

LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
Burnham Market Parish Council

YOU ARE HEREBY SUMMONED TO ATTEND THE FULL COUNCIL MEETING OF BURNHAM MARKET PARISH COUNCIL, WHICH WILL BE HELD IN

The Village Hall, Burnham Market

Wednesday 3rd September | 18:30

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING.

Annalisa Dovey : Clerk / RFO

AGENDA

2509	1.	Welcome
2509	2.	Apologies for Absence To receive and consider approving <i>To resolve</i>
2509	3.	Declarations of Interest and requests for Dispensations To receive. <i>To resolve (if requested)</i> If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
2509	4.	Public Participation Time The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak on items on the agenda.
2509	5.	Past Minutes To receive and approve past minutes. a) July 2025 BMPC <i>Chair to Sign</i>
2509	6.	Matters Arising Any updates from councillors / Clerk on matters in past minutes
Reports & Updates		
2509	7.	Borough Councillor Report To receive Borough Councillor report
2509	8.	County Councillor Report To receive County Councillor report
2509	9.	Councillor Reports To receive reports and updates from councillors
2509	10.	Clerk's report a) To receive update from Clerk b) To receive and consider any late items

2509	11.	Flooding a) To receive report from Flooding Representative b) To note Flooding Advisory Group (FAG) response to The confidential draft investigation into countryside flooding and consider approving. <i>To resolve</i>
Requested Items		
2509	12.	Governance: Meeting dates Motion to move to 9 meetings a year to include April (year End,) June(AGAR) and October (next year projects and budget draft) <i>To resolve</i>
2509	13.	Events: Craft Fair To consider arrangement details and agree any action / response <i>To resolve</i>
Planning		
2509	14.	Planning Advisory Group Report To receive Planning Advisory Group Report a) To consider ratifying Delegated Planning Decisions <i>To ratify</i> b) To note KLWNBC decisions c) To consider raising complaint over decision to ignore NHP (Steel Fence) <i>To resolve</i> d) Anglia Water Infrastructure Concerns and Rating system - o Motion to send proposed letter to Borough planning (attached) <i>To resolve</i> e) Future of the PAG - to consider how best to respond to planning applications <i>To resolve</i>
2509	15.	Planning Applications To consider and approve responses to; a) New planning Applications a. 25/01279/LB The Hoste New signage https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T0A7SYIVGRA00 <i>To resolve</i> b. 25/01347/F Rose Cottage Extension & alteration https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T105AAIVFSG00 <i>To resolve</i> b) Late Planning Applications <i>To resolve</i>
2509	16.	Enforcement : Avocet Homes To consider Council response to Developers blocking Station Road Motion proposed: To contact Avocet Homes and Enforcement directly. <i>To resolve</i>
Assets		
2509	17.	Assets: Pavillion Bookings

		To update on pavilion bookings
2509	18.	Assets: Streetlights a) To receive summary of current contract and consider action in respect of missing reports <i>To resolve</i> b) To receive 6 year statutory testing quote approved under Delegated Authority. <i>To ratify</i> c) Consider approving Cozens to work directly on the UKPN owned streetlights. <i>To resolve</i>
2509	19.	Assets: Allotments a) To note: New year is soon to start (1 st October) b) To decide – what to do with outstanding payments? <i>To resolve</i> c) Consider and resolve the National Allotment Society Membership? <i>To resolve</i> d) Consider combining plot 12 to plot 10 <i>To resolve</i>
2509	20.	Assets: Tapping House Sign on the Village Green Discrepancy over previous approval and resolution to clarify Council position. a) Motion: to resolve council position on Tapping House Sign <i>To resolve</i> b) Motion: to note discrepancy & resolution in appropriate past minutes <i>To resolve</i>
2509	21.	Assets: CCTV Consider engaging Norfolk Fire & Protection Service to fix CCTV (£105+VAT an hour) <i>To resolve</i>
2509	22.	Assets: Playground inspection Consider scheduling annually in the reduced rate season going forwards <i>To resolve</i> Receive annual inspection report and consider actions <i>To resolve</i>
2509	23.	Assets: Village sign 1. To receive maintenance report and update 2. To consider recommendations and suggestions and agree actions a) To consider having a cast made b) To consider arranging a quarterly wash down c) To consider installing bird protectors d) To consider setting up a reserves fund for future replacement <i>To resolve</i>
2509	24.	Asset list & maintenance a) To receive current asset list b) To consider carrying out bi-annual inspection <i>To resolve</i>

		c) To consider current asset maintenance required and agree action <i>To resolve</i> d) To consider agreeing annual maintenance schedule <i>To resolve</i>
2509	25.	Cyber Insurance To consider cyber insurance quote and coverage: £222.12. <i>To resolve</i>
2509	26.	Parish Insurance To consider Insurance quote: Gallagher: £2,368.49. <i>To resolve</i>
Finance		
2509	27.	Finance: Delegated Finance Group Report August 2025 a) To receive the Finance Group report from August 2025 b) To ratify delegated decisions (August Payments) <i>To ratify</i>
2509	28.	Finance: End of Month Report September 2025 To receive the End of Month Finance Report – August 2025 a. To approve: Upcoming expenditure (Sept 2025) <i>To resolve</i> <i>Chair to sign</i> b. To verify: Past expenditure (August 2025 & June 2025) <i>To ratify</i> c. To approve: Bank Reconciliations <i>To approve</i> <i>Chair to sign</i>
2509	29.	Finance: Intermediary Finance meetings Motion : To consider approving reconciliations & past expenditures in PC meetings (two months at a time) leaving the Finance Advisory Group responsible only for making recommendations to pay under Delegated Authority. <i>To resolve</i>
2509	30.	Finance : Clerk's Pay and Contract 1. To consider and ratify the statutory pay adjustment . (3.2%) <i>To ratify</i> 2. To clarify the starting pay scale point <i>To resolve</i> 3. To agree line manager <i>To resolve</i> 4. To schedule 6 month appraisal. <i>To resolve</i> 5. To consider approving funding (half) of the CILCA <i>To resolve</i>
2509	31.	Finance: Budget & Precept 1. To receive consider and comment on past budget and draft forecast 'known budget' expenditure & reserves.

		2. To consider projects to include in budget for 26/27 3. To consider longer term projects for reserves and savings
	32.	Finance: SSE energy bills To note change of contract to a lower rate to save money. <i>To ratify</i>
Correspondence		
2509	33.	Correspondence To Note To note correspondence. If a decision needs to be made it must be proposed ahead of the meeting for decisions, or proposed as an agenda item for at the next meeting, in line with Standing Orders. a) Angles Lane Allotments – ‘orchard query’. b) The cockerel c) Empty house in state of disrepair d) Wasps nest e) Agenda item requests a. Playingfield b. Angles Lane c. Parking d. Broken posts on green. e. Bolton House
2509	34.	To receive any questions from members of the Public - 15 minutes in total with 3 minutes per speaker. NOTE any reports for Highways, Planning or police issues should be reported directly via the Highways website, the planning website or the police website (or 101)
2509	35.	Next Meeting Date: To agree & confirm Wed 1st October, Wed 8th October or Wed 5th November. (To note, 1st October but gives no time for month end finance) <i>To resolve</i>
2509	36.	EXCLUSION OF THE PRESS AND PUBLIC -Resolution to close the meeting to the press and public: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.