

LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
Burnham Market Parish Council

YOU ARE HEREBY SUMMONED TO ATTEND THE FULL COUNCIL MEETING OF BURNHAM MARKET PARISH COUNCIL, WHICH WILL BE HELD IN

The Village Hall, Burnham Market

Wednesday 8th October 2025 | 18:30

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING.

Annalisa Dovey : Clerk / RFO

AGENDA

1.	Welcome
2.	Apologies for Absence To receive and consider approving <i>To resolve</i>
1.	Declarations of Interest and requests for Dispensations To receive. <i>To resolve (if requested)</i> If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
2.	Public Participation Time The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak on items on the agenda.
3.	Past Minutes To receive and approve past minutes. a) September 2025 BMPC <i>To Agree Chair to Sign</i>
4.	Matters Arising Any updates from councillors / Clerk on matters in past minutes
5.	Borough Councillor Report To receive Borough Councillor report
6.	County Councillor Report To receive County Councillor report
7.	Councillor Reports To receive reports and updates from councillors
8.	Clerk's report a) To receive update from Clerk b) To receive and consider any late items
9.	Flooding Report

	a) To receive report from Flooding Representative b) To consider writing to the owners of the trench on Overy Road <i>Decision required</i> c) Flooding: Low Bridge Amendments <i>Decision Required</i> d) Flooding Advisory Group Meeting with Anglia Water e) To consider grant request for Flooding Advisory Group meetings expenses <i>Decision required</i> f) To confirm status of Flooding Advisory Group <i>Decision required</i>
10.	AGAR 24_25 Conclusion of Audit a) To receive Conclusion of audit letter, outcome and authorised sections b) To note publication on website c) To agree any actions required <i>Decision required</i>
11.	AGAR 25_26 – Assertion 10 To consider requirements and agree any actions required a) Publish required council documents accessible website that meets legal standards b) Comply with UK GDPR and the Data Protection Act, ensuring safe handling of personal data, with adequate policies and procedures in place c) Adopt a clear IT policy (for all authorities except parish meetings) covering security, devices, email use, and backups d) Use as a minimum one generic email address on a council owned domain. Using a council owned domain email address for all councillors, staff & officers is considered best practice. <i>Decision required</i>
12.	Delegated Planning Decisions: To consider ratifying Delegated Planning Decisions a) 25/01476/F – Construction of new porch and alterations to existing access at West Rim Docking Road - No observation b) 25/01347/F - Extension & alteration to private dwelling Rose Cottage 4 Woodside Docking Road No observation. Providing 3 onsite car parking spaces are available. <i>To ratify</i>
13.	To note KLWNBC decisions a) 25/00959/F Relocation of access to property including new wall and gates. H Herrings Lane. Application Withdrawn b) SNN3 – 5731 Residential and Commercial Property Addresses: 16 Ulph Place (Residential First Floor) and 17 Ulph Place (Commercial Ground Floor), Burnham Market, King's Lynn
14.	Planning Applications a) 25/01520/F: SELF-BUILD Demolition of existing semi-detached dwelling. Erection of new four-bedroom two storey dwelling house (use class C3) attached to neighbouring property. Erection of a single storey ancillary garage with landscaping and boundary treatment. 11 Walkers Close, Creake Road

	<i>Decision required</i> b) 25/01473/F: HOUSEHOLDER: Timber garden room. Friars Thorne Farm Docking Road <i>Decision required</i> c) 25/01501/F: Variation of Condition 2 of Planning Permission 24/01935/F: SELF BUILD: Replacement of existing bungalow, mobile home and outbuildings, with new house. Angles Lane Station Road <i>Decision required</i>
15.	Late planning Applications <i>Decision Required</i>
16.	Steel fence enforcement policy 6 application To note CCP's advice and consider/ agree action <i>Decision Required</i>
17.	Parking: Blue Badge Parking To consider request for more Blue Badge Parking <i>Decision required</i>
18.	Post repair To consider repairing <i>Decision required</i>
19.	Assets: Allotments a) To note: New year is soon to start (1st October) b) To decide – what to do with outstanding payments? <i>Decision required</i>
20.	Assets: Playground inspection a) Receive Monthly report b) Consider recommendations a. Zipline restrictions b. Sand for under swings <i>Decision required</i>
21.	Assets a) Streetlights a. Cutback around lantern near surgery b. 2 x replace lantern – quote £1668 (Inc VAT) c. 1 x dent – consider replacing – quote £2220 (inc. VAT) <i>Decision required</i> b) To consider works and repairs following walk around a. The village pump in the village green — clean the cobbles and sand/repaint the pump. b. Tin sleeves on the fence posts and play equipment. c. The playground spring gate. d. Cleaning the graffiti off the cricket seat on the playing field. e. National trails map / sign f. Fix memorial signs x 2 (Mike Cringle & the Queen's Jubilee) g. Clean graffiti from electrical box h. Clean bus shelter <i>Decision required</i>
22.	Asset list & maintenance

	To consider Maintenance schedule and associated costs and decide whether to schedule or address as and when. a. Quarterly wash-down of the village sign (just with soap and water) to the maintenance schedule — how much extra would this be? (Council approval will be required.) b. Annual bench treatment and maintenance (sanding / replacing slats) c. Annual wash of benches / bins / village gates d. Annual clean bus shelter – annual
23.	IT: Motion to downgrade Microsoft 365 plan to non AI (from £80 - £60 a year) <i>Decision required</i>
24.	Finance: End of September 2025 Financial Report a) Receive balances b) Receive and sign reconciliations <i>Decision required</i> c) To ratify payments made under delegated authority <i>Decision Required</i> d) To agree September Transactions (exp & income) <i>Decision Required</i> e) To approve upcoming expenditure <i>Decision required</i> <i>Chair to sign</i>
25.	Receive Q2 report a) To receive comparison budget report b) To consider approving releasing from reserves to cover assets and amenities to end of year- £15000
26.	Finance: Budget & Precept a. To receive draft budget report b. To review annual expenditure items c. To consider projects a. Village Pumps b. Allotment pipe at Creake road c. Repairing divots at Creake road
27.	Correspondence To Note To note correspondence. If a decision needs to be made it must be proposed ahead of the meeting for decisions, or proposed as an agenda item for at the next meeting, in line with Standing Orders. a. War memorial green and bench complaint b. Raised, damaged curb – ramp request - Bespoke kerb issues c. Courier crime – Trigger warning prevention d. License application: Railway Court
28.	To receive any questions from members of the Public - 15 minutes in total with 3 minutes per speaker. NOTE any reports for Highways, Planning or police issues should be reported directly via the Highways website, the planning website or

	the police website (or 101)
29.	Next Meeting Date: To agree & confirm Wed 5 th November. <i>To resolve</i>
30.	EXCLUSION OF THE PRESS AND PUBLIC -Resolution to close the meeting to the press and public: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.