

Burgh Castle Parish Council

Chairman: Brian Swan Vice Chairman: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 12th October 2020 remotely using Zoom

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

The meeting commenced at 7.31pm

PUBLIC SECTION

There was no public section.

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Hogg as he does not have computer access, Cllr Nichols and Borough Cllrs Myers and Cameron. To accept the apologies Proposed Cllr Greenacre, Seconded Cllr Swan. 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 07-09-20 had been prior circulated to all members by the Clerk. To accept the minutes as a true and accurate record. Proposed Cllr Carter, Seconded Cllr Grimmer. All In Favour.

4. MATTERS ARISING

-Cllr Greenacre reported she will be collecting a number of files relating to the old Bowgen Charity from a Dorothy Foster. The Chairman and Cllr Greenacre confirmed they will take a look through the files, the Clerk will then deposit them at the Norfolk Record Office.

-It was agreed for the Clerk to write to the owner of the vehicle that is being parked on the white lines on Butt Lane next to the entrance of Porters Loke as it is causing a problem for other residents when exiting the road.

5. ADMINISTRATION & FINANCIAL MATTERS

August 2020 Payment Sheet

Cheque Number	Detail	Amount
101380	Kate Palmer salary 396.48 less tax 79.40	£317.08
101381	Nina Dockerty wage	£91.56
101382	HMRC Kate Palmer tax 79.40	£79.40
101383	Garden Guardian (vat 112.15)	£672.90
	Total	£1,160.94

October 2020 Payment Sheet

Cheque Number	Detail	Amount
101389	Kate Palmer salary 406.08 less tax 81.20	£324.88
101390	Nina Dockerty wage	£91.56
101391	HMRC Kate Palmer tax	£81.20
101392	Garden Guardian (vat 112.15)	£672.99
	Total	£1,170.63

To Propose both the August and October sheets for payment Proposed Cllr Greenacre, Seconded Cllr Grimmer. All In Favour.

-The Chairman reported last months electronic payments got rejected by the bank due to a restriction on the Community Account. The bank have now been written to to request the mandate is lifted so payments can be made by BACS. The Clerk will go into Barclays this week to find out the progress of her being set up for online banking.

6. PLANNING

06/18/0545/O Butt Lane, Dovedale (land rear of) 30 dwellings with garages and access road now reduced to 7 properties plus a replacement for 'Dovedale' itself

It was agreed by all members to object to the application above.

The proposed development is outside the Borough Development Plan. Highways concerns including dangerous access to the site, inadequate splay, width of Butt Lane at that point, it is not wide enough there is a designated Bus Stop which will be up to the road junction also there is always residents parking which runs well past the proposed entrance from the Mill Road junction. Also light from vehicles exiting the site will shine directly at the property opposite on Butt Lane.

Water and sewer services would not be able to cope with any further developments. (there was another major sewage overflow into Porters Loke field in late Sept 2020 due to an issue with the sewage system). Latest application appears to allow for the removal of 2 trees at the front of the site now covered by TPO 9 of 2020.

Natural England have already objected on the previous smaller development application.

Should any permission granted (against our wishes) a condition is required that the replacement for 'Dovedale' itself is single story and not directly against or overlooking the neighbouring properties boundary

-It was agreed for the Clerk to write to GYBC Planning Enforcement and MP Brandon Lewis detailing how unhappy the Parish Council are that no enforcement can be undertaken as it has been reported the four new build houses are being rented out as holiday lets.

To propose both actions above Cllr Grimmer, Seconded Cllr Griffiths. All In Favour.

The following applications have been granted:

06/20/0318/O Land at Butt Lane, Burgh Castle 2 new detached & 2 new semi detached dwellings
06/20/0234/F The Old Farm, Marsh Lane Rear single storey orangery extension

Notification of the following appeal has been received:

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

Notification of a new Tree Preservation Order has been received:

T.P.O. No 16 5 Oaklands Drive, Burgh Castle Trees on land

This application was supported by all members.

7. INTERNAL CONTROL OFFICER REPORT, BANK RECONCILIATION & BUDGET TO SPEND REPORT

	Budget 2020/21	Total Spend
Clerks salary and paye	5000	2436
Telephone	120	60
Stationary/Postage	200	56
Village Hall- caretaker	1100	549
Grass Cutting	4786	2804
Village Hall – room hire	144	0
Sundry	200	5
Village Hall- CCTV	125	126
Village Hall- annual grant	1000	0
Norfolk Archaeological Trust- annual grant	200	200
Insurance	440	0
Audit	50	50
Subscriptions/training	300	264
Burial Ground Maintenance	750	0
Parish Partnership Scheme	500	0
Gardening Receipts (village sign)	125	28
VE Day Celebrations	100	0
Repairs/village maintenance	100	435
Donations Section 137	0	550
Increase to General Reserves	500	0
Total	15740.00	7563.00

	Income 2020/2021	Total Income
Income from Burial Ground	1000	3489
Precept	11712	11712
Concurrent Function Grant	2600	2600
Council Tax Support Grant	420	420
Interest	8	5
Donations	0	400
Total	15740.00	18626.00

Bank Reconciliation - as per statements as at 29th September 2020

Business Account	£19,804.73
Community Account	£25.00

	£19,829.73
Less unrepresented cheques as at 29 th September 2020	
CQ 101379 £96.00	
CQ 101387 £672.99	
	(768.99)
Net Balance as at 29 th September 2020	£19,060.74

Cash Book

Opening Balance 1st April 2020	£7679.40
Add: Receipts in the year	£19,583.33
Less: Payments in the year	£8,201.99
Closing balance per cash book	£19,060.74

I.C.O. Report

Cllr Greenacre reported she had met with the Clerk to undertake the Internal Control Officer checks which included checking invoices against cheques and bank statements and payment sheets. All the accounts were in good order with no problems to report.

As no online payments have as yet been made only one Councillor was needed to undertake the checks.

8. BURIAL GROUND

-It had been reported to the Clerk that a base of one of the headstones in the burial ground has got a small chip in it. The grass cutting contractors were contacted and they confirmed only a strimmer is used in the burial ground, no mower is used therefore a strimmer could not have caused such damage.

-The Chairman stated he had undertaken a safety check and found two headstones have become unsafe. The next of kin have been written to because if they are not made secure they will have to be laid down.

-The Clerk updated that M. Riches now has his insurance certificate so the works to remove the spoil heap and repair the pot hole on Church Loke can be done hopefully this week.

9. PARISH PARTNERSHIP SCHEME & BOROUGH COUNCIL WARD BUDGET

Parish Partnership Scheme

-Cllr Greenacre reported NCC are not keen on the brown sign option as they are usually funded by the businesses themselves such as the Holiday Parks.

After discussion it was agreed to apply for funding to purchase three new village signs and some new slow down road signs to go near to the Cherry Tree bend on Mill Lane, High Road and Stepshort.

GYBC Ward Budget

It was reported Borough Cllr Cameron has approximately £375 of ward budget left to be spent. It was agreed to ask if the new notice board purchase earlier this year could be funded from the ward budget as the Clerk already has the invoice.

10. DATE OF NEXT MEETING & AGENDA ITEMS

The next meeting will be held on Monday 9th November 2020 remotely via zoom.

Agenda items to include Speed Watch Report and Parish Precept.

-It was noted there was a great problem with flooding during the recent storms on High Road. The situation made worse by a local resident obstructing the road by putting a wheelbarrow in the middle of the flooded road. It was agreed to inform County Cllr Smith as he had already visited the resident earlier in the year and arranged for the drains to be cleaned out.

-Butt Lane will be completely closed next week due to road works.

-Stepshort is due to be redressed from the Mill Road junction through to the mini roundabout in January/February 2021, the works will take between 4 to 6 weeks.

With no further business the meeting was closed at 8.01pm