

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

Minutes from the Parish Council Meeting held on Monday 9th June 2025 held at Burgh Castle Village Hall

Present: Cllrs B. Swan (Chair), M Greenacre, W. Griffiths, J. Hogg, K. Ruddock (Clerk) and three members of the public including Borough Cllrs Carpenter and Murray-Smith.

The meeting commenced at 7.00pm

Public Section

A member of public was present at the meeting to provide an update on agenda item 6 – Back Lane land. It was therefore agreed by all members to bring this item forward to be discussed within the public section.

The Clerk reported following the last meeting a reply had been received from the Broads Authority that said the issue was looked into in 2021 and the matter was closed due to much of the waste having been removed and a fence had been erected to prevent further fly tipping. The advice being any further concerns need to be reported directly to the Environment Agency who have now been contacted by the clerk.

A reply had also been received from the Environment Protection dept. at GYBC who confirmed the Protection Team will look into the issues raised.

The resident confirmed they had received a response from an officer at GYBC Environmental Services advising that they had spoken to the land owner however no time frame had been set for the land to be cleared. The resident confirmed they would provide any further information directly to the Environment Agency.

With no further business the public section was closed at 7.10pm

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Titterington and Grimmer.

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 12th May 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

NALC AGM

The Chairman reported he had attended the AGM online. Nalc have now officially changed their status from a co-operative to limited company and are recruiting an extra employee.

Holiday Village signage – Reply from Parkdene Leisure - Bure Valley/Yare Valley

The Clerk reported she had received a reply from the General Manager of Yare Valley Holiday Park. Having discussed the issue on the situation it was felt the recent roads closures and diversions may have caused confusion for visitors accessing the parks, possible further signage will be considered.

5. HIGHWAY MATTERS

Mill Road Blocked Dykes

The Chairman reported the Highways Engineer has confirmed the issue is progressing.

Installation of new wooden posts on Butt Lane grass verge

No update had been received.

Horse Signs

It was reported the NCC Highways Engineer had been notified that the following signs are in need of being repositioned. The sign at the eastern end of Back Lane needs to be 600meters further towards the High Road junction so it is visible. It was also reported the horse warning sign on High Road (heading towards Mill Road) also needs repositioning further back along the road where a van is often parked.

Millfield Footpath

The Chairman gave thanks to County Cllr Smith as GY Services have now cut back the vegetation along the Millfield footpath, and will be returning to remove the spoil heap and complete the cut round the barrier.

Near to Oakland Drive, Butt Lane – Cut off lamp post

The Chairman reported Borough Cllr Carpenter is progressing the matter further at GY Services as no repair has been undertaken to the lamp post.

6. BACK LANE LAND

This item was discussed within the public section.

7. ROMAN FORT

A reply had been received from Norfolk Archaeological Trust concerning maintenance needed to repair the “Look Out Bench”. The officer asked would the parish council be willing to make a contribution to help fund the repair?

After some discussion it was agreed the Parish Council would not be able to make a contribution to fund the repairs, proposed Cllr Hogg, seconded Cllr Swan. All in Favour. It was agreed to suggested to the Trust that if more of the annual parking permits could be issued this would generate more revenue for the Trust.

Cllr Greenacre added the Trust has a heritage open day at the Fort on the 14th September.

8. VILLAGE SIGN FLOWERBEDS

The Chairman reported the latest volunteer has had to withdraw his offer to look after the flowerbeds due to personal reasons. The Chairman confirmed he cannot continue to tend to the flowerbeds therefore it will need to be decided at the next meeting to either try to again find a volunteer to look after the beds or whether to grass them.

Borough Cllr Carpenter reported during a recent meeting at Norfolk County Council it had been agreed to stop the installation of the new data collection poles by Connexion until all other options have been considered by the company.

9. BURIAL GROUND

Spoil Heap – It was agreed to accept the quotation from M. Riches totalling £425 plus vat to clear and remove the spoil heap from the burial ground, proposed Cllr Greenacre, seconded Cllr Griffiths. All in Favour.

Removal of Unauthorised Items

It was agreed Cllrs Swan, Greenacre and Griffiths along with the Parish Clerk will remove the items remaining on the plots which the next of kin have been written to. It was agreed to meet at the Burial Ground on Tuesday 24th June at 1pm.

Cllr Greenacre reported the metal memorial has still not been removed from one of the burial plots. It was agreed the Clerk needs to contact Garden Guardian to ask for the shrub beds to be weeded when they are next on site.

Burial Rights

It was reported there are approximately 100 burial plots remaining in the burial ground and there are 29 burial rights that have been purchased.

Following discussion, it was agreed to suspend all burial rights for non-residents to enable the parish council time to explore and identify land which could be purchased to extend the burial ground. It was agreed to send an exploratory email to N.A.T to enquire if they have any land that they would be willing to sell. (There are plenty of ashes plots available)

10. FINANCE & ADMINISTRATION MASTERS

Cheque Number	Detail	VAT	Amount
BACS	Kate Ruddock salary 541.76, less tax 108.40		£433.36
BACS	Nina Dockerty wage		£128.21
BACS	HMRC Kate Ruddock tax 108.40, employer NIC 18.71		£127.11
DD	Microsoft 365 April 2025	£1.72	£10.32
BACS	Garden Guardian	£128.89	£773.33
DD	Lloyds Bank Charges		£4.25
	Total	£130.61	£1476.58

Income:

£1008.00 Burial Ground

£1367.95 HMRC vat return

Bank Balance after payments:

Lloyds Current Acc	£ 500.00
Lloyds Instant Access Acc	£10,814.60
Lloyds Investment	£10,000.00

	£21,314.60

Cllr Griffiths proposed to pay the above payment sheet, seconded Cllr Hogg. All in Favour.

Appraisals – The Clerks & Caretakers appraisals will take place on Tues. June 17th from 1pm.

11. PLANNING

BA/2025/0157/TPOA Church Farm, Church Road

Monterey Cypress x2– fell, Lime – reduction of branches

It was agreed to send no objections to the above application.

Applications Approved:

BA/2025/0092/HOUSEH Holly Cottage, Back Lane

Single storey side and rear extension

06/25/0261/HH Willow End, Mill Road

Proposed first floor side extension and single storey rear extension.

Applications Refused:

06/25/0253/PAD Burghwell Lodge, Market Road

Application of Prior Approval for an upward extension to existing detached dwelling

Applications Under Appeal

06/24/0950/HH Burghwell Lodge, Market Road

Alterations to existing dwelling including removal of conservatory, construction of roof extension, creation of second floor living space, erection of a three-storey rear and side extension. Erection of linked two storey garage with first floor home office

Dog Walking Field – planning update from the Enforcement Officer

GYBC have received the new application for planning permission which is in the validation process.

Borough Cllr Murray-Smith added GYBC will not be able to fund the installation of a new litter bin on Mill Road near to the Cheery Tree Corner.

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

The next meeting will be held on Monday 14th July 2025 7.00pm at Burgh Castle Village Hall.

With no further business the meeting was closed at 7.45pm