



# BURNHAM MARKET PARISH COUNCIL

## MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday, 21<sup>st</sup> of November 2022 at 6:30pm at Burnham Market &  
Norton Village Hall, Beacon Hill Road, Burnham Market, PE31 8EN.

Present: Cllrs. D Clark (Chair), P Borlace, J Scoles, R Campbell-Gray, G Nelson, K Morris, F Froud.  
Clerk: Caroline Boyden (CB)  
Members of the public: 10

1. Welcome from the Chairman.

It was with much regret that Cllr Clark announced the resignation of Cllr Kath Neville-Eliot and her dedication and hard work on behalf of the Parish was recognised.

Apologies and consideration of acceptance for absence.  
Cllrs Smith, Aylen & Bingley.

2. Member's declarations of interest and requests for dispensations:  
Cllr Morris re planning application 20/01466/F

3. Public Speaking:

- a. The Craft Fair organiser advised that they were not happy to take on the car parking at the 2023 event.
- b. The lack of agenda on the noticeboard was raised and Cllr Clark apologised as only put on today. The clerk always brings 5 hard copies to the meetings for members of the public.

4. The minutes of the Full Council Meeting held on the 28<sup>th</sup> of September 2022 were agreed as a true and correct record and signed by the Chair at that time, Cllr Scoles. Proposed Cllr Scoles, seconded Cllr Nelson and all in favour who were present at that meeting. The Extraordinary Meeting minutes, held on the 27<sup>th</sup> of October 2022 were agreed as a true and correct record and signed by the Chair. Proposed by Cllr Froud, seconded Cllr Morris, and all present at that meeting in favour.

5. Matters arising from the last meeting:

- 5.1 Community energy Strategy & Feasibility Study – Cllr Clark advised that Cllr Sandell was assisting him with sourcing funding via NCC.
- 5.2 Holiday let owners car parking access arrangements – Cllr Campbell-Gray reported that holiday let owners can purchase a permit for their guests to use in the car park at a cost of £7.00 per week. It was agreed that this scheme should be promoted.

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:

**22/01948/LB & 22/01876/F** – extension to existing retail unit, Anna, 15 Market Place. Support proposed Cllr Clerk, seconded Cllr Campbell-Gray and all in favour.

**22/01876/F** – retrospective permission for 2 sheds, Cherry Trees, Church Walk. Support proposed Cllr Clark, seconded Cllr Campbell-Gray and all in favour.

**22/01459/F** – variation with amendments, Burnham Rise, Herrings Lane. We objected to the original application on the 16<sup>th</sup> of September 2022 with regard to installation of a window without permission. It was decided that the offer of window slats would require maintenance and objection proposed by Cllr Clark, seconded by Cllr Scoles and all in favour with one abstain.

**22/01938/F** – amendment to remove 1 car parking space, Sussex Farm, Ringstead Road, Support proposed Cllr Scoles, seconded Cllr Borlace and all in favour.

7.2 Decisions: (for information)

**22/01478/F** – Summerhouse, 6 Mill Green approved

**22/01342/F** – Single storey extension, Railway House, Create Road, approved.

7.3 Enforcements: (for information)

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

8. Finance.

8.1 To approve the circulated Bank Reconciliation, statements, payments, and receipt reports for September and October - proposed by Cllr Frond , seconded by Cllr Borlace and all in favour. Bank reconciliation shows total of £98,833.30 to end of October.

8.2 To consider and approve circulated payments for November (to date) proposed Cllr Campbell-Gray, seconded Cllr Scoles and all in favour. Public Sector pay increase included back dated to 1.4.22.

8.3 The draft budget to commence for 23/24 was approved by the finance committee and councillors asked to consider the precept for 23/24 and approve the budget overall. It was decided to increase the precept by 5% and accept the budget as proposed by Cllr Campbell-Gray, seconded Cllrs Scoles and all in favour.

8.4 Rent charges for the Bowls and Tennis Club – it was decided to recommence the annual charge from 1.4.23 at the previous levels of £50 for the Bowls Club and £200 for the Tennis Club. As proposed by Cllr Clark, seconded by Cllr Nelson and all in favour.

8.5 Changes to the bank mandate for the new email addresses and all authorisers signed.

ACTION CB

9. Administration:

9.1 Clerks Report:

2023 meeting dates sent out and, on the website. Copy to be placed on the noticeboard.

Attending Election training on the 23<sup>rd</sup> with elections to be held on the 4<sup>th</sup> of May and due to the Bank holiday on the 8<sup>th</sup>, results may not be available until the 9<sup>th</sup>.

Updated on allotment rents as report via Cllr Nelson.

Member of the public requested a follow up with enforcement regarding the wall now completed at Beacon Hill Cottage and even though not on the application, this has been allowed under permitted development.

Follow up on 5 Beacon Hill also via enforcement and this is still awaiting a site visit.

Information on the website views given.

9.2 Resilience Working Party inc Emergency Plan – Cllr Scoles to take the lead with Cllrs Campbell-Gray and Froud on the working party.

10. Highways:

10.1 No updates to report

10.2 SAM 2 unit, Cllrs Scoles and Nelson offered to take delivery of the unit, attend training and the moving of the unit/downloading of data. Clerk to send information. ACTION CB

. Page 2 of 4

Signed .....

Date .....

Parish Clerk - Tel: 07437529179

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

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

10.3 Barrow Pit – a member of the public advised that Victoria Buckingham at Highways had advised that Highways would fund a trod on the site but not fund anything else. Cllr Froud considered that it could be clay lined again if Highways would give us permission to take it over. Clerk to request a site visit with Highways. ACTION CB

11. Amenities:

- 11.1 Recreation Ground – Cllr Scoles advised that the new goal posts are now assembled and require moving to the correct location. It was requested that this be away from the Tennis Club.
- 11.2 Allotments – Cllr Nelson gave an update on the rental payments with only £75 outstanding. We have 8 vacancies on Westgate and 1 vacancy on Creake Road. It was reported from a member of the public that photographs were being taken at Westgate location last week.
- 11.3 Pavilion Area Project – Clerk reported that approval had been granted by Holkham Estates for a container to be located next to the pavilion to enable storage of cones, barriers etc., which will enable the pavilion to be cleared and then quotes for the restoration can be obtained. A skip will be required to clear out the rubbish. It was decided that a 20ft container would be enough.

12. Correspondence:

- 12.1 The Bowls Club had sent in a letter of thanks for the donation.
- 12.2 Cllr Campbell-Gray gave an update on the Community Bin Scheme with 62 properties using the service which can put out bins, move back when emptied and includes brown bins. Holiday lets are now having to use blue business bins.
- 12.3 Tree planting scheme – locations to be considered are Barrow Pit, the entrance to the village on the Docking Road and on the Sutton Estate (residents to be consulted first). Clerk to request approval from Highways. ACTION CB
- 12.4 Grass cutting request for St. Marys, Westgate. One cut was made in October to ensure the area was presentable for the remembrance services.
- 12.5 Craft Fair Accounts – as sent out by the clerk. Date of 19<sup>th</sup> August 2023 approved – proposed Cllr Scoles, seconded Cllr Nelson and all in favour. There was some debate on issues raised by local businesses not given stands, food/beverage Stalls etc. It was recognised that the organisers need support.
- 12.6 Defib training – a member of the public has offered to check the 3 defibrillators in the village if we can provide the relevant training. It was agreed that this was a good idea and to invite the member of the public to the next meeting. ACTION CB
- 12.7 Local Plan Review – deferred to next meeting as Cllr Sandell not present.
- 12.8 Rural Market Towns Group – all agreed not to go ahead with this. ACTION CB
- 12.9 Premised Licence Application for NoThirty3 – all in favour of this.
- 12.10 Cllr Scoles, on behalf of the Parish Council, thanked the Traders for the tree lighting.

13. Neighbourhood Development Plan – Cllr Borlace advised that the Reg 14 comments end on the 25.11.22 which will be followed by analysis which should be completed before our next meeting.

14. Matters for next agenda:

- a. Craft Fair and car parking
- b. Highways visit
- c. Beat Manager visit

15. Public participation:

Request highways to consider a tree where the road forks on the Docking Road and to clear rubbish.

Mr. Bracey from the Holkham Estate asked about the engagement with landowners and Cllr Morris advised that under the Localism Act 2011 the Regulation 14 consultation was the mechanism by which both the general public and other interested parties, such as landowners, could comment on the plan. All comments will be taken into account when the consultation is complete. As background, the Steering Group, set up under the Parish Council, work to develop the plan along with experienced outside consultants. Grants received mean there is no Parish Council expenditure.

Meeting closed at 7.52pm and the chairman thanked all attendees.

Next meeting is on the 19<sup>th</sup> of December 2022 from 6.30pm.

Page 4 of 4

Signed .....

Date .....

Parish Clerk - Tel: 07437529179  
Website: <https://www.burnhammarketpc.info>  
Email [burnhammarketpc@gmail.com](mailto:burnhammarketpc@gmail.com)