



BURNHAM MARKET PARISH COUNCIL

MINUTES OF BURNHAM MARKET PARISH COUNCIL MEETING

held on Monday, 17th of July 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),
J Neville-Eliot (JNE) and A Piper (AP). Parish Clerk, Borough Councillor Sam Sandell.
Members of the public: 6

1. Welcome from the Chairman.

Apologies and consideration of acceptance for absence.
Cllr Andrew Jamieson

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

3. Public Speaking: None

4. The minutes of the Council Meetings held on the 19th of June 2023 were agreed as a true and correct record. Proposed Cllr Morris, seconded Cllr Borlace and all in favour who were present at that meeting.

5. Matters arising from the last meeting:

5.1 Resilience Plan – Cllrs Borlace and Neville-Eliot are working on the updated plan and will be meeting next week. An update to follow at the September meeting.

5.2 Action Plan for projects & funding – it was agreed that a working party consisting of Cllrs Morris, Borlace and Neville-Eliot would be set up to review all projects and proposals with the clerk providing updated funding opportunities.

5.3 Car Parking at the Craft Fair – Cllrs Borlace & Morris to put a list of volunteers and time availability in place. ACTION: PB/KM

5.4 Hire charges for the playing field and greens – to be moved to the September meeting.

6. To receive any reports:

6.1 County Councillor Andrew Jamieson: No report, on holiday

6.2 Borough Councillor Sam Sandell:

This is my first report since the new administration took over in May. I look forward to working with you over the next 4 years. We had the first full council meeting last Thursday – these are recorded and streamed live via YouTube and this one is particularly worth a watch.

I have been appointed to the Local Plan task group and although we have not had a meeting for some months due to the elections, the deputy leader is hoping to get one together soon.

We had to submit an updated Gypsy and Traveller Accommodation Assessment in June 23. The inspectors have responded inviting the Council to undertake work to identify a supply of

sites sufficient to meet the accommodation needs identified in the GTTAA for consideration as part of the examination of the Local Plan. There are currently 34 designated Neighbourhood areas. There are 14 MADE Neighbourhood Plans, 14 actively progressing and 6 which current progress is unknown or stalled.

I am going to be sitting on the CIL spending panel. There is £1.2million in the next round of applications which is open now and closed on the 1st of August. Infrastructure projects funding of £2,000 to £30,000 can be used for education -local initiatives, health, economic development, community facilities, green infrastructure, open space, and leisure. Over £30,000 – funding can be used for adult education, infrastructure projects, green, leisure time activities. I have also been appointed to the Environment and community Panel and I have re-done my training to sit on the Planning Committee.

We are all pleased that the QEH was given the green light for a rebuild. Many people have worked very hard getting this over the line. We had a meeting with Alison Webb last week, who is the new CEO of the hospital. Work is going on to make sure the hospital is fit for the current numbers of residents, and they are also looking at the development that is going on in West Norfolk. With the Junior Doctors going on strike for 6 days, this has affected over 1000 face-to-face appointments and operations. There is also a consultants' strike at the end of the month. I did ask about the recruitment of GP's and nurses and was informed that they had recruited 200 nurses in February and only 2 had left.

Some of you may be aware that I chair the Patient Participation Group at Burnham Market Surgery. What is that some may ask. The aims and works of each PPG depends on the local needs, but they will aim to make sure that their practice puts the patient and improving the health at the heart of everything it does. We are going to meet quarterly, and I am just in the process of setting up the board in the surgery of members and some information about what the PPG does. One thing that I have taken from our meetings so far is that communication is key to a good working relationship and to keep residents updated on what the surgery is doing and the pressures it faces. This is not a forum for debating complaints, this must go through the complaint procedure via the surgery. If you have a question or view about the Surgery, we are happy to listen. Please contact me via email.

The proposed bus stop/shelter by the new surgery is being discussed with both Sanders and Lynx bus services to get a regular service for patients to access the surgery. The parish council confirmed their support.

No. 29 have been granted an outdoor licence to show films in the courtyard between 3 and 6pm. The Parish Council were not consulted but I have ensured that you are now on the list.

I am always available via email if you have any questions or concerns.

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:

23/00805/F – Conversion of Chapel to form a Dwelling at the former Methodist Church on Station Road. Cllr Borlace proposed objecting to this due to the parking issues and NDP regulations. Seconded Cllr Clark and all in favour.

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

23/01183/F, 23/01184/LB and 23/01186/F require further information.

7.2 Decisions: (for information) - None

7.3 Enforcements: (for information) - No new enforcement

7.4 Appeals: (for information) – No new appeals

8. Finance

- 8.1 To approve the circulated Bank Reconciliation, statements, payments, and receipt reports for June 23 - proposed by Cllr Morris, seconded Cllr Clark and all in favour.
Bank reconciliation shows total of £83,470.31 to end of June.
- 8.2 To consider and approve circulated payments for July (to date) proposed Cllr Morris, seconded Cllr Neville-Eliot and all in favour.
- 8.3 To review and approve the Qtr.1 Financial Review. Clerk advised that despite funding the new trod to the cost of £6450.00 which was not budgeted for, we are only £149.68 over budget.
Proposed Cllr Clark, seconded Cllr Morris and all in favour.
The insurance renewal documents have been received and Cllr Morris is working with the clerk on these.

9. Administration:

9.1 Clerks Report:

I attended a GDPR update session recently which included Risk Management and basically, I need to ensure that access is available to all our files as part of our Risk Management policy in case anything happens to me.

Various options were discussed but SharePoint cloud storage and sharing offered the best support, security, storage, and access for councillors. ECS in Kings Lynn, who I have worked with in the past over this service for £13.75 per month with a one-off setting-up fee of £90.00.

SharePoint also offers a separate file for the passwords and information that I use e.g., banking, laptop etc., and this information would be required to keep the PC going. This file would be available to the Chair and Vice Chair via an ID code and ECS would only pass on this file to the named councillors with the code.

Peter and I have discussed this and think it makes good sense and covers our risk management along with transparency for access all folders.

Can we vote on this tonight please as I would like to get it up and running

Proposed Cllr Clark, seconded Cllr Borlace, and all in favour.

ACTION Clerk

SAM2 Sign Management policy and Risk Assessment – as sent out earlier today. Requires implementation.

Playground – the recent issue has raised the fact that we should have a basic equipment check at least once a month.

9.2 The Jack’s Wind Farm - no update and next meeting not due for another 4-5 months.

9.3 Noticeboards – Following the last meeting, the Clerk has identified a suitable noticeboard to be sited near the Village Hall which will give information to all residents in the Sutton Lea area of the village. Cllr Morris to raise this with the Village Hall Committee. ACTION: KM

Purchase of said noticeboard proposed Cllr Clark, seconded Cllr Borlace, and all in favour.

10. Highways:

10.1 SAM 2 unit, Cllr Clark advised that the unit has been located outside the garage in the 20mph limit and he and Cllr Morris will be downloading the data next week and the unit will then be moved.

10.2 Trod update – no update and still awaiting design approval by NCC.

The request from Andrew Jamieson regarding more signage for the car park location via Highways – still awaiting estimated costs to the Parish Council.

Rangers – the clerk advised that a substantial list of issues has been compiled and thanked members of the public for their input on this.

11. Amenities:

- 11.1 Recreation Ground –The location of the new litter bin needs to be decided and then the Clerk can contact Borough council for permission and advise Holkham.
- 11.2 Allotments – A notice of termination from 1st of October for a plot on Angles Lane has been received. Clerk to post the details of the certification form to Mr. Lynn. ACTION: Clerk
- 11.3 Pavilion Area Project – Cllr Clark advised that the contents of the pavilion were not being put into the container and a decision to be taken on the other items to be made. As these items were either damaged or in poor condition, it was agreed to arrange for a skip to remove asap. Cllr Morris is in discussions to make good the hole in the field. Quotes had been received for the external painting and the overgrowth at the back needs clearing away. It was suggested that a full specification of the painting requirements was needed including the type of paint etc. A job specification to be raised. ACTION JNE

12. Correspondence: (some items received after the agenda was issued)

- 12.1 A request has been made to the clerk for a commemorative bench to be placed, ideally on the top of Herrings Lane. The current bench on the site is in poor condition and any replacement should be made from recycled materials which require little maintenance.
- 12.2 Bus stop outside the surgery – as covered by Cllr Sandell’s report.
- 12.3 A complaint has been made regarding parking in the centre of the village with residents unable to park and another complaint received today regarding parking on double yellow lines and not using the car park. Cllr Sandell agreed to discuss these with Highways later this week. Clerk to forward all information.
- 12.4 Thorofare Yard - correspondence has been received from a homeowner regarding the cutting back of overgrown vegetation. As the land is listed by the land registry as not owned by anyone, advice was taken, and the Parish Council should not undertake any work as they would be liable for any accidents and to advise the homeowner to consider forming a working party of the other residents or the suggestion for them to employ the grass cutting team that the parish council use.
- 12.5 The former telephone box was discussed with the clerk receiving 2 requests for a defibrillator to go into it. The lack of attention lately has led to a lot of old tatty books, and it is in quite a poor state. A member of the public offered to take it on again which was approved by the parish council with thanks.

13. Neighbourhood Development Plan – Cllr Morris advised that there was no update.

14. Matters for next agenda:

- a. Pavilion update
- b. Action programme update
- c. Resilience Plan

15. Public participation:

- a. Contact details to be provided to the Craft Fair Committee for the car parking.
- b. The Borough Council were praised for dealing with a recent issue.
- c. As the planning applications outstanding require comments before our next meeting, the standing orders to be checked regarding holding an extraordinary meeting.

Meeting closed at 7.49pm and the chairman thanked all attendees.

Next Parish Council Meeting is on the 25th of September 2023 from 6.30pm

PAYMENTS FOR JULY:

Cozens Maintenance	£ 60.00	Standing Order
SSE Streetlights	£ 148.75	Direct Debit
Eon	£ 39.40	Direct Debit
Wave (water pavilion)	£ 5.19	Direct Debit
Clerk Expenses June	£ 123.81	
Clerk Salary	£ 814.08	
HMRC	£ 204.00	
Pension	£ 373.65	
Cozens (streetlight replacement)- on Station Road	£2154.00	(approved June mtg)
Cozens LED upgrades	£1464.00	
Heronwood	£ 411.00	grass cutting
Burnham Market Village Hall Hire (Jan to June 23)	£ 170.00	
NPTS – planning training D. Cressy	£ 48.00	
Fenland Leisure – playground repairs	£ 459.84	
Viking Office Supplies	£ 237.53	

Signed

Date

Parish Clerk - Tel: 07437529179

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

Email burnhammarketpc@gmail.com