

# **Burgh Castle Parish Council**

Chairman: Trevor Greenacre

## **Minutes from the Annual Parish Council Meeting held on Monday 14<sup>th</sup> May 2018 at Burgh Castle Village Hall**

**Present:** Cllrs T. Greenacre (Chair), P. Carter, J. Hogg, W. Griffiths, P. Nichols, B. Swan, K. Palmer (Clerk) and 7 members of public.

*The meeting commenced at 8.00pm*

### **1. ELECTION OF CHAIRMAN**

Cllr Swan proposed Cllr Greenacre, Seconded Cllr Nichols. All In Favour. Acceptance of Office was duly signed.

### **2. ELECTION OF VICE CHAIR**

Cllr Swan proposed Cllr Grimmer, Seconded Cllr Griffiths. All In Favour. Acceptance of Office to be signed when Cllr Grimmer returns from holiday.

### **3. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Grimmer and Borough Cllrs Lawn and Drewitt and County Cllr Smith. To accept the apologies Proposed Cllr Nichols, Seconded Cllr Swan. All In Favour.

### **4. COUNCILLOR CO-OPTION**

After discussion it was agreed by all members to co-opt Pauline Carter on to the Council. Proposed Cllr Swan, Seconded Cllr Hogg. All In Favour.

### **5. DECLARATION OF INTEREST**

There were none.

*The public section commenced at 8.04pm*

### **PUBLIC SECTION**

-Thanks was given to County Cllr Smith for getting the trees cut back on Mill Road.

-Cllr Swan stated he is waiting for an up date from County Cllr Smith regarding the Cherry Tree Corner works.

-The footbridge near the Fort will be out of action for 5 days as it is being repaired.

*With no further business the main meeting commenced at 7.37pm*

### **6. MINUTES FROM LAST MEETING**

The minutes from the meeting held on 9<sup>th</sup> April 2018 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record Proposed Cllr Swan, Seconded Cllr Nichols. All In Favour.

### **7. MATTERS ARISING**

-It was suggested that more stakes may be needed around the corner section of the new planter.

### **8. 2017/18 YEAR END ACCOUNTS**

All members had received prior to the meeting a copy of the 2017/18 income and expenditure account along with the end of year bank reconciliation. To approve both documents proposed Cllr Nichols, Seconded Cllr Swan. All In Favour.

Bank Balance as per statements as at 31<sup>st</sup> March 2018

Business Account	£5,945.49
Community Account	£25.00
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£5970.49

There were no unrepresented cheques as at 31<sup>st</sup> March 2018

Net Balance as at 31<sup>st</sup> March 2018 £5,970.49

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### **Cash Book**

<b>Opening Balance 1<sup>st</sup> April 2017</b>	<b>£8,967.31</b>
Add: Receipts in the year	£11,688.56
Less: Payments in the year	£14,685.38
<b>Closing balance per cash book</b>	<b>£5,970.49</b>

The Clerk reported that due to the Parish Councils income and expenditure both being under £25000 the Council can certify itself exempt from the external audit. Therefore the exemption certificate was signed by the Chairman and will be sent to the auditors. The AGAR plus all accounting statements will be published on the Parish Council website.

Proposed Cllr Griffiths, Seconded Cllr Nichols. All In Favour.

### **9. INTERNAL AUDIT REPORT**

The Clerk reported the Internal Auditor Dennis Cooper found there were no problems with the year end financial documents, and all was in good order with no recommendations. The full report will be published on the Council website.

### **10. ANNUAL RETURN**

The annual return had been completed by the Clerk, the governance statements followed by the accounting statements were both presented to council for approval. To accept both statements en bloc. Proposed Cllr Nichols, Seconded Cllr Swan. All In Favour.

### **11. CONFIRMATION OF CLERK/RFO & BANK SIGNATORIES**

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

### **12. GENERAL DATA PROTECTION REGULATIONS**

The Clerk reported following the recent training it has been advise that approximately 16 extra hours will be needed to complete the data audit, privacy statements, policy statements and update the standing orders. To propose to agree the hours Cllr Griffiths, Seconded Cllr Hogg. All In Favour. It was also reported following further information from Nalc that there maybe no need now for a Data Protection Officer, confirmation of this will follow in due course.

### **13. PLANNING**

06/18/0230/F                      35 Butt Lane                      Single storey front extension

It was agreed by all members to strongly object to this application as the extension would be totally out of character to the rest of the properties in the area. It would have an effect on the neighbouring property and may set a prescient, it is also outside of the building line of the current block.

06/18/0247/F    Cherry Tree Holiday Park, Mill Road    Expansion to existing park, 107 caravan bases

It was agreed to request an extension to submit comments on the planning application above. The plans were only received on Monday 14th May and the closing date of the 30th May does not allow enough time for all members to view them and to submit comments. It was agreed to request the

application to be called in and dealt with by the planning committee, and to state that two weeks is not enough time for the Council to comments on any planning application.

**Decisions Granted:**

06/18/0130/F	Mill Road (field)	Erect wooden shed/store/stable
06/18/0163/F	6 Coronation Terrace	Family room to rear elevation
06/18/0111F	Queen Head Public House	New access to site from highway

**Tree Preservation Order:**

BA/2018/0013TPO                      Castle Villa, Church Road, Burgh Castle

**14. FINANCIAL MATTERS**

Cheque Number	Detail	Amount
101227	Kate Palmer salary 376.64 less tax £75.40	£301.24
101228	HMRC Kate Palmer tax	£75.40
101229	Nina Dockerty wage	£ 82.22
101230	Sage Gardening	£394.75
101231	Dennis Cooper- External Auditor	£50.00
101232	Dragon Security- CCTV maintenance (vat 20.94)	£125.68
101233	K. Palmer telephone April, May, June, July and refund for file	£43.00
101234	Belton with Browston PC- payment for GDPR training	£45.00
	Total	£1117.29

To propose the above sheet for payment Cllr Swan, Seconded Cllr Nichols. All In Favour.

It was reported the steel bars on the kissing gate on Mill Fields footpath are broken and in need of repair to prevent vehicle access. This will be reported to NCC Highways.

**15. TIME AND DATE OF NEXT MEETING & ITEMS FOR THE AGENDA**

Monday 11<sup>th</sup> June 2018 7.30pm

**Agenda Item:**

Cherry Tree Corner	Speed Watch	Burial Ground – Decorated graves
Norfolk Archaeological Trust – Repair to gates		

With no further business the meeting was closed at 8.32pm