

Burgh Castle Parish Council

Chairman: Brian Swan Vice Chairman: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 7th September 2020 remotely using Zoom

Present: Cllrs B Swan (Chair), B Grimmer, M Greenacre, W. Griffiths, P. Carter, K. Palmer (Clerk), Borough Cllrs Myers and Cameron and one member of the public.

The main meeting commenced at 7.34pm

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Hogg as he does not have computer access. To accept the apology 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

3. MINUTES FROM LAST MEETING

Minutes from the meeting held on 13-07-20 had been prior circulated to all members by the Clerk. To accept the minutes as a true and accurate record. Proposed Cllr Greenacre, Seconded Cllr Griffiths. All In Favour.

4. MATTERS ARISING

The Chairman reported he had dealt with several issues in relation to the Fort during the recess period such as parking and anti social behaviour.

The trailer parked on the road outside Roman Way has now been moved and is parked in the front garden.

The meeting was then opened at 7.36pm for the public section

PUBLIC SECTION

-Borough Cllr Cameron reported there is a problem with littering along the Riverside Footpath up to the Fisherman, most weeks at least 2 bags of rubbish are being cleared and the owner of the Fishermans is having to discard of the rubbish in his own bin. After some discussion it was agreed to ask GYBC and the Broads Authority whether they can install a new litter bin in the area.

It was reported there is a problem with some of the drains in the village. The Chairman stated he will visit the Queens Head PH to take a look at their drain as it may be possible the owner can undertake the necessary work to repair it if it is located on private property. Cllr Griffiths will forward photos onto the Clerk showing a repair that is needed on a broken drain on Mill Road which will then be forwarded onto NCC Highways.

-Borough Cllr Myers stated he will forward onto the Clerk details of the protocol for Parishes to follow when applying for a grant from Borough Cllrs ward budgets which are £1000.00 in total for each councillor this year.

- A member of the public was present at the meeting to voice concerns on two planning applications. The first being 06/20/0334/F Cherry Tree Holiday Park, Internal Alterations. Concerns being noise pollution that the new outdoor facilities will cause neighbouring residents. The proposed new water flume will be yellow rather than a colour that will blend in with the natural environment and effects on wildlife. The second application 06/20/0311/F Oak Farm, Mill Rd change of use for 12 wigwam cabins. Concerns the entrance is opposite the Cherry Tree Holiday Park, this stretch of road is already a notorious traffic accident spot. Concerns with the extra traffic that will be generated and also the effect on wildlife in the area.

With no further business the public section was closed and the main meeting resumed at 7.50pm. It was agreed to move the planning section to the next agenda item.

7. PLANNING

06/20/0334/F Cherry Tree Holiday Park Internal Alterations

It was agreed to submit no objections subject to neighbours comments for the planning application above with the following conditions: Due to noise pollution concerns all outdoor entertainment must be restricted and stopped at a reasonable time. Due to landscaping effects can the colour of the flume be reconsidered so it blends in with the natural environment.

06/20/0318/O Land at Butt Lane, Burgh Castle 2 detached & 2 semi detached houses

It was agreed to strongly object to the planning application above. There are major concerns on the access to the site, one entrance to five properties near an already hazardous bend, with 5 multiple entrances within 85 metres of one another would cause further safety issues. There are no amenities close to the site and the development would be outside of the Borough wide development plan.

06/20/0311/F Oak Farm, Mill Road Change of use. 12 wigwam cabins

It was agreed to object to the application above due to access issues to the site and the effects on wildlife on the site. However if the application is approved the Parish Council would like the following conditions added: The entrance to the site needs to be greatly improved, and the bus layby next to the entrance of the site needs to be taken in account with suitable improvements.

To propose en bloc to submit all planning comments Cllr Greenacre, Seconded Cllr Griffiths. All In Favour.

Planning applications granted:

06/20/0210/CU Mill Road, Mill Farm Change of use to store touring caravans

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

Planning applications refused:

06/20/0186/G The Bungalow, Porters Loke Wooden shed for equestrian retail shop

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

06/20/0251/O Breydon View, Market Rd Outline for 2 single storey dwellings

5. ADMINISTRATION & FINANCIAL MATTERS

ChequeNumber	Detail	Amount
BACS	Kate Palmer salary 406.08 plus backdated pay increase from 1 st April 48.00 less tax 90.80	£363.28
BACS	Nina Dockerty wage	£91.56
BACS	HMRC Kate Palmer tax 90.80	£90.80
BACS	Garden Guardian (vat 112.15)	£672.90
BACS	K. Palmer refund for stationary 67.50 & July, Aug, Sept tele broadband £30	£97.50
	Total	£1,316.04

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

The Clerk reported she had been allocated a 30p per hour pay increase inline with Nalc's national pay scale. Proposed Cllr Swan, Seconded Cllr Grimmer. All In Favour.

6. FINANCIAL REGULATIONS & REVIEW OF EFFECTIVENESS OF AUDIT

Prior to the meeting the Clerk circulated to members a copy of the financial regulations and review of effectiveness of audit. To approve both documents Cllr Greenacre, Seconded Cllr Carter. All In Favour.

8. BANKING FACILITIES & APPOINTMENT OF INTERNAL CONTROL OFFICER

The Chairman reported progress has been made with the online banking with Barclays. Cllrs

Griffiths, Swan and Grimmer now have access and this months payments will be paid by bank transfer. It was agreed Cllrs Greenacre and Carter will be the Internal Control Officers for the Council. Proposed Cllr Swan, Seconded Cllr Griffiths. All In Favour.

9. PARISH COUNCIL RISK ASSESSMENT

Copies of the Parish Council risk assessments had been circulated to members before the meeting. To approve the policies Cllr Greenacre, Seconded Cllr Carter. All In Favour.

It was agreed the Clerk will have to update the Clerks risk assessment to include covid 19 when the Council starts to attend meetings face to face again.

10. REPAIRS TO CHURCH LOKE AND SPOIL HEAP REMOVAL

An updated quotation had been received from M. Riches to accommodate an additional spoil heap and a contribution towards liability insurance costs..

To remove the original spoil heap totals £620.00 plus vat. (The second quote from Folkes for £1500.00 is still on file)

To repair the pot hole on the Church Loke on the same day totals £140 plus vat.

A second quote from C. Porter to repair Church Loke came to £330 inclusive of VAT.

Therefore the Chairman proposed to accept M. Riches quote, Seconded Cllr Grimmer on the condition that the contractor has all insurance and waste carrier licenses in place. All In Favour.

11. VILLAGE SIGN WINTER PLANTING

The Chairman reported there may be a small expense for winter planting in the flower beds later this year. Both the Chairman and Mrs Swan will undertake the planting.

12. SPEED WATCH

Cllr Griffiths reported the Speed watch group have now restarted. During their latest session they caught one motorist driving at 61mph along Butt Lane between Coronation Terrace and the Fort which has a 30mph limit.

There is a problem with a truck and trailer parking on double yellow lines at the bottom of Mill Road. Borough Cllr Myers stated he will pass contact details for the Civil Parking Enforcement Officers onto Cllr Griffiths, but if the vehicle is causing an obstruction it will need to be reported to the Police. It was reported there is also a problem with a vehicle being parked on the newly extended white lines at Porters Loke. It was agreed to also notify the Police about this.

13. PARISH PARTNERSHIP SCHEME & BOROUGH COUNCIL WARD BUDGETS

Cllr Greenacre suggested brown information signs could be purchased through the scheme to direct visitors to the Church, The Fort and Holiday Parks, plus new slow signage.

It was agreed Cllr Greenacre will make a list of the signs needed along with the proposed locations for the next meeting. (funding would be 50/50 NCC & Parish)

No suggestions on ward budgets till the criteria received from the 2 Borough Councillors

14. DATE OF NEXT MEETING & AGENDA ITEMS

The next meeting will be held on Monday 12th October. All Parish Councillors present were in favour of returning to face to face meetings from next month, but it was agreed the Clerk to check with Nalc current guidance before anything is agreed. Agenda items to include budget to spend report.

With no further business the meeting was closed at 8.42pm