



# BURNHAM MARKET PARISH COUNCIL

## BURNHAM MARKET PARISH COUNCIL MEETING Minutes

**Date:** Wednesday, 5<sup>th</sup> March 2025

**Time:** 6.30pm

**Location:** Burnham Market & Norton Village Hall PE31 8EN

**Present:** Cllr David Cressy, Cllr Kath Neville-Eliot, Cllr Jeremy Neville–Eliot, Cllr Vicky Davies, Cllr Fiona Walker (**Vice Chair - Chairing**)

**Minutes:** Annalisa Dovey (Clerk / RFO)

Members of Public approx. 5

1. **Meeting opened** and attendees welcomed by Cllr Walker: 18:30
2. **Apologies** accepted from Cllr Morris.
3. **Members' declarations of interest:** none
4. **Public questions:** Meeting closed to receive comments and questions from public
  - 4.1. **Damage caused by Holkham Estate vehicles** on allotment access points to the development site and on verges
    - 4.1.1. Council hears that alternative arrangements are being investigated with the Village Hall and that any damage caused will be rectified after works,
    - 4.1.2. That no further access is required through allotments.
  - 4.2. **Muntjac at the western allotments** are a worsening significant issue
    - 4.2.1. Council notes two options could be (licensed) shooting and fencing, discussion is had over pros and cons with no clear preference.
      - 4.2.1.1. **Action: Clerk – to research solutions to Munt Jac and produce memo for consideration at May 2025 meeting.**
  - 4.3. **St Ethelbert(')s Place works update**
    - 4.3.1. A Planned mid-year start with a hoped for 14-month build.
    - 4.3.2. It will have its own postcode
    - 4.3.3. Shortly a Section 27a (right to connect to public highways) will be in place, allowing connection through the hedge to the main road as per the planning application and also a footpath at the other side.
    - 4.3.4. Query on the Diana & Vic (HMT) bench: it will need to be moved
      - 4.3.4.1. Noted it would be best were it to be kept in a similar location
    - 4.3.5. Works queries can be directed straight to James Bracey
  - 4.4. Council confirms that public question will not be extended to 30 minutes due to the move to bi-monthly meetings. (*resolv. Unanim.*)
  - 4.5. Public bench query – who is liable for public liability insurance on a public bench not owned by the council.
    - 4.5.1. **Action: clerk to check with insurance on public bench liability.**
  - 4.6. Beacon Hill speed gates – update request.
    - 4.6.1. Action: Clerk to enquire with highways about progress on speed gates on Beacon Hill.

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- 4.7. Pothole reported outside the Nelson (to be referred to highways by public)
  - 4.8. Vegetation reported along pavement outside garage.
  - 4.9. Noted disappointment that double recycling bins are not permitted by KLWNBC
  - 4.10. Reports of rubbish over church wall
  - 4.11. Request for a bus shelter by the Church wall.
    - 4.11.1. **Action: Clerk to investigate bus shelter and bin by church wall.**
  - 4.12. Meeting reopened for council
5. **Past Minutes 05/02/2025 received and agreed.** (DC/JNE. resolved: Unanim.)
6. **Matters Arising from 5<sup>th</sup> February 2025**
- 6.1. **Pavillion expenditure to date** noted as 2021-2022 - £0 | 2022 - 2023 -£ 479. | 2023-2024 - £13,497 | 2024 - 2025 - £8474 = total £22450
  - 6.2. **Location of felled beech and elm** - no1. The Burnhams.
    - 6.2.1. Public disappointed - and noted the oak tree has a TPO - it has work scheduled but will not be cut down / damaged.
  - 6.3. **Public Right of way Footpath along Church Walk:** There is no registered public right of way footpath running in front of the Church Walk properties the only right of way is running along the road. There may have been an unofficial footpath. if it was one from pre-1949, it can be registered ahead of Jan 2031. If it was since then there will need to be a record of 20 years of use to appeal it.
  - 6.4. The **planning enforcement inspector** will inspect and report back on Church walk's new wall.
  - 6.5. **Action list** updates received.
7. **County Councillor report** – none.
  - 7.1. Council noted impact of current devolution and local power restructuring on Cllr schedules.
8. **Borough reports & updates**
- 8.1. **Councillor** report - none received
  - 8.2. **Local Plan Inspectors report:** received
    - 8.2.1. Noted that Burnham Market impact would be an additional 11 houses above existing allocation before 2040
    - 8.2.2. Council noted a query had been raised over whether the Borough plan will supersede the Neighbourhood Plan and whether the requirement for housing to be principle / affordable will remain.
    - 8.2.3. **Action: Clerk to contact Local Plan to raise the query again over whether the principle soft h NHP will apply to the Borough's new local plan.**
  - 8.3. **Housing Delivery Test Results Implications report:** received.
  - 8.4. **Devolution Briefing** received and noted meeting 17<sup>th</sup> March – available in person and on zoom for Cllrs and clerks.
    - 8.4.1. Clerk will publish updates on website also.
9. **Clerk's report and updates.**
- 9.1. Yellow line parking is adequate for the Auction stall holders. No further action required.
  - 9.2. **Allotments:** Clerk and Bryan have met and walked around allotments. Noting issue of Munt Jac

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and damage caused by heavy goods vehicles accessing Holkham Estates.

9.2.1. Council approved clerk's overtime to bring allotments up to date. *(DC / AP. Resolved Unanim)*

9.3. Clerk has applied for **nature save funding** for solar panels for Sam2 and shared pricing of SAM2 and variants with JNE.

9.4. **Delegated power granted to the clerk to apply for funding** where relevant to current projects, without reverting to council first *(AP / FW. Resolved Unanim)*

**9.4.1. Action: Clerk to update Delegated powers list with grant funding application delegated power**

9.5. **CCTV.** Clerk and Andy Blatch are in contact to get Sim card access and monitor. Noted that once set up a Councillor will also need to monitor as back up and for handovers.

9.6. **Memorial bench replacement.** Clerk is arranging installation of new and relocation of old.

9.6.1. To note the Park family would like to retain maintenance indefinitely and have agreed that this is to be reviewed every 4 years to coincide with the first AGM after an election.

9.6.1.1. Location suggested – playing field near to the bowls club.

9.7. **Pavillion repair works** are confirmed with G Newstead to take place next week.

9.8. **Handover of Clerks paperwork**

9.8.1. Council resolved to approve the quote of £60 to R Newstead for transport and carrying. *(resolved unanim.)*

**9.8.1.1. Action: Clerk to request invoice from Richard Newstead and pay for the transporting of paperwork and filing cabinets.**

9.9. **PTS annual subscription**

9.9.1. £328.28 annual subscription cost conferring discount on training, reduced subscription to Parish Online and Scribe and 15 fee minutes of advice.

9.9.2. Noted training used once and discounts not applied this year.

9.9.3. Council also a member of Norfolk and National ALC

**9.9.4. Action: Clerk to decline repeat PTS subscription this year and to seek refund for unused subscription reduction in the past year.**

9.10. **AGM in May** will require a review of policies, finances and assets.

9.10.1. Delegated powers policy require rewrite to avoid contravening financial regulations and misuse of public funds.

9.10.2. Group membership policy is missing.

9.10.3. Risk assessment is out of date (due August 2024) and is missing standard best practice.

9.11. **Public Consultation on Councillor numbers** has begun and will be publicised on website and in newsletter and on noticeboard with a survey link / QR code.

9.12. Noted clerk's priorities for next two months are

9.12.1. Q4, EoY accounts, internal & external Audit, full asset, contracts & governance review and insurance with

9.12.2. Noted clerks additional ongoing projects are

9.12.2.1. : Bespoke, Memorial bench Commemorative plaque for the tree, Playground gate, Playground inspections, Table tennis table, Allotments management (invoices, letters, payments, contracts), past clerks' paperwork archiving and back-ups (paper and digital), accounts software switch, CCTV, Sam 2 data and management, Beacon hill pathway, Highways.



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## 10. **Flooding report** received

- 10.1. Council resolved that it would not coordinate a volunteer group to manage flooding and is grateful to D Clarke for his reports.

## 11. **Walking / Cycle path between Burnham Market and Burnham Deepdale** has a meeting scheduled with Holkham estates in early April.

## 12. Police meeting with JNE, KNE, KM went well with the police taking challenges with vandalism and drugs seriously.

- 12.1. Beat Officer keen to come to a PC meeting

- 12.2. Police keen to be informed directly of incident. Clerk will coordinate this, but people must also still report to 999 / 101 in the first instance.

- 12.2.1. Action: clerk to include police requests and contact numbers in the newsletter. And to arrange a date for police to attend PC meeting.**

## 13. . To consider & respond to planning applications

- 13.1. **25/00222/F** | HOUSEHOLDER: Two storey extension, first floor extension, alterations to dwelling and proposed outbuilding | Hill House Herrings Lane

- 13.1.1.** Council resolves **NO OBSERVATION**. PC to accept Planning Officers' decision. PC requires all applicable policies in the Burnham Market Neighbourhood Plan and Design Guidance to be **STRICTLY ENFORCED**. In particular those relating to Policy 5 (Extensions Outbuildings and Annexes), Policy 6 (Design), Policy 8 (Biodiversity), and Policy 11 (Dark Skies). In addition, a condition should be stipulated that all traders' vehicles must be parked onsite or on public car parking spaces for entire duration of building works and vehicles **MUST NOT** be allowed to spill on to the adjoining lane which is narrow and thus would cause obstruction and nuisance. *(FW / AP. Resolved unananim.)*

- 13.2. **25/00331/F** | Householder: Single storey extension to south and new enclosed porch to front door | 10 Patternmakers Close

- 13.2.1. DC declares an interest and does not take part in discussion

- 13.2.2.** Council resolves **NO OBSERVATION**. PC to accept Planning Officers' decision. PC requires all applicable policies in the Burnham Market Neighbourhood Plan and Design Guidance to be **STRICTLY ENFORCED**. In particular those relating to Policy 5 (Extensions Outbuildings and Annexes), Policy 6 (Design), Policy 8 (Biodiversity), and Policy 11 (Dark Skies). In addition, a condition should be stipulated that all traders' vehicles must be parked onsite or on public car parking spaces for entire duration of building works and vehicles **MUST NOT** be allowed to spill on to the adjoining lane which is narrow and thus would cause obstruction and nuisance. *(FW / AP. Resolved unananim DC abstains.)*

- 13.3. **Action: Clerk to respond to planning applications as determined.**

## 14. **Council resolved to ratify delegated planning decision below** *(FW / DC. resolved Unanim,)*

- 14.1. Householder: Proposed renovation and extension of existing dwelling. New pool house, garage modification and new car port and storage/plant room. at Mulberry House Herrings Lane | OBJECT.

- 14.1.1. PC is not satisfied the proposed development is in accordance with Burnham Market Neighbourhood Plan Design Guidance (BF 06- EXTENSION AND CONVERSION) which is of particular importance at such a prominent location at the bottom of Herrings



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Lane, just a short distance from the centre of the village.

- 14.1.2. For example, the property known as Sanderling as highlighted in the proposed plans has now been modified as per planning application 24/00741/F to incorporate flint render more in keeping with surrounding properties rather than weatherboard.
- 14.1.3. Also, any properties using zinc roofing were developed prior to the Burnham Market Neighbourhood Plan Design Guidance coming into force. Zinc is not a preferred roofing material in Burnham Market and the PC does not wish to see a proliferation of its use going forward.
- 14.1.4. In addition, PC feels the proposed garage extension increase in height is not appropriate at that location as it could inappropriately dominate its surroundings.
- 14.1.5. If the planners are minded to approve this application, then PC requires all applicable policies in the Burnham Market Neighbourhood Plan and Design Codes to be strictly enforced in particular those relating to Policy 5 (Extensions, Outbuildings and Annexes), Policy 6 (Design), Policy 8 (Biodiversity), and Policy 11 (Dark Skies).
- 14.1.6. In addition, a condition should be stipulated that all traders' vehicles must be parked onsite or on other public car parking spaces and cannot be allowed to spill on to the adjoining lane where double yellow lines are in force.

## 15. Council noted BCKLWN planning decisions

- 15.1. 25/00013/TREECA | Burnham Market The Old Forge Creak Road T1 - Fig - Growing in close proximity to building – Fell | Tree Application - No objection | 11 February 2025 | Delegated Decision
- 15.2. 24/02066/F & 24/02067/LB | Householder & Listed Building with HH | The Garden House 24 Front Street Burnham Market | *HOUSEHOLDER with LB Replacement of the existing timber windows with new timber windows* | Application Permitted 17/02/25 | Delegated Decision

## 16. No withdrawn planning applications to note

## 17. **Change of Residential Property Address:** From School House Cottages, 55 Front Street, Burnham Market to Old School House, 55 Front Street, Burnham Market - received and noted.

## 18. Finance

- 18.1. CIL update: Carried forwards: 16978 | Total CIL retained at year end £ 16978.85 | Received 12220. Spent (if apply all) £1190. Remaining CIL: £17298
  - 18.1.1. Council confirms that McGinn invoices are for playing field car park work and clearing out the Goose Beck and thus can be included in CIL. Bringing CIL spent to £1295 and remaining CIL to £17193
- 18.2. Council resolves to accept statement of accounts: *(DC / AP. Resolved Unanim.)*
- 18.3. Council notes accounts reconciled and resolved to approve reconciliations *(DC / AP. Resolved Unanim. signed by Chair FW)*
- 18.4. February 2025 transaction list received.
  - 18.4.1. Council noted over payment of Bryan for allotment work and confirms repayment in cash which will show in Aprils accounts.
- 18.5. Council resolves to approve upcoming March expenditure excluding PTS invoice. *(FW/AP resolved unanim. Signed by FW - Chair)*

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- 18.6. **Members allowance.** Council resolves not to accept the members allowance this year, noting almost no elected members, though notes value of accepting in the future should more councillors join. (*Resolved Unanim.*)

## 19. Assets & Amenities

- 19.1. **Crumbling table tennis base:** Caused by frost. Council resolves to accept the wet pour solution with 5-year warranty
- 19.2. **Playground inspections.** Insurers confirm weekly inspections by volunteer / unqualified person plus a qualified expert inspection annually are recommended
- 19.2.1. **Action: Clerk. Seek a contractor to inspect playground along with SAM2 maintenance and management.**
- 19.3. **Unwrapped furniture in pavilion – Noted**
- 19.3.1. Council resolves to leave unwrapped until required.
- 19.3.1.1. **Action: clerk to advertise pavilion for hire in newsletter.**

## 20. Clerk met with Bespoke builders at Sutton Lea works, who have confirmed that

- 20.1. green damage will be rectified at the end of the works in its entirety
- 20.2. Works to install drainage etc will be commencing shortly and it is planned to run along the edge of the road to allow permanent access.

## 21. Beacon Hill pathway

- 21.1. Clerk identified the problematic path and shared photos
- 21.1.1. **Action: Clerk to investigate options for cleaning the path and revert to Council.**

## 22. Correspondence noted

- 22.1. Email | Xmas lights enquiry | redirected to Traders: Council notes Xmas lights should be 3<sup>rd</sup> Saturday in November
- 22.2. Email | Christmas Fayre dates | redirected to event organiser
- 22.3. Email | Rotary Club Craft Fair Dates | third Saturday of August: 16<sup>th</sup> Aug 2025.
- 22.3.1. Action: Clerk to advertise Rotary Club Craft Fair dates 16<sup>th</sup> Aug 2025. In newsletter
- 22.4. WhatsApp | Allotment payment query – noted and clerk to resolve this month.

## 23. Correspondence response agreed:

- 23.1. Skip enquiry: Council resolves to respond with no objection (*KNE / FW unanim.*)
- 23.2. Rooks enquiry. Council resolved to take no action against the Jackdaws noting unfeasibility of deterring them without also deterring other wildlife and protected status.

## 24. Any Other Matters Arising

- 24.1. **VE day:** Council notes no plans to commemorate but resolved to provide a small budget of £500 should volunteers wish to undertake it. (*DC/KNE. Resolved Unanim.*)
- 24.1.1. **Action: Clerk to include request for VE / VJ day volunteers to organise commemorative event.**
- 24.1.2. **Action: Clerk to investigate the situation with the beacon.**
- 24.2. Xmas lights: Council resolved no object to the Hoste having a brass band doing carols. (*AP/DC. Resolv. Unanim.*)



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## **25. Matters for the next agenda**

25.1. Request to investigate permanent bandstand on Fairstead Green (Cllr V Davies)

25.1.1. Council notes requirement of Holkham estates permission on Fairstead green but would require no permission on Post Office Green (but would be small)

## **26. To receive any questions from members of the Public –**

26.1. Noted dissatisfaction with Pavilion and its costs

## **27. Upcoming Meetings confirmed as AGM - 7<sup>th</sup> May 2025**

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