



BURNHAM MARKET PARISH COUNCIL

BURNHAM MARKET PARISH COUNCIL ANNUAL GENERAL MEETING

Wednesday 6th May 2026 at 6.30pm | Burnham Market & Norton Village Hall PE31 8EN

Councillors are summoned to the above meeting; members of the public and press are invited to attend.

A Dovey / Clerk /

AGENDA

1. **Welcome**
2. **Election of Chair & Vice Chair**
3. **Apologies and consideration of acceptance for absence**
4. **Members' declarations of interest and requests for dispensations for items on the agenda**
5. **To receive any questions from members of the public concerning items on the agenda -15 minutes in total for this item, maximum 3 minutes per speaker as per the Quick Guide.**
6. **Co-option: To consider co-option request from Gary Mitchell**
7. **To receive and agree minutes from the Parish Council Meeting held on 8th April 2026**
 - 7.1. **Matters Arising from 8th April 2026**
8. **Annual Governance as per Standing Orders**
 - 8.1. Review of delegation arrangements to committees, sub-committees, staff and other local authorities
 - 8.1.1. Review of Delegation Policy & Schedule
 - 8.2. Group Membership
 - 8.2.1. Review the Group Membership Policy and Register)
 - 8.2.2. Appointment of members to groups -
 - 8.2.2.1. Planning Advisory Group
 - 8.2.2.2. Finance Group
 - 8.2.2.3. Projects Group: Motion to collapse
 - 8.3. Appointment of any new committees in accordance with standing order 4
 - 8.4. Review and adoption of appropriate standing orders and financial regulations
 - 8.4.1. Standing Orders
 - 8.4.2. Financial Regulations
 - 8.4.3. Financial Reserves Policy
 - 8.5. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses (To resolve all)
 - 8.5.1. KLWNBC: Bin & Dog waste collections (7 x Dog Bin weekly, 5 x litter bin weekly empties)
 - 8.5.2. KLWNBC : Monthly Play inspections: (new)
 - 8.5.3. Richard Newstead: SAM management
 - 8.5.4. ROSPA: annual playground inspections: no change
 - 8.5.5. Heronwood: Grass mowing: consider and approve annual schedule of works including Mowing

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- 8.5.6.** Cozens: Streetlight monthly contract: £50 monthly + VAT
- 8.5.7.** N Power
- 8.5.8.** Anglia water (Wave)
- 8.5.9.** ICO
- 8.5.10.** Smarty: Mobile phone
- 8.5.11.** NALC – Website & Emails
- 8.5.12.** Ewings: Motion to move to NALC payroll if financially advantageous
- 8.5.13.** AdvantEdge: 2nd year of 3 year contract
- 8.5.14.** Unity Banking
- 8.6.** Review of representation on or work with external bodies and arrangements for reporting back
 - 8.6.1.** Jacks wind farm
- 8.7.** Review of inventory of land and other assets including buildings and office equipment;
 - 8.7.1.** Review of assets and Land (valuations)
- 8.8.** Confirmation of arrangements for insurance cover in respect of all insurable risks -
 - 8.8.1.** Hiscox
 - 8.8.2.** Coalition: Cyber insurance
- 8.9.** Review of the Council's and/or staff subscriptions to other bodies
 - 8.9.1.** NALC
 - 8.9.2.** SLCC
 - 8.9.3.** National Allotment Association
- 8.10.** Review of the Council's complaints procedure
- 8.11.** Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
 - 8.11.1.** FOI & Record management Policy
 - 8.11.1.1.** Information publication schedule (no change)
 - 8.11.2.** Data Protection & GDPR policy
 - 8.11.3.** IT security & usage policy
- 8.12.** Review of the Council's policy for dealing with the press/media: Communication policy (including signage)
- 8.13.** Review of the Council's employment policies and procedures
 - 8.13.1.** Co-option Policy
 - 8.13.2.** Equality & Diversity Policy (no change)
 - 8.13.3.** Grievance Policy (no change)
 - 8.13.4.** Training Policy (no change)
 - 8.13.5.** Pension Policy
 - 8.13.5.1.** To receive updated requirements
 - 8.13.5.2.** Motion to reconsider pension policy in June 2026 following addition of updates
 - 8.13.6.** Work from Home Policy (No change)
 - 8.13.7.** Anti Bullying & Harassment Policy (No change)
- 8.14.** Review Biodiversity Policy (No change)
- 8.15.** Review the Code of Conduct (no change)



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- 8.16. Review the Internal Controls Policy (no change)
- 8.17. Review Operation Menai Bridge (No change)
- 8.18. Review Council risk assessment
- 8.19. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

9. Annual Governance and Accountability Review (AGAR)

- 9.1. To receive independent Auditors report and agree any relevant actions
- 9.2. To complete Annual Governance and Accountability form Section 1 – Annual Governance statement 2025 / 26
- 9.3. To Complete Annual Governance and Accountability form Section 2 – Accounting Statements
- 9.4. To agree Explanation of variances

10. To receive reports & updates

- 10.1. County Council report (email)
- 10.2. Borough Council report
- 10.3. Clerk's Report
- 10.4. Flooding Update:
 - 10.4.1. Report from FAG (verbal)
 - 10.4.2. Docking PC & Anglia Water exchange over change in capacity calculations & water issues experienced.
 - 10.4.3. Responses to BMPC letter to James Wild highlight concerns over Borough Development plan and Water Provision (Anglia Water)
 - 10.4.3.1. Response from Anglia Water
 - 10.4.3.2. Response from Borough council
- 10.5. Councillor reports & updates

11. Planning.

- 11.1. To Consider ratifying Planning Delegated Decisions
 - 11.1.1. **26/00157/F: HOUSEHOLDER: Erection of a two-storey side extension with Hipped Subservient roof, a single storey rear extension with a pitched roof, and a new porch to an existing semi-detached dwelling using materials to match existing. at 11 Walkers Close | As this is a minor variation, there is no observation, however the PC would like to see early comments and requests strongly considered , implemented and enforced.**
 - 11.1.2. **26/00598/A | ADVERT APPLICATION: To paint logo onto the site fascia board in black wood paint at Lime Green 61 Market Place Burnham Market King's Lynn Norfolk | NO OBSERVATION**
- 11.2. To consider planning applications
- 11.3. To note KLWNBC decisions:
 - 11.3.1. **6/00326/F | HOUSEHOLDER: Addition of bedroom and en suite to rear and study to side | Meadow View, 40 Sutton Estate | Application Permitted**
- 11.4. To note withdrawn applications – none
- 11.5. Enforcement queries: Motion to report to enforcement following no response from Holkham.
- 11.6. To consider attendance at Parish Planning Update session: Tuesday 16th June – 6.00pm

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– 7.30pm or Monday 22nd June – 3.30pm – 5.00pm

12. Finance

- 12.1. To received End of April 2026 Report
 - 12.1.1. To receive balances
 - 12.1.2. To approve reconciliations End of April 2026
 - 12.1.3. To approve April 2026 Transactions
 - 12.1.4. To approve May expenditure
 - 12.1.5. To note Income received n April 2026
- 12.2. To Consider approving Direct Debit, regular payments, standing orders and contracts
List for 2026 – 2027 -
- 12.3. To Approve Expenditure transparency report for publishing
- 12.4. To Approve Annual Return and Variances Explanation Sheet
- 12.5. To review Section 137 report and approve -
- 12.6. To receive Section 106 (CIL) report and Approve
- 12.7. To receive VAT Report & Approve
- 12.8. CIL Updates
 - 12.8.1. To note CIL Payment received
 - 12.8.2. To note CIL Expenditure guidelines received
 - 12.8.3. To approve CIL return 2025_2026 (based on section 106 report)

13. Assets & Amenities

- 13.1. Playground
 - 13.1.1. To receive Playground Monthly inspection report and consider Maintenance advice (verbal)
 - 13.1.2. To note: Annual statutory inspection booking confirmed for June with ROSPA
- 13.2. SAM2
 - 13.2.1. To receive Monthly Data
 - 13.2.2. To update on SAM 3 installation.
- 13.3. Street cleaning & Car park concerns: corresp from parishoner

14. Events

- 14.1. Donkey permission request
- 14.2. Morris Dancing permission request

15. Correspondence

- 15.1. Corresp.: request for AW open meeting.
- 15.2. Corresp: Tennis Club – CIL application for resurfacing
- 15.3. Corresp. H- bar applications
- 15.4. Corresp. Car park suggestions
- 15.5. Corresp: Construction vans damaging property
- 15.6. Corresp. School sign & speeding
- 15.7. Corresp. Public path too narrow : Friars Lane – Bellamy Lane.

16. Future Agenda item requests,

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17. Any Late Notices

18. Matters for the next agenda

19. **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)**

20. **Upcoming Meetings:** Wednesday 8th July 2026

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.

Nothing required.