

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 14th November 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.

PUBLIC SECTION

- A member of the public was present at the meeting to report that the issue with rubbish being dumped on a field on Back Lane has still not been resolved. Since the order being issued to the land owner to clear the rubbish one skip had been filled and removed no further action has been taken, plus some more rubbish has been dumped on the site.

Borough Cllr Myers stated an Officer from the Environmental Team had visited the site, there was no time limit set to clear the rubbish from the field on the order that was issued to the land owner. Borough Cllr Myers confirmed he will chase this up with the Environment Agency and will inform them that not all of the rubbish has been cleared and dumping has continued.

- Borough Cllr Myers reported this year's ward budgets will be £1000 per Borough Cllr. The Clerk has been sent all details concerning the criteria which does state that precepting bodies cannot be awarded the grant funding, however it is open to all community groups.

- The Chairman reported he had received a complaint from a resident on St Fursys Way that had called GYBC to report a problem with inconsiderate parking outside their property which is owned by The Borough Council. However they were told this was not their issue and to report the matter to the Parish Council. The Chairman therefore gave the resident the contact details for Borough Cllr Myers to take the matter further.

- Borough Cllr Myers confirmed he will contact Mr Tate, the Planning Officer dealing with the Mill Road dog walking field planning application, to obtain an update. The field is being used for dog walking however planning has still not been granted as GYBC are waiting for a to scale plan.

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

Cllr Swan – Village Hall & Burgh Castle Playing field Committee

3. MINUTES FROM LAST MEETING

The minutes from the meeting held on 26th September 2022 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record proposed Cllr Cllr Greenacre, seconded Cllr Grimmer. All in Favour.

4. MATTERS ARISING

There were no matters arising.

5. HIGHWAY MATTERS

- It was agreed for the Clerk to contact the NCC Highways Engineer and County Cllr Smith to request an update on when the Parish Partnership funded works to the grass verge on Butt Lane will commence.

6. FINANCIAL MATTERS

- The Chairman reported the Clerk had been awarded a 6.5% pay increase which has been backdated to the 1st April. Pay scales and pay increases for Clerks are set by NALC and SLCC.

- The Clerk reported she had obtained two quotations for the renewal of the Parish Council insurance policy which came in at, Gallaghers £532.59 and Zurich £300. It was therefore agreed to proceed with the quotation provided by Zurich.

- It was agreed, as offered by the Clerk, to use the Clerks personal mobile number as contact for the Parish Council rather than having to buy a new phone, the second hand donated mobile phone which had been used has stopped working.

To propose to accept all three matters above en bloc proposed Cllr Greenacre, seconded Cllr Grimmer. All in Favour.

The Chairman reported information had been received from NALC concerning a pilot scheme being set up offering Parish Councils a .gov.uk domain name and email addresses starting from early 2023. It will provide official email addresses for the Clerk and Councillors, and will show the councils services are from a trusted UK public sector organisation.

It was agreed to express an interest in joining the scheme. Proposed Cllr Swan, seconded Cllr Grimmer. All in Favour.

15th October 2022

Cheque Number	Detail	Amount
BACS	Kate Ruddock salary 431.36 less tax 86.20	£345.16
BACS	Nina Dockerty wage	£99.75
BACS	HMRC Kate Ruddock tax	£86.20
BACS	Garden Guardian (7th payment of 9) vat 108.29	£649.73
		Total
		£1,180.84

15th November 2022

Cheque Number	Detail	Amount
BACS	Kate Ruddock salary 436.36 plus backdated pay increase from 1 st April 2022 £224 = £687.36, less tax £137.40	£549.96
BACS	Nina Dockerty wage	£99.75
BACS	HMRC Kate Ruddock tax	£137.40
BACS	Garden Guardian (8th payment of 9) vat 108.29	£649.73
BACS	K. Ruddock – refund Stationary	£23.94
BACS	Zurich – Parish Council Insurance	£300.00
		Total
		£1,760.78

Income from Burial Ground £0.00

Bank Balance after September payments

Premium Account £20,583.38

Community Account £ 25.00

To propose payment for the October and November payment sheet Cllr Griffiths, seconded Cllr Titterington. All in Favour

7. PLANNING

The comments for the following applications had already been submitted to GYBC.

06/22/0872/TEL Land at Hollies Farm 1 High Road Burgh Castle NR31 9QR

Removal of existing 3 no. antennas including existing headframe and the installation of 3 no. replacement antennas on a replacement headframe. Ancillary development thereto including the installation of 18 no. Remote Radio Heads and 1 no. GPS module

Burgh Castle Parish Council would like to submit no objections subject to neighbours comments for the application below.

06/22/0777/VCO Land adj Hilldrop Farmhouse Butt Lane Variation of cond 3 of pp 06/20/0318/O - reduction in plot size to increase spacing between dwellings

Burgh Castle Parish Council would like to submit no objections subject to neighbours comments for the above application.

06/22/0234/HH 4 Louis Dahl Road Single storey front extension

Burgh Castle Parish Council Objects to the above application. It is out of keeping with adjoining properties and will be forward of the building line for all neighbouring properties. It will cut the length of the 2 parking spaces and make access to the second one difficult if not impossible.

06/22/0820/CU 6 Coronation Terrace, Butt Lane Change of use from garage/first floor office to holiday let

Burgh Castle Parish Council objects to the above application. The Parish Council was against the original application for the garage/office and can see no reason to change its overall objection Directly concerning the proposed change- We are even more anti to the property being used for holiday purposes

- What are the applicants reasons for a change so soon after building - what has changed - the family still runs a building business from the site and we would assume still needs garage/workshop/office accommodation for this so where will that now go to - Another planning application for another 'new build'?
- It's inappropriate to have an isolated holiday let in a back garden
- This is away from other holiday properties
- The access is either through the main property or down the side, most if not all of the width there is on land leased/rented from GYBC
- The submitted documentation suggests parking will come from the use of one of the properties own parking spaces at the front - this will limit available parking for the owners and their personal visitors and is unacceptable in itself
- There is no safe walking (no footpaths) - in either direction from the property.
- Creates precedent for Backland holiday development.

06/22/0787/PAD Breydon View, Market Road, Burgh Castle
Prior approval application - conversion of former pig pen to 3 no. dwellings

Burgh Castle Parish Council strongly objects to this planning application. There was a previous planning application for 2 residential properties at this address in 2020 which Burgh Castle Parish Council objected to, and which was refused and the applicant failed at appeal - we see no material reason why we should change our view of total objection for this latest request for three properties.

- The site is outside the village development limits for Burgh Castle
- By the position of the pig pens this will be so called 'backland development' going well back on to non residential land
- Access to the rear properties will be difficult for emergency services in case of accident/fire
- This will increase substantially the number of vehicle movements to/from the properties on a busy, narrow rural road
- There are no footpaths on either side of this busy, narrow road in either direction for safe walking access to the site for any purpose whatsoever.
- The site has no suitable bus service links to local services including schools
- This property is well separated from the main 'built up' part of the village and is therefore unsuitable for development purposes and would increase the number of 'isolated' properties
- There is no justification or need for more 'isolated' properties in the countryside at this location.
- There are some strange figures in the '*Dwellings and floorspace*' part of the application form indicating a total of **4 properties** (2+2) and a net increase of 472 properties - Please explain
- There are concerns about asbestos in the roof if the planning application is approved approval this will be disturbed
- There are concerns about suitability of existing footings for residential usage.

Applications Refused:

06/22/0787/PAD Breydon View, Market Road, Burgh Castle Prior approval application - conversion of former pig pen to 3 no. dwellings

Applications under Appeal with the Planning Inspectorate:

06/21/0753F The Nursery (adj Oak View) Mill Rd. Residential dwelling with garage
It was agreed to retain the original objections sent in from the Parish Council concerning the application above. Yes:6. Abstain:1. Carried.

Planning Enforcement: Threeways, Butt Lane- New access to property

The Chairman reported the Enforcement Officer, Matt Whitton had been notified about the new access to the bungalow. He had replied stating he has been in contact with Stuart French, NCC Highways who has stated he does not have any safety concerns about the works. He has also contacted the agent who dealt with the planning application to advise the property owners that they need to apply for planning permission.

Concern was voiced that this type of access may set a precedent for other properties in the area, and that no splay been created also the property is opposite a junction.

8. 2023-2024 PRECEPT

The chairman reported the Clerk had circulated to all members a draft precept containing an increase of 6%. As per the new insurance quotation it was agreed to reduce the insurance line to £300. The Clerk reported after having used the scribe accounting system for 8 months for Belton with Browton Parish Council, she does not feel it would be value for money for Burgh Castle Parish Council to subscribe to use this software at the current time. It was therefore agreed to

remove this line from the budget.

The annual donation of £200 to the Norfolk Archaeological Trust was discussed. It was agreed by all members that the Parish Council could not afford to award this donation next year and were also unhappy with communications over installation of parking charges at the site. Therefore it was agreed to remove this from the budget, proposed Cllr Hogg, seconded Cllr Greenacre. All in Favour.

Reducing the precept by the above amounts will then result in an increase of 1% from the previous year. To therefore approve the 2023-24 Budget Cllr Griffiths, seconded Cllr Carter. All in Favour. Please note a copy of the precept is appended t and does form part of the minutes.

The Chairman reported the Clerk had contacted GYBC to find out how much it would cost the Parish Council if an election was held next May when all Parish Councillors are up for election. Due to there also being Borough Councillor elections at the same time some costs have been split with GYBC, the schedule of approximate costs came to £1852.25. The total cost would exceed £2500 if a byelection was called. It was therefore agreed to ring fence in the current reserves, £1000 for election costs, and to also ring fence £1000 for burial ground maintenance, reviewed annually. Proposed Cllr Swan, seconded Cllr Carter. All in Favour.

Burgh Castle Parish Council Bank Reconciliation: Date: 1st November 2022

Business Account	£22,344.16
Community Account	£ 25.00

	£22,369.16
Net Balance as at 1 st November 2022	£22,369.16

Cash Book

Opening Balance 1st April 2022	£16,879.01
Add: Receipts in the year	£15,857.05
Less: Payments in the year	£10,366.90
Closing balance per cash book	£22,369.16

9. NEIGHBOURHOOD PLAN

The Chairman reported there will be a public meeting on Tuesday 22nd November, 7.30pm at New Road Sport & Leisure Centre, Belton. Further meetings will be held in due course in Belton, Burgh Castle, Fritton and St Olaves.

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

Monday 12th December 2022, 7.30pm at Burgh Castle Village Hall

Agenda items – 2023 meeting dates.

With no further business the meeting was closed at 8.20pm