



# BURNHAM MARKET PARISH COUNCIL

## MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday, 19<sup>th</sup> of June 2023 at 6:30pm at Burnham Market & Norton  
Village Hall, Beacon Hill Road, Burnham Market, PE31 8EN.

Present: Cllrs. D Clark (DC) Chair, P Borlace (PB), K Morris (KM), D Cressy (DC1) and  
J Neville-Eliot (JNE). Parish Clerk  
Members of the public: 7

1. Welcome from the Chairman.

Apologies and consideration of acceptance for absence.  
None

2. Member's declarations of interest and requests for dispensations:  
None

3. Public Speaking:

a. Regarding the monthly Burnham Market using the Fairstead Green. Not happy with the May minutes as considered inaccurate in some areas. A request for a meeting had been made but could not go ahead without the insurance and risk assessment. DC stressed that the Parish Council were keen to promote all independent businesses in the village and the member of the public was fully entitled to express their opinion at the May meeting, as were all members of the public. A decision will be made on the use of the green after the September event.

b. The market was a really good event to bring to the village, offering good quality products and we should be supporting the venture.

c. The Village sign requires some urgent attention including the seats. Thoroughfare Yard is very overgrown and does not have vehicular access. It was decided that a site visit would take place asap.

ACTION ALL

d. Verges require cutting – locations requested. Norton Hill also need some attention regarding a clear out. This has been reported to NCC and clerk to follow up.

ACTION Clerk

4. The minutes of the Council Meetings held on the 22<sup>nd</sup> of May 2023 were agreed as a true and correct record. Proposed Cllr Clark, seconded Cllr Borlace and all in favour who were present at that meeting.

5. Matters arising from the last meeting:

5.1 Council tax charge for grounds maintenance by the Borough Council. Clerk has obtained the map from Borough, and this requires checking to see if the work does take place.

ACTION ALL

5.2 Resilience Plan – a team needs to be set up and it was suggested to use the template provided by Mr. Froud. We need a network of contacts and Cllr Borlace agreed to take the lead. Clerk to send the link from Mr. Froud.

ACTION Clerk

6. To receive any reports:

6.1 County Councillor Andrew Jamieson: No report

6.2 Borough Councillor Sam Sandell: No report

7. Planning:

7.1 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:

**22/02171/F** | Proposed single storey rear extension, extension to boundary wall and repositioning of gates | Arnolds Joan Shorts Lane Burnham Market – it was agreed that a “no observation” comment be made.

**23/00507/F** | VARIATION OF CONDITION 1 OF PLANNING PERMISSION 20/00283/F: Variation of conditions 1 and 6 and removal of condition 5 of planning permission 18/01796/F: VARIATION OF CONDITION 3: of planning permission 17/00984/F - Proposed change of use from ground floor retail (A1) and first floor residential (C3) to two storey restaurant (A3) including extension and alterations | No.TWENTY 9 29 Market Place Burnham Market Norfolk. – It was agreed to object to this application due to neighbouring residential properties being unduly affected by the noise and disruption from the premises.

**22/01768/NMA\_1** | NON MATERIAL AMENDMENT TO PLANNING APPLICATION 22/01768/F -VARIATION OF CONDITIONS 2, 3, 4, 6, 8 and 10 OF PLANNING PERMISSION 21/01558/F in respect of Barn 9 21/01558/F Variation of condition 2 of planning permission 20/00904/F 20/00904/F Proposed conversion of barns to 9No residential dwellings with associated works. | 2 Sussex Farm Lane Burnham Market- it was agreed a “no observation” comment be made.

Above decisions proposed Cllr Morris, seconded Cllr Cressy and all in favour.

7.2 Decisions: (for information) - None

7.3 Enforcements: (for information) - No new enforcements

7.4 Appeals: (for information) –

22/02165/F | Construction of a single storey first floor extension, with internal alterations to the ground floor, following refusal of previous application. Refusal Notice ref: 21/01806/F issued 2/8/22. | Howards Barn Creake Road Burnham Market - Appeal refused.

8.1 To approve the circulated Bank Reconciliation, statements, payments, and receipt reports for May 23 - proposed by Cllr Morris, seconded Cllr Neville-Eliot and all in favour.

Bank reconciliation shows total of £88,276.57 to end of May.

8.2 To consider and approve circulated payments for June (to date) proposed Cllr Morris, seconded Cllr Clark and all in favour.

8.3 To review and approve the CIL Report return for the last financial year. Proposed Cllr Clark, seconded Cllr Borlace and all in favour. Clerk to make the return to Borough. ACTION Clerk

9. Administration:

9.1 Clerks Report:

AGAR has now been submitted to the external auditors.

Email received from Borough regarding the numbering of some homes and this will be in the next newsletter. Cllr Borlace explained that this was due to some homes only having names rather than numbers.

Booked to attend the planning summit and online allotment management event via SLCC.

Regarding the Partnerships for East Coast Communities email – contact has been made and just awaiting proposed dates of meetings.

- 9.2 The Jack's Wind Farm committee meeting was attended by Cllr Neville-Eliot who reported that it was set up to share the available funding and that we were eligible for projects. Clerk to send out the list of recent funding showing other parish councils funding. ACTION Clerk
- 9.3 Noticeboards – it was agreed that we try to purchase a new board to match the existing one. A new map board is also required. ACTION Clerk

10. Highways:

- 10.1 SAM 2 unit, Cllr Clark advised that the unit has been upgraded to produce reports and will be sited asap. Cllr Morris has worked on the data downloads.
- 10.2 Trod update – the clerk advised that Highways have visited the site with their designer and once the design is approved, it will be scheduled for the work.  
The Clerk advised that an email had been received from Highways regarding a request from Andrew Jamieson regarding more signage for the car park location. They request locations for a larger sign as you enter the village and one near the church as you enter from that direction. ACTION ALL

11. Amenities:

- 11.1 Recreation Ground –The litter bin has been relocated and the exact location to be advised to the clerk with photos to enable request for collection by the Borough to be made. ACTION ALL
- 11.2 Allotments – as previously agreed, the parish council will support Mr. Lynn in obtaining the certification to administer rat control at the allotments. Cllr Borlace agreed to help Mr. Lynn. Clerk to find out the online procedure. It was agreed that the clerk contact Acorn giving notice. ACTION Clerk
- 11.3 Pavilion Area Project – Cllr Morris advised that the base and container were now in place and the contents of the pavilion can now be moved into the container and quotes for the work to the pavilion can be obtained. The hole in the car park remains.

12. Correspondence:

- 12.1 A request to use the playing field (football area) for some training for local children aged 10 on Tuesday evening was received. This is a good use of the facility and supported.
- 12.2 A request for a bus stop outside the surgery has been received via Cllr Sandell and clerk to contact the practice manager for more information. Cllr Jamieson has offered £1000 from his fund to support this and will be meeting with the Lynx bus company to see if they can drop/pick up outside the surgery. ACTION Clerk
- 12.3 The streetlight in Station Road no. 34, to be checked by Cllr Morris for damage. ACTION KM
- 12.4 Action Programme – we have a number of projects and funding opportunities which require a sub committee to handle. Cllr Clark to set this up via a zoom meeting. ACTION DC

13. Neighbourhood Development Plan – Cllr Morris advised that the external examiner had reported back to Borough and the report, with the Steering groups answers/comments, was approved by the parish council and has been returned to the Borough.

14. Matters for next agenda:

- a. Pavilion update
- b. Highways update re trod
- c. Action programme update
- d. Resilience Plan
- e. Car parking at the Craft Fair re volunteers
- f. Hire of playing field/greens

15. Public participation:

- a. When will the minutes be made available. The clerk advised that the draft minutes were available on the website and noticeboard within 2 weeks of the meeting date.

- b. The Flyer policy was discussed as signed were still being placed in the village for outside events. The clerk confirmed that no contact had been made requesting permissions. Dates/emails requested for insurance and risk assessment. NOTE. This request must be put in writing to comply with the Freedom of Information Act
- c. A noticeboard to cover the Sutton Lea area was suggested and it could be located by the village hall. Clerk to look into this. ACTION Clerk  
Where would the Coronation tree be planted – ideally on Sutton Lea.
- d. Why were no agendas available – clerk explained that 4 were always available but had to stop printing 10 plus copies for the chairs when they were not used. The agendas are on the website and noticeboard at least 5 days before the meeting date. It was considered that the atmosphere in the meeting was aggressive.
- e. Hedge on the footpath was now hanging over – the recently sold house and Cllr Cressy will take a photo and update the clerk. ACTION DC1
- f. The residential rubbish bins left out – no update received from Highways since site visit. Clerk to chase again. ACTION Clerk

Meeting closed at 8.04pm and the chairman thanked all attendees.

Next Parish Council Meeting is on the 22<sup>nd</sup> of July 2023 from 6.30pm

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Signed .....

Date .....

Parish Clerk - Tel: 07437529179

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

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## PAYMENTS FOR JUNE 2023

Cozens Maintenance	£ 60.00	Standing Order
SSE Streetlights	£ 141.34	Direct Debit
Eon	£ 41.48	Direct Debit
Wave (water pavilion)	£ 5.00	Direct Debit
Clerk Expenses May	£ 123.81	
Clerk Salary	£ 814.08	
HMRC	£ 204.00	
Pension	£ 472.70	
Eurooffice (stationery)	£ 134.10	
Cozens (streetlight replacement)- on Station Road	£2154.00	
Acorn Pest Control	£ 300.00	rat control allotments
Heronwood	£ 672.50	grass cutting
Westcotec	£ 540.00	SAM update
Heartsafe (defib pads)	£ 142.95	for Gun Hill defib
Scribe Allotments subscription	£ 273.60	
SLCC Planning Summit	£ 72.00	
SLCC Allotment Management	£ 36.00	

Signed .....

Date .....