

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 11th July 2022 held at Burgh Castle Village Hall

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

The public section commenced 7.30pm

PUBLIC SECTION

- It was reported there is a great amount of sand on Butt Lane footpath which is making it difficult to walk on. It was agreed for the Clerk to report this to GYB Services to request the footpath be swept and to ask Folkes to sweep the road near their site.
- It was reported there is also an ongoing problem with the gullies becoming blocked on Butt Lane/Stepshort because the roads have not been swept. The Chairman stated NCC Highways should be sweeping the roads twice a year however it is not known when this was last done.
- Large planning applications relating to tourism in both Burgh Castle and neighbouring villages were discussed.

The main meeting commenced at 7.40pm

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Cllr Greenacre – Belton with Browston Parish Council, Parochial Church Council, Burgh Castle Village Hall Committee & Burgh Castle Playing Field Committee and agenda item 6 Burgh Castle PCC. Cllr Swan – Village Hall & Burgh Castle Playing field Committee

3. MINUTES FROM LAST MEETING

The minutes from the meeting held on 13th June 2022 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record proposed Cllr Carter, seconded Cllr Grimmer. All in Favour.

4. MATTERS ARISING

The Chairman reported PC Saggars will be holding his first Parish Surgery at Burgh Castle Village Hall on Friday 29th July between 12noon and 2pm.

5. HIGHWAY MATTERS

Gullies

It was agreed to ask NCC Highways to clean the four gullies on Stepshort which are between the telephone exchange and the dyke.

SAM2

Cllrs Swan and Hogg reported they had checked the new position for the SAM2 speed sign on Stepshort. The bracket can be added to the lamp post near to Jon Jo's, the sign can then be moved to face either direction. Mr Porter will move the bracket onto the post in due course.

Village Entrance Signs

The following reply from NCC had been received.

“Just to confirm these signs are not always used to ‘mark’ exact boundaries; they are often these days used as ‘speed’ messages and combine with other speed features/entry signs to speed limits. Lords Lane – There is insufficient verge on the southern verge, where the old sign was under the speed limit sign. In such circumstances it is therefore not uncommon that signs are switched side of road. I suspect the sign had to be reposition away from the existing speed sign/post slightly due to its size and the amount of verge available. *Market Road* – erected in almost exactly same position as old sign under a 40mph repeater, just on a different post arrangement due to the size of the new sign. When nesting season is over we can look to approach the land owner to cut back their hedge.” It was agreed to take no further action on this issue.

Pot Holes

- There is a pot hole on Lords Lane outside the entrance to Hall Farm approximately 15 inches square that is in need of being repaired.
- The pot hole outside Eastles Farm on Market Road still has not been repaired and is progressively getting worse.

It was agreed to email County Cllr Smith to express disappointment that there has still not been any update from the Highway Engineer on any of the previously reported issues.

6. 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 (4th payment of 9) vat 108.29	£649.73
BACS	Burgh Castle PCC – contribution towards Jubilee bench	£200.00
	Total	£1,363.88

Income from Burial Ground £0.00

Bank Balance after June payments

Premium Account £19,118.31

Community Account £ 25.00

To propose payment for the sheet above Cllr Griffiths, seconded Cllr Titterington. All in Favour. The Clerk had circulated to all members prior to the meeting a copy of the updated Parish Council risk assessments. To approve the assessments proposed Cllr Swan, seconded Cllr Greenacre. Agreed unanimous. Please note a copy of the risk assessments are appended to the minutes.

7. PLANNING

06/22/0498/HH 4 Queens Terrace, High Road - Two storey extension with veranda

It was agreed to object to the above application. The Parish Council objected to the original application so therefore objects to any extension to the property. It had been stated the property

been developed as affordable housing, there are also concerns that the extension will bring the property closer to the open space of the neighbouring field.

Applications Approved:

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

8. THE FORT CAR PARK INCLUDING CAR PARK CHARGING

It was reported since the car parking meters have been introduced there has been a reduction in the amount of people parking in the car park. As had been predicted people are parking on the grass verge in front of the entrance to the car park, and also at the Church Triangle. A letter was sent to the Norfolk Archaeological Trust to request they make more annual parking permit available, however this was not agreed to.

The Chairman reported he had drafted a letter to send to English Heritage to ask for their help to resolve this matter. English Heritage have the overall responsibility for the Roman Fort which is managed by N.A.T. It was agreed by all members to send the letter, proposed Cllr Greenacre, seconded Cllr Grimmer. All in Favour.

9. BURGH CASTLE MARINA/KINGFISHER/WAVENEY SITES

Cllrs Swan and Greenacre reported they had recently attended a meeting with the Manager of the above holiday parks to discuss a number of issues, including the numbering of the new holiday homes.

The Manager has confirmed the number of caravans on the Marina site has now decreased from 235 to 160. This is due to a number of factors including the larger size of the new vans and distance that is required between them.

Residents are advised to report any issues over numbering of new vans on the marina site. The new area is now numbered from 'I Burgh Castle' which conflicts with the older area of 1-13 Burgh Castle Marina

The condition of the Butt Lane is being addressed, work is due to start imminently to remove the old fence. However it is not going to be replaced with another fence, they will be planting shrubs and hedging instead. It was therefore agreed for the Clerk to write a letter to the sites Manager to ask for the old fence to be replaced with another new hard fence on the grounds of site security and secondly to confirm the Councils view that something needs to be done to alleviate the numbering issue.

The Kingfisher bar is due to reopen in two to three weeks, commercial vans are also going to be banned from parking on the site.

It was agreed to report any vans found parking on the side of the road near to the sites entrance to the Manager.

Major works are expected to take place at the water front at the Marina, it is going to be dredged then possibly leased out.

10. NEIGHBOURHOOD PLAN

The Chairman reported he will be attending a meeting with the Clerk, Borough Cllr Myers and the Chairman for Belton with Browston and Fritton with St Olaves Parish Councils to discuss the possibility of creating a joint neighbourhood plan. There is grant funding available from GYBC to pay for various professional fees that may be needed, £10,000 can be applied for however the deadline for new applications is 31st March 2023. It is not clear if the grant funding also needs to be spent by this date.

Borough Cllr Myers confirmed he will be bringing two completed plans to the meeting. These plans can be used as a template by the Parish Councils which would save time and money.

It was agreed by all members to proceed to look into the process and discuss the matter further at the next meeting.

11. FIRST BUS SERVICE 5

The Chairman reported he had received a complaint from a resident stating the 10.15am First Bus service is always very crowded, therefore ENTUA have been contacted to ask First Bus if they could use a double decker bus on the route or provide an additional service.

The reply to this request has been no not at the current time because of the overgrown trees on Mill Road. However NCC Highways Dept have been contacted to ask for the trees to be cut back after the bird nesting season in September. The Chairman confirmed he will be attending the ENTUA AGM next month to put pressure on First Bus about this issue to ensure the work is done and the matter then resolved. They have also been made aware the timetable at the Queens Head P.H. needs to be renewed.

With no further business the main meeting was closed and the incamera item commenced at 8.34pm.

12. INCAMERA 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.

13. APPRASAILS 2022

- It was agreed to update the Caretakers job specification as some items are not relevant and need to be removed. A simplified appraisal form will also be used during next years appraisals.

- It was agreed to increase the Clerk's SCP pay point to SCP 19 which will be backdated from 1st April 2022. An incremental increase will follow annually on the 1st April until the pay scale range is reached, this being SCP 23. Proposed Cllr Greenacre, seconded Cllr Swan. All in Favour.

It was agreed the Clerks job specification also needs to be looked at to make sure it includes all current duties. Next years appraisal form will be filled out ahead of the meeting.

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

The next meeting Monday 12th September 2022, 7.30pm at Burgh Castle Village Hall.

With no further business the meeting was closed at 8.45pm