

# Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

## Minutes from the Parish Council Meeting held on Monday 13<sup>th</sup> November 2023 held at Burgh Castle Village Hall

**Present:** Cllrs B. Swan (Chair), M Greenacre, W Griffiths, J. Hogg, P Carter, S. Titterington and K. Ruddock (Clerk) and two members of the public including County Cllr Smith.

***The meeting commenced at 7.30pm***

### **Public Section**

County Cllr Smith reported:

- The extra post has now been installed on the grass verge next to the entrance to the Roman Fort car park.
- Complaints have been received from residents that live on Butt Lane concerning vehicles that are now being parked on the side of the road since the wooden posts have been installed. Therefore NCC Highways will be asked if they can add double yellow lines on Butt Lane and around the corner to the High Road/Church Road junction.
- Crows Farm corner will be closed on the 18<sup>th</sup> and 19<sup>th</sup> December for the road to be resurfaced. Patching on Market Road & Mill Road will take place at the same time.
- There is a meeting on Wednesday 15<sup>th</sup> November, 6pm at the Town Hall for all the Chairman and Clerks to attend to discuss the concurrent function grant.

***With no further business the public section was closed and main meeting commenced at 7.34pm***

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Grimmer and Borough Cllr Carpenter. To accept the apologies proposed Cllr Greenacre, seconded Cllr Titterington. 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

Cllr Griffiths – Item 7 app 06/23/0638/VCF

### **3. MINUTES FROM LAST MEETING**

The minutes from the meeting held on 9<sup>th</sup> October 2023 had been circulated to all members prior to the meeting – To accept them as a true and accurate record proposed Cllr Greenacre, seconded Cllr Carter. All in Favour.

### **4. MATTERS ARISING**

There were no matters arising.

### **5. HIGHWAY MATTERS**

Cllr Hogg asked would it be possible to have bigger posts installed around the Village Sign the same as those that have been installed around the Fritton Village Sign?

County Cllr Smith confirmed he would find out from the Highways Engineer if this would be possible.

### **6. VILLAGE FLOODING**

It was reported High Road and Mill Road suffered most with flooding during the recent heavy rainfall. Cllr Hogg stated the flooding had been made worse due to many gullies being blocked in

the village.

County Cllr Smith reported the Fire Service had been deployed and dealt with many incidents of flooding in the Borough. All the fields are now completely saturated so even small amounts of rain are going to cause a problem. Many natural soakaways have been lost due to buildings and driveways being built on them. We will need to work with property owners that experience severe flooding, such as the owners of Laurel Lodge on High Road, to try and find ways to help prevent flooding such as installing flood gates on the property.

It was generally agreed that this type of exceptionally heavy rainfall is probably going to occur more often in the future.

County Cllr Smith confirmed he would look into the following matters raised:

- Is the maintenance of the High Road chamber/Back Lane service pipe the responsibility of NCC Highways Dept as it is taking water from the highway? This pipe is currently still blocked.
- Would the maintenance of the gully in the grass verge at the Cherry Tree corner be the responsibility of the Holiday Park or Highways to maintain?
- All the gullies at the entrance of the Cherry Tree Holiday Park and on High Road need to be cleaned.
- Can “Slow” signs be installed on Market Road near to Eastles Farm?

Cllr Hogg reported NR Asphalt had cleaned some gullies near to Oak Dene on Mill Road also some near to the Cherry Tree Park.

Cllr Titterington added he felt the village is looking untidy at the moment with litter, in particular Lords Lane.

County Cllr Smith replied GY services are looking to purchase some new equipment such as mechanical sweepers that can then be deployed to clean the roads in the villages, however there is a real problem with recruiting the staff to drive them.

## **7. PLANNING**

Comments submitted to GYBC prior to the meeting:

06/23/0606/CU The Old Farmhouse, Hall Farm, Lords Lane  
Proposed change of use to short term supported accommodation

It was agreed to object to the planning application above.

The property is listed on the Historic England site and is therefore not suitable for the intended use. The rural location in the village is not suitable for this purpose, there are no footpaths and the road is very busy and narrow. There is no bus service or public transport of any kind and there are no nearby services or shops.

The Chairman reported all members had been sent a copy of the email from Mind confirming they would not be able to attend this evenings meeting when the Parish Council are considering the Old Farm, Hall Farm planning application. It was generally agreed a site visit on the 20<sup>th</sup> November would not be necessary as comments from the Parish Council will have already been sent to GYBC.

06/23/0721/LB Old Farmhouse, Hall Farm, Lords Lane Installation of fire doors & alarm system to facilitate change of use to short term supported accommodation

It was agreed to objects to the planning application above. Members felt they would not like to see the fabric of the building altered.

The property is listed on the Historic England site and is therefore not suitable for the intended use. The rural location in the village is not suitable for this purpose, there are no footpaths and the road is very busy and narrow. There is no bus service or public transport of any kind and there are no nearby services or shops.

06/23/0638/VCF Burghwell Lodge, Market Rd - Variation of cond. 2 & 3 of pp 06/22/1031/F

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

06/23/0451/TRE Oaklands, Butt Lane Works to oak tree reduce crown and branches  
It was agreed to submit no objections subject to neighbours comments for the above application.

CTIL 11595025 1 Hollies Farm, High Rd, Burgh Castle Upgrade to existing radio base station  
It was agreed to submit no objections subject to neighbours comments for the above application.

Planning Applications Approved:

BA/2023/0311/HOUSEH Crows Farm, High Road Two storey side extension  
06/23/0478/VCF 5 Holly Terrace, High Road Variation 2 of pp 06/21/0437/F demolition  
of workshop & rear extension

Notification of Planning Application Appeal:

APP/U2615/W/23/3320442 Breydon View, Market Rd  
Conversion of agricultural building to 2 no. dwellings

## 8. FINANCIAL MATTERS

### Barclays Bank Account Closure & Opening of new Lloyds Bank Account & Cambridge & Counties Bank Update

The Chairman reported Barclays Bank had closed the Council's accounts in error without sending any notification that they were intending to do so. They have since reopened both accounts and have paid the Parish Council £100 in compensation. The Clerk as now opened a new account with Lloyds Bank. The Clerk along with himself and Cllrs Griffiths and Titterington have online access and they have issued a debit card which can be used for the account.

The Clerk now has full access again for Barclays however both he and Cllr Griffiths are waiting for new cards and pin numbers to be able to access the bank accounts online, therefore the payments the Clerk has set up cannot at the moment be authorised.

Due to the issues with Barclays the 1 year investment has not been able to be deposited into the Cambridge & Counties account which has now been set up.

The Chairman therefore proposed:

1. To move funds into the new Lloyds Bank account except a minimal current account balance (£25)
2. To set up a second Lloyds instant access account which has currently a rate of 1.3%
3. If the Cambridge & Counties investment can not now be completed to invest the £10,000 with Lloyds in a 15 month investment at 5.08%

Cllr Greenacre amended the third motion by adding to simplify the investment procedure to now invest the £10,000 straight away with Lloyds Bank rather than with Cambridge and Counties Bank. Seconded Cllr Carter. All in Favour as amended.

Cheque Number	Detail	Amount
BACS	Kate Ruddock backdated pay increase from 1 <sup>st</sup> April 2023 =£228.00 November salary = £504.00 plus 1 hour neighbourhood plan meeting 28/11/23 = £15.75 less tax £149.40	£598.35
BACS	Nina Dockerty wage	£109.41
BACS	HMRC Kate Ruddock tax	£149.40
BACS	Garden Guardian (8 <sup>th</sup> Payment of 9) (vat £119.11)	£714.67
BACS	K. Ruddock – refund stamps	£24.00

BACS	Zurich – Parish Council Insurance	£300.00
		Total £1,895.83

**Bank Balance after November payments:**

Premium Acc £31.00  
Community Acc £19,997.16  
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£20,028.16

Payments into account: £31 Burial Ground £100 Barclays Bank

Parish Council Insurance

The Clerk reported Zurich had quoted £300 for the Parish Council insurance policy which is the same the Council paid for this years policy.

The Chairman proposed to accept the payment sheet and approve the Zurich quotation, also to permit the Clerk to pay this months invoices by CQ if the payments cannot be made online by bank transfer this month. Seconded Cllr Griffiths. All in Favour.

**9. BURIAL GROUND**

Burial Ground Shrub Beds

It was agreed by all members that Mr Riches had done a good job and the shrub beds now look much better. The works were completed on Friday as promised.

Moles

It was reported there is again ongoing problems with moles again in both the Burial Ground and in the Churchyard.

Memorial Seat

The Chairman reported the John Green seat has now been repaired and is back in place in the burial ground, it does look very good.

Plot mound levelling query

It was agreed the Parish Council can not undertake any works to level the mound of a burial plot, this type of work would be undertaken by the grave diggers. It was agreed to issue the advise that the next of kin would need to go back to their funeral directors to ask that a small section of the mound is removed which will then allow room for the headstone, and that the remainder needs leaving for a time to allow for settlement.

**10. ROMAN FORT**

The Clerk reported the following reply had been received from the Norfolk Archaeological Trust:  
*“Our new caretaker is Michael Riches, who I am sure you know. He has been working very hard across the site in the last couple of months, and we are delighted with the improved presentation of the site as a whole. We continue to strive to be in a situation where we will be able to graze the land with sheep again, and we are in discussions with local graziers and researching funding opportunities to get areas of fencing repaired so the site is appropriate to be able to do this. We*

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*have been working closely with the Heritage Crime Officer for Norfolk Constabulary, who has met us on site to discuss some of the challenges we face (criminal damage, verbal abuse, nighthawking etc). We are currently in discussion with the Broads Authority regarding creating a management plan for the reed bed, and NCC have recently repaired their boardwalk. I hope this update helps you with your meeting next week.”*

It was agreed the reply to the Trust reporting the following issues need addressing:

- The hedges in general and especially fronting Butt Lane and Church Road need trimming.
- The information point in the shelter is still missing the panels are currently being stored in the Church.
- A post is broken from the personnel gate by the entrance at Church Triangle.
- Steps in the south west corner of the site are dangerous needing infill & some edgework.
- Wooden gates are hanging off.
- Most of the fields have now been cut with the exception of part of the south field.
- The timber has started to rot on the Breydon Water look out board.

It was also agreed to inform the relevant officer at NCC that there are still edge boards missing on the boardwalk.

## **11. BUSES**

The Chairman read through the latest reply from NCC concerning the No 5 bus service. All members agreed they were unhappy with the response. With the matter still remaining unresolved it was agreed for the Chairman to draft another letter in reply.

## **12. NEIGHBOURHOOD PLAN**

It was agreed to split the postage and advertising costs equally between the three Parish Councils. Proposed Cllr Greenacre, seconded Cllr Titterington. All in Favour.

The following dates have been confirmed for the drop in public consultations:

Burgh Castle Village Hall	Monday 11 <sup>th</sup> December	1pm - 4pm
St Olaves Village Hall	Tuesday 12 <sup>th</sup> December	10am – 1pm
Belton New Road Sport & Leisure Centre	Friday 15 <sup>th</sup> December	4pm – 8pm
Fritton Village Hall	Saturday 16 <sup>th</sup> December	11am - 2pm

The GYBC Review of Polling Stations was noted with no alterations to the existing arrangements to be suggested.

## **VILLAGE SIGN FLOWER BEDS**

The chairman apologised for missing this earlier – There has been no response so far to requests for new volunteer gardeners, he will re advertise.

Darren Riches has offered a financial donation towards plants (cannot offer time) – agreed Chairman will thank him but say that no decision on beds future can be made until, and if, a new volunteer comes forward to maintain the beds.

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

The next meeting will on Monday 11<sup>th</sup> December, 7.30pm at Burgh Castle Village Hall. 2024/25 Precept to be added as an agenda item.

*With no further business the meeting was closed at 8.44pm*