

# Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

## Minutes from the Parish Council Meeting held on Monday 8<sup>th</sup> January 2024 held at Burgh Castle Village Hall

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

### *The meeting commenced at 7.30pm*

#### **Public Section**

- Borough Cllr Carpenter confirmed he will contact Jayne Biggs from Heart 2 Heart Norfolk to discuss the relocation of the defibrillator that was sited on the Kingfisher site onto one of the lamp posts in the village. The Chairman confirmed he will contact Folkes to find out if they would be prepared to have the defibrillator installed on their site.
- It was agreed for the Clerk to contact NCC Highways Engineer to find out when the road markings will be added to High Road as the resurfacing works have been completed.
- It was confirmed one brown bin collection is missed each year at Christmas time, regular collects have since commenced from January.

*With no further business the public section was closed and main meeting commenced at 7.35pm*

#### **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 11<sup>th</sup> December 2023 had been circulated to all members prior to the meeting. To accept the minutes as a true and accurate record proposed Cllr Carter, seconded Cllr Griffiths. All in Favour.

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

- Proceeds from funds raised by Castle Farm Classroom are going to be donated to the Burgh Castle Village Hall.
- A complaint has been passed onto the Trustees of the Playing Field Committee which had been received from a resident concerning parking on Church Road at weekends by footballers when playing on the field.

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

- It was agreed for the Clerk to contact the Highways Engineer to obtain an update concerning the boulders which have been installed on the verge on land next to the entrance of the Roman Fort site.
- When asking about the High Road road markings it was agreed to add will they be refreshing the road markings including the “slow” sign on the carriageway and those at the junction of Market Road with Mill Road and High Road.
- Cllr Hogg reported the pot hole has been filled on at the Mill Road/Stepshort/Butt Lane junction.

## 6. FLOODING

Cllr Hogg reported Cherry Tree Corner, High Road and Back Lane have all flooded again following the recent heavy rainfall.

The Chairman added he is waiting for a report from County Cllr Smith concerning the issues raised during a previous meeting in relation to the recent flooding in the village.

## 7. PLANNING

### Application - No Objections

06/23/0865/TEL Near Holiday Cottages Hilldrop Cottages Butt Lane NR31 9AJ

Installation of a 10m medium wooden pole to replace existing 24ft light medium wooden pole for fixed broadband near holiday cottages, Hilldrop Farmhouse, Butt Lane

### TPO - Confirmed

TPO No. 11 of 2023 – trees on land at Mill Road

## 8. FINANCIAL MATTERS

Cheque Number	Detail	Amount
BACS	Kate Ruddock December salary = £504.00 less 100.80	£403.20
BACS	Nina Dockerty wage	£109.41
BACS	HMRC Kate Ruddock tax	£100.80
DC	Currys – printer & ink cartridges (vat 12.25)	£73.49
	<b>Total</b>	<b>£686.90</b>

### **Bank Balance after January payments:**

Lloyds Current Acc           £ 7,145.44  
Lloyds Instant Access Acc   £10,025.00  
Barclays Premium Acc       £    25.04  
Barclays Community Acc     £    25.00

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£17,220.48

To propose payment for the above payment sheet Cllr Titterington, seconded Cllr Carter. All in Favour

The Clerk reported Mr Dennis Cooper has confirmed he will undertake the 2024 Internal Audit, proposed Cllr Greenacre, seconded Cllr Titterington. All in Favour.

The Clerk reported the 2024 grounds maintenance invoice has been received from Garden Guardian which totals £5628, which contains an increase of £268 from 2023. It was also noted 2024 is the third and final year of the current tender.

## 9. ROMAN FORT

After discussion it was agreed no other dates are currently available for Cllrs to attend a site meeting at the Fort with the Officer from the Norfolk Archaeological Trust.

## **10. BUSES**

The Chairman reported the Clerk had circulated to all members the recent reply from an Officer at NCC concerning the No. 5 Bus service.

*“The current 5 service details are correct on First’s website and they are correct on the Travel Norfolk website too. We have also asked them to add the 931 into the 5 information.*

*The questions raised about the afternoon gap on schooldays are understood, but there is not a simple solution. We have discussed this with First and they are currently looking at it. I can confirm that it is being used by pupils accessing Lynn Grove school, though the numbers are not as high as we would have expected.*

*My apologies that I cannot get anything to you by Monday, but I can confirm that it is currently under review with First. I will be in touch as soon as I have something for you.*

*In response to your subsequent email to Niki Park regarding the service on the 27, 28, 29*

*December and 4<sup>th</sup> Jan, we have raised this with them. The 4<sup>th</sup> Jan is the start of the school-term, so they would have run the school service timetable, however they did run the December dates incorrectly and they are now working with their team to ensure the service does operate correctly as per the timetable in future.*

*I am sorry I cannot give you any updated information before the 8<sup>th</sup>, but I will get something to you as soon as I have further detail.”*

## **11. NEIGHBOURHOOD PLAN**

The Chairman reported the public consultation is still running, and the survey is still available to be completed by parishioners. The Steering Group are due to meet at the end of February to discuss any feedback/comments raised during the consultation.

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

The next meeting will be on Monday 12<sup>th</sup> February, 7.30pm at Burgh Castle Village Hall.

***With no further business the meeting was closed at 7.55pm***