



# BURNHAM MARKET PARISH COUNCIL

## MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday, 25<sup>th</sup> of September 2023 from 6.30pm at Burnham Market & Norton Village Hall, Beacon Hill Road, Burnham Market. PE31 8EN

Present: Cllrs D Clark (DC) Chair, P Borlace (PB), D Cressy (DC1), J Neville-Eliot (JNE), Angus Piper (AP) and the parish clerk.

Members of public: 15

The Chairman welcomed the attendance of the local police officers Francine Heath and Dave Norris who work out of the Hunstanton Police Station. Questions included signage on Herrings Lane and car parking – both highways issues. Advised to use 999 for emergencies only and 101 for non-emergencies or report online. Speeding issues were raised and the reports from the SAM unit will be taken into consideration. PC Norris will be attending with his speed camera. For reporting any activities/crimes anonymously, please use Crime Stoppers.

The co-option of Cecilia Evans as a parish councillor took place with all in favour. Cecilia was duly elected and welcomed onto the Parish Council.

1. Welcome from the Chairman  
Apologies received from Cllr Morris (holiday) and Sam Sandell (work commitments)
2. Member's declarations of interest and requests for dispensations – None
3. Public participation:
  - 3.1 The planning application on Overy Road Nurseries was raised regarding no observations made by the PC on March 1st but objections now following Conservation Officer report dated 21<sup>st</sup> of March. The Parish Council could not comment as had no information to hand, given that they had had no prior notice of this query. But would check chronology and comments as a matter of urgency and contact the person with required information. The Member of the public felt very let down.
  - 3.2 Re above, why not on this meeting agenda – due to consultation date having passed.(12.9.23)  
The Parish Council will check as soon as possible.
4. Minutes of the meetings held on the 17<sup>th</sup> and 25<sup>th</sup> of July 2023 were agreed as a true and correct record. Proposed Cllr Neville-Eliot, seconded Cllr Borlace and all in favour who attended those meetings.  
Page 1 of 4
5. Matters arising:
  - 5.1 Resilience Plan – no update but keep on the agendas
  - 5.2 Projects/Funding – Cllr Neville-Eliot is working on available funding

5.3 Hire charges for the playing fields & greens – it was decided that this required time and research. A working party was set up with Cllrs Clark, Piper and the parish clerk.

6. To receive reports:

6.1 County Councillor Andrew Jamieson – no report

6.2 Borough Councillor Sam Sandell – nothing new to report

7. Planning:

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

**22/02071/F** - Single storey rear extension and alterations to listed building at Northfield House 24 North Street Burnham Market Norfolk PE31 8HG – More information required to review the conservation report.

**22/02072/LB** - Single storey rear extension and alterations to listed building at Northfield House 24 North Street Burnham Market Norfolk PE31 8HG – as above

**23/00326/F** - Single storey extensions to the rear of Numbers 4 and 5 Mill Yard. NOTE Land ownership has been questioned.

**23/01439/LDP** Construction of a single storey extension to rear of existing bungalow and addition of new single storey outbuilding. | Angles Lane Bungalow Station Road Burnham Market King's Lynn Norfolk PE31 8HA – advised that the planning department are looking at this under Local Development Permission

**23/01660/F** Proposed new garden room and extension of utility. | Samphire 20 Ulph Place Burnham Market Norfolk PE31 8HQ

A comment of “no observations” was agreed as proposed by Cllr Piper, seconded by Cllr Cressy and all in favour.

**23/01653/F** Proposed loft conversion | 16 Mill Green Burnham Market King's Lynn Norfolk PE31 8DY – a comment of “no observations” was agreed but the loss of bungalows was raised by Cllr Cressy.

Proposed Cllr Clark, seconded Cllr Borlace and all in favour.

23/01688/F – Church Walk and 23/01663/F – Sutton Estate applications only just received and the planning advisory group to discuss.

7.2 Decisions: (for information) –

**23/01130/F** Single flat roof garage to side of property with Office/Gym to rear of garage | Guardian House Creake Road Burnham Market Norfolk PE31 8EW - PERMITTED

**23/00525/F** | Two storey rear extension and internal alterations | The House On The Green 79 Market Place Burnham Market Norfolk PE31 8HD – PERMITTED

7.3 Enforcements: (for information) - No new enforcements

7.4 Appeals: (for information) – No new appeals

Page 2 of 4

8. Finance

8.1 To approve the circulated Bank Reconciliation, payments & receipts for July & August 2023 proposed Cllr Clark, seconded Cllr Borlace, and all in favour. £78,428.50 in the bank accounts to 31.8.23

8.2 To consider and approve circulated payments list for September 23 (to date) proposed Cllr Borlace, seconded by Cllr Cressy and all in favour.

9. Administration/Committees
  - 9.1 Clerk's Report – The AGAR has now been signed off by the external auditor, PKF Littlejohn and we have met all the statutory requirements.  
Playground signage has been sourced with costs of £52 and approval was agreed by all to go ahead with purchase.  
All allotment invoices have been sent out.  
Waste Bin – the location is still awaiting approval from Serco.  
Auction on the Green dates for 2024 were approved.
  - 9.2 Jack's Wind Farm Committee – no update.
10. Highways
  - 10.1 SAM 2 – Cllr Clark advised that the data shows very high levels of speeding throughout the village and the results had been sent to the police.
  - 10.2 Trod update – clerk advised that this is on the Highways schedule and hoped to be completed in November 23.
  - 10.3 A member of the public raised the narrow pavement opposite the Nelson was causing problems with wheelchair access and this has been reported. Line painting is scheduled.  
No signage / speeding on Herrings Lane and clerk will send contact details for County Councillor. The trees planted by the Borough Council on the car park have died.
11. Amenities
  - 11.1 Allotments – clerk had received a proposal to plant a mini orchard, but this was considered preventative for potential tenants. The allotment working party to meet in October – date to be decided.
  - 11.2 Pavilion Area Project update – Cllr Clark reported that the exterior has now been completed and the next stage is the interior which will include the floor flattened, rubbish cleared (skip hire), electrics to be tested and heating.
  - 11.3 Tree work on the greens was approved and to go ahead.
12. Correspondence as received by the clerk:
  - 12.1 Request for a Padel Court – passed to the Tennis Club
  - 12.2 Complaint re parking on the playing field – to consider blue badge holders only – more information required.
  - 12.3 A parking facility outside my front door in the Market Place request, request for a sign before Herrings Lane stating width restrictions and benches outside No.29. - advised to report to Highways/County Councillor.
  - 12.4 The West Norfolk Falls Project – part of Sutton Lea project
  - 12.5 Request for a donation to BMACCS - £100 approved
  - 12.6 Request for a donation to West Norfolk Befriending - £100 approved

Page 3 of 4

13. Neighbourhood Development Plan  
The result of the recent poll was 80.1% yes, in favour of the NDP and this will now be law.
14. Matters for the next agenda.  
Pavilion project  
Sutton Lea
15. To receive any questions from members of the Public. 15 minutes in total with 3 minutes per speaker.

- 15.1 Housing is critical and housing on members of the public own land needs to be acknowledged. Would like to build homes for family members to enable them to afford to live in the village. Confused regarding how the application in 3.1&2 was handled. Local families able to live in the village would support the schools etc.
- 15.2 Having to move away from the village as cannot afford to live here.
- 15.3 3.1 & 2 – Brownfield site with homes for children.

NOTE. All Highways issues to be reported by residents to the NCC or in writing to the Clerk. <https://apps.norfolk.gov.uk/highwaysdefect/?s=road&t=tree>

#### 16. Forthcoming Meetings:

The next Parish Council meeting will be on the 16<sup>th</sup> of October 2023 from 6.30pm.

Meeting ended at 20.03 and the Chairman thanked everyone for attending.

## PAYMENTS FOR AUGUST 2023

Cozens Maintenance	£ 60.00	Standing Order
SSE Streetlights	£ 148.75	Direct Debit
Eon	£ 39.40	Direct Debit
Wave (water pavilion)	£ 5.19	Direct Debit
ECS (SharePoint)	£ 24.90	Direct Debit
Clerk Salary	£ 814.08	Standing Order
HMRC	£ 204.00	Standing Order
Clerk Expenses July	£ 137.21	
Pension	£ 386.99	
D Clark – container key cutting	£ 20.25	
Zoom Subscription	£ 143.88	(paid by clerk)
Postage 3 x allotment letters	£ 7.80	(paid by clerk)
Heronwood	£ 411.00	
Sum up payment unit	£ 46.80	(paid by clerk)
Mobile phone to work with above unit	£ 145.00	(paid by clerk)
Bank bags for donations	£ 9.18	(paid by clerk)
HMRC back payments April – August	£ 348.20	
C Boyden back payments April - August	£ 802.05	

## PAYMENTS FOR SEPTEMBER 2023

Cozens Maintenance	£ 60.00	Standing Order
SSE Streetlights	£ 148.29	Direct Debit
Eon	£ 44.52	Direct Debit
Wave (water pavilion)	£ 5.19	Direct Debit
ECS (SharePoint)	£ 24.90	Direct Debit
Clerk Salary	£ 974.49	Standing Order
HMRC	£ 286.57	Standing Order
Clerk Expenses August	£ 117.54	
Pension	£ 386.99	
Gladson– 3 bin keys	£ 26.15	
Heronwood	£ 537.00	
NPTS – induction x 2	£ 88.00	
S Able – pavilion work	£8100.00	
PKF Littlejohn – external audit	£ 378.00	
SLCC subscription	£ 215.00	
Eurooffice	£ 106.19	