

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 8th April 2026 | 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 <i>To resolve</i>
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)
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.
5. Past Minutes a. To receive and approve past minutes: March 2026 BMPC <i>To Agree Chair to Sign</i>
6. Matters Arising: Any updates from councillors / Clerk on matters in past minutes a. Graveyard Report: to receive update and proposal to place on future agenda <i>To resolve</i>
7. Action List: Review year's Action List. An opportunity to check actions you are expecting have not fallen through the cracks (confidential attachments) a. Receive complete actions list: 2025 – 2026 b. Receive open actions list: 2026_26 to carry to 2026 – 27.
8. Annual Governance & Accountability Return (AGAR) a. To note: PKF Littlejohn have been reappointed External Auditors b. To confirm: Final submission of AGAR paperwork is 1 st July 2026 (so must be completed in June meeting)
9. LGR: To note Success of the 3 unitary model. a. To receive announcements b. To receive map and timetable.
Reports & Updates
10. Borough Councillor Report
11. County Councillor Report

a. March 2026
12. Councillor Reports: To receive reports and updates from councillors
13. Clerk's report: To receive update from Clerk and consider any requests a. Playing field wall damage: Holkham will resolve b. Trees update: Holkham are confirming c. Microsoft Challenges
14. Flooding & Water a) To receive report from Flooding Representative b) To receive minutes from Multi Agency Group meeting (MAG) 13.02.26 c) To note content of letter sent to MP James Wild concerning Anglia water and Development Targets a. Outcomes from letter to date b. To consider proposal from FAG to circulate letter to parishes <i>To resolve</i>
Requested Items & Motions
15. To consider microphone set up for the hall. <i>To resolve</i> 16. To consider proposal to move forwards with a Band Stand and agree any relevant next actions <i>To resolve</i> 17. Dog bin cleaning: Motion to approve cleaning of dog bin exteriors. <i>To resolve</i>
Planning
18. Delegated Planning Decisions: <i>To ratify</i> a. 26/00326/F : No Observation HOUSEHOLDER: Addition of bedroom and en-suite to rear and study to side. At Meadow View 40 Sutton Estate http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TAWV74IV0L800 b. 26/00336/LB No observation Retrospective Listed Building Consent for minor signage works, comprising the removal of existing modern lettering and the installation of new non-illuminated individual letters to the retained modern fascia boards. at Whitehouse Books 63 Market Place c. 26/003326/F No Observation HOUSEHOLDER: Addition of bedroom and en suite to rear and study to side. At Meadow View 40 Sutton Estate: https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TAWV74IV0L800 <i>To resolve (to ratify)</i>
19. To note KLWNBC decisions a. 26/00068/LDE LAWFUL DEVELOPMENT CERTIFICATE: Existing use of the outbuilding illustrated on the plans supplied as residential accommodation ancillary to the principal dwelling The Gazebo, 57 Market Place Was lawful. Delegated Decision. b. 25/02162/F Variation of condition 2 attached to planning permission 23/00496/FM: The erection of 12 dwellings with associated landscaping, vehicular access and parking provision Land Opposite 1 To 4 Beacon Hill Application Permitted c. 26/00098/LB Variation of Condition 2 and Removal of Condition 3 and 4 attached to Listed Building Consent 25/00901/LB: Change of use from Art Gallery to residential with

small extension St Andrews Cottage Overy Road Burnham Market Application Permitted d. 26/00219/F VARIATION OF CONDITION 1 OF PLANNING PERMISSION 25/01086/F: Variation of condition 2 of planning consent 24/00131/F: Application for change of use from an art gallery and residential dwelling to residential dwelling with extension Grapevine Gallery St Andrews Cottage Overy Road Burnham Market Application Permitted e. 26/00123/F HOUSEHOLDER: Proposed extensions and alterations including the provision of a first floor The Bungalow Creak Road Application Permitted f. 26/00241/LB: Listed Building Application: Jack Wills, 16 Market Place Remove existing signage and install new signage to the facade of the listed building: Application Permitted g. 26/00140/F Angles Lane Bungalow Station Road Variation of condition 2 attached to planning permission 25/01501/F: Variation of Condition 2 of Planning Permission 24/01935/F: SELF BUILD: Replacement of existing bungalow, mobile home and outbuildings, with new house Application Permitted
20. Planning Applications: To consider council response to planning applications a. SNN4 – 5812 Change of Residential Property Address: From Clare Cottage, 11 Market Place, Burnham Market to Unicorn Cottage, 11 Market Place, Burnham Market, PE31 8HE <i>Decision required</i>
21. Late planning Applications a. To agree to consider in meeting or by delegated authority. <i>Decision Required</i>
22. Planning Enforcement / Queries a. Methodist Church / Playground: To consider action regarding Methodist Church development apparent encroachment onto playground
Assets & Amenities
23. Playground a. Receive Monthly report (verbal) i. March 2026 b. Consider recommendations if needed <i>Decision required</i>
24. SAM unit data: to receive and consider how and where to publish it. <i>Decision required</i>
25. Asset Inspection: To note April 2026 inspection due and arrange as required <i>Decision required</i>
Finance 26. Finance: End of March 2026 Financial Report a) Receive balances b) Receive and sign reconciliations for March 2026 <i>Decision required</i> c) To ratify March 2026 Transactions a. payments made under delegated Authority and Direct Debit b. Payments made approved at February 2026 meeting <i>Decision Required</i>

d) To approve upcoming April 2026 expenditure	<i>Decision required</i> <i>Chair to sign all as required</i>
27. End of Quarter Financial Report: To receive	
28. End of Year Financial report – 2026/2026:	
a. To receive	
29. CIL Funding	
a. To consider draft PIIP and approve pending amendments	<i>Decision Required</i>
b. To consider and agree projects for CIL funding applications (if any)	<i>Decision Required</i>
Events	
30. Superhero 2026 : To note date: 20 th June 2026	
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.	
31. Angles lane Allotments – mud bath query	
32. Ramblers Association: request to consider a pathway / foot path / PROW audit	
a. Footpath Audit Exemplar	
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: AGM : 6 th May 6.30pm Village hall.	<i>To resolve</i>
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.	
36. Meeting Close.	