



# BURNHAM MARKET PARISH COUNCIL

## MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Wednesday 28<sup>th</sup> of September 2022 at 6:30pm at Burnham Market &  
Norton Village Hall, Beacon Hill Road, Burnham Market, PE31 8EN.

Present: Cllrs. J Scoles (Chair), P Borlace, R Campbell-Gray, K Neville-Eliot, S. Smith, G Nelson,  
D Aylen and D Clark.

Borough Councillor; Sam Sandell (SS), Clerk: Caroline Boyden (CB)

Members of the public: 11

A minute's silence was observed in memory of HM Queen Elizabeth II, followed by God Save the King.

1. Welcome from the Chairman.

Apologies and consideration of acceptance for absence.

Cllrs Jamieson

2. Member's declarations of interest and requests for dispensations:

None

3. The minutes of the Full Council Meeting held on the 27<sup>th</sup> of July 2022 were agreed as a true and correct record and signed by the Chair. Proposed by Cllr Borlace, seconded Cllr Neville-Eliot, and all present at that meeting in favour.

4. Public Speaking:

a. New replacement bench was liked.

Heronwood to be contacted regarding the fencing/hedging on the playing field.

A lot of glass has been found on the playing field during a regular litter pick and suggestion of a bin by the corner gate was requested. Actual location to be checked to see if it can be placed on a verge to enable the Borough Council to empty.

ACTION JS/CB

Thank you to Cllrs Scoles & Borlace for setting up of the car parking at the Craft Fair.

Cllr Scoles thanked all the volunteers. The new goal posts have been delivered.

In agreement with yellow lines on Church Walk and this was now with Highways.

A-Board – clerk to check with Holkham regarding an A board for tenants on the green.

ACTION CB

b. Bowls Club regarding car parking at the Craft Fair

A financial loss to the Bowls Club via donation made by the Parish Council.

Various rumours regarding the lack of support from the Bowls Club for car parking volunteers.

Cllr Scoles advised that a member of the Bowls Club did offer their services for car parking.

5. To receive any reports:

5.1 County Councillor Andrew Jamieson: No report

5.2 Borough Councillor Sam Sandell:

We all know the cost of living crisis is hitting many people very hard in the Borough. We as a Council are continuing to support residents in the Borough. The Council tax support

scheme is going to continue at 84% we increased the support from 75% last year. This will help over 2,000 residents on low incomes in the Borough. Some residents receive 100% allowance, this is done from the government and not from the council. These are people are in the vulnerable bracket. There is a paper that is going to cabinet to increase the 84% to 100% . We have to look at the cost implications on this. If we, do it, it can affect the PCC and adult social services budgets. It is worth looking at your council tax bills. The Borough issues the bill but take a very small % of the money.

We are holding some Beat the bills roadshows over the next few weeks. I have had a report to say that people in West Norfolk on pre-payment meters are going to be disproportionately disadvantaged. We have many properties in West Norfolk that are very old and not very thermally efficient, using oil, electricity, LPG and gas off grid are expensive. As I sit here typing this a letter has just landed on my door mat to say that we are undertaking a mail campaign to promote Thinking fuel. It's a Community Action Norfolk fuel oil collective scheme. We do have Brancaster scheme here locally to buy oil collectively.

We are looking into continuing the reduction in fees for the sports activities in half term and Christmas holidays within the Borough so that families can still afford to let their children and themselves continue with their sporting activities.

I visited the foodbank In Kings Lynn a couple of weeks ago. It was very informative. I didn't realise you have to be referred by a DR, social worker or cab. You then get a voucher and can get food a parcel which will normally last up to 3 days. The Borough Council have given them £10,000 to help them through the winter. They are using the money to provide fuel vouchers £49 for a family once a month or £28.00 for a single person with children under 16. This time of the year they have lots of fresh fruit donated to them. People are coming in saying please don't give us things we have to put the oven on to cook. There are even parcels made up for the homeless people who live in the pods, so they can have hot food. Last year they helped 2,500 families in 6 months. This year they are looking at possibly 3,500. They said the people in West Norfolk are very generous. If you do pop anything into the foodbank baskets at supermarkets, please can you think about some tins of corned beef, spam etc. I think baked beans are very popular.

Last Friday I attended the Food for thought session in Kings Lynn. This is being run by Lily and supported by the Borough Council and the College of West Anglia. It is being funded by the East Coast Community fund. It has 12 free sessions. It's about healthy eating and having a balanced diet. They are offering taste testing sessions and comparing prices of cheaper brands. Plus, you get tasters to take away. The chef cooks 3 different dishes during the session. Having the education will give people the confidence to cook. Apparently, a slow cooker isn't just for making a stew.

The Village Hall could apply for the warm places funding. Cllr Clark asked if there was any update on the car parking accounts but Cllr Sandell advised that the information was not forthcoming and advised us to make a FOI request. Cllr Sandell advised that car barriers were being considered for the car park as vehicles were only charged for the time parked and this should be a cheaper option. Cllr Campbell-Gray advised that holiday property owners can arrange car parking access for their guests by providing the number plate and will resend the information. ACTION RCG

## 6. Planning.

6.1 To consider and respond to Planning Applications received from Kings Lynn Borough Council as below plus any additional planning applications circulated by the clerk prior to the meeting:

Page 2 of 4

**22/01478/F** Proposed Summerhouse to rear of property within garden at 6 Mill Green, Burnham Market. – support proposed Cllr Campbell-Gray, seconded Cllr Borlace and approved by all.

6.2 Decisions: (for information)

**22/01305/F** – Side extension to form new bathroom, glazing alterations, recladding existing gym and internal alterations at Saltmarsh House, Herrings Lane, Burnham Market. Application permitted 14.9.22.

6.3 Enforcements: (for information)

**22/00303/UNAUTU** – alleged unauthorised use, Cherry Trees, Church Walk, Burnham Market.

## 7. Finance.

- 7.1 To approve the circulated Bank Reconciliation, statements, payments, and receipt reports for August & September - proposed by Cllr Neville-Eliot , seconded by Cllr Smith and all in favour. Bank reconciliation shows total of £92,043.64 to end of August.
- 7.2 To consider and approve circulated payments for September (to date) proposed Cllr Aylen, seconded Cllr Borlace and all in favour.
- 7.3 Insurance renewal of £ 1381.87 proposed Cllr Clark, seconded Councillor Neville-Eliot and all in favour.  
The draft budget to commence for 23/24 with the finance committee and councillors asked to consider the precept for 23/24.

## 8. Administration.

### 8.1 Clerks Report:

Operation London Bridge for HM Queen Elizabeth II went very well and have been advised to consider funds for the Coronation.

All 22 policies and procedures have been reviewed with a new Code of Conduct and Civility & Respect.

The clerk at Burnham Thorpe has advised that the footpath on Wells Road between the Watermill and Joan Short Lane is being dealt with and awaiting an update from Highways.

The clerk at Burnham Thorpe also advised that they were trying to get the Old Railway track established as a public right of way.

Remembrance wreaths have been paid for an collected today.

Heating fuel Community Action via BCKLWN as emailed 22.9.22 for discussion.

LED light replacements are just awaiting new lanterns and then installation dates will be advised.

SAAA Vote – under communications for vote.

New Code of Conduct discussed, and acceptance proposed by Cllr Neville-Eliot, seconded Cllr Smith and all in favour.

The new Civility & Respect Policy to be checked regarding:

Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

The new Vexatious Policy was proposed Cllr Nelson, seconded Cllr Smith and all in favour.

The reserves policy to be discussed in line with the next budget, November agenda.

Communications Policy was proposed by Cllr Campbell-Gray, seconded Cllr Nelson and all in favour.

Page 3 of 5

Signed .....

Date .....

Parish Clerk - Tel: 07437529179

Website: <https://www.burnhammarketpc.info>

Email [burnhammarketpc@gmail.com](mailto:burnhammarketpc@gmail.com)

The Co-option Policy update was proposed by Cllr Aylen, seconded by Cllr Campbell-Gray, and all in favour.

All other existing policies and procedures were supported, proposed Cllr Neville-Eliot, seconded Cllr Borlace and all in favour.

Cllr Campbell-Gray asked how the Grants Policy would work. It is for one off grants and does not include donations which still remain as "on request" items.

The clerk to update the website accordingly.

ACTION CB

- 8.2 Updating of the Emergency Plan. It was decided that this requires a separate meeting and should be part of the Resilience working party. Proposed Cllr Neville-Eliot, seconded Cllr Scoles and all in favour.
- 8.3 Planning Working Party. The lead, Cllr Borlace proposed that the working party be abolished and replaced with Planning Committee which will hold online meetings, have agendas and minutes, making it far more transparent to all councillors. This was seconded by Cllr Smith. Cllr Borlace was proposed as Chairman of the Planning Committee by Cllr Clark, seconded by Cllr Neville-Eliot and all in favour. Cllr Clark was proposed by Cllr Scoles, seconded by Cllr Smith and all in favour. Cllr Scoles was proposed by Cllr Borlace, seconded by Cllr Clark and a majority vote in favour with one against. Cllr Campbell-Gray was proposed by Cllr Aylen, seconded by Cllr Scoles and a majority vote against 5:1, with 1 abstain.
- 8.4 Staffing Working Party. Cllr Neville-Eliot proposed that this also becomes a committee which was seconded by Cllr Nelson with Cllr Neville-Eliot moving from lead to Chairman. Majority vote in support 6:1. Cllr Borlace was proposed by Cllr Nelson, seconded by Cllr Clark and a majority vote of 6:1 carried. Cllr Campbell-Gray was proposed by Cllr Aylen, seconded by Cllr Scoles and a majority vote of 4:2 carried with one abstain.
- 8.5 Resilience working party will now include the Emergency Plan. Cllr Neville-Eliot to continue as lead with Cllrs Campbell-Gray, Smith, Clark and Scoles.
- 8.6 Finance Committee – remains the same with Cllr Scoles as Chairman, and Cllrs Borlace and Neville-Eliot as members. Cllr Scoles proposed Cllr Clark to join the committee, which was seconded by Cllr Smith and all in favour.

## 9. Highways:

White Gates now installed on Creake Road and other sets due next financial year.

Docking Road speed limit sign requires replacing – report via the highways portal.

The SAM unit posts are now in place and awaiting the unit. A team to be set up to move the unit and download the results for an agenda point and to go onto the website.

The request on the newsletter to set up a Speedwatch team received no enquiries.

## 10. Amenities:

10.1 Recreation Ground – Cllr Aylen advised that the new goal posts had arrived and were very heavy. Assembly was required and help from the Bowls and Tennis clubs would be appreciated along with tools.

10.2 Allotments – Cllr Nelson gave a review advising the all the invoices have been sent out by the clerk covering period Oct 22 to September 23. There are 4 full plots vacant on Westgate and a half plot vacant on Creake Road. Roys have been invited to an on-site meeting to see the improvements already made and to discuss working together to move forward. Cllr Aylen has been added to the committee with Cllr Nelson as lead.

We are now members of the Allotments Association and thanks given to Bryan Lynn who has been most helpful and has played a key role in the various improvements.

10.3 Pavilion Area Project – Cllr Scoles reported that a second quote for the repairs was awaited, and we are very keen to get the area cleared out and then access all the maintenance required. A separate storage unit will be required for the barriers and cones and work is also required on the car park plus wider entrance to enable in and out traffic. Funding will be required for this. The Wells Town football club have recently had their parking updated and clerk to find details.

ACTION JS/CB

11. Correspondence was NOTED:

- 11.1 The update on the Police & Crime Commissioners online meeting was discussed and Cllr Clark thanked for his attendance. We are advised to log every speeding and relative issues on their website and invite the beat managers to a village walk. Contact details to be added to the website and on the newsletter.  
Parking is a Borough Council issue not police
- 11.2 SAAA 2022 op-out communication – clerk advised that this related to the external auditor currently PKF Littlejohn and opting out of the government scheme would cost us more and not an advisable action. All councillors agreed to not opt-out.
- 11.3 Newsletter issue – Cllr Campbell-Gray was very upset with the comment on the newsletter regarding her standing down as running the car parking at the craft fair and it was agreed that, in future, any named councillor would see the article to approve. Cllr Scoles apologised on behalf of the Parish Council to Cllr Campbell-Gray.
- 11.4 Community Strategy and Feasibility Study was raised by Cllr Clark who suggested that a feasibility study could be financed through partnerships to the benefit of all parishioners. Cllr Sandell raised the risk could out way the cost of the study and should consider solar or wind power. Cllr Borlace advised that the NDP Regulation 14 consultation period was now in place.

12. Neighbourhood Development Plan

Cllr Borlace advised that the Regulation 14 consultation launch would commence this Friday and the leaflet drop had been made with all details on the website from the 30<sup>th</sup> of September. The clerk will send out letters to landowners and emails to stakeholders. Copies of the Regulation will be made available in the telephone box, village hall and at Sutton Lea. The public are invited to attend for discussions on the 12<sup>th</sup> and 13<sup>th</sup> of October with details on the website front page.

13. Matters for the next agenda: Civility & Respect policy update, Pavilion quotes and the Community bin scheme update.

14. Public participation:

- a. The clerk confirmed that planning training had taken place last week.  
Double parking of the ice cream van – report along with images should be reported to Borough.  
Clerk to update the Standing Orders – these will be dated 28.9.22
- b. Planning application 22/1499F, former walled garden, Herrings Lane - the applicant disagreed with the Parish Council's objection, an objection based on a report provided to the PC by Collective Community Planning. It was explained that the decision to object was taken in good faith and followed a democratic process whereby Members were asked to vote on the resolution. Councillor Campbell-Gray wished it to be known that she voted in favour of the application, the Clerk noting that the remaining Members voted in favour of the objection.
- c. Wall at Beacon Hill Cottage – the clerk confirmed that this has been reported to enforcement and Cllr Sandell will chase this up. ACTION SS
- d. The footpath on Wells Road between the Watermill and Joan Short Lane (as mentioned in the Clerks report) – is part of the definitive map with the Open Spaces Society involved. The Holkham owned former railway track is the process of trying to be established as a public right of way and the support of Burnham Market Parish council was requested. Cllrs Scoles proposed support and all councillors were in favour.

Meeting closed at 8.28pm and the chairman thanked all attendees.  
Next meeting is on the 17<sup>th</sup> of October 2022 from 6.30pm.