

# **Burgh Castle Parish Council**

Chairman: Brian Swan

Vice Chair: Bob Grimmer

## **Minutes from the Annual Parish Council Meeting held on Monday 13<sup>th</sup> May 2024 held at Burgh Castle Village Hall**

**Present:** Cllrs B. Swan (Chair), B Grimmer (Vice Chair), M Greenacre, J. Hogg, P. Carter, W. Griffiths, S. Titterington, K. Ruddock (Clerk) and nine members of the public.

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 Carter. All In Favour.

Cllr Grimmer 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 County Cllr Smith and Borough Cllr Carpenter.

### **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

Cllr Grimmer – Agenda item 15, planning app 06/24/0295/PAD

***The public section commenced 7.47pm***

### **5. PUBLIC SECTION**

- Mr Myers the editor and Chairman of the Village Voice was present at the meeting to make a brief report concerning the forthcoming Community Fete, which is being held at Moorlands School in Belton on the 20<sup>th</sup> July. Approximately 60 -70 stalls & attractions have confirmed they will be attending the event. The Village Voice would like to invite all three Parish Councils to have a table at the event to show case what Parish Councils do. The three Parish Councils could have three individual tables or they could share one table between them. The Village Voice would also like to ask the Parish Council if they would consider becoming a co-sponsor of the event by making a donation of £50?
- Mr Stone was present at the meeting as the agent for the Bremar Farm, Portors Loke application. Mr Stone explained the prior approval application is not a planning application. Prior approval is granted providing you meet set criteria. It is thought the barn will meet this criteria being an agricultural building.

***With no further business the main meeting commenced at 7.55pm***

## **6. MINUTES FROM LAST MEETING**

The minutes from the meeting held on 8<sup>th</sup> April 2024 had been circulated to all members prior to the meeting. With one minor amendment made, to accept the minutes as a true and accurate record proposed Cllr Greenacre, seconded Cllr Grimmer. All in Favour.

## **7. MATTERS ARISING**

- The Chairman reported following letters having been sent to local businesses requesting donations towards purchasing the new defibrillator, one, hopefully, positive response has so far been received. Cllr Greenacre added the proceeds from the Village Hall summer tombola will be going towards purchasing the defibrillator, any donations of gifts would be very welcome.
- The Clerk reported Norfolk Archaeological Trust have agreed to purchase the new signage for the Loke gate. It was agreed the Parish Council will then arrange for it to be installed.
- The Chairman reported the commemoration tree had been dedicated by Revd. Bunn the previous week.

## **8. 2023/24 YEAR END ACCOUNTS**

The Clerk reported that due to the Parish Councils income and expenditure both being under £25,000 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 Swan, seconded Cllr Titterton. 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 3rd June and finishes on the 12<sup>th</sup> 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 Grimmer, seconded Cllr Hogg. 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, Titterton and Griffiths, and the Internal Control Officer for the Council is Cllr Greenacre. Proposed en bloc Cllr Carter, seconded Cllr Hogg. All in Favour.

## **12. STANDING ORDERS & FINANCIAL REGULATIONS**

It was agreed to readopt the 2020 Standing orders and financial regulations. Proposed Cllr Carter, seconded Cllr Griffiths. All in Favour. The Clerk reported Nalc have now sent through details of a new set of financial regulations which the Council will need to adopt in due course.

### 13. FINANCIAL MATTERS

| Cheque Number | Detail                                                          | Amount    |
|---------------|-----------------------------------------------------------------|-----------|
| BACS          | Kate Ruddock salary = £512.64 less tax 102.60                   | £410.04   |
| BACS          | Nina Dockerty wage                                              | £120.12   |
| BACS          | HMRC Kate Ruddock tax                                           | £102.60   |
| BACS          | Garden Guardian (2 <sup>nd</sup> payment of 9) VAT 125.07       | £750.40   |
| BACS          | Dennis Cooper - Auditor                                         | £50.00    |
| BACS          | Waveney Fencing – replacement fence for burial ground VAT 50.60 | £303.60   |
| BACS          | K. Ruddock – April, May, June broad/tele                        | £30.00    |
| BACS          | Dragon Security Systems – CCTV service VAT 24.80                | £148.80   |
| BACS          | NALC – Gov.uk domain registration VAT 2.40                      | £14.40    |
| BACS          | K. Ruddock – Refund for Greens burial ground skip hire          | £100.00   |
|               | Total                                                           | £2,029.96 |

#### Income:

Burial Ground £870.00

#### Bank Balance after May payments:

|                           |            |
|---------------------------|------------|
| Lloyds Current Acc        | £ 100.00   |
| Lloyds Instant Access Acc | £ 9,402.72 |
| Lloyds Investment         | £10,000.00 |
| Barclays Premium Acc      | £ 25.00    |
| Barclays Community Acc    | £ 25.00    |
|                           | -----      |
|                           | £19,552.72 |

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

Cllr Griffiths questioned the increase within this years Garden Guardian invoice. The Clerk confirmed an annual increase has always been included within each year during the three year period they have been awarded the contract. The Chairman added the Parish Council could look to remove this element when the current contract has ended.

#### .gov.uk Domain

The Chairman reported the Clerk had confirmed with Nalc that the Parish Council would like to proceed with the new website and email addresses, further information is to follow in due course.

#### Village Voice

It was agreed by all members to donate £50 towards the Village Voice Community Fete. Proposed Cllr Carter, seconded Cllr Titterington. All in Favour.

## 14. HIGHWAY MATTERS

- It was reported County Cllr Smith is already dealing with issues relating to the recent resurfacing of Market Road
- No new update has been received concerning the boulders on the grass verge next to the entrance of the Roman Fort.
- It is thought there is a three month wait for replacement “Back Lane” road sign, and Borough Cllr Carpenter is still looking into the installation of the horse warning signs.

## 15. PLANNING

### **06/24/0178/EU Milbur, Mill Rd Certificate of lawful existing use of land for the stationing of two residential mobile homes for use as residential dwelling purposes.**

It was agreed to object to the above application due to the site being outside the GYBC Local Plan development area, possible illegal occupation and there being a lack of services including footpaths in this part of the village.

### **06/24/0295/PAD Bremar Farm, Porters Loke Change of use Agricultural barn to one dwelling**

It was agreed to object to the above application. Members expressed concern the site is located very close to an area of special scientific interest, there is a rare orchid on that site. It is outside the GYBC Local Plan development area, there are no services in this part of the village and access to the lane is a great concern.

### **06/24/0212/F 7 Breydon Waters, Butt Lane Provision of solar panels to south roof slope**

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

### **BA/2024/0191/HOUSEH Whispering Reeds, The Dell, Butt Lane Provision of land based solar panel array**

It was agreed to submit no objections subject to neighbours comments for the above application, with the comment that the solar panels are not visible from the river.

### **06/24/0117/HH 5 Oaklands Drive, Burgh Castle Single storey extension**

Burgh Castle Parish Council would like to submit no objections subject to neighbours comments for the above application with the comment that the Parish Council supports points raised by the Arboricultural Officer concerning the problem of the protection of the roots of trees that hold a TPO.

### **06/23/0925/VCF Oak Park Farm, Mill Road, Burgh Castle**

Variation of conditions 2 (approved plans) Change to design of holiday cabins, change foul drainage strategy and remove need to submit water vole survey

Burgh Castle Parish Council would like to submit no objections subject to neighbours comments for the above application. With the condition that any agreed change to the drainage strategy must not have an adverse effect on local properties, taking into account the area in question is prone to flooding.

**Planning Applications Approved:**

BA/2024/0096/FUL Windale, Back Lane Annexe development to detached out building

**Dovedale – Butt Lane**

The Chairman reported the time has now lapsed for the Dovedale application and confirmation has been received that the TPO on the site are still in place.

**16. BURIAL GROUND**

The Chairman reported Greens have now emptied the skip at the burial ground. Cllr Hogg added the Parish Council should be issued a waste transfer ticket when the skip is collected.

The mole pest controller is attending the site again commencing 13<sup>th</sup> May, and the repair to the burial ground/churchyard fence has now been completed, the Church will be paying 50% of the invoice.

**17. BUS SERVICE 5**

First Bus have confirmed they will be providing a considerably improved service using the new bridge from May 26<sup>th</sup>. Burgh Castle will have a 30 minute frequency weekday service to Gorleston and Great Yarmouth, an hourly Sunday service to 6pm and an extra evening bus.

It was agreed for the Clerk to write to First Bus to ask that any bus which is running ahead of time to wait in the bus layby near to Louis Dahl Road on Butt Lane, instead of on Cherry Tree Corner on Mill Road, due to safety issues.

**18. BLOCKED DYKE**

The Clerk reported NCC have confirmed the area of land where feeder dykes are located is not within their boundary and this would therefore fall within the remit of the Waveney and Lothingland Drainage Board. The Drainage Board have been contacted and an update is expected from them shortly.

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

The next meeting Monday 10<sup>th</sup> June 2024, 7.30pm at Burgh Castle Village Hall.

Agenda items to include: Village Voice Community Fete

*With no further business the meeting was closed at 8.39pm*

