

# **Burgh Castle Parish Council**

Chairman: Brian Swan Vice Chairman: Bob Grimmer

## **Minutes from the Parish Council Meeting held on Monday 13<sup>th</sup> January 2020 at Burgh Castle Village Hall**

**Present:** Cllrs B Swan (Chair), B Grimmer, J. Hogg, M Greenacre, W. Griffiths, P. Nichols, K. Palmer (Clerk), and 5 members of the public including Borough Cllr Myers.

*The public section commenced at 7.30pm*

### **PUBLIC SECTION**

-Two members of the public attended the meeting to report they have been experiencing surface water flooding within their property on a number of occasion (approximately 12 times in the last 4 years) during heavy rainfall. Water is running off neighbouring fields, the three drains within their property boundary and are kept clear, however the drains opposite their property (Laurel Lodge) are blocked. They have contacted NCC Highways Dept and an Officer has been and visited the property, they have sent information onto Water Management in October 2019, however the problem has not been resolved. Borough Cllr Myers stated he would visit the residents property to investigate the matter further, and will keep County Cllr Smith informed of any suggested action that needs to be taken

-Cllr Griffiths requested the planting on the small grass verge outside Laurel Lodge is kept cut back to a reasonable level to ensure the Speedwatch Group can place their sign on it when in the area as it is one of the locations allocated by the Police.

-Borough Cllr Myers reported GYB Services will be replacing the two previously reported during a three week period commencing the 17<sup>th</sup> February. The two locations being Butt Lane, next to Oaklands Drive (replacement) and Stepshort, outside Greenacres (stump removal).

-Cllr Greenacre reported a complaint had been received that during the New Year celebrations a large commercial size fire work display had been set off near to Back Lane in the village. It was agreed within the Village Voice notes to promote general awareness when organising such a display to take into consideration animal safety, there are many horses in the village that may become very unsettled during a particularly long display, and to let you neighbours know in advance that you intend to organise a large display.

*With no business the main meeting commenced at 7.45pm*

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

Apologies for absence had been received from Cllr Carter, Borough Cllr Cameron and Mr Childs. To accept the apologies Proposed Cllr Grimmer, Seconded Cllr Griffiths. 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 09-12-19 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 Nichols, Seconded Cllr Griffiths. All In Favour.

### **4. MATTERS ARISING**

-The Clerk reported she had received an email from a resident stating during the Parish Council

meeting where the Cherry Tree Holiday Park expansion, 107 caravan bases planning application was discussed the Park was asked to install fencing around the boundary adjoining the neighbouring properties to prevent holiday makers trespassing onto their property. The expansion has begun but no fence has been erected. Therefore this matter has been forwarded onto the Planning Enforcement Officer at GYBC so he can investigate the matter.

## 5. HIGHWAY MATTERS

-Cllr Hogg the streetlight near to Amaro on Stepshort has has been relit, the light on the Belton side of Stepshort has not as yet been done but has been programmed in.

-It was agreed to request that during the forthcoming Highways Inspection that all drains in the village are inspected to see if they need cleaning. The raised manhole on Stepshort has still not been repaired and there is a sunken drain near to Millfields on Mill Lane.

## 6. BURIAL GROUND MAINTENANCE

-The Chairman reported following the last meeting and sending the letter to Mrs Webster of the Old Rectory, she has undertaken the work of cutting back the overhanging branches. It was agreed to send a letter of thanks to her for doing this over the Christmas/ New Year period.

-Due to an increase in income from the Burial Ground it was agreed to look again at installing a new signage on the burial ground. One quote already received from the Sign Smith which came to £215 including vat. The sign would contain approximately 50 words, and would be 2ft by 3ft in size, the wording is as yet to be agreed. It was felt an A3 sign containing the burial ground rules is also needed.

## 7. NORFOLK ARCHAEOLOGICAL TRUST

Following the last meeting Caroline Davison has supplied the Parish Council with a boundary map. The tree branches that needed cutting back are on Highways land and she has reported the matter to them. Clarification is needed as to whose the responsibility it is to maintain the access to the entrance of the burial ground, it maybe down to either the Trust or the Parish Council. It was therefore agreed for the Clerk to retrieve any files from Norfolk Record Office (including the minute book from 1995/8) to try and establish this.

## 8. PLANNING

06/19/0707/F Holmdene, Butt Lane Demolition of existing and construction of new bungalow  
It was agreed to submit no objections subject to neighbours comments for the above application.

06/19/0503/F Three Ways (land off), Mill Rd Self build 5 bed detached house  
Notification had been received the application above has been refused.

It is thought there may be some outstanding decisions made at the Borough Council that have not been forwarded onto the Clerk. The Chairman and Clerk will look into this.

## 9. ADMINISTRATION & FINANCIAL MATTERS

Cheque Number	Detail	VAT	Amount
101340	Kate Palmer salary 396.48 plus CLT payment covering Oct and Nov 2019 49.56 = 448.4, less tax 89.60		£358.44
101341	Nina Dockerty wage		£86.21
101342	HMRC Kate Palmer tax		£89.60
101343	Burgh Castle Village Hall Trust- maintenance donation		£1000.00
101344	Pink Office - stationary	£13.64	£81.82

	<b>Total</b>	£13.64	£1616.07
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To Propose the above payment sheet Cllr Grimmer, Seconded Cllr Nichols. All In Favour.

**10. V.E. DAY CELEBRATIONS**

Information has been provided by Norfolk ALC concerning the Norfolk Armed Forces Covenant 2020 Commemoration Fund. It was agreed the Clerk and Cllr Greenacre will apply for funding which would go towards paying for catering at the village event.

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

The next Parish Council meeting will be held on Monday 10<sup>th</sup> February 2020.

Agenda items to include on the agenda are:

Speedwatch Report

V E Day Celebrations

*With no further business the meeting finished at 8.15pm*