



BURNHAM MARKET PARISH COUNCIL

BURNHAM MARKET PARISH COUNCIL ANNUAL GENERAL MEETING Minutes

Date: Wednesday 7TH May 2025 at 6.30pm

Location: Burnham Market & Norton Village Hall PE31 8EN

Present: Cllr Keith Morris: Outgoing Chair and Incoming Chair, Cllr Jeremy Neville Eliot, Cllr Fiona Walker: Incoming Vice- Chair, Cllr David Cressy, Cllr Angus Piper, Cllr Kath Neville Eliot, A Dovey Clerk / RFO (Minutes), Members of Public: Approx 7.

1. **Welcome and Opening of Meeting:** Cllr Keith Morris opened the meeting at 18:30, noting it was the AGM of the Parish Council and welcoming everyone.
2. **Election of Chair & Vice Chair.**
 - 2.1. Council resolved to elect Cllr Keith Morris as Chair. *Prop.: Cllr Fiona Walker, Sec.: Cllr Angus Piper, Carried unanm.*
 - 2.2. Council resolved to elect Cllr Fiona Walker as Vice Chair. *Prop.: Cllr Keith Morris, Sec.: Cllr David Cressy, Carried unanm.*
 - 2.3. Acceptance of office forms signed and witnessed.
 - 2.4. Cllr Keith Morris continued to chair the meeting.
3. **Apologies for Absence:** Council resolved to accept the apology from Cllr Vicky Davies.
4. **Members' Declarations of Interest and Requests for Dispensations:** None declared
5. **Public Questions:** The meeting was closed and opened to the public under relevant standing orders and legislation.
 - 5.1. **Path between pit & Burnhams:** Council resolved to request Heronwood to cut the path between Pit and Burnhams. *Prop.: Cllr David Cressy, Sec.: Cllr Keith Morris, Carried unanm.*
 - 5.1.1. Action: Clerk to arrange grass cut between Pit & Burnhams**
 - 5.2. Overgrown Vegetation at Holkham house: impeding pavement: Council resolved to raise with Highways and/ or Holkham House as appropriate. *Prop.: Cllr Keith Morris, Sec.: Cllr Fiona Walker, Carried unanm.*
 - 5.2.1. Action: Clerk to investigate responsibility for overgrown pathway at Holkham House (PC / Highways / Owner) and resolve**
 - 5.3. **The Old Pharmacy:** Council resolved to follow up with planning enforcement regarding concerns about the pharmacy building and internal works. *Prop.: Cllr Fiona Walker, Sec.: Cllr Angus Piper, Carried unanm.*
 - 5.3.1. Action: Clerk to discuss the Old Pharmacy with Enforcement Officer**

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BURNHAM MARKET PARISH COUNCIL

5.4. **Speed post on Beacon Hill:** Action: Clerk to investigate installation of a post for a speed gate at Beacon Hill

5.5. **Drones:** Action: Clerk to include note in the parish magazine reminding residents that drones must not be flown over private property.

5.6. **Action: Council (via clerk) to confirm grass cutting areas and frequency with Heronwood as per contract.**

5.7. **Holkham Estates**

5.7.1. Reported that most conditions have been discharged; work is intended to start by the end of June. Neighbours and the council will be contacted. Overflow parking to be at Walkers Yard, not the Village Hall. The development will consist of 12 houses: 2 affordable homes (1 first home, 1 shared ownership/affordable rent).

5.7.2. Biodiversity Net Gain (BNG) cannot be delivered onsite due to site constraints. Gain will be delivered on land toward Burnham Thorpe, within the parish. The land will be left fallow for 30 years and monitored every 5 years. Holkham Estates holds legal responsibility for monitoring.

5.7.2.1. Agreed possibility for Local developers to discuss BNG credits with Holkham for provision in local area.

6. **Minutes of the Previous Meeting:** Council resolved to approve the minutes of the Parish Council Meeting held on 5th March 2024. *Prop.: Cllr Keith Morris, Sec.: Cllr David Cressy, Carried unanm.*

6.1. No matters arising.

6.2. Minutes signed

7. **Annual Governance**

7.1. Council resolved to:

7.1.1. Adopt the updated Delegation Policy & Schedule. *Prop.: Cllr Angus Piper, Sec.: Cllr Fiona Walker, Carried unanm.*

7.1.2. Adopt the new Group Membership Policy and Register. *Prop.: Cllr Keith Morris, Sec.: Cllr Fiona Walker, Carried unanm.*

7.1.3. Appoint the following members to working groups

7.1.3.1. Planning Advisory Group: Cllr David Cressy

7.1.3.2. Finance Group: Cllr Keith Morris, Cllr Angus Piper, Cllr Fiona Walker

7.1.3.3. Projects Group: Cllr Keith Morris, Cllr David Cressy, Cllr Angus Piper, Cllr Fiona Walker. *Prop.: Cllr Angus Piper, Sec.: Cllr Jeremy Neville-Eklot, Carried unanm.*

7.1.3.4. Provisionally approve Cllr Vicky Davies for membership of working groups, particularly Planning and Projects, subject to her agreement.

Show of hands: Carried unanm

7.1.4. Confirm that no new committees are to be formed under Standing Order 4. *Carried unanm.*

7.1.5. Adopt the updated Financial Regulations. *Prop.: Cllr Keith Morris, Sec.: Cllr David*



BURNHAM MARKET PARISH COUNCIL

Cressy, Carried unanm.

7.1.6. Confirm continued arrangement with KLWNBC for bin collection. *Prop.: Cllr Keith Morris, Sec.: Cllr Fiona Walker, Carried unanm.*

7.1.7. Appoint Cllr Fiona Walker as Council representative to the Jacks Wind Farm Panel. *Prop.: Cllr Fiona Walker, Sec.: Cllr David Cressy, Carried unanm.*

7.1.8. Confirm Dennis Clarke as external representative on flooding matters. *Prop.: Cllr Keith Morris, Sec.: Cllr Angus Piper, Carried unanm.*

7.1.9. Provisionally accept the asset and land review pending full site walkaround and update. *Prop.: Cllr Angus Piper, Sec.: Cllr Keith Morris, Carried unanm.*

7.1.10. Confirm insurance cover via Hiscox. *Carried unanm.*

7.1.10.1. Noted: current policy does not include cyber cover. Council resolved to investigate Cyber insurance. *Carried unanm.*

7.1.11. Confirm no changes to the Complaints Procedure. *Prop.: Cllr Fiona Walker, Sec.: Cllr David Cressy, Carried unanm.*

7.1.12. Adopt the updated Freedom of Information & Records Management Policy and Data Protection & GDPR Policy. *Prop.: Cllr Fiona Walker, Sec.: Cllr Keith Morris, Carried unanm.*

7.1.13. Adopt the updated Communications Policy. *Prop.: Cllr Keith Morris, Sec.: Cllr David Cressy, Carried unanm.*

7.1.14. Adopt the following employment policies: *Prop.: Cllr Angus Piper, Sec.: Cllr Jeremy Neville-Eliot, Carried unanm*

7.1.14.1. Co-option Policy (no change)

7.1.14.2. Equality & Diversity Policy (updated)

7.1.14.3. Pension Policy (new)

7.1.14.4. Work from Home Policy (new)

7.1.14.5. Anti-Bullying & Harassment Policy (new)

7.1.14.6. Approve meeting dates for the next Council year: first Wednesday of odd-numbered months, or Thursday pending Cllr Vicky Davies confirmation of availability. *Prop.: Cllr David Cressy, Sec.: Cllr Fiona Walker, Carried unanm.*

7.2. Actions agreed

7.2.1. **Clerk to organise site walkaround and update asset register, noting additional land requiring inclusion.**

7.2.2. **Clerk to notify Jacks Lane Wind Farm Panel and add item to July agenda for review**

7.2.3. **Clerk to update group membership lists and arrange necessary updates to bank mandates.**

7.2.4. **Clerk to update policy dates, policy register and publish on website**

7.2.5. **Clerk to confirm with Cllr Davies group membership, dates and dog show and update records**

7.2.6. **Clerk to confirm appointment with Dennis Clarke as External Flooding Liaison and maintain contact details.**

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BURNHAM MARKET PARISH COUNCIL

7.2.7. Clerk to obtain quotes for cyber insurance and report back to Council

7.2.8. Clerk to publish the meeting calendar and confirm bookings.

8. Reports and Updates

8.1. County Council: No report received.: Action: Clerk to follow up with the County Councillor.

8.2. Borough Council

8.2.1. Cllr Sam Sandell gave a verbal update and submitted her Annual Report (attached in full to the minutes)

8.2.2. Council noted the further following points from Cllr Sam Sandell

8.2.2.1. Jacks Lane Wind Farm consultation event will take place on 12th June, 17:30–19:30 at Stanhoe Village Hall Action: Clerk to write to Lizzie Barker regarding Council attendance.

8.2.2.2. A resident complaint regarding noise in Burnham Market was investigated. The premises in question is showing sporting events between 16:00 and 21:00, Monday to Sunday, which does not require a licence. The issue has been referred to the CSNN (Community Safety & Neighbourhood Nuisance) team.

8.2.3. Council noted the Borough Housing Development Plan update

8.3. Clerk's Report – April / May 2025: Council received the verbal update from the clerk and resolved

8.3.1. Padlocks for Bar Gate: Council approved the installation of a padlocks on the bar gate at the playing field at the request of the bowling club. *Prop.: Cllr Keith Morris. Sec.: Cllr Fiona Walker. Carried unanm.* Action: Clerk to source and fit padlocks as agreed.

8.3.2. Access to EE & SSE Accounts: Council authorised the Clerk to draft and send a permission letter, to be signed by the Chair, enabling access to EE and SSE utility accounts. *Prop.: Cllr Keith Morris. Sec.: Cllr David Cressy. Carried unanm.* Action: Clerk to prepare the letter and send to Chair for signature.

8.3.3. Facebook and Newsletter – Community Engagement: Council approved the suggestion to reactivate the Facebook page and begin to post to further community communication and engagement. *Prop.: Cllr Keith Morris. Sec.: Cllr David Cressy. Carried unanm.* Action: Clerk to start facebook and post appropriately.

8.3.4. Village Greens Use Policy: Council approved the drafting of a new policy and guidance for granting use of the village greens. *Carried unanm.* Action: Clerk to draft a policy including application forms, licence terms, insurance requirements, and fee structure.

8.3.5. Allotment Deposits and Cost Centre: Council resolved to regularise historic allotment deposit records by presuming all were paid, and ensuring consistent future recording. A separate cost centre for deposits will be established going forward. *Prop.: Cllr David Cressy. Sec.: Cllr Keith Morris. Carried unanm.* Action: Clerk to annotate past accounts and create a new cost centre for allotment deposits.

8.3.6. E-sign Subscription: Council approved a subscription to Signwell or similar (£10/month) to streamline agenda, minutes, and reconciliation distribution in line with



BURNHAM MARKET PARISH COUNCIL

Local Government Act 1972, Schedule 12. *Prop.: Cllr David Cressy. Sec.: Cllr Fiona Walker. Carried unanm. **Action: Clerk to initiate Signwell (or similar) subscription.***

8.3.7. Village Pumps – Asset and Maintenance Lists: Council resolved to add the village pumps to both the asset register and the maintenance list. *Prop.: Cllr Keith Morris. Sec.: Cllr David Cressy. Carried unanm. **Action: Clerk to update the asset register and maintenance schedule accordingly.***

8.3.8. Bus Shelter Installation Enquiry: Council resolved to proceed with investigating options for the installation of a bus shelter near the church or potentially near Chris Howell's, as funding is available at present. *Prop.: Cllr Keith Morris. Sec.: Cllr David Cressy. Carried unanm. **Action: Clerk to proceed with the investigation into both options.***

8.3.9. Pilates Class Enquiry – Pavilion Hire Policy: Council resolved to approve an enquiry regarding holding a Pilates class in the pavilion under the hall hire policy – public liability insurance to be required and fees to be in line with the village hall. . *Prop.: Cllr Keith Morris. Sec.: Cllr David Cressy. Carried unanm. **Action: Clerk to draft rental form including insurance, licensing, and fee criteria***

8.3.10. Council noted the following points from the clerks verbal report

8.3.11. Pavilion Fire Risk Assessment and extinguisher servicing have been completed.
Action: Updates to Pavillion Fire policy and evacuation plan required

8.3.12. External Auditors: Clerk confirmed PKF Littlejohn will continue as the council's external auditors.

8.3.13. Special Expenses Query on Council Tax bill relates to KLWNBC tending to green spaces predominantly near Sutton Lea.

8.3.14. Beacon Ownership and Gas Supply: The Council confirmed that the beacon is the property of the Parish Council and noted the historic arrangement with Fakenham Fires for the gas supply.

8.4. Flooding Update

8.4.1. Flooding Report: A PDF flooding update was included in the pack for noting and any comments.

8.4.2. MAG Group Meeting: The MAG Multi Agency Group meeting was held a fortnight ago. Dennis has responded to the items that were missing from Burnham's perspective, such as the curbing issues. These items have not been completed yet.

8.4.2.1. It was confirmed that the ditches were paid for, and there was a commitment to move the curbs. Dennis is continuing to push for this.

8.4.2.2. Rob Kelly, along with the chairperson, has resigned, and the group is currently seeking a new chair.

8.4.3. Burn River Flooding Study: Steven Halls is distributing maps and findings of the Burn River Flooding Study within the Parish Council for initial consultation and feedback. The findings are not being made publicly available yet, as they are part of the consultation process before a public consultation is scheduled.



BURNHAM MARKET PARISH COUNCIL

- 8.4.3.1.** The maps and recommendations to be distributed are complex. Dennis is arranging a date for a meeting where the data can be explained and discussed in detail.
- 8.4.3.2.** The Clerk will distribute the data ahead of time to ensure councillors have enough time to understand, digest, and come prepared with relevant questions or points to be addressed during the meeting..
- Action: Clerk to distribute the data to councillors ahead of the meeting, collect feedback, and report back to Steven Halls.**

9. Planning

- 9.1. Council Ratified Planning Delegated Decisions:**as per report . *Prop.: Cllr Angus Piper. Sec.: Cllr Keith Morris. Carried unanm*
- 9.2. To Consider Planning Application**
- 9.2.1. 25/00442/LB** | Listed Building Application for: Rear extension & annotated works to provide additional retail space at Gunhill Clothing, 70 Market Place *and* **9.2.2. 5/00162/F** | Rear extension to provide additional retail space at Gunhill Clothing, 70 Market Place: No observation. *Prop.: Cllr Keith Morris. Sec.: Cllr Angus Piper. Carried unanm.*
- 9.3. KLWNBC Decisions:** Noted as per report.
- 9.4. Enforcements Updates:** 25/00051/UNOPDE - Addison House, 6 Church Walk was found to be compliant.
- 9.5. MHCLG Housing Delivery Test Results Recalculation (26 March 2025):** The area has had sufficient development, so no more is required.

10. Governance

- 10.1. Councillor Vacancies & Co-option:**
A co-option application has been received. Council resolved to invite the candidate to speak at the following meeting. *Prop.: Cllr Keith Morris. Sec.: Cllr David Cressy. Carried unanm.*
Action: Clerk to circulate application and invite candidate to speak at the next meeting.
- 10.2. New Policies and Policies with Edits:** Council resolved to approve the new and amended policies as presented. *Prop.: Cllr Keith Morris. Sec.: Cllr David Cressy. Carried unanm*
- 10.2.1.** Internal Controls Process
- 10.2.2.** Memorial Tree & Bench Policy
- 10.2.3.** IT Security & Usage
- 10.2.4.** Policy Review & Register
- 10.2.5.** Risk Management Policy & Register: Noted discrepancy between risk register which notes 'no cash' and reality. **Action: Clerk to encourage the move towards a cashless system and, in the meantime, transfer funds from personal account to balance the books and keep cash to balance.**
- 10.2.6.** Complaints Policy



BURNHAM MARKET PARISH COUNCIL

10.2.7. Operation Menai Bridge

10.3. Policies with No Change: Council resolved to approve the policies with no changes. *Prop.: Cllr Keith Morris. Sec.: Cllr David Cressy. Carried unanm.* The following policies were approved:

10.3.1. Planning Policy

10.3.2. Biodiversity Policy

10.3.3. Code of Conduct

10.3.4. Financial Reserves Policy

10.3.4.1. Action: Clerk to update all policy dates and publish.

11. Finance

11.1. Council received the April 2025 Finance report (for March 2025 month-end) Finance Report.

11.1.1. Council ratified the delegated decisions : *Prop.: Cllr Keith Morris. Sec.: Cllr Angus Piper. Carried unanm.*

11.1.1.1. April expenditure approval

11.1.1.2. March payments approval

11.1.1.3. March reconciliation approval

11.1.2. Council received the May 2025 Finance report (for Month end April 2025) and resolved to approved: *Cllr Keith Morris. Sec.: Cllr Angus Piper. Carried unanm.*

11.1.3. The upcoming Expenditure for May 2025

11.1.4. The payments & receipts made in April 2025

11.1.5. The reconciliations for End of Month April 2025

11.2. Council received the End of Year Report 2024_2025 and resolved :

11.2.1. Council resolved to approve the Direct Debit, regular payments, standing orders, and contracts list for 2025-2026: *Prop.: Cllr Keith Morris. Sec.: Cllr Angus Piper. Carried unanm.*

11.2.2. Council approved the Expenditure Transparency Report for publishing: *Prop.: Cllr David Cressy. Sec.: Cllr Angus Piper. Carried unanm.*

11.2.3. Council approved the Annual Reconciliation: *Prop.: Cllr David Cressy. Sec.: Cllr Fiona Walker. Carried unanm.*

11.2.4. Council approved the Annual Return and Variances Explanation Sheet: *Prop.: Cllr Keith Morris. Sec.: Cllr Fiona Walker. Carried unanm.*

11.2.5. Council resolved to approve the Section 137 report: *Prop.: Cllr Keith Morris. Sec.: Cllr Angus Piper. Carried unanm.*

11.2.6. Council received the Section 106 (CIL) report and approved it: *Prop.: Cllr Keith Piper. Sec.: Cllr Angus Piper. Carried unanm.*

11.2.7. Council approved the VAT Report: *Prop.: Cllr Keith Morris. Sec.: Cllr Angus Piper. Carried unanm.*

11.2.8. Action: Clerk to publish reports and make payments.



BURNHAM MARKET PARISH COUNCIL

11.3. Funding / CIL Updates:

11.3.1. Bus Shelter funding has been recently made available. Council resolved to apply for it before the next meeting if the deadline allows.

11.3.2. CIL was over paid last year and will be adjusted for this year.

11.4. Grant Applications: Brave Futures: Council considered the grant application from Brave Futures, a local independent children's charity.

11.4.1. **11.5.1.** Council agreed to reconsider the grant application in July following further research. **Action: Clerk to reply to Brave Futures to request further details and a grant application.**

11.5. Council resolved not to accept members' allowances: *Prop.: Cllr Keith Morris. Sec.: Cllr Keith Piper. Carried unanm*

12. Assets & Amenities

12.1. Allotments

12.1.1. **Deer:** Council considered the report into deer control methods.

12.1.1.1. Council noted insufficient support for the option of culling regardless of alternative solutions

12.1.1.2. **12.2.1.2.** Council resolved to investigate fencing options further but noted that the current cost is steep. **Action: Clerk to enquire with Burnham Overy and Sarah Raven regarding costs and options.**

12.1.1.3. Council considered the possibility of individual allotment holders fencing their own plots, with the possibility of assistance with applying for funding.

12.1.2. Council noted that three new allotment holders have taken plots and that the sites are now full.

12.1.3. Council noted previous issues with payments due to banking problems, most of which are now resolved. Clerk continues to chase outstanding payments.

12.2. Maintenance Work

12.2.1. Council considered outsourcing SAM2 device maintenance and management. A potential arrangement at a standard gardening-equivalent hourly rate (approx. one - two hours per month) was discussed, with a view to combining with playground inspections / sign removal.

12.2.1.1. Council delegated approval of any appointment of sam2 maintenance and play ground inspection to the Finance Group: *Prop.: Cllr David Cressy. Sec.: Cllr Keith Morris. Carried unanm.*

12.2.1.2. **Action: Clerk to present contractor solutions / quotes for the work to Finance Group.**

12.3. Play Area Inspections & Maintenance

12.3.1. Council received an update on the gate. Heronwood inspected and identified a loose bolt; repairs will be made during their next visit

12.3.2. Council received play area inspection advice



BURNHAM MARKET PARISH COUNCIL

12.3.2.1. Council considered contractor appointment for play area inspections, as noted above in item 12.3.1.

- 12.4. **Memorial Bench MOU:** Council approved the Memorial Bench MOU as presented and agreed to site the additional bench opposite Mr Howell's property: *Prop.: Cllr Angus Piper. Sec.: Cllr David Cressy. Carried unanm.*

13. Correspondence

- 13.1. Council noted correspondence from a parishioner regarding road damage
Action: Clerk to follow up with UKPN on the parishioner's behalf following receipt of a reference number and no further action to date.
- 13.2. Council approved UKPN's request to clean ivy from poles on the playing field. *Prop.: Cllr Keith Morris. Sec.: Cllr Angus Piper. Carried unanm.*
- 13.3. Council noted receipt of the Borough Council's Interim Report on Local Government Review & Devolution.
- 13.4. Council considered a request for permission to use the Greens for a dog show. Council conditionally approved the request, subject to receipt of insurance documentation and a risk assessment. **Action: Clerk to contact the applicant confirming conditional approval and request the necessary documentation.**
- 13.4.1. Council resolved that no fee would be charged for the use of the Greens for the dog show / free events.
- 13.5. Council noted correspondence and video from a parishioner regarding reversing lorries at Sutton Lea.: The contractor confirmed that reversing is necessary and carried out with care.
- 13.6. Council noted that a parishioner will soon become a centenarian. *Action: Clerk to include the milestone in the next village newsletter*
- 13.7. Council noted a parishioner's expression of interest in Council vacancies.
- 13.8. Council noted correspondence from a parishioner regarding wedding day Greens pick-up. And commented on the amazing flowers.
- 13.9. Council noted a councillor's directed enquiry regarding an estate boards policy. Council does not currently have a policy and holds limited jurisdiction in this area. **Action: Clerk to instruct contractor to remove any obvious breaches as part of regular maintenance**
- 13.10. Council noted receipt of police SNAP meeting dates, which have been circulated.
- 13.11. Council noted correspondence and mapping regarding Council Tax Special Expenses. Council acknowledged that further investigation would require Borough Council consent and a detailed cost comparison.
- 13.12.** Council resolved to support the proposal for an Old Railway Line walking route. *Prop.: Cllr Angus Piper. Sec.: Cllr Fiona Walker. Carried unanm.* **Action: Clerk to respond expressing the Council's support.**

14. Matters for the Next Agenda

- 14.1.** Bus shelter
- 14.2.** Bandstand



BURNHAM MARKET PARISH COUNCIL

15. . Questions from Members of the Public

- 15.1.** Stile – Station Road Footpath: Council resolved not to pursue clearance of the stile near Station Road and the Market Place.

16. Next meeting confirmed as: Wednesday 2nd July, 6.30 p.m

17. Meeting closed at 20:43.