

Burgh Castle Parish Council

Chairman: Trevor Greenacre

Minutes from the Annual Parish Council Meeting held on Monday 13th May 2019 at Burgh Castle Village Hall

Present: Cllrs B. Swan (Chair), P. Carter, M. Greenacre, B. Grimmer, J. Hogg, W. Griffiths, P. Nichols, K. Palmer (Clerk) and 8 members of public including Borough Cllrs Cameron and Myers.

The meeting commenced at 7.45pm

1. ELECTION OF CHAIRMAN

Retiring Chairman Trevor Greenacre opened the meeting, Cllr Nichols proposed Cllr Swan, Seconded Cllr Greenacre. All In Favour. Acceptance of Office was duly signed and Councillor Swan took the chair thanking Councillor Greenacre for his 35 years service, 16 as chairman.

2. ELECTION OF VICE CHAIR

Cllr Swan proposed Cllr Grimmer, Seconded Cllr Hogg. All In Favour. Acceptance of Office was duly signed.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from County Cllr Smith.

4. DECLARATION OF INTEREST

There were none.

The public section commenced at 7.47pm

PUBLIC SECTION

-Borough Cllrs Tracie Cameron and Adrian Myers introduced themselves to the meeting.

-Following another accident on Cherry Tree Corner it was strongly felt that the speed limit on Mill Road (Cherry Tree Corner) must be reduced. It was agreed for the Clerk to again request this to Highways Dept and to forward over photographs taken of the latest accident. County Cllr Smith to also be copied into email.

Cllr Nichols added a letter will also be sent from Belton with Browston Parish Council to support the request.

-It was agreed for the Chairman to arrange for an article to be placed within the next edition of the Village Voice to highlight the importance of attending doctors appointments or cancelling them if not needed. It was reported a notice in Falklands Surgery stated approximately 39 nurses appointments and 139 doctors appoints had been missed during the last month at a great cost to the NHS, and has a knock on effect making it difficult to get an appointment.

With no further business the main meeting commenced at 7.51pm

5. MINUTES FROM LAST MEETING

The minutes from the meeting held on 8th April 2019 had been circulated to all members prior to the meeting. With one amendment made to accept the minutes as a true and accurate record Proposed Cllr Nichols, Seconded Cllr Grimmer. All In Favour.

6. MATTERS ARISING

There were no matters arising

7. 2018/19 YEAR END ACCOUNTS

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.

All members had received prior to the meeting a copy of the budget to spend report, bank reconciliation and income and expenditure sheet. To approve the year end accounts Proposed Cllr Grimmer, Seconded Cllr Carter. 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 Swan, Seconded Cllr Nichols. 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 are Cllrs Grimmer, Griffiths and Hogg. Internal Control Officer – Cllr Swan. Proposed Cllr Greenacre, Seconded Cllr Carter. All In Favour.

11. BURIAL GROUND SIGNAGE

It was agreed to obtain a quotation to install a new sign in the burial ground that clearly states the rules concerning how long floral displays can be sited on the graves. It was agreed the current sign is not clear as it has a great amount of information on it. The matter will be an agenda item at the next meeting during which the wording will be agreed.

12. VILLAGE SPEED LIMITS

The following reply had been received from Highways Dept concerning the request to reduce the speed limit on Mill Road to 30mph.

“Unfortunately this would not be progressed /considered further at the present time by Norfolk County Council. One of the key factors in setting speed limits is the level of frontage development. The levels of frontage development do not meet what would be expected for a 30mph limit , therefore the existing 30/40mph split on this road is already probably the best ‘fit’ available.”

It was agreed for the Clerk to ask County Cllr Smith if he would be able to purchase a couple of the blue and white slow signs from his Highways budget for the road.

13. PLANNING

Applications Approved:

06/19/0107/F	Four Acres, Mill Rd	Single storey extension
06/19/0110/F	33 & 35 Butt Lane	Widening of existing driveway
06/19/0106/F	35 & 33 Butt Lane	Widening of existing driveway

Application Refused:

06/18/0335/O	Mill Rd (land off)	Terrace of four dwellings and garages
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06/19/0230/F	Sonning, High Road	Detached bungalow with garage
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It was agreed to submit no objections subject to neighbours comments for the application above subject to the condition that the whole High Road hedge should be taken out as there is concern over visibility/splay.

BA/2019/0330/HOUSEH Bishy Barneybee, Back Lane Extension to side of house
 It was agreed to object to the application above. It was felt the extension would be out of character for the area and is too large for the site. It does not show a thatched roof and would be blocking access/ right of way for marsh owners.

At 8.18pm The Chairman opened the meeting to allow the owners of Bishy Barneybee to address the Council. It was stated they intended to reinstate the original hedgerow, and reassured that there would not be any access/right of way issues for marsh owners, the new extension would be in keeping to the design of the original building.

Received:

Tree Preservation Order Number 7 of 2019 – Trees on land at Porters Loke, off Butt Lane (Land at the eastern end of Burgh Castle Marina site)

It was agreed to check if there is a T.P.O. On any trees at Dovedale, Butt Lane.

Roman Fort

An email had been received from English Heritage concerning a proposal to undertake erosion repairs at the Fort. The proposal is to reinstate the grass cover along some eroded sections and to remove some timber treads which have become a trip hazard. To remove the informal paths, some temporary fencing, and improvement works will be carried out to the steps on the north side of the monument. The earliest the works will commence is the end of September as suitable weather are needed for the grass to be reinstated.

After discussion it was agreed to request a site meeting with Mr Cockerill from English Heritage, and to also suggest that security may be needed to protect the fencing to prevent it getting pulled down which has happened before. Also steps need restoring (not removing) as some are a safety hazard, on some of the official paths the matting needs repairing, and where the hedge has been removed from the viewing point a fence really needs to be added as there is a great drop now since the vegetation has been cleared.

14. FINANCIAL MATTERS

It was noted both the Clerk and the Caretaker had been awarded a 38p pay increase as from 1st April.

Cheque Number	Detail	VAT	Amount
101296	Kate Palmer salary 396.48 less tax 79.20		£317.28
101297	Nina Dockerty wage		£86.21
101298	HMRC Kate Palmer tax		£79.20
101299	Dennis Cooper – Internal Auditor		£50.00
101300	K. Palmer refund for ink 29.00, tele/broadband Apr, May, June £30	£4.83	£59.00
101301	Dragon Security – CCTV maintenance (vat 20.94)	£20.94	£125.68
101302	Norfolk Archaeological Trust – annual donation		£200.00
101303	Garden Guardian – grounds maintenance 1 st payment of 8 installments	£113.00	£678.00
	Total	£138.77	£1595.37

To Propose payment for the above sheet Cllr Greenacre, Seconded Cllr Carter. All In Favour.

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

Monday 10th June 2019 7.30pm

Agenda Items:

Burial Ground Signage Highway Matters Village Sign Bench Speed Watch

Yare Valley Holiday Park

It was agreed to contact the Enforcement Officer to find out how many permanent caravans should be on site as more concrete pads have been added to the tourers field.

With no further business the meeting was closed at 8.40pm