

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Wendy Griffiths

Minutes from the Parish Council Meeting held on Monday 13th October 2025 held at Burgh Castle Village Hall

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

The meeting commenced at 7.00pm

Public Section

Members of the public were present at the meeting to ask if they could install a kerb boarder around their family members grave in the burial ground, and if they could purchase and install a memorial bench. The Chairman and Cllr Greenacre explained the Burial Ground, which was set up in 1998, adopted the same regulations as those applied to Burgh Castle Churchyard, and these regulations state that kerb boarders are not permitted.

The members of public expressed their disappointment at this decision but would still like the installation of a memorial bench to be considered. The Chairman confirmed this would be discussed later in the meeting.

A member of the public was present at the meeting to raise concerns about an event that had taken place near to their property on Mill Road, near to the fishing lakes. The resident reported the event had been held in a marquee on the 20th September. The volume of the music was excessive and could be heard throughout the day until midnight even with all double-glazed windows being closed.

The Chairman added Borough Cllr Carpenter had been notified and reported he has informed both the Licensing Dept and Environmental Rangers who are investigating the complaint.

County Cllr Smith reported NCC are holding an extraordinary meeting on Thursday 16th October to vote on devolution and to agree there should be one Mayor for Norfolk and Suffolk.

GYBC have submitted their Local Government Reorganisation three unitary council model plan. Parish Council's will be invited to attend another meeting in November at the Town Hall to be briefed on the latest updates. It is expected the Government will then make their decision on whether they accept the 1, 2 or 3 model in March 2026. The election for the new Mayor will be held in May 2026, the elections for the new Council will be held in May 2027, taking over responsibility from existing councils in May 2028.

Highway updates being:

The lamp post on Butt Lane has now been repaired and some of the gullies should have now been cleaned. The horse warning road signs have been ordered, and having taken a look at the van which has been parked on High Road, nothing can be done about this as there are no parking restrictions on this section of road.

A member of the public addressed County Cllr Smith stating how disappointed they felt about comments made some time ago during a NCC meeting which were in favour of the Welcome Pit planning applications. County Cllr Smith confirmed he supported these applications in the same way that he supports all local businesses in the Borough.

With no further business the main meeting commenced at 7.24pm

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

3. MINUTES FROM LAST MEETING

The minutes from the meeting held on 8th September 2025 had been circulated to all members

prior to the meeting. To accept as a true and accurate record proposed Cllr Griffiths, seconded Cllr Greenacre. All in Favour.

4. MATTERS ARISING

There were no matters arising.

5. HIGHWAY MATTERS

The following items were reported:

Boulders – On the grass verge next to the Roman Fort car park entrance

All but one of the boulders have been removed, the Chairman will question the reason for leaving one with the Highways Engineer.

Gullies

The Highways Engineer reported given the nature of the flooding history around this area we have taken the proactive step of raising an order for all gullies in Burgh Castle as well as those on Market Road and Lords Lane (full length to Beccles Road) to be cleansed, this will include all gullies, chambers, pipework and soakaways etc. Works to be undertaken in the coming weeks, these are with our contractor already.

Finger Sign Butt Lane/Stepshort/Mill Rd. Junc.

Following the recent repair to the finger sign the Highways Engineer has been advised that after 2 days the 'arm' was broken off again, his team have collected the piece.

Millfield Footpath

The Highways Engineer reported an inspector has visited the site. There is quite a width to the highway here but we will only ensure a 1.5 metre width is available for foot traffic. This path is for foot traffic only, not horse or vehicles other than for access and the access element is for the properties the access serves to maintain. We will write to the park to get them to cut their hedges on either side and also request ongoing annual maintenance. Once the hedges are cut back I am also happy to send a gang down to trim the narrower section at the Butt Lane end. A letter has been sent to Parkdene Holidays asking for the trees that overhang the path to be trimmed on a regular basis.

Horse signs

The horse signs are on order, these will be installed in the coming weeks once they have been received.

The Highways Engineer has asked for a specific alternative position for the Back Lane sign.

Following discussion, it was agreed the sign that needs to be moved is the one located in the middle of Back Lane, it needs to be moved further up the road near to the "please slow down" sign so it is more visible.

Cherry Tree Corner Bus Shelter

The Highway Engineer has explained the bus shelter process is set up so the application must come from the Parish Council. The price to purchase and install the bus shelter totals £5422.80 (inc Vat £903.80) from Westcotec. NCC bus shelter funding will provide 80% of the funding the remaining 20% will be funded from County Cllr Smith's member's budget. The deadline to submit the application is 31st October.

Back Lane land

Cllr Mattison confirmed he will send information directly to the Environment Agency Officer showing more activity has been seen on the land.

Stepshort manhole cover - repair

Highways have confirmed this will be monitored over the coming season within inspections.

Church Road

Highways have stated the dip in the road does not meet highways intervention levels at this time. However, it will be monitored over the coming season within inspections. The Chairman stated he disputes this decision and will go directly to the Highways Engineer. The location being directly opposite the boundary between Westdene & Eastlea with a secondary dip outside the gate of 7 Mount Pleasant.

Mill Road/Market Road Junction

The Highways Engineer has confirmed this will be resurfaced on 3rd/5th November with a road closure / diversions in place

Butt lane – Lamp Post

As had previously been reported in the public section this has now been replaced.

Village Voice – Flowerbeds letter

The Clerk and all members confirmed they were not aware of and could not find any correspondence from the resident that referred to the maintenance of the flowerbeds in the Village Voice magazine. It was agreed this would be reported in the parish council notes in the next edition of the magazine.

6. NOISE NUISANCE

Following on from discussion within the public section the Chairman reported Borough Cllr Carpenter confirmed he has contacted the Licensing Team at Great Yarmouth Council asking if they were aware of any events in that area where a Temporary Event Notice (TEN) may have been issued. A TEN (License) is required for certain events where alcohol is sold/supplied outside of a normal licensed premises. It normally covers one event but can cover more. They have replied stating they had no record of any application for an event in that area on that Saturday. The Licensing Team and Environmental Rangers are now investigating this and have asked me to make them aware should this become a regular event at the same premises.

7. BURIAL GROUND

Spoil Heap & Hedge

The Chairman reported the spoil heap has now been removed.

Burial Gound Skip & Mole Pest control

The Chairman reported a fee of £115 (inc vat) has been agreed, per skip emptying.

The pest controller has again been contacted to attend the site, he is still working there & in the churchyard and has had some success so far, costs will be shared with the Parish Church.

Removal of Unauthorised items

Cllrs Swan, Greenacre and the Clerk have now removed the last batch of items, a recheck will be arranged in early 2026.

Kerb Surround and Memorial Bench Request

Following discussion within the public section it was confirmed, in-line with the Church regulations, that kerb boarders are not permitted and therefore the Parish Council cannot accommodate this request.

It was agreed by all members the family could install a memorial bench on the base at the far end of the burial ground. It was agreed for the Clerk to obtain details and prices from GY Services including for alternative materials to timber and to forward the information onto the family. The Clerk added she had obtained a quotation from Engraphic for a stainless-steel engraved plaque which totals £67.50 excluding fitting.

Memorial Inscriptions

An enquiry had been received from a local funeral director to ask can the inscriptions on a memorial headstone include those of the deceased whose ashes have been scattered elsewhere?

Cllr Greenacre reported the registrar has confirmed that this is permissible provided the Parish Council are provided with a copy of the death certificate.

8. FINANCE & ADMINISTRATION MATTERS

	Detail	VAT	Amount
BACS	Kate Ruddock 559.04, less tax 111.80		£447.24
BACS	Nina Dockerty		£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
DC	Morrisons – stamps	£	£27.84
BACS	B. Swan – refund grass seed	£	£4.00
	Total	£130.61	£1528.30

Income: Burial Ground £69.00
Precept £7952.00

Bank Balance after payments:

Lloyds Current Acc £ 500.00
Lloyds Instant Access Acc £13,818.31
Lloyds Investment £10,000.00

£24,318.31

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

Councillor Training Evening at New Road, Belton

It was reported the training will take place on Tuesday 18th November at 7pm. All Councillors are welcome to attend and must inform the Clerk in advance, so she is aware of the numbers, The Council will pay the £20.00 per person fee.

9. PLANNING

FUL/2025/0033 Welcome Pit, Butt Lane, Burgh Castle

Non-compliance with conditions 1 (timescale), 2 (approved plans), 6 (restoration), and 7 (aftercare) of planning permission reference C/6/2018/6002 to extend timescale for extraction and restoration, and replace restoration and aftercare documents with amended/updated versions

The Chairman reported he had received further clarification from Folkes concerning this application. The reasons that an extension to timescales is needed is because a different grade of sand had been extracted in that particular section of the site, also currently the sand has not been selling at the expected volume. The Chairman therefore proposed to submit no objections for the application, seconded by Cllr Greenacre. Cllr Hogg stated he felt the area of land should have been restored by now and therefore objected to the planning application. The vote was then taken, to submit no objections subject to neighbours comments. Yes:5, No:1. Carried.

Applications Approved by GYBC:

06/25/0347/CU 12 Acres Site (land adj Chicken Hatchery) Mill Road

Retrospective change of use of grazing paddock to secure dog exercise park for walking (sui generis); Proposed closure of existing access and new access to Mill Road and associated works.

Updates on Matters Reported:

Land Between Roman Way & 1 Cement Cottages, Butt Lane

An update had been received from the Environment Agency concerning the transfer of soil reported this

piece of land also appears to boarder another of our permitted sites. I have asked them about it today and checked on the Public Register. I can't see any permission (permit or exemption) for this location that would be appropriate for this kind of activity. An officer has since passed the land again and there are no signs of any further deposits and the new grass has grown. The neighbouring permitted site have confirmed they are not involved in the works. From an EA perspective and based on the information we have, the activity would probably be covered by a U1 waste exemption: U1: using waste in construction - GOV.UK

The Clerk reported an email had been received from a resident raising the following concerns:

- A second entrance has been created to the north of the field.
- Large amounts of soil have been dumped on the rear perimeter of the field.
- Several shipping containers have been placed on the field for some time now.
- Storage of caravans.
- Burning of plastics and other harmful products
- A large number of 6-foot fencing has been erected on the site, including metal and wooden fencing.
- 2 large brick pillars have now been erected and 2 inside the field,
- seems a grave of some sort is at the bottom of the field?

The Clerk confirmed she had replied to the resident to advise them that the GYBC Enforcement Officer is already investigating some of the matters raised, and they would need to raise any additional issues with them directly by completing the planning enforcement complaints form.

Land Opp Roman Way – Butt Lane

The Clerk reported the Planning Enforcement Officer has advised they have been working with the land owners about the issues raised. The advert for storage has now been removed. The land is predominantly being used for farming, and they are aware there is livestock on the land.

Amaroo, Stepshort

The Enforcement Officer has confirmed the “space for you” sign would need planning permission which would be declined so the land owner will be written to and advised they will have to remove this sign. He has also informed the GYBC Community Protection Officer concerning the transfer of soil/vegetation onto the site.

Cllr Griffiths reported she had been informed by another resident that a number of bonfires had been lit on the land recently which consisted of mostly commercial waste. It was agreed this matter will need to be passed onto the Environment Agency or GYBC for them to investigate further.

Milbur, Mill Road - Sand Extraction

The Enforcement Officer has confirmed he has spoken to the land owner of Milbur. They have explained someone had wanted to practice working with diggers and will therefore be filling the sand back in. This matter is now closed. Concerning the mobile homes, the property owners have been served with an enforcement notice which they are now appealing and is as yet to be determined.

Burgh Castle Nurseries, Mill Road

There is no condition on the planning application stating the mobile home had to be removed once the dwelling had been built so there is no apparent breach of planning controls in this case.

Welcome Farm, Butt Lane

It was confirmed no new information had been received about this mobile home on this site so no further action is needed.

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

The next meeting will be held on Monday 10th November 2025 7.00pm at Burgh Castle Village Hall. Agenda items to be included will be the 2026-27 Precept, and councillor Co-option.

With no further business the meeting was closed at 8.02pm