



# BURNHAM MARKET PARISH COUNCIL

## MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday, 20<sup>th</sup> of March 2023 at 6:30pm at Burnham Market & Norton  
Village Hall, Beacon Hill Road, Burnham Market, PE31 8EN.

Present: Cllrs. D Clark (DM) Chair, P Borlace (PB), H Bingley (HB) & K Morris (KM)

Parish Clerk

Members of the public: 4

1. Welcome from the Chairman.

Apologies and consideration of acceptance for absence.

Cllr Froud – other commitments

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

None

3. Public Speaking:

- a. Potholes on Station Road – have been reported.
- b. Use of any rat poisoning on the allotments to be checked.
- c. City & Guilds approved for Mr. Lynn plus support.
- d. Parking for the Craft Fair – the PC will run this again and the charges have yet to be decided.
- e. Coronation events – as 5.5 on the agenda.
- f. The new yew tree was not liked and it was explained that the PC had to obtain a licence from NCC Highways and their approval for the type of tree planted.
- g. Highways – Bellamy's Lane overgrowth has been reported and was part of the visit by Highways. Clerk to chase on clearance. ACTION CB
- h. Overnight parking on the playing field – it was agreed that the gates to be locked.
- i. Bins on Station Road again causing an issue – advised to contact the bin business.
- j. Report that the barn by Folton House on Station Road is/has been converted into accommodation. Cllr Borlace to investigate. ACTION PB

4. The minutes of the Council Meetings held on the 20<sup>th</sup> of February and on the 1<sup>st</sup> of March 2023 were agreed as a true and correct record Proposed Cllr Borlace, seconded Cllr Clark and all in favour who were present at these meetings.

5. Matters arising from the last meeting:

- 5.1 May Election – the clerk reported that the timetable from BCKLWN was now on the website election page along with all details regarding applying for parish councillor.
- 5.2 Defibrillator training – the clerk reported that the village hall had been booked for the 24<sup>th</sup> of April with training from a first responder booked.
- 5.3 Highway site visit – clerk to chase for updates. ACTION CB
- 5.4 Community Energy Project – Cllr Clark advised that BCKLWN were being very helpful and now looking at the South energy hub set up. Our substation capacity needs a full review with a feasibility study over the next few months to take place.

Page 1 of 3

Signed .....

Date .....

Parish Clerk - Tel: 07437529179

Website: <https://www.burnhammarketpc.info>

Email [burnhammarketpc@gmail.com](mailto:burnhammarketpc@gmail.com)

5.5 Coronation events – The village hall has been booked and the coronation will be screened live. Discussions took place regarding the food and responsibilities with Cllrs Bingley & Morris to review. It was decided that residents of Sutton Lea should be invited to join the celebrations and special arrangements would be required regarding wheelchair transport.

The concert would be screened on the Sunday with popcorn etc. More volunteers are needed. The clerk reported that the seeds4bees packs had been ordered for the schoolchildren.

5.6 Noticeboards – Cllr Bingley advised that the location for the events board needs to be finalised along with the colour. Another new board for the PC would be put alongside this and the current noticeboard would be maintained and used for historical information purposes.

5.7 Playing field rubbish – under item 11.1

5.8 Trod proposals from Highway to be accepted and proposed by Cllr Bingley, seconded by Cllr Borlace and all in favour. Clerk to advise Highways. ACTION CB

The area requires a good tidy and self-seeded trees to be removed, as supported by Highways.

6. To receive any reports:

6.1 County Councillor Andrew Jamieson: No report

6.2 Borough Councillor Sam Sandell: No report

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:

**23/00405-F** – proposed two storey side extension at Gallow Hill Farm, Stanhoe Road – more information is required including design statement.

**23/00311/LB & 23/00310/F** – Formation of open veranda canopy to south elevation of annex, formation of wall to south of pool and alternation to south boundary wall at the Old Rectory, Overy Road. Support proposed Cllr Borlace, seconded Cllr Morris and all in favour.

7.2 Decisions: (for information)

**22/02160/F** – new day room and utility at Leewood, Herrings Lane – application permitted.

7.3 Enforcements: (for information only)

No new enforcements

7.4 Appeals: (for information only)

No new appeals

8. Finance.

8.1 To approve the circulated Bank Reconciliation, statements, payments, and receipt reports for February 23 - proposed by Cllr Morris, seconded Cllr Bingley and all in favour.

Bank reconciliation shows total of £80,264.86 to end of February.

8.2 To consider and approve circulated payments for March (to date) proposed Cllr Borlace, seconded Cllr Clark and all in favour.

9. Administration:

9.1 Clerks Report:

Asset register to be updated for year end. Have attended training re elections and year end reporting updates. Meeting with internal auditor to be arranged. AGAR anticipated May/June LED lighting will be completed by the end of March.

Instagram account is now live - burnhammarketpc

9.2 Resilience Working Party inc Emergency Plan – a new working party to be established in May.

10. Highways:

10.1 SAM 2 unit, Cllr Clark advised that the unit is up and running and he attended training.

11. Amenities:

- 11.1 Recreation Ground – the new litter bin has been delivered and a location has to be decided. It has to be on the verge of a road for BCKLWN to collect and will require their approval plus Highways. A lot of rubbish is around the pavilion and discussions regarding CCTV, signage etc., to be undertaken. Cllr Clark to meet with members of the public on site. ACTION DC
- 11.2 Allotments – the clerk advised of a new enquiry received and the formation of the allotment committee to take place.
- 11.3 Pavilion Area Project – Cllr Morris advised that the purchase & siting of a container was underway and should take place quickly. This will enable the pavilion to be emptied and quotes for the work to be obtained. The work on the car park would require funding.

The quote for £720 from Heronwood to replace the wooden pegs & reseed on the greens that have been damaged, was proposed by Cllr Clark, seconded by Cllr Borlace and all in favour.

12. Correspondence:

- 12.1 May election timeline – elections will be held on the 4<sup>th</sup> of May.
- 12.2 Jack’s Windfarm Fund – a representative from the PC to be decided following the elections.
- 12.3 Donation requests have been received from Brace Futures, a local children’s charity and Norfolk Super Hero. Agreed £200 for each charity.

13. Neighbourhood Development Plan – still awaiting external examiner report due end of March 23.

14. Matters for next agenda:

- a. Craft Fair car parking
- b. Highways update
- c. Beat Manager visit
- d. Pavilion update
- e. Election update

15. Public participation:

- a. Sutton Lea residents – Heritage House re transport was suggested.
- b. Steve Davies, Willow Developments re the old surgery site pavements to review.
- c. Hole in the hedge at the playing field – Heronwood to be asked to fill in.
- d. 1 & 1a Crofts Close – clerk to check if BCKLWN still charging for grass cutting.

Meeting closed at 7.38pm and the chairman thanked all attendees.

Next meeting is on the 17<sup>th</sup> of April 2023 from 6.30pm.

Signed .....

Date .....