



# BURNHAM MARKET PARISH COUNCIL

## BURNHAM MARKET PARISH COUNCIL MEETING Minutes

**Date:** 5<sup>th</sup> February 2025

**Time:** 6.30pm

**Location:** Burnham Market & Norton Village Hall

**Present:**

Cllr Fiona Walker

Cllr Jeremy Neville Eliot

Cllr Vicky Davies

Cllr David Cressy

Cllr Kath Neville Eliot

Members of public: 3

Clerk/RFO: Annalisa Dovey (Minutes)

### 1. Council Chair.

1.1. Council notes resignation of Cllr Dennis Clark from the position of Chair and Councillor and records formal thanks.

1.2. In the absence of a chair, council resolved that Cllr Fiona Walker chair the meeting. Proposed JNE / seconded KNE/Motion carried unanimously.

1.3. Cllr Fiona Walker ( Chair) Opens meeting formally 18:32

1.4. Council resolved to elect Cllr Keith Morris as Chair of the council and to note thanks. Proposed FW / Seconded JNE / Motion carried unanimously.

**1.4.1. Action: clerk to send acceptance of Chair position paperwork to Cllr Keith Morris.**

2. **Apologies** received from Cllr Angus Piper and Cllr Keith Morris

3. **Members' declarations of interest and requests for dispensations.** None to note

### 4. Chair closed meeting to open to the public for comments

4.1. Member of public raised query about the development over a foot path along church walk – church walk development, explaining that No.6 Church walk has developed across the footpath.

**4.1.1. Action: Clerk to raise query with planning over Church walk foot path – public rights of way officer at NCC**

4.1.2. Cllr Walker declares interest in the subject - in Church Walk number 3.

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4.2. Cllr Sam Sandell raises query over no.6's brick wall noting it does not seem to appear on the plans.

4.2.1. **Action – clerk to check on no6. Church Walk planning application plans and raise enforcement query as appropriate.**

4.3. Query raised about safety of the builders and the crane particularly in high winds.

4.3.1. **Action: Clerk to contact builders** to enquire about safety of crane and its use. .

5. **Past minutes:** Council received and resolved to approve past minutes from 16<sup>th</sup> December 2024. proposed JNE / seconded DC, motion carried unanimously.

6. **Council** received and resolved to agree notes from inquorate Council meeting 13/01/25 | (attached). Proposed DC / seconded VD / Carried unanimously.

7. **Matters Arising from 16/12/24 & 31/01/25**

7.1. **Action List:** Council received action list and noted updates with no matters arising

7.2. **Norfolk ALC Vote on incorporating.** Council discussed proposed change and noted concerns about a lack of understanding of the issue and impact,

7.2.1. Council resolved to Vote against the Norfolk ALC proposed incorporation, noting insufficient information to vote for a change, Proposed FW / Seconded KNE / Carried unanimously.

7.2.1.1. **Action: Clerk to email Norfolk ALC vote response.**

7.3. **Heronwood branch clearing at Beacon Hill.** Clerk reported Heronwood attended and found no solid path to clear as per attached photos. Council heard it may be Freebridge or Highways responsibility. Council resolved no further action pending more information.

7.3.1. **Action: Clerk to investigate Beacon Hill path location and report as appropriate.**

7.4. **Construction site parking.** Clerk contacted Holkham Estates who have requested use of Village Hall for car parking and confirmed intention to not cause an obstruction nor damage.

7.4.1. **Action: clerk passed information to Village Hall committee for action.**

8. **To receive reports:**

8.1. **County Councillor Andrew Jamieson.** No report.

8.2. **Borough Councillor Sam Sandell**

8.2.1. **BMPC 8 Member council.** Cllr Sandell confirms that Burnham Market Parish Council has been approved to run as an 8-member council by the environment and community panel.

8.2.1.1. **Action: Clerk to check quoracy as an 8-member council and arrange paperwork and update standing orders.**

8.2.2. **Devolution.** Norfolk and Suffolk have been announced as being on the Fast Track to devolution.

8.2.2.1. 7 borough councils will be abolished .

8.2.2.2. The transfer of power will trigger a reorganisation of the way of working across the counties.

8.2.2.3. 2-year time frame.

8.2.2.4. Clerks and borough Cllrs will have newsletters on Fridays to circulate key information in a timely manner.

**8.2.2.4.1. Action clerk to note link to devolution updates newsletter in the Parish Newsletter and on the website.**

8.2.3. **Second home council tax.** Council hears that the extra funding raised will not come back to Parish Councils. It will be spent largely on homelessness and adult & social care. With the majority of funding being focussed on areas where these are key challenges, which excludes Burnham Market, who will have raised much of the funds.

8.2.4. **Climate change champions.** West Norfolk has announced a climate change competition, inviting primary schools to enter

### 8.3. Clerks Report

8.3.1. **Emails.** Clerk notes challenges with emails are ongoing, and its continuing to pursue resolutions,

8.3.2. Accountancy Software. With financial savings and easier efficient working, Council resolves to change accounting software. *Proposed FW / seconded DC / motion carried unanimously.*

8.3.2.1. **Action: Clerk to finalise year end and action accounting software change.**

8.3.3. Council receives confirmation that highways does not provide licenses for street traders.

8.3.4. Council resolves to engage an internal auditor ahead of the AGAR.

8.3.4.1. **Action: Clerk to confirm engagement with Tina Cunnell.**

8.3.5. Community Police Officer. Cllr KNE, Cllr JNE confirm availability an interest in meeting with Beat Officer David Norris.

8.3.5.1. **Action: Clerk to confirm dates and connect meeting attendees.**

8.3.5.2. Council noted more police presence recently on the Green and a speed camera.

8.3.6. Council received quotes for retrofitted solar panels for SAM2s, and noted ability to use CIL for these.

**8.3.6.1.1. Action, Clerk to verify remaining CIL monies and Action**

8.4. Working / External Groups

8.4.1. Projects working group (JNE / KM / FW).

8.4.1.1. Cycling and walking project is currently dormant

8.4.1.2. Cycle path group are meeting and progressing with exploring options.

8.4.2. Renovating the pit pond – Cllr JNE is liaising with environmental consultants.

**8.4.2.1. Action. Clerk to add Projects working group to the working groups list,**

9. **Planning.** To consider and respond to Planning Applications received from Kings Lynn & West Norfolk Borough Council in line with comment dates

9.1. Council resolved to record the following responses

9.1.1. No Observation to:

1.1..1. 25/00013/TREECA | T1 - Fig - Growing in close proximity to building – Fell | The Old Forge, Creake Road

9.1.1.1. 25/00034/F | 2 canopies • ground floor velux within boot room • carport + store • Southern | Apple Tree Cottage 8 Sussex Farm Lane

9.1.2. Objection

9.1.2.1. NN Ref 5600 - Street Name Consultation | St Ethelberts Place | off Creake Road, Burnham Market

9.1.2.1.1. There is already a St Ethelberts Close.

9.1.3. **Action: Clerk to respond to planning applications and street name consultation with council responses.**

9.2. Council resolved to ratify the following decisions. Proposed FW / Seconded VD. Unanimously carried.

9.2.1. 24/02066/F : HOUSEHOLDER with LB Replacement of the existing timber windows with new timber windows • The Garden House | NO OBSERVATION. PC to accept Planning and Conservation Officers' decision. However, PC requires all applicable policies in the Burnham Market Neighbourhood Plan and Design Codes to be strictly enforced

9.3. Council noted the following KLWNBC planning decisions

9.3.1. 23/00103/F: Permitted | Overy Road Nurseries –

9.3.1.1. Cllr DC highlights that these are the self builds that have been permitted despite planning office objections, thanks to PC and public support for the project as it supplied local housing for local people.

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- 9.3.2. 24/01922/LDP: Permitted | Apple Tree & Beech Cottage amalgamation
- 9.3.3. 24/01948/PACU5: Approved (Prior Approval) | hello Sweetie 17 Ulph Place
- 9.3.4. 24/01987/F: Permitted | Church House Overy Road | revert to single dwelling
- 9.3.5. 24/02010/F: Permitted | 27 Kestrel Close | Extension
- 9.3.6. 24/00086/TPO: Consent | Church Walk Tree | Fell Beech & Elm
  - 9.3.6.1. Query over the location of the trees raised.
- 9.3.7. 24/02142/F | Permitted | Barn Cottage Station Road: side extension, porch, new wall + alterations.

#### 9.4. Council noted withdrawn applications

- 9.4.1. 24/00638/F : Change of use from 2 class E units to residential units at 17&17 Ulph Place.
  - 9.4.1.1. Cllr DC highlights concern over increase in change of use commercial to residential.

#### 10. Finance

- 10.1. Q3 financial report: Council received and resolved to approve updated Q3 financial report . Proposed KNE / Seconded JNE/ unanimously carried
- 10.2. To reduce cost code allocation errors, council resolved to approve proposed new cost codes and centres. Proposed KNE / Seconded DC / carried unanimously.
- 10.3. Council received and resolved to approve reconciliations October 2024 – December. Proposed JNE / Seconded DC / unanimously carried.
  - 10.3.1.** Chair signs
- 10.4. Council received and resolved to approve payments and receipts made October 2024 – December 2024. Proposed FW / Seconded KNE / Unanimously carried.
- 10.5. Council notes no transfers to approve.
- 10.6. January 2025 Financial report (attached)
  - 10.6.1. Council received January statement of accounts
  - 10.6.2. Council received and resolved to approve Jan200245 reconciliation. Proposed FW/ Seconded KNE / Unanimously carried.
    - 10.6.2.1. Chair signs Jan 25 reconciliation
  - 10.6.3. Council received the January 20245 transaction list.
  - 10.6.4. Council resolved to approve February upcoming expenditure. Proposed JNE / Seconded

DC / unanimously carried.

11. **Delegated powers.** To continue the smooth monthly running of council business whilst running alternate monthly meetings, council resolved to approve the following delegated powers to be invoked on the month, where there is no meeting at the same point as where there would be a meeting if it were monthly. Proposed JNE . Secoded KNE / unanimously carried.

- Delegate the clerk to act on financial Working group advice to approve expenditure.
- Delegate the clerk to respond to KLWNBC planning applications on the advice of the Financial working group
- Delegate the clerk to engage contractors for asset purchase, maintenance and management on the advice of the asset maintenance and management group.

**1..1. Action: Clerk to update delagetd powers list**

**1..2. Action: clerk to produce finance & asset report monthly for groups to action in alternate non-meeting months.**

12. **Funding.** Council confirmed that CIL project funding has passed but will reopen July 2025 and noted that it is important to have projects prepared to be able to provide the three quotes and support for the project evidence.

### 13. Amenities

13.1. **Allotments. Action: Clerk to contact Brian about a requested allotment space,**

13.2. **The Memorial Bench.** Council discussed the memorial bench and resolved to replace it like for like. Proposed FW / Secoded JNE / carried unanimously.

**13.2.1.** Council expressed concern about the owners retaining maintenance of the bench in perpetuity and resolved to suggest a time frame. Proposed DC / Secoded KNE / Carried unanimously.

**13.2.1.1. Action: Clerk to liaise with owners to source identical bench and install and to discuss a maintenance timeframe after which maintenance will pass to the council.**

13.3. **Pavilion.** Council considers to solutions to the broken cross bar panel on the pavilion with their respective quotes and resolved to remove the panelling and make good. Proposed FW? Secoded KNE. Carried unanimously.

13.4. **Playing Field and Play Area.** Council received inspection guidelines and gate repair quote and noted uncertainty over liability, requirements and the quote.

**13.4.1. Action: Clerk to check liability and insurance requirement and solutions to inspections.**

**13.4.2. Action: Clerk to seek comparison quotes for fixing the playing field gate.**

13.5. **Maintenance work.** None to report

13.6. Council heard parishioner concern about vans parking illegally on the Green and resolved to

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monitor the issue and revisit if it is significant to agree further actions. Proposed FW / Seconded DC / motion carried unanimously.

- 13.7. **Tommy Bench – HMC.** Council heard that HMC have requested permission to have an additional bench next to the Tommy figure. Council agrees it would be a nice gesture and raises concern over the proliferation of benches and lack of space.

13.7.1. Council resolved to agree to a Tommy Bench replacing the existing HMC bench. Proposed FW / Seconded DC / carried unanimously.

13.7.1.1. **Action: Clerk to liaise with HMC to confirm acceptance of Tommy Bench to replace the existing HMC bench.**

- 13.8. **Flooding.** Council received flooding updates and hears that Dennis Clark has agreed to be the Council's Flooding representative. Council extends formal thanks.

#### 14. Correspondence as received

- 14.1. Chairs handover. Council considered the list of Chair's duties and arranged delegation as follows:

14.1.1. Council representative for Flooding and associated meetings – Dennis Clark kindly agreed to be Council Reporter,

14.1.2. Trader liaison - Cllr Vicky Davies

14.1.3. Event organiser liaison – Clerk

14.1.3.1. Access to equipment for events – tbc as required on an event by event basis.

14.1.4. Planning sub group – no further additions to a group at present

14.1.5. Finance group – members confirmed as Cllr KM, Cllr KNE & Cllr AP

14.1.6. SAM2 unit. Charging, moving and downloading data

14.1.6.1. **Action: Cllr JNE to cover moving and maintenance for a month or so and clerk to investigate a solution to present at March meeting.**

14.1.6.2. **Action: Clerk to download SAM2 data**

14.1.7. Pavillion CCTV (check footage and maintain) – **Action: clerk to investigate requirements and a solution**

14.1.8. Inspect Play area– **Action: clerk to investigate solution and to report at march meeting,**

14.1.9. Coronation Tree–find a commemorative sign – **Action: clerk to research**

14.1.10. Refurbishing the village – pump – **Action: clerk to put on March meeting agenda**

14.1.11. Outdoor table tennis. **Action: Clerk to investigate and resolve**

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15. Meeting extension. Council resolved to extend the meeting by 20 minutes. Proposed FW / Secoded KNE / carried unanimously. (20:40 – 21:00)
16. Correspondence continued
- 16.1. Emails (several) | Flooding – noted as received
- 16.2. Email | Cake Stall | thanks – noted as received
- 16.3. Email | parishoner | Concerned about contractor behaviour on Sutton Estate and damage to the Sutton Estate Green
- 16.3.1. Cllr KNE noted discussions had with builders in the summer
- 16.3.2. Clerk noted Builders have been contacted for response
- 16.3.3. Cllr KNE noted that the builders had promised redecoration of one house
- 16.3.4. Council resolves to write a letter to include commitments originally made and requiring escalation to prevent further damage and restoration on existing damage. Proposed DC / Secoded FW / carried unanimously.
- 16.3.4.1. Action: Clerk to pursue discussion with Bespoke builders to agree restoration of damage and commitment to cause no further damage**
- 16.4. Email | Notification that the pavilion will not be required for Flooding Office | Noted
- 16.5. Email | confirmation of Auction dates | Every Monday-16th June 2025 to 15th September 2025 | Noted
- 16.5.1. Action: Clerk / RFO to invoice at the end of the season**
- 16.5.2. Action: Clerk to include auction dates in newsletter**
- 16.6. Phone Call | Anonymous | Beacon Hill Path mossy and slippery/ Council noted and confirmed policy to not answer anonymous calls.
- 16.7. Email | parishoner | Pavillion Black bin. Council resolved to store black bin in pavilion except for events, where it will be the hirers responsibility to return to pavilion after use. Proposed VD / Secoded FW / carried unanimously.
- 16.7.1. Action: Clerk to place black bin in pavillion.**
- 16.7.2. Action: Clerk to update rental agreement of pavillion to incude black bin management**
17. Any Late Notices
- 17.1. Request to allow a parking on the green for a disabled trader
- 17.1.1. Council agreed to defer the item to March agenda to allow proper consideration, noting there is no parking permitted on the green with disabled parking being provided the yellow lines.



**17.1.1.1. Action: Clerk to contact trader to investigate sufficiency of yellow line parking and place item on March agenda**

17.2. Council resolved to waive the notice period to agree that web links can be advertised on the website for Heritage house as a news item.

**17.2.1. Action: Clerk to note heritage house on the news page of the website with a link.**

17.3. Council resolved to waive the notice period and resolved to agree to the playing field being used for the Fayre. Proposed FW / Seconded DC / carried unanimously.

17.4. Highways information on speed around Burnham surgery .

17.4.1. Council resolved to waive the notice period

17.4.2. Council resolved to accept offer of roundels at Burnham Surgery. Proposed DC / Seconded VD / Carried unanimously.

17.4.3. Council resolved to investigate Solar panel SAM2 at the Surgery, noting the possibility of applying to Jacks Wind Farm for funding.

**17.4.3.1.1. Action Clerk and JNE to investigate and bring to council at next opportunity,**

18. **Matters for the next agenda.** No further matters noted.

19. Council heard from members of the public and agreed to:

19.1. Share the Pavilion expenditure figures at the March meeting

**19.1.1. Action Clerk to provide a pavilion expenditure summary.**

19.2. **Action Clerk to investigate location of removed Birch and Elm Tree and share.**

20. Next Meeting Date: 5<sup>th</sup> March 2025. AGM: 7<sup>th</sup> May 2025

21. Chair closed meeting - 21:00