

Burgh Castle Parish Council

Chairman: Brian Swan Vice Chairman: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 18th May 2020 remotely using Zoom

Present: Cllrs B Swan (Chair), B Grimmer, M Greenacre, W. Griffiths, P. Carter, P. Nichols, K. Palmer (Clerk) and Borough Councillors A. Myers and T. Cameron.

The public section commenced at 7.00pm

PUBLIC SECTION

Borough Cllr Myers reported GYBC will start to hold virtual meetings as from this week.

With no business the main meeting commenced at 7.00pm

1. APOLOGIES FOR ABSENCE

An apology for absence had been received from Cllr Hogg as he does not have computer access. To accept the apology proposed Cllr Swan, Seconded Cllr Greenacre. 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

Cllr Grimmer –item 11, planning application 06/20/0186/F The Bungalow, Porters Loke

3. APPROVAL OF NEW STANDING ORDERS

To approve the new standing orders which allow the Parish Council to undertake Parish Council meetings remotely using zoom while social distancing is in place. Proposed Cllr Carter, Seconded Cllr Griffiths. All In Favour.

4. MINUTES FROM LAST MEETING

Minutes from the meeting held on 09-03-20 had been prior circulated to all members by the Clerk. With two minor amendments made to accept the minutes as a true and accurate record. Proposed Cllr Griffiths, Seconded Cllr Greenacre. All In Favour

5. MATTERS ARISING

The Chairman reported the following

Church Triangle: Mrs Webster the proprietor of the Old Rectory had reported serious problems with car parking at the triangle following the Fort car park having to be closed. Many people have still been driving up and parking around the triangle during the lock down period. She has been blocked in, unable to drive out of her driveway and received great amount of verbal abuse on many occasions. The Chairman reported the Police have been made aware and are now visiting the site. The Fort car park has now been reopened, however Cllr Greenacre stated the problem has not been resolved as there were many cars parked around the triangle again today.

Burgh House: Concerning their recent 'Drive through disco' the Chairman reported the Police had been notified prior to the event taking place last week as concerns had been raised and had visited. It had been noted the disco had caused a visible increase of traffic in the village, the Police have been back and the drive through disco will not be repeated.

It was agreed to move item 6 to the end of the meeting.

7. ADMINISTRATION & FINANCIAL MATTERS

April 2020

Cheque Number	Detail	Amount
101354	Kate Palmer salary 396.48 less tax 79.20	£317.28
101355	Nina Dockerty wage	£91.56
101356	HMRC Kate Palmer tax 79.20	£79.20
101358	Norfolk ALC – Subscription	£263.10
	Total	£751.14

May 2020

Cheque Number	Detail	Amount
101359	Kate Palmer salary 396.48 less tax 79.20	£317.28
101360	Nina Dockerty wage	£91.56
101361	HMRC Kate Palmer tax 79.20	£79.20
101364	Dragon Security – CCTV maintenance (vat 20.94)	£125.68
101365	Norfolk Archaeological Trust – annual donation	£200.00
101357	Garden Guardian (vat 112.15)	£672.90
101366	Lothingland Village Voice - repayment of £150 which was paid on behalf of the Parish Council donated to “The Pantry” food bank	£150.00
101367	Lothingland Village Voice - repayment of £400 which was paid on behalf of the Parish Council donated to “The Pantry” food bank. This money was grant funded by the Norfolk Community Foundation	£400.00
101368	Lothingland Village Voice – repayment for payment made on behalf of the Parish Council to the Internal Auditor Dennis Cooper for annual audit fees	£50.00
	Total	£2,086.62

Financial Report to cover the period 10th March to 18th May 2020:

- A section 137 donation was agreed by all Councillors via email to be paid to the Belton foodbank “The Pantry” to help to support the service that is being provided to local families. The Chairman made the payment by bacs from the Village Voice account, this has now been paid back to the Village Voice by CQ.
- The clerk successfully obtained £400 of grant funding from the Norfolk Community Foundation. Again the Chairman arranged for this payment to be made by bacs from the Village Voice Account, the money has been repaid to Village Voice by CQ. To approve this action being taken, Proposed Cllr Swan, Seconded Cllr Grimmer. All In Favour.
- The VAT return for the accounting year 2019/20 has been paid into the Parish Council account which totalled £957.05.
- The first instalment of the precept has been paid into the Parish Council account totalling £7366.

To approve payments as listed above for April and May including chairman's action concerning 'The Pantry' donation, Proposed Cllr Greenacre, Seconded Cllr Grimmer. All In Favour.

8. 2019/20 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 will be signed by the Chairman and then 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 Carter, Seconded Cllr Griffiths. 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 Greenacre. All In Favour.

The Clerk reported the date for the exercise of electors rights will be from Monday 31st August to Tuesday 29th September 2020. The Chairman gave thanks to the Clerk for producing the end of year accounts.

11. PLANNING

The comments for the following two planning applications have already been agreed by email and submitted to GYBC:

06/20/0128/F 6 Coronation Terrace, Butt Lane Garage with first floor office/storage in roof

The Parish Council objects to the application above due to the following reasons:

A) the site plan shows the '2nd floor' windows to the north (facing Queens Head) however on the various elevation drawings show the same windows are shown/marked as south facing.

Therefore the doors could be at either end ?

1) If facing the house what agreement is there for access via strip of land to the north which is believed to be only rented from GYBC (does it break current usage conditions)

2) If facing the opposite way what permission is needed to get an access through privately owned field as the doors would face away from the main house and Butt Lane

B) This is effectively a 2 story development which being away from other properties would be out of keeping with neighbours sheds at single story level.

C) This is back land development and could, by its size be the start of a residential property, should it be approved needs strict usage conditions

D) Would an increase in usage by construction of a garage/store require improved access to Butt Lane

06/20/0066/F Mill Nurseries, Mill Road 3 bedroom bungalow with garage

It was agreed to submit no objections subject to neighbours comments for the application above.

The following applications were discussed during the meeting:

06/20/0176/F Three Ways, Mill Road Single storey side extension

It was agreed to submit no objections subject to there being no loss of parking spaces

06/20/0162/F Burgh Hall Leisure Centre Lords Lane Change use of grounds to 4 lodges

It was agreed to object to the application above the lodges are not in keeping with the site and unsightly. The proposed lodges would be sited too near to the road obstructing the view of the building. Highway concerns, the road to access the site is too narrow, there is no pedestrian access and no bus route. If the application is approved occupancy must be restricted to 11 months of the year.

06/20/0186/F The Bungalow, Porters Loke Retrospective- Wooden shed for equestrian shop

It was agreed to object to the application above. The road to access the shop is not suitable for the amount of traffic that is already driving up to it, not wide enough and no safe pedestrian access. The entrance to Porters Loke is very narrow and dangerous without visibility splays, there are concerns the site is also being used as a livery. It was noted Cllr Grimmer abstained from commenting on this application.

It was agreed to submit/confirm all the above comments en bloc. Proposed Cllr Griffiths, Seconded Cllr Greenacre. All In Favour

The following applications have been approved:

06/19/0707/F	Holmdene, Butt Lane	Construction of new bungalow & garage
06/20/0050/F	Burgh House, High Road	2 bed sheltered housing accommodation
06/20/0066/F	Mill Nurseries, Mill Road	3 bed bungalow with garage
BA/2020/0056/FUL	Crows Farm, High Road	Works to cart shed roof, demolition of barn

The following application has been refused:

06/19/0373/O	Mill Road (land off)	2 new bungalows with garages
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The following Tree Preservation Order has been received:

TPO No.5 of 2020 Trees on land at the rear of 5 Oaklands Drive, Burgh Castle

Planning Enforcement

6 Coronation Terrace

It was agreed to ask the GYBC Planning Enforcement Officer to investigate whether planning permission is needed for the new entrance at the above property (in front of the house) and for a new side front garden wall as it is thought to be over 6ft. high, and that the entrance gives suitable vision.

12. BANKING FACILITIES

It was reported Cllr Griffiths has spent a great deal of time on the phone to Barclays Bank trying to set up on line banking for the Parish Council account without success, they had also given inaccurate information concerning a deposit received. They have now stated they will not be calling back again to assist with the on line facility so Cllr Griffiths will go into the Gorleston branch to ask for assistance.

In the mean time the Clerk looked into trying to set up a new account with Lloyds as was agreed at the last meeting, however this will not be possible at the current time as they have stated they will not be setting up any new treasurer/business accounts.

After discussion it was agreed for Cllr Griffiths to continue trying to arrange online banking with Barclays. When Lloyds reopens to take on new accounts it was agreed to make enquiries to open a new account with four signatories,(two to sign - Councillors Swan, Hogg, Grimmer and Griffiths) (The Barclays mandate unaltered). Proposed Cllr Swan, Seconded Cllr Carter. All In Favour.

6. VILLAGE NOTICE BOARD

Following the notice board being blown down at Crows Farm a new location is to be agreed for the replacement board to be installed. The two options that have been agreed by NCC and GYBC are the bus stop next to the Kingfisher Park or the bus shelter at St Furseys.

After discussion it was agreed to install the new board at the bus stop next to the Kingfisher Holiday Park.

To purchase a new board from The Horizon Group which will hold 4 x A4 notices will come to £253.16 which includes the posts and fixtures.

It was also agreed to purchase new backing for both of the other noticeboards which will cost £34 each (all plus carriage & VAT). Proposed Cllr Grimmer, Seconded Cllr Griffiths. All In Favour.

13. ANNUAL PARISH COUNCIL MEETING

As per the information received from Nalc concerning the Annual Parish Council Meeting not having to be held this year due to the current restrictions, both Cllr Swan as Chairman and Cllr Grimmer as Vice Chairman agreed they would happy to continue with both positions for the next year. It was then agreed by all members that an Annual Parish Council Meeting will not be needed this year. Proposed Cllr Swan, Seconded Cllr Greenacre. All In Favour.

The next Parish Council will be held again remotely using the Zoom app on Monday 8th June at 7.00pm. Items for the agenda are to include:

Church Loke Maintenance/Ownership//Access

Village Flowerbeds

Porters Loke and bus stop road markings

With no further business the meeting finished at 7.43pm