



# BURNHAM MARKET PARISH COUNCIL

## MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday, 22nd of April 2024 from 6.30pm at Burnham Market & Norton Village Hall, Beacon Hill Road, Burnham Market. PE31 8EN

Present: Cllrs D Clark (DC) Chair, D Cressy (DC1), K Morris (KM), J Neville-Eliot (JNE), Kath Neville-Eliot (KNE), Fiona Walker (FW), Angus Piper (AP), and the Parish Clerk

Borough Councillor Sam Sandell

Members of public: 4

1. Welcome from the Chairman  
Apologies - none  
The Chairman advised all present on the resignation from Cecilia Evans and thanked Cecilia for her contribution and support.
2. Member's declarations of interest and requests for dispensations – None
3. Public participation:
  - a. The Village Sign needs some restoration – clerk to get a quote ACTION: clerk
  - b. Rent from the Craft Fair and the Post Office Green is a village asset.
4. Minutes of the meetings held on the 25<sup>th</sup> of March 2024 were agreed as a true and correct record. Proposed KNE, seconded JNE, and all in favour who attended.
5. Matters arising:
  - 5.1 Flooding – DC has written to Anglian Water and communicated with Andrew Jamieson. Concerns regarding the amount of work with involving Ofwat and could be a full time job! The pumping station at Burnham Norton has broken down and sewage is going into the River. FW asked if James Wild has been involved and it would be an idea to ask him to raise this during questions in Westminster. It was unanimously agreed that FW will draft a statement. ACTION: FW
  - 5.2 Sutton Lea – DC1 advised that the Freebridge support manager has left and our request to plant the Coronation Tree has been denied. It was agreed that we were sorry for the residents but could do nothing further. Agreed to remove this from the regular agenda items.  
The Coronation tree will now be planted by the Pavilion and DC to contact Jez.  
A commemorative plaque will be required too. ACTION: DC

- 5.3 Projects – Cllr J Neville-Eliot gave an update as follows:
  - a. Playing field Car Park – It was agreed that the car park is looking great, and we should hold fire on any further work with a review in September.
  - b. Pit Restoration – the consultant from Farming and Protected Landscapes is proving difficult to contact. NOTE. 23.4.24 – email received from Henry Walker, Farm Conservation Adviser, advising funding may be available from the Orsted/ Hornsea 3.
  - c. The cycling and walking policy draft is ready to circulate to the Project Working Group and will be discussed and then presented to the full Parish Council. It was decided that the Project Working Party should hold a separate meeting.
  - d. Cllr J Neville-Eliot had recently attended fund raising training which was excellent.

5.4 Resilience Plan - Cllr K Neville-Eliot has produced a lot of information and once approved, it will go on the website, newsletter and the Post Office have agreed to help. KNE will have a whats-app set up for the volunteers.

5.5 Village Green/Playing Field charges - Clerk to make available the PC costs including Holkham rent, grass cutting/maintenance, BCKLWN domestic charge etc.

ACTION: clerk

Ms Bingley was permitted to participate and advised that as per her original outline, further information regarding any donations would be provided when costs etc., are available. It was suggested that a separate meeting be held with Ms Bingley and KM. FW & AP.

It would be very difficult to have a charges policy as it would have to be per green, and per user.

5.6 Signage Policy – the 2<sup>nd</sup> draft policy was discussed and proposed by FW, seconded KNE and all in favour.

- 6. To receive reports:
  - a. County Councillor Andrew Jamieson – no report
  - b. Borough Councillor Sam Sandell – nothing new to report but she was always available to help.

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:  
None

7.2 Decisions: (for information) –  
**6/01797/DISC\_C|DISCHARGE OF CONDITION 3, 7, 11 AND 12 OF PLANNING CONSENT 16/01797/F : Renovation of existing building to provide one shop with flat above and one new dwelling. Demolition of workshop to rear of site. Addition of four new dwellings| Fisher & Sons North Street Burnham Market Norfolk – discharged.**

7.3 Enforcements: (for information) -  
23/00691/UNOPDE | authorised Operational Development | Flint Cottage 24 Beacon Hill Road Burnham Market – Pending Consideration  
24/00033/BOC | Breach of Planning Condition | 3 Crow Hall Cottages Docking Road Burnham Market KINGS LYNN Norfolk PE31 8JU – Pending Consideration

7.4 Appeals: (for information) – No new appeals

8. Finance

8.1 To approve the circulated Bank Reconciliation, payments & receipts for March 2024 proposed KM, seconded JNE, and all in favour. £30,633.08 in the bank accounts to 31.3.24

- 8.2 To consider and approve circulated payments list for April 24 (to date) proposed KM, seconded by AP and all in favour.
- 8.3 To consider the Annual Financial Review – deferred to May meeting.
- 8.4 To consider, approve and sign the completed AGAR – proposed KM, seconded AP and all in favour.

9 Administration/Committees

- 9.1 Clerk’s Report – Finance has taken most of my time this month with year-end, reports / information to internal auditor, completion of the AGAR etc.  
 Flooding calls from residents are still being received but it is difficult to help with little updates.  
 Complaints received regarding the A frames on the green again. They are not being taken in at night and one blew over in the wind last week causing a trip hazard.  
 Allotment issues at Creake Road sorted.  
 Additional work with signage, horse trials, Burnham in Bloom.  
 Website – the annual check on GDPR/Accessibility to take place at £45.00  
 Holkham Tree Management – item 12.4  
 Old NDP documents – to meet tomorrow.

10 Highways

- 10.1 The SAM unit is now opposite the Garage on Creake Road outgoing. Data download to be undertaken by KM. DC1 would like a location in North Street as speeding after 6pm is regularly taking place. Clerk advised that Highway have to approve any locations.
- 10.2 Trod update – still awaiting the road works to be completed and the water to subside.

11 Amenities

- 11.1 Allotments – Complaints received regarding boundaries, dogs, children playing football etc., have been resolved.  
 Clerk to visit Angles Lane site with Mr. Lynn tomorrow
- 11.2 Pavilion – Graffiti has appeared along with damage to the railings again. CCTV and fire alarms are to be quoted on asap. ACTION DC

12 Correspondence as received:

- 12.1 Burnham In Bloom – DC and clerk meeting tomorrow to discuss locations for the flower tubs. A donation of £500 from the PC includes £400 private donation and £100 from the Parish Council.
- 12.2 Horse Trails – a resident had emailed the clerk regarding speeding, HGV’s not following the AA signage etc. Clerk contacted Highways who advised that the organisers could apply for a temporary change at a cost of approximately £3k. To review again March 25.
- 12.3 Cycle Storage grant – Clerk advised that this has now been confirmed and information given to JNE for consideration.
- 12.4 Holkham Tree Management Policy – Clerk advised that this had been received and has given details of the work the PC have undertaken on the trees on the green.

13. Matters for the next agenda.

- Flooding
- Pavilion update
- Projects

14. To receive any questions from members of the Public. 15 minutes in total, 3 minutes per speaker.

- a. Suggestion that no charge for use of the greens/playing field are made for the Craft Fair this year.
- b. Signage policy – copies given out. The Flyer policy is still in place and removal of any flyers advertising sales outside the village are still to be removed.
- c. Double lines parking – continue to chase with Highways.

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>

15. Forthcoming Meetings:

The next meeting will be the Annual Parish Meeting followed by the Annual Parish Council Meeting on the 20<sup>th</sup> of May 2024 from 6.30pm.

Meeting ended at 20.16 and the Chairman thanked everyone for attending.

PAYMENTS FOR APRIL 2024

SSE Streetlights	£ 163.36	Direct Debit
Eon	£ 101.55	Direct Debit
Wave (water pavilion)	£ 25.03	Direct Debit
ECS Computers	£ 24.90	Direct Debit
EE	£ 18.50	Direct Debit
Cozens Maintenance	£ 60.00	Standing Order
Clerk Salary	£1058.08	
HMRC	£ 352.90	
Clerk Expenses March	£ 81.02	
Chairmans allowance payment	£ 60.00	
Pension	£ 613.19	
BCKLWN – dog bin emptying	£ 799.34	
BCKLWN – rubbish bin emptying	£ 780.10	
S. White (electrician work at Pavilion)	£ 147.60	
NALC subscription	£ 233.91	
Heronwood	£ 205.50	
G. Newstead – noticeboard at VH	£ 750.00	
Norfolk fire protection (Pavilion)	£ 238.80	
Ewing Accounts (PAYE)	£ 194.40	
Holkham rent village green	£ 47.50	
Holkham rent greens	£ 5.00	
Holkham rent playing field	£ 75.00	
Ningbo – pavilion furniture	£1879.92	
Eurooffice	£ 206.36	
J Raby internal audit fee	£ 150.00	
Heartsafe – defib pads reimburse Gunhill	£ 158.95	

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Signed .....

Date .....