

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Bob Grimmer

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

Present: Cllrs B. Swan (Chair), M Greenacre, W. Griffiths, J. Hogg, B. Grimmer, S. Titterington, D. Mattison and K. Ruddock (Clerk).

The meeting commenced at 7.00pm

Public Section

There was no public section.

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Borough Cllr Carpenter.

2. COUNCILLOR CO-OPTION

The Clerk reported she had circulated to all members prior to the meeting a letter from David Mattison who has expressed an interest at being co-opted onto the Parish Council. Cllr Swan proposed to Co-opt Mr Mattison onto the Parish Council, seconded Cllr Greenacre. All in Favour.

3. 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

4. MINUTES FROM LAST MEETING

The minutes from the meeting held on 9th June 2025 had been circulated to all members prior to the meeting. To accept as a true and accurate record proposed Cllr Greenacre, seconded Cllr Hogg. All in Favour.

5. MATTERS ARISING

It was reported the new road surface into Folkes Pit has been dug out and completed, however it was agreed the clerk will need to contact them to request for Butt Lane to be swept as a great amount of sand has built up on both side of the road. The installation of a wheel wash was generally discussed however the chairman stated that it was not a condition on the last planning permission.

6. HIGHWAY MATTERS

Mill Rd blocked dykes - No updates were reported.

Posts around grass verge on Butt Lane – It was reported the broken and missing posts have now been replaced however the request to replace all the posts with thicker posts has not been carried out and the chairman commented that some of the posts that were left are likely to rot off very soon.

Horse' signs on Back Lane - It was agreed to contact the Highways Engineer again concerning siting of the new signs and to request a new sign is installed on Butt Lane just past Cement Cottages.

Cut off lamp post on Butt Lane - Cllr Carpenter has had contact with an Officer at GYBC about the lamppost stump on Butt Lane and he is looking into what can be done.

Millfield Footpath – The spoil heap has still not been removed and there are now a great amount of overgrown nettles on the footpath by the staggered barrier and the spoil heap is still there.

Village litter pick – It was agreed for the clerk to contact the officer at GY Services again to obtain an update as to when the main roads in the village are due to be litter picked as a great amount of litter has been revealed since the verges have been cut.

Board Walk – Cllr Griffiths reported a member of public had contacted her concerning the footpath which runs from the board walk heading to the Fisherman's P.H. which has now become very overgrown. It was agreed to inform NCC Trails to ask if the vegetation next to the footpath can be cut back.

7. BACK LANE LAND

It was reported still no update has been received from GYBC concerning the site, the calor gas bottles have been removed however the cars and waste remain on the field.

8. ROMAN FORT

"Look out" bench maintenance

The Norfolk Archaeological Trust have stated they are unable to increase the quantity of discounted parking permits to fund the repairs needed to the bench due to the large discount on the permits. Increasing the quantity of them would not provide enough money to fund the repairs.

Burial Ground – section of land

The Officer at the Trust has confirmed they would raise the exploratory enquiry with Trustees during their next meeting.

9. VILLAGE SIGN FLOWERBEDS

The Chairman confirmed he would continue to tidy the flowerbeds for the next two months to keep them weed free. Following discussion and taking into account that no volunteer has come forward to maintain the beds from two years of trying that they will now be grassed in during the autumn. Proposed Cllr Greenacre, seconded Cllr Mattison. Yes:6, Abstein:1. Carried.

10. BURIAL GROUND

The Clerk reported EE Greens have stated the burial ground skip hire price will increase to £125 plus vat. The Chairman suggested to challenge this decision as the price had been agreed with Mr Green, this was agreed. (The skip has just been emptied at the old rate)

It was reported people are still using a small gap between the burial ground and Churchyard trees/fence as a cut through. It was agreed for Cllr Hogg to put the barrier in the gap to block it until a permanent fix can be undertaken. It was agreed to obtain a quotation from Waveney Fencing for another section of green fencing to be installed in the gap.

(Councillor Titterington arrived)

11. FINANCE & ADMINISTRATION MASTERS

INV		Detail	VAT	Amount
27	BACS	Kate Ruddock salary 541.76, less tax 108.40		£433.36
28	BACS	Nina Dockerty wage		£128.21
29	BACS	HMRC Kate Ruddock tax 108.40, employer NIC 18.71		£127.11
30	DD	Microsoft 365	£1.72	£10.32
31	BACS	Garden Guardian	£128.89	£773.33
32	DD	Lloyds Bank Charges		£4.25

33	DC	Morrisons – stamps		£6.96
34	DC	EE Green – skip hire burial ground	£16.67	£100.00
35	BACS	Heart 2 Heart Norfolk – defib battery		£290.00
36	BACS	NALC – annual website hosting fee	£14.00	£84.00
37	BACS	ENTUA – annual donation		£10.00
		Total	£161.28	£1967.54

Income:

£487.00 Burial Ground

Bank Balance after payments:

Lloyds Current Acc £ 490.00

Lloyds Instant Access Acc £ 9,335.02

Lloyds Investment £10,000.00

£19,847.02

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

It was reported a new battery had been obtained from Heart 2 Heart Norfolk for the Village Hall defibrillator.

It was agreed by all members to adopt the update financial regulation, proposed Cllr Greenacre, seconded Cllr Griffiths. All in Favour.

12. PLANNING

06/25/0363/F Land Between Roman Way & 1 Cement Cottages Retrospective application to provide new vehicular access to the north and to widen the existing site entrance to the south, install fencing and gates and create new access route around perimeter.

It was agreed to submit no objections subject to neighbours comments for the above application with the condition both access points must have splays that are approved and adhere to national highway standards.

- Land Between Roman Way & 1 Cement Cottages - It was agreed to contact GYBC planning enforcement officer to report waste (soil) is being tipped on land at the back of the site which needs to be checked to ensure the tipping of waste is legal. It was also agreed to ask the officer if any permission is needed for the caravan which is sited at the back of the field, and if it is being used for residential use.

06/25/0347/CU 12 Acres site, Mill Road - Retrospective application for change of use from grazing paddock into a secure dog exercise park. Proposed closure of existing access and creation of new access to Mill Road, turning area and siting of storage container.

It was agreed to submit no objections subject to neighbour's comments for the above application with the following conditions. All works must be completed within a reasonable timescale as the application has already been running for some period of time. All containers should be removed from the site and to query why a container would now be needed under the revised plans.

Cllr Swan proposed to submit the comments above, seconded Cllr Greenacre. Yes: 6, Abstein:1. Carried.

06/25/0394/F Milbur, Mill Road Erection of extension to the existing horse shelter

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

Milbur, Mill Lane – It was agreed for the clerk to contact the planning enforcement officer to obtain an update concerning the caravans on the site.

TPO No.11 of 2025 – Woodland north east of Amaroo, Stepshort and woodland north east of Burgh Castle Nursery

It was agreed by all members to support the new T.P.O's with no objections with the following suggestion. The area between the proposed W1 and W2 sites and the area adj/between W1 and the curtilage of Amaroo both be subject to some form of reinstatement and replanting of vegetation/trees. This would then go some way into repairing the damage to the Fen and natural habitat.

Applications Approved:

BA/2025/0157/TPOA Church Farm, Church Road
T1 & T3 Monterey Cypress – Fell. T2 Lime - reduction of branches

06/25/0392/CD Burghwell Lodge, Market Road
Discharge of Condition 2 of pp 06/23/0638/VCF (Conversion of three barns into 3 no - 5 bedroom dwellings with associated works) - Submission of Verification Report

06/25/0293/HH Brighteyes Boarding Cattery
Retrospective application for the erection of a timber and concrete fence to front (north-west) boundary. Proposed construction of brick piers with entrance gates.

06/24/0898/F Braewood, Adj Burgh House Residential Care Home, High Road
Demolition of existing bungalow and garage; Erection of 6no. 1-bedroom assisted living residential flats and 1no. 2 bedroom assisted living flat (Use Class C3), for use by the elderly in association with the associated Burgh House Residential Care Home; Associated landform changes and provision of parking and access

06/24/0806/PAD Breydon View, Market Road
Prior approval: Conversion of an agricultural building to 1.no dwelling (Application under GDPO 2015 (as amended) Schedule 2 Part 3 Class Q)

13. FIRST BUS

The Chairman reported an email had been sent to First Bus concerning information received that they may be considering proposals to close the 'request' bus stop on Service 3, when the bus turns from Mill Road and on to Butt Lane, outside "Marric".

First Bus have replied stating they were unaware that there was any proposal regarding stops in Burgh Castle. However there doesn't seem to be any stop on the database at this point (there usually is for 'custom and practice' ones, even where there is nothing on the ground), so possibly there needs to be some input from colleagues in Norfolk County Council to get something more official in place.

During discussion Cllr Titterington questioned why First Bus use double decker buses for service 3 as not only are the buses very empty when they drive through the village, but they also cause some damage to trees and vegetation when driving along the small village roads.

The Chairman confirmed he will raise this issue with First Bus during the forthcoming ENTUA AGM, however it was generally thought the service 3 does get busier further along the route which may explain why double decker buses are sometimes used.

14. GYBC & NCC MEETINGS

The Chairman confirmed he will attend the GYBC Parish Liaison meeting on 21st July.
The Clerk confirmed she will attend the Nalc online meeting on either the 24th or 25th July.
Both meetings will be reporting updates concerning Local Government Reorganisation

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

The next meeting will be held on Monday 8th September 2025 7.00pm at Burgh Castle Village Hall.

16. 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 1960.s 1 in order to discuss the next item, 2019 Employee Appraisals.

17. EMPLOYEE APPRAISALS

Cllrs Griffiths and Grimmer reported the annual appraisals for both the Clerk and the Caretaker had been completed with no matters raised.

The Chairman reported he had received a letter of resignation from Cllr Grimmer, to be effective from after this meeting. The chairman and all members gave a big thank you to Cllr Grimmer for his service to the Parish Council over the last 20 or so years.

With no further business the meeting was closed at 8.10pm