

MINUTES OF THE BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday 19th July 2021 at 6:30pm
at Burnham Market & Norton Village Hall,
Beacon Hill Road, Burnham Market, PE31 8EN.

Present: D Aylen (part), P Borlace, R Campbell-Gray, K Neville-Eliot, Jez Scoles, P Woodhouse (Chair).

Clerk: Miss Lolly Dawson

1. Co-Option
Mr Dugan Aylen was co-opted onto the Council, signed the declaration of acceptance of office and joined the meeting. PROPOSED Cllr Scoles, seconded Cllr Campbell-Gray.
2. Apologies and consideration of acceptance for absence.
Apology accepted for Cllr M Lumley due to personal commitments.
The resignation of Mr Nick Fryer and Mrs Karen Watkins was received.
3. Members' declarations of interest and requests for dispensations.
None.
4. The minutes from the Full Council Meeting held on Monday 21st June 2021 were AGREED and signed by the Chair.
5. Public speaking.
Vertex Architecture and Avocet Homes addressed the council with a presentation on planning application 21/00084/F and answered a number of public questions with regard to construction noise, access, parking, hedging, construction traffic, size & style of the dwellings. A member of the public commented on the pest control contract at the allotments, the new village map, the hedging at Barrows Pit and the use of the pavilion.
6. There were no reports received.
7. A report on progress on items from previous meetings was RECEIVED.
 - 7.1 The vacant allotment plots have been tidied.
 - 7.2 Finance committee meeting was held Tuesday 13th July 2021.
 - 7.3 A Neighbourhood Development Plan meeting is confirmed for Wednesday 11th August at 6:30pm at the Village Hall.
 - 7.4 Additional Car Park signs have been purchased and fitted.
8. Planning.
 - 8.1 Planning Applications received from Kings Lynn Borough Council:
 - 8.1.1 21/00998/F Erection of two outbuildings to provide ancillary accommodation for the previously approved replacement dwelling, Cherry Trees, Church Walk, PE31 8DH. OBJECT due to overdevelopment of the site, insufficient parking. PROPOSED Cllr Campbell-Gray, seconded Cllr Scoles.
 - 8.1.2 21/01053/A Advertisement application for 1 x non-illuminated handing sign to advertise commercial business at Fredz Beauty, 33 Market Place, PE31 8HD. SUPPORT, PROPOSED Cllr Campbell-Gray, seconded Cllr Scoles.

Lolly Dawson, Parish Clerk, 58 Hercules Road, Norwich, NR6 5HH. Tel: 07437529179

Website: <https://burnhammarketparishcouncil.norfolkparishes.gov.uk/>

Email burnhammarketpc@gmail.com

- 8.1.3 21/01207/F Proposed residential annexe, 11 Sutton Estate, PE31 8EX. OBJECT due to overdevelopment of the site, PROPOSED Cllr Borlace, seconded Cllr Campbell-Gray.
 - 8.1.4 21/01019/F Proposed outbuilding / store at Endymion, Creake Road, PE31 8EW. SUPPORT, PROPOSED Cllr Campbell-Gray, seconded Cllr Borlace.
 - 8.1.5 21/01358/F Proposed single storey extensions, alterations incorporating wall to front boundary. 6 Mill Green, PE31 8DY. SUPPORT, PROPOSED Cllr Campbell-Gray, seconded Cllr Scoles.
 - 8.1.6 21/01297/F Replacement of windows of rear lean-to structure with new windows and double doors in the center. Please Refer to BED02.01.01 Existing and Proposed at Bedfords Estate Agent. 25 Market Place, PE31 8HF. SUPPORT, PROPOSED Cllr Campbell-Gray, seconded Cllr Woodhouse.
 - 8.1.7 21/1368/F Demolition of existing porch and construction of replacement single storey extension to form larger boot room. at Westgate Old Rectory, Ringstead Road, PE31 8JR. SUPPORT, PROPOSED Cllr Campbell-Gray, seconded Cllr Borlace.
 - 8.1.8 21/01128/F Removal of conservatory, provision of single storey rear extension to form orangery and garage conversion to form a bedroom and en-suite at 12 Kestrel, PE31 8EF. SUPPORT, PROPOSED Cllr Scoles seconded Cllr Woodhouse.
 - 8.1.9 21/01335/F Proposed Demolition of Existing Dilapidated Building and Subsequent Erection of an Incidental Outbuilding at Mill Wood House, Herrings Lane, PE31 8DW. SUPPORT, PROPOSED Cllr Borlace, seconded Cllr Campbell-Gray.
 - 8.1.10 21/00084/F Development of 6 dwellings following demolition of existing dwelling at Redlands, Back Lane. SUPPORT, PROPOSED Cllr Campbell-Gray, seconded Cllr Woodhouse.
 - 8.1.11 21/01263/F Proposed New Build Dwelling to site including five bedrooms. at Tradewinds Docking Road, PE31 8JU. SUPPORT, PROPOSED Cllr Campbell-Gray, seconded Cllr Scoles.
- 8.2 The decisions taken by Kings Lynn Borough Council were NOTED:
- 8.2.1 21/00976/F8 Sussex Farm, Ringstead Road, PE31 8JY - Single storey extension to dwelling. Application Permitted 7 July 2021.
 - 8.2.2 21/00047/TPO Folly House Church Walk, PE31 8DH - 2/TPO/00209 T1 - Ash, to reduce up to 50% all over. G1 - Four Pine Trees, to cut down. 6 July 2021 Delegated Decision.
 - 8.2.3 21/00107/TREECA Church Pightle, Station Road, PE31 8HA - T1- Ash to fell due to significant internal basal decay, within a Conservation Area. Tree Application – No Objection. 30 June 2021. Delegated Decision.
 - 8.2.4 21/00100/TREECA No.TWENTY 9 29 Market Place, PE31 8HF - T1- Holme Oak- Prune back branches overhanging wall to Market house by 1-1.5 meters or to boundary, within a Conservation Area. Tree Application – No Objection. 1 July 2021. Delegated Decision.
 - 8.2.5 21/00103/TREECA Allwinds Millwood, PE31 8DP - T1 - Sycamore to remove as dangerous and dying. Tree Application – No Objection. 1 July 2021. Delegated Decision.

- 8.2.6 21/00757/F Stubbings Field, Herrings Lane. Construction of four new dwellings together with associated access and landscaping. Application Withdrawn. 11 June 2021.
- 8.2.7 21/00795/F 9 Walkers Close, Creake Road, PE31 8EP - Proposed Single Storey Side Extension. Application Permitted. 14 June 2021. Delegated Decision.
- 8.2.8 21.00089/TREECA Smithy House Station Road, PE31 8HA - T1 - Silver Birch, to reduce all over below previous points. T2 - Cherry, to reduce or re pollard all over by up to 50%. T3 - Ginko, to reduce by 6 ft, within a Conservation Area. Tree Application - No objection. 14 June 2021. Delegated Decision.
- 8.3 The draft consultation response for the Local Plan Review was considered and the final approval to send the response was delegated to the planning leads.
9. Finance.
- 9.1 The minutes of the Finance Committee Meeting held Tuesday 13th July 2021 were RECEIVED.
- 9.2 The Budget Expenditure Report was received and considered.
- 9.3 The Bank Reconciliation was received and considered.
- 9.4 Cllr P Borlace was elected to the Finance committee, PROPOSED Cllr Woodhouse, seconded Cllr Scales.
- 9.5 It was RESOLVED to remove Mr Nick Fryer and add Cllrs K Neville-Eliot and P Borlace as signatories on the Unity Trust Account. PROPOSED Cllr Woodhouse, seconded Cllr Scales.
- 9.6 The Natwest bank account is being closed and all funds transferred to the Unity Trust Account.
- 9.7 It was NOTED that the AGAR has been sent to the external auditor.
- 9.8 The payments list was considered and APPROVED, PROPOSED Cllr Scales, seconded Cllr Scales.

| Payee | Net £ | Vat £ | Total £ |
|---|----------|--------|----------|
| Cozens Maintenance - May | £50.00 | £10.00 | £60.00 |
| Vodafone phone credit – refund L Dawson | £20.00 | £0.00 | £20.00 |
| SSE May 2021 Streetlights | £95.64 | £4.77 | £100.41 |
| EON Energy – refund L Dawson | £54.56 | £2.73 | £57.29 |
| July Staff Salary | £1254.05 | £0.00 | £1254.05 |
| Zoom – refund L Dawson | £14.39 | £0.00 | £14.39 |
| Heronwood Landscapes INV 1708 | £679.00 | £0.00 | £679.00 |
| Wicksteed Playground Annual Inspection | £180.00 | £36.00 | £216.00 |
| Steward Safety Supplies – Parking signs | £87.12 | £17.42 | £104.54 |
| Holkham Estate – Annual rent | £127.50 | £0.00 | £127.50 |
| Mr B Lynn – Allotment maintenance | £40.00 | £0.00 | £40.00 |

10. Administration.
- 10.1 The Facebook statistics for last 28 days were NOTED – post reach 310 (increase), engagement 123 (increase of 324%), additional likes 5 (decrease).
- 10.2 The model Councillor Code of Conduct was ADOPTED, PROPOSED Cllr Woodhouse, seconded Cllr Campbell-Gray.
- 10.3 The General Reserves Policy was ADOPTED, PROPOSED Cllr Campbell-Gray, seconded Cllr Woodhouse.

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- 10.4 The updated Privacy Statement was ADOPTED, PROPOSED Cllr Campbell-Gray, seconded Cllr Scoles.
- 10.5 It was AGREED for Cllr Aylen to create a leaflet design promoting the Parish Councils work and current vacancies. Clerk to provide the content and source quotes for printing.
- 10.6 It was AGREED to submit maintenance of Barrows Pit as a priority for the Welcome back fund at KLWNBC.

11. Highways

- 11.1 It was NOTED that highways are in the process of a 3-stage plan to improve the infrastructure around Barrows Pit.
- 11.2 It was AGREED to place additional No Parking Cones at Church Walk, to be managed by Council and a report brought to the next Council Meeting.
- 11.3 It was AGREED to place an additional dog waste bin at Herrings Lane according to the permission from highways. It was RESOLVED to delegate spend of up to £100.00 to the Clerk to organise fitting the bin. PROPOSED Cllr R Campbell-Gray, seconded Cllr Scoles.

12. Amenities

- 12.1 The play area annual inspection report was received and considered.
- 12.2 It was AGREED for the Clerk to source additional quotes for minor repairs to the Children's play area.
- 12.3 It was RESOLVED to delegate to the Clerk to source an additional quote for the repair of the Cradle swing and action the repair. PROPOSED Cllr Woodhouse, seconded Cllr Scoles.
- 12.4 It was NOTED that a smart meter will be fitted at the pavilion – E.ON.
- 12.5 It was NOTED that the Finance Committee have agreed not to increase the allotment rent for 22/23.
- 12.6 The Clerk reported that there were 8 vacant plots at Westgate and no vacant plots at Creake Road. Two tenants were contacted to cultivate their plots.
- 12.7 It was AGREED for Mr Bryan Lynn and Mr Chris Howell be able to undertake voluntary work at the allotments at the request of the Clerk, PROPOSED Cllr Scoles, seconded Cllr Neville-Eliot.
- 12.8 It was AGREED to purchasing a sign / map for the noticeboard on the water pump green, Clerk to source quotes.
- 12.9 It was AGREED to book Circus Ferrel in Summer 2021. Clerk to circulate confirmed dates and details including contacting the neighbouring homes.

13. Correspondence:

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|-------|--|---|-------|
| Email | Member of Public | The Councils future plan. | NOTED |
| Email | Member of Public | Query about parking on Overy Road | NOTED |
| Email | Kings Lynn West Norfolk Parking Operations | Response to query about parking on Overy Road. | NOTED |
| Email | Community Car Scheme | Response for grant. | NOTED |
| Email | Burnham Overy Clerk | Invitation to meeting with Police. 23 rd July 2021 on Teams. | NOTED |
| Email | Andrew Jamieson | Burnham Norton Campsite Update | NOTED |

14. Matters for the next agenda.

Parish Council leaflet and quotes for printing.
Report on no parking cones at Church Walk.
Quotes for the map on the Pump Green.

15. Public Speaking & Items for next agenda.

None.

16. Forthcoming Meetings:

Parish Council Meeting 20th September at 6:30pm to be held at the Village Hall.
Parish Council Meeting 18th October at 6:30pm to be held at the Village Hall.
Finance Committee Meeting 9th November at 6:00pm to be held at the Village Hall.
Parish Council Meeting 15th November at 6:30pm to be held at the Village Hall.

The meeting was closed at 20:03.

Signed:

Dated: