

# Burgh Castle Parish Council

Chairman: Brian Swan

Vice Chair: Wendy Griffiths

## Minutes from the Parish Council Meeting held on Monday 13<sup>th</sup> April 2026 held at Burgh Castle Village Hall

**Present:** Cllrs B. Swan (Chair), W. Griffiths (Vice Chair), M. Greenacre, S. Titterington, J. Hogg, S. Green, K. Ruddock (Clerk) and three members of the public including County Cllr Smith and Borough Cllr Murray-Smith.

*The meeting commenced at 7.00pm*

### Public Section

#### Local Government Reorganisation

County Cllr Smith reported the government has now reached their decision and have decided upon a three unitary council which was supported by GYBC. Moving forward as from the 1<sup>st</sup> April 2028 GYBC and will cease to exist. The new council elections will take place in May 2027, the Mayoral elections have now been put back and will take place in May 2028.

*The main meeting commenced at 7.03pm*

### 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Borough Cllr. Carpenter and Cllr Mattison.

### 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 9<sup>th</sup> March 2026 had been circulated to all members prior to the meeting. After adding “Cllr Hogg as having reported the issue with the steps from the Fort to the riverside path” to accept the minutes as a true and accurate record proposed Cllr Greenacre, seconded Cllr Griffiths. All in Favour.

### 4. MATTERS ARISING

Cllr Hogg reported the steel enforcement rods which are next to the highway outside “Swallow Barn”, Mill Road still have not been removed. County Cllr Smith confirmed he will chase this up with the Highways Engineer.

### 5. HIGHWAY MATTERS

#### White Lines, Mill Road/Butt Lane Junc.

The Highways Engineer reported they will be surface dressing all these roads over the summer and lining will be refreshed following this work.

#### Repeater speed limit signs –

The Highways Engineer reported yes it possible to clean all these signs in the village. However I'm not sure when we will be able to issue this though as there is already a substantial backlog of work we are awaiting issuing in the new financial year.

#### Millfields Footpath

The Chairman reported the spoil heap still has not been removed, the clerk has reminded Michael Riches earlier today. Cllr Hogg queried if a waste transfer slip would be produced.

#### Cherry Tree Corner – Bus shelter & litter bin

There was no update to report at the current time, it was agreed for the Clerk to chase this matter up with NCC.

## **6. BACK LANE**

The Clerk reported she had been contacted by the member of public concerning the horse warning road signs on Back Lane who expressed concern the one on the Queens Head P.H. end was in the wrong position. However this matter had already been raised with the Highways Engineer previously who responded to say that they were happy with the sign at it's current location and would not be looking to reposition it. The member of public also reported there are two collapsed drains in the Highways near to this sign. Cllr Titterington agreed he would take a look and send photos to the Clerk.

### Waste on Field

The Clerk reported she had sent the photos provided by Cllr Titterington showing the polluted section of dyke and fly tipping on Back Lane to Tony Wilkins at the B.A, Hannah Johnson at the E.A and Borough Cllr Carpenter.

Borough Cllr Carpenter reported he had recently visited Back Lane and had a good look around the land there. Yes, there is rubbish dumped on that land but obviously I can't say if it has been recent.

There appear to be two entrances onto that land both of which were closed off with bar gates when I visited there and there was no rubbish on the highway. I have written to Environmental Services and the Environment agency on this requiring further intervention as necessary and await their replies.

Unfortunately, the Officer at the EA is away from office until 14<sup>th</sup> April.

A reply had been received from the Broads Authority which stated they will forward this information onto the local Environment Officer at the EA and also to GYBC waste team department for their comments.

County Cllr Smith handed a copy of a letter to the Clerk that he had received from the land owner of the field in question. They have explained to County Cllr Smith that they had been contacted by the Officer at the E.A. and are in the process of getting the land cleared, and would be happy to attend a future Parish Council meeting to discuss the matter further. All the rubbish and waste on the land have been fly tipped over a period of a few years since Covid, and have not been discarded by the land owner.

## **7. MILL ROAD**

### Mill Road Flooding – Update from the Highways Engineer

The Highways Engineer reported they had cleaned and mapped these pipes on the 25<sup>th</sup> of November, there was no report of an issue with the pipework. These systems are only as good as the outfall, which in this case is a dyke. The Clerk confirmed she had sent all photos and the sketch provided by the land owner onto the Engineer.

The landowner has again been in contact with the clerk saying that he has had no contact from Highways. After discussion County Cllr Smith confirmed he would try to arrange a site meeting between the land owner and Highways Engineer or one of his team in order to resolve this issue.

## **8. BURIAL GROUND**

### Purchase of Land

There were no updates to report.

### Skip Emptying

The Chairman reported the skip at the burial ground now does need emptying again, this will be arranged by the Clerk.

### Edge Trimming

The Chairman reported Garden Guardian have edged the path which they said was difficult due to cement backing the edge strips, it will not be possible to cut back by the sides of the gravelled beds.

Cllr Greenacre suggested the Parish Council contacts the Community Payback Scheme to enquire if they could undertake the works needed around the flowerbeds. This was agreed Cllr Greenacre will forward the contact details of the groups organiser onto the Clerk.

### Burial Ground Inspections

It was agreed by all members for the next inspection to take place on the 19<sup>th</sup> May at 2pm. Cllrs Swan, Greenacre, Griffith and Green confirmed they would be able to attend.

## **9. FINANCE & ADMINISTRATION MATTERS**

| INV |      | Detail                                                                | VAT            | Amount          |
|-----|------|-----------------------------------------------------------------------|----------------|-----------------|
| 1   | BACS | Kate Ruddock 571.20, less tax 114.20 = 457.00, plus £10 broad/tele    |                | £467.00         |
| 2   | BACS | Nina Dockerty 133.46 less tax 1.00                                    |                | £132.46         |
| 3   | BACS | HMRC Kate Ruddock tax 114.20, employer NIC 23.13 N. Dockerty tax 1.00 |                | £138.33         |
| 4   | DD   | Microsoft 365                                                         | £1.70          | £10.21          |
| 5   | DD   | Lloyds Bank Charges                                                   |                | £4.25           |
| 6   | BACS | Garden Guardian inc extra work edging path 150.00                     | £164.42        | £986.53         |
| 7   | BACS | Scribe – annual subscription                                          | £56.20         | £331.20         |
|     |      | <b>Total</b>                                                          | <b>£222.32</b> | <b>£2069.98</b> |
|     |      |                                                                       |                |                 |

### **Income: Burial Ground £36 Jarvis**

#### **Bank Balance after payments:**

|                           |            |
|---------------------------|------------|
| Lloyds Current Acc        | £ 500.00   |
| Lloyds Instant Access Acc | £9,653.98  |
| Lloyds Investment         | £10,000.00 |
|                           | -----      |
|                           | £20,153.98 |

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

### Air Ambulance Grant Funding Request

It was agreed by all members taking into consideration that the Parish Council does not use public money to donate to outside bodies that they would not be able to provide any grant funding at this time.

### NALC AGM Great Massingham 14<sup>th</sup> May 2026

The Chairman requested to send an e-mail to NALC (copying in our local representative Nigel Light of Belton with Browston PC), asking that AGM's be kept central to the County in the future.

## **10. PLANNING**

### **BA/2026/0080/HOUSEH Cliff House Farm, The Dell, Butt Lane, Burgh Castle**

Removal of 3 outbuildings and construction of 2 new buildings that are required on site

It was agreed by all members to object to the above application. It is felt the reason as 'required on site' is unacceptable, this is not a development on an existing footprint(s).

If planning permission is granted the parish council would like the following conditions added:

1. The new buildings are not permitted to be used for holiday or residential use taking into account the plans which show balcony and skylights on the buildings.
2. The buildings must be retained within the curtilage of the main dwelling and only used in connection with the main property.
3. That skylights have suitable screening to comply with Neighbourhood plan Policy 9 (Dark Skies).
4. More traditional timber should be used for the cladding and doors.
5. Will an archaeological dig be required to be undertaken at the site?

**Applications Approved:****06/25/1053/VCF Roman Fort Car Park, Butt Lane**

Removal 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) - Remove 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.

**Planning Update:****Town and Country Planning Act 1990 (as amended by the Planning and Compensation Act 1991)****Land at Butt Lane Burgh Castle – Refusal Of Planning Permission 06/25/0363/F**

Thank you for your email. Just to clarify the application reference number is Land between Roman Way and 1 Cement Cottages Butt Lane Burgh Castle Great Yarmouth NR31 9QD.

I have this morning received confirmation from the Owners of the affected land that they will be appealing the refusal of planning permission and submitting a separate application for planning permission in relation to other development on the land which they have been discussing with Katherine Brumpton (Senior Planning Officer) while the access application was being considered and determined.

From an enforcement perspective, I have advised them that I will be drafting an enforcement notice and enforcement notice report to reflect the refusal of planning application 06/25/0363/F.

With regards to the ongoing use of the access, until such time as an enforcement notice is served, and the compliance date has passed, there is no criminal offence on planning grounds. As with all enforcement notices, there is a right of appeal, and the appeal would suspend the compliance period until the appeal is determined.

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

The next meeting will be held on Monday 11<sup>th</sup> May 2026 7.00pm at Burgh Castle Village Hall. APM commencing at 7pm, APCM will follow directly afterwards.

*With no further business the meeting was closed at 7.50pm*