

Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Wendy Griffiths

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

Present: Cllrs B. Swan (Chair), W. Griffiths (Vice Chair), M. Greenacre, S. Titterington, D. Mattison, K. Ruddock (Clerk) and Borough Councillors Murray-Smith and Carpenter .

The meeting commenced at 7.00pm

Public Section

Borough Cllr Carpenter confirmed he is still trying to obtain an update concerning the blocked dykes at Amaroo.

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Hogg and Green.

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 9th February 2026 had been circulated to all members prior to the meeting. It was agreed to accept as a true and accurate record with one amendment. Which is to add during item 6, First Bus, “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 hit the tree canopy and a large branch was broken.”

Proposed Cllr Griffiths, seconded Cllr Mattison. All in Favour.

4. MATTERS ARISING

There were no matters arising.

5. HIGHWAY MATTERS

Mill Road - Unauthorised road closure extending from authorised closure

The following reply was received from NCC Highways.

Thank you for bringing this to our attention. We would welcome reports of this nature when the contravention is in progress to enable us to investigate and address directly with the contractor / responsible party at the time. It is difficult to address post-event on a third-party report without witnessing ourselves or photographic evidence.

It is an offence to interfere with temporary traffic signs and guarding, but it is enforced by the police authority rather than NCC Highways. Please don't hesitate to report any similar instances in the future and we will endeavour to address any issues whilst they are ongoing where possible.

Mill Fields Footpath - update

Michael Riches has confirmed he will remove the spoil heap in the next two weeks.

Cherry Tree Corner – Litter Bin and Bus Shelter

There have been no further updates concerning these installations.

Damaged Finger Signs and missing road sign

NCC have confirmed both will be replaced in due course.

Roman Fort

One of the top steps (sited on the steep steps) located at the north west corner of the site are in need of being repaired.

Cllr Titterington added some of the wiring on the board walk is in need of being repaired and the boardwalk itself has now become very slippery.

Cllr Titterington confirmed he has received an acknowledgment from NCC since reporting the First Bus double decker incident to them.

6. BACK LANE

Prior to the meeting updates had been received from the Environment Agency in relation to the unauthorised waste dumped in the field to the North of Back Lane.

The Environment Agency reported they have managed to get in touch with the landowner who are confident that no-one other than themselves or family members have access to the land and that no waste is being brought onto the land other than that which is fly-tipped directly outside. Which is something they are looking to get removed.

There is a Regulatory Position Statement which could allow for the storage of such wastes provided the conditions are met: Storing fly-tipped waste and waste from trash screens and litter bins: RPS 60 - GOV.UK. The E.A. will ensure that this message is passed onto the landowner. Great Yarmouth Borough Council are aware of the site and have provided some details which will again be passed onto the landowner with regard to having the waste removed.

The landowner has been provided with a copy of the conditions for RPS 60 and also contact details which Great Yarmouth Borough Council provided for the company they use to remove waste.

If there are concerns that waste is continuing to be imported to the land, which is more than the fly-tipped waste already referred to in the attached email, then this may need to be passed over to our Enforcement Team as they deal with suspected illegal waste sites.

Cllr Mattison expressed concern that this matter has been ongoing for approximately three years and nothing has been done about the waste on the land. Cllr Titterington added the condition of the water on a section of the nearby dyke is also very poor quality and looks very brown in comparison to water seen in other sections of the dyke.

Following some discussion, it was agreed for the Clerk to forward the information and photos of the waste dumped on the land to Borough Cllr Carpenter so he can then make further enquiries with the E.A. It was agreed Cllr Titterington to take photos of the potentially polluted water in the dyke which the Clerk can then forward onto the Broads Authority.

7. MILL ROAD

Flooding – No update has been received from NCC Highways Department concerning this matter. It was agreed to chase this up with the Highways Engineer along with the request for new flood warning signs.

8. BURIAL GROUND

Purchase of Land from N.A.T.

There was no update to report. The Chairman confirmed the current burial ground is approximately 73x25 metres (including hedges).

It was agreed to inform the N.A.T. that the Parish Council would like to purchase up to an acre of land for a new burial ground, preferably the section of land opposite the Church on the left-hand side of Church Road heading towards the church.

Burial Ground – unauthorised items

It was agreed to defer this matter to the next meeting.

Leaning Headstone

The Clerk reported Jary's have advised if a listed next of kin passes away or doesn't advise them of new contact details if they move away they then have no other way to then contact them.

If Jary's are contacted by the parish council about a dangerous headstone they will come out and inspect the headstone. If it is dangerous they will then lay the headstone down, it is then the parish council's responsibility to rope it off and fix a notice to the headstone stating how long it will be left and what is wrong with it. The parish council will then have to decide as to whether they will undertake and pay for the repairs needed or what to do with the headstone.

In the case of plot 27 Long, the stone mason has been and checked the headstone, which was not dangerous. They have packed the base and repaired the pins so the headstone is now in good order, they also confirmed they would not charge the parish council for this work. Moving forward the Stone mason is happy to meet with the Clerk/councillors to show what basic repairs could be needed.

Cllr Swan confirmed he would attend a meeting with the Stonemason and the Clerk. It was also agreed to check with the parish council insurers when the renewal is due if it contains any cover for damaged headstones and their repair within the policy.

9. FINANCE & ADMINISTRATION MATTERS

INV		Detail	VAT	Amount
85	BACS	Kate Ruddock 559.04, less tax 111.80		£447.24
86	BACS	Nina Dockerty		£128.21
87	BACS	HMRC Kate Ruddock tax 111.80, employer NIC 21.31		£133.11
88	DD	Microsoft 365	£1.70	£10.21
89	DD	Lloyds Bank Charges		£4.25
90	BACS	M. Riches – removal of spoil heap in Burial Ground	£85.00	£510.00
		Total	£86.70	£1233.02

Income: Interest £255.3

Bank Balance after payments:

Lloyds Current Acc	£ 500.00
Lloyds Instant Access Acc	£11,683.12
Lloyds Investment	£10,000.00

	£22,183.12

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

Audit of 2025/26 Accounts

To note the parish council income is expected to exceed £25,000 this year due to early receipt of bus shelter funding, therefore we will be subject to a full audit return this year

Web site header

The clerk is enquiring of NALC if it is possible to 'localise' the picture used on the header and any relevant procedure to install.

10. APM & APCM

The Annual Parish Meeting and Annual Parish Council Meeting will both be held on Monday 11th May. The APM will commence at 7pm and the APCM will follow directly afterwards.

11. PLANNING

06/25/1103/PAD Agricultural shelter 90 west of Rose Cottage, Doles Lane, Oak Park Farm, Burgh Castle
Application to determine if prior approval is required for the proposed conversion of the existing agricultural storage shelter, into a single two-storey 3-bedroom residential dwelling (Use Class C3), with associated external alterations including erection of new external wall to west elevation. (under the provisions of Schedule 2 Part 3 Class Q of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended))

All members declared an interest concerning this application as the applicant is a contractor for the council therefore no comments will be submitted for the above application.

Planning Applications that have been Approved:

02/26/0012/HH 41 Butt Lane Single storey front extension

Earlier Refused Application

02/26/0363/F Land between Roman Way & Cement Cottages New entrance etc.

It was agreed to inform GYBC planning and the enforcement officer that the new and unauthorised entrance is still being used

It was agreed to add the following comment to relevant new planning applications for new dwellings.

“The application must ensure extra parking is included within the application.

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

The next meeting will be held on Monday 13th April 2026 7.00pm at Burgh Castle Village Hall

With no further business the meeting was closed at 7.43pm