

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 26th September 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 & Ken Botwright (Chair BwBPC).

A minutes silence was held to reflect upon the sad passing of Queen Elizabeth II, this was then followed by a proclamation made to King Charles III.

PUBLIC SECTION

There was no public section.

The main meeting commenced at 7.32pm

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

Cllr 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

3. MINUTES FROM LAST MEETING

The minutes from the meeting held on 11th July 2022 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record proposed Cllr Grimmer, seconded Cllr Hogg. All in Favour.

4. MATTERS ARISING

- The gullies have now been cleaned around the village.
- The Stepshort Sam2 speed machine brackets have not been repositioned yet but will be in due course.
- The pot hole has been repaired near to Hall Farm on Lords Lane.
- There is a new pot hole on High Road near to the entrance of Back Lane in the middle of the highway.
- The times for all bus routes have been extended due to the amount of road works currently within the Borough, the temporary timetable runs until the end of November.
- The post box on Butt Lane has now been relocated and repainted.
- The GYBC Parish Liaison Meeting has been cancelled due to no questions being submitted.

5. HIGHWAY MATTERS

The following items were reported:

- The finger sign located at the Butt Lane/Stepshort/Mill Rd has now been repaired and repainted.
- The finger sign located at the junction of Butt Lane/Church Road/High Road is missing.
- There is grating on Lords Lane near to the Burgh Castle village name sign that is rusty and

- needs replacing.
- Cherry Tree corner has now been cleared.
- It was agreed for the Clerk to contact the property owner of the development on Butt Lane (former post office site) as the vegetation from their boundary is blocking the footpath and is in need of being cut back.

The Chairman reported a request has been received from a resident asking can the Parish Council ask NCC Highways Dept. to install stop bollards at the entrance to the track which joins Back Lane and High Road half way along Back Lane to prevent large vehicles from accessing it. Damage has been caused to one of the properties when a sat nav directed a large lorry down the track.

After some discussion it was agreed stop bollards would not be possible as access to the lane would be needed from High Road if there was a problem with Back Lane, however it was agreed to ask for additional signage to be installed stating no access for heavy goods vehicles, along with bollards to be sited on the corner of the properties in question.

6. FINANCIAL MATTERS

August 2022

Cheque Number	Detail	Amount
BACS	Kate Ruddock salary 499.20 less tax 99.80	£399.40
BACS	Nina Dockerty wage	£99.75
BACS	HMRC Kate Ruddock tax	£99.80
BACS	Garden Guardian (5th payment of 9) vat 108.29	£649.73
	Total	£1,248.68

Income from Burial Ground £782.00

September 2022

Cheque Number	Detail	Amount
BACS	Kate Ruddock salary 431.36 less tax 86.40	£344.96
BACS	Nina Dockerty wage	£99.75
BACS	HMRC Kate Ruddock tax	£86.40
BACS	Garden Guardian (6th payment of 9) vat 108.29	£649.73
BACS	K. Ruddock – refund for stationary £37.15 (vat 6.19) tele/broadband July £10, August £10, Sept £10	£72.59
	Total	£1,253.43

Income from Burial Ground £0.00

Bank Balance after September payments

Premium Account £16,762.00

Community Account £ 25.00

To proposed the above sheets for payment Cllr Griffiths, seconded Cllr Carter. All in Favour.

It was reported:

- Barclays Bank Gorleston branch is due to close on the 11th November this year. The Clerk is happy to remain banking with Barclays as most payments are now made online by BACS, any cash payments can be deposited at the Post Office.
- Nalc have issued all members Councils with their share certificates. It was agreed the Chairman will act as the representative for the Parish Council. Proposed Cllr Greenacre, seconded Cllr Griffiths. All in Favour.
- In relation to the forthcoming local elections which are due to be held in May 2023, Nalc have confirmed the Purdah dates for some of the District Council in Norfolk however the date has not been set as yet for GYBC.
- It has been recommended through Nalc that all Clerks move to a .org or .gov email address for each Council. This is to ensure correspondence is not missed, for example from an external auditor, if the Clerk is unable to work or if they are on sick leave. It was agreed for the Clerk to take further advice from Nalc concerning this to include any additional costs that may be involved. The Clerk will also enquire on setting up Councillor email addresses using the same format.
- Nalc will be advised by the Chairman/clerk of the availability of 'Village Voice' for their proposed publicity of the 2023 elections

7. PLANNING

Planning Applications already submitted to GYBC:

06/22/0581/HH Corner House, Stepshort, Burgh Castle

Proposed construction of two storey and single storey side extension with additional windows to existing dwelling

Burgh Castle Parish Council would like to submit no objections to the plans subject to neighbours comments for the application above, with the condition that suitable vehicular access is put in place. The property as it is on a dangerous corner therefore the splay must be large enough to make sure drivers vision is not impaired.

06/22/0574/F Mill Farm, Mill Road, Burgh Castle

Continued use of the site for storage of touring caravans and motor homes (following the grant of temporary planning)

Burgh Castle Parish Council would like to submit no objections subject to neighbours comments for the above application provided it is for Touring Caravans only (not mobile homes), as these were not covered in original permission.

06/22/0548/F The Bungalow, Mill House, Mill Road, Burgh Castle

Proposed new vehicular access off Mill Road with associated external works and boundary treatments.

Burgh Castle Parish Council would like to submit no objections subject to neighbours comments for the application above, with the condition can a replacement hedge be planted behind the new line of 'post & rail fencing' within a short specified time.

06/22/0338/CU 12 Acres Site (Land adjacent Chicken Hatchery) Mill Road

Retrospective change of use of vacant grazing paddock for use as dog walking area

Burgh Castle Parish Council would like to submit no objections in principle to the above planning application, however the following points were raised:

- 1) The plans do not show the car parking area which is in place.
- 2) Plans do not show any toilet facilities or receptacles for collecting dog waste.

- 3) Plans do not show Portacabin at front of site or sheds that have appeared at far corner - Could we have a clause permitting 1 portacabin only?
- 4) An HGV has been seen parked on the site, could we have a no out of hours or HGV parking condition?
- 5) Please request specification for entrance/exit clarity in conditions as egress from site could have visibility issues looking north towards Market Road/Mill Road/High Rd junction.
- 6) One councillor has raised concerns that this should not be approved as two very close housing applications have been refused recently by GYBC.

06/22/0623/H The Beeches, Lords Lane, Burgh Castle Single storey rear extension
Burgh Castle Parish Council would like to submit no objections subject to neighbours comments for the above application.

06/22/0736/HH Hollies Farm, Hollies Farmhouse, High Road
Veranda Balcony
It was agreed to submit no objections subject to neighbours comments for the above application.

Kingfisher, Bar & Restaurant, Butt Lane – Premises License Application
Due to the meeting date being set back no comments have been submitted to GYBC concerning the above premises licence application

Planning Applications Approved:

06/22/0498/HH 4 Queens Terrace High Road
Proposed two storey side extension with first floor veranda.

06/22/0384/F 3 Coronation Terrace Butt Lane
Proposal for a new self contained annex and installation of rear dormer to main dwelling.

06/22/0574/F Mill Farm, Mill Road, Burgh Castle
Continued use of the site for storage of touring caravans and motor homes (following the grant of temporary planning)

06/22/0548/F The Bungalow, Mill House, Mill Road, Burgh Castle
Proposed new vehicular access off Mill Road with associated external works and boundary treatments.

06/22/0581/HH Corner House, Stepshort, Burgh Castle
Proposed construction of two storey and single storey side extension with additional windows to existing dwelling

06/22/0623/H The Beeches, Lords Lane, Burgh Castle
Single storey rear extension

06/22/0325/F Land adj Hilldrop Farm House, Butt Lane
Proposed demolition of existing dwelling and retail use, removal of existing vehicular access, construction of 3 no. detached dwellings and detached garages (which includes the re-siting and modifications to Plot 1 as approved under 06/20/0606/F)

FUL/2021/0010 Burgh Castle: Welcome Pit, Butt Lane, Burgh Castle, Great Yarmouth,
Continued use of Operational Area to service the existing and proposed extended Quarry with

retrospective erection and use of Two-Storey Portakabin as an Office/Mess. Importation of up to 1500 tonnes of aggregate per year for the purposes of blending with extracted Quarry material: Folkes Plant & Aggregates Ltd

FUL/2019/0040 Burgh Castle: Northern Extension to Welcome Pit, Butt Lane, Burgh Castle, Great Yarmouth, Norfolk, NR31 9PY: Northern extension to existing approved pit with extraction of sand and gravel, restoration to a lake with landscaped slopes and reed beds, and retrospective erection of a perimeter bund for security purposes

The Chairman added the Welcome Pit planning permissions include two conditions with deadlines for completion. These being 3 months from the 15th Sept for the entrance splay to be improved, and 6 months from the 15th Sept for the entrance road surface to be improved. Both these improvements will be monitored over the coming weeks.

Planning Applications Refused:

06/21/0968/F Dovedale (Land rear of) Butt Lane Burgh Castle

Variation of condition 11 of outline planning permission 06/18/0545/O (construction of 7 dwellings and access) - proposed amendment to requirements of visibility splay/access construction, to include removing the requirement to retain protected trees and removing the requirement to use no-dig construction methods and removing the requirement to protect trees during construction

Cllr Griffiths voiced concern over the type of fencing which is used when new planning applications are approved. Predominantly concrete gravel boards are being used underneath timber fencing which is bad for wildlife, there seems to be no natural hedging being set in the village.

New Bungalow, Threeways - It was reported work has been started to the driveway of the new property in front of Threeways on Butt Lane. The owner has now cut away a section of the end of the front wall with the obvious intention to make direct access to the frontage from Butt Lane rather than using the access to driveway to the original 'Threeways' property situated behind. There is concern there will then not be any splay at the entrance of the driveway. It was agreed for the Clerk to report this matter to the Enforcement Officer at GYBC.

A query had been reported concerning Hornerthorpe Farm, it is thought there may be someone living in what is supposed to be an office block. It was agreed to report this matter to the GYBC Enforcement Officer.

8. THE FORT CAR PARK INCLUDING CAR PARK CHARGING

The Chairman reported a reply has now been received from English Heritage. They have stated an Officer has visited the site and the car park is being used. NAT advised them that the number of permits that have been issued is to strike a balance between the amount of cars using the car park with and without them.

Councillor Greenacre that there are ongoing problems with visitors to the site parking around the Church Triangle instead of using the car park.

9. BURGH CASTLE MARINA/KINGFISHER/WAVENEY SITES

There are no more updates to report.

10. NEIGHBOURHOOD PLAN

(This section was opened to allow the chair of Belton with Browston PC. To join the discussion)
Prior to the meeting the Clerk had circulated to all members information on undertaking a

neighbourhood plan. After some discussion Cllr Greenacre proposed to proceed in producing a neighbourhood plan with Belton with Browston Parish Council, seconded Cllr Swan. The vote was taken Yes: 7 No: 0. Carried.

It was reported Fritton with St Olaves Parish will take their decision on whether to proceed with the neighbourhood plan at their next Parish Council meeting which is on Thursday 29th September, the plan will be led by Belton with Browston P.C. and will be for 2 or 3 councils depending on Fritton St. Olaves decision

11. NCC – PARISH PARTNERSHIP SCHEME & GYBC WARD BUDGETS

It was agreed there will be no new Parish Partnership projects put forward this year. The previous years Parish Partnership Scheme, works to improve the grass verge by the Village sign, has still not been started.

Borough Councillor Myers reported that GYBC councillors ward budgets are reduced to £750 each councillor and whilst local groups can apply Parish Councils cannot

12. COMMUNITY SPEEDWATCH GROUP

Cllr Griffiths reported the sad news that due to the lack of volunteers the Community Speedwatch Group has had to be suspended.

The Chairman said a big thank you to Councillor Griffiths and all the Team for what they have done over the last few years.

13. BURIAL GROUND FEES

The following fees were agreed which will be effective from 1st October 2022, proposed Cllr Swan, seconded Cllr Greenacre. All in Favour.

Body of Stillborn Child Nil

Body of a Child under 16 years Nil

Body of a Person over the age of 16 years £360.00

Ashes of a Child under 16 years Nil

Ashes of a Person over the age of 16 years £172.00

Memorial Fees £150

Charges for additional inscriptions £31

Searching Burial Register/duplicate documents £32.00

A copy of the dedication plaque process including fees had been circulated to all members prior to the meeting. To accept the policy proposed Cllr Swan, seconded Cllr Grimmer. All in Favour. Please note a copy of the policy is appended to the minutes.

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

With the September meeting delayed the October meeting is due to be held in two weeks time. It was agreed to cancel that meeting, therefore the next meeting will be on Monday 14th November 2022, 7.30pm at Burgh Castle Village Hall. Proposed Cllr Swan, seconded Cllr Carter. All in Favour.

With no further business the meeting was closed at 8.32pm