

Burgh Castle Parish Council

Minutes from the Parish Council Meeting held on Monday 9th February 2026 held at Burgh Castle Village Hall

Present: Cllrs B. Swan (Chair), W. Griffiths (Vice Chair), M. Greenacre, S. Green, J. Hogg, S. Titterington, D. Mattison, K. Ruddock (Clerk) and one member of the public.

The meeting commenced at 7.00pm

Public Section

A member of the public was present at the meeting to report severe road bank erosion at the entrance to Mill Farm, Mill Road. It is thought the erosion is a direct result of the recent rainfall and a consequence of the inferior road drainage system put in a few years ago which is not fit for purpose, the drainage pipes need investigating and unblocking. Complaints regarding this have been sent to Norfolk Highways but without response or remedial action. There is great concern that this is hazard to road users and a danger to people entering and leaving Mill Farm. A vehicle has already overturned outside the property, thankfully no one was seriously injured, residents are concerned this could happen again.

The Chairman added that flooding at this location has already been reported to the NCC Highways, however the Clerk will forward the information and photos provided by the resident onto the Highways Engineer and any updates will be reported at the next meeting.

It was also agreed as suggested, to ask Highways if “flood warning” road signs could be installed on the road.

The main meeting then commenced at 7.15pm

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 12th January 2026 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.

4. MATTERS ARISING

Amaroo Dykes

It was reported NCC Highways has passed this matter of the blocked dykes onto the Lothingland Drainage Board, the GY Environmental Services has reported the movement of materials on the site to the Environment Agency.

5. HIGHWAY MATTERS

Installation of Bus Shelter – Cherry Tree Corner, Mill Road

The manager of the Cherry Tree Holiday Resort has confirmed the park will purchase the new litter bin and will undertake emptying it. The Clerk has advised the park manager that a street furniture license will need to be approved by the Highways Engineer. The Clerk will complete the necessary paperwork to obtain the license once the new shelter is in place.

Swallow Barn, Mill Road

It was reported two metal stakes have been used to secure a large stone at the front of the property, however the stakes are sticking up too high on highways land and therefore may be a safety hazard. It was agreed to report this NCC Highways

Land North Side of Back Lane – dumping of waste

An officer from the Environment Agency reported whilst in the area before Christmas, they had looked at the site. It was difficult to see much from the outside and the gate was padlocked. However, they now have contact details for the landowner and are trying to get hold of them to ascertain who has access to the land. It was agreed to make this agenda items at the next meeting as it was reported more material has been dumped on the land.

Damaged finger signs Stepshort/Mill Rd./Butt La. Junc & Church Rd./High Rd/Butt La. Junc.(& High Rd name plate)

The High Rd/Church Rd finger sign has been reported to NCC and the street sign to GY Services. The Butt Lane/Stepshort finger sign will be replaced at the start of the financial year by NCC Highways.

Litter Pick

It was agreed to ask GY Services if they could schedule in another litter pick for the village.

Millfields footpath

The Chairman reported the trees & grass have both now been cut. A quotation has been received from Michael Riches which totals £160.00 inc vat to remove the spoil heap. It was agreed to accept this quotation, proposed Cllr Swan, seconded Cllr Greenacre. All in Favour.

Church Road

It was agreed to obtain an update from the Highways Engineer concerning the previously reported dip in the road opposite “Westdene” on Church Road.

6. FIRST BUS

Cllr Titterington reported a double decker First Bus had caused damage to a tree when trying to pass a cement lorry on High Road which resulted in a large branch being broken off the tree. Concern was raised that the village isn't suitable for double decker buses. Passenger numbers are low and the buses are causing a dramatic erosion of the verges. The widening of the road is also resulting in an increase in the number of drivers speeding. This matter has been reported to both Highways and First Bus so they are aware of the issue.

During Discussion it was generally agreed that Burgh Castle is the quiet end of this bus route. Further along the route into Bradwell, Gorleston and onto Great Yarmouth the bus does become very busy. A big concern would be if First Bus was to look into this issue, Burgh Castle could potentially lose this bus service altogether which a lot of residents heavily rely on. It was therefore agreed to note Cllr Titteringtons comments. Cllr Titterington reported a double decker bus had mounted the grass verge outside his property to allow another vehicle to pass through. This caused concern from a safety aspect for passengers as the bus as hit the tree canopy and a large branch was broken.

7. BURIAL GROUND

Memorial bench and Plaque

It was reported payment has been received for the new memorial bench, the family will be purchasing the plaque directly from Engraphics.

Trimming back grass edges

This work is due to be undertaken in March

Purchase of Land from N.A.T.

There was no update to report.

Burial Ground – unauthorised items

It was agreed to arrange a date at the next meeting to undertake an inspection of the burial ground.

Concerning the leaning memorial headstone, it was agreed for the Clerk to look back in the old records to see if the funeral director details can be found as the next of kin contact details are not up to date.

8. FINANCE & ADMINISTRATION MATTERS

	Detail	VAT	Amount
BACS	Kate Ruddock 559.04, less tax 111.80 plus Jan, Feb, March 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	Burgh Castle Village Hall – maintenance grant		£1000.00
BACS	Burgh Castle Village Hall – meeting hire		£165.00
DD	Lloyds Bank Charges		£4.25
	Total	£1.70	£1918.02

Income: Burial Ground £0

Income Memorial Bench £702

Bank Balance after payments:

Lloyds Current Acc	£ 500.00
Lloyds Instant Access Acc	£12,654.52
Lloyds Investment	£10,000.00

	£23,154.52

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

9. SHORT TERM DEPOSIT

It was agreed to reinvest the £10,000 with Lloyds on a one-year short term investment, the rate being 2.04%. Proposed Cllr Swan, seconded Cllr Griffiths. All in Favour.

10. ASCERTAIN 10 – IT POLICY

Prior to the meeting the clerk had circulated to all members a copy of the draft IT policy which is now a new legal requirement to have in place to meet the 2026 Audit requirements. To accept the policy Cllr Greenacre, seconded Cllr Hogg. All in Favour. Please note a copy of the policy is appended to the minutes.

11. PLANNING

06/26/0012/HH 41 Butt Lane Single Storey front extension

It was agreed to submit no objections subject to neighbour's comments for the above application.

06/25/1053/VCF Burgh Castle Roman Fort Car Park

Variation of Condition 8 (Requirement for use of access control barrier) of pp 06/08/0789/F (New access, car park, coach park, disabled access, footpaths and information areas) - Amendment to the condition to no longer require the access barrier to be used to prevent access to the car park between the hours of 20:00 and 08:00 the following day.

It was agreed to submit no objections subject to neighbour's comments for the above application. Proposed Cllr Greenacre, seconded Cllr Hogg. All in Favour.

Applications Refused:

06/25/0363/F – Land between Roman Way & 1 Cement Cottages

Retrospective application to provide a new vehicular access to the north and to widen the existing site entrance to the south, install fencing and gates, and to create a gravel vehicular access route around the perimeter. Councillors noted that they will need to keep an eye on the site to ensure that the unauthorised works are removed.

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

The next meeting will be held on Monday 9th March 2026 7.00pm at Burgh Castle Village Hall

With no further business the meeting was closed at 7.54pm