

# **Burgh Castle Parish Council**

Chairman: Brian Swan Vice Chairman: Bob Grimmer

## **Minutes from the Parish Council Meeting held on Monday 8<sup>th</sup> June 2020 remotely using Zoom**

**Present:** Cllrs B Swan (Chair), B Grimmer, M Greenacre, W. Griffiths, P. Carter and K. Palmer (Clerk).

**PUBLIC SECTION-**(There was no public section.)

*The main meeting commenced at 7.08pm*

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

Apologies for absence had been received from Cllr Hogg as he does not have computer access and Cllr Nichols. To accept the apologies proposed Cllr Swan, Seconded Cllr Carter. 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 meeting held on 18-04-20 had been prior circulated to all members by the Clerk. With one minor amendment to accept the minutes as a true and accurate record. Proposed Cllr Greenacre, Seconded Cllr Carter. All In Favour.

### **4. MATTERS ARISING**

There were no matters arising.

### **5. VILLAGE NOTICE BOARDS**

The Chairman reported the new notice board has been ordered, NCC have given written confirmation to permit it be installed at the Kingfisher site. The notice board may be installed free of charge by a local contractor.

### **6. ADMINISTRATION & FINANCIAL MATTERS**

CQ Number	Detail	Amount
101369	Kate Palmer salary 396.48 less tax 79.20, plus April, May June tele/broad	£347.28
101370	Nina Dockerty wage	£91.56
101371	HMRC Kate Palmer tax 79.20	£79.20
101362	Garden Guardian (vat 112.15)	£672.90
101372	B. Swan refund for plants	£27.50
101373	B. Swan refund for notice boards (vat £67.79)	£406.73
	Total	£1,625.17

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

### **7. CHURCH LOKE MAINTENANCE/OWNERSHIP/ACCESS & BURIAL GROUND INCLUDING SOIL HEAP**

-It was reported after making enquiries with the Norfolk Archaeological Trust and the Rector of the Church the ownership/maintenance of The Loke has still not been determined. The Chairman has submitted a search with the Land Registry and currently waiting for the reply.

-The Chairman reported he has asked Folkes to empty the skip next to the burial ground.

-Following on from the first quotation received from Folkes to remove the spoil heap in the burial ground a further two quotations are needed. Cllrs Greenacre and Grimmer confirmed they will obtain the other two quotations and will report these at the next meeting.

## **8. PLANNING**

06/20/0181/F Treetops, High Road Conversion of garage and rear extension  
It was agreed to submit no objections subject to neighbours comments for the application above.

The following application has been approved:

06/20/0128/F 6 Coronation Terrace Garage with 1<sup>st</sup> floor office space in roof  
There was concern from members concerning this decision that no vehicle would be able to access the garage therefore the Chairman will forward this onto Borough Cllr Myers and County Cllr Grant to be looked into further.

The following application has been refused:

06/20/0041/F Three Ways (land adj), Mill Rd Self build 5 bedroom detached house

### Planning Enforcement

-6 Coronation Terrace – The GYBC Planning Enforcement Officer has investigated and determined no 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.

- Woodlands, Porters Loke – The GYBC Planning Enforcement Officer is investigating whether planning permission is needed for the new extension on the bungalow.

-Three Ways Butt Lane – After reporting that spoil is being moved by a truck with no registration plate to two sites, the Planning Enforcement Officer has stated this type of issue is not dealt with GYBC so it has been passed onto Waste Clearance at NCC. After discussion it was agreed for the Clerk to contact the Enforcement Officer again and also Environmental Health at GYBC as it was thought the spoil being dumped behind a property would be an enforcement issue.

## **9. BANKING FACILITIES**

Cllr Griffiths confirmed she handed the letter of authorisation to Barclays requesting online banking to be set up for the Parish Council accounts. Confirmation of this is expected to arrive in the next couple of weeks.

## **10. VILLAGE FLOWERBEDS**

The Chairman reported he has planted the summer plants in the flowerbeds which were obtained from Burgh Castle Nurseries. Cllr Grimmer will look to obtain the trees in the autumn ready to be planted in November.

## **11. PORTERS LOKE, STEPSHORT & BUS STOP ROAD MARKINGS**

It was agreed to ask County Cllr Smith to find the out when will the white line road markings be extended on Butt Lane at the entrance to Porters Loke, when will the 'Bus Stop' markings be placed in the layby on Butt Lane outside the bus shelter. Lastly when will the yellow lines on the west side of Stepshort (Burgh Castle) be refreshed. All of the above had been agreed some time ago and no actions has been taken.

## **12. DATE OF NEXT MEETING & AGENDA ITEMS**

The next Parish Council will be held either remotely using the Zoom app or will be held at Burgh Castle Village Hall on Monday 13<sup>th</sup> July 7.00pm or 7.30 if at the hall, agenda items as appropriate from this meeting will be carried forward.

*With no further business the meeting finished at 7.50pm*