

# **Burgh Castle Parish Council**

Chairman: Brian Swan Vice Chairman: Bob Grimmer

## **Minutes from the Parish Council Meeting held on Monday 9<sup>th</sup> December 2019 at Burgh Castle Village Hall**

**Present:** Cllrs B Swan (Chair), J. Hogg, M Greenacre, P. Carter, W. Griffiths, P. Nichols, K. Palmer (Clerk), and 3 members of the public.

*The public section commenced at 7.30pm*

### **PUBLIC SECTION**

There was no public section.

*With no business the main meeting commenced at 7.30pm*

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Grimmer, Borough Cllrs Myers and Cameron and County Cllr Smith. To accept the apologies Proposed Cllr Greenacre, Seconded Cllr Hogg. All In Favour.

### **2. DECLARATIONS OF INTEREST**

Cllrs Greenacre and Nichols – Belton with Browston Parish Council.

Cllr Greenacre – Parochial Church Council, Burgh Castle Village Hall Committee & Burgh Castle Playing Field Committee. Cllr Swan – Burgh Castle Playing field Committee

### **3. MINUTES FROM LAST MEETING**

Minutes from the meetings held on 11-11-19 had been prior circulated to all members by the Clerk. With no amendments made, to accept the minutes as a true and accurate record Proposed Cllr Griffiths, Seconded Cllr Greenacre. All In Favour.

### **4. MATTERS ARISING**

-Correspondence has been received from GYBC detailing a new consultation to review the current public space protection orders relating to dog control. To take part in the consultation visit <https://www.great-yarmouth.gov.uk/have-your-say> Once the review has been undertaken there will be a separate consultation with Parish Councils to seek any proposals they may wish to submit for reconsideration as a potential separate PSPO.

-It was agreed to contact Caroline Davison (NAT) again concerning the pothole outside the entrance to the burial ground.

### **5. HIGHWAY MATTERS**

-The Chairman and Cllr Greenacre attended a recent site meeting with the Manager of Yare Village Mr Devine and County Cllr Smith. The meeting was felt to have been very productive. Mr Devine confirmed he will discuss the internal policy with their legal team concerning guests that have travelled in vans not being allowed to park on the site, they will also communicate better with their guests to ensure they do not park outside the entrance which can cause an obstruction, new signage will also be put in place. It was also agreed the hedges beside the footpath outside Yare Village will be cut back, the front bank will be cut back at the Breydon Waters site and the condition of the Millfields footpath will be improved.

Mr Devine also stated he would like to support the Parish as much as possible and will be happy to donate prizes for the next Fun Day, and has already donated a Christmas Tree to the Church. There is also a function room that the Parish Council can use for any future training sessions.

-Cllr Hogg reported he has contacted GY Norse to report the Belton and various streetlights which

are not in working along Stepshort and Butt Lane.

-Notification has been received from Highways concerning the forthcoming inspection which is to be undertaken on the 26<sup>th</sup> January. All matters to be forwarded onto the Clerk by the 15<sup>th</sup> January. One item to be included is a raised manhole on Stepshort (Belton side).

## **6. NATIONAL ALC SMALLER COUNCILS COMMITTEE**

It was agreed to submit a vote for the three local candidates standing in the Smaller Councils Committee Elections. The committee represents the interests of all smaller local councils nationally. It seeks to share good practice and prepare advice notes and guidance for smaller councils. The three local candidates being Jeremy Burton (Bungay, Suffolk), Kevin Cross (Wrentham, Suffolk) and Sarah Hayden (Gresham, Norfolk).

## **7. SKY LANTERNS AND BALLOON RELEASE CHARTER**

The Chairman reported Norfolk County Council have just launched the Sky Lantern and Balloon Release Charter, which highlights the many problems caused by releasing sky lanterns and balloons. Problems include harm to livestock, wildlife and marine animals from leftover parts of lanterns and balloons, and the fire hazard caused by expired lanterns. It was agreed to sign up to the charter to pledge not to release sky lanterns or balloons from land or property, and to promote environmentally friendly alternatives instead.

## **8. PLANNING**

The following application has been refused:

06/19/0472/F The Hatchery, Market Road Construction of vehicular access

The following application has been approved:

06/19/0557/F Treetops, High Road Conversion of garage and extension plus new garage

## **9. ADMINISTRATION & FINANCIAL MATTERS**

Cheque Number	Detail	VAT	Amount
101336	Kate Palmer salary 396.48 less tax 79.40		£317.48
101337	Nina Dockerty wage		£86.21
101338	HMRC Kate Palmer tax		£79.40
101339	Garden Guardian – grounds maintenance	£113.00	£678.00
		Total	£1161.09

To Propose the payment sheet above Cllr Griffiths, Seconded Cllr Nichols. All In Favour.

## **10. LOTHINGLAND C.L.T.**

It was agreed for the Clerk's Lothinglnd C.L.T. salary Payments to be paid via Burgh Castle Parish Council on a temporary basis. The Parish Council will be refunded in full by the Trust at the end of each financial year until the Trust has been set up as an employer with HMRC. Proposed Cllr Swan, Seconded Cllr Nichols. All IN Favour.

## **11. GROUNDS MAINTENANCE CONTRACT**

As per the current contract, following the end of the first year an additional two years contract can be awarded to the current contractor without going to tender.

The Clerk reported the current annual grounds maintenance contact totals £4520 (plus vat). The

new quotation provided by the contractor Garden Guardian comes to £4486 (plus vat).

The Chairman reported after a recent site meeting it was agreed to take out all flowerbed maintenance and litter picking at the village hall. Additional hedge cutting in the Church yard and cutting back of shrubbery in the burial ground has been added.

To agree to award Garden Guardian the additional two year contract Proposed Cllr Swan, Seconded Cllr Greenacre. All In Favour.

-It was agreed to obtain to quotations from R and R Services and GYB Services to get three low hanging branches cut back in the Burial Ground. The Clerk to write to the proprietor of the Rectory to advise the work is to be undertaken. At the same time a second quote is to be obtained for the Church for works needed in the Church yard.

-It was noted some butchery remains that had been discarded in a hedge at the Rectory have been removed by Environmental Health.

-It was noted the three priorities set during the last SNAP meeting for the Southern Village are anti social behaviour at the Fishermans and the Church in Burgh Caste and the Church in Belton.

## 12. 2020/2021 PRECEPT

The following precept was agreed containing a raise of 10%. Proposed Cllr Swan, Seconded Cllr Nichols. All In Favour. The budget for the Burial Ground maintenance (removal of spoil heap) has been decreased to £750 with the intention that work can be completed in 2020/21 and any balance can be budgeted for in arrears in the following years precept (2021/2022).

	Budget <b>2019/20</b>	Spend as at Apr-Sept 2019	Estimated Spend Oct-Mar 2020	Estimated Total Spend	<b>Suggested Precept 2020/21</b>
Clerks salary and paye	4900	2379	2379	4758	5000
Telephone	120	60	60	120	120
Stationary/Postage	140	92	90	192	200
Village Hall- caretaker	1050	519	519	1038	1100
Burial Ground/Open spaces	4900	3220	2034	5254	4786
Village Hall – room hire	121	0	144	144	144
Sundry	200	0	200	200	200
Village Hall- CCTV	125	105	0	105	125
Village Hall- annual grant	1000	0	1000	1000	1000
Norfolk Archaeological Trust- annual grant	200	200	0	200	200
Insurance	400	0	440	440	440
Audit	50	50	0	50	50
Subscriptions/training	300	253	0	253	300
Burial Ground Maintenance	0	0	0	0	750
Parish Partnership Scheme	0	0	0	0	500
Gardening Receipts (village sign)	250	0	35	35	125
VE Day 75 <sup>th</sup> Anniversary					100
Repairs/village maintenance	100	50	0	50	100
Increase to General Reserves	1000	0	965	965	500
<b>Total</b>	<b>14856.00</b>	<b>6928.00</b>	<b>7866.00</b>	<b>14804.00</b>	<b>15740.00</b>

	<b>2019/20</b>	Apr-Sept 2019	Oct-Mar 2020	Total Income	<b>Estimated Income 2020/21</b>
Income from Burial Ground	£1,000.00	858.5	1064	1922.5	1000
Precept	10646	5323	5323	10646	11712
Concurrent Function Grant	2600	1300	1300	2600	2600
Council Tax Support Grant	505	252.5	252.5	505	420
Interest	5	4	4	8	8
Donations	0	0	0	0	0
<b>Total</b>	<b>14756.00</b>	<b>7738.00</b>	<b>7943.50</b>	<b>15681.50</b>	<b>15740.00</b>

**13. ITEMS FOR THE NEXT AGENDA, PLUS TIME AND DATE OF NEXT MEETING  
-PLUS ALL 2020 MEETING DATES TO BE CONFIRMED**

The next Parish Council meeting will be held on Monday 13<sup>th</sup> January 2020, 7.30pm at Burgh Castle Village Hall.

It was agreed to bring the April meeting forward to Monday 6<sup>th</sup> due to the original date falling on Easter Monday.

Matters for the next agenda:

-Highway Matters

-Norfolk Archaeological Trust – update on outstanding maintenance issues.

*With no further business the meeting finished at 8.05pm*