

## MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday 20<sup>th</sup> September 2021 at 6:30pm  
at Burnham Market & Norton Village Hall,  
Beacon Hill Road, Burnham Market, PE31 8EN.

Present: P Borlace (part), J Lumley, K Neville-Eliot, J Scoles, P Woodhouse (Chair).

Clerk: Miss Lolly Dawson

Members of the public: 3

1. Co-Option.  
No applications. 4 vacancies still available for co-option.
2. Apologies were accepted for absence.  
Cllr R Campbell-Gray - holiday.  
Cllr D Aylen - family commitments.
3. Members' declarations of interest and requests for dispensations.  
Item 8.1.3 Cllr Neville-Eliot did not vote or speak on this item.  
Item 12.9 Cllr Borlace did not vote or speak on this item.
4. The minutes from the Full Council Meeting held on Monday 19<sup>th</sup> July 2021 were AGREED as a true and correct record, subject to amendment Item 9.8 "PROPOSE Cllr Scoles" changed to "PROPOSED Cllr Woodhouse", they were signed by the Chair. PROPOSED Cllr Scoles, seconded Cllr Neville-Eliot.
5. Questions from members of the Public.  
Queens Platinum Jubilee plans – see item 10.2.  
Creake Road footpath – Clerk to chase, has been reported to NCC historically.  
Football goalposts – removal in progress.
6. To receive any reports:
  - 6.1 County Councillor Andrew Jamieson, apologies sent, report circulated, copy available from Clerk.
  - 6.2 District Councillor Sam Sandell, apologies sent.
  - 6.3 Police Representative Paula Gilluley, apologies sent, report circulated, copy available from Clerk.
7. To report on progress on items from previous meetings.
  - 7.1 Land Used as Market is being investigated.
  - 7.2 Circus Ferrell have not confirmed a suitable date for 2021, likely to be 2022.
  - 7.3 The Natwest Account has been manually closed by the existing signatories. All funds anticipated to be transferred to unity trust before the end of September 2021.
  - 7.4 The screen replacement on the Goosbec scheduled for Monday 27<sup>th</sup> September 2021.
8. Planning.
  - 8.1 Planning Applications received from Kings Lynn Borough Council:
    - 8.1.1 21/01670/F Formation of internal garden wall and fence within grounds of dwelling at The Old Rectory, Overy Road, PE31 8HH. SUPPORT subject

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- to a yew hedge being reinstated, PROPOSED Cllr Scoles, seconded Cllr Lumley.
- 8.1.2 21/01671/LB Listed Building: Formation of internal garden wall and fence within grounds of dwelling at The Old Rectory, Overy Road, PE31 8HH. Deadline 21 September 2021. SUPPORT subject to a yew hedge being reinstated, PROPOSED Cllr Scoles, seconded Cllr Lumley.
  - 8.1.3 21/01591/F Extension & alteration to private dwelling at Rose Cottage, 4 Woodside, Docking Road, PE31 8DN. OBJECTION due to overdevelopment of the plot, PROPOSED Cllr Borlace, seconded Cllr Scoles.
  - 8.1.4 21/01737/F Construction of extension to side of existing bungalow, internal refurbishment, changes to external windows and doors. 26 Beacon Hill Road, PE31 8ER. SUPPORT, PROPOSED Cllr Borlace, seconded Cllr Neville-Eliot.
  - 8.1.5 21/01742/F Proposed garage at 3 Church Walk, PE31 8DH. Deadline 30 September 2021. OBJECT due to not being in fitting with the street scene, PROPOSED Cllr Woodhouse, seconded Cllr Scoles.
  - 8.1.6 21/01806/F Construction of a single storey first floor extension with internal alterations to the ground floor at Howards Barn, Creake Road, PE31 8EN. OBJECT due to overdevelopment of the site and lack of parking, PROPOSED Cllr Scoles, seconded Cllr Woodhouse.
- 8.2 The decisions taken by Kings Lynn Borough Council were NOTED:
- 8.2.1 Notification of New Property Addresses formerly, Cherry Trees demolished to: Apple Trees and Cherry Trees, Church Walk, Burnham Market.
  - 8.2.2 Notification of a House Name for 12 Kestrel Close to: Hares End, 12 Kestrel Close, Burnham Market.
  - 8.2.3 Notification of New Property Address, The Burnhams Surgery, 1 Creake Road, Burnham Market.
  - 8.2.4 21/01128/F 12 Kestrel Close, PE31 8EF - Removal of conservatory, provision of single storey rear extension to form orangery and garage conversion to form a bedroom and en-suite. Application Permitted.
  - 8.2.5 21/00642/F Harmony House, 45 Front Street, PE31 8EL - Alterations and repair to existing dwelling house including rear single storey extension (following removal of existing rear extension) Application Permitted.
  - 8.2.6 21/01207/F 11 Sutton Estate, PE31 8EX - Proposed residential annexe. Application Refused.
  - 8.2.7 21/01358/F 6 Mill Green, PE31 8DY - Proposed single storey extensions, alterations incorporating wall to front boundary. Application Permitted.
  - 8.2.8 21/00146/TREECA Tepestede, Herrings Lane, PE31 8DW - Tree in a Conservation Area: T1 conifer reduce height by approximately 5 metres. Tree Application - No objection.
  - 8.2.9 21/00998/F Cherry Trees, Church Walk, PE31 8DH - Erection of two outbuildings to provide accommodation for the previously approved replacement dwellings. Application Permitted.
  - 8.2.10 21/01051/LB 33 Market Place, PE31 8HD - Listed Building Application: Proposed signage to advertise commercial business. Application Permitted.
  - 8.2.11 21/01248/F Point House, Station, PE31 8HA - Side extension to dwelling, with additional roof lights on first floor. Application Permitted.

- 8.2.12 21/00145/TREECA Lugger Cottage, 7 Gents Yard, Creake Road, PE31 8EN - T1 cherry remove multi stem trunks over hanging parking area. Reduce height of remaining tree by 30% within Conservation Area. Tree Application - No objection.
- 8.2.13 21/01053/A Fredz Beauty 33 Market Place Burnham Market Norfolk PE31 8HD - Advertisement application for 1 x non-illuminated hanging sign to advertise commercial business. Application Permitted. 30 July 2021.
- 8.2.14 21/01019/F Endymion, Creake Road, PE31 8EW. Proposed outbuilding / store. Application Permitted.
- 8.2.15 21/00369/F The Hoste Arms, 14 Market Place, PE31 8HE. Creation of outdoor seating area with new walling and canopies. Application permitted.
- 8.2.16 21/01488/F 1 St Ethelbert's Close, PE31 8UT. Two storey extension and alterations to dwelling. Application Withdrawn.
- 8.2.17 Notification of New Property Addresses: Barn conversions formerly Sussex Farm, Burnham Market. Courtyard Barn, 5B. The Stables, 5A. Home Barn, 4. 6A. 6B. 6C. They Hayloft, 7. Park Barn, 3. 2, Sussex Farm Lane, Burnham Market.
- 8.2.18 Notification of New Property Addresses Sussex Farm Lane, Burnham Market: Formerly Sussex Farm, Ringstead Road, Burnham Market. Ask Clerk for breakdown.
- 8.2.19 Notification of a House Name removal formerly Sanderling, 1 St Edmunds Lane to: 1 St Edmunds Lane, Burnham Market.
- 8.2.20 21/01160/LB. 25 Market, PE31 8HF - Listed Building Application: replacement of windows of rear lean-to structure with new windows and double doors in the centre. Application Permitted.
- 8.2.21 21/01297/F. Bedfords Estate Agent, 25 Market Place, PE31 8HF - Replacement of windows of rear lean-to structure with new windows and double doors in the center. Please Refer to BED02.01.01 Existing and Proposed. Application Permitted.
- 8.2.22 2/TPO/00619 Tree Preservation order for 5 x Oak Tree at Doctors Surgery, Church Walk.
- 8.2.23 21/01368/F. Westgate Old Rectory, Ringstead Road Burnham Market King's Lynn Norfolk PE31 8JR - Demolition of existing porch and construction of replacement single storey extension to form larger boot room. Application Permitted.
- 8.3 The council responses sent during August 2021 following the Parish Council planning protocol were NOTED.
- 8.3.1 Burnham Market Parish Council has decided to OBJECT to planning application 21/01488/F, 1 St Ethelbert's Close, PE31 8UT due to the removal of a mature hedge to create 'verge' parking.
- 8.3.2 Burnham Market Parish Council has decided to respond with NO OBJECTION to planning application 21/01493/F, Windfall Cottage, Back Lane, PE31 8EY.
- 8.3.3 Burnham Market Parish Council has decided to respond with NO OBJECTION to planning application 21/1558/F, Sussex Barn, Ringstead Road, PE31 8JY.
- 8.3.4 Burnham Market Parish Council have decided to OBJECT to planning application 21/01508/F, Cedar House, Station Road, PE31 8HA.

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- 8.3.5 Burnham Market Parish Council have decided to response with NO OBJECTION to planning application 21/01263/F, Tradewinds, Docking Road.
- 8.3.6 Burnham Market Parish Council has proposed to OBJECT to planning application 21/00543/F, 7 Mill Yard, Overy Road, due to the building is overdevelopment of the plot being both too large and too high impacting the neighbouring gardens and conservation area.
- 8.3.7 Burnham Market Parish Council decided to OBJECT to planning application 21/01657/F No.TWENTY 9, 29 Market Place, PE31 8HF. Due to noise pollution and nuisance, unsuitable parking and overdevelopment.

#### 9. Finance.

- 9.1 The Budget Expenditure Report was RECEIVED.
- 9.2 It was RESOLVED for a direct debit to be set up to pay the E-ON electricity bill. PROPOSED Cllr Woodhouse, seconded Cllr Lumley.
- 9.3 The payments list was APPROVED, PROPOSED Cllr Lumley, seconded Cllr Neville-Eliot.

Payee	Net £	Vat £	Total £
Cozens Maintenance –September	£50.00	£10.00	£60.00
McAfee subscription renewal – refund M Hayes.	£89.99	£0.00	£89.99
Action Play & Leisure – zip wire	£360.00	£72.00	£432.00
E-On Pavilion Electricity	£31.71	£1.59	£33.30
September Staff Salary	£1268.44	£0.00	£1258.44
Zoom – refund L Dawson	£14.39	£0.00	£14.39
Heronwood Landscapes INV 1755	£577.50	£0.00	£577.50
Heronwood Landscapes INV 1778	£288.00	£0.00	£288.00
<i>KLWNBC Non-Domestic Rate for “Land used as Market” – paid in Sept</i>	<i>£274.45</i>	<i>£0.00</i>	<i>£274.45</i>
<i>Cozens Maintenance August – paid in August</i>	<i>£50.00</i>	<i>£10.00</i>	<i>£60.00</i>
<i>August Staff Costs incl. expenses. – paid in August.</i>	<i>£1268.44</i>	<i>£0.00</i>	<i>£1268.44</i>
<i>Heronwood Landscapes INV 1731– paid in August.</i>	<i>£483.00</i>	<i>£0.00</i>	<i>£483.00</i>
<i>Village Hall Bookings – paid in August</i>	<i>£60.00</i>	<i>£0.00</i>	<i>£60.00</i>
<i>Viking Direct – paid in August</i>	<i>£62.12</i>	<i>£7.72</i>	<i>£69.84</i>
<i>Mr B R Lynn – Allotment Maintenance– paid in August</i>	<i>£40.00</i>	<i>£0.00</i>	<i>£40.00</i>
<i>Broadland Computers – paid in August</i>	<i>£305.83</i>	<i>£61.17</i>	<i>£367.00</i>

#### 10. Administration.

- 10.1 The Facebook statistics for last 28 days were NOTED.
- 10.2 It was AGREED for a Working party to be created to plan the Queens Platinum Jubilee, Clerk to write terms of reference. It was AGREED for an initial meeting to be arranged in November and all residents, traders and the Burn Alliance would be invited. Cllr Lumley & Clerk.
- 10.3 It was AGREED to write to Cllr Andrew Jamieson in support of the extension of the 30mph zone on B1155.
- 10.4 The Came & Co insurance cover and invoice for 2021/22 was AGREED.

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- 10.5 Resilience Plan Leads - Cllr Campbell-Gray was recommended subject to agreement, and Cllr Neville-Eliot was elected as Resilience Plan lead & it was agreed to work with the Norfolk resilience forum.
- 10.6 It was AGREED to accept the plaque honouring the community efforts made in the pandemic year. NorfolkALC.
- 10.7 Cllr Scoles & Cllr Lumley were elected to the Staffing Committee. PROPOSED Woodhouse, seconded Neville-Eliot.
- 10.8 It was APPROVED for Cllr Borlace to attend the NALC Planning Training, PROPOSED Cllr Scoles, seconded Cllr Woodhouse.
- 10.9 The meeting dates for 2022 were AGREED as presented subject to moving December's meeting date to Monday 12<sup>th</sup>.
- 10.10 It was AGREED to move Octobers Full Council meeting to Wednesday 20<sup>th</sup> October from Monday 18<sup>th</sup> October 2021.
- 10.11 An update on the Neighbourhood Development Plan was RECEIVED. It was RESOLVED to employ Community Collective Planning as a consultant on the Neighbourhood Development Plan. It was AGREED that the Clerk apply for all available grants.

## 11. Highways

- 11.1 It was AGREED to publish an article on the Facebook, website and Burnham News informing the public on advisory white lines and road safety including where to report issues.
- 11.2 The re-lining of the highway is due to take place, although no confirmed dates have been received for the work to be carried out.
- 11.3 An update on no waiting cones was RECEIVED, the Parish Council cannot place any cones on the highway without the permission of Norfolk County Council. No permission was granted for cones on Church Walk. Obstructive or Dangerous Parking can be reported to the police.
- 11.4 An update on Barrow Pit was RECEIVED, it is managed by Highways and any additional work would need permission granted from Norfolk County Council. It was AGREED for no further action at present.
- 11.5 Highways Leads - Cllr Campbell-Gray was recommended subject to agreement and Cllr Lumley was elected as highways leads. PROPOSED Woodhouse, seconded Cllr Scoles.

## 12. Amenities

- 12.1 The Premier Playgrounds quote for £700 to repair the cradle swing and matting at the bottom of the slide was RESOLVED. PROPOSED Cllr Woodhouse, seconded Cllr Lumley.
- 12.2 The imagery for the noticeboard map on the pump green was APPROVED. It was RESOLVED to accept the Jemco quote for £70.61, PROPOSED Cllr Lumley, seconded Cllr Scoles. It was AGREED to fund this from the Council budget.
- 12.3 It was AGREED that there was no Parish Council land appropriate for a memorial bench to be placed, Clerk to inform resident of alternative options.
- 12.4 An update on the management of the defibrillator was RECEIVED. It was AGREED for the Council to request become guardian and bring the fortnightly inspection checks in-house. It was RESOLVED to purchase 500 location cards at a cost of £12.00, and new carry case at a cost of £30.00. PROPOSED Cllr Scoles, seconded Cllr Woodhouse. Cllr Scoles to confirm what3words location before printing.
- 12.5 It was AGREED not to purchase an additional defibrillator for the village at present.



- 12.6 It was AGREED for the Recreation Leads write a report for Council on the car park, including current signage and record any damage.
- 12.7 The Council has AGREED to discourage dogs on the recreation ground. Clerk to investigate reinstating the PSPO.
- 12.8 The hire charges of the Village Hall were NOTED.
- 12.9 The Rental Fee for the Bowls Club & Tennis Club were AGREED as No charge for 2020/21 due to covid-19 closures and to stay the same for 21/22. PROPOSED Cllr Scoles, seconded Cllr Lumley.

### 13. Correspondence:

Email	Flood and Water Management Team	Draft Flood Investigation Report for Kings Lynn & West Norfolk Borough Council Winter 2020-21	NOTED
Email	Streetscene NCC	Update that Friars Lane overgrown foliage is programmed.	NOTED
Email	Member of public	Parking on Church Walk	NOTED
Email	Member of public	Car Park electronic signage	NOTED
Email	Alford Textiles	Textile Bank in Burnham Market	It was agreed to forward to village Hall and KLWNBC Car Park
Email	NCC Highways	Structure at entrance to village – Creake Road.	NOTED
Email	NALC Wellbeing	Offshore Windfarms.	It was AGREED to write in support. Delegated to Cllr Neville-Eliot to respond on behalf of the Parish Council.

### 14. Matters for the next agenda.

Clean Village Sign  
 Queens Jubilee Update  
 Structure for entrance to village, Creake Road & Docking Road.

### 15. To receive any questions from members of the Public concerning items on the agenda or items to be placed on the agenda for the next meeting.

None.

Forthcoming Meetings:

October Parish Council Meeting – Wednesday 20<sup>th</sup> October at 6:30pm to be held at the Village Hall.

Finance Committee Meeting 9<sup>th</sup> November at 6:00pm to be held at the Village Hall.

Parish Council Meeting Monday 15<sup>th</sup> November at 6:30pm to be held at the Village Hall.

Parish Council Meeting Monday 13<sup>th</sup> December 2021 at 6:30pm to be held at the Village Hall.

It was RESOLVED to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during the discussion of the following agenda items because of the confidential nature of the business to be discussed, the session cannot be recorded. PROPOSED Cllr Scoles, seconded Cllr Lumley.

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16. An update on the most recent staff appraisal was RECEIVED The following were RESOLVED:

- 16.1 That the Clerk be appointed to SCP 25 from 1<sup>st</sup> November 2021.
- 16.2 That the Clerk is authorised to claim overtime hours at the standard rate of pay when necessary to complete the workload. A timesheet will be submitted to Staffing in support of any claim.
- 16.3 The most recent staff appraisal was received by the meeting and the objectives agreed were noted by all Councillors.
- 16.4 It was noted that an agreement has been made between staffing and the Clerk that Clerk will increase their notice period to 3 months'.
- 16.5 It was AGREED that the computer and phone will be handed to Mrs Sarah Hunt for annual leave cover. No charge will be made for this service.

17. Communication concerning placement of dog bin was RECEIVED. It was AGREED for no further action to be taken.

The bin to be lowered as per licence agreement with KLWNBC, It was AGREED to delegate authority to the Clerk for expenditure of up to £60.00 to lower the bin.

Meeting Closed: 20:47

Signed:

Dated: