

# Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

## **Minutes from the Parish Council Meeting held on Monday 14<sup>th</sup> October 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 three members of the public including Borough Cllr Murray-Smith and County Cllr Smith.

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

#### **Public Section**

Borough Cllr Murray-Smith reported he is still looking into a number of issues relating to items that have been left in the crematorium in Gorleston.

#### **Highways Engineer**

County Cllr Smith confirmed Tom Cox has been appointed as the new Highway Engineer, he will be attending a meeting with him later in the week to discuss all outstanding issues including the boulders on the grass verge next to the entrance of the Roman Fort and the installation of new wooden posts around the village sign grass verge. They will also discuss funding a new bus shelter for Cherry Tree corner. The officer may be able to attend a future parish council meeting, and a site meeting will be arranged in due course to discuss outstanding highway matters.

Members reported, the Butt Lane/Stepshort/Mill Rd Road surface has been repaired. The repair work to the kerb near “Charnwood” has been started, the drain and path are yet to be finished.

#### **Millfield Footpath**

County Cllr Smith reported Cherry Tree Holiday Park has a new manager starting this week, the issue of the spoil heap and strimming back the vegetation will be discussed during the forthcoming meeting.

#### **Gullies**

Most of the gullies have now been cleaned around the village however the gullies near to “Four Acres” and at the entrance of “Holly Farm” on Mill Road still need looking at.

County Cllr Smith reported there is also a Parish Liaison Meeting being held on the 30<sup>th</sup> October, and a multi-agency meeting taking place in January 2024 to discuss flooding in the Borough.

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

Apologies for absence had been received from Borough Cllr Carpenter.

### **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

Cllrs Titterington & Griffiths – Item 7. App 06/24/0502/CD

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

The minutes from the meeting held on 9<sup>th</sup> September 2024 had been circulated to all members prior to the meeting. To accept as a true and accurate record proposed Cllr Carter, seconded Cllr Grimmer. All in Favour.

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

There were no matters arising.

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

Verge next to the entrance to the Roman Fort Car Park, gully cleaning and Millfields Footpath were all discussed during the public section.

##### Riverside Boardwalk

The Chairman reported the section of the boardwalk which had dropped plus some sections of edging have now been repaired.

Cllr Hogg reported:

- There are large dead branches sticking out from the hedge on Market Road, between the Piggeries and Eastles Farm.
- Low level bricks which are not clearly visible are still present in the road side verge outside “Swallow Barn” on Mill Road.
- The road surface has started to break up and needs a full repair (not just patching) on the Mill Road/Market Road junction.

#### **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 Lothland Drainage Board and NCC. He is due to meet the complainant to gain all the information about the issue before taking the matter further with NCC.

#### **7. PLANNING**

Applications submitted to GYBC prior to the meeting:

06/24/0502/CD Burghwell Lodge, Market Road

Discharge of cond 2. of pp 06/22/1031/F conversion of 3No. 5 bedroom barns, amendment to the outfall from the foul sewage treatment plant

It was agreed to submit no objections subject to neighbours’ comments. Cllrs Titterington and Griffiths abstained from providing comments for this application

06/24/0507/HH Homelea, Mill Rd Replacement roof following damage from a fire  
Burgh Castle Parish Council would like to submit no objections subject to neighbours comments.

06/24/0654/HH Roman Oaks, Butt Lane Conversion of garage to bedroom & erection of double garage

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

The following applications that have been approved:

06/24/0263/F Burghwell Lodge Barns, Market Road

Provision of cart shed and storage to each of the three dwellings approved under app 06/22/1031/F

06/23/0012/F Breydon Water Holiday Park, Butt Lane

Demolition/removal of toilet/shower block; Proposed construction of access road, 33no. 14' x 40' static caravan bases with verandas and associated parking spaces, gravel surfacing and associated infrastructure, and change of use of existing field from touring caravan use to stationing of 33no. static caravans.

### Applications Appeal:

Planning Inspectorate Appeal Ref: APP/U2615/W/24/3347879

Bremar Farm Porters Loke Burgh Castle

Development: Application for Prior Approval - Proposed change of use from agricultural barn to 1 no. dwelling house (Application under GPDO 2015: Schedule 2 Part 3 Class Q)

Application Ref: 06/24/0295/PAD

## **8. FINANCIAL MATTERS**

| Cheque Number | Detail                                        | Amount   |
|---------------|-----------------------------------------------|----------|
| DC            | Currys – Laptop & bag (vat 48.40)             | £290.42  |
| DC            | Amazon – stationary (VAT 6.30)                | £37.73   |
| 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 (7th payment of 9) VAT 125.07 | £750.40  |
| BACS          | Jarys – marker bricks VAT 9.33                | £56.00   |
| BACS          | Burrell Pest Control                          | £81.00   |
| BACS          | B. Swan – refund for plants for flowerbeds    | £20.00   |
|               | Total                                         | £1868.31 |

### **Income:**

£510.00– Burial Ground

£456.45 – Defibrillator Donations

£7344.50 – GYBC Precept

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

Lloyds Current Acc £ 500.00

Lloyds Instant Access Acc £11,149.06

Lloyds Investment £10,000.00

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£21,649.06

Proposed to approve the above payment sheet Cllr Griffiths, seconded Cllr Grimmer. All in Favour.

### Internal Control Officer Report

Cllr Greenacre reported she had completed the recent ICO checks, payment sheet, bank statement and invoices had been checked with no problems found.

## **9. GYBC PARISH LIAISON**

The Chairman confirmed he would be attending the Parish Liaison meeting which is being held on the 30<sup>th</sup> October, 6pm at the Town Hall. It was agreed to submit the following question to be added to the agenda.

“Burgh Castle Parish Council would like to ask for an update on delays in processing new planning

applications. Earlier in the year it was admitted that there were delays with getting new applications processed although it was promised that this situation would be resolved with a new computer programme later in the year. It would appear that there is still an unacceptable time delay between the 'date received' and the 'date the application is placed on line' Please could we have an update on the current situation in the Planning Department.”

#### **10. SOUTHERN VILLAGES POLICING**

The Chairman reported the Southern Villages has been without a Beat Officer for the last 3 to 4 months. After discussion it was agreed to write to the Chief Constable expressing concern at how long this has now been and to ask for another officer to be appointed to the Southern Villages. Proposed Cllr Swan, seconded Cllr Titterington. All in Favour.

#### **11. VILLAGE FLOWERBEDS**

The Chairman reported following the advert being placed in the recent edition of the Village Voice one parishioner had come forward to volunteer to look after the flowerbeds, but they would only be able to do so for 9 months of the year. It was agreed to place another advert in the next edition of the magazine. The Chairman added the winter planting had now been completed.

#### **12. CHURCHYARD/BURIAL**

Moles

It was reported the burial ground is currently free from mole hills following the recent pest control was undertaken, Cllr Griffiths raised concerns over the cost of mole treatments this year.

Hedge Infilling

Cllr Greenacre confirmed she will take some advice concerning planting some shrubs in the gap.

Cllr Hogg confirmed he will move the plastic road barrier into the skip compound. It was also reported there are a number of plots that have fairy lights, plants and other items on them that will need to be removed once the next of kin have been written to.

#### **13. NCC PARISH PARTNERSHIP SCHEME**

The Clerk confirmed the “no through road” signage request for Church Road has been forwarded onto the Highways Engineer to enquire if the sign could be purchased and installed through the PPS.

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

The Parish Council meeting will be held on Monday 11<sup>th</sup> November, 7.30pm at Burgh Castle Village Hall.

Agenda items will include 2025/26 precept, Burial Ground fees and the 2024-25 Parish Council insurance policy

***With no further business the meeting was closed at 8.27pm***