

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 9th September 2024 held at Burgh Castle Village Hall

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

The meeting commenced at 7.30pm

Public Section

There was no public section.

1. APOLOGIES FOR ABSENCE

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

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 8th July 2024 had been circulated to all members prior to the meeting. To accept as a true and accurate record proposed Cllr Greenacre, seconded Cllr Grimmer. All in Favour.

4. MATTERS ARISING

Neighbourhood Plan

The Chairman reported that Ann Skippers has been asked to be the external examiner by GYBC, the Broads Authority and the Chairman of the Neighbourhood Plan Steering Group.

Queens Head P.H.

It was reported Police had attended the site a number of times during the summer months and there has been reports of drug taking on a number of sites in the village. However there has not been any update or feedback concerning the issues raised from the Police.

Bus Timetables

The Chairman reported the bus timetable outside the Queens Head P.H. Has at last been updated with the new current timetable.

5. HIGHWAY MATTERS

The following report had been received from Country Cllr Smith:

Gullies: Have now been cleaned around the village. Cllr Hogg added one gully had been missed which is located outside “Meadow Sweet” on Stepshort. It was agreed to pass this information onto County Cllr Smith. It was generally agreed if the roads around the village were swept more regularly external contractors would not be needed to clean the gullies so frequently.

Butt Lane Flooding: I have raised the issue of the flooding on Butt Lane (*outside Charnwood*) and the new highway engineer is said he will be looking at what can be done to alleviate the problem. The Chairman added that this has been marked for a new drain.

NCC Highways: I am meeting the new engineer on the 25th September at Alysham along with the new Area Manager, contact details will then follow. It was agreed to ask County Cllr Smith to arrange a site meeting with the new engineer and manager to enable Parish Councillors to discuss the various outstanding issues in the Village.

Mill Fields Footpath: I have spoken to Harley the manager at Parkdean re the Millfields Footpath he said they won't be cutting it as the staff get covered in dog mess which sprays up. Therefore, I will see if I can get this cleared out of my Highways budget. It was agreed to ask County Cllr Smith to remind the Parkdean Manager that the spoil heap needs to be moved, and could they think about installing a new bin to try to deal with the dog fouling issue.

Back Lane: The Chairman reported the Clerk has again chased by GYBC concerning the road sign that has still not been replaced. Cllr Titterington confirmed the two new horse warning road signs have now been installed.

Wooden Posts: It was agreed to ask County Cllr Smith when the new wooden posts will be installed around the grass verge by the Butt Lane flats.

6. BLOCKED DYKE

The Chairman reported there is no update at the current time, Borough Cllr Carpenter is continuing to investigate this matter with the Lothingland Drainage Board and NCC.

7. PLANNING

Applications Approved:

BA/2024/0004/TPO Land at, Porters Loke, Butt Lane Tree preservation Order
 06/24/0407/F The Rockies, Back Lane Single storey side extension and internal reconfiguration of the dwelling layout to provide accommodation for a carer and create an annex for semi-independent living within the household
 06/24/0288/HH Marric, Butt Lane Erection of a single-storey rear extension with roof lantern
 06/24/0212/F 7 Breydon Waters, Butt Lane Provision of solar panels to south roof slope
 06/23/0930/F Hall Farm, Lords Lane Construction of detached storage building for the storage of miscellaneous farm equipment and animal feed; Installation of new hard surfacing.

Applications Refused:

06/24/0286/F Land North of Sunnydale, Mill Rd Erection of 1no. Self-Build dwelling

8. FINANCIAL MATTERS

August 2024

	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 (5th payment of 9) VAT 125.07	£750.40
BACS	K. Ruddock tele/broadband – July, Aug, Sept	£30.00
BACS	Heart 2 Heart Norfolk – new defibrillator	£1,530.00
	Total	£2,943.16

September 2024

	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 (6th payment of 9) VAT 125.07	£750.40
BACS	K. Ruddock – refund for postage (Barclays)	£3.05
BACS	East of England Co-op – fund for overpayment	£402.00
	Total	£1,788.21

Income:

£762 – Burial Ground

Bank Balance after payments:

Lloyds Current Acc	£ 500.00
Lloyds Instant Access Acc	£ 4,694.82
Lloyds Investment	£10,000.00

	£15,194.82

To propose to payment of the above sheets Cllr Hogg, seconded Cllr Titterington. All in Favour.

Laptop

The Chairman reported the Clerk will be looking to purchase a new laptop shortly as the current machine will no longer receive updates to support Windows 10.

Barclays Bank

The Clerk confirmed that both of the Barclays Bank accounts have now been closed.

9. BUTT LANE DEFIBRILLATOR

The Chairman reported the new defibrillator has now been installed has been activated on “The Circuit” (from just after the last meeting), a letter has been sent to Folkes thanking them for installing the machine and paying all the installation costs. The ongoing weekly checks will be undertaken by the caretaker, and spare pads have been ordered from Heart 2 Heart Norfolk. Councillor Greenacre reported that during the Open Churches week at the Village Hall £450 was raised by the tombola which she handed over to go towards the cost of the new defibrillator.

10. EMPLOYEE APPRAISALS

Cllrs Greenacre and Grimmer reported they had undertaken the Clerks appraisal and no issues had been raised. Cllrs Griffiths and Grimmer reported they had undertaken the appraisal with the Caretaker. The only issue raised was fixing the sam2 machine to the pole located at Stepshort. Due to the height the caretaker is having to stand on a stool to attach the machine. It was agreed this was unsafe so the unit will not be placed at this location until it has been reviewed. It was suggested this could be discussed during the site inspection with the new Highways Engineer.

11. GOV.UK EMAIL ADDRESSES/WEBSITE

The Clerk reported the new website and email addresses have now been set up by Nalc. Members will now be provided with their new login details.

12. VILLAGE FLOWERBEDS

The Chairman reported that after agreeing again to maintain the flowerbeds after the previous volunteer not being able to do so due to illness, he would definitely be finishing this volunteering at the end of this coming Winter.

After some discussion it was agreed to place another article in the 'Village Voice' to try and find a new community gardener. If no volunteer comes forward it was suggested to plant shrubs in the flowerbeds, similar to those in the burial ground which would not require very much maintenance.

13. CHURCHYARD/BURIAL GROUND

Moles

The pest controller has been called back twice to address the problem which is ongoing.

Marker Bricks

Ten marker bricks for ashes plots have been ordered from Jary's which will cost £56.00.

Artificial grass

The next of kin for one of the burial plots have been written to as they have covered the grave with artificial grass. Cllr Greenacre confirmed she would again undertake an inspection of the burial ground to identify any plots which contain items that are not permitted to be placed on the graves. It was reported at least one grave now has fairy lights on the grave which is not permitted.

Hedge infill

Cllr Greenacre reported she may have some hedging that can be planted at the burial ground to fill the gap created earlier in the year,

Fees

It was agreed to discuss any rise to the burial ground fees when the 2025-26 precept is discussed during the November meeting.

Maintenance Contract

The maintenance contract is due to be renewed from 1st April 2025. The Chairman had updated the work schedule and possible updated advert, which had been circulated to all prior to the meeting. It was agreed to place a quarter page advert in the next edition of the Village Voice at the cost of £40, it was agreed to send a copy of the advert to GY Services, D R Gardening Services along with Garden Guardian to invite them to submit a quotation.

14. NCC PARISH PARTNERSHIP SCHEME

After some discussion it was agreed for the Clerk to contact the Highways Engineer to find out if new signage could be purchased through the scheme. It was suggested that a new "No through road" sign could be installed at the beginning of Church Road.

15. PARISH COUNCIL RISK ASSESSMENT

The Clerk had circulated to all members a copy of the Parish Council risk assessment. To accept the assessment without any amendments proposed Cllr Greenacre, seconded Cllr Swan. All in Favour. Please note a copy of the assessment is appended to and does form part of the minutes.

16. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Annual Review of the Effectiveness of Internal Control Internal Control - -2024

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 reconciliations 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 above review without any amendments, proposed Cllr Swan. Seconded Cllr Carter. All in Favour.

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

The Parish Council meeting will be held on Monday 14th October, 7.30pm at Burgh Castle Village Hall.

With no further business the meeting was closed at 8.18pm