

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

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

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

The meeting commenced at 7.30pm

Public Section

- It was reported the SLOW and 30mph painted road signs on Butt Lane by Welcome Pit have become faint as the paint is wearing off. It was agreed to report this matter to NCC Highways.
- A member of the public was present at the meeting to raise an issue with the Planning Dept. at GYBC. Having had a planning application refused for Bremar, Porters Loke, they had now submitted a new application for the site. However more than 28 days has passed, and the Parish Council has still not received any notification concerning the new application. The Chairman asked Brough Cllr Murray-Smith to find out why the paperwork for the new application still has not been processed

With no further business the public section was closed at 7.35pm

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from County Cllr Smith, Borough Cllr Carpenter and Cllr Grimmer. To accept the apologies proposed Cllr Greenacre, seconded Cllr Griffiths. 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 & Playing Field Committee

3. MINUTES FROM LAST MEETING

The minutes from the meeting held on 11th November 2024 had been circulated to all members prior to the meeting. To accept as a true and accurate record proposed Cllr Carter, seconded Cllr Griffiths. All in Favour.

4. MATTERS ARISING

Burial Ground

The Chairman reported the list of burial plots, which have various items placed on the memorials, has now been compiled. It was agreed this item will be on the agenda at the January meeting for discussion. It was generally agreed the letters which will need to be sent to the next of kin asking for the items to be removed, will be sent mid-January.

Cllr Greenacre confirmed she will contact the gardener to discuss installing some new shrubs to block the gap in the hedge at the burial ground.

Community Action

It was agreed by all members to send a letter of thanks to Mr Matthew Knight for helping to remove the branches and hedging that had fallen into the road during the recent stormy weather. A member of public present at the meeting confirmed they would be able to provide contact details for Mr Knight.

NALC AGM

The Chairman reported both he and the Clerk had attended the online meeting. Issues concerning the setup of Norfolk ALC were discussed. There is going to be second meeting in February which should include more details on the association moving from its current status as a Co-operative over to a Limited Company.

5. HIGHWAY MATTERS

Meeting with NCC Highways Engineer

The Clerk confirmed the meeting with Tom Cox has been arranged for Friday 10th January, 4pm at New Road Sport & Leisure Centre. Parish Councillors from Burgh Castle, Belton with Browston and Fritton with St Olaves will be attending the meeting, County Cllrs Smith and Annison have also been notified about the meeting.

Market Road

It was reported both sides of Market Road, running from The Piggeries through to Eastles Farm, are in a bad condition, with vegetation needing to be cleared. It was agreed for the Clerk to write to the landowners to ask that the verges are cleared of debris and vegetation.

Mill Road – Pumping Station

Borough Cllr Carpenter had reported the new Highways Engineer has been contacted about the flooding on Mill Road outside the pumping station. The engineer is now investigating and will seek to find a solution wherever practical, he has contacted nearby residents.

6. BLOCKED DYKE

No further update had been reported from Borough Cllr Carpenter concerning the feeder dykes at Ameroo on Stepshort.

7. VILLAGE SIGN FLOWERBEDS

The Chairman reported Mr Clive Link has agreed to take on the village sign flowerbeds from March 2025 but is only available for 9 months of the year.

8. GROUNDS MAINTENANCE CONTRACT

The Chairman reported three contractors had been approached to provide quotations for the new ground's maintenance contract. However, the only quotation received was from Garden Guardian which totalled £5800. Therefore, to accept the quotation from Garden Guardian proposed Cllr Swan, seconded Cllr Greenacre. All in Favour. The Chairman added D. Riches had replied stating he was unable to take on the extra workload at the current time, however he would be able to help out if the council was in need of emergency help.

9. FINANCE & ADMINISTRATION MASTERS

	Detail	Amount
BACS	Kate Ruddock salary 532.80, less tax 106.60, plus 3 months broadband/tele £30	£456.20
BACS	Nina Dockerty wage	£120.12
BACS	HMRC Kate Ruddock tax	£106.60
BACS	Garden Guardian (9 th payment of 9) (vat 125.07	£750.40
DC	Amazon stationary (vat 5.06)	£30.37
DD	Microsoft 365 (vat 1.72)	£10.32
	Total	£1474.01

Income:
£150 Burial Ground
£508 Lloyds Interest

Bank Balance after payments:

Lloyds Current Acc	£ 500.00
Lloyds Instant Access Acc	£ 8,598.46
Lloyds Investment	£10,000.00

	£19,098.46

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

10. PLANNING

Comments submitted to GYBC prior to the meeting:

06/24/0767/HH Bright Eyes Boarding Cattery, Mill Road Two storey side and front extension, single storey front extension and porch. Erection of detached double garage
Burgh Castle Parish Council would like to submit no objections subject to neighbour's comments for the above application.

06/24/0816/TRE Oaktree Cottage, Mill Road Proposed works to a protected tree, TPO No4. 2018
Burgh Castle Parish Council would like to submit no objections subject to neighbour's comments for the above application

06/24/0782/F Cherry Tree Holiday Park, Mill Road Installation of 2no. shipping container style food outlets for use as 1no. ice cream kiosk and 1no. hot food takeaway
Burgh Castle Parish Council would like to submit no objections subject to neighbour's comments for the above application, with the condition that a time restriction is added to the application, for closing at night (10pm) and turning off all exterior /advertising lights at the same time to avoid light pollution.

06/24/0783/A Cherry Tree Holiday Park, Mill Road Advertisement consent for 5no. single sided illuminated fascia signs mounted on top of two converted containers. Non illuminated vinyl signage to elevations on both containers. Two digital screen menu displays, two non-illuminated standalone archway entrance signs to seating area.
Burgh Castle Parish Council would like to submit no objections subject to neighbour's comments for the above application, with the condition that a time restriction is added to the application, for closing at night (10pm) and turning off all exterior /advertising lights at the same time to avoid light pollution.

06/24/0654/HH Roman Oaks, Butt Lane Conversion of garage to additional bedroom & erection of double garage (second application, this just relating to boundary side wall height being raised)
It was agreed to submit no objections subject to neighbour's comments for the application above.

Bright Eyes, Mill Road – Hedge/Fence

Having received some complaints concerning the hedge that had recently been removed from the front of the property, The Chairman reported the Planning Enforcement Officer had been contacted. The officer had replied stating the hedge that has been removed forms the boundary to the

residential curtilage of a dwelling and is therefore not protected so GYBC cannot secure reinstatement or replanting in this instance. However, the fence itself appears to be over 1meter high adj to the highway so planning permission maybe required for its retention.

Members raised concern that removing the hedge may increase problems with flooding on this section of Mill Road, it was also thought it was an ancient hedgerow that had been removed, therefore it was agreed for the Clerk to complete the planning complaint form to raise the issue formally with GYBC.

Neighbourhood Plan

The Chairman updated the report from the External Examiner Ann Skippers had been received. Committee members are now going through the report to add any comments. Generally, all the comments made by the examiner were very favourable, the next stage will be waiting for the plan to go to referendum which will be arranged by GYBC.

GYBC Local Plan

The Chairman reported GYBC are holding a meeting for all parish councils to attend to hear further details on the new Local Plan. The meeting has been arranged for Tuesday 17th December, at the Town Hall, a maximum of three councillors per council can attend the meeting. The Chairman and Cllr Titterington confirmed they were willing to attend on behalf of the Parish Council.

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

The Parish Council meeting will be held on Monday 13th January 2025 7.30pm at Burgh Castle Village Hall.

With no further business the meeting was closed at 8.00pm