

# MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday 17<sup>th</sup> January 2022 at 6:30pm at Burnham Market & Norton Village Hall, Beacon Hill Road, Burnham Market, PE31 8EN.

Present: Cllrs. J Scoles (Vice Chair), P Borlace, K Neville-Eliot, D Ayles

Clerk: Caroline Boyden

Members of the public: 4

Due to the resignation of the chairman, it was proposed and agreed that Cllr Scoles takes over as Chairman and Cllr Borlace as Vice Chairman. The former chair, Paul Woodhouse was thanked for his hard work and dedication.

1. Welcome from the Chairman.
2. Apologies and consideration of acceptance for absence.  
Cllrs Campbell-Gray (holiday), Sandell & Jamieson due to previous engagements.

Members' declarations of interest and requests for dispensations - none

3. The minutes from the Full Council Meeting held on the 20<sup>th</sup> of December 2021 were agreed as a true and correct record and signed by the Chair. Proposed by Cllr Borlace, seconded Cllr Neville-Eliot.
4. Public Speaking  
Two members of the public queried why the current auction on the green organiser, Mr Mission, has been informed that he is no longer required to run the event. The Clerk confirmed that in the absence of a reply to previous emails sent to him, the PC concluded that he no longer wished to run the auction. At no time was Mr Mission told he was not welcome to continue. An application was subsequently received from another party, which is now being considered. It was therefore decided to open up the process to all interested parties and a notice to this effect was placed on the website. The closing date for applications is 31 January, for a decision at the February meeting.
5. To receive any reports:
  - 5.1 County Councillor Andrew Jamieson, no report received
  - 5.2 District Councillor Sam Sandell, as sent
6. A report on progress on items from previous meetings.
  - 6.1 The work on the Platinum Jubilee celebrations continues, and Cllr Scoles reported that the traders are working together, and the Bandstand had been booked from the Thursday to the Sunday. A 50's theme had been discussed and it was hoped to hold an outdoor church service on the Sunday. A local

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business will be selling jubilee mugs and it was agreed that the parish council would buy mugs to give to the local children free of charge and await costs.

Signed .....

Date .....

Parish Clerk - Tel: 07437529179

Website: <https://burnhammarketparishcouncil.norfolkparishes.gov.uk/> Email  
[burnhammarketpc@gmail.com](mailto:burnhammarketpc@gmail.com)

- 6.2 Update on the surgery land – There was no update from last month when Cllr Borlace contacted Hayes & Storr regarding the documentation copies.
- 6.3 Stubbing's Field proposed building application had been received and further information was required. Clerk to invite the developers to the February meeting.

## 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:
  - a. Ref. No: 21/02502/F | Received: Thu 30 Dec 2021 | Validated: Thu 30 Dec 2021 No. TWENTY 9, 29 Market Place – proposed first floor extension to outbuilding store, ancillary to bar and restaurant to provide management office.
  - b. Ref No. 21/00256/TREECA | Received: Thu 23 Dec 2021 – T1 ash located in the parking area to the left of the front of the house, re pollard back to the original points as cut previously. Any poorly cut points are to be pruned out from the previous works if there are any within the Conservation Area. T2 lime located in the garden – tree to be repollarded back to suitable growth point. Brewers, 7 Front Street, Burnham Market.
  - c. Ref. No: 21/02414/F | Received: Thu 16 Dec 2021 | Validated: Wed 22 Dec 2021. Downlands, Herrings Lane, Burnham Market. Proposed first floor extension, single storey rear extension and internal alterations.

Support for the above was proposed by Cllr Borlace, seconded by Cllr Scoles and agreed by all.

- d. Breach of Planning 20/0744/F - Goosebec, Church Walk, Burnham Market PE31 8DH – details sent to planning and Cllr Sandell. No update yet received on this.

### 7.2 Decisions:

21/00734/LB | LISTED BUILDING APPLICATION: Renovation of existing building and Conversion of Attic into habitable space with the addition of Velux on the south facing roof plane | The Garden House 24 Front Street Burnham Market Norfolk PE31 8EL

## 8. Finance.

- 8.1 The circulated payments and receipt report for December was proposed by Cllr Neville-Eliot, seconded by Cllr Aylen and all in favour.
- 8.2 To approve the circulated bank reconciliation and statement for December was proposed by Cllr Borlace, seconded by Cllr Aylen and all in favour.
- 8.3 The proposed payments for January (to date) were proposed by Cllr Neville-Eliot seconded by Cllr Aylen and all in favour.
- 8.4 The Qtr. 3 financial report was discussed, and acceptance proposed by Cllr Borlace, seconded Cllr Aylen and all in favour. Clerk to put this on the website.

## 9. Administration.

- 9.1 Access to the new Scribe system for Councillors as requested was now set up.
- 9.2 The new website was discussed, and the clerk requested any pictures would be helpful along with information on tennis and bowling. A member of the public suggested the clerk contact "Burnham before". Clerk to action.  
Clerk's Report:
- a. An official PC logo was discussed and Cllr Aylen advised that his wife was a graphic designer and would look into this.
  - b. Letter had been sent to Right Hon Michael Gove regarding second homes.
  - c. A donation has been offered of £50 from the WEA to go towards the playground funds.
  - d. The direct debit for electricity and bank approval for Cllr Scoles to be an authoriser were signed.
  - e. The ownership of the cones/barriers stored in the pavilion had been raised but subsequent emails confirmed that they had been purchased by the Parish Council and donations had been received toward the purchase from the Craft Fair.
  - f. The outstanding allotment payment has been received and the clerk will update the files accordingly.
    - g. The Co-option policy was proposed by Cllr Borlace, seconded by Cllr Neville-Eliot and all in favour.
- 9.3 The clerk had received a call from Borough Council regarding updating of the current Emergency Plan in light of the flooding last year. This is now being worked on to update the contacts. To discuss further at the February meeting.
- 9.4 Auctions on the Green – as discussed under item 4.

## 10. Highways

- 10.1 The 50:50 application decisions are due in May. No further update on the meeting with Sally Bettinson.
- 10.2 Jobs for the Rangers February visit:
- a. Clearing the rounds around the green of leaf litter.
  - b. Several issues were raised as follows:  
Large pothole opposite the Nelson public house has now been filled in.  
Pothole by the noticeboard on the green in Front Street – What3words dignitary.snooping.cook. The Bridge over the Goosebec by the village pump – highways working on this.  
Damaged verge near the Garage due to builders  
Hedge on Whiteway's Road What3works craftsmen.prance.opera  
Pathway on Creak Road to be renewed in hand with highways for the next financial year.– hedge cut back by farmer.

## 11. Neighbourhood Development Plan

Following the excellent survey results, the next step is analysis of step 2.

## 12. Amenities

- 12.1 Cllr Aylen to arrange a quote for new goal posts /nets and cricket nets.
- 12.2 The pavilion quotes for repairs to be sent to the clerk asap for CIL funding application.

10.3 The Jack's Lane Wind Farm Community Fund to be considered for sporting equipment.

11. Correspondence was NOTED:

Email	Karen Watkins	Emergency Plan Review	The clerk advised that Karen had been most helpful with information, and this would be discussed further at the February Meeting.
Emails	Co-option updates	3 application forms now received and 2 forms awaiting completion.	All applicants to be invited to a meeting before the February Parish Council meeting.
Email	Citizens Advice Bureau	Donation request	£100 agreed and clerk to check the donation will be spent in our area.
Email	Mr. Notcutt	Re solar panels installation in the conservation area	Advised to contact conservation at Borough Council.

12. Staffing – Clerk's employment contract was signed and copy to Cllr Neville-Eliot.

13. Matters for the next agenda. Neighbourhood Development Plan

Queens Jubilee update

CIL funding application(s) Emergency

Plan Review update

14. Public Speaking.

The waste bins on the top of North Street outside St. Edmunds cottage are permanently left outside and it was requested that the owners are made aware of this. Cllr Campbell-Gray to follow this up.

The bench (owned by the Moorhouse) requires attention and Clerk to contact Christine Harrison.

Beacon Hill bench – cut back of overgrowth

Junction of Herring's Lane issues reported to Highways

Litter pick of the playing field

Goal posts – these will be replaced and Cllr Aylen to check

The Entrance to the playing field requires attention and Cllr Scoles to advise the clerk for adding to the CIL funding application.

The £1500 levy charged for grass cutting by the Borough Council was raised and Cllr Scoles to check.

17. Forthcoming Meeting:

Parish Council Meeting Monday 21<sup>st</sup> February 2022 at 6:30pm to be held at the Village Hall.

Meeting Closed: 19.41

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Signed .....

Date .....

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