

Minutes prepared by (clerk) Annalisa Dovey _____
Minutes signed by (chair) _____ signature _____ date _____

Burnham Market Parish Council Meeting
Minutes

The Village Hall, Burnham Market

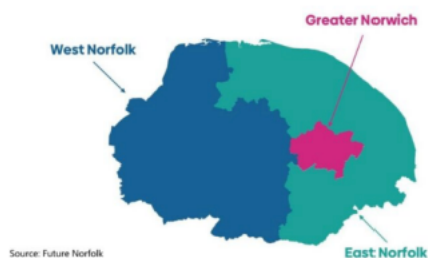
Wednesday: 8th April 2026 | 18:30

Present: Chair - Cllr Keith Morris (KM), Cllr Vicky Davies (VD), Cllr David Cressy (DC), Cllr Peter Smith (PS), Cllr Fiona Walker (FW), **Minutes** - Clerk / RFO Annalisa Dovey (clerk).

Members of Public: Approx: 5

AGENDA

1. **Chair Opens** meeting and welcomes public at 18:30
2. **Apologies for Absence:** Council resolves to accept apologies from Cllr Angus Piper
Carried unanimously
3. **Declarations of Interest and requests for Dispensations:** None to note
4. **Public Participation Time:** Chair closed the meeting to hear comments & queries from the public.
 - 4.1. **Bolton House:** Noted overgrowth is still severe. Council resolved to investigate cutting back overgrown foliage around Bolton House and Station Road.
Carried by Consensus .
 - 4.2. **Pavillion:** Member of public suggests offering the space to The Men's Shed, council resolves to investigate.
Carried by consensus
 - 4.3. **3 The Green's Wooden Posts:** Member of public reports another wooden post knocked down, council resolves to fix it.
Carried by Consensus
- Action: Clerk to arrange cutback of foliage at Bolton House- possibility to call Robert 01485 518316
- Action: contact Men's Shed and make enquiries and put on June's agenda,
- Action: Get the wooden post fixed on the green
5. **Past Minutes**
 - 5.1. Council received the past minutes from Parish Council meeting March 2026
 - 5.2. Council resolved to approve the minutes from March 2026 as true and accurate. The Chair signs them.
Carried unanimously
6. **Matters Arising:** Any updates from councillors / Clerk on matters in past minutes
 - 6.1. **Graveyard Report:** Council received and updated noting that research is under way and agreed to revisit in June with more concrete details.
Action: Graveyard report to be placed on June 26 agenda for a report after further research and more concrete details.
7. **Action List:** Council reviewed the completed action list 2025 – 2026 and the ongoing actions lists and confirmed nothing was missing.
8. **Annual Governance & Accountability Return (AGAR)**
 - 8.1. Council noted : PKF Littlejohn have been reappointed External Auditors
 - 8.2. Council confirmed that the final submission of AGAR paperwork is 1st July 2026, meaning it must be addressed in the June PC meeting at the latest.
9. **Local Government Reorganisation:** Noted that we are in West Norfolk with head quarters in KL. Wells wards is in east Norfolk
 - 9.1. Council shared the LGR map and timetable, noting elections to be held in 2027



11:19 am 🗨️ LGR

10. County Councillor Report : Council noted receipt of March report via email with no further comments

11. Councillor Reports: To receive reports and updates from councillors –

11.1. FW reported positive initial discussions with Holkham regarding a potential walking and cycling route from Burnham Market to Deepdale parallel to Whiteways.

12. Clerk's report: clerk reported:

12.1. **Playingfield wall:** Holkham have confirmed they will resolve the damage with the residents, no action required from the council.

12.2. **Trees:** clerk noted that Holkham are reviewing whether they have undertaken a tree surgery and are confirming responsibility,

12.2.1. Member of public reports that historically council is responsible for all trees

12.2.2. Council resolves to undertake a tree survey to be reported back in May / June 2026 meeting to agree actions. (to use Holkham's survey if available or to obtain council's own)

Agreed by consensus

12.3. Microsoft Challenges: clerk reported severe issues with Microsoft affecting functionality of Stackmail & Outlook, and Advantedge. – potentially compounded by being n Apple. Ongoing troubleshooting since beginning November 2025 has not yielded a solution. Clerk will continue to work to resolve and /or seek alternative solutions.

ACTION: find a tree inspection and bring back report for action.

13. Flooding & Water

13.1. Council Received minutes from Multi Agency Group meeting (MAG) 13.02.26

13.2. Council noted content of letter sent to MP James Wild concerning Anglia water and Development Targets

13.2.1. Council heard that the letter had been shared with several people and responses are awaited

13.2.2. Council resolved to share the letter and outcomes on the website

Agreed by consensus

13.3. Council considered proposal from FAG to circulate letter to neighbouring parishes: and (as above) resolved to share on the website

13.4. Council heard that in a neighbouring parish, Anglia Water have revised their estimates of capacity and resolved to write to Anglia water to enquire if anything has changed in Burnham Mareet and how & why.

Agreed by consensus

ACTION: place JW (Anglia water & development plan concerns) letter on website.

Chair initial:

ACTION – write to AW and ask if its the same situation in BM as Docking and whether capacity calculations have been altered, and how this is calculated.

14. Council considered microphone proposals and KM agreed to investigate to report back in June.

ACTION: place microphone report on June Agenda and liaise with KM to share information.

15. Council considered band stand proposal and requested more4 information prior to making a decision. Information requested was:

15.1. Example of uses

15.2. Exploration of costs and options, Including temporary instalments

15.3. Analysis of benefits to residents and community outside of trading impact.

15.4. Whether Holkham would allow it.

15.5. What are the license requirements

ACTION: find out if Holkham would permit a bandstand

ACTION: work with VD to establish additional information.

ACTION put together a cost case – show benefit (who & how) , show a timetable of events, show maintenance costs, consider temporary license for events for a band stand.

16. Dog bin cleaning: Council resolved to clean exterior of Dog Bins and to make this annual in April

Carried unanimously

ACTION: arrange dog bin exterior cleaning

Planning

17. **Delegated Planning Decisions:** council ratified the following delegated planning decsions.

17.1. 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>

17.2. 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

Agreed by consensus.

18. **Borough Council Kings Lynn & West Norfolk Decisions:** noted by council with no further action or comment.

18.1. 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.**

18.2. 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**

18.3. 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**

Chair initial:

- 18.4. 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**
- 18.5. 26/00123/F | HOUSEHOLDER: Proposed extensions and alterations including the provision of a first floor | The Bungalow Creak Road | **Application Permitted**
- 18.6. 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**
- 18.7. 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**

19. Council resolved to approve **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

Carried unanimously

20. Planning enforcement queries:

- 20.1. **Methodist Church / Playground:** Council noted query over boundary line and resolved to wait for Holkham's response and to consider next steps following that

Carried by consensus

Assets & Amenities

21. **Playground:** Council received the monthly inspection report, noting no new issues or defects, a good tidy has been done, and the handrails have been treated.
22. **SAM unit:** Council received the SAM Unit data and noted the high levels of speeding and volume of traffic.
- 22.1. **Council resolved to publish Sam Unit data on the website and in the newsletter**

Agreed by consensus

ACTION: Place link to Sam data on website, create newsletter summary, send data to police.

23. **Asset Inspection:** noted April 2026 inspection due and arrange as required

ACTION: clerk + cllr to do inspection: Ask AP if he would like to do it – if not DC can do it.

Finance

24. Finance: End of March 2026 Financial Report

- 24.1. Council received balances

Chair initial:

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
CIL/Funds 0808	Ordinary	20460808	60-83-01	31/03/26	289.62	289.62
Current Account	Ordinary	20431976	60-83-01	31/03/26	16,504.91	16,504.91
Petty Cash	Ordinary			31/03/26	0.00	0.00
Savings 0811	Ordinary	20460811	60-83-01	31/03/26	30,955.81	30,955.81
TOTAL						£47,750.34

24.2. Council received End of March 2026 reconciliations and approved. .

Carried unananim.

24.3. Council received the transaction report and:

24.3.1. Resolved to ratify payments made under delegated Authority and Direct Debit

Carried unananim

24.3.2. Verified Payments made approved at February 2026 meeting were correct

The following payments have already been made

150	DD260331 AW	£0.00	£0.00	5100/2	01/02/26		Anglian Water Business - Wave
157	BACS2603 13HWD	£525.00	£525.00		27/02/26	2727	Heronwood Stephen Hansed - 21st Jan Cut back trees and bushes along the wall edge of playing field and remove cuttings 23rd Jan Prune and tidy little access on Front Street Cuttings removed
158	BACS2603 13DEFIB	£588.00	£588.00	5300/4	27/02/26	ORDER NUMB	Defib Warehouse - new case and bag
160	BACS2603 13CFY	£119.98	£119.98	5000/3/2	27/02/26	206-27160...60	Customised For You - Granite plaques - queens ju bilee and memorial plaque on green
161	BACS2603 13EDGE	£228.00	£228.00	3200/6	27/02/26	39221	AdantEDGE IT - AdvantEDGE - 3 Year Contract • Finance • Second licence to Docking PC - 50% Discount applied • 01/04/26 to 31/03/27 (2nd year period)
162	BACS2603 13COZ	£60.00	£60.00	5300/12	27/02/26	10249	Cozens - BURNHAM MARKET PARISH COUNCIL Street Lighting Maintenance Monthly Standard Maintenance charge for JANUARY 2026 as agreed.
163	BACS2603 13COZ1	£1,668.00	£1,668.00	5300/14	27/02/26	10394	Cozens - 2 X REPLACEMENT VICTORIAN LED LANTERNS. (COL No's = 49 + 54) 2 X NEW VICTORIAN LED 4K POST TOP LANTERNS WITH MINI PHOTOCELLS/CABLING:- LABOUR AND MATERIALS

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details
167	DA260313 AD	£82.98	£82.98	08/03/26		Amazon (Clerk Expenses) - Phone case: Monasay: monasay: VAT GB316667584 seagate drive - amazonGB295 7604 60.
168	DD260305I CO	£47.00	£47.00	3200/3	08/03/26	2026ICOZA321 Information Commisioners Office - Annual ICO fee
169	DD260317 EON	£46.77	£46.77	5100/1	26/03/26	Eon - pavillion electricity
170	DD260322 SSE	£187.93	£187.93	5100/3	26/03/26	SSE Energy Solutions - streetlight
171	dd260328C TP	£60.00	£60.00	6000	26/03/26	Campaign To Protect - donation on DD (unauthorised - trying to chase
172	DD260331 UTB	£7.00	£7.00	1100	31/03/26	EoMar26 Unity Bank - service charge EoMar26
Sub Total		£4,773.52	£3,620.66			
		£1,152.86	£1,152.86	Confidential		
Total		£4,773.52	£4,773.52			

24.4. Council approved approve upcoming April 2026 expenditure

Chair initial:

173	£19.10	£19.10	4000	01/04/26		Annalisa Dovey - LGR event printing
174	£20.30	£20.30	3001	01/04/26		Annalisa Dovey - printing for january meeting
175	£19.80	£19.80		01/04/26		Smarty (Clerk Expense) - EoF26, EoM26
176	£5.40	£5.40	3600/1	01/04/26	EoJan/ Feb	Smarty (Clerk Expense) - Mobile phone
177	£38.90	£38.90	5100/4	02/04/26		KLWNBC - business rates: land used as market
179	£15.70	£15.70	3001	02/04/26		Annalisa Dovey - Printing: February meeting
180	£40.00	£40.00	2400	02/04/26		Docking Parish Council - Cllr training DC.
181	£60.00	£60.00	5300/12	02/04/26	10418	Cozens - streetlight caontract
184	£617.00	£617.00		02/04/26	EoMarch26	Richard Newstead - Works
185	£1,913.18	£1,913.18	5300/3/1	02/04/26	BC110368732	KLWNBC - Dog Bin emptying 2026 - 2027 x 7 bins weekly
186	£1,335.60	£1,335.60	5300/3/2	02/04/26	BC110368736	KLWNBC - Waste bin x 5 weekly empty 2026 - 2027
Sub Total	£4,084.98	£4,084.98				
	£1,198.27	£1,198.27			Confidential	
Total	£5,283.25	£5,283.25				

Carried unanim

Chair signs

25. End of Quarter Financial Report: council received the EoQ4 report and approved

26. End of Year Financial report – 2025/2026: Council received the End of Year 25_26 finance report

26.1. Council noted differences in outgoings were significant but explained by the purchase of the table tennis table, and the increase in bin collection costs, plus an increase in scheduled maintenance of SAM units and playground inspections.

26.2. Council notes no queries over figures and resolves to approve

Carried unanim.

Chair signs

27. CIL Funding

27.1. Council resolved to approve the PIIP.

Agreed by consensus

27.2. Council agreed that the band stand project would be finalised more before applying for funding

27.3. Council agreed ACTION: FW & Clerk to meet asap to finalise requirements for funding for the walking / cycling route and for application to be made if possible

Carried unanim.

Events

28. Superhero 2026 : council noted date: 20th June 2026

29. Council hears Cllr Peter Smith's resignation and notes massive thanks.

30. Corresp, Angles lane Allotments – Council hears concerns over builder damage to Angles Lane creating a mud bath and confirms understanding that the builder swill be fixing the road after works have completed,

31. Corresp. Ramblers Association: Council confirms no capacity to carry out an audit but resolves to ask ramblers association to forward any concerns or defects on footpaths to the council.

ACTION: respond to Ramblers to request defects be reported to council.

Chair initial:

31.1. Council hears that an original footpath map has been provided and resolves to scan it in for preservation

32. **Graffiti on signs:** Council hears there is graffiti on the road signs at herrings Lane and notes responsibility of NCC: Highways.

ACTION: inform highways of graffiti on signs and request cleaning.

33. **Public Comments:**

33.1. Bandstand suggestion: could it be mobile on a trailer to allow alternate locations and trialling.

34. **Next Meeting Date:** AGM: 6th May 6.30pm Village hall.

35. Meeting closed. 20:00

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.

NOT required

Chair initial: