

MINUTES OF THE BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday 7th December 2020 at 7pm

This meeting was being held virtually under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and members of the public joined the meeting online via ZOOM

Present: Cllrs R- Campbell-Gray, B Lynn, J Marshall (Chair), R Monbiot, K Watkins, P Woodhouse (Vice-Chair)

Clerk: Lolly Dawson

Members of the public: 8 members were present.

1. Appointment of Parish Clerk.
It was RESOLVED to ratify the appointment of Lolly Dawson in accordance with the terms and conditions contained within the contract circulated and the appointment letter issued both to be signed in due course.
2. Apologies and consideration of acceptance for absence.
Cllrs N. Fryer, R. Parke, J. Scoles.
3. To note the Parish Council has received permission to Co-opt for the three current vacancies.
Mr J Scoles was PROPOSED by Cllr Campbell-Gray seconded by Cllr Monbiot and co-opted onto the council in his absence.
Two vacancies remain.
4. Members' declarations of interest and requests for dispensations.
Cllr Campbell-Gray, B Lynn, K Watkins regarding item 14 Allotments.
Cllr Campbell-Gray & Marshall regarding the Bin Scheme.
5. The minutes from Full Council Meeting held on Monday 16th November 2020 were AGREED and will be signed by the chair in due course.
6. Presentation received from Fleur Homes regarding development in Stubbings Field from Mr Jamie Bird.
Following questions from the public and councillors Mr Jamie Bird informed the council and those present that:
 - Bin store to be moved to the turning head in front of the houses and the refuse vehicle will access via the driveway.
 - The homes have been consciously designed to be no higher than the canopy line so that neither those on Herrings Lane nor the new owners will be able to over-look and gardens will remain private.
 - Fleur Developments are taking very seriously the need to protect the trees and hedging surrounding the site, there will be an ecological report with intentions to place bird and bat boxes to protect the wildlife, as well as tree protection orders, there have been suggestions of splitting the tree line between new and current owners as an option that can be looked into.

- The residents will take ownership of the driveway, a management agent will be in place to facilitate.
 - Access to Herrings Lane and retail area, intended to have coded gates to allow resident access only.
 - Drainage has been addressed and will meet all legal and environmental authority requirements.
 - Construction management plan will be considered and Fleur Developments will do everything they can to minimise the construction and traffic impact over the construction period.
7. Public Speaking. No other questions were raised.
8. To receive any reports:
- 8.1 County Councillor Andrew Jamieson sent apologies to the meeting along with a report read by the clerk. Main points are as follows, Covid-19 update regarding the new tier 2 restrictions in place. Norfolk Covid Winter Support Scheme is now open to resident's, information is on the BMPC Facebook page. A. Jamieson is still campaigning heavily to reduce the speed limit along some sections of the A149 and will be active in the Road Safety Week campaigns. Note made of the letter from the parish council to Future Biogas regarding tractor movements and has written in support of a proposed meeting. NCP/ North Coast PC study of traffic solutions is ongoing. Norfolk Fire and Rescue Service have highlighted problems of overloaded plug sockets. The borough council has been active in the deployment of staff as 'marshalls' to advise businesses of where and how they can receive assistance, as well as remind them of their responsibilities. If there are any examples of an unnecessarily heavy handed approach, please let Cllr Sandell or Jamieson know.
- 8.2 District Councillor Sam Sandell has sent apologies to the meeting along with a report read by the clerk. Covid-19 update along with current figures which are available on the government website. There are a number of grants available for local businesses further information will be available on the BMPC website. A consideration for waste collection over the Christmas period was also made, an update for our area will be on the BMPC Facebook page.
- 8.3 Lee Anderton, Police representative sent apologies to the meeting.
9. To report on progress on items from previous meetings. No decisions may be taken under this item.
- 9.1 Unity Bank on-going, addition of Cllr Woodhouse as signatory
- 9.2 Natwest closure on-going confirm that £25,000 has been paid across by cheque to the Unity Bank.
- 9.3 Streetlights – Letter of authority returned to Indigo Swan, invoices forwarded, Indigo Swan investigating. Mapping (Parish Online payment item 11.3 for approval) & UMSO form outstanding.
- 9.4 Letter has been sent concerning tractor movements within the Parish.
- 9.5 Hedge cutting Creake Road to take place in January
- 9.6 Works on The Green, all instructed
10. Planning.
- 10.1 To consider and respond to Planning Applications received from Kings Lynn Borough Council:

10.1.1 20/01680/F – Demolition of existing dwelling and erection of five dwellings (Revision of 20/00744/F) at Goosebec Church Walk, PE31 8DH. It was RESOLVED to respond by objecting to the intention to extend the living areas of the property and also to note that there are Tree Preservation Orders on site and to express the Council’s environmental concerns as there are great crested newts on site.

10.1.2 2/TPO/00604 Church Close House, Church Walk, Tree Preservation Order has been served. NO OBJECTION to be made

10.2 To note decisions taken by Kings Lynn Borough Council:

10.2.1 20/00188/TREECA Tree Application – No objection The Old Rectory Overy Road NOTED

10.2.2 20/01597/LB – Honeysuckle Cottage, Replacement of 4 wooden sash windows with identical. – application permitted 2.12.20 NOTED

10.3 Notification letter from Kings Lynn & West Norfolk.

Forthcoming application for 9 new homes on Sutton Estate. NOTED

11. Finance.

11.1 It was RESOLVED to agree to change administrator on Unity Bank account to new clerk

11.2 Finance Committee minutes were RECEIVED

11.2.1 Recommendations:

The terms of reference were ADOPTED as presented

It was RESOLVED that the precept figure be set at £39,500 for 2021/22 and the budget for 21/22 agreed at £44,967.00

PROPOSED by Cllr Campbell-Gray SECONDED Cllr Monbiot

11.3 No donation needed by Burnham Market Primary School for the panto.

11.4 Up-to-date bank reconciliation RECEIVED showing an adjusted balance of £44,592.56

11.5 The following payments were APPROVED:

Payee	Net £	Vat £	Total £
Allotment Deposit Refund <i>*previously approved</i>	£50.00		£50.00
PKF Littlejohn	£300.00	£60.00	£360.00
Parish Online Membership	£80.00	£16.00	£96.00
HeartSafe – new defib heater	£57.20	£10.65	£67.85
BMB Services – Jayne Marshall	£974.70		£974.70
Sarah Hunt – locum clerk	£1121.99		£1121.99
SLCC Membership	£161.00		£161.00
Sarah Hunt – Postage Reimbursement	£65.00		£65.00
Sarah Hunt – Vodafone top up	£10.00		£10.00
Laura Dawson Salary	£1170.63		£1170.63
Hedge Cutting Angles Lane – C Howell	£25.00		£25.00

12. Administration.

12.1 NOTED Facebook statistics for last 28 days – reach 107, engagement 55, additional likes 21.

12.2 Retention of Documents Policy AGREED as presented

- 12.3 Employment Policies AGREED as presented;
- 12.3.1 Equality Diversity Policy
 - 12.3.2 Expenses Policy
 - 12.3.3 Health & Safety Policy
 - 12.3.4 Sickness Absence Policy
 - 12.3.5 Disciplinary Policy
 - 12.3.6 Grievance Policy
- 12.4 It was RESOLVED that clerk contact details can be updated wherever necessary
- 12.5 It was RESOLVED not to renew CAN membership
- 12.6 It was RESOLVED by Burnham Market Parish Council that under Regulation 3 (1) of the Local Government Pensions Scheme Regulations 2013 that Laura Dawson should be designated as being eligible for membership of the LGPS with effect from 1st December 2020.

13. Highways.

- 13.1 It was AGREED to remove the installation of a bench by the bus stop/doctor's surgery from future agendas. No action to be taken
- 13.2 It was AGREED to remove White Entrance Gates to village from future agendas. Cllr Watkins will continue to investigate and bring back to council.
- 13.2 It was AGREED that the Wooden finger post signs would be sourced and installed by Cllr Campbell-Gray.
- 13.3 The Creake Road re-numbering including Walkers Close was NOTED.

14. Allotments.

- 14.1 The notes of first Committee meeting were RECEIVED
- 14.2 Recommendations:
 The terms of reference were ADOPTED as presented
 The Tenancy Agreement was AGREED as presented
 The Rules & Regulations were AGREED as presented
 The Allotment Application form was AGREED as presented
 The Accompanying Letter was AGREED as presented

15. Correspondence:

Email	Kings Lynn & West Norfolk	House Name Change: Greenwood, 2 Stonegate Yard, to: Wild Strawberry Cottage, 2 Stonegate Yard	For Info
Email	Kings Lynn & West Norfolk	Notification of a New Property Address formerly 2 Back Lane to: Pantiles, Back Lane, Burnham Market.	For Info
Email	Kings Lynn & West Norfolk	Notification of a New House Name to 12 Sussex Farm, to: Sea Holly Cottage, 12 Sussex Farm,	For Info
Email	Kings Lynn & West Norfolk	Notification of New Property Address: Limestone House, Station Road, Burnham Market.	For Info

16. Matters for the next agenda.

- 16.1 Review of Standing Orders.
- 16.2 Review of Financial Regulations.
- 16.3 Grant Awarding Policy.
- 16.4 Co-option Policy.

17. Forthcoming Meetings.

Next Full Council meeting to be held Monday 18th January at 7pm via ZOOM.

The meeting closed at 8.53pm.

Signed:

Dated: