

# Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

## Minutes from the Parish Council Meeting held on Monday 11<sup>th</sup> September 2023 held at Burgh Castle Village Hall

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

*The meeting commenced at 7.30pm*

### Public Section

#### High Road & Grass Verge next to Roman Fort Car Park

County Cllr Smith reported he had spoken to Highways officer Paul Sellick and he has confirmed that High Road corner will be resurfaced some time after the October half term school holiday. He has also agreed to install the wooden posts on the grass verge that is next to the entrance to the Roman Fort car park which will be funded from County Cllr Smiths highways budget. Concern was voiced that cars will then park on the side of the road when they can no longer park on the grass verge. It was generally agreed that this would have to then be dealt with if that does happen.

#### GYBC Planning Department

Cllr Griffiths asked County Cllr Smith what has happened to the Planning Dept at GYBC? Having tried to contact them a number of times to obtain information she has now been waiting over 6 weeks waiting for an Officer to call her back.

County Cllr Smith apologised to Cllr Griffiths confirming that there are some serious issues with the department at the current time due to the Head Officer being on sick leave. The Council are working on getting these issues resolved, a new temporary Head Planner has now been appointed.

#### Mill Road Dog Walking Field – Planning Application

County Cllr Smith reported the current application has now been withdrawn, as it stands the current application was due to be refused as an Officers decision.

#### Horse Warning Signs

Borough Cllr Carpenter reported he has asked for horse warning signs to be installed on Back Lane which has been agreed.

*With no further business the public section was closed and main meeting commenced at 7.44pm*

### 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Titterington and Borough Cllr Murray-Smith To accept the apologies proposed Cllr Greenacre, seconded Cllr Carter. 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 10<sup>th</sup> July 2023 had been circulated to all members prior to the meeting – To accept them as a true and accurate record proposed Cllr Grimmer, seconded Cllr

Greenacre. All in Favour.

#### **4. MATTERS ARISING**

The Chairman reported the following items:

##### Neighbourhood Plan

2023/24 grant funding has now been released, the draft plan has now been produced and circulated to all members of the Steering Group who are meeting tomorrow night to discuss the document.

##### Bank Mandate

Barclays have now confirmed they have updated the bank mandate and Cllr Grimmer has been removed as signatory.

##### Roman Fort

An attempt has by the Norfolk Archaeological Trust to prevent further flooding at the entrance to the Fort car park, however the area has since flooded again, the chairman will go back to NAT when suitable photos are available.

##### Defibrillator

Jayne Biggs from Heart 2 Heart Norfolk has now had confirmation from GYBC that they do own the lamp posts in Burgh Castle, therefore she is hoping the defibrillator can now be fixed to the lamp post near to the village sign.

#### **5. HIGHWAY MATTERS**

The Chairman reported the owner of the vehicle that was causing visibility problems on Butt Lane has now moved therefore the issue has been resolved.

#### **6. PLANNING**

##### Comments already submitted to Broads Authority

BA/2023/0311/HOUSEH Crows Farm, High Rd Two storey side extension

It was agreed to submit no objections subject to neighbours comments

06/23/0478/VCF 5 Holly Terrace Variation of cond 2 06/21/0437/F, reduce scale of rear extension

It was agreed to submit no objections subject to neighbours comments for the application above.

##### Planning Applications Refused

06/23/0484/NMA Burghwell Lodge, Market Road Removal cills, replacement of new cills

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

##### Planning Application Partially Discharged

06/23/0424/CD Burghwell Lodge, Market Road

Discharge of conditions 4, 5, 7 and 9 of pp 06/22/1031/F (Conversion of 3 barns into 3no. 5-bed dwellings) - Condition 4 - Detailed contamination remediation scheme; 5 - Biodiversity enhancement plan; 7 - Details of hard and soft landscaping scheme; 9 - Landscaping Plan showing vehicle charging points

##### Notification of the following Tree Preservation Order has been received:

No.11 of 2023 – Trees to the East of Mill Road Burgh Castle (5 oak trees)

## 7. FINANCIAL MATTERS

### 15<sup>th</sup> August 2023

Cheque Number	Detail	Amount
BACS	Kate Ruddock salary 472.00 plus 1 hour neighbourhood plan meeting 08/08/23 14.75 less tax 97.40	£389.35
BACS	Nina Dockerty wage	£109.41
BACS	HMRC Kate Ruddock tax	£97.40
BACS	Garden Guardian (5 <sup>th</sup> Payment of 9) (vat £119.11)	£714.67
BACS	Kate Ruddock July, Aug, Sept tele/broad £30 plus refund for bank mandate postage £2.25	£32.25
	Total	£1,343.08

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BACS	HMRC Kate Ruddock tax	£97.40
BACS	Garden Guardian (6 <sup>th</sup> Payment of 9) (vat £119.11)	£714.67
BACS	B. Swan – refund for skip	£100.00
	Total	£1,410.83

#### Bank Balance after September payments:

Community Acc £ 25.00  
Premium Acc £16,318.85  
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£16,343.85

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

- It was agreed for the Parish Clerk to look into obtaining a Parish Council debit card from Barclays so payment can be made directly from the bank account for future items such as skip hire.
- It was agreed to defer confirming a forth signatory until the next meeting.

## 8. SHORT TERM INVESTMENT

The Chairman reported after investigation he had found Cambridge and Counties Bank are offering a good rate of 5% on a £10,000 one year fixed term investment. Other high street banks such as Lloyds and Barclays are offering much lower rate, and other banks will not accept any deposits under £100,000. Cllr Greenacre proposed to invest £10,000 on a one year fixed term deposit, seconded Cllr Carter. All in Favour. It was agreed the Clerk and the Chairman will be the two signatories for this account.

## 9. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Burgh Castle Parish Council has approved financial standing orders which set out the way that Council's finances are to be managed which are approved annually.

Two signatories out of three authorise and check the online payments and other financial documents.

The clerk/ RFO shall have the delegated authority to make all payments that are due if a Parish Council meeting has been cancelled for any reason. All payments will then be reported to Council as soon as possible.

The Parish Council has approved one Councillor as the Internal Control Officer for the Council (this Councillor will not be one of the signatories). This Councillor will check the bank reconciliation's plus check that the payments on the bank statement match up to the cash book, payment sheet.

The clerk is the responsible financial officer and is responsible for the day-to-day financial management of the Council and will report all payments to the Council.

### **Internal audit**

The Council has appointed an independent and competent internal auditor and carries out a review of the effectiveness of the internal audit once a year, completes Section 4 of the Annual Return.

### **External audit**

The Council's external auditors are PKF, the Parish Council income and expenditure is less than £20,000 the Parish Council has declared themselves as exempt from having to undertake an external audit, the completed signed exemption certificate is emailed to the External Auditors.

This review shall be carried out once a year and recorded in the Council's minutes. To accept the review proposed Cllr Swan, seconded Cllr Carter. All in Favour.

## **10. CARETAKER & PARISH CLERK**

The Clerk had circulated to all members prior to the meeting a copy of the updated job descriptions for both the role of the Caretaker and Parish Clerk. With one amendment made to the Caretakers job description Cllr Swan proposed to accept both documents, seconded Cllr Griffiths. All in Favour.

## **11. BURIAL GROUND**

### Shrub Beds

The Chairman had distributed to all members prior to the meeting a plan of both of the shrub beds in the burial ground and a draft of the tender to go to contractors.

It was generally agreed by all members that contractors need to be approached and for them to suggest what types of shrubs they would plant in the beds to replace the various shrubs which now need to be removed. Therefore it was agreed to contact AS Gardening, GY Services, GDC, Andrew Scott and Darren Riches to obtain this information ahead of the next Parish Council meeting.

### Spoil Heap

It was agreed to ask garden Guardian to strim back the vegetation when they are next on site. Cllr Hogg stated he would spread the heap out.

### John Green Seat

Following Faye Green confirming the family would take a look at the bench which is in need of being repaired, the bench has now been removed, It is not known if it is in the process of being repaired or whether it has been removed permanently. It was agreed if it has been removed permanently the seat bolts that it was attached to will also need to be removed.

### Grass Cutting

Another complaint has been received about the grass cutting with in the burial ground, Garden Guardian have been contacted about this.

### Vases on Graves

It was agreed letters will now have to be sent to the next of kin asking for vases and flowers to be removed that are not placed at the base of the memorial stone.

Cllr Greenacre confirmed she will take a note later this week of all graves which have items on them that need removing. It was agreed for the Clerk to then send a polite 'first' letter to all next of kin concerned.

### Plot Markers

Cllr Hogg reported it is very hard to see the new marker discs that have been put in place by Jarys. It was agreed for the Clerk to contact Jarys to ask that they all be replaced with brick markers instead.

### Skip Emptying & Mole hills

The Chairman reported the skip has now been emptied and unfortunately there have been more moles caught in the burial ground.

It was agreed when future pest control treatments are needed that both the Churchyard and Burial Ground are done at the same time and the cost is then split between the Parish Council and the Church.

## **12. BUSES**

New timetables have now been added to all shelters and most stops in the village. After attending the ENTUA AGM no further information was obtained concerning the number 5 service.

It was reported since the new school term has started there still seems to be only a small amount of school children using this service.

It was agreed to monitor the use over the next couple of weeks and to then write again to County Cllr Carpenter, The Lynn Grove HS Chair of the Governors, 1<sup>st</sup> Bus and ENTUA about the lack of use for this service.

## **13. TIME AND DATE OF NEXT MEETING & ITEMS FOR THE AGENDA**

The next meeting will be on Monday 9<sup>th</sup> October 2023, 7.30pm at Burgh Castle Village Hall.

*With no further business the meeting was closed at 8.16pm*