

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 14th April 2025 held at Burgh Castle Village Hall

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

The meeting commenced at 7.30pm

Public Section

A member of the public was present at the meeting to ask if additional signage could be installed on Butt Lane showing directions to the various holiday parks in the village. The resident reported an ongoing problem with a great amount of vehicles entering Castle Mews on Butt Lane and using the private road to turn around when looking for the holiday parks. Approximately 50 vehicles a week, including some which are towing a caravan, are turning around in the cul-de-sac, and on the resident's driveway. After some discussion it was agreed to write to all the holiday parks in the village to request that they improve their signage as complaints have been received.

Cllr Griffiths reported more fly tipping had been left around the village during the last few weeks, The Chairman stated all fly tipping should be reported directly on the Borough Councils website.

County Cllr Smith reported he is unable to get a new bus shelter installed on Cherry Tree corner on Mill Road due to ownership of the land where it would be sited.

Along with the County Cllr Highways Budget there is also a new Community Fund which local groups can apply for funding however this is not open to Parish Councils.

Cllr Greenacre suggested could this years highway budget possibly be used to undertake repairs to the Church Triangle as it has once again become very churned up due to the amount of vehicles that now park in the area.

With no further business the public section was closed at 7.50pm

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 & Playing Field Committee

Cllr Griffiths – Agenda item 11, 06/25/0253/PAD & 06/25/0188/VCF

3. MINUTES FROM LAST MEETING

The minutes from the meeting held on 10th March 2025 had been circulated to all members prior to the meeting. To accept as a true and accurate record proposed Cllr Greenacre, seconded Cllr Griffiths. All in Favour.

4. MATTERS ARISING

There were no matters arising.

5. HIGHWAY MATTERS

Millfields Footpath

County Cllr Smith reported the works to the footpath will be paid for from his highways budget, however no start date has as yet been agreed.

Horse Signage

County Cllr Smith confirmed he will be able to fund the installation of three new horse warning signs in the village. It was agreed to site the signs near to the three blind bends in the village, these being on Butt Lane, (near Castle Mews), on High Road and on Mill Road (Cherry Tree corner).

Butt Lane – posts around grass verge

County Cllr Smith reported the new posts will be installed once the contractor has completed installing the new cables along Butt Lane.

Blocked Dykes

County Cllr Smith agreed he will ask the land owner of Ameroo if an officer from the Internal Drainage Board can inspect the feeder dykes (the Highways Engineer is progressing this now).

Butt Lane – next to Roman Fort – Boulders

The Chairman reported Highways have sent the first letter of three to the land owner to ask that they remove the boulders.

Road Sweeping

County Cllr Smith added GY Services will now be undertaking road sweeping twice a year (instead of once a year). The spray weed killing will also be undertaken twice a year.

6. START TIME OF FUTURE MEETINGS

After some discussion Cllr Greenacre proposed future meetings will now commence at 7.00pm, seconded Cllr Grimmer. All in Favour.

7. BURIAL GROUND

Hedge Gap, spoil heap and Moles

It was reported the new shrubs have now been planted in the gap in the hedge in the burial ground. The pest contractor has been contacted again as there are a number of new mole hills at the back of the burial ground. It was also agreed the spoil heap is now in need of being removed again, this was last undertaken in 2020. It was agreed to contact M. Riches and Charlie from Burgh Castle Nurseries to obtain quotes to undertake the works.

8. NEIGHBOURHOOD PLAN REFEREDNDUM

Confirmation had been received from GYBC that the neighbourhood plan had been passed during by 417 to 109 votes at the referendum in March, the plan can now be referred to when submitting comments on future planning applications.

The Chairman gave thanks to Mr Botwright, the Chairman of the Neighbourhood Plan Steering Group, for all his work to produce the document.

9. FINANCE & ADMINISTRATION MASTERS

	Detail	VAT	Amount
BACS	Kate Ruddock salary 541.76, less tax 108.20		£433.56
BACS	Nina Dockerty wage		£128.21
BACS	HMRC Kate Ruddock tax 108.20, employer NIC 18.71		£126.91
DD	Microsoft 365 April 2025	£1.72	£10.32
BACS	Garden Guardian	£128.89	£773.33
DD	Lloyds Bank Charges		£4.25
BACS	Scribe – annual subscription	£75.00	£450.00
BACS	D R Gardening & Landscaping – burial ground planting	£28.95	£173.70
BACS	K. Ruddock – refund for stationary	£9.55	£55.79
BACS	Nalc – subscription		£300.35
	Total	£244.11	£2456.42

Income:

£172 Burial Ground

£7952 Precept

Bank Balance after payments:

Lloyds Current Acc	£ 500.00
Lloyds Instant Access Acc	£10,909.30
Lloyds Investment	£10,000.00

	£21,409.30

To propose to pay the sheet above Cllr Titterington, seconded Cllr Grimmer. All in Favour.

.gov.uk websites

It was agreed to contact Nalc to report that the Chairman is unable to change his password following his email address being used for scam emails. Cllr Greenacre added she can no longer access her .gov.uk emails on her mobile phone.

10. DEVOLUTION & LOCAL GOVERNMENT REORGANISATION

Devolution – The mayor will be elected by voters across Norfolk and Suffolk, to lead the combined authority. This would cover big, strategic services such as housing, planning and local transport. A mayor will give the area a greater profile with the Government, key partners and inward investors. The Norfolk and Suffolk mayor would join the Prime Minister, other mayors and national leaders of Scotland, Wales and Northern Ireland on the Council of Nations and Regions. If this proposal is approved, the Government is proposing to hold mayoral elections in May 2026. If the combined authority is created Norfolk County Council and Suffolk County Council would be members of the authority, until they are replaced by new unitary authorities over the next couple of years. If the proposal does not proceed Norfolk and Suffolk would not receive additional powers and funding in 2026. The Government would “continue to work with local councils on the best devolution approach for their area” Local government reorganisation – (General Notes) Is an opportunity for Norfolk to have

fewer, more efficient councils, focused on local communities. At the moment, Norfolk is what's known as a two-tier area, with eight councils: a county council, which is responsible for key services such as highways and transport, adult social care and children's services and seven district councils, which provide services such as bin collection, leisure and housing. The Government wants to see all eight councils replaced with fewer, unitary councils – which are responsible for all services in their area. This would end confusion, people would know that one council would deliver all services in their area. This would deliver value for money with fewer sets of senior officers, councillors and council headquarters, freeing up money to invest in services. To join up services, to make them more effective – such as bin collection and waste disposal and enabling housing and social care to work more closely together. To ensure strong local links, through closer working with town and parish councils whose format is not expected to change.

11. PLANNING

The following comments had been submitted to GYBC prior to the meeting;

06/25/0204/HH 6 Castle Mews, Butt Lane Erection of single storey rear & side extension
Burgh Castle Parish Council would like to submit no objection subject to neighbours comments for the above application.

06/25/0171/HH 73 Butt Lane Single storey outbuilding in rear garden

Burgh Castle Parish Council would like to submit no objections subject to neighbours comments for the above application

The following applications were discussed within the meeting;

06/25/0261/HH Willows End, Mill Road Frist floor side & single storey rear extension

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

BA/2025/0092/HOUSEH Holly Cottage, Back Lane Single storey rear & side

Due to the applicant being a contractor for the parish council no comments will be submitted.

06/25/0253/PAD Burghwell Lodge, Market Rd Prior approval for upward extension to existing dwelling

It was agreed to object to the planning application above. It was agreed the design of the extension would be out of character in this area of the village, it would also create light pollution over the marsh land.

06/25/0188/VCF Burghwell Lodge, Market Rd Variation of Condition 1 of pp 06/23/0638/VCF

(Proposed conversion of 3 barns into 3no. 5-bed dwellings, part demolition with associated parking. New access road, removal of some ancillary extensions & buildings) - Proposal to remove the requirement to drain to a mains foul sewer and instead use 3no. individual sewage package treatment plants, each with its own associated drainage fields.

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

It was agreed for the Clerk to obtain an update from the Enforcement Officer concerning the new fence outside "Bright Eyes boarding cattery, Mill Rd".

Butt Lane- New field opening

The Clerk reported the Enforcement officer has confirmed the land owners are aware a new

planning application will need to be submitted in relation to the first opening as this is new. The second opening will not need planning permission as this was an existing opening which has just been made wider.

Butt Lane – Field opposite Roman Way

It was agreed to notify the Enforcement Officer as it has been reported it looks as though the field is being used as a campsite, there is also poultry now being kept on the field and some items are being sold from the field.

Applications Approved:

06/25/0092/NMA 5 Oaklands Drive

Non-material amendment to pp 06/24/0117/HH (Single storey rear extension), to: Change the approved colour of fascia's, soffits, gutters and rainwater pipes from Warm Oak to Black; Change the doors and windows from full glass sashes to centre rail sashes, and from Warm Oak to Clotted Cream colour.

06/24/0767/HH Bright Eyes Boarding Cattery, Mill Road

Proposed two-storey side and front extensions and single-storey front extension and porch; Erection of a detached double garage.

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

Variation of Condition 2 of pp. 06/23/0638/VCF (Conversion and alterations of barns to create 3no. 5-bedroom dwellings) - to amend the approved foul drainage scheme by removing the requirement to drain to mains sewer system and instead use a package treatment plant for on-site treatment and outfall disposal into neighbouring watercourse.

12. NORFOLK ALC BOARD NOMINATIONS

As part of the restructure Nalc are looking for Councils to put forward applicants to sit on what will be the newly appointed board. The deadline for returning nominations is the 25th April. Successful nominations will be informed 10 days after the AGM which is being held on the 21st May.

13. COUNCILLOR CO-OPTION POLICY

Prior to the meeting the clerk had circulated to all members a draft copy of the councillor co-option policy. With one amendment made it was agreed to adopt the policy, proposed Cllr Swan, seconded Cllr Grimmer. All in Favour. Please note a copy of the policy is appended to and does form part of the minutes.

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

The Annual Parish Meeting meeting will be held on Monday 12th May 2025 7.00pm

The Annual Parish Council meeting will be held on Monday 12th May 2025 7.15pm (or directly after the APM), at Burgh Castle Village Hall.

15. INCAMERA RESOLUTION

To consider a resolution to exclude the press and public from the meeting in accordance with the public bodies (admissions to meetings) act 1060.s 1, in order to discuss matters relating to the burial ground.

The main meeting finished and incamera item commenced at 8.40pm

16. BURIAL GROUND REGULATIONS & POLICY

Changes to current Regulations and new Policy on Removal of Unauthorised Items.

It was agreed two minor changes will be made to the current burial ground regulations, and the new draft policy will be adopted during the next parish council meeting.

With no further business the meeting was closed at 8.51pm