

# **Burgh Castle Parish Council**

Chairman: Brian Swan Vice Chairman: Bob Grimmer

## **Minutes from the Parish Council Meeting held on Monday 13<sup>th</sup> September 2021 at Burgh Castle Village Hall**

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

*The public section commenced at 7.30pm*

### **PUBLIC SECTION**

Cllr Greenacre reported it has been suggested that there are already residents living permanently on the Burgh Castle Marina site. The owner of the site has been cutting down trees without getting the relevant planning consent. The Chairman added Police had checked vehicles on chicken farm run from the Marina site.

*The main meeting commenced at 7.32pm*

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

Apologies for absence had been received by County Cllr Smith and Cllr Carter. To accept the apologies, Proposed Cllr Greenacre, Seconded Cllr Griffiths. All In Favour.

### **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 12-07-21 had been prior circulated to all members by the Clerk. To accept as a true and accurate record Proposed Cllr Grimmer, Seconded Cllr Griffiths. All In Favour.

### **4. MATTERS ARISING**

- It was reported Cllr Myers has approximately £500 available from this years Ward Budget, Borough Cllr Cameron has approximately £250 available.
- The Chairman will be speaking to (Belton with Browston Parish) Cllr Buckworth concerning the village fire hydrants. He has a copy of the list provided by Nalc and has offered to inspect the Burgh Castle ones as he lives in the village.
- The village sign has now been cleaned & painted, the donated funds have paid for the works.
- ENTUA have confirmed that there will not be any reduction to the bus service for the village this winter, the summer timetable will continue.
- Breydon Water Holiday Village has a new General Manager, Harley Mathews. Cllrs Swan and Grimmer have attended a meeting with Mr Mathews, it was noted a good job has been made in cutting back the overgrown hedge/vegetation that was coming from the site. It was reported since the hedge has been cut back there are now vehicles being parked in front of Cement Cottages. It was agreed to send a letter to relevant property owners asking that vehicles are not to be parked there (Police are aware).
- There has been a great problem with vandalism and anti social behaviour at the Fort during the summer holidays. It has also been reported to the Police that poisoned meat balls have been left at the site. During the last SNAP meeting it was agreed by the Police to make the Fort the priority for the Southern Villages. There will also be more police Engagement Workshops run from the site, there may also be some undercover Police patrolling the area.

## 5. HIGHWAY MATTERS

### – County Councillors Budget – Kingfisher New Bus shelter

The chairman reported he is waiting for an update from County Cllr Smith to advise if any further action is needed by the Parish Council for this.

### – Parish Partnership proposal by Village sign layby

It was agreed for the Clerk to obtain a price from Paul Sellick to install wooden posts around verge in the area between the Village Sign and layby, and to reinstate the grass.

### – Plants outside Laurel Lodge, High Road

No update has been received as yet from County Cllr Smith.

### – Overgrown hedges to include Butt Lane & Church Road areas

The following letters are to be sent to property owners:

1. The old Post Office site, hedge along Butt Lane needs cutting back as over hanging the footpath.
2. 3 and 4 Holly Terrace, both properties need to cut back the holly hedge/bushes.
3. Holden House, Church Rd, the hedge running along their Church Rd frontage needs cutting back.
4. Norfolk Archaeological Trust – hedge running along Church Road frontage needs cutting back.
5. Sunnydale, Mill Rd, overgrown conifer trees need cutting back.

### -- Updates - on Cherry Tree Corner (clearance) & High Road by Crows Farm (surface)

No update has been received as yet.

### **-To agree items that will be discussed within the online meeting with NCC Highways. (Chairman has requested to ‘attend’)**

It was agreed for the following items to be added to the discussion:

Mill Road potholes towards Stepshort junction, Cherry Tree Corner works, Crows Farm corner

It was agreed for the Clerk to report to Highways that there is a depression in an area of road outside Strawlands on Mill Road as you turn into Market Road.

## 6. LITTERING WITHIN THE VILLAGE

Cllr Titterington voiced concern at the amount of litter in the village. The Chairman reported GYBC deploys the mechanical sweeper once a year, occasionally GYBC undertake a litter pick.

The Parish Council can arrange for a voluntary litter pick which would be advertised in the Village Voice. It was generally agreed spring would be a good time to undertake a litter pick, the matter can be discussed further nearer the time in March.

## 7. PARISH LIAISON MEETING

The Chairman confirmed if an item is entered onto the agenda by the Parish Council a Parish Councillor will need to attend the meeting, it has not been confirmed as yet whether the meeting will be held on Zoom or at the Town Hall. It was agreed to submit “Retrospective Planning” if a councillor can attend the meeting.

## 8. GROUNDS MAINTENANCE CONTRACT

Prior to the meeting the Chairman had circulated to all members a copy of the current grounds maintenance contract containing some updates. After some discussion and two amendments made, it was agreed to proceed with obtaining the quotations by advertising the tender in Village Voice, for £40 for a quarter page block advert, and possibly in the EDP (depending on the cost). It was agreed to finalise the contract and advertising at the next meeting. The advert will be included in the November Village Voice with the closing date being the middle of December.

## 9. ADMINISTRATION & FINANCIAL MATTERS

August 2021

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 Ruddock tax	£81.20
BACS	Garden Guardian – grass cutting	£613.09
	<b>Total</b>	<b>£1,112.72</b>

### September 2021

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BACS	HMRC Kate Ruddock tax	£81.20
BACS	Garden Guardian – grass cutting	£613.09
BACS	GYB Services tree works at the burial ground	£321.94
BACS	K. Ruddock tele/broadband July, August, September	£30.00
	<b>Total</b>	<b>£1,464.66</b>

To propose payment for the above sheets Cllr Hogg, Seconded Cllr Grimmer. All In Favour.

The Chairman reported contribution has been received from the Church who agreed to pay 50% towards the tree works in the Burial Ground.

## 10. PLANNING

**BA/2021/0256/COND** Burgh Castle Marine, Butt Lane, Burgh Castle

- Allow all year round holiday use of the site

It was agreed to strongly object to planning application above, the reasons being:

- 1) This Parish Council does not support any easing of restrictions at this location concerning the length of the annual site shut down period
- 2) This is a PRIME HOLIDAY site and should remain as so with a closure period as at present
- 3) The type of units that are being installed are fixed base caravans rather than the larger higher specification residential units' that are used for fully residential locations
- 3) Any relaxation will make it more difficult to monitor 52 week usage and who is to check that different people will reside at different times to give a truly holiday usage
- 4) Any relaxation that results in all year use, legal or not, will put more pressure on local services such as education and welfare

**BA/2021/0259/FUL** Land Adj to Holden House, Church Rd, Burgh Castle

Proposed 5 No. glamping cabins

Burgh Castle Parish Council strongly objects to the planning application above for the following reasons:

- Church Road which in part is a single lane road could not cope with the extra traffic which the proposed application would cause.
- It is outside of the development area of the Borough wide plan.
- It is in a green belt area.
- Burgh Castle already has two glamping sites with planning permission (by GYBC) within the Parish.
- Burgh Castle is already overloaded with holiday development.
- There would be a visible effect from Breydon Water.
- If approved the duration of season is needed (shut down period)
- All residents of Church Road must be consulted including the proprietor of the Old Rectory. The site is past their properties, access to which is a single track towards the entrance.

**Applications Refused:**

BA/2021/0259/FUL

Land Adj to Holden House Church Rd, Burgh Castle Proposed 5 No. glamping cabins

06/21/0437/F Burghwell Lodge, Market Road

Change of use former pig pens & buildings to 3 dwelling houses

**Applications Approved:**

06/21/0437/F 5 Holly Terrace, Church Road Demolition of workshop, new single storey extension

06/21/0251/F 7 Holly Terrace, Church Road Dropped kerb to provide parking space

**Applications under Appeal:**

APP/U2615/W/21/3270189 Strawlands, Mill Road Proposed bungalow with garage

**Tree Preservation Orders Granted:**

TPO 3 of 2021 - Tree on Land West of Mill Road, Burgh Castle

**11. QUEENS JUBILEE CELEBRATIONS 2022**

It was agreed to donate £200 towards the afternoon tea which is being arranged by the Church, and held at the Village Hall, to celebrate the Queens Jubilee. Proposed Cllr Titterington, Seconded Cllr Griffiths. All In Favour.

Cllr Hogg agreed to meet with Cllr Greenacre at the Church to find out if they would be able to raise the flag at the Church to mark the occasion.

**12. BURIAL GROUND**

- The Chairman reported there are two problem areas in the Burial Ground where moles have appeared. It was agreed to instruct the pest control contractor, Proposed Cllr Swan, Seconded Cllr Greenacre. All In Favour.
- Complaints have been received concerning some plants/wild flowers that have been left to grow on the mounds on the Burial Ground. It was reported Garden Guardian have now cut these down.
- It was agreed the spoil heap does not need to be cleared this year. It was agreed some of the spoil may be needed next year to fill in areas that have become depressed.
- It was generally agreed clearer signage is needed which contains the Burial Ground rules. It was agreed the Chairman will contact the 'Sign Smith' to obtain a quote for a printed sign and also to obtain a price for a new notice board.

### **13. SPEEDWATCH**

Cllr Griffiths reported the group have been out, however the number of times has been restricted due to members being ill or being away. Another article will be placed within the Village Voice to try and attract new volunteers as there is a shortage.

It was agreed for all members to keep an eye on the SAM2 machine to ensure it is actually recording the correct speed of vehicles.

### **14. COMMUNITY CHAMPIONS REPORT**

Cllr Greenacre reported there is a weekly webinar to attend which has been set up by GYBC, the next one will be feature the GYBC Covid Officers, and a new members starter pack should be on its way.

### **15. IN CAMERA RESOLUTION**

To consider a resolution to exclude the press and public from the meeting in accordance with the public bodies (admissions to meetings) act 1960.s 1, in order to discuss employee appraisals. Proposed Cllr Swan, Seconded Cllr Greenacre. All In Favour.

### **16. EMPLOYEE APPRAISALS**

Cllr Griffiths and Grimmer reported all went well with the appraisals with no problems to report. It was agreed to allow more time for next years appraisals as the new form to be completed is more in depth. It was agreed the caretakers job description needs updating as some points are not relevant.

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

The next meeting will be held on Monday 11<sup>th</sup> October 2021 7.30pm at Burgh Castle Village Hall. Agenda items to include:

*With no further business the meeting was closed at 8.46pm*