

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 10th July 2023 held at Burgh Castle Village Hall

Present: Cllrs B. Swan (Chair), B. Grimmer (Vice Chair), M Greenacre, W Griffiths, J. Hogg, S. Titterington and K. Ruddock (Clerk).

There was no public section, the main meeting commenced at 7.30pm

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Carter and Borough Cllr Murray-Smith. To accept the apologies proposed Cllr Swan. Seconded Cllr Greenacre. All in Favour.

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 12th June 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.

4. MATTERS ARISING

Defibrillator

Jayne Biggs from Heart 2 Heart Norfolk is in the process of speaking to an Officer at GYBC about the possibility of installing the defibrillator to one of the lamp posts in the Butt Lane area.

Cllr Griffiths added her family have been raising some funds to purchase another new defibrillator which is going to be installed onto the fence in front of her property on Mill Road.

Neighbourhood Plan

The Chairman confirmed there has still not been any further update as to when the 2023/24 funding will be released.

Belton Post Office

The Chairman reported a very basic reply had been received from Tesco's addressing the concern in the new opening times.

It was reported the Post Office had started to open again on a Saturday so it is hoped the service will begin to improve.

5. HIGHWAY MATTERS

- It was agreed to write a letter to the property owner of 4 Holly Terrace to ask that they cut back the holly hedge which has become very overgrown.
- The Chairman reported County Cllr Smith had attended a meeting with the Highways Engineer and he has confirmed NCC will be installing wooden posts on the verge next to the entrance to the Roman Fort, subject to ownership of the land being confirmed. It was also agreed that the road near to Crows Farm Corner will be resurfaced in the autumn/winter this year. (A road closure will be required)

- Cllr Grimmer reported there is a large, deep pot hole located on Butt Lane approximately 200 yards from the entrance to the Roman Fort (Belton side).
- Cllr Titterington reported the 30mph sign which is sited opposite Manor House on High Road has now virtually been covered by vegetation which is in need of being cut back.

6. PLANNING

The Clerk confirmed there had been no new planning applications received.

Information concerning the new street numbers for Burwell Close (off Market Road) had been sent to all members prior to the meeting.

The Chairman stated the Planning Enforcement Officer had investigated the issues relating to Corner House on Stepshort and had reported none of the issues raised resulted in a breach of planning permission. Access through the back would be classified as a civil matter.

7. 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 (4 th Payment of 9) (vat £119.11)	£714.67
BACS	Arthur Jary & Sons Ltd – 18 marker bricks	£100.00
	Total	£1,396.08

Payments Paid in:

£33.75 Burgh Castle Village Hall

Bank Balance after July payments:

Community Acc £ 25.00

Premium Acc £18,871.73

£18,896.73

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

Bank Mandate

The Clerk reported there had been an ongoing issue with the current bank mandate due to Barclays Bank not being able to link Cllr Grimmers profile to the current mandate as he is listed as a signatory. Many phone calls have been made however none of the various departments have been able to resolve the problem.

Therefore, Cllr Swan proposed to remove Cllr Grimmer from the bank mandate which will clear the issue with the accounts, a fourth signatory can then be added during the September meeting, seconded Cllr Hogg. All in Favour.

It was agreed to adopt the current standing orders and financial regulations for the coming year, proposed Cllr Swan, seconded Cllr Griffiths. All in Favour.

The Chairman reported due to having in excess of £18,000 in the Council accounts and taking into account the second payment of the precept will be received in September, it may now be a good idea to investigate the interest rates for a short term one year deposit. It was agreed by all members for the Chairman and Clerk to obtain the interest rates available and this will be an agenda item during the September meeting.

8. APPRAISALS 2023

Cllrs Grimmer and Griffiths reported the employee appraisals have been completed and all went well with no issues raised. Some minor changes need to be made to the Caretakers job description and the Burial Ground duties need to be added to the Clerks job description.

9. BURIAL GROUND

- The Chairman reported Jarys have completed the new numbering of the left-hand side of the burial ground however they have not left the first row blank to allow access of to the spoil heap which had been agreed during the site meeting. They have used very small disks instead of the bricks which were used before, and one of the disks is sitting about 1 inch above the ground which will need to be adjusted because it could damage the blades on the contractor's mower.
- The Green family have agreed to undertake the repairs needed to the John Green bench in the burial ground.
- Cllr Greenacre reported she has made a list of the graves where the next of kin need to be contacted to be asked to remove various items from the graves.
- The Chairman reported the issue with the moles in the burial ground seems to now be resolved.
- It was generally agreed the shrub beds in the burial ground now need some attention as they have become very overgrown, there is also a self-seeded tree in the middle of one of them which will need to be removed. It was agreed further discussion is needed during the next meeting to decide what the best solution will be to tidy the areas., therefore this will be an agenda item during the September meeting.

10. No 5 BUS SERVICE

Bus Shelter Notice Boards

It was reported bus timetables have still not been added to the four notice boards within the bus shelters even though the Clerk had contacted First Bus again to remind them. Tony Grice from ENTUA has now agreed to contact them about this.

No 5 Bus Service

As agreed during the last meeting an email had been sent to the Head and Deputy Head of Lynn Grove High School requesting they provide a new school bus service for the school children from Burgh Castle and Belton, rather than the current situation of reversing/restricting afternoon Service 5 journeys. The Chairman reported a very curt reply had been received from the Head Teacher stating that the school does not currently have funds delegated to it to provide transport for students. The cost of transport has to be covered by the local authority.

During some discussion it was agreed by all members that First Bus still needs to reverse the No 5 service back to its original timetable. It was agreed to notify County Cllr Smith, Brandon Lewis MP and the NCC Portfolio holder for Education about the situation with this service and cc in any appropriate parties to include First Bus, Press, TV and Borough Councillors.

11. NCC PARISH PARTNERSHIP SCHEME

It was agreed there are no new projects to be undertaken under the scheme at the current time.

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

The next meeting will on Monday 11th September 2023, 7.30pm at Burgh Castle Village Hall

Agenda Items To be included:

One Year Investment

Bank Mandate

Burial Ground – shrubs

Employee Job Specification

First Bus No 5 Service

With no further business the meeting was closed at 8.15pm