

## MINUTES OF THE BURNHAM MARKET PARISH COUNCIL MEETING

Held on Monday 15<sup>th</sup> March 2021 at 6:30pm

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 via ZOOM

Present: Cllrs P Borlace (part), R Campbell-Gray, N Fryer (part), J Marshall, R Monbiot (Chair, part), K Neville-Eliot (part), R Parke, J Scoles, K Watkins and P Woodhouse (Chair, part)

Clerk: Lolly Dawson

Members of the public: 14 plus County Councillor Andrew Jamieson, District Councillor Sam Sandell and Police Representative Lee Anderton.

1. Election of Chair  
Cllr Paul Woodhouse was PROPOSED by Cllr Monbiot seconded by Cllr Campbell-Gray and signed the declaration of acceptance of office.  
*This item was chaired by Cllr Monbiot.*
2. Election of Vice-Chair  
Cllr Jez Scoles was PROPOSED by Cllr Watkins and seconded by Cllr Monbiot as Vice-Chair.
3. Apologies and consideration of acceptance for absence. None.
4. Co-Option  
The Parish Council has received permission to Co-opt for one current vacancy. Ms Kath Neville-Eliot was co-opted to the council, signed a declaration of acceptance to office and joined the meeting. PROPOSED Cllr Monbiot seconded Cllr Watkins.
5. Members' declarations of interest and requests for dispensations.  
Item 10.3 Cllr Monbiot did not comment or vote on this item.  
Item 15.1, 12.6 & 12.7 (volunteer) Cllr Watkins did not comment or vote on these items.  
Item 15.1 Cllr Campbell-Gray did not comment or vote on this item.
6. The minutes from Full Council Meeting held on Monday 15<sup>th</sup> February 2021 were AGREED and will be signed by the Chair in due course.
7. Public Speaking. The council was addressed regarding flooding on the Market Place, plans to tidy the area and future preventative plans. The Fleur Developments amended documents. Planning application 21/00179/F.

*Cllrs Borlace and Marshall joined the meeting at 6:45pm*

8. To receive any reports:
    - 8.1 County Councillor Andrew Jamieson reported on the current flooding in Burnham Market and surrounding villages. Egmore Energy and their increased communication with the local parishes.
    - 8.2 'Coastal Parking Group' presentation by Lee Anderton, Police Rep. The impact of tourism on parking along the North Norfolk Coast is an on-going
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challenge. There are short term solutions being put in place for the coming year. Long term solutions are still in discussion.

- 8.3 J. Moore, Highways Area Manager provided the council with a detailed explanation for the water levels. These are now decreasing, weekly meetings are being held and discussion are taking place with various other agencies and authorities to work on alleviating issues in the surrounding areas.
  - 8.4 Dr Katy Owen addressed council with a presentation on EXPERIENCE and ENDURE projects: coastal preservation, economic support and Visitor Management. A copy of this presentation is available by contacting the Clerk.
  - 8.5 District Councillor Sam Sandell addressed council regarding Second Homes and the impact of Council Tax deductions. Covid-19 improvements on statistics and the vaccine role out.
9. Progress on items from previous meetings.
- 9.1 It was NOTED that 5 overgrown street light poles have been reported. UKPN are scheduled to be clear at no cost to the Council.
10. Planning.
- 10.1 It was AGREED to delegate authority to Cllr Monbiot to act as Councillor planning lead, working alongside clerk. PROPOSED Cllr Scoles seconded Cllr Watkins.
  - 10.2 The planning protocol policy was APPROVED as submitted.
  - 10.3 Planning Applications received from Kings Lynn Borough Council circulated by the clerk prior to the meeting:
    - 9.3.1 21/00179/F Installation of replacement domestic swimming pool within gardens of dwelling at The Old Rectory, Overy Road, PE31 8HH. Council AGREED to request an extension on the deadline due to additional supporting documentation not being available.
    - 9.3.2 21/00305/F Extension and alterations to dwelling, The Poachers, PE31 8EL. NO OBJECTION.
    - 9.3.3 21/00306/LB Listed Building application for extension and alterations to dwelling, The Poachers, PE31 8EL. NO OBJECTION.
    - 9.3.5 21/00369/F Creation of outdoor seating area with new walling and canopies. The Hoste Arms, PE31 8HE. OBJECTION based on loss of necessary parking spaces. Increased noise and disturbance.
    - 9.3.6 21/00370/LB Listed Building Application: Creation of outdoor seating area with new walling and canopies. The Hoste Arms, PE31 8HE. OBJECTION based on loss of conservation area due to density of building.
  - 10.4 The decisions taken by Kings Lynn Borough Council were NOTED:
    - 9.4.1 21/00180/LB Listed Building Application. Withdrawn.
    - 9.4.2 16/01797/ETL Fishers Court, North Street. Extension of unimplemented permission reference (app no. 16/01797/F) to 1 May 2021. Application Permitted 19 February 2021.
    - 9.4.3 21/00002/TPO Hall Farm Cottage, Herrings Lane.
    - 9.4.4 20/01680/F Goosebec, Church Walk, PE31 8DH. Application Permitted 3 March 2021.
  - 10.5 The updated plans from Fleur Developments regarding the Stubbing's Field development were RECEIVED. A copy can be found on the parish council website.

## 11. Finance.

11.1 An up-to-date bank reconciliation was RECEIVED.

BANK RECONCILIATION 31.1.2021						
Community Organisation Account at 31/01/21	44587171	E	14,203.40	Carried forward 1.1.21	E	38,906.34
Business Reserve Account at 31/03/21	44587198	E	-	Plus Receipts	E	80.00
Unity Trust Bank at 31/01/21		E	24,562.55		E	38,986.34
		E	38,795.95	Less Payments	E	2,597.71
Less LP Cheques		E	2,377.32			
	805	E	41.67			
	808	E	41.67			
	812	E	16.67			
	817	E	33.33			
	818	E	16.67			
	836	E	33.33			
	847	E	15.00			
	858	E	16.67			
	824	E	16.67			
	858	E	16.67			
	860	E	28.42			
	861	E	899.99			
	861	E	226.27			
	862	E	919.45			
	862	E	76.65			
	862	E	1.53			
	862	E	10.00			
Total		E	36,388.63		E	36,388.63
		E			E	0.00
		E		End of Jan Balance	E	36,388.63
		E		Predicted End of Feb	E	32,388.63
		E		Predicted End of March	E	28,388.63

11.2 The draft minutes from the Finance Committee Meeting held 24<sup>th</sup> February 2021 were RECEIVED.

11.3 The policy recommendations from the Finance Committee were APPROVED;

11.3.1 GDPR Policy

11.3.2 Financial Regulations

11.3.3 Internal Controls Policy

11.3.4 Risk Management Policy

11.3.5 LGPS Employers Policy Statement

11.4 The quote and contract for Heronwood Landscapes grass-cutting for 2021 was APPROVED.

11.5 The quote for repairs to 4 x street lights, total cost £1580.00 + VAT was RESOLVED, PROPOSED Cllr Scoles and seconded Cllr Campbell-Gray.

11.6 The circulated payments were APPROVED:

Payee	Net £	Vat £	Total £
Holkham Rent – The Green & Recreation Ground	£127.50	£0.00	£127.50
NALC Training – Chairman Skills	£65.00	£13.00	£78.00
Cozens Maintenance - Feb	£50.00	£10.00	£60.00
NALC Annual Membership	£214.67	£0.00	£214.67
Postage Stamps – refund L Dawson	£22.50	£0.00	£22.50
Salaries & Expenses	£1196.63	£0.00	£1196.63
ICO Registration 2021/22 – refund L Dawson	£40.00	£0.00	£40.00
Zoom – L Dawson	£14.39	£0.00	£14.39
Outstanding PAYE / HMRC payments (Months 1-6)	£373.85	£0.00	£373.85
KLWN Dog bin emptying	£628.16	£125.63	£753.79
EON – Pavillion	£10.68	£0.53	£11.47

## 12. Administration.

12.1 Facebook statistics for last 28 days were NOTED – post reach 178, engagement 21, additional likes 1.

12.2 An update on the extension of the remote meetings legislation was RECEIVED. Cllr Marshall to look into internet access at the Village Hall.

12.3 It was AGREED to move the Annual Parish Meeting to the 19<sup>th</sup> April at 6pm.

12.4 It was AGREED not to renew the Norfolk PTS membership.

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- 12.5 It was AGREED to refuse the request to use The Greens for the Craft Fair - Saturday 21<sup>st</sup> August 2021.

*At 8:30pm it was AGREED that the standing orders be suspended and the meeting continue for an additional 30 minutes.*

- 12.6 To consider permitting the Burnhams Flower Show to use the recreation ground- Saturday 10<sup>th</sup> July 2021. – next council meeting.
- 12.7 To consider permitting the Fun Fair to use the recreation ground – Saturday 10<sup>th</sup> July 2021. –next council meeting.
- 12.8 It was AGREED to permit The Hoste to use The Green between 12<sup>th</sup> April and 17<sup>th</sup> May 2021 subject to the Clerk writing a formal agreement.
- 12.9 It was AGREED that Cllr Campbell-Gray would attend future meetings in regards to Egmore Energy and Future Biogas as a representative of the council.
- 12.10 It was AGREED to return the responsibility of the “Village Map” back to the Traders and their affiliated associations.
- 12.11 It was AGREED that Cllr Parke would act as representative to manage the council contribution to the Platinum Jubilee celebrations.
- 12.12 It was AGREED for the Clerk to send two further letters regarding Furnished Holiday Lets to Rishi Sunak Chancellor of the Exchequer and Robert Jenrick Secretary of state for housing, communities and local government.
- 12.13 It was AGREED for Cllr Watkins and the Clerk to write an article for the Burnham Newsletter and circulate a survey to residents to see if there was sufficient interest to set up a Neighbourhood plan steering group.

*Cllr Fryer left the meeting at 8:46pm.*

### 13. Training

- 13.1 It was AGREED that Cllrs Campbell-Gray and Watkins shall attend ‘Planning for Parish Councillor’ NALC Training at a cost of £30.00 each.

### 14. Highways.

- 14.1 It was AGREED that a dog waste bin moved from The Railway and be placed at Herrings Lane subject to the Clerk sourcing the proper license and arranging emptying.

### 14. Correspondence:

Email	Freebridge	Freebridge are going to look into the possibility of planting trees at Sutton Estate and keep the council updated.	NOTED
Emails	Cllrs Andrew Jamieson & Sam Sandell and James Wild MP	Response to letters sent regarding Second Homes, Furnished Holiday Lets and Council Tax Implications.	NOTED

### 15. Allotments

- 15.1 The application for planting six trees at plot 6 Westgate was AGREED.

### 16. Matters for the next agenda.

- 17.2 Update Risk Assessments including playground
- 17.3 Update and publish resilience plan / Emergency Plan

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18. Forthcoming Meetings.

Next Full Council meeting to be held Monday 19<sup>th</sup> April 2021 at 6:30pm via ZOOM.

Allotment Committee Meeting to be held 15<sup>th</sup> April at 7:00pm via ZOOM.

The Chair excluded the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during the discussion of the following agenda items because of the confidential nature of the business to be discussed all Councillors present will confirm that they are alone in the room and the session cannot be recorded seen or overheard.

*The press and public were removed from the meeting at 8:55pm*

19. The outstanding PAYE payments for this financial year were NOTED.

*The Clerk left the meeting at 8:56pm*

20. The permanent appointment of Miss Laura (Lolly) Dawson following completion of satisfactory probation period was AGREED. PROPOSED Cllr Campbell-Gray seconded Cllr Monbiot.

21. It was AGREED that the Clerks 24 hours annual leave accrued will be carried forward into 21/22. PROPOSED Cllr Monbiot seconded Cllr Watkins.

The meeting was closed at 9pm by Cllr Woodhouse.

Signed:

Dated: