



# BURNHAM MARKET PARISH COUNCIL

## MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday, 17<sup>th</sup> of April 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: 5

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. Holkham planning application – not on this agenda due to application only received on the 12<sup>th</sup> of April.
- b. Trees on the village field – have they TPO's – Cllr Morris to look into this. ACTION KM
- c. Consider asking for help from Holkham on the Pavilion renovations.
- d. Signage policy raised due to the influx of advertising signage for Thornham Hall events etc. Cllr Clerk advised that the hall would remove the signs. Also, the Burnham Overy art signs – call to the location. Clerk to put a notice in the newsletter and on website.
- e. Parking for the Holkham planning application regarding construction vehicles – can they ensure vehicles are parked on site and not on the road or verges.
- f. Builders' vans on the top of Herrings Lane – 29 were counted parking on the entrance to the field and causing damage.

4. The minutes of the Council Meetings held on the 20th of March 2023 were agreed as a true and correct record Proposed Cllr Morris, seconded Cllr Borlace and all in favour who were present at these meetings.

5. Matters arising from the last meeting:

- 5.1 May Election – the clerk reported 4 vacancies had been filled and Cllr Bingley will look to be co-opted.
- 5.2 Defibrillator training – the clerk advised that there were now 12 residents signed up and suggested a donation be made to the East Anglian Air Ambulance, Cllr Clerk proposed £250 which was seconded by Cllr Bingley. All in favour.
- 5.3 Highway site visit – clerk has chased Highways for their official quote and start.
- 5.4 Community Energy Project – Cllr Clark advised that the feasibility study now had volunteers and should have an update next week.
- 5.5 Coronation events – The village hall has been booked and the coronation will be screened live on the Saturday with the Coronation Concert being shown on the Sunday evening.

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Signed .....

Date .....

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It was decided to go with the menu's obtained by Cllr Bingley and just need to decide on numbers. The hall is limited to 100 people. David and Marie Cressey offered to volunteer for both events.

The clerk reported that the seeds4bees packs had been passed to Cllr Clark for delivery to the school.

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:

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:

**23/00526/LB** | Two storey rear extension and front porch to listed building and other internal alterations | The House On The Green 79 Market Place Burnham Market Norfolk PE31 8HD **and**;

**23/00525/F** | Two storey rear extension and front porch to listed building and other internal alterations | The House On The Green 79 Market Place Burnham Market Norfolk PE31 8HD

**23/00507/F** | VARIATION OF CONDITION 1 OF PLANNING PERMISSION

20/00283/F: Variation of conditions 1 and 6 and removal of condition 5 of planning permission 18/01796/F: VARIATION OF CONDITION 3: of planning permission

17/00984/F - Proposed change of use from ground floor retail (A1) and first floor residential (C3) to two storey restaurant (A3) including extension and alterations | No. TWENTY 9 29 Market Place Burnham Market Norfolk

**NOTE: MORE INFORMATION REQUIRED ON THESE APPLICATIONS AND REQUESTED FROM PLANNING**

7.2 Decisions: (for information) - None

7.3 Enforcements: (for information) - No new enforcements

7.4 Appeals: (for information) – No new appeals

8. Finance.

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

Bank reconciliation shows total of £48,459.72 to end of March and financial year.

8.2 To consider and approve circulated payments for April (to date) & Finance Committee report re clerks salary increase - proposed Cllr Morris, seconded Cllr Bingley and all in favour.

8.3 To review and approve the annual financial review, proposed Cllr Borlace, seconded Cllr Morris.

9. Administration:

9.1 Clerks Report:

Year end and Asset register completed with the AGAR now with the internal auditor. It is hoped to present the AGAR at the May Annual Parish Meeting for approval and signatures. It will then be sent to the external auditors.

The LED Street lighting is now complete.

Noticeboards – It was agreed that 2 new boards are purchased to go on the green by Gun Hill.

The Parish Council tax levy on the BCKLWN council tax invoices had been raised by a resident and the clerk has asked for details of where the "grass cutting" is taking place.

The NDP payments have been reconciled and the left-over monies returned to Groundworks.

A resident has raised the graffiti on the telephone box and this to be repainted.

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 has been returned to Westcotec for the upgrade regarding downloading etc. The additional cost is £470 + VAT.

11. Amenities:

11.1 Recreation Ground –The new litter bin has to be on the verge of a road for BCKLWN to collect and will require their approval plus Highways. Clerk to ask Heronwood to fill the hole in the hedge. ACTION Clerk

11.2 Allotments – the clerk advised of a new tenant.

11.3 Pavilion Area Project – Cllr Morris advised that work had started on the base for the container and the rear external woodwork requires urgent attention. The container has been ordered.

12. Correspondence:

12.1 Craft fair – following a request from the organisers regarding wi-fi availability for traders to take card payments, the clerk has contacted Cozens regarding the use of 4 streetlights in the area. It was decided that the car parking charge would be via donations on leaving as last year. This worked very well with no cars queuing at the entrance.

12.2 A donation request has been received from the Bowls Club for a new bench and it was decided to make a contribution towards this from the Craft Fair car parking donations.

13. Neighbourhood Development Plan – Cllr Morris gave an update advising that Regulation 16 now had an external examiner appointed. Once this has been completed the BCKLWN will review with a referendum to follow. It is hoped to complete the NDP by the autumn 2023.

14. Matters for next agenda:

- a. Pavilion update
- b. Highways update re trod
- c. Jack's Windfarm Fund representation
- d. Election of councillors for committees/working parties
- e. Resilience Plan

15. Public participation:

- a. Self-seeded Ash trees at the back of the Bowls Club to be removed. Clerk to ask Heronwood.
- b. The residential rubbish bins left out – Highways have been on site and are looking into this.
- c. The "parking"/footpath next to Barefoot continues to cause issues with parking across the white lines. Highways have proposed to infill the white lines as a deterrent. Consider writing to Barefoot requesting no parking. Follow up at the May meeting.

Meeting closed at 7.50pm and the chairman thanked all attendees.

Next meeting is the Annual Parish Meeting, followed by the Annual Parish Council Meeting on the 22<sup>nd</sup> of May 2023 from **6.15pm**.

Signed .....

Date .....

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## PAYMENTS FOR APRIL 2023

Cozens Maintenance	£ 60.00	Standing Order
SSE Streetlights	£ 144.47	Direct Debit
Eon	£ 61.09	Direct Debit (IN CREDIT)
Wave (water pavilion)	£ 5.00	Direct Debit
Clerk Expenses March	£ 119.53	
Clerk Salary	£ 814.08	
HMRC	£ 204.00	
HMRC	£ 82.37	(financial year end)
Pension	£ 319.07	
BCKLWN (litter bin emptying)	£ 780.10	
NALC annual subscription	£ 222.07	
Holkham Village Greens	£ 47.50	
Holkham Playing Field	£ 75.00	
Holkham Green	£ 5.00	
Heronwood	£ 198.50	
B Rix Base and shipping container by Pavilion	£ 4350.00	

Signed .....

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