

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 7th January 2025 | 18:30

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

Annalisa Dovey : Clerk / RFO

AGENDA

1. Confirm Chair & Welcome

2. Apologies for Absence

To receive and consider approving

To resolve

1. Declarations of Interest and requests for Dispensations

To receive.

To resolve (if requested)

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

2. 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.

3. Past Minutes

To receive and approve past minutes.

- a) November 2025 BMPC

*To Agree
Chair to Sign*

4. Matters Arising

Any updates from councillors / Clerk on matters in past minutes

- a) Speed limit signs – Station Road / Beacon Hill
- b) Playing field wall damage
- c) Green gate
- d) 30/20mph – Beacon Hill / station road

Reports & Updates

5. Borough Councillor Report

To receive Borough Councillor report

6. County Councillor Report

- a) November Report circulated by email
- b) December report circulated by email

7. Councillor Reports

To receive reports and updates from councillors

8. Clerk's report: To receive update from Clerk and consider any requests

- a. CCTV update

9. Flooding

- a) To receive report from Flooding Representative
- b) To note MAG summary
- c) To note Burn Study update and PowerPoint
- d) To receive Low Bridge proposal / quote & comment and consider action

Decision required

- e) To note FAG response to Council response to FAG response to Burn Study proposals & To decide whether to comment directly.

Decision Required

- f) To note correspondence re. FAG request for Delegated Authority

Requested Items & Motions

10. Councillor Recruitment

Motion to consider actions for council recruitment

Decision required

11. LGR Consultation;

Motion to respond to consultation. Link here:

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-norfolk-and-suffolk/proposals-for-local-government-reorganisation-in-norfolk-and-suffolk>

Decision Required

Planning

12. Delegated Planning Decisions: To consider ratifying Delegated Planning Decisions

- a) **25/01564/F:** *HOUSEHOLDER - Proposed Rear Extension (Replacement of Existing Garden Room) & Front Porch at 23 Kestrel Close* " No Observation.
- b) 25/01962/LB | VARIATION OF CONDITION NO.S 2 AND 4 OF PLANNING PERMISSION 25/01157/LB :Alterations to internal bar and restaurant The Hoste Arms 14 Market Place Burnham Market King's Lynn Norfolk PE31 8HE | No Observation

To ratify

13. To note KLWNBC decisions

- a. 25/01473/F| Friars Thorne Road | HOUSEHOLDER: Timber garden room | Application permitted
- b. 25/01501/F | Burnham Market E: 583174 N: 341970 | Angles Lane Bungalow | Station Road | PE31 8HA | Application Permitted | 17 November 2025 | Delegated Decision Variation of Condition 2 of Planning Permission 24/01935/F: SELF BUILD: Replacement of existing bungalow, mobile home and outbuildings, with new house
- c. 25/01564/F | Burnham Market | E: 583678 | N: 341453 | 23 Kestrel Close PE31 8EF | Application Permitted | 14 November 2025 | Delegated Decision HOUSEHOLDER - Proposed Rear Extension (Replacement of Existing Garden Room) & Front Porch
- d. 25/01520/F | Burnham Market | 11 walkers Close | SELF-BUILD Demolition of existing semi-detached dwellinghouse and erection of two-storey dwellinghouse (use class C3)

- attached to neighbouring property with associated landscaping and boundary treatment |
Application Refused | 4 December 2025 | Committee Decision
- e. 25/00276/TREECA | Burnham Market | The Old Blacksmiths Cottage 1 The Maltings
Station Road | Pollard silver birch trees to previous pollard points to allow light into small
garden. No objection 9 December 2025 Delegated Decision

- 14. Planning Applications:** To consider council response to planning applications
Decision required
- 15. Late planning Applications**
To agree to consider in meeting or by delegated authority.
Decision Required

Assets & Amenities

- 16. Assets: Playground inspection**
- a) Receive Monthly report
 - a. November 2025
 - b. December 2025
 - c. Consider recommendations
 - b) Playground repairs: To receive quote and consider works
- Decision Required*
- 17. Assets: Bin Store**
To consider solutions and action
Decision Required
- 18. Assets Allotments – Payment queries**
- a. To consider deposits (Parishoner corres.)
 - b. To consider non-payments
 - c. To consider response to Mr Longmate's letter
- 19. Assets Works Updates**
- a) Playing field metal sleeves
 - b) CCTV live view update
- 20. Assets: Playing field wall:** To consider actions
Decision Required

Finance

- 21. Finance: End of November Report**
- a) To receive balances
 - b) To ratify payments made in November 2025
 - c) To ratify expenditure for December 2025 approved under Delegated Authority
- 22. Finance: End of November & December 2025 Financial Report**
- a) Receive balances
 - b) Receive and sign reconciliations for November & December 2025
Decision required
 - c) To ratify December 2025 Transactions
 - a. Income
 - b. payments made*Decision Required*

- d) To approve upcoming January 2026 expenditure

*Decision required
Chair to sign all as required*

- 23. Q3 Report:** To receive and approve
- a) Financial Summary & balances
 - b) Reconciliations summary
 - c) Budget Comparison

Decision Required

24. Finance: Precept

- a) To agree final Budget 26_27
- b) To agree precept

Decision Required

Decision Required

25. Grant requests

- a. Flood Action Group – Grant request £160

26. CIL Funding – to propose projects

27. Pension Draft Valuation - to receive

28. Unity Trust Bank Fees: To decide to accept or move.

- a) £6 - £7 monthly fee.
- b) FCS protection increase- £120k.

Decision Required

29. Bus Shelter bid

To approve bid

30. Events

- a. Markets – to note change of management and dates (28th March, 25th April, 23rd May, 27th June, 27th July, 22nd August and 19th September 2026)

HR

31. Clerk Annual Appraisal: Receive & Approve

Correspondence: 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.

- 32.**
- a. Parishoner –Comment on Council representation at Remembrance Day & keys
 - b. Road safety following accident on B1155
 - c. Parishoner – update on Bolton House, road sign at Whiteways and road sweeping.

- 33. 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)**

34. Next Meeting Date:

To agree & confirm 4th March 2026

To resolve

- 35. 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.