

# **Burgh Castle Parish Council**

Chairman: Brian Swan

Vice Chair: Bob Grimmer

## **Minutes from the Annual Parish Council Meeting held on Wednesday 5<sup>th</sup> May 2021 remotely using zoom**

**Present:** Cllrs B. Swan (Chair), B Grimmer (Vice Chair), M Greenacre, J. Hogg, W. Griffiths, P. Carter, K. Ruddock (Clerk) and two members of the public including Borough Cllrs Myers.

The meeting commenced at 7.55pm

### **1. ELECTION OF CHAIRMAN**

Cllr Greenacre Proposed Cllr Swan as Chairman. Seconded Cllr Grimmer. All In Favour. Cllr Swan confirmed he would be willing to accept the position, the acceptance of office form will be signed after the meeting.

### **2. ELECTION OF VICE CHAIR**

Cllr Swan Proposed Cllr Grimmer as Vice Chair, Seconded Cllr Greenacre. All In Favour. Cllr Grimmer confirmed he would be willing to accept the position, the acceptance of office form will be signed after the meeting.

### **3. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from County Cllr Smith and Borough Cllr Cameron.

### **4. DECLARATIONS OF INTEREST**

Cllrs Greenacre – Belton with Browston Parish Council, Parochial Church Council, Burgh Castle Village Hall Committee & Burgh Castle Playing Field Committee.

Cllr Swan – Burgh Castle Playing field Committee

*The public section commenced at 7.57pm*

### **PUBLIC SECTION**

There was no public section.

### **5. MINUTES FROM LAST MEETING**

The minutes from the meeting held on 12<sup>th</sup> April 2021 had been circulated to all members prior to the meeting. With one amendment made to accept the minutes as a true and accurate record Proposed Cllr Greenacre, Seconded Cllr Griffiths. All In Favour.

### **6. MATTERS ARISING**

The Chairman confirmed the no parking yellow lines and markings have been installed in the Butt Lane bus stop layby. A temporary repair has been made to the drain cover near to Four Acres on Mill Road. Lords Lane is due to be resurfaced from the Mill Road junction through to the Bradwell houses.

It was also reported there should be an increase to the bus service for the village starting from 16<sup>th</sup> May

### **7. 2020/21 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 will be sent to the auditors. The AGAR plus all accounting statements will be published on the Parish Council website.

### **8. 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.

### **9. 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.

### **10. CONFIRMATION OF CLERK/RFO & BANK SIGNATORIES**

Kate Ruddock was confirmed as both Parish Clerk and Responsible Financial Officer to the Council. Bank signatories are Cllrs Swan, Grimmer, Griffiths and Hogg, and the Internal Control Officer for the Council is Cllr Greenacre. Proposed en bloc Cllr Greenacre, Seconded Cllr Carter. All In Favour.

### **11. SPEEDWATCH**

Cllr Griffiths reported the group had been out quite a lot during the last month. The group recorded 35 vehicles travelling at speed during one hour, the highest speed recorded was 52 mph in a 30 mph speed limit. Next week is the global road safety week, the groups has also managed to recruit one new member.

### **12. NHS & FRONTLINE WORKERS DAY**

It was confirmed there will be a minutes silence held at 11am at the village sign. At 8pm residents will be asked to come together by raising a toast on their doorstep. The Chairman confirmed this will be published in the Village Voice.

### **13. PLANNING**

06/21/0251/F 7 Holly Terrace, Church Road Dropped kerb to provide car park space  
It was agreed to submit no objections subject to neighbours comments for the above application.

The following applications have been approved:

06/20/0671/F & BA/2020/0458/FUL The Laurels High Rd Ground loop collector  
06/21/0129/CD Land at Butt Lane Discharge of condition 2 landscaping

The following applications have gone to appeal:

APP/U2615/W/21/3268171 retro app for wooden shed for equestrian shop, Porters Loke  
APP/U2615/W/21/3268130 2 single storey dwellings, shared access Breydon View, Market Road

### **14. FINANCIAL MATTERS**

Cheque Number	Detail	Amount
BACS	Kate Ruddock salary 406.08 less tax 81.20	£324.88
BACS	Nina Dockerty wage	£93.55
BACS	HMRC Kate Palmer tax	£81.20

BACS	Garden Guardian – grass cutting	£613.09
BACS	Norfolk County Council Parish Partnership Scheme	£675.00
BACS	Norfolk Archaeological Trust – annual grant	£200.00
BACS	Dennis Cooper - Audit	£50.00
	<b>Total</b>	<b>£2,037.72</b>

To Propose the sheet above for payment Cllr Swan, Seconded Cllr Griffith. All In Favour.

**15. TIME AND DATE OF NEXT MEETING & ITEMS FOR THE AGENDA**

The next meeting Monday 21st June 2021, 7.30pm at burgh Castle Village Hall.

Agenda Items to be included:

Councillor Co-option

Highway Matters to include High Road – Gullies and Cherry Tree Corner

Burgh Castle Burial Ground

With no further business the meeting was closed at 8.23pm