

# MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday 15<sup>th</sup> November 2021 at 6:30pm  
at Burnham Market & Norton Village Hall,  
Beacon Hill Road, Burnham Market, PE31 8EN.

Present: Cllrs D Aylen, R Campbell-Gray, P Borlace, K Neville-Eliot, J Scoles, P Woodhouse (Chair).

Clerk: Caroline Boyden

Members of the public: 3

1. Welcome from the Chair and following an interview last week, the new clerk Caroline Boyden was introduced.
2. Apologies and consideration of acceptance for absence.  
Cllr Lumley
3. Members' declarations of interest and requests for dispensations.  
Cllr Campbell-Gray re planning application Joan Shorts Lane ref 21/01950/F  
Cllr Neville-Eliot re planning application West Mead, Docking Road ref 21/20144F
4. The minutes from the Full Council Meeting held on Wednesday 20<sup>th</sup> October 2021 were agreed as a true and correct record and signed by the Chair. Proposed by Cllr Scoles, seconded Cllr Neville-Eliot.
5. Public Speaking  
Regarding item 14 – Building on the Surgery site. Concerns were raised regarding the flooding issue and the neighbour not wanting or agreeing for drainage water to enter his pond. The matter of adding a footpath was also raised.
6. To receive any reports:
  - 6.1 County Councillor Andrew Jamieson, not present.
  - 6.2 District Councillor Sam Sandell, not present.
  - 6.3 Police Representative Paula Gilluley, not present.
7. A report on progress on items from previous meetings.
  - 7.1 Update on the artwork for the noticeboard map. Cllr Scoles advised that the new artwork should be available early 2022.
  - 7.2 The Platinum Jubilee meeting was well attended with some excellent ideas and very positive. The local traders will be funding the 4 day celebration and the Parish Council have offered to assist with any paperwork.
8. Planning.
  - 8.1 Planning Applications received from Kings Lynn Borough Council:
    - 8.1.1 21/02038/F Woodcroft, Herrings Lane, retrospective application for a boundary wall. Support of application proposed by Cllr Campbell-Gray, seconded by Cllr Scoles Road. All in favour.

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Signed .....

Date .....

Parish Clerk - Tel: 07437529179

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- 8.1.2 21/02144/F West Mead, Docking Road, extension and garage conversion with new 3 bay garage. Support proposed by Cllr Woodhouse, seconded Cllr Scoles with a condition that the annex is not to be used as a self contained FHL.
  - 8.1.3 21/01950/F Crossing Cottage, Joan Shorts Lane, construction of an agricultural building for storage/maintenance of machinery. Support proposed by Cllr Woodhouse, seconded Cllr Neville-Eliot
  - 8.2 The decisions taken by Kings Lynn Borough Council were NOTED:
    - 8.2.1 21/01263/F Tradewinds, Docking Road 5 bed new dwelling. Permitted
    - 8.2.2 21/01657/F No Twenty9, 29 Market Place B & B accommodation & conversion of outbuildings. Permitted
    - 8.2.3 21/01508/F Cedar House, Station Road Erection of a two storey house – Application Withdrawn
9. Finance.
- 9.1 The Budget Expenditure Report was received.
  - 9.2 To consider and approve the payment list for November to date. Acceptance proposed Cllr Woodhouse, seconded Cllr Scoles and all agreed.
  - 9.3 To approve changing the bank administrator to the new Clerk – proposed Cllr Scoles, seconded Cllr Neville-Eliot and all agreed.
  - 9.4 Finance Meeting 8.11.21 – to approve draft budget and precept for 22/23. Agreed a 5% increase to the present giving figure of £41,475 proposed Cllr Woodhouse, seconded Cllr Borlace and all agreed. Approval for Cllr Scoles to join the Finance Committee with Cllr Campbell-Gray resigning from this committee, was agreed,
10. Administration.
- 10.1 To review the website and discuss new proposal. Agreed to go for the new website asap, proposed by Cllr Scoles, seconded Cllr Campbell-Gray and agreed by all.
  - 10.2 To approve moving to the Scribe Accounting system proposed by Cllr Woodhouse, seconded Cllr Scoles and agreed by all.
  - 10.3 To approve a contract mobile phone for the clerk – proposed by Cllr Woodhouse, seconded Cllr Campbell-Gray and agreed by all.
  - 10.4 Cllr Borlace was proposed for a Planning lead and member of the Staffing Committee – proposed Cllr Campbell-Gray, seconded Cllr Aylen and agreed by all.
11. Highways
- 11.1 An update on the meeting with Highways was given by Cllr Scoles and the SAM2 unit plus posts plus white gates had been agreed for the 50:50 partnership scheme. Clerk to send out forms asap to Cllr Scoles for completion.
12. Neighbourhood Development Plan
- 12.1 & 2 An update of the Neighbourhood Development Plan had been received and all were happy to approve the questionnaire and Tor which was proposed by Cllr Woodhouse, seconded Cllr Aylen.  
The Steering Group were thanked again for their progress and hard work.

- 12.3 The updated programme was approved by all.
- 12.4 It was agreed to postpone the approval of a new member of the Steering Group until the end of January 2022 following the questionnaire work.

13. Amenities

- 13.1 It was agreed to look into the condition of the pavilion with a view to restoration from the CiL funds. Cllrs Scoles, Ayles & Woodhouse to arrange a site visit.

14. Correspondence was NOTED:

Email	Helen Morris – Fleur Homes	Meeting request to discuss build on Stubbings Field	Clerk to respond to meeting
Email	Surgery	Flooding Report	Response to be sent, stating we can only comment on planning points.
Email	Jane Ridley	Winter Flooding & Joan Shorts Lane ditch	Discussions were held on this and Cllrs Campbell-Gray and Neville-Eliot to look into the Burn Alliance

- 15. Staffing – confirmation on the appointment of Caroline Boyden as Parish Clerk and RFO, following interview.

- 16. Matters for the next agenda.  
Neighbourhood Development Plan Update

- 17. Public Speaking.  
None

- 18. Forthcoming Meetings:  
Parish Council Meeting Monday 20<sup>th</sup> December 2021 at 6:30pm to be held at the Village Hall.

Meeting Closed: 19.49.

Signed .....

Date .....

Parish Clerk - Tel: 07437529179

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