

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Annual Parish Council Meeting held on Monday 15th May 2023 held at Burgh Castle Village Hall

Present: Cllrs B. Swan (Chair), B Grimmer (Vice Chair), M Greenacre, J. Hogg, W. Griffiths, K. Ruddock (Clerk) and three members of the public including County Cllr Smith and Borough Cllr Carpenter.

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 Greenacre. All In Favour. Cllr 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 Carter and Borough Cllr Murray-Smith. To accept the apologies proposed Cllr Greenacre, seconded Cllr Grimmer. 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

5. COUNCILLOR CO-OPTION

Councillor co-option was deferred until the June meeting.

The public section commenced 7.51pm

PUBLIC SECTION

County Cllr Smith reported he is continuing to try and obtain updates from the Highways Engineer on the various outstanding Highway matters such as the road surface repairs needed to Mill Road/High Road. It is hoped a site meeting can be arranged with the Officer to address these issues. Norfolk County Councillors have been awarded their Highways budget for another year. Items such as permanent solar panel speed signs can be purchased using this funding.

After attending a meeting concerning the devolution process, County Cllr Smith stated he will be able to forward onto the Parish Council relevant information that will explain the process and how it will effect county governance. It has been confirmed that decisions on planning will remain with the Local Authority. Lastly all three Bradwell ward councillors have objected to any further development next to Market Road.

With no further business the main meeting commenced at 7.58pm

6. MINUTES FROM LAST MEETING

The minutes from the meeting held on 17th April 2023 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 Griffiths. All in Favour.

7. MATTERS ARISING

Environment Agency- Reply to Porters Loke Flooding

"I have checked our National Incident Reporting database and can find no record of this incident. It was not reported to the Environment Agency by a member of the Public or by Anglian Water. We were therefore unaware that this incident happened and were unable to investigate it.

If this happens again please report it to our incident hotline and it will be passed to our team for investigation. You can report environmental incidents by telephoning 0800 80 70 60 24 hours a day [Report an environmental incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk)"

Cllr Grimmer reported there had been a second incident about a week ago where more contaminated water flooded the field where the pump house is sited, and entered the dyke. Adrian Myers reported this to both Anglian Water and the Environment Agency. Borough Cllr Carpenter stated he would be happy to assist Cllr Grimmer when reporting any future flooding to both Anglian Water and the Environment Agency as he has already dealt with and got resolved a similar issue concerning the pumping station at Stepshort.

Coronation Tree

It was generally agreed the new tree will be planted on the playing field, further information on pricing will be reported at the next meeting.

Defibrillator

The Chairman reported he had spoken with Jayne Biggs from Heart 2 Heart Norfolk. The manager of the Kingfisher site is no longer wanting to have the machine on site therefore a new location needs to be found for the machine. There are a number of possible locations it could be moved to such as being fitted to a lamp post, installed on a wall of the Chinese takeaway or possibly at the entrance to Folkes. The Chairman added he will be attending a site meeting with Jayne to discuss possible locations further.

8. 2022/23 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 Greenacre. 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 5th June and finishes on the 14nd July.

9. 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.

10. 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 Griffiths, seconded Cllr Grimmer. All in Favour.

11. 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 Swan. Seconded Cllr Grimmer. All in Favour.

12. HIGHWAY MATTERS

PPS – Butt Lane

The Chairman reported the contractors have been asked by the Highways Engineer to return to clear the grass edges by the footpath and tidy /re seed the grass verge as remedial works. The Chairman reported one of the oak posts that have been installed has already split, which will need to be reported to NCC.

Entrance to Roman Fort Car Park & Church Loke

It was agreed by all members the entrance to the Fort car park is in a terrible condition, the grass verge has up to 6 cars being parked on it at any one time. It was also agreed Church Loke (from the Church to the burial ground entrance), is in need of surface levelling in some parts. It was agreed to make these agenda items at the next meeting and to find out if County Cllr Smiths Highways budget could be used to improve one or both areas.

Swallow Barn – Mill Road

It was reported the property owner of Swallow Barn has recently added high concrete kerbing outside their property, however it is thought this may be on NCC Highway land (too close to the road surface). It was agreed to report this to the Highway Engineer.

13. PLANNING

Planning Application comments already submitted to GYBC:.

06/23/0313/HH Marsh House, High Road. Erection of single storey family room inc wood burner

It was agreed to send no objections subject to neighbours comments for the above application with the condition any alterations must be in keeping with the original house.

Planning Applications Approved:

FUL/2022/0072 Folkes Plant & Aggregates Ltd, Welcome Pit, Butt Lane

Erection & use of 8 no. storage bays for storage of inert recycled materials & unprocessed inert waste

FUL / 2022/0050 Folkes Plant & Aggregates Ltd, Welcome Pit, Butt Lane

Non compliance with cond 11 of pp FUL/2021/0010 to allow use of day/night sensor lighting as part of an overall lighting scheme for operational use.

06/23/0094/CD Hilldrop Farm Houes, Butt Lane Discharge of conditions from pp 06/22/0325/F

06/23/0039/HH Burghwell Lodge, Market Road First floor extension & alterations to house

06/22/1031/F Burghwell Lodge, Market Road Conversion of 3 barns into 3no. 5 bedroom dwellings with associated works

Planning Applications Refused:

06/23/0007/F 6 Coronation Terrace Conversion of garage to annex for family member

- It was reported the natural hedging has been removed from Burghwell House, it is hoped that a pedestrian refuge will be installed in the area that has been cleared.
- It was agreed to ask the GYBC Enforcement Officer to check if the new fence that has been erected by Corner House, on Stepshort/Mill Rd, as it appears to block the rear access to properties 1, 2 and 3 Stepshort and ask if sufficient parking remains in line with planning permissions.

14. FINANCIAL MATTERS

Cheque Number	Detail	Amount
BACS	Kate Ruddock salary 472.00 less tax 94.40	£377.60
BACS	Nina Dockerty wage	£109.41
BACS	HMRC Kate Ruddock tax	£94.40
BACS	Garden Guardian 92 nd (2 nd Payment of 9) (vat £119.11)	£714.67
BACS	Dragon Security – service (vat £23.40)	£140.40
BACS	ENTUA - subscription	£10.00
BACS	Engraphics – memorial plaque (vat 13.50)	£81.00
BACS	Dennis Cooper – Internal Auditor	£50.00
BACS	K. Ruddock – refund for stationary 47.70 (vat7.95) and April/May/June Broad/Telephone	£77.70
DD	Information Commissioner – data processor	£35.00
	Total	£1,690.18

Payments Paid in:

HMRC VAT	£1144.98
GYBC Precept	£6840.00
Burial Ground	£644.00

Bank Balance after May payments:

Community Acc	£ 25.00
Premium Acc	£21,417.61

	£21,442.61

To Propose the sheet above for payment Cllr Griffiths, seconded Cllr Grimmer. All in Favour.

Vote on General Power of Competence

The general power of competence gives the council the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils. It also applies to eligible parish councils, for the council, it replaces s137.

Burgh Castle Parish Council does meet all criteria, and it was agreed by all members to adopt the

following resolution. Proposed Cllr Swan, seconded Cllr Greenacre. All in Favour.

“The Parish Council hereby confirms we meet the eligibility criteria for adoption of the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt the General Power of Competence.”

15. BURIAL GROUND

The Chairman reported the first quote from Mr Porter to repair the gate at the burial ground came to £660 plus vat. A second quote has been obtained from Waveney Fencing which came to £120 plus vat. The Chairman proposed to accept the quotation from Waveney Fencing, seconded Cllr Grimmer. All in Favour.

The Chairman reported there is again a problem with a number of moles hills in the burial ground. Cllr Greenacre proposed to call out Burrell Pest Control, seconded Cllr Griffiths. All in Favour.

16. BUS SERVICE 5

The Chairman reported he had not received the official figures yet from First Bus, however whenever the bus has been seen in the village there has not been many people on it using the revised timetable. Therefore the Chairman proposed to contact First Bus to ask them to revert back to the traditional service, to ask that they install bus timetables in the bus shelter notice boards and that they advertise in good time when there is going to be no service available due to road closures. Seconded Cllr Griffith. All in Favour.

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

The next meeting Monday 12th June 2023, 7.30pm at Burgh Castle Village Hall.

Agenda items: Porters Loke Flooding, Bus Service 5, The Fort (parking on the front bank) and Church Loke.

With no further business the meeting was closed at 8.40pm