

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Wendy Griffiths

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

Present: Cllrs B. Swan (Chair), W. Griffiths (Vice Chair), M. Greenacre, S. Titterington, and K. Ruddock (Clerk).

The meeting commenced at 7.00pm

Public Section

Cllr Greenacre reported an incident had been reported to and has subsequently been cleared by the Police concerning a dog that had fallen ill and later died after being walked at the Roman Fort site.

With no further business the main meeting commenced at 7.02pm

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from, Cllrs Hogg, Mattison, Green, Borough Cllr Carpenter and County Cllr Smith

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 10th November 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 Greenacre, seconded Cllr Griffiths. All In Favour.

4. MATTERS ARISING

Former Car Boot site – Junction of Mill Road/Market Rd

The chairman reported that he attended the formal launch of the woodland that Julie Church-Griener is developing on this site which she hopes will eventually be available to schools and members of the public. She also added that all the trees/shrubs will be of native British species.

Cllr Griffiths added what a positive project this is for the village

Training

Councillors Green & Mattison attended the session held at New Road Centre in Belton last month. Councillor Mattison indicated to the chairman that he felt the session had been very useful.

Local Government Reorganisation

The Chairman reported he had attended the latest briefing at the Town Hall. Since that meeting it has been announced that the Mayoral elections will now take place in May 2028 rather than in 2026.

6. HIGHWAY MATTERS

Installation of Bus Shelter – Cherry Tree Corner, Mill Road

There was no update to report.

Cherry Tree Corner – litter bin

The Manager of the Cherry Tree Holiday resort has confirmed they are happy to support the installation of a new litter bin on the corner and has requested a reminder to him after the Christmas holiday season

Market Road/Mill Road Junction

The chairman reported the white lines have now been added.

7. LOCAL GOVERNMENT REORGANISATION

The three proposals for Norfolk were made on the 26th September 2025 and cover the whole of the county, Norfolk County Council proposed one unitary council across the whole of the area of Norfolk. South Norfolk District Council proposed 2 unitary councils across the whole of the area of Norfolk

The remaining six local councils including Great Yarmouth Borough Council all agreed on and proposed 3 unitary councils across the whole of the area of Norfolk.

THE LINK TO THE CONSULTATION IS - <https://consult.communities.gov.uk/local-government-reorganisation/norfolk-suffolk/>

There will be no changes to Parish Councils. In the proposals are plans for area wide Mayors which will be for one to cover the whole of Norfolk and Suffolk. It has been announced that the initial mayoral elections, originally planned for May 2026, have been delayed till May 2028 to give more time for plans to be put fully into place. It is now expected that Country Council elections for Norfolk, postponed in May 2025 will take place in May 2026.

All members then considered and completed all the questions within both the government consultation and Nalc questionnaire which will be submitted by the Clerk after the meeting. Each question was agreed by all members with the outcome being that the Parish Council supports the three unitary council proposal. The Chairman reminded Cllrs that they can also independently complete the governments consultation using the above link.

8. BURIAL GROUND

Memorial bench and Plaque

There was no update to report except the hedge behind the proposed location has been well cut back by Garden Guardian

Moles update

The Chairman reported there are currently 3 new mole holes on the Burial ground and 11 plus in the adjacent churchyard. It was agreed to wait until the New Year before proceeding with any further pest control.

Purchase of Land from N.A.T.

There was no update to report.

9. FINANCE & ADMINISTRATION MATTERS

INV		Detail	VAT	Amount
68	BACS	Kate Ruddock 559.04, less tax 111.80		£447.24
69	BACS	Nina Dockerty		£128.21
70	BACS	HMRC Kate Ruddock tax 111.80, employer NIC 21.31		£133.11
71	DD	Microsoft 365	£1.70	£10.21
72	BACS	Garden Guardian	£128.89	£773.33
73	DD	Lloyds Bank Charges		£4.25
		Total	£130.59	£1496.35

Income: Burial Ground £267.00

Bank Balance after payments:

Lloyds Current Acc	£ 500.00
Lloyds Instant Access Acc	£10,763.57
Lloyds Investment	£10,000.00

	£21,263.57

To propose payment for the above sheet Cllr Griffiths, seconded Cllr Titterington. All in favour.

Garden Guardian 2026 Quotation

Totals £6049 which is a total annual increase £249 from 2025

10. NOTICE BOARDS

The Mill Road/Butt Lane noticeboard was discussed. The Chairman reported that nobody ever uses that tiny piece of path therefore this noticeboard is never viewed by members of the public. It was therefore agreed by all members to have the noticeboard removed which will then be stored at the village hall and will be kept as a spare replacement board for when it is needed. Proposed Cllr Swan, seconded Cllr Greenacre. All in Favour. The Chairman will arrange for the boards removal/storage.

11. PLANNING

06/25/0363/F Land between Roman Way and 1 Cement Cottages Butt Lane

As there has been no documents update on the GYBC web site since 21st July and work continues with the new gates the chairman had asked the clerk to chase progress with the Planning Case Officer and Enforcing Officer at GYBC. However no reply has been received as yet.

Applications – No Objections by GYBC

06/25/0975/TEL Marian, Butt Lane (land adjacent) (opposite 1 Jessie Terrace) Butt Lane
Installation of a 9m tall medium wooden pole as fixed line broadband apparatus

06/25/0913/TEL 2 Jessie Terrace, Butt Lane (on Highways land adj)
Installation of a 9m tall medium wooden pole as fixed line broadband apparatus. As this could be on private ground the chairman did make the owner of the flats on the corner of Butt Lane/Mill Road aware of the application as she had not been contacted by GYBC or B.T.

06/25/0759/SU Welcome Pit Aggregates Site, Butt Lane
Norfolk County Council consultation (application FUL/2025/0033) - Non-compliance with conditions 1 (timescale), 2 (approved plans), 6 (restoration), and 7 (aftercare proposals) of planning permission reference C/6/2018/6002 - Request to extend the approved timescale for minerals extraction on the northern boundary of Phases 3 and 4, and subsequent delay to site restoration, and replace restoration and aftercare documents with amended/updated versions. (The final decision will come from NCC)

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

The next meeting will be held on Monday 12th January 2026 7.00pm at Burgh Castle Village Hall

With no further business the meeting was closed at 7.41pm