



BURNHAM MARKET PARISH COUNCIL

MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday, 19th of December 2022 at 6:30pm at Burnham Market &
Norton Village Hall, Beacon Hill Road, Burnham Market, PE31 8EN.

Present: Cllrs. D Clark (Chair), P Borlace, J Scoles, R Campbell-Gray, G Nelson, D Ayles, F Froud,
H Bingley.

Members of the public: 13

1. Welcome from the Chairman.

Apologies and consideration of acceptance for absence.

Cllrs Morris – abroad. Parish Clerk - illness

2. Member's declarations of interest and requests for dispensations:

Cllr Borlace re planning application 22/02165/F

3. Public Speaking:

- a. Two members of the public raised Highways matters which require sending directly via the NCC portal. The Chairman to advised that they need to email the Clerk and to be discussed with Highways relating to the dangerous car parking outside the Nelson public house.
- b. Covenants on new developments regarding second homes was raised.
- c. Planning Application 22/02134/F – the downstairs bedroom and wet room are urgently required for an ill family member and this to be taken into consideration.
- d. Enforcement issue re frontage parking at 5 Beacon Hill was raised and this is now under the enforcement officer at Borough Council.

4. The minutes of the Full Council Meeting held on the 21st of November 2022 were agreed as a true and correct record Proposed Cllr Scoles, seconded Cllr Borlace and all in favour who were present at that meeting. The Extraordinary Meeting minutes, held on the 8th of December 2022 were agreed as a true and correct record. Proposed by Cllr Borlace, seconded Cllr Froud, and all present at that meeting in favour.

5. Matters arising from the last meeting:

- 5.1 Craft Fair and Car Parking – the date has been approved and the PC are happy to provide the car parking with personnel etc. To be finalised at the January meeting.
- 5.2 Defibrillator training – to be carried forward to the January meeting due to time constraints.
- 5.3 Highways site visit – to be arranged asap.
- 5.4 Beat Manager visit – Chairman still awaiting a response.

6. To receive any reports:

6.1 County Councillor Andrew Jamieson: No report

6.2 Borough Councillor Sam Sandell: No report

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Signed

Date

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7. Planning:

7.1 To consider and respond to Planning Applications received from Kings Lynn Borough Council as below plus any additional planning applications circulated by the clerk prior to the meeting:

22/02154/F – Variation of Conditions 1 and 11 of Planning Permission 22/00859/F: Variation of Condition 2: 21/01957/F - Demolition of GP surgery and erection of 4no. dwellings at Doctors Surgery Church Walk Burnham Market Norfolk PE31 8DH –

Removal of trees not significant – proposal to support by Cllr Campbell-Gray, seconded Cllr Clark and all in favour.

22/02160/F - Extend single storey utility room to accommodate new day room and utility room. Alterations to glazing in kitchen/dining room: replace corner windows with brick and flint wall at Leewood Herrings Lane Burnham Market Norfolk PE31 8DW – support proposed Cllr Campbell-Gray, seconded Cllr Scoles and all in favour.

22/02165/F - Construction of a single storey first floor extension, with internal alterations to the ground floor, following refusal of previous application. Refusal Notice ref:21/01806/F issued 2/8/22. at Howards Barn Creake Road Burnham Market King's Lynn Norfolk PE31 8EN – Objection proposed by Cllr Campbell-Gray as per original objection of overdevelopment, seconded Cllr Clark and all in favour with 1 abstain.

22/02134/F - Proposed Rear Extension at 5 Beacon Hill Burnham Market King's Lynn Norfolk PE31 8ET – as not seen from the road, support for the application proposed Cllr Borlace, seconded Cllr Campbell-Gray and all in favour.

22/02161/LDP - Burnham Market 583835 342274 **LAWFUL DEVELOPMENT CERTIFICATE**: Installation of roof lights Blencathra Joan Shorts Lane Burnham Market – support for this with low vlt glass. Support proposed Cllr Borlace, seconded Cllr Clark and all in favour.

22/02171/F – single storey extension and replacement of casement windows at Arnolds, Joan Shorts Lane – Support proposed Cllr Clark, seconded Cllr Borlace and all in favour.

22/01413/LA_TEN | Temporary Event Notice (TEN) | Current Licence | The Hoste Arms 14 Market Place Burnham Market Norfolk PE31 8HE for 23/12/22 – For information.

7.2 Decisions: (for information)

None

7.3 Enforcements: (for information only)

22/00554/UNOPDE | Alleged unauthorised operational development | 5 Beacon Hill Burnham Market King's Lynn Norfolk PE31 8ET

22/00505/BOC | Alleged breach of condition | No.TWENTY 9 29 Market Place Burnham Market Norfolk PE31 8HF

7.4 Appeals: (for information only)

21/02160/F - Variation of condition 2 of planning permission – replacement dwelling and garage/store at Appletrees, Herrings Lane Ref 22/00060 – 2.12.22 – appeal lodged.

22/00057/REF | Proposed holiday let following conversion of garage, alterations, and part use of dwelling | 4 St Ethelberts Close Burnham Market Norfolk PE31 8UT – appeal against refusal.

8. Finance.

8.1 To approve the circulated Bank Reconciliation, statements, payments, and receipt reports for November - proposed by Cllr Campbell-Gray , seconded by Cllr Borlace and all in favour. Bank reconciliation shows total of £94,983.88 to end of November.

8.2 To consider and approve circulated payments for December (to date) proposed Cllr Froud, seconded Cllr Campbell-Gray and all in favour.

9. Administration:

9.1 Clerks Report:

Attended election training and elections will be held on the 4th of May.

Working on the NDP reg 14 updates.

Grass cutting at the churchyard has been paid for by a private donation of £300 – concerns raised by Cllr Campbell-Gray that the parish council grass cutting contract is kept separate.

Email changes now complete with Unity Trust Bank

Playing field – Heronwood have now put 2 locks and a chain on the metal pipe to stop vehicles on the playing field. Codes remain the same.

Request from a resident regarding the poor road drainage at Rogers Row. Highways came out the same day and a road sweeper via Borough is required to clear the debris. Resident most impressed with the speed of response.

Email from Cllr Campbell-Gray regarding a resident's concern on possible drug selling. The police have asked for a log to be kept with times and vehicle registrations.

9.2 Resilience Working Party inc Emergency Plan – Cllr Campbell-Gray advised that 8-10 key people would be set up and access via a what's app. This group would include traders, pastoral care, emergency details etc. The plan is in a draft stage but should be ready by January 23. Concern was raised regarding how this would be communicated, especially to residents with no internet. The newsletter will be key. Note clerk confirms that this is a working party as shown on the website.

9.3 Staffing Committee – the clerk has requested that this be abolished. The clerk is the only employee and is employed by all parish councillors so any staffing matters should be discussed at a closed meeting, usually following a Parish Council meeting. Proposed Cllr Clark, seconded by Cllr Aylen and all in favour.

9.4 Posters/Flyers – as raised by Cllr Campbell-Gray, this was discussed and it was decided to put a document together advising that only village / parish organisations should be allowed to advertise. A suggestion was made to procure a new public display noticeboard with businesses contacting the clerk for permission. More discussion is required as the clerk would not be ideally placed to approve. The Parish Council Facebook page could be used but Instagram is more commonly used now. A councillor would need to take this on.

10. Highways:

10.1 Highways have confirmed that they will be happy to set a date to visit during January 23.

10.2 SAM 2 unit, Cllrs Scoles and Nelson are awaiting training.

10.3 Barrow Pit update – Highways have advised that they never promised a trod and the Parish Council would have to pay – this is not in the budget and would require funding.

11. Amenities:

11.1 Recreation Ground – clerk has received 3 requests from residents for access to using the new football posts. Cllr Aylen advised that the new goal posts are now assembled, and the nets should be put on and in the correct location this week.

11.2 Allotments – No update

11.3 Pavilion Area Project – Cllr Scoles reported that a quote for a 20 ft container had been received and the ground to be stabilised. Once in place, the cones and barriers in the pavilion can be moved and stored permanently in the container. This would then clear the pavilion for the required maintenance. Discussions on use to continue.

12. Correspondence:

12.1 Defibrillator training – as item 5.2 – training to be organised to include members of the public.

12.2 Local Plan Review – deferred to next meeting as Cllr Sandell not present.

12.3 Food Trader enquiry – it was agreed that a format to be considered and both Borough and County Councils to be re-contacted.

12.4 2023 dates for Auction on the Green proposed from 19th June to the 11th of September and these were approved by all present.

12.5 Resignation of Cllr Smith – the Chairman thanked Cllr Smith for her work on the Parish Council.

- 12.6 Closure of the post office update – The Chair had spoken to the manager and no interest has been shown to date. Cllr Froud advised that interest from parties outside of the Parish Council would be a private matter at this time.
- 12.7 Co-option applications – 3 applications have been received and copies sent out to all councillors.
13. Neighbourhood Development Plan – Awaiting the revised documents from CCP which will then go directly to the Borough and copies will be available to all and on the website.
14. Matters for next agenda:
- a. Craft Fair and car parking
 - b. Highways visit
 - c. Beat Manager visit
 - d. Pavilion update
 - e. Co-options
15. Public participation:
- a. Concerns raised regarding the Roy Property allotments on leases and the future. Cllr Borlace advised that the NDP had removed the land from the Green Spaces as per the Extraordinary meeting on the 8th of December and a letter had been sent to Roy Properties confirming this action. It is sincerely hoped that this will close the matter.
 - b. The Creake Road allotments were raised as they are still on the Green Spaces. This is because Holkham Estates did not request a removal but can still make a request at Regulation 16.
 - c. Vegetation cut back on road/path sides to be included in the Highways visit, especially on Station Road. Issue with bins to be a separate matter with Cllr Campbell-Gray. No update on the car park at the playing field due to awaiting funding applications.
 - e. Crowd funding proposed to purchase the former Methodist church but it was thought that this may have already been sold.
 - f. Defibrillator training – suggested the school are included in training.

Meeting closed at 7.56pm and the chairman thanked all attendees.

Next meeting is on the 16th of January 2023 from 6.30pm.

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Signed

Date

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