

Minutes of the Parish Council Meeting

Location: Burnham Market and Norton Village Hall

Date: 16th December 2024

Time: 6:30 PM

Present:

Councillor Dennis Clark | Chair (CDC)

Councillor Fiona Walker (FW)

Councillor Kath Neville-Eliot (KNE)

Councillor David Cressy (DC)

Councillor Jeremy Neville-Eliot (JNE)

Clerk and Responsible Financial Officer (RFO) | Annalisa Dovey | Minutes

Two Members of the Public

1. Welcome

1.1. The Chair opened the meeting and welcomed everyone at 6:30 PM.

2. Apologies

2.1. Apologies were noted from Borough Councillor Sam Sandell, County Councillor Andrew Jamieson, Councillor Keith Morris, and Councillor Angus Piper.

3. Co-Option

3.1. Council resolved to approve the co-option of Vicky Davies. Proposed: KNE, seconded: DC, carried unanimously.

3.1.1. **Action: Clerk to send Cllr Vicky Davies (VD) a register of interest form, Code of Conduct, Standing Orders, and Financial Regulations, and set up email access.**

3.2. Cllr Vicky Davies left the members of the public and joined the meeting.

4. Declarations of Interest

4.1. No declarations of interest were made.

5. Public Participation

5.1. No comments from the public.

6. Approval of Past Meeting Minutes

6.1. Council received the minutes from November 2024 and resolved to approve them. Proposed: DC, Seconded: FW, carried unanimously.

6.2. Matters Arising

6.2.1. Community Supermarket (KNE)

6.2.1.1. A parishioner confirmed satisfaction with local delivery services in Burnham Market.

6.2.1.2. The Community Supermarket will trial for two to three weeks at Sutton Lea.

6.2.1.3. A one-off small membership fee of £3.50 per family is required. Produce is reported to be better priced than Aldi/Lidl.

6.2.1.3.1. **Action: Clerk to include Community Supermarket information in the newsletter.**

7. Reports from Borough and County Councillors

- 7.1. No reports received.
- 7.2. Council noted that council boundaries may change.

8. Planning

- 8.1. Council received the report from the Planning Advisory Group and ratified delegated decisions.
Proposed: KNE, Seconded: FW, carried unanimously.
- 8.2. Concerns were noted regarding the purchase of biodiversity net gain credits and the risk of losing biodiversity improvements to areas outside the parish.
 - 8.2.1. Council resolved to enquire about enforcing credit purchases within the area.
 - 8.2.1.1. Action: Clerk to investigate and include a note on planning comments.**

9. Finance

- 9.1. Council received and resolved to approve the November 2024 Payment List. Proposed: JNE, seconded: FW, carried unanimously.
- 9.2. Council received and resolved to approve the December 2024 Payment List. Proposed: FW, seconded: JNE, carried unanimously.
 - 9.2.1. Action: Clerk to action November and December 2024 payments.**
- 9.3. Council received the budget report from Councillor Keith Morris and the Finance Committee.
 - 9.3.1. Council expressed formal thanks to Councillor Keith Morris.
 - 9.3.1.1. 9.4. Council resolved to approve the budget figures as presented. Proposed: FW, seconded: DC, carried unanimously.
- 9.4. Council discussed the precept
 - 9.4.1. Council noted the importance of agreeing a precept before 31st January.
 - 9.4.2. Additional concern was noted over the possibility of being inquorate at the January meeting.
 - 9.4.3. Council proposed and resolved that reserves be verified prior to January. If the council is quorate at the January 2025 meeting, the precept will be set and agreed at that meeting using the agreed budget and the verified reserves. If inquorate, the precept will default to the current proposed figure unless a significant underfinanced discrepancy arises, in which case the precept will be approved at the minimum required amount to cover expenditure and necessary reserves.
Proposed: FW, seconded: JNE, carried unanimously.

Action: Councillor Keith Morris and Clerk/RFO to meet to finalise precept setting.

10. Highway Matters

- 10.1. JNE and CDC met with Highways to discuss key issues.
 - 10.1.1. Goose Beck and Flooding: A work plan to modify the curb has been agreed.
 - 10.1.2. Pedestrian Access to the Surgery: A 20mph speed limit was discussed. Concerns were raised that this would be ineffective due to frequent speeding violations.
 - 10.1.3. It was agreed to improve the trod to make it safer.

10.2. Collapsed Curb: Council head and noted that the collapsed curb on the corner of Overy Road and Friar's Lane is dangerous, guiding pedestrians straight into the road and with frequent use by prams and pushchairs who are unable to safely pass.

10.2.1. Council resolved to address unsafe highways concerns through communication with Highways, promotion in public correspondence, and encouraging public reporting on the Highways website.

10.3. **Action:** Clerk to email Highways about the collapsed curb on the corner of Overy Road and Friar's Lane, highlighting frequent use by pushchairs and prams.

10.4. **Action:** Clerk to include highways issues in the newsletter and encourage public reporting.

11. Allotments: Clerk to liaise with Brian regarding allotments.

12. Vandalism and damage

12.1. Council noted continued vandalism and escalating costs, including goalposts (£400), tables (£600), ground and plank damage.

12.1.1. Security contractors will reposition CCTV and provide app access for live monitoring.

12.1.1.1. Action: Clerk to liaise with security firm for access to CCTV images.

12.2. Concerns were raised over electric bikes causing ground and gravel damage in the car park.

12.3. Council resolved to proactively address vandalism and anti-social behaviour.

12.3.1. Action: Clerk to contact the police and Community Officer and include anti-vandalism messaging in public communications.

12.4. Herring's Lane bench: Council heard that a lack of clarity over ownership and bench maintenance responsibility has led to a well-intentioned misunderstanding resulting on the bench being painted in line with the rest of the council's bench maintenance.

12.4.1. Council suggested offering to repaint the bench well.

12.4.1.1. Action: CDC to introduce the clerk to bench donors / owners to seek a resolution and clarify bench maintenance responsibility going forwards. Proposed JNE, Seconded CDC. Carried Unanimously.

12.5. Grass cutting maintenance. Council resolved to seek clarity on grass cutting requirements and to formalize the contract and inspections.,

12.5.1. Action: Clerk to clarify and manage grass cutting contract.

12.6. Council Agreed principle of clerk addressing finance, then governance, then assets then outstanding paperwork and record management.

13. Correspondence

13.1. Email | parishioner requesting permission or signposting for a jacket potato stall at village events

13.1.1. Council noted that this is not a PC power.

13.1.1.1. Action, Clerk to reply signposting parishioner to highways and event owners and to offer to share details with traders association.

13.1.2. Concern noted about licenses being given by highways: Action: Clerk to liaise with highways and report back on the licensing process and regulations.

14. Matters for next agenda

14.1. Precept

14.2. Funding from Jacks wind farm for SAM2 unit

- 14.3. Herring's Lane bench
- 14.4. Highways licensing
- 14.5. Police liaison over vandalism

15. Meeting dates

15.1. Council notes that fewer meetings would help to insure quoracy and council efficacy and noted that a reduction in meetings could be reviewed and reversed if required, whilst additional meetings can always be called.

15.1.1. Council resolved to meet 1st Wednesday of every odd month, except for January. Dates will be: Monday 13th January, Wednesday 5th March, Wednesday 7th May, Wednesday 2nd July, Wednesday 3rd September, Wednesday 5th November. Proposed DC, Seconded FW. Carried Unanimously.

16. Appointment of Clerk

16.1. Council resolved to appoint Annalisa Dovey As Clerk and Responsible Financial Officer (RFO) . Proposed FW, Seconded KNE, Carried Unanimously.

17. Meeting Closure

19.1 The Chair wished everyone a festive season and closed the meeting at 8:04 PM.

****Minutes Approved:****

****Chair Signature:****

****Date:****