

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Wendy Griffiths

Minutes from the Parish Council Meeting held on Monday 10th November 2025 held at Burgh Castle Village Hall

Present: Cllrs B. Swan (Chair), W. Griffiths (Vice Chair), M. Greenacre, J. Hogg, S. Titterington, D. Mattison, S. Green, K. Ruddock (Clerk) and two members of the public including County Cllr Smith.
The meeting commenced at 7.00pm

Public Section

A member of public was present at the meeting to clarify that the question raised to County Cllr Smith during the last Parish Council meeting was not related to the 2018 Welcome Pit planning application. It was concerning comments made during a NCC meeting held in 2023 during which County Cllr Smith was in favour of the Welcome Pit planning application which three Parish Council's had objected to.

The member of public added they felt the notes taken from the three Parish Council's entered into the Village Voice Magazine are too condensed.

The Chairman explained the Village Voice is an independent village magazine, not a Parish Council magazine. It would not be possible to publish all the minutes from every meeting due to the amount of additional pages that would be needed.

County Cllr Smith reported the L.G.R. consultation has still not started, NCC and GYBC are awaiting further information from the Government. The GYBC meeting with Parish Councils is likely to be arranged for an evening in December.

With no further business the main meeting commenced at 7.11pm

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. COUNCILLOR CO-OPTON

Prior to the meeting the Clerk had circulated to all members a letter from Ms Sian Green, a Burgh Castle resident, expressing an interest in being co-opted onto the Parish Council. The Chairman proposed to co-opt Sian Green onto the Parish Council, seconded Cllr Titterington. All in Favour.

4. MINUTES FROM LAST MEETING

The minutes from the meeting held on 13th October 2025 had been circulated to all members prior to the meeting. With one amendment made, to accept as a true and accurate record proposed Cllr Griffiths, seconded Cllr Greenacre. All in Favour.

5. MATTERS ARISING

There were no matter arising.

6. HIGHWAY MATTERS

The following items were reported:

Remaining Boulder – next to entrance of the Roman Fort

The last boulder cannot be removed as it is set back under the fence and partly on private property.

Back Land – Horse warning sign

Update from the Highways Engineer - Back Lane is only used to access the properties; it is not a general through route for traffic. The bush obstructions the sign is also encroaching the highway. This is a single-track rural road on which horses are a routine feature, it has no or minimal passing places; the conditions already clearly indicate that the road should be approached slowly and with caution. If anything is to be done I would suggest writing to the owner of the hedge instructing them to cut it back.

Installation of Bus Shelter – Cherry Tree Corner, Mill Road

The bus shelter has now been ordered and Westcotec (who have confirmed they are arranging this) will be liaising with the Highways Engineer to arrange the installation as some groundworks are required. The Clerk will invoice NCC to release the funding and the parish council will pay Westcotec for the shelter and then reclaim the VAT at the end of the financial year.

Mill Rd/Market Rd Junction

Has now been resurfaced, line markings will follow in the coming days.

Street Light - Butt Lane Opposite Charnwood

The Chairman reported a resident has reported the new replacement light goes out in the 'early hours', a GYBC engineer informed the resident of 'Charnwood' that it is fitted with an energy saving system, the Parish Council were not aware that these had been authorised for Butt Lane, the main road in the village. County Cllr Smith added it is thought all replacement street lights are now fitted with the new emergency saving lights.

Gulleys Stepshort

The four drains reported earlier have now been pumped out.

Cherry Tree Corner – litter bin

It was agreed for the Clerk to write to the nearby Cherry Tree Holiday Park manager to notify them that a new bus shelter is to be installed on the corner opposite the park. And to ask would they consider purchasing and installing a new litter bin and be responsible for it to be emptied in order to keep the corner tidy and litter free.

7. FLAG POST

The Chairman reported - With only 6 responses, albeit all favourable this is only just over 1% of village households consulted. Planning permission would cost £150, a pole on average a further £150 plus, there would be additional costs to purchase flag(s) and installation charges. Another point to consider is who would take responsibility for raising and taking down the flag. (A pole has been offered but this is only an untreated scaffolding pole with fittings and no ground mounting.)

After some discussion Cllr Greenacre proposed not to proceed with purchasing and installing a new flag pole for the village. Seconded Cllr Swan. In agreement: 4, Against: 2, Abstain: 1. Carried.

8. BURIAL GROUND

Memorial bench and Plaque

GY Services have confirmed the full cost of the seat which would be a mixed recycled materials composite bench, including vat is £702.00. This also includes the fixing of the seat to the concrete pad.

Typically, once ordered there is a 3–4-week delivery time for the seat, they would aim to get the seat fitted soon after it arrives, although this would be dependent on other existing pre planned works in the system.

The invoice for the full amount shall be sent as soon as they receive confirmation of the order.

It is assumed in this instance that we would send the invoice to the Parish Council, as the seat is within your burial ground.

Queries from purchaser:

As we are covering all costs for the bench, please can you confirm that this will belong to our family and not the burial ground?

I would also appreciate confirmation that no other families will be permitted to attach any plaques or memorials to the bench in future.

It was agreed by all members to agree that no other plaques/memorials will be permitted to be installed on the bench in the future.

After some discussion it was agreed taking into consideration that the bench is to be installed in a public area within the burial ground, that it would have to fall under the ownership of the Parish Council. The bench will then be covered under the Parish Council's insurance policy and the Parish Council will be responsible to undertake any repairs and maintenance that may be required.

Moles update

The last invoice has been included on this months payment sheet. Four moles had been caught in the Burial Ground and twelve in the Churchyard, please note the Church have been invoiced separately.

Purchase of Land from N.A.T.

The following update had been received from Norfolk Archaeological Trust:

It is very much still work in progress really. We have approached Historic England for advice, they have confirmed that they would be a statutory consultee as part of the planning process anyway.

They didn't seem to have any major concerns, but would want to know about how the archaeology would be managed – what surveys etc had been done and also whether the council had looked for other land first and that this was the only land available.

It was agreed there are no other pieces of land within the village that could be considered, and the Parish Council are aware that an Archaeological dig would be required.

9. FINANCE & ADMINISTRATION MATTERS

	Detail	VAT	Amount
BACS	Kate Ruddock 559.04, less tax 111.80 Oct, Nov, Dec broad/tele 30.00		£477.24
BACS	Nina Dockerty		£128.21
BACS	HMRC Kate Ruddock tax 111.80, employer NIC 21.31		£133.11
DD	Microsoft 365	£1.70	£10.21
BACS	Garden Guardian	£128.89	£773.33
DD	Lloyds Bank Charges		£4.25
DD	Burrell Pest Control		£75.00
BACS	Zurich – parish council insurance		£300.00
	Total	£130.59	£1901.35

Income: Burial Ground £69.00

Bank Balance after payments:

Lloyds Current Acc £ 200.00

Lloyds Instant Access Acc £12,286.07

Lloyds Investment £10,000.00

£22,486.07

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

10. PARISH COUNCIL INSURANCE

The 2025/26 policy provided by Zurich totals £300, which is the same as the last 2 years.

11. PRECEPT 2026-27

The Clerk had circulated a copy of the precept to all members prior to the meeting which included an increase of 2.8%

The Chairman explained if the tax base remains the same as this year this increase would amount to an increase of approximately £1 per band D property.

2025-26 Tax base 474 £31.43 per band D (precept £14,854)

2026-27 Tax base 474 £32.21 per band D (precept £15,272)

During discussion it was agreed to up the grass cutting budget from £6077 to £6200. Therefore with the one amendment made it was agreed to accept the 2026/27 parish precept, proposed Cllr Swan, seconded Cllr Greenacre. All in Favour. (*Revised percentage increase 3.5%*)

It was agreed if there is any surplus of funds (which is expected) at the end of the financial year, that some of this could be ring fenced in the Parish Council reserves for the new Burial Ground project.

12. PLANNING

The following applications have been approved by GYBC:

06/25/0634/HH Tittlemouse, Butt Lane

1. Single-storey side extension; 2. Replacement front boundary wall

06/25/0609/TRE The Grange, 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.

New Tree Preservation Order Received:

TPO No. 6 of 2025 – Trees on Land at Burgh Hall Holiday Park, Lords Lane, Burgh Castle
1x English oak, 4x beech

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

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

With no further business the meeting was closed at 7.46pm