



BURNHAM MARKET PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

held on Monday 25th April at 6:30pm
at Burnham Market & Norton Village Hall,
Beacon Hill Road, Burnham Market, PE31 8EN.

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

Member of Public: None

Election of the Chairperson:

Cllr Jez Scoles was elected as Chairperson and signed the declaration of acceptance of Chairperson. Proposed Cllr Campbell-Gray seconded Cllr Neville-Eliot and all in favour.

Election of the Vice Chairperson

Cllr Peter Borlace was elected as Vice Chairperson and signed the declaration of acceptance of Vice Chairperson. Proposed Cllr Campbell-Gray, seconded Cllr Neville-Eliot and all in favour.

Co-Option

No applications for co-option were received.

1. Welcome from the Chairperson.
2. Apologies for Borough Councillor Sam Sandell, due to work commitments were received and accepted.
3. Members' declarations of interest and requests for dispensations.
Item 8.1.b /22/00433/F Cllr Neville-Eliot did not comment or vote on this item.
4. The minutes from Annual Parish Council Meeting held on Monday 17th May 2021 were agreed as proposed by Cllr Campbell-Gray, seconded by Cllr Scoles and approved by those present at that meeting, and signed by the Chairperson.
5. No members of the public present to make any comments.
6. 6.1 – County Councillor and 6.2 – Borough Councillor reports were included in the Annual Parish Meeting.
7. Items from previous meetings.
7.1 The Platinum Jubilee Celebrations continue to be put together and a further report at the May meeting will be available.

7.2 Craft Fair update was given at the Annual Parish Meeting.

8. Planning.

8.1 Planning Applications received from Kings Lynn Borough Council:

a. **22/00531/S/ 22/00532/LB / 22/00530F** – signage and awnings displaying advertising for The Bakery and Eric & Dolly's Pet Accessory Store.

NOTE extension advised by BCKLWN to 16.5.22

b. **22/00433/F** – change of use of land edged red on location plan from agricultural to leisure use and construction of an all-weather tennis court Westgate, Old Rectory.

Due to the change of location, this application is now supported – proposed Cllr Borlace, seconded Cllr Campbell-Gray and all in favour. (Cllr Neville-Eliot did not vote)

c. **22/00647/F** – extend utility area to create a new day room and utility at Leewood, Herrings Lane. This application is supported – proposed by Cllr Borlace, seconded by Cllr Campbell-Gray and all in favour.

d. **21/02357/F** - Proposed holiday let following conversion of garage 4 St Ethelbert's Close. It was decided to object to this application on the grounds that it is retrospective from some year ago and enforcement to be considered. Proposed Cllr Campbell-Gray, seconded by Cllr Scoles and all in favour.

e. **22/00525/FM** - Detached Yoga and Arts space with 5no. self-contained overnight holiday pods, at The White House Sussex Farm Lane. Objections raised regarding the loss of established woodland – proposed Cllr Borlace, seconded Cllr Scoles and all in favour.

9. Finance.

9.1 To approve the circulated payments & receipts report, Bank Reconciliation and Bank Statement for March – proposed Cllr Borlace, seconded Cllr Neville-Eliot and all in favour.

9.2 To consider and approve the circulated payment list for April (to date) – proposed Cllr Smith, seconded Cllr Clark and all in favour.

9.3 To approve the year end financial report as circulated – proposed Cllr Scoles, seconded by Cllr Borlace and all in favour.

9.4 To approve the AGAR Governance Statement – discussed and proposed by Cllr Smith, seconded by Cllr Scoles and all in favour.

9.5 To approve the AGAR Accounting Statement – discussed and proposed by Cllr Nelson, seconded by Cllr Clark and all in favour.

9.6 To consider proposal by the Clerk to open an instant access account to gain interest and it was then raised to look at a further account for CIL monies/reserves. Proposed by Cllr Borlace, seconded by Cllr Scoles and all in favour.

10. Administration.

10.1 Clerks Report – the year end, agar and allotment information have now been updated.

The Dark Skies presentation to be combined with other Burnham parishes and a date to be decided.

10.2 The updating of the Emergency Plan continues.

11. Highways

11.1 There have been no recent updates from Highways and the replacement for Linda Bettinson has not yet been announced. The gully at the top of Joan Shorts Lane required emptying/cleaning again.

11.2 Rangers next visit – jobs still outstanding from last visit.

12. Neighbourhood Development Plan

Cllr Borlace reported that the new design codes were being finalised.

13. Amenities

13.1 Allotments – a meeting of the updated committee is required with Cllrs Scoles, Campbell-Gray and Nelson plus allotment holders. The clerk has updated the paperwork

Page 2 of 3

which is now on the website. A plan update of the vacant allotments is required.

13.2 The Pavilion and Sports equipment costs – Cllr Aylen presented costings and will send full details to the clerk for placing orders etc. Proposed Cllr Scoles, seconded by Cllr Clark and all in favour.

14. Correspondence

Email	A Wood	Figaro Owners Club – 15 vintage vehicles on the green from 9.00am to 11.00am on the 15 th of May permitted and copy of insurance obtained.
Phone	Parishioner	Parking on the Market Place – issue with large vehicles taking up 2 spaces and no blue badge space. Clerk has written to Highways.
Email	The Rectory	Regarding signage on the telephone box book exchange. It appears that some books are being taken and resold in the village and replaced with poor quality books. This problem has happened in the past.
Email	The Burnhams Tennis Club	Invite to the grand opening of The Bill Offord Pavilion on Monday 2 nd of May at 11.00am. RSVP please.

15. Matters for the next agenda:

Emergency Plan
Jubilee Celebrations

14. Forthcoming Meetings:

Full Parish Council Meeting on the 16th of May 2022 from 6.30pm in the Village Hall.

Cllr Clark gave his apologies for the May meeting due to holiday.

Meeting ended at 19.58