

Minutes prepared by Clerk Annalisa Dovey: Signed_____ (clerk)

Minutes confirmed by council vote as an accurate record

Signed: (Chair)

**Burnham Market Parish Council Meeting
Minutes**

The Village Hall, Burnham Market

Wednesday 8th October 2025

Present: Cllr Peter Smith, Cllr Fiona Walker, Cllr David Cressy, Cllr Keith Morris **(Chair)**, Cllr Angus Piper, Clerk / RFO Annalisa Dovey **(Minutes)**

Approx. 22 members of public

1.	Welcome: Chair opens the meeting at 18:30 and welcomes attendees. a) Chair notes intention brings item 14 forward on the agenda due to public attendance, to sit after the minutes
2.	Apologies for absence: Council resolves to accept apologies from VD. <i>Carried unananim.</i>
3.	Declarations of Interest and requests for Dispensations : None.
4.	Public Participation Time: a) Meeting opened for all items other than item 14 b) No items raised.
5.	Past Minutes: a) Council resolves to approve September 2025 BMPC minutes. <i>Carried unananim.</i> b) No matters arising
6.	Consider Response to Planning Application 25/01520/F a) Chair brings item 14 forward on the agenda for immediate consideration in response to public attendance. b) Council notes the application comprises: demolition of the existing semi-detached dwelling Erection of a new four-bedroom, two-storey dwelling house (use class C3) attached to the neighbouring property Erection of a single-storey ancillary garage, including landscaping and boundary treatment, at 11 Walkers Close, Creak Road. c) Council notes that no clear material planning considerations are identified, but deep concerns regarding the proposal remain including a. Uncertainty over mitigation of disruption to resident b. Safety of the project c. Impact of project on adjoining house. d) Borough Cllr Sandell observes that a senior borough planning officer is reviewing the application to verify structural safety and assess potential impact on neighbouring properties. e) Public comments are received; Chair closes the meeting to open discussion to public comment a. Distress and concern regarding potential impact on neighbours. b. Dispute over claims of structural instability as a commissioned survey indicates no such instability.

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	c. Party wall is a 9-inch single-skin partition; concern that construction works will negatively impact number 12. d. Strong objections highlighting potential adverse effects on the health and mental wellbeing of elderly neighbours. e. Concerns regarding structural security, shared chimney, and shared drainage affecting four houses. f. Completion period of three years considered excessive, particularly for elderly neighbours; precedent cited from government inspection. g. Queries regarding planning restrictions and absence of title plans h. iii. Completion period of three years is considered excessive for elderly neighbours, potentially spanning three winters. i. Governemnt inspectors have cited excessive construction disruption as ground for rejection in other cases (EDP 1st October). f) Public participation session ends. g) Council notes the distinction between building regulations and material planning considerations. h) Attendees are encouraged to submit comments via the published website link. a. Clerk live posts link for comments on council website i) Council resolves to object to the application due to inadequate information, significant safety concerns, and the impacts highlighted during public participation. <i>Carried unanim.</i> ACTION: Clerk to submit a formal objection to the planning authority reflecting Council's concerns.
7.	Borough Councillor Report: Cllr Sam Sandell notes that the council has voted for the three-unitary model.
8.	County Councillor Report: None received.
9.	Clerk's Report a) Council notes a resident complaint over Burnham Market car park weeds and rubbish; Cllrs Sandell and Cressy have prompted some action form Borough council , with final work to be completed within two weeks. b) Council hears that Avocet Homes have agreed to comply with considerate parking and also note that it has not consistently occurred a. Council notes the importance of the including a request for construction plan on planning application responses c) Council resolves to apply for 2 × SAM2 units, including solar and data, under the Norfolk Partnership bid. <i>Carried unanim.</i> d) Council agrees to provide a spare Allen key for the existing SAM2. <i>Carried unanim.</i> ACTION: Clerk to submit the Norfolk Partnership bid application. ACTION: Clerk to provide the spare Allen key for the existing SAM2.
10.	Flooding Report a) Council notes that no report has been received from the Flooding Representative.

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	b) Council resolves to write to the owners adjacent to the ditches on Overy Road, including The Plot, and to Highways regarding clearing the ditches. <i>Carried unananim.</i> c) Council notes the suggestion from Highways to widen the Low Bridge aperture and requests a quote from Highways for the proposed works. <i>Carried unananim.</i> d) Council notes that the Flooding Advisory Group meeting with Anglia Water is scheduled for tomorrow at 4 pm in the village hall. e) Council resolves to fund the Flooding Advisory Group meetings expenses. <i>Carried unananim.</i> f) Council notes and resolves while the council support the aims for the Flooding Advisory Group, that the Flooding Advisory Group is completely independent and is not a Council subcommittee or working group, that the Flooding Advisory Group is not a branch of the Council and members do not represent the Council <i>Carried unananim.</i> ACTION: Clerk to write to the owners adjacent to the ditches on Overy Road, including The Plot, and to Highways regarding clearing the ditches. ACTION: Clerk to request a quote from Highways for widening the Low Bridge aperture.
11.	AGAR 24/25 Conclusion of Audit a) Council receives the Conclusion of Audit letter, noting the outcome and authorised sections; the audit is passed. b) Council notes that the Conclusion of Audit has been published on the website. c) Council resolves that no further actions are required. <i>Carried unananim.</i>
12.	AGAR 25/26 – Assertion 10: Council notes new assertion requirements and considers if any actions are required. a) Publish required council documents accessible on a website that meets legal standards. a. Council confirms that all required documents are available online on the council website which meet legal standards. b) Comply with UK GDPR and the Data Protection Act, ensuring safe handling of personal data, with adequate policies and procedures in place. a. Council confirms compliance with GDPR and the Data Protection Act, with appropriate policies and procedures in place and published on the website c) Adopt a clear IT policy (for all authorities except parish meetings) covering security, devices, email use, and backups. a. Council confirms that a clear IT policy is adopted and published, meeting all necessary requirements and is published on the website

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	d) Use, as a minimum, one generic email address on a council-owned domain. Using a council-owned domain email address for all councillors, staff, and officers is considered best practice. a. Council notes that all staff and officers (the Clerk / RFO) and most councillors use a .gov.uk email address; two exceptions are explained i. one cllr uses a law firm address which meets security requirements ii. one uses another .gov.uk address for work which interferes with the gov.uk address. e) Council resolves that it is fully compliant with all aspects of Assertion 10 of the AGAR and that no further actions are required. <i>Carried unanim.</i>
13.	Delegated Planning Decisions a) Council resolves to ratify the “No Observation” response to 25/01476/F – Construction of a new porch and alterations to existing access at West Rim, Docking Road, made under delegated authority. <i>Carried unanim.</i> b) Council resolves to ratify the “No Observation” response to 25/01347/F – Extension and alteration to private dwelling, Rose Cottage, 4 Woodside, Docking Road, made under delegated authority, provided three on-site car parking spaces are available. <i>Carried unanim.</i>
14.	To Note KLWNBC Decisions a) Council notes application 25/00959/F – Relocation of access to property, including new wall and gates at Hill House, Herrings Lane, has been withdrawn. b) Council notes the details of SNN3 – 5731, covering residential and commercial property addresses: 16 Ulph Place (Residential First Floor) and 17 Ulph Place (Commercial Ground Floor), Burnham Market, King’s Lynn.
15.	Planning Applications: Council considers responses to the following applications: a) Council resolves to submit “No Observation” on 25/01473/F – Timber garden room, Friars Thorne Farm, Docking Road. <i>Carried unanim.</i> b) Council resolves to submit “No Observation” on 25/01501/F – Variation of Condition 2 of Planning Permission 24/01935/F: Replacement of existing bungalow, mobile home, and outbuildings with a new house, Angles Lane, Station Road, and to request that a construction plan ensures all parking is onsite, Angles Lane is not obstructed, and any verge damage is rectified. <i>Carried unanim.</i> ACTION: Clerk to respond to planning applications as agreed.
16.	Steel Fence Enforcement – Policy 6 Application a) Council considers advice from CCP regarding the Borough Council’s misapplication of Policy 6 of the NHP with regards steel fence erection

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	b) Council resolves to send the letter clarifying the policy and requesting adherence. <i>Carried unanim.</i> ACTION: Clerk to send the letter to Borough Council Planning to request adherence to NHP
17.	Blue Badge Parking Spaces: Council considers a request to provide additional Blue Badge parking spaces. a) Council notes that existing spaces and nearby yellow-line areas are not fully utilised. b) Motion to provide additional Blue Badge spaces <i>Rejected unanim.</i>
18.	Post Repairs: Council resolves to accept the quote and proceed with the repairs to broken posts on the green. <i>Carried unanim.</i> ACTION: Clerk to arrange for the post repairs to be carried out as agreed.
19.	Assets: Playground Inspection: Council receives the playground inspection report for 30th September 2025 and considers the recommendations. a) Council notes completed works: a. Sign has been moved and is now on the fence. b. Zipwire main post bracket and bolts are fixed. c. Cables have been taped. d. Holes by gates have been repaired. b) Council notes remaining works: a. Rusted areas on equipment. b. Graffiti on wood. c. Seesaw stops to be refitted c) Council resolves a. to fill the holes under swings etc with sand and leave the matting down. b. to investigate of additional weight restrictions and implement appropriate signage and as necessary. c. To investigate the play on the seesaw bolts and sources, replacement bushes and internal stopper cap <i>Carried unanim.</i> ACTION: Clerk to arrange filling of the holes with sand. ACTION: Clerk to confirm any zipline weight restrictions and implement appropriate signage. ACTION: Clerk to contact the manufacturer regarding the seesaw movement, bolts and replacement bushes.
20.	Streetlights a) Council resolves to proceed with cutback around the lantern near the surgery, subject to confirmation that it is not a Highways responsibility <i>Carried unanim.</i> b) Council resolves to replace two lanterns at a quoted cost of £1,668 (inc. VAT). <i>Carried unanim.</i>

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	c) Council notes one dented lantern with a replacement quote of £2,220 (inc. VAT). a) Council resolves to visually inspect lantern before decisions ACTION: Clerk to circulate dented lantern location to council ACTION: Clerk to verify foliage cutback responsibility with Highways and take appropriate action ACTION: Council to arrange replacement lanterns with Cozens
21.	Asset Inspection Update: a) Council agrees the following works following asset inspection by AP & Clerk and quotes received from Heronwood. a) Village Pump: Clean cobbles and sand/repaint the village pump on the village green. b) Do not proceed with tin sleeves on fence posts and play equipment. c) Obtain costs for repairing playground swing gate and revert to council for decision before proceeding. d) Clean graffiti from the cricket seat on the playing field. e) Liaise with Traders Association re. National trails sign on possible project to replace and revert to council . f) Replace memorial signs (Mike Cringle & Queen’s Jubilee). g) Clean graffiti from the electrical box. h) Clean the bus shelter. <i>Carried unananim.</i> ACTION: Clerk to arrange cleaning and repainting of the village pump. ACTION: Clerk to obtain costs for repair of playground spring gate. ACTION: Clerk to arrange cleaning of graffiti from cricket seat and electrical box. ACTION: Clerk to contact Nick (or Tim R) regarding National Trails map/sign and report back. ACTION: Clerk to arrange replacement of memorial signs. ACTION: Clerk to arrange cleaning of the bus shelter.
22.	Asset List & Maintenance Annual Schedule: Council considers an maintenance schedule and associated costs a) Council agrees to schedule the following works: a. Quarterly wash-down of the village sign (soap and water) to be included in the maintenance schedule. b. Annual wash of benches, bins, and village gates to be included in the schedule. c. Annual cleaning of the bus shelter to be included in the schedule.. <i>Carried Unanim</i> b) Council agreed bench treatment and maintenance (sanding or replacing slats) to be carried out as required; Clerk to confirm current works undertaken by HMC. <i>Carried unananim.</i> ACTION: Clerk to put in place annual schedule with Heronwood as quoted.

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	ACTION: Clerk to confirm with HMC the current scope of bench maintenance.							
23.	IT: Council resolves to proceed with non-AI Microsoft package reducing costs £80 - £60 annually.							
	carried unanim.							
	ACTION: Clerk to arrange the Microsoft 365 non AI package							
24.	Finance: End of September 2025 Financial Report							
	a) Council receives the balances.							
	Savings 1: £286.55 Savings 2: £30,628.17 Current: £32,795.41							
	Total: £63,710.13							
	b) Council resolves to approve and sign the reconciliations.							
	Carried unanim.							
	Chair signs.							
	c) Council resolves to ratify payments made under delegated authority.							
	1/3	BACS250909ROSPA	£318.00	£318.00	5300/1/1	21/09/25	91000	ROSPA Play Safety LTD - Annual Statutory Inspection
	76	DABACS250909COZ	£60.00	£60.00	5300/2	03/09/25	9660	Cozens - july 2025 street lighting
	83	DD250927AW	£12.00	£12.00	5100/2	05/09/25		Anglian Water Business - Pavillion water
	78	DABACS250909GAL	£222.12	£222.12	5600/2	08/09/25	548168486	Gallagher Insurance - Cyber insurance oct 2025 - 2026
	79	DABACS250909GAL	£2,368.49	£2,368.49	5600/1	08/09/25	548169004	Gallagher Insurance - Parish insurance oct 25 - oct 25
	81	DD250916EE	£20.65	£20.65	3600/1	22/09/25		EE Ltd - Mobile phone Sept 25
	85	dd250916EON	£50.83	£50.83	5100/1	22/09/25		Eon - 1-3108/25 Pavillion electricity
	80	DD250930UTB	£6.00	£6.00	1100	30/09/25		Unity Bank - Service charge Currenty Account EoSept
	Carried unanim.							
	Chair signs.							
	d) Council resolves to approve September transactions, including expenditure and income.							
	01/09/25	BACS250901	The Burnhams Tennis Club	0.00	200.00		12,597.99	
	03/09/25	BACS250903PAV	Stephanie Everitt	0.00	60.00		12,657.99	
	09/09/25	BACS250909ROSPA	ROSPA Play Safety LTD	318.00	0.00		11,545.66	
	09/09/25	DABACS250909COZ	Cozens	60.00	0.00		11,485.66	
	09/09/25	DABACS250909GAL	Gallagher Insurance	2,590.61	0.00		8,895.05	
	15/09/25	DD250915KLWNBC	KLWNBC	0.00	23,152.84		32,047.89	
	16/09/25	DD250916EE	EE Ltd	20.65	0.00		32,027.24	
	16/09/25	dd250916EON	Eon	50.83	0.00		31,976.41	
	22/09/25	bacs250922		0.00	25.00		32,001.41	
	22/09/25	BACS250922C&R	C & R Auctions Swaffham Auctions	0.00	350.00		32,351.41	
	22/09/25	BACS250922		0.00	25.00		32,376.41	
	22/09/25	BACS250922		0.00	25.00		32,401.41	
	22/09/25	BACS250922		0.00	25.00		32,426.41	
	22/09/25	bacs250922		0.00	12.50		32,438.91	
	22/09/25	BACS250922		0.00	12.00		32,450.91	
	22/09/25	bacs250922		0.00	125.00		32,575.91	
	25/09/25	BACS250925		0.00	100.00		32,675.91	
	27/09/25	DD250927AW	Anglian Water Business	12.00	0.00		32,663.91	
	29/09/25	BACS250929		0.00	25.00		32,688.91	
	30/09/25	BACS250930		0.00	112.50		32,801.41	
	30/09/25	DD250930UTB	Unity Bank	6.00	0.00		32,795.41	

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	<i>Carried unananim.</i> <i>Chair signs.</i> e) Council resolves to approve upcoming expenditure and confidential expenditure. <table> <tr> <td>86</td><td></td><td>£219.44</td><td>£219.44</td><td>30/07/25</td><td>2628</td><td>Heronwood Stephen Hansed - Grass cutting 27th july 2025</td></tr> <tr> <td>1</td><td></td><td>£219.44 5300/1</td><td></td><td>27th July Cuts</td><td></td><td>Village Green 1 cuts Big Field 1 cuts Pond area 1 cuts Old Church 1 Cuts</td></tr> <tr> <td>87</td><td></td><td>£219.44</td><td>£219.44</td><td>31/08/25</td><td>2648</td><td>Heronwood Stephen Hansed - Grass cutting 5th August</td></tr> <tr> <td>1</td><td></td><td>£219.44 5300/1</td><td></td><td>Village Green 1 cuts</td><td></td><td>Big Field 1 cuts Pond area 1 cuts Old Church 1 Cuts</td></tr> <tr> <td>82</td><td></td><td>£43.18</td><td>£43.18</td><td>22/09/25</td><td></td><td>Annalisa Dovey - Postage - Allotments x 6 signed 1st class</td></tr> <tr> <td>1</td><td></td><td>£6.93 3002</td><td></td><td>postage - 1 allotment holder invoice & letter</td><td></td><td></td></tr> <tr> <td>2</td><td></td><td>£6.93 3002</td><td></td><td>postage x 1 allotment inv and letter</td><td></td><td></td></tr> <tr> <td>3</td><td></td><td>£29.32 3002</td><td></td><td>printing x multio letters allotent invoices</td><td></td><td></td></tr> <tr> <td>84</td><td></td><td></td><td>£1,351.99</td><td>22/09/25</td><td></td><td>Annalisa Dovey - Clerking services</td></tr> <tr> <td>1</td><td></td><td>£40.50 3001</td><td></td><td>playground report and printing sept meeting</td><td></td><td></td></tr> <tr> <td>88</td><td>DABACS</td><td>£60.00</td><td>£60.00 5300/2</td><td>22/09/25</td><td>9715</td><td>Cozens - BURNHAM MARKET PARISH COUNCIL Street Lighting Maintenance Monthly Standard Maintenance charge for AUGUST 2025 as agreed. £60.00</td></tr> <tr> <td>90</td><td></td><td>£48.60</td><td>£48.60 3200/6</td><td>25/09/25</td><td>38907</td><td>AdantEDGE IT - Extensiuon for income increease</td></tr> <tr> <td>91</td><td></td><td>£1,597.00</td><td>£1,597.00 5200/1</td><td>01/10/25</td><td></td><td>Roy Properties Ltd - Allotment rent 11th october 25 - 10th october 26</td></tr> <tr> <td>92</td><td></td><td>£378.00</td><td>£378.00 1000/2</td><td>01/10/25</td><td></td><td>PKF Littlejohn - 24_25 AGAR External Auditor fee</td></tr> </table> <i>Carried unananim.</i> <i>Chair signs.</i> ACTION: Clerk to make payments						86		£219.44	£219.44	30/07/25	2628	Heronwood Stephen Hansed - Grass cutting 27th july 2025	1		£219.44 5300/1		27th July Cuts		Village Green 1 cuts Big Field 1 cuts Pond area 1 cuts Old Church 1 Cuts	87		£219.44	£219.44	31/08/25	2648	Heronwood Stephen Hansed - Grass cutting 5th August	1		£219.44 5300/1		Village Green 1 cuts		Big Field 1 cuts Pond area 1 cuts Old Church 1 Cuts	82		£43.18	£43.18	22/09/25		Annalisa Dovey - Postage - Allotments x 6 signed 1st class	1		£6.93 3002		postage - 1 allotment holder invoice & letter			2		£6.93 3002		postage x 1 allotment inv and letter			3		£29.32 3002		printing x multio letters allotent invoices			84			£1,351.99	22/09/25		Annalisa Dovey - Clerking services	1		£40.50 3001		playground report and printing sept meeting			88	DABACS	£60.00	£60.00 5300/2	22/09/25	9715	Cozens - BURNHAM MARKET PARISH COUNCIL Street Lighting Maintenance Monthly Standard Maintenance charge for AUGUST 2025 as agreed. £60.00	90		£48.60	£48.60 3200/6	25/09/25	38907	AdantEDGE IT - Extensiuon for income increease	91		£1,597.00	£1,597.00 5200/1	01/10/25		Roy Properties Ltd - Allotment rent 11th october 25 - 10th october 26	92		£378.00	£378.00 1000/2	01/10/25		PKF Littlejohn - 24_25 AGAR External Auditor fee
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25.	Finance: Q2 Budget Report: Council receives the comparison budget report. a) Council resolves to approve the release of £15,000 from reserves to cover assets and amenities expenditure to the end of the year, noting that the discrepancy arises from items including the six-year streetlight inspection, table tennis table, playground works, and approved reserves virement. <i>Carried unananim.</i> <i>Chair signs</i> Action: Clerk to effect virement of funds to cover assets budget																																																																																																							
26.	Finance: Budget & Precept: Council receives the draft budget report. a) Council notes it retains the projected precept at less than inflation. b) Council requests the draft budget to return in November with final figures following updates on assets, projects, and pay information c) Council agrees annual expenditure items. d) Council agrees projects as follows: - Village pumps – previously approved under Assets. - Allotment pipe at Creake Road – Council requests Holkham to provide information. - Repairing divots at Creake Road – Council requests Holkham to proceed; review at next meeting. Carried unananim. ACTION: Clerk to liaise with Holkham regarding the allotment pipe and divot repairs.																																																																																																							

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	ACTION: Clerk / RFO to prepare Final budget and precept report for November meeting
27.	Correspondence To Note a) Council notes the war memorial green and bench complaint. Heronwood will strim inside the war memorial railings in summer. b) Council notes the complaint regarding the broken curb caused by Bespoke, and agrees that Bespoke must provide a solution. <i>Carried unanim..</i> c) Council resolves to pass on courier crime trigger warnings if relevant to Burnham Market. <i>Carried unanim.</i> d) Council resolves to raise no objection to the license application at Railway Court. <i>Carried unanim.</i> ACTION: Clerk to contact Bespoke regarding the required repair
28.	Public Questions: Chair closes the meeting to take public comments. a. Council notes the unintentional misrepresentation of Council authority by the Flooding Advisory Group in booking the Village Hall, and reconfirms that the FAG and all members are independent of the Council. Council also reconfirms the approved payment for tomorrow's meeting via grant to the FAG. b. Council considers the FAG grant application; noting that payment will be delayed if waiting for the application to be approved. Council resolves to provisionally award a £100 grant pending application. <i>Carried unanim.</i> c. Query regarding Bolton House – Council resolves that the Clerk contacts Highways for an update. <i>Carried unanim.</i> ACTION: Clerk to contact Highways regarding Bolton House update. ACTION: Clerk to liaise with the FAG re grant application
29.	Next Meeting Date Council resolves to agree and confirm the next meeting date as Wednesday 5th November. <i>Carried unanim.</i>
30.	EXCLUSION OF THE PRESS AND PUBLIC -None required Meeting closed 20:40