

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Wendy Griffiths

Minutes from the Parish Council Meeting held on Monday 8th September 2025 held at Burgh Castle Village Hall

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

The meeting commenced at 7.00pm

Public Section

County Cllr Smith reported the following timeline concerning the Local Government Reorganisation.

On the 26th September GYBC will be publicising their proposal which consists of three unitary councils, one being based in the west of the county in Kings Lynn, one being centrally located in Norwich, and one being located in the east of the county in Great Yarmouth.

It is expected the proposals will go out for consultation from November 2025 until early 2026.

Elections for the new Major will take place in May 2026, Shadow elections will take place in 2027 with the new Councillors coming into force from April 2028.

County Cllr Smith reported:

-He will set up a meeting with the Manager of Breydon Water Holiday Park which he will attend to discuss the overhanging trees, nettles and spoil heap that have built up next to Millfields footpath, (the chairman asked if he could join in any meeting). It was agreed to also inform Highways about this as the land in question was originally a footpath or highway.

- Will speak to the Highways Engineer about getting various road signs in the village refreshed as it was reported a number of the 40mph signs have become faded.

- Confirmed NCC have agreed to have a bus shelter installed on the other side of the entrance to the fishing lakes on Cherry Tree Corner (Mill Road). He will also speak to the Highways Engineer about potentially getting the trees on Mill Road cut back again as they have again become overgrown.

- Will obtain an update from the Highways Engineer about the removal of the boulders on the land next to the entrance to the Roman Fort car park.

- Reported the various gullies in the village are due to be cleaned soon however will again chase this up with the Highways Engineer, and find out when the four gullies on Stepshort are due to be cleaned.

The issue of vehicles travelling at speed around the village was generally discussed by all members. Concern was voiced by some members about vehicles being parked on High Road.

With no further business the main meeting commenced at 7.16pm.

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Borough Cllr Carpenter.

2. COUNCILLOR RESIGNATION

The Chairman reported he had received a letter of resignation from Cllr Grimmer. It was agreed for the Clerk to send a letter of thanks to Cllr Grimmer for his many years of service on Burgh Castle Parish Council.

3. ELECTION OF VICE CHAIR

Cllr Titterington proposed Cllr Griffiths as Vice Chairman, seconded Cllr Mattison. All in Favour. Cllr Griffiths confirmed she was willing to accept the position; the acceptance of office form was duly signed.

4. 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

5. MINUTES FROM LAST MEETING

The minutes from the meeting held on 14th July 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.

6. MATTERS ARISING

Flagpole

Cllr Titterington asked if members would consider a proposal to potentially purchase a flag pole which could be installed at the village hall. Some of the other parishes in the borough already have these in place and they look great in those villages.

After some discussion the Chairman agreed he would put together an article which will be placed in the Village Voice to ask residents for their views on this suggestion, to include suggestions of where the flagpole could be sited as some members felt the village sign would be a better location.

It was generally agreed other factors would also need to be considered before any decision is made such as cost, permissions needed potentially from Highways or the village hall committee, and also who would be responsible to maintain the pole and raise /remove the flag?

Roman Fort

The Clerk confirmed thanks had been given to Norfolk Archaeological Trust for the repairs to the lookout bench. Cllr Hogg commented that the Roman Fort site and grounds is looking in a very good condition at the moment.

7. HIGHWAY MATTERS

Boulders Next to Roman Fort Site

This item was covered in the public section.

Mill Rd blocked dykes

There was no update on this matter however it was reported a great amount of earth has been moved from Corner House to Amaroo on Stepshort and an advertising notice for “Space for you” has been placed on the fence. It was agreed for the Clerk to report both matters to the Planning Enforcement Officer.

Horse Signs

The Highways Engineer reported that Cllr. Smith has requested new horse signs either side of the bend on Butt Lane (north of Folkes) and either side of the bend on Mill Road (west of the holiday park). I think we have reached saturation on horse signs, to the point where their minimal effects will become diminished if we keep adding them. Having reviewed the other roads most have clear visibility. I am sorry but I cannot relocate signs due to parking, possibly a polite word from the Parish may assist if this is an ongoing issue.

After some discussion it was agreed to ask again if the location of the horse sign on Back Lane can be reviewed as members of the public have commented that where it has been positioned is ineffective in warning oncoming traffic

Cut off lamp post on Butt Lane

Cllr Carpenter reported there had been a delay in securing authority to expend the capital budget but this has now been resolved. I have therefore instigated the process for having this column replaced.

Finger Post Junction of Mill Road / Stepshort and Butt Lane

The Highways Engineer has confirmed the finger post is on order, however it may take some months to arrive.

Centre potholes on Butt Lane outside Dovedale- 'Slow-chippings' signs on nearby posts that the contractors need to return to remove please and thanks.

The Highways Engineer advised he will ask for these signs to be removed.

Millfield Footpath

This item was covered in the public section.

Other items reported:

Stepshort, Belton (by Edwards Loke) – Manhole needs to be reinstated, unsatisfactory earlier repair.

Outside Holly Terrace, Church Lane – Drain is low

Outside Westdene, Church Road – Large dip in the road.

8. REVIEW OF EFFECTIVENESS OF AUDIT

The Clerk had circulated to all members a copy of this year's review of effectiveness of audit prior to the meeting. The review was accepted by all members with no amendments, please note a copy of this review is appended to and does form part of the minutes.

9. NCC PARISH PARTNERSHIP SCHEME

It was agreed by members due to there being no budget it would not be possible to undertake a new project this year.

10. VILLAGE SIGN FLOWERBEDS

The Chairman reported he would now remove all existing plants from the village flowerbeds in order so they can be grassed over as no volunteer has come forward to take them on.

11. BURIAL GROUND

Spoil Heap & Hedge

The Chairman reported the spoil heap has not been removed. The gap in the hedge has now been completed, the clerk will now invoice the PCC for half of the invoiced amount.

Cllr Greenacre confirmed she would inspect the condition of the works from the Churchyard side as Cllr Hogg reported post holes had not been filled in and no caps had been placed on the new posts.

Burial Gound Skip

The Chairman reported he is still waiting for an update concerning the price of future skip hire for the burial ground. It was agreed for the Clerk to obtain a copy of the waste transfer notice from when the last skip was collected.

Date to remove last batch of unauthorised items

It was agreed Cllrs Swan, Greenacre and the Clerk will meet at the burial ground on Monday 15th September to remove the last batch of items.

Shrub Beds

It was agreed for the Clerk to again contact Garden Guardian about the weeds as there is no sign of them dying back, therefore they will need to be treated again.

12. FINANCE & ADMINISTRATION MASTERS

August 2025

	Detail	VAT	Amount
BACS	Kate Ruddock salary - Backdated pay increase from 1 st April 69.12, August wage 559.04, less tax 125.60		£502.56
BACS	Nina Dockerty wage		£128.21
BACS	HMRC Kate Ruddock tax 125.60, employer NIC 31.67		£157.27
DD	Microsoft 365	£1.72	£10.32
BACS	Garden Guardian	£128.89	£773.33
DD	Lloyds Bank Charges		£4.25
	Total	£130.61	£1575.94

September 2025

	Detail	VAT	Amount
BACS	Kate Ruddock salary - 559.04, less tax 111.80 plus July, Aug, Sept tele/broad £30		£477.24
BACS	Nina Dockerty wage		£128.21
BACS	HMRC Kate Ruddock tax 111.80, employer NIC 21.31		£133.11
DD	Microsoft 365	£1.72	£10.32
BACS	Garden Guardian	£128.89	£773.33
DD	Lloyds Bank Charges		£4.25
BACS	Waveney Fencing	£50.00	£300.00
DC	Amazon- stationary	£8.63	£51.71
	Total	£189.24	£1878.17

Income: Burial Ground £1294.00

Bank Balance after payments:

Lloyds Current Acc	£ 500.00
Lloyds Instant Access Acc	£ 7140.92
Lloyds Investment	£10,000.00

	£17,640.92

To approve the above sheets for payment Cllr Greenacre, seconded Cllr Griffiths. All in Favour.
The current bank signatories were confirmed as Cllrs Swan, Titterington and Griffiths.

13. PLANNING

06/25/0634/HH Tittlemouse, Butt Lane Burgh Castle

Single-storey side extension and Replacement front boundary wall

After some discussion it was agreed by majority to object to the planning application above.

The objections being over development of the site and height of front wall, details on the planning application paperwork not being completely accurate, the listed side extension being a garage, the enclosed photo shows brickwork and the drawing shows railings on the top of the wall.

(Councillor Titterington declared an interest whilst this was being discussed and took no further part in the item)

It was agreed if the application is approved for the following condition to be added, this being the existing reflector posts must be retained for safety purposes.

Object:3, No Objections:1, Abstain:2. Carried.

06/25/0609/TRE The Grange Lodge, High Road

Works to trees protected by Tree Preservation Order (TPO No.1 of 2004) T1 (Evergreen Oak) -

Crown lift to a height of 5 metres, reduce canopy overhang by 4 metres and reduce height of canopy by 2 metres.

It was agreed by all members to submit no objection subject to neighbours comments for the above application.

Applications Under Appeal

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

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

Applications Approved

06/23/0925/VCF Oak Park Farm, Mill Road

Variation of Conditions 2 (approved plans) and 3 (water vole survey) of pp 06/20/0311/F (Change of use of the land to site up to 12 Wigwam cabins, 2 communal reception cabins, parking and associated infrastructure) - Proposal to change the designs and types of holiday cabins, change the foul drainage strategy, and to remove the requirement to submit a water vole survey.

It was agreed to ask the GYBC Enforcement Officer for updates on the following:

Milbur, Mill Road. A large amount of sand has been extracted from land.

Burgh Castle Nursery (Mill Road), Milbur (Mill Road), Welcome Farm (Butt Lane).

Update on the status/permission of mobile homes being sited on land at all three sites.

The Chairman reported Village Voice are still looking for volunteers to deliver the parish magazine in Burgh Castle.

It was agreed for the Clerk to contact Folkes again to ask for the road and footpath to again be swept as sand has built up again on parts of Butt Lane.

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

The next meeting will be held on Monday 13th October 2025 7.00pm at Burgh Castle Village Hall.

With no further business the meeting was closed at 8.17pm