

Minutes prepared by: _____ (Clerk)

Minutes approved as a true and accurate record: _____ (Chair)

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

Location: The Village Hall, Burnham Market

Date and Time: Wednesday 2nd July 2025 | 18:30

Present: Cllr Fiona Walker (Chair), Cllr Angus Piper, Cllr David Cressy, Cllr Vicky Davies.

Members of public: 4

Minutes: Annalisa Dovey : Clerk / RFO

Minutes

2507	1.	Chair: Cllr F Walker opens the meeting and welcome councillors and public at 18:34
2507	2.	Council resolved to accept Cllr Keith Morris's apologies for absence. Carried Unanim
2507	3.	Declarations of Interest and requests for Dispensations None declared
2507	4.	Co-option a) Peter Smith introduces himself and his background. b) Council resolved to Co-opt Peter Smith DC / AP Carried Unanim c) Cllr Peter Smith signs co-option form and receives Register of interest form to be completed. <i>Action: Cllr P Smith to complete register of interest form</i> <i>Action: Clerk to register Cllr P Smith with Electoral services, website and Monitoring Office.</i>
2507	5.	Public Participation Time a) Chair closes meeting to allow members of public to speak b) Member of public notes has not been addressed at Bolton House, Clerk confirms due to a mis-hearing it had been noted as Holkham House and now investigation can proceed. Nb. Location is : Bolton House, North and West end of Station Road <i>Action: Clerk to confirm address with highways</i> c) Member of public reports the post outside the bookshop in the Market Place is yet to be replaced following works.
2507	6.	Past Minutes a) Council resolves to approve the AGM Minutes 2025 DC / AP – Carried Unanim b) Council resolves to approve the AGAR Minutes 2025 DC / VD – Carried Unanim c) Chair signs both minutes
2507	7.	Internal Audit Officer Report a) Cllr Davies reports on successful meeting with clerk to demonstrate financial processes and notes shared drive is not working. <i>Action: Clerk to reshare link to shared drive with Cllr Davies for internal control and confirm it works.</i>

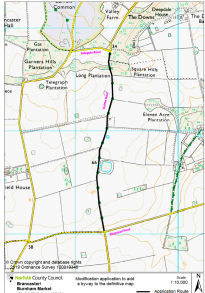
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2507	8.	Clerks report: Council received the following updates and answers to council enquiries. a) Heronwood cuts the grass at the Village Green, Big field, Pond area and old church b) Assisting parishioner with reporting substation wall hole is proving tricky <i>Action: forward to MP James Wild – UKPN substation hole in wall.</i> c) The Church confirmed receipt of the VE day expenses grant d) Noted the Bin scheme run by Rachel Campbell Gray e) Confirmed the necessity of moving a bench (Bespoke request) to avoid a road running it over. f) Noted that the village seat (circular) needs retreating. <i>Action – Clerk to arrange village seat retreatment and add to asset maintenance schedule</i> g) Noted the village sign requires inspection and that the installer will be coming in to do this and will carry and works out at the same time at no charge a. Council resolved to purchase the village sign book. Carried Unanim. <i>Action: Clerk to arrange purchase and collection of the village sign book</i> h) Allotments a. Noted the skip request will be resolved later b. Reported that vacant plots can get very over grown, causing work, costs and reluctance to take on. Bryan confirmed offer to store ground sheets and Council resolved to purchase ground sheets to manage vacant plot over growth. FW / VD Carried Unanim <i>Action: clerk to liaise with Brian on appropriate ground sheets and purchase</i> c. An allotment tenant will take on watering and maintain the allotment orchard plots..
2507	9.	Flooding Report a) No report received from Flooding Representative. b) MAG (Multi-Agency Groundwater) meeting minutes received with no further council comments.
2507	10.	Planning Advisory Group Report a) Council received Planning Advisory Group report b) Council reviewed the delegated decisions on planning application responses taken where the deadline did not permit full council review, as per attached report, and resolved to ratify them. FW / VD – Carried Unanim c) Council noted the KLWNBC decision made as per attached report To note KLWNBC decisions - o Planning Advisory Group noted approval of 25/00207/F following an appreciated alteration to roof , garage and materials.
2507	11.	Planning Applications Council considered planning applications received and approved responses as follows. 1. 25/01063/F Chapel conversion to dwelling Methodist Church, Burnham Market. 1. NO OBSERVATION. PC to accept Planning and Conservation Officers' decision. PC requires all applicable policies in the Burnham Market Neighbourhood Plan and Design Guidance to be <u>STRICTLY</u>

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		<u>ENFORCED</u>. In particular those relating to Policy 6 (Design), and Policy 11 (Dark Skies). FW / AP – Carried Unanim . 2. <u>25/01058/F</u> Self build replacement dwelling following demolition of existing lodge Lowood, Herrings Lane. 1. Council resolved to lodge the following response to application ○ The proposed development is larger than surrounding properties and would be overbearing on both the landscape and neighbouring homes. ○ There is no precedent for a basement in the area; this element is out of keeping with the existing character. ○ Similarly, there is no precedent for a swimming pool. ○ If the Borough Council were to approve this application, Burnham Market Parish Council would request: • That compliance with the CIL (Community Infrastructure Levy) exemption be closely monitored. • That a condition be included requiring all tradespeople's vehicles to be parked either on-site or in public car parks, and not on the adjoining Herrings Lane, which is narrow and subject to a speed limit. • That all relevant policies in the Neighbourhood Plan, including the Design policy and the Dark Skies Policy, be strictly enforced. VD / AP / 4 in favour -1 abst.
	12.	Byway Open to All Traffic Application Council resolved to support the proposal to register a local road as a By way Open to all traffic to formalise and protect its status, accessibility and use. FW / AP Carried Unanim 
2507	13.	Finance: Delegated Finance Group Report June 2025 a) Council received the Finance Group report from June 2025, include End of Month May 2025 report, expenditure requests, grant approval and SAM2 maintenance contractor b) Council ratified delegated decisions FW / AP- Carried Unanim .

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Decision	Outcome (yes / no and who / what as needed)	Signatory Fiona walker	Signatory Angus Piper	Signatory Keith Morris	Signatory Clerk / RFO Annalisa dovey
To approve contractor for SAM2, playingfield and signs	Yes - Richard Ne	Fiona Fiona Walker Date 6, 2022 17:46:04PST	Angus Piper Angus Piper Date 6, 2022 12:06:04PST	Keith Morris Keith Morris Date 6, 2022 12:02:04PST	Annalisa Dovey
		Jun 4, 2022	Jun 5, 20	Jun 4, 20	Jun 16, 2022
To approve payment to Chris Howell for Asset tour (2.5hrs)	Yes	Fiona Fiona Walker Date 6, 2022 17:46:04PST	Angus Piper Angus Piper Date 6, 2022 12:06:04PST	Keith Morris Keith Morris Date 6, 2022 17:22:04PST	Annalisa Dovey
		Jun 4, 2022	Jun 5, 20	Jun 4, 20	Jun 16, 2022
To approve repayment to Dennis Clark for Village Hall hire for flooding meeting	Yes	Fiona Fiona Walker Date 6, 2022 17:46:04PST	Angus Piper Angus Piper Date 6, 2022 12:06:04PST	Keith Morris Keith Morris Date 6, 2022 17:22:04PST	Annalisa Dovey
		Jun 4, 2022	Jun 5, 20	Jun 4, 20	Jun 16, 2022
To approve Grant to Church fro VE day expenses	Yes	Fiona Fiona Walker Date 6, 2022 17:46:04PST	Angus Piper Angus Piper Date 6, 2022 12:06:04PST	Keith Morris Keith Morris Date 6, 2022 17:22:04PST	Annalisa Dovey
		Jun 4, 2022	Jun 5, 20	Jun 4, 20	Jun 16, 2022
To approve reconciliations	Yes - all	Fiona Fiona Walker Date 6, 2022 17:46:04PST	Angus Piper Angus Piper Date 6, 2022 12:06:04PST	Keith Morris Keith Morris Date 6, 2022 17:22:04PST	Annalisa Dovey
		Jun 4, 2022	Jun 5, 20	Jun 4, 20	Jun 16, 2022
To approve upcoming expenditure (June 2025)	Yes	Fiona Fiona Walker Date 6, 2022 17:46:04PST	Angus Piper Angus Piper Date 6, 2022 12:06:04PST	Keith Morris Keith Morris Date 6, 2022 17:22:04PST	Annalisa Dovey
		Jun 4, 2022	Jun 5, 20	Jun 4, 20	Jun 16, 2022

2507	14.	Finance: End of Month Report To receive the End of Month Finance Report – June 2025 a. Council resolves to approve upcoming expenditure (July 2025) <i>FW / AP - Carried Unanim</i> b. Council resolves to approve past expenditure (May 2025 & June 2025) <i>AP / DC – Carried Unanim ,</i> c. Council resolves to approve Bank Reconciliation End of June 2025 <i>AP / FW – Carried Unanim</i> d. Chair signs <i>Action – Clerk to make payments</i>
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2507	15.	Finance: Quarter 1 Report a) Budget report – receives, notes and makes no further comments b) Council hears internal controls meeting had taken place, Q1 report is underway and both Q1 & Q2 report will both be reviewed at Q2. <i>Action Cllr Davies to review internal processes and report of Q1 & Q2 in Q2</i>
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2507	16.	Finance: CIL Update Council receives corrected CIL figures for CIL return 24_25 as confirmed by KLWNBC <table> <tr> <td>A</td><td>Total CIL income carried over from previous years</td><td>£12,566.79</td></tr> <tr> <td>B</td><td>Total CIL income received in FY (receipts)</td><td>£13,080.19</td></tr> <tr> <td>C</td><td>Total CIL spent (expenditure)</td><td>£19,788.66</td></tr> <tr> <td>D</td><td>Total CIL repaid following a repayment notice</td><td>£0</td></tr> <tr> <td>E</td><td>Total CIL retained at year end (A+B-C-D)</td><td>£4,826.46</td></tr> </table> CIL Expenditure: <table> <tr> <th>Details of CIL Funding Spent - Item / Purpose</th><th>Amount spent</th></tr> <tr> <td>CIL Parish Match Funding FY22_1/089 Pavilion Refurb,</td><td>£13,336.20</td></tr> <tr> <td>Fence at Creake Road</td><td>£1,750.00</td></tr> <tr> <td>Playing Field Equipment</td><td>£292.50</td></tr> <tr> <td>Notice Board</td><td>£750.00</td></tr> <tr> <td>Jubilee Beacon</td><td>£114.00</td></tr> <tr> <td>CCTV</td><td>£2,885.45</td></tr> <tr> <td>General Maintenance</td><td>£660.51</td></tr> <tr> <td>Total spent</td><td>£19,788.66</td></tr> </table>	A	Total CIL income carried over from previous years	£12,566.79	B	Total CIL income received in FY (receipts)	£13,080.19	C	Total CIL spent (expenditure)	£19,788.66	D	Total CIL repaid following a repayment notice	£0	E	Total CIL retained at year end (A+B-C-D)	£4,826.46	Details of CIL Funding Spent - Item / Purpose	Amount spent	CIL Parish Match Funding FY22_1/089 Pavilion Refurb,	£13,336.20	Fence at Creake Road	£1,750.00	Playing Field Equipment	£292.50	Notice Board	£750.00	Jubilee Beacon	£114.00	CCTV	£2,885.45	General Maintenance	£660.51	Total spent	£19,788.66
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2507	17.	Deer Proofing arrangements a. Council receives request for deer proofing quote and notes it is not possible to adequately secure all sides of the allotment. b. Council notes there is no support for culling. c. Council resolves that there is no further practical deer management action available. AP / VD – resolved unanim
2507	18.	Correspondence: Playing Field Hedge Maintenance a) Council resolved to cut back the hedge on the playing field, noting it is within the lease permissions for the PC to maintain the boundary. VD / FW – Resolved Unanim b) Council resolves to approve a delegated decision to the clerk to arrange the hedge cutting if it falls within approved spending. Resolved unanim <i>Action: Clerk to arrange hedge cutting at playingfield.</i>
	19.	Correspondence: Defibrillator Request Council heard that concerns over the state of the carry case and the internal heater Council resolved to approve all suggestions up to the limit of the clerks delegated spending. FW / DC – unanim <i>Action: Clerk to investigate defibrillator requirements and maintenance and action.</i>
	20.	Correspondence: Angles Lane Allotments – Skip Request Following a visit by Cllrs Morris and Cressy, it was noted that some plots are badly overgrown. A resident is willing to take one on but needs help with clearance. Council resolved To hire the largest available skip (approx. 6-yard) for one week in August, sourced from Fakenham. The Clerk is given delegated authority to arrange this. DC/FW - Carried unanim <i>Action: Clerk to arrange skip at Westgate Allotments</i>
2507	21.	Correspondence to Note a) <i>Devolution & Unitary Authority Update</i> – Noted. b) <i>Grass Cutting near Post Box (Old Surgery)</i> – Council resolved to request Heronwood to carry out the grass cutting at the Post Box near the old surgery. FW/DC – resolved unanimously <i>Action: Clerk to arrange Post box grass cut.</i>
	22.	Pavilion Bookings a) <i>Pavilion Booking Policy & Form</i> – Council resolved to approve the Pavilion Booking Policy and Booking Form. (AP/DC – resolved unanimously) b) Pavilion Bookings – Update ○ Bookings are going well. ○ Council noted concerns that proposed income may not cover running costs. ○ It was questioned whether lights are being left on unnecessarily. ○ Council resolved that Cllrs D Cressy and Cllrs F Walker will meet with Stephanie to discuss these matters. DC/FW – Carried Unanim

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		<i>Action: Clerk to Cllrs and Stephanie and provide running costs and investigate lights</i>
2507	23.	Tapping House Sign on Green A motion was proposed by Cllr K Morris to retrospectively approve the installation of the Tapping House sign on the green. Concerns were raised that approving the sign might set a precedent. It was noted that previously approved signs have been location-specific and not intended for advertising purposes. After consideration, the Council unanimously resolved to deny the motion to retrospectively approve the Tapping House sign on the Green. Denied – Unanim <i>Action: Clerk to contact tapping House to request sign removal</i>
2507	24.	To receive any questions from members of the Public - 15 minutes in total a) 1. reports that Mr Stilgoe used to cut the playing field hedge and received a donation to Sutton Church in return. Council resolved that the Clerk will investigate and take necessary action. DC/FW – resolved unanim <i>Action: Clerk to investigate cutting playingfield hedge and enquiring with Mr Stilgoe</i> b) Concern was raised about speeding at Beacon Hill. Clerk reports that this is with highways c) Cllr DC, speaking as a member of the public, reported high-speed noisy vehicles, including motorcycles, around 11 pm to midnight. It was advised to report such incidents directly to the police.
2507	25.	Next Meeting Date Council agreed and confirmed the next meeting date as Wednesday 3rd September. AP/VD – resolved unanim
2507	26.	Exclusion of the Press and Public The Council resolved to exclude the press and public from the meeting while agreeing a requested response to a confidential draft Investigation Report into Flooding in the Countryside (January to March 2024) (FIR077), in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business. The Council noted it felt insufficiently expert to respond, and noted no report had yet been received from the Flooding Advisory Group nor the Flooding representative. Council resolved that the Flooding Advisory Group and Flooding representative would be better placed to respond to the confidential draft Investigation Report into Flooding in the countryside FW/DC – resolved unanim
2507	27.	Chair – closed : 20:10

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Planning Advisory Group Report May / June 2025 for BMPC Meeting 2nmd July 20254

1. Delegated Decisions

- a. 25/00806/F | Rear garden room and porch extensions, timber pagoda to side and internal alterations | 14 St Edmunds Lane Burnham Market King's Lynn Norfolk PE31 8LE
 - i. **NO OBSERVATION. PC to accept Planning Officers' decision. However, PC requires all applicable policies in the Burnham Market Neighbourhood Plan and Design Codes to be strictly enforced, in particular those relating Policy 5 (Extensions, Outbuildings and Annexes), Policy 6 (Design), and Policy 11 (Dark Skies).**
- b. 25/00901/LB | Burnham Market E: 583685 N: 342299 | VARIATION OF CONDITION 2 AND REMOVAL OF CONDITIONS 3 AND 4 OF LISTED BUILDING CONSENT 24/00513/LB : Change of use from Art Gallery to residential with small extension | Grapevine Gallery St Andrews Cottage Overy Road Burnham Market King's Lynn Norfolk PE31 8HH
 - i. **This application has already been approved and the variations are technical. The council has NO OBSERVATION.**
- c. 25/00915/F. Retrospective: Householder: Erection of a woven steel fence. | Galen House Church Walk Burnham Market King's Lynn Norfolk PE31 8DH
 - i. **OBJECT. This obtrusively high woven steel fence has been erected without planning permission and borders the roadside so is highly visible on approach to the village centre. It is at least 2 metres high being manufactured of a dark harsh material and completely out of character compared to surrounding boundary treatments which are mainly low walls and natural hedgerows. Prior to erection of this steel fence, the boundary treatment was natural hedgerow which appears to have been removed. PC believes this fence contravenes Policy 6(f) of the Burnham Market Neighbourhood Plan and as such wishes to lodge an objection with a view to enforcement. See below:**
 - ii. **Policy 6f. New or existing development proposing boundary treatments should use features set out in the relevant character area which may include hedgerows, trees, wooden fences, or low walls built from local materials.**

2. KLWNBC Decisions

- a. 4/01957/F | Burnham Market Over Norton Herrings Lane Burnham Market King's Lynn Norfolk PE31 8DW - Demolition of existing dwelling and construction of replacement dwelling | Application Permitted | 8 May 2025 | Committee Decision
- b. 25/00062/TREECA | Burnham Market| Burnham House 86 Market Place Burnham Market King's Lynn Norfolk PE31 8HD - 1 Holm oak, repollard down to previous points. | Tree Application - No objection |1 May 2025 | Delegated Decision
- c. 25/00207/F | Mulberry House Herrings Lane Burnham Market King's Lynn Norfolk PE31 8DW - Householder: Proposed renovation and extension of existing dwelling. New pool house, garage modification and new car port and storage/plant room. | Application Permitted | 25 April 2025 | Delegated Decision

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- d. 25/00493/F | 16A Mill Green Burnham Market King's Lynn Norfolk PE31 8DY -
Householder: Proposed extension and alterations including demolition of existing
garage and erection of new garage. | Application Permitted | 14 May 2025 | Delegated
Decision |
- e. 25/00064/TREECA | Grapevine Gallery St Andrews Cottage Overy Road Burnham
Market King's Lynn Norfolk PE31 8HH | T1 - Small fir removal. T2 - Acacia removal.
T3 - Various shrubs to be removed. | Tree Application - No objection | 13 May 2025 |
Delegated Decision
- f. 25/00066/TREECA | Burnham Market | Cobham House 43 North Street Burnham
Market King's Lynn Norfolk PE31 8HG - T1 - Holly- Lapsed pollard, re pollard tree to
give sufficient light. Stop its encroachment onto the highway/ footpath. T2 Yew- reduce
the whole crown by up to 1.5m where suitable, all cuts to be made at growth points. All
work to be in accordance with BS3998 2010, works previously approved but application
has expired. | Tree Application - No objection | 13 May 2025 | Delegated Decision
- g. 25/00162/F Burnham Market E: 583235 N: 342124 | Rear extension to provide
additional retail space. Gunhill Clothing 70 Market Place Burnham Market King's
Lynn Norfolk PE31 8HD Application Permitted 22 May 2025 Delegated Decision
- h. 25/00442/LB | E: 583235 N: 342124 | Listed Building Application for: Rear extension &
annotated works to provide additional retail space. Gunhill Clothing 70 Market Place
Burnham Market King's Lynn Norfolk PE31 8HD | Application Permitted 21 May
2025 Delegated Decision

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