

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Annual Parish Council Meeting held on Monday 9th May 2022 held at Burgh Castle Village Hall

Present: Cllrs B. Swan (Chair), B Grimmer (Vice Chair), M Greenacre, J. Hogg, P. Carter, S. Titterington, K. Ruddock (Clerk) and six members of the public including Borough Cllr Myers.

The meeting commenced at 7.45pm

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 was duly signed.

2. ELECTION OF VICE CHAIR

Cllr Swan proposed Cllr Grimmer as Vice Chair, Seconded Cllr Carter. All In Favour. Cllr Grimmer confirmed he would be willing to accept the position, the acceptance of office form was duly signed.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Griffiths and from County Cllr Smith. To accept the apologies proposed Cllr Greenacre, seconded Cllr Carter. All in Favour.

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 – Village Hall & Burgh Castle Playing field Committee

The public section commenced 7.48pm

PUBLIC SECTION

Borough Cllr Myers reported he has tried to contact the Environment Dept at GYBC on a number of occasions since the last Parish Council meeting to obtain an update concerning the fly tipping on Back Lane, however no reply has been forthcoming. It is still very difficult at times trying to contact officers at both NCC and GYBC as they continue to work from home.

Borough Cllr Myers also reported there is now a new push at NCC to proceed with devolution of all councils in Norfolk. If this is agreed and does go ahead it would mean district council's such as Great Yarmouth Borough Council would no longer exist, they would be replaced by one Council for Norfolk headed by an elected Mayor. However this is currently in the very early stages of discussion.

Concerning planning applications Borough Cllr Myers explained all applications are dealt with as delegated by an Officer rather than being considered by the Development Control Committee unless the development consists of more than 10 dwellings.

A member of the public reported there seems to be discrepancies on how one planning application is dealt with compared to another. A planning application was recently refused with one of the three reasons being due to sustainability. It was stated applicant would not be able to get to the local services unless they travelled in a vehicle as there are no footpath, thus making the application

unsustainable. However this point could be applied to most future applications in the village. Borough Cllr Myers stated he will email the planning department to obtain clarification concerning the point of sustainability when they decide on planning applications.

5. MINUTES FROM LAST MEETING

The minutes from the meeting held on 11th April 2022 had been circulated to all members prior to the meeting. With two minor amendments, to accept the minutes as a true and accurate record proposed Cllr Greenacre, seconded Cllr Grimmer. All in Favour.

6. MATTERS ARISING

Royal Mail are waiting for guidance from GYBC Planning Dept to determine if planning permission is needed to relocate the post box on Butt Lane.

7. 2021/22 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.

Prior to the meeting the Clerk had circulated to all members a copy of the budget to spend report, income and expenditure report and bank reconciliation. To accept all year end accounts Cllr Grimmer, seconded Cllr Carter. All in Favour.

The exemption certificate was duly 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, the period for the exercise of electors right commences from the 13th June and finishes on the 22nd July.

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 Greenacre, Seconded Cllr Hogg. 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 Grimmer, Seconded Cllr Titterington. All In Favour.

11. HIGHWAY MATTERS

There had not been any update on any of the outstanding Highway matters from NCC. County Cllr Smith is trying to arrange a site meeting with the Highways Engineer Paul Sellick, which the Chairman will also attend.

12. PLANNING

06/22/0325/F Former Post Office Site, Butt Lane Demolition of existing dwelling/former P.O., removal of existing vehicular access, construction of 2 no. detached dwellings and detached garages
It was agreed to submit no objections subject to neighbours comments for the above application.

BA/2022/0159/HOUSEH Willow Barn, Back Lane Single storey extension

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

The Chairman reported a hedge has been removed near the entrance at Mill House on Mill Road. The Enforcement Officer has confirmed the property owner is aware that planning application will be needed to install a new driveway.

Notification has been received from NCC confirming the Welcome Pit planning application (FUL2019/0040) is on the agenda and will be considered during the Council's Planning Committee meeting on Friday 20th May, commencing at 11am at County Hall.

County Cllr Smith will be sending a letter of support which will be read out during the meeting. The Parish Councils objections have been submitted, the outcome of this application will be reported at the next Parish Council meeting.

13. FINANCIAL MATTERS

Cheque Number	Detail	Amount
BACS	Kate Ruddock salary 414.40 less tax 82.80	£331.60
BACS	Nina Dockerty wage	£99.75
BACS	HMRC Kate Ruddock tax	£82.80
BACS	Garden Guardian (2 nd payment of 9) vat 108.29	£649.73
BACS	K. Ruddock – broadband tele April, May, June 2022	£30.00
BACS	NCC Parish Partnership Scheme 50% cont	£650.00
BACS	Dragon Security – repair (53.04)	£318.26
BACS	Dennis Cooper - auditor	£50.00
		Total £2,212.14

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

-The Chairman reported a refund has been received from Horizon Group for the new Burial Ground noticeboard as GYBC have now paid for it from Borough Cllr Myers ward budget.

-It was agreed by all members to include bank account balances and income from the burial ground in future minutes.

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

The next meeting Monday 13th June 2022, 7.30pm at burgh Castle Village Hall.

- Cllr Hogg stated he would have liked Stepshort to have been included during the village litter pick - the chairman stated that he overlooked it.

- It was agreed to obtain a quote from Garden Guardian to clean the memorials in the Burial Ground after each grass cutting session, this will be an agenda item at the next meeting.

- It was agreed to notify Norfolk Archaeological Trust to advise them fencing is down at the far south west side near the bridge, one of the noticeboards is missing and stones have been dislodged on the parapet.

- Cllr Titterington stated how disheartening it has been during the last 12 months with the lack of response/moving forward with items with both NCC Highways and GYBC Planning Department.

With no further business the meeting was closed at 8.30pm