

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 8th April 2024 held at Burgh Castle Village Hall

Present: Cllrs B. Swan (Chair), M Greenacre, B. Grimmer, J. Hogg, P Carter, S. Titterington, 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 Highways Engineer has agreed that the wooden posts on the grass verge next to Louis Dahl Road will be replaced in the coming year. A request to get all the gullies cleaned in the village has been submitted, however taking into account the all gullies are now only cleaned once a year, it is not known when this will be done.

The Chairman added Borough Cllr Carpenter is looking into the progress of getting the horse riding warning signage in place on Back Lane. The road itself is also in a poor condition with spoil in the middle of the road which needs clearing. County Cllr Smith confirmed he would ask for this work to be undertaken, however it is doubtful this would be a priority taking due to it being a minor road in the village.

GYBC are now purchasing a second new mechanical sweeper, they have also had the “Community Payback Group” undertake a number of projects in the Borough including work along Gorleston Cliffs, it may be possible the group could be used to undertake works in some of the villages.

The Chairman asked if County Cllr Smith could find out the update from the Highways Engineers about the boulders that have sited on the grass verge next to the entrance to the Roman Fort. It is not known if the boulders have been placed on privately owned land or NCC land.

The Chairman added there will be a dedication of the Coronation Tree on Friday 3rd May at 11.30am, on the playing field behind the village hall.

With no further business the public section was closed and main meeting commenced at 7.36pm

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Griffiths and Borough Cllr Carpenter. 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

Cllr Greenacre & Cllr Titterington – Agenda item 7 Cherry Tree Holiday Park

3. MINUTES FROM LAST MEETING

The minutes from the meeting held on 11th March 2024 had been circulated to all members prior to the meeting. With two amendments made, to accept the minutes as a true and accurate record proposed Cllr Carter, seconded Cllr Greenacre. All in Favour.

4. MATTERS ARISING

There were no matters arising.

5. HIGHWAY MATTERS

- The “Back Lane” road sign at the High Road/Queens Head junction needs replacing as some of the lettering is now missing.

- The “Stop” sign on Lords Lane at the Mill Road end needs repairing/replacing as it has been knocked over.(already reported by the Chairman)
- The Chairman stated he had also reported to NCC a pot hole on Butt Lane between Coronation Terrace and the Roman Fort entrance that needs repairing.
- It was agreed to inform County Cllr Smith that only one out of the four areas on Butt Lane, near to “Melbreck”, that was due to be patched has been done, when will the remaining three be repaired? Also the whole of the Market Road/Mill Road/High Road junction needs resurfacing.
- There is a pothole and the centre of the road is cracked at the Stepshort/Butt Lane/Mill Road junction.
- Following the works undertaken in December 2023 three highways signs have still not been collected from High Road at Crows Farm corner (one each end and one on the track to the farm).
- It was generally agreed all the pavements need to be looked at and repaired on Stepshort and Butt Lane as they are now very bad in places.
- Cllr Hogg reported 4 out of the 8 gullies on Stepshort are currently blocked.

6. BLOCKED DYKE

The Clerk reported the blocked dyke on Stepshort had been reported to the Planning Enforcement Officer at GYBC then onto the Environmental Ranger who advised the matter should be reported to the Lothingland Internal Drainage Board which has been done.

It was agreed for the Clerk to contact the Drainage Board again for an update as nothing had as yet been received.

7. PLANNING

06/22/0110/F 06/22/0249/LB Browston Hall, Browston Green

Redevelopment of site to provide new leisure and hospitality facilities. Ten pin bowling, pool, snooker, cafe, 50 holiday lodges with infrastructure & landscaping

06/22/0111/F Browston Hall, Browston Green

Redevelopment of site for 32 holiday lodges with associated works.

It was agreed by all members to support the objections submitted by Belton with Browston Parish Council for the above three planning applications.

Cherry Tree Holiday Park – Variation to Licensing Application

The Licensing sub-committee meeting is now scheduled for 22nd April, 2pm at the Town Hall. There will be an additional meeting at the holiday park whereby those persons who submitted a representation can discuss their concerns with the park manager. This meeting will be held on Thursday, 11 April at 7pm.

Cllrs Greenacre and Titterington declared an interest on this item. Cllrs Swan and Grimmer confirmed they will be attending the meeting at Cherry Tree in the 11th April.

TPO 9. of 2020 – Dovedale, Butt Lane, Burgh Castle

The Chairman reported he had been notified about a planning appeal having been made that included the above TPO. However time has since lapsed for the application, therefore the TPO remains in place, he is awaiting full clarification of the situation.

Great Yarmouth First Draft Local Plan – Consultation

GYBC are inviting residents to make comments on the first draft of the new Local Plan, the consultation can be viewed on <http://localplan.great-yarmouth.gov.uk>.

Deadline for submitting comments is 8th May 2024, the following public drop-n sessions have been arranged where Officer will be available to talk about the consultation:

15th April 10am – 6pm GY Town Hall

16th April 4.30pm – 8.30pm All Saints Parish Hall Scratby

22nd April 4.30pm – 8.30pm The Old School Village Centre, Bradwell

The Chairman added the only site in Burgh Castle for future development is for 20 properties on land behind St Furseys Way, the other sites which had been proposed have not been included.

Great Yarmouth Community Infrastructure Levy Rates Consultation

GYBC are inviting residents to make comments on the proposed Community Infrastructure Levy Rates. CIL is a levy which local authorities can introduce to developers to make financial contributions towards the provision of infrastructure to support new development. The consultation can be viewed on <http://localplan.great-yarmouth.gov.uk>

Deadline for submitting comments is 8th May 2024

It was agreed to submit the following questions from the Chairman of the Neighbourhood Plan Steering Group within the consultation:

- Will the Infrastructure Levy (IL) Levelling Up and Regeneration Act 2023, supersede CIL and Section 106?
- Will the IL, being based upon the value of developments as opposed to square metres, make the production of a CIL ‘Charging Schedule’ superfluous?
- A standard charge may be insufficient if a charging schedule is adopted and there is a requirement for significant infrastructure to create the development?

It was agreed to add “please can all Parishes be consulted when GYBC are discussing CIL with Developers”.

8. FINANCIAL MATTERS

Cheque Number	Detail	Amount
BACS	Kate Ruddock salary = £512.64 less tax 102.40	£410.24
BACS	Nina Dockerty wage	£120.12
BACS	HMRC Kate Ruddock tax	£102.40
BACS	Garden Guardian (1 st payment of 9) VAT 125.07	£714.67
BACS	NALC – annual subscription	£296.76
BACS	NALC – annual website hosing fees	£70.00
BACS	K. Ruddock refund for stationary	£31.33
DD	ICO – annual data protection fee	£35.00
	Total	£1,780.52

Bank Balance after April payments:

Lloyds Current Acc	£ 3,315.33
Lloyds Instant Access Acc	£ 25.00
Lloyds Investment	£10,000.00
Barclays Premium Acc	£ 25.13
Barclays Community Acc	£ 25.00

	£13,390.46

Proposed to pay the above payment sheet Cllr Grimmer, seconded Cllr Titterington. All in Favour.

NALC - .gov.uk Website and Clerk & Councillor Email Addresses

The Clerk reported she had received the following updated information from Nalc:

As existing Norfolk Parishes customers we would not charge any additional admin fee for the [gov.uk](https://www.gov.uk) service, we'd just move your website over to the new system.

You should still need to pay the registration fee for the domain name itself, this is owned by the Council but we do all the admin work etc.

The registration fee is currently £112 + VAT for two years.

The current funding we have secured from government runs to the end of June 2024, so assuming Council pays and completes the paperwork in time you'd qualify for that for each of your Councils, hence the registration fee then effectively becomes £12 + VAT for two years. It is £12 in total not £12 per year.

Going forward (at current rates) you'd continue to pay us £70 per year admin fee, then £112+ VAT registration fee every year. However, the government are looking at making renewals cheaper so it is very likely they will be less when the time comes.

Your website will be moved to a new host, but remains on Wordpress (though a slightly newer version) so it is 99% the same for you to use as the current site.

Once registered we'll move your website (and place a message with new link on the old one) and create your email accounts.

We'll then send you the login details etc and instructions. This process typically takes 4-5 weeks to complete.

Having received the above update it was agreed by the majority of members, with one abstention, for the Clerk to proceed and register for the .gov.uk service. Proposed Cllr Swan, seconded Cllr Greenacre. Carried.

9. NEW VILLAGE DEFIBRILLATOR

The Clerk reported Jayne Biggs from Heart 2 Heart Norfolk has confirmed the following prices:

G5 Cardiac Science Defibrillator and Cabinet - £1500.00

Replacement Pads - £54.00

Replacement Battery - £290.00

It was agreed by all members that the Parish Council will support paying for all future maintenance that is required to keep the new defibrillator in good order once purchased. It was agreed for the Clerk to write to local businesses to find out if they would be prepared to make a donation towards purchasing the new machine and for the chairman to contact 'Village Voice' as Cllr Greenacre stated that she thought they currently had a round of grant applications open. Cllr Greenacre added that the Village Hall Committee are looking to hold a week-long raffle in August during Open Churches Week, some of the money raised during the raffle will be donated towards the purchase of the new defibrillator.

10. BURIAL GROUND

Unauthorised Memorials

Cllr Greenacre reported she had checked the burial ground and there is only one plot which now has a number of items on it which really should be removed, however it is the plot without a headstone. The Clerk stated she would check her before writing to the next of kin as it is thought an application to have a headstone has recently been received.

Memorials – Safety Check

The Chairman reported after having undertaken a safety check of all headstones, there are only four which are moving slightly, none are of major concern. It was agreed for the Clerk to write to the relevant next of kin to let them know.

Burial Ground/Churchyard Hedge.

The Chairman and Cllr Greenacre reported someone had recently cut out a section of the hedge between the Church yard and Burial ground. The gap created is 6ft wide, a fencing contractor and a gardener have both been contacted as the hedge will need to be made secure. The matter has also been reported to the Police (crime number 36/23412/24.)

It was agreed by all members the cost to undertake the repairs need to replace fence will be split between the Church and the Parish Council. It was agreed the some of the soil from the spoil heap at the back of the burial ground could be used to create a bank.

Skip

The Clerk has contacted EE Green to arrange its emptying and return for the agreed £100.00 fee.

Cllr Hogg added there is also a roof slate missing from the main roof of the Church.

11. BUSES

The Chairman reported the following update had been received from NCC concerning the No. 5 bus service.

“We are awaiting a new service registration from First that is due to start towards end of April/May. Though unconfirmed as yet it should provide a significantly increased service frequency for Burgh Castle. When I have the official registration document (i.e this means that the information is in the public domain), I will let you know the details.”

12. NEIGHBOURHOOD PLAN

The Chairman reported the final draft of the Neighbourhood Plan had been sent to all the Parish Council Chairman. With a few minor amendments made, the final draft has now been submitted to GYBC.

13. COMMEMORATIVE TREE PLAQUE

The Clerk had contacted Global Signs, and a small change to the artwork on the tree plaques proof has been completed. The following two prices had been provided:

Option 1- ST/ST Plate with Ground Stake £97.50 + VAT - Laser Etched Black

Option 2- ST/ST Plate with Ground Stake £167.50 + VAT - Engraved & Infilled Black

It was agreed by all members to proceed and order option 2 totalling £167.50 plus vat. Proposed Cllr Titterington, seconded Cllr Grimmer. All in Favour.

The commemorative tree will be dedicated by Revd. Rosie Bunn on Friday 3rd May at 11.30am.

14 TIME AND DATE OF NEXT MEETING & ITEMS FOR THE AGENDA

The Annual Parish Meeting and Annual Parish Council meeting will be held on Monday 13th May, 7.30pm at Burgh Castle Village Hall. The APM agenda will contain motions to amalgamate the existing Playing Field Charity with the new Village Hall Charity.

With no further business the meeting was closed at 8.27pm