

Burgh Castle Parish Council

Chairman: Brian Swan Vice Chairman: Bob Grimmer

Minutes from the Parish Council Meeting

held on Monday 12th April 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, Borough Cllrs Myers and Cameron.

The public section commenced at 7.30pm

PUBLIC SECTION

There was no public section.

One minute of silence was held as a mark of respect to the late Prince Philip Duke of Edinburgh. A second minutes silence was held as a mark of respect for the late Mr David Smith a former Parish Councillor

The main meeting commenced at 7.32pm

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from County Cllr Smith.

2. 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

3. MINUTES FROM LAST MEETING

Minutes from the meeting held on 08-02-21 had been prior circulated to all members by the Clerk. With one minor amendment made to accept as a true and accurate record Proposed Cllr Greenacre, Seconded Cllr Carter. All In favour.

4. MATTERS ARISING

The Clerk reported refunding to install three new village signs has been successful with NCC Parish Partnership Scheme.

The Chairman reported Norfolk Archaeological Trust have undertaken their survey concerning the introduction of car parking charges at the Fort. The Trust did not use Village Voice to promote the survey as they stated they wanted to focus on the local community. There has been two more incidents of vandalism on the Fort one being particularly bad, Natalie Butler is meeting with the Police following this. There is concern that individuals with large nets have been spotted at the Fort, it is thought they may be trying to catch ground nesting birds or steal their eggs. It was agreed if anyone sees this they must report immediately to the Police.

Borough Cllr Myers reported he has been dealing with a complaint concerning kerbside parking and a second complaint about people spiting in the street.

5. HIGHWAY MATTERS

The Chairman reported he had chased the following outstanding Highway issues with County Cllr Smith prior to the meeting.

- 1) Butt Lane Bus Stop - Line markings
- 2) Cherry Tree Corner - Clean up
- 3) Lords Lane Flooding - Dried mud on the road surface
- 4) Mill Road by Four Acres – Dangerous drain cover

The reply from the NCC Highways Engineer had been circulated to members before the meeting. Members voiced great dissatisfaction at the reply, and feels the Parish is being unfairly treated when it comes to Highway repairs.

Cllr Hogg reported one of the chevrons needs replacing on Cherry Tree Corner as it has been knocked over. Also Anglian Water have still not cleaned the chamber outside Milbur on Butt Lane.

6. ADMINISTRATION & FINANCIAL MATTERS

- It was agreed April will be the last month that the Caretaker will be placed on 50% furlough as the hall starts to reopen again for some bookings from May.

- No reply has been received from GYBC concerning the tax base level – Cllr Myers will chase up

- Cllr Greenacre stated she will be able to attend the Parish Liaison meeting which is being held on 30th April using Microsoft teams, and confirmed the CCTV equipment has been serviced.

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	Dragon Security CCTV	£125.68
BACS	Norfolk ALC Subscription	£263.10
BACS	K. Ruddock – refund exps mileage to collect filing cabinet 23.85, 2 spare keys for cabinet 8.80, ink cartridges 46.00	£78.65
	Total	£1,580.15

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

7. PLANNING

06/21/0129/F Land at Butt Lane, Burgh Castle Discharge of conditions 2, 10, 11, 15

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

It was agreed to submit no objections for the following premises license

J & J Wilson Supermarket Breydon Water Holiday Park , Butt Lane

The following application has been approved.

06/21/0063/F 5 Holly Terrace, Butt Lane Extension of dropped kerb

The Enforcement Officer has stated he is still waiting for a response from his Manager concerning the Burgh House warden controlled homes planning permission. It was agreed for the Clerk to again email the Enforcement Officer asking for a clear decision from the planning department concerning this matter.

8. ONLINE BANKING ARRANGEMENTS

The Clerk reported the online banking facility for dual access has been completed and she is able to set up payments ready to be authorised and can view the accounts online.

9. N.H.S SOCIAL CARE & FRONTLINE WORKERS DAY

It was agreed by all members to join the NHS Social Care and Frontline Workers Day event which is taking place on Monday the 5th July, which is the annual birthday of the NHS.

Cllr Greenacre suggested to hold a two minutes silence at the village sign and to advertise for members of the public to raise a toast outside their front doors at 8pm to mark the event. It was agreed to add this to the next agenda to finalise the details.

10. PARISH COUNCILLOR ARTICLE FOR THE VILLAGE VOICE

It was agreed by all members to produce a small article to be placed in the Village Voice explaining a little bit about themselves. What interests they have and what their responsibilities. It was agreed to send all the articles to the Clerk by the end of the month.

11. BUDGET TO SPEND REPORT

	Budget	
	2020/21	Total Spend
Clerks salary and paye	5000	4873
Telephone	120	120
Stationary/Postage	200	100
Village Hall- caretaker	1100	1099
Grass Cutting	4786	4417
Village Hall – room hire	144	0
Sundry	200	5
Village Hall- CCTV	125	125
Village Hall- annual grant	1000	1000
Norfolk Archaeological Trust- annual grant	200	200
Insurance	440	452
Audit	50	50
Subscriptions/training	300	333
Burial Ground Maintenance	750	856
Parish Partnership Scheme	500	0
Gardening Receipts (village sign)	125	36
VE Day Celebrations	100	0
General Repairs/equipment	100	346
Donations Section 137	0	550
Increase to General Reserves	500	500
Total	15740.00	15062.00
	Income	
	2020/2021	Total Income
Income from Burial Ground	1000	4294
Precept	11712	11712
Concurrent Function Grant	2600	2600
Council Tax Support Grant	420	420
Interest	8	6
Grants	0	714
HMRC Furlough	0	92
Total	15740.00	19838.00

12. 2020/21 YEAR END ACCOUNTS

EXPENDITURE

CLERK SALARY INC TAX	£4,872.96
TELEPHONE	£120.00
POSTAGE	£14.24
STATIONARY	£86.25
CARETAKER SALARY	£1,098.72
SUNDRY	£4.78
GRASS CUTTING	£4,416.70
SUBSCRIPTIONS – inc zoom subs	£333.09
SECTION 137/ GRANTS - Village hall	£1,000.00
SECTION 137/ GRANTS - The Pantry	£550.00
SECTION 137/ GRANTS - Norfolk Arch Trust	£200.00
AUDIT	£50.00
HALL ROOM HIRE	£0.00
INSURANCE	£451.70
CCTV MAINTENANCE	£125.68
TRAINING	£0.00
VAT	£1,120.29
PARISH PARTNERSHIP	£0.00
GARDEN RECEIPTS	£36.49
REPAIRS/MAINTENANCE	£1,202.44
TOTAL	£15,683.34

INCOME

PRECEPT	£11,712.00
CONCURRENT FUNCTION GRANT	£2,600.00
TAX SUPPORT GRANT	£420.00
BURIAL GROUND	£4,294.00
BANK INTEREST	£6.05
HMRC/VAT	£957.05
GRANT – Norfolk Community Foundation	£313.94
GRANT – GYBC Ward Budget	£400.00
DONATIONS	£0.00
REFUND FOR TRAINING	£0.00
HMRC Furlough	£91.56
TOTAL	£20,794.60

Balance at 01/04/20	£7,679.40
Deduct total payments	£15,683.34
Add total Receipts	£20,794.60
Balance as at 31/03/21	£12,790.66

Please note the March 2021 furlough repayment from HMRC is outstanding

Bank Balance as per statements as at 31 st March 2021	
Business Account	£12,765.66
Community Account	£ 25.00

	£12,790.66

There were no unrepresented cheques as at 31st March 2021

Net Balance as at 31 st March 2021	£12,790.66
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Cash Book

Opening Balance 1st April 2020	£7,679.40
Add: Receipts in the year	£20,794.60
Less: Payments in the year	£15,683.34
Closing balance per cash book	£12,790.66

To accept the year end accounts above Proposed Cllr Swan, Seconded Cllr Grimmer. All In Favour.

13. DATE OF NEXT MEETING & AGENDA ITEMS

The following meetings will take place on Wednesday 5th May 2021, remotely using zoom. Annual Parish Meeting – which will start at 7.30pm followed by the Annual Parish Council Meeting which will start at approximately 7.45pm.

The merger of the Playing Field Committee and Village Hall Committee will be on the APM agenda.
Speedwatch will be on the Parish Council agenda.

Cllr Grimmer stated there had been a big lorry pumping out the pumping station on Porters Loke, it was reported they managed to remove a large fat burg.
The family of the late David Smith have agreed to write an article for the Village Voice. Cllr Swan stated he will edit the article for the family. It was agreed that Cllrs, Grimmer, Swan and Greenacre will look through the art work and books provided by the family to see what can be framed and then put up in the village hall.

With no further business the meeting was closed at 8.16pm