carrying out random inspections on the contents of recycle bins. This is because when other items are discarded in them it causes the whole lorries contents to have to be resorted, which is costing the Council time and money.

-GYBC will be raising their element portion with the Council Tax, confirmation of the increase will be confirmed following next weeks meeting. It was confirmed NCC will be raising their element by 5.9%.

- The next CLT meeting will on 13th February, 7.30pm at New Road Sport & Leisure Centre.

With no further business the main meeting commenced at 7.45pm

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Austin. To accept the apologies Proposed Cllr Nichols, Seconded Cllr Swan. All In Favour.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES FROM LAST MEETING

Minutes from the meeting held on the 08/01/18 had been prior circulated by the Clerk to all members. With one minor amendment to accept the minutes as a true and accurate record. Proposed Cllr Grimmer, Seconded Cllr Nichols. All In Favour

4. MATTERS ARISING

-It was agreed the Village Hall Committee will install another couple of heaters into the hall for the next Parish Council Meeting.

5. PLANNING

06/18/0011/F The Old Farm, Marsh Lane. Conversion outbuilding to annex
For the application above it was agreed no objections subject to neighbours comments, with the condition the annex is not to be sold as a separate dwelling in the future.

6. SPEED WATCH

Cllr Griffiths reported that three new spots have been approved by the Police, one near to the Cherry Tree Holiday Park and two on Market Road. It has been agreed if eleven vehicles or more are caught speeding in one area then the Police will deploy their speed gun unit. Cllr Griffiths will be attending the Speed Watch Co-ordinators AGM on the 28th March. It was reported the SAM2 sign has been vandalised, the Police and contractors Westcotec have been notified.

7. CHERRY TREE CORNER

Please refer to the public section minute.

8. VILLAGE SIGN/PLANTER

The Police have confirmed they would like to help with the works as part of their Community SOS Scheme. It was agreed to start the works mid March as the weather is currently too cold for planting. The Clerk to contact PC Hannah Gardiner to arrange the start date.

9. NCC PARISH PARTNERSHIP SCHEME

Confirmation has been received from The Norfolk Archaeological Trust and the Church PCC that they will help to fund the Parish Council's element of the scheme if the bid is successful.

It was agreed the clerk to inform Caroline Davison at the Trust that reports have been received the site is looking a little tatty as some of the fencing is down, and gates not in good working order.

10. FINANCIAL MATTERS

Cheque Number	Detail	Amount
101211	Kate Palmer salary 376.64 less tax £75.40	£301.24
101212	Nina Dockerty wage	£78.75
101213	Sage Gardening	£394.75
101214	HMRC Kate Palmer tax 75.40	£75.40
	Total	£850.14

To propose payment for the above sheet Cllr Grimmer, Seconded Cllr Nichols. All In Favour
Internal/External Audit 2018

Due to changes in the Audit regime for smaller councils with a turnover of under £25,000, a full External Audit by the new External Auditors Littlejohn LLP will not be required. An annual return will still have to be completed and agreed with an opt out form. This does however mean the Internal Audit must be more thorough, will a full report published on the Councils website along with supporting documents. It was therefore agreed the Internal Auditor for 2018 will be Dennis Cooper at a cost of £50 to provide the audit. There will be no cost incurred from Littlejohn LLP.

11. VILLAGE ROAD CLOSURE/WATER MAINS

Please refer to the public section minute.

12. FREEDOM OF INFORMATION ACT & PROTOCOL FOR RECORDING MEETINGS

A copy of the Freedom of Information Act and Protocol for Recording Meetings policies had been circulated to all members prior to the meeting. With no amendments it was agreed to approve both documents which will later be added to the Councils website. Propose Cllr Nichols, Seconded Cllr Grimmer. All In Favour.

13. COUNCIL & CLERK RISK ASSESSMENTS

The Clerk had prior circulated to all members a copy of both risk assessments for approval. Cllr Grimmer offer to supply the Clerk with a Hi vis vest as noted in the assessment. To approve

both documents Proposed Cllr Swan, seconded Cllr Nichols. All in Favour.

14. ITEMS FOR THE NEXT AGENDA, PLUS TIME AND DATE OF NEXT MEETING

-Parish Partnership Scheme -Speed Watch -Cherry Tree Corner

-Village Road Closures/Water Mains

The next meeting is Monday 9th April 2018 at 7.30pm

It was agreed for the Clerk to check if Highways have the Burgh Castle sign, and also the finger sign from the Mill Rd and Butt Lane junction.

With no further business the meeting finished at 8.09pm