

Burnham Market Parish Council Meeting Minutes

The Village Hall, Burnham Market, Norfolk

Wednesday 7th January 2026 | 18:30

Present: Cllr Vicky Davies (VD,) Cllr David Cressy (DC,) Cllr Angus Piper (AP,) Cllr Peter Smith (PS,) Clerk / RFO Annalisa Dovey – **Minutes,** Members of public - **4**

1.	Meeting Opens a. DC opens meeting at 18:30 and welcomes everyone and wishes Happy New Year b. Council resolved that DC Chair the meeting <i>AP / VD - Carried unanim.</i>
2.	Apologies for Absence: Council resolved to accept apologies from Cllr Fiona Walker and Cllr Keith Morris. <i>Carried unanim</i>
3.	Declarations of Interest and requests for Dispensations: None.
4.	Public Participation Time No comments
5.	Past Minutes: Council resolved to approve the November 2025 BMPC minutes <i>Carried unanim. Chair Signed.</i>
6.	Matters Arising a. NCC PPS Funding: Clerk reported that funding decision from NCC is awaited to proceed with speed limit SAMs on Beacon Hill b. Playing field wall: Clerk reported that Holkham Hall are looking at the playing field wall damage and a response is awaited c. Open Green gate: The reported open green gate on the playing field has been closed with RN reporting that the hinge had been bent but he has fixed it. i. Council requested to replace the missing lock – action to be ratified in March 2026 meeting d. Speed limit signs at Beacon Hill/ Station road: Clerk confirmed NCC Highways confirmation that the speed limit signs are correct at the bottom of Beacon Hill and Station Road as it changes from 20-30mph and the streetlighting supports this. ACTION: Clerk to arrange a lock and installation for the gate and place on March PC meeting agenda for ratification of action.
Reports & Updates	
7.	Borough Councillor Report – none.
8.	County Councillor Report: council confirmed receipt of November 2025 and December 2025 reports via email
9.	Councillor Reports a. DC & PS attended a NCC presentation on the NCC proposed single unitary model by County Councillor Andrew Jamieson. Key takeaways are:

	i. Norfolk County Council support a single Unitary model whilst Borough & District support 2 and 3 unitary models. ii. The Public consultation closes on 11th January. Everyone and anyone may respond. Link: https://www.gov.uk/government/consultations/local-government-reorganisation-in-norfolk-and-suffolk/proposals-for-local-government-reorganisation-in-norfolk-and-suffolk iii. Council discussed option to put in a PC view and noted no strong feelings on best responses. 1. Council resolved to submit no Parish Council view on the LGR proposals. <i>Carried unanim</i> iv. Council formally noted that the changes will mean Borough Cllr Sam Sandell will no longer be a Borough Councillor and that this will be a great shame; she has worked well and hard and Burnham Parish Council thanks her for her time, effort, impact and support.
10.	Clerk's report a. CCTV: is now viewable remotely with a money-saving data only plan from Smarty i. Accessible to Cllrs if they set up an account and request access, details shared with Cllrs. Access can be revoked via clerk. ii. Council resolved not to point cameras at the playground as the expert advice was that any images would be mostly unusable due to the long distance and streaming video of children's areas has additional risks and complications. <i>Carried Unanim.</i>
11.	Flooding a. Council received Flooding Advisor report with key information: i. Flooding Advisory group is in discussion with Borough, Burn Study and MAG meetings. ii. Continual representation at meetings means BM is regularly considered and invited to consult. iii. FAG has been assured that BM has priority in designing and financing flood prevention measures iv. Tomorrow hosting meeting with Complex Investigation & Resolution Manager from Anglia Water. Aim is to; 1. get solid plans for actions confirmed, 2. clarify 'lagoons' and locations b. Flooding Advisor raised request to have a delegated authority to represent council i. Council clarified that no mandate is required to represent existing council opinion or to give council opinion and advice on flooding matters ii. Council clarified that as per Government Act 1972, it is not possible to delegate any power nor authority to an individual, only to a committee / sub-committee of elected councillors. And so no delegated authority can be granted to FAG nor to the Flooding Advisor. iii. Flooding Advisor confirmed willingness to continue to attend flooding relevant meetings, to represent council's stated views, and to report back to council and offer advice. c. Burn Study Update & Powerpoint i. Council confirmed study updates have been received ii. Council and Flooding Advisor confirmed that council view had not been represented correctly to the Burn Study View on the proposed solutions

	1. Flooding Advisor advised that there are 3 stages to the consultations and that further information is to be provided. 2. Council resolved to send the previously agreed response direct to the Burn Study d. MAG Summary & Meetings i. Council confirmed that MAG updates have been received ii. Council heard that Cllr KM intends to attend next MAG meeting e. Low Bridge proposal from Norse: Council received Low Bridge proposal / quote & comment from Highways and Norse Contractors. i. Council noted high cost and lack of assured benefit ii. Council resolved not to proceed with reciprocal arrangement with highways to alter bridge in exchange for kerbing works <i>Carried unanim</i> iii. Council resolved not to proceed with Norse's proposed Low Bridge works. <i>Carried unanim</i> ACTION: Clerk to confirm Low Bridge outcome with Norse, FAG & Highways ACTION: Clerk to confirm council's reponse to BurnStudy proposals direct to Steve Hall
Requested Items & Motions	
12.	Councillor Recruitment a. Council heard that that reducing council numbers to 8 and quorum to 3 had been approved and the electoral office was waiting on legal documents for formal confirmation. b. Council noted importance of finding additional councillors and recognised the challenge it poses and suggested a standing newsletter item and Facebook posts. c. Council heard the importance of creating a welcoming environment and investing in the team to encourage councillors to stay and also to join a. Clerk noted a training and mingling session Docking Village Hall– Monday 23rd February 2026, 6-9pm (5.30pm for tea and biscuits) ACTION add Burnham Market Map to new Cllr handbook. ACTION: Newsletter encouragement & Facebook for potential Cllrs
Planning	
13.	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. <i>Ratified unanim</i> 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 <i>Ratified unanim.</i>
14.	KLWNBC decisions: council noted the KLWNBC planning 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
15.	Planning Applications to consider: none
16.	Late planning Applications : none
17.	Playground reports: November & December reports received with 1 new issue to consider a. Corner playground bench slats worn and need replacing b. Council resolved to obtain estimate for works and approved a delegated authority to the clerk to spend up to £250 to fix, noting an expectation of it being much lower. <i>AP/DC – carried unanim</i> <i>ACTION: clerk to seek playground bench work and proceed if possible re. budget of £250</i>
18.	SAM2 report: SAM unit charged and relocated to Church Walk. Data is yet to be effectively received. It is now transmitting but council is yet to download the software that successfully works to translate the data properly. The data file comes but is unreadable. ACTION: Clerk to work with KM and Westcotec to fix.
19.	Playground repairs: Council received quote from BBT Construction mark Appleford and resolved to approve quotes to fix the gate, the seesaw, the zip line and install 2 x new safety barriers. <i>AP/VD – Carried unanim.</i> ACTION Clerk to engage BBT and effect Playground repairs
20.	Bin Store: Council received the communication regarding the difficulty siting a bin store for the bin scheme and noted Cllr Jamieson’s offer to fund, however on consideration of possible locations did not have an appropriate site to offer. a. Council resolved to reject the motion to offer a Bin Store site <i>Rejected unanim,</i>
21.	Allotments – Deposits a. Council received parishioner correspondence querying deposits and heard from the clerk that deposits had been inconsistently applied and not previously ringfenced in accounting. b. Council noted that since 16/12/24 Deposits have been consistently applied and given a separate cost code to ringfence c. Council resolved to continue to apply deposits as per existing regulations at £50 per plot (not per person), to not permit transfer of deposit, to give deposit back on request following satisfactory vacation of site d. Council resolved to move best guess amount into deposit cost code for existing deposit to ensure ringfencing <i>Carried unanim</i> ACTION: Confirm deposit regulations with existing tenants

	ACTION: Back fill cost code with correct amount for deposits																																																						
22.	Allotments-Non-payments: Council heard that a small number of tenants have not paid. Whilst some appear to be one off omissions and it is hoped they will pay quickly, some have been several years in arrears with no communication and many letter sent. a. Council resolved to escalate with a physical letter nailed to the allotments for the repeated non-payers, requesting payment within a month or vacation. <i>Carried unanim.</i> ACTION: write and deliver final payment notices to allotments holders (staple to allotment plot.																																																						
23.	To consider response to Mr Longmate's letter: Council confirmed receipt of Mr Longmate's letter on behalf of Roy Properties and the clerk's responses to date. a. Council confirmed view that regardless of any previous council's intentions– unknown to current council, the planted orchard trees currently represent a tenant plot, compliant with allotment regulations and are intended to remain as such b. Council confirms that all tenants have been given and are aware of allotment regulations c. Council noted Cllr Keith Morris emailed amendments to the clerk's proposed reply and resolved to reply to confirm the clerk's response along with those amendments <i>Carried unanim</i> ACTION: Update reply to Mr Longmate with Cllr KM's suggestions, circulate to council for final comments and the send.																																																						
24.	Playing field metal sleeves – noted that these had been accidentally installed. Council confirmed they did not want them, but equally would not ask Heronwood to add to the work by removing them and resolved to do nothing. <i>Carried unanim</i>																																																						
25.	End of November Report: Council received the End of November report from the Finance working group and ratified the decisions made a. Council noted the balances: Savings account 1: £286.55, Current Account: £29243.60, Savings account 2: £30628.17, Petty Cash £0 = £60,158.32 b. Council resolved to ratify the verification of payments made November 2025 <i>Carried unanim</i> The following payments have already been made <table> <tr> <td>97</td><td>BACCS251 103WSTCT C</td><td>£3.00</td><td>£3.00</td><td>5300/8</td><td>15/10/25</td><td>Westcotec - Balance due, tn 93 - Replacement SAM2 Allen key</td></tr> <tr> <td>103</td><td>BACCS2510 13AD1</td><td></td><td>£841.68</td><td></td><td>02/11/25</td><td>Annalisa Dovey - Clerking services</td></tr> <tr> <td>104</td><td>BACCS2510 13HW1</td><td>£719.44</td><td>£719.44</td><td>5300/4</td><td>02/11/25</td><td>2667 Heronwood Stephen Hansed - Village Green 1 cuts Big Field 1cuts Pond area 1 cuts Old Church 1 Cuts Hedge cutting around playing field September 8th,9th All cuttings removed off site</td></tr> <tr> <td>105</td><td>BACCS2510 13COZ</td><td>£60.00</td><td>£60.00</td><td>5300/9</td><td>02/11/25</td><td>9812 Cozens - 1-31Sept streetlight maintenance</td></tr> <tr> <td>107</td><td>BACCS2510 13HLKHME</td><td>£127.50</td><td>£127.50</td><td></td><td>02/11/25</td><td>SI28624,5,6 Holkham Estates - annual rent - The greens, village greens</td></tr> <tr> <td>108</td><td>BACCS2510 13AD2</td><td>£59.99</td><td>£59.99</td><td>3200/4</td><td>02/11/25</td><td>Annalisa Dovey - Microsoft Office Subscription</td></tr> <tr> <td>109</td><td>BACCS2510 13</td><td>£18.10</td><td>£18.10</td><td>3001</td><td>02/11/25</td><td>Annalisa Dovey - October printing</td></tr> </table>						97	BACCS251 103WSTCT C	£3.00	£3.00	5300/8	15/10/25	Westcotec - Balance due, tn 93 - Replacement SAM2 Allen key	103	BACCS2510 13AD1		£841.68		02/11/25	Annalisa Dovey - Clerking services	104	BACCS2510 13HW1	£719.44	£719.44	5300/4	02/11/25	2667 Heronwood Stephen Hansed - Village Green 1 cuts Big Field 1cuts Pond area 1 cuts Old Church 1 Cuts Hedge cutting around playing field September 8th,9th All cuttings removed off site	105	BACCS2510 13COZ	£60.00	£60.00	5300/9	02/11/25	9812 Cozens - 1-31Sept streetlight maintenance	107	BACCS2510 13HLKHME	£127.50	£127.50		02/11/25	SI28624,5,6 Holkham Estates - annual rent - The greens, village greens	108	BACCS2510 13AD2	£59.99	£59.99	3200/4	02/11/25	Annalisa Dovey - Microsoft Office Subscription	109	BACCS2510 13	£18.10	£18.10	3001	02/11/25	Annalisa Dovey - October printing
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112	BACS2512 10AD		£849.10		17/11/25		Annalisa Dovey - clerking services & expenses		
113	BACS2512 10BMVH	£205.00	£205.00	3700	17/11/25		Burnham Market & Norton Village Hall - Hall Hire 2025 5th Feb 6-9.30 3.5 hrs Mch 6-9.30 3.5 hrs May 6-9.15 3.0 hrs 1 July 6-8.40 2.5 hrs 1 Sept 6-9.0 3.0 hrs Oct 6-9.10 3.0 hrs Nov 6-8 2.0 hrs		
115	BACS2512 10HWD	£438.88	£438.88	5300/5	17/11/25	2683	Heronwood Stephen Hansed - Dates of cuts Oct 7th,21st Village Green 2 cuts Big Field 2cuts Pond area 2 cuts Old Church 2 Cuts		
116	BACS2512 10coz	£60.00	£60.00	5300/12	17/11/25	9903	Cozens - Streetlight Maint, contract		
118	BACS2512 10HMRC	£94.68	£94.68	2200/1	17/11/25		HMRC - Confidential		
119	DABACS25 1201ADPop py	£20.00	£20.00	6000	17/11/25		Annalisa Dovey - Poppy wreath (to poppy legion VAT 240800405		
120	DABACS25 01201MA	£75.00	£75.00	5300/9/3	17/11/25		BBT Construction Mark Appleford - Gate and see saw inspection		
121	BACS2512 10	£55.00	£55.00	3200/2	17/11/25		SLCC - SLCC membership (50%)		
c) Council resolved to ratify December 2025 Transactions									
d) Council resolved to approve upcoming January 2026 expenditure									
127		£500.00	£500.00	5300/6	26/12/25	2702	Heronwood Stephen Hansed - Blow leaves off the greens and remove 5&6&11/11/25		
130			£800.48		26/12/25		Annalisa Dovey - clerking services		
131		£40.00	£40.00	3200/2	26/12/25	MEM255720-3	SLCC - membership (190/2 = 95, alrday paidf 55 - 40 remaining)		
134		£72.00	£72.00	5300/8	26/12/25		Norfolk Alarms - CCTV - set up remote access viewing		
135	DA	£60.00	£60.00	5300/12	26/12/25	INV-9993	Cozens - Streetlight maint. Contract		£60.00
137		£174.22	£174.22		26/12/25	531PS0015525	HMRC - Tax / NI - period 9		
Sub Total		£959.40	£959.40						
		£943.36	£943.36				Confidential		
Total		£1,902.76	£1,902.76						

27.

Q3 Report: Council received and resolved to approve the Q3 report of:

Financial Summary & balances

Reconciliations summary

Budget Comparison

Carried unanim

28.

Finance: Precept

a) Council received and resolved to approve final budget 2026 - 2027

Carried unanim

b) Council resolved to agree precept increase at 3.2% to cover expenditure and reserves adequately

AP / VD – Carried unananim

29.	Grant requests
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	a. Council resolved to approve Flood Action Group Grant Request of £160 noting correction to the submitted form to indicate the council has already granted £80 and pending confirmation of appropriate payment options – either an official bank account or receipts for receipt and all payments or exceptionally BMPC to hold for the FAG this time <i>Carried unananim</i> ACTION: Clerk to confirm approval of FAG grant and payment options.
30.	CIL Funding a. Noted CIL funding will be opening and Cllrs to propose projects as necessary b. Noted FW may wish for some cycle path funding ACTION: Clerk to enquire of FW requires funding for cycle path
31.	Quorate Council meeting Closed at 20:11 a. Cllr PS excused from meeting: b. Council confirmed it was no longer quorate and confirmed that all discussions will be to make recommendation to March meeting for resolution. ACTION: Clerk to collate list of recommended actions for presentation at march Meeting
<u>Non-Quorate Public Council discussion: Report for review and recommendations for consideration at March 2026 meeting.</u>	
1.	Pension Draft Valuation -received.
2.	Unity Trust Bank Fees: council noted increase in Unity Bank Current account monthly fees from £6 to £7 and an increase in FCS protection to £120,000 on all accounts. a. <u>Council recommended resolving to approve staying with unity Bank and accepting fee and protection increases,</u>
3.	Bus Shelter bid – Council noted the project has been deferred due to time constraints and requests still with suppliers for estimates.
4.	Events a. Market Council noted the market has had a change of management and that the new dates for 20256 are 28th March, 25th April, 23rd May, 27th June, 27th July, 22nd August and 19th September 2026 b. Craft Fair Council heard that the craft fair has handed out donations to local groups. i. <u>Council recommended resolving to request a donation from the Craft Fair for SAM3 road safety project and playground repairs,</u> ACTION: Clerk to collate costs and share with Craft Fair and ask for a contribution.
HR	
5.	Clerk Annual Appraisal: Council received Clerk’s annual appraisal carried out by KM December 2026, and recommended approving it.
6.	a. Council noted correspondence from parishioner regarding council attendance at Remembrance service and wreath laying and confirmed Cllr AP laid the wreath on behalf of council.

d.

	b. Council noted receipt of correspondence on road safety between Stanhoe and Burnham Market, confirming no parishioner reports and no projects at the moment c. Council noted parishioner correspondence requesting an update on Bolton House over grown shrubs, road sign at Whiteways and confirmed that Bolton House is being managed by NCC Highways, road sweeping by KLWNBC and confirmed no capacity to install a sign at Whiteways following NCC Highways advice at its limited efficacy
7.	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)
8.	Next Meeting Date: 4th March 2026
9.	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.
10.	Meeting Closed 20:30