

Minutes prepared by Clerk Annalisa Dovey:
Minutes signed by Chair as a True and accurate record:

Burnham Market Parish Council Meeting Minutes

Location: The Village Hall, Burnham Market

Date & Time: Wednesday 8th July 2026 | 18:30

Present: Chair Cllr Keith Morris (KM), Cllr David Cressy (DC), Cllr Vicky Davies (VD), Cllr Angus Piper (AP)

Members of Public – 4 inc FAG rep: Dennis Clark.

1. Confirm Chair & Welcome : Meeting opens at 18:30
2. Apologies for Absence: Council resolved to accept apologies from Cllr Gary Mitchell and Cllr Fiona Walker. <i>Carried unanim</i>
3. Declarations of Interest and requests for Dispensations: None to consider
4. Public Participation Time: Council resolved to close the meeting to hear public comments on agenda items: <i>Carried unanim.</i> a. Council heard and resolved to action a request to ask the Scandi Coffee Company to position their sign-board to allow passage along the pavements. <i>Carried unanim.</i> ACTION: Clerk to contact Scandi Coffee company and request they move their sign.
5. Past Minutes a. Council resolved to approve the May 2026 BMPC: <i>Carried unanim. Chair signs</i> b. Matters Arising: from past minutes i. Council confirmed receipt of details on the Campaign to protect Rural England,
6. Governance a. AGAR: Council heard the AGAR has been successfully submitted, complying with all publishing requirements. b. Council size & Quoracy: Council heard that the KLWNBC electoral services have confirmed the reduction in council size and quoracy is still under way. c. Pension Policy: Council resolved to adopt Pension Policy ACTION: Clerk to publish the Pension Policy. d. Safeguarding policy: Council resolved to adopt the Safeguarding Policy ACTION: Clerk to publish the Safeguarding Policy.
7. Reports & Updates a. Borough Councillor Report: Council received the Borough council annual report from Cllr Sam Sandell. b. County Councillor Report: None received. c. Councillor reports & updates: None received d. Clerk's report i. NALC AGM: Council received notes and a verbal report from the NALC AGM, noting that LGR and its outcome are key concerns for Parish Councils, along with possible actions to assist communities with the cost-of-living crisis.

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- ii. UKPN: The ivy has been removed from the playing field poles
- iii. Council resolved to cease publishing Traffic Regulation Orders on the website and facebook due to change and duplication error risks. Instead the website will direct to County Council's interactive live works map and facebook will have a similar pinned post to direct people. *Carried unanimously.*

ACTION: Clerk to update website with direct Highways links.

ACTION: Clerk to create Facebook post with Highways links.

e. Flooding Report

- i. Council received update from Flooding Action Group (FAG) | Dennis Clark
 - 1. Council resolved that KM would attend Multi Agency Group (MAG) meeting in the place of FAG Rep – 13th July. *Carried unanimously.*
 - 2. Noted Anglia Water report demonstrated the numerous unauthorised connections and the impact on the capacity and the amount of residue in sewers limiting capacity.
- ii. Council received update from LLA Burn Study
- iii. Council noted FAG correspondence following Anglia Water meeting
- iv. Council noted creation of MAG sub-group for Burnham Market
- v. Council received Report on investigations (from Anglia Water - Chris Wray)
- vi. Council resolved to send key concerns from Anglia water report to MP James Wild for addressing. *Carried unanimously,*

ACTION: Clerk to send FAG points to MP James Wild on Anglia Water

ACTION: KM to attend MAG meeting

8. Planning

a. Council noted the following Delegated Planning Decisions:

- i. **26/00787/F** | Householder - Extension & Alterations to Dwelling at Palgrave Barn 17 Front Street Burnham Market King's Lynn Norfolk PE31 8EJ | **No observation & considerate construction and parking plan and policy emphasis**
- ii. **26/00796/F** | VARIATION OF CONDITIONS 2 & 3 OF PLANNING PERMISSION 25/00925/F: VARIATION OF CONDITION 2 AND 4 OF PLANNING CONSENT 25/00207/F: Householder: Proposed renovation and extension of existing dwelling. New pool house, garage modification and new car port and storage/plant room. At Mulberry House Herrings Lane | **No observation & considerate construction and parking plan and policy emphasis**
- iii. **26/00713/F** Householder - Single Storey Modern Extension to Traditional House with External Steps, New WC, Utility Room, and Revised Kitchen/Dining Area to include the Conversion of Carport to Living Accommodation, Revised Annexe Layout, Roof Lights and Solar PV Panels at Gazebo House 57 Market Place Burnham Market | **No observation & considerate construction and parking plan and policy emphasis**
- iv. **26/00977/LB** Works to allow for outbuilding to be used for continued residential use in association with dwelling at Westgate House 90 Market Place Burnham Market King's Lynn Norfolk | **No observation & considerate construction and parking plan and policy emphasis**

b. To note KLWNBC decisions

- i. **26/00157/F** Burnham Market: Erection of a two-storey side extension with Hipped Subservient roof, a single storey rear extension with a pitched roof, and a new porch

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to an existing semi-detached dwelling using materials to match existing. 11 Walkers Close **Application Permitted** 15 May 2026 Delegated Decision

- ii. **26/00599/LB:** Listed Building: To paint logo on the fascia board of the shop front which we have recently taken lease ownership of. The text will be in black wood paint on the original white painted wooden fascia | Lime Green , 61 The Market Place|

Application Permitted

c. Planning Enforcement / Queries

- i. **Methodist Church / Playground:** 26/00234/UNAUTU: Council heard that KLWNBC Planning Enforcement Department advised that the queried boundary would be a boundary dispute and was not within Enforcement remit.

1. Council noted no response from Holkham Estates as to their view on the boundary dispute
2. Council noted that any encroachment onto the playing field reduces the land space rented from Holkham as per agreement,
3. Council resolved a Boundary Dispute committee with delegated powers to investigate legal avenues reporting back to the next available Council Meeting for decisions and actions with Members Cllr Keith Morris and Cllr Angus Piper. *Carried unanim*

ACTION: Clerk to set up Boundary Dispute Committee paperwork, collate the evidence and arrange a meeting with committee and NPLaw.

- ii. **Herrings Lane:** parking is still a problem, but the builders have committed to repairing any damage.

- d. **Construction Traffic Damage:** Council resolved to seek advice to address construction damage, and Borough Council planning department not considering Parish Council advice and view particularly with reference parking schemes

ACTION: Clerk to approach CCP, SLCC & NALC for advice on planning and available actions to more strongly protect verges and roads from damage and congestion by construction traffic

9. Assets & Amenities

a. Playground

- i. **Inspection reports:** Council received the June 2026 Monthly KLWNBC playground inspection report and 2026 ROSPA Annual inspection report.
- ii. Council resolved to address the See Saw and Slide issues as they are medium risk and to seek quotes for the low risk items to revert to council for decision. *Carried unanim.*
- iii. Council resolved that future reports should be shared separately to the main paper pack, with a summary list placed in the council pack. *Carried unanim.*

ACTION: Clerk to arrange quote and repairs for the slide and see saw.

ACTION: Clerk to seek quotes for the rest of the works and bring to September meeting.

ACTION: Going forwards, clerk to produce summary of playground reports.

b. SAM unit

- i. SAM Data is linked on the website
- ii. New SAM units have been installed and data will be collected 2nd of each month

ACTION: Clerk to produce SAM stickers to identify the location rotation and whether it is a 20/30mph SAM

- c. **Asset Inspection:** Cllr Angus Piper & Clerk completed April asset walk around

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- i. Council noted that the cleaning of benches and dog bins is included in the Heronwood contract.

Action: clerk to contact Heronwood regarding outstanding works and contract. IF Heronwood hasn't done it, seek a new contractor.

- d. **Cambers Lane Streetlight:** Council received quotes and information on existing lighting on cambers lane.

- i. Council resolved not to act due to concern of light pollution and existing adequate light.
Carried unanim

- 1. Council noted it would review the decision were further representations to be made by parishoners

ACTION: Clerk to let contractors know that the Cambers lane streetlight project is not going ahead.

e. Streetlights

- i. **Emergency call out to streetlight knocked over.** Council heard that the knocked over streetlight has been made safe and insurance will cover replacement with just the excess liable from council. Police ref number: 209-25085-26-3636-NEA04.

- ii. Council resolved to proceed with the insurance claim to replace the knocked down streetlight. *Carried unanim*

ACTION: Clerk to arrange replacement streetlight and insurance claim.

- f. **Bus stops:** Council resolved to seek quotes and apply for funding for 3 bus stop sites; two new bus stops at Church walk and Sanders Lane and one to be upgraded by Sutton Church and to consider project in September meeting. *Carried unanim.*

ACTION: Clerk to seek quotes for bus stops at the three sites and present to Council.

ACTION: Clerk to apply for PPS funding for the 3 new bus stops and report back at September's meeting.

- g. **Bandstand:** Council noted parishioner / resident correspondences objecting to the Fairstead Green as a location for a Bandstand.

- i. Council resolved to investigate cost of hiring a bandstand to trial and to consider locations such as the Post Office Green. *Carried unanim*

ACTION: investigate bandstand hire costs and potential uses and bring back to September's meeting with VD.

- h. **Graveyards:** Council received an update that there is plenty of space at St Margarets Church for burials and interments.

- i. Council heard concern that the arrangements that the car park be a Graveyard when needed might be lost over time and resolved that the clerk assist in documenting current graveyard agreements at St Margarets to ensure information is not lost. *Carried unanim*

ACTION: arrange confirmation of St Margaret's Graveyard / car park arrangements and document

- i. **Pond restoration:** Council resolved to apply for the DEFRA pond scheme and take advice to be considered in September for further action if required. *Carried Unanim.*

- i. Council noted an aversion to ducks.

ACTION: Clerk to apply for the DEFRA pond scheme, seek advice on possible options for the pond.

- j. **Post Office Green:** Council noted deterioration of grass and resolved to cordon it off and reseed in September, using the Biodiversity reserves, making sure the seed is biodiversity friendly.

ACTION: Clerk to arrange reseeding of the Post Office Green in September.

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k. Walking Route sign: Council noted the walking route sign on the Shambles is almost illegible due to the plastic being cloudy.

i. Council resolved that KM would take a look at the walking route sign and propose a solution. Carried unananim.

ACTION: KM to look at walking route sign and propose a solution to council.

10. Finance

a. End of May 2026 Financial report

i. Council noted balances at End of May 2026

Bank Reconciliation as at 31/05/26

Petty Cash	£0.00
CIL/Funds 0808	£289.62
Savings 0811	£44,978.81
Current Account	£34,850.86
	<u>£80,119.29</u>

ii. note income received in May 2026

BACS260520A 20/05/26 R	64 37	£31.25	£0.00	£31.25	140/2
BACS260520A 20/05/26 R	65	£62.50	£0.00	£62.50	140/2

iii. Council noted transfers made in May 2026

Date	Amount	Debit	Credit
01/05/26	£14,023.00	Current Account	Savings 0811

iv. Council noted payments made in may 2026

paid between 01/05/26 and 31/05/26

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details
BACS260513A D	13/05/26	200		£19.80	£0.00	£19.80		Smarty (Clerk Expense) Mobile phoen March & March and april 26
BACS260513E W	13/05/26	195		£528.00	£88.00	£440.00	HR	Ewing Accounts Services Monthly payroll proce:
BACS260513 HE	13/05/26	198		£127.50	£0.00	£127.50		Holkham Estates rentals greens, playim
BACS260513 NALC	18/05/26	194		£236.47	£0.00	£236.47	Admin	Norfolk ALC Membership 26_27
BACS260513T URAS	13/05/26	193		£240.00	£0.00	£240.00	Finan	Turas Tina Cunnell Internal independent a
BACS260513 WP	13/05/26	199		£3.80	£0.00	£3.80		Annalisa Dovey Printing and corrcetd month of 70p
dd260520AW	20/05/26	202		£6.63	£0.00	£6.63	A & A	Anglian Water Business 5the april 4th may 202
DD260520EO N	20/05/26	201		£45.56	£2.17	£43.39	A & A	Eon Pavilion electric april 2
DD260528SS E	28/05/26	203		£168.51	£8.02	£160.49	A & A	SSE Energy Solutions streetlight elecric
dd260531UTB	31/05/26	204		£7.00	£0.00	£7.00	Finan	Unity Bank service charge may 26
				£1,383.27				
				£1,219.29	Confidential			
Total				£2,602.56	£98.19	£2,504.37		

v. Council reported payments approved for payment in June by Delegated Authority

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Reference	date		no.		
205	£201.60	£201.60	5300/4	04/06/26	EM Kelly - Installation of new defib case
206	£43.63	£43.63	5100/1	04/06/26	May 26 Eon - 1st may 31st may pavillion electric
207	£438.88	£438.88	5300/5	04/06/26	Heronwood Stephen Hansed - Grass cutting: Dates of cuts May 6th, 27th Two cuts Village Green Big Field Pond area Old Church
208	£60.00	£60.00	5300/12	04/06/26	10689 Cozens - streetlight monthly contract april 26
209	£60.00	£60.00	5300/12	04/06/26	10773 Cozens - may streetlight monthly contract
210	£690.00	£690.00	5300/14	04/06/26	10803 Cozens - streetlight emergency call out
211	£14.00	£14.00	6200	04/06/26	Annalisa Dovey - land registry searches x 2 - methodist church & playingfield
212	£260.59	£260.59	3000	04/06/26	3120 Norfolk ALC - website hosting and managements
213	£11.50	£11.50	3001	04/06/26	may26 Annalisa Dovey - witley press printing for May meeting - AGAR etc
Sub Total	£1,780.20	£1,780.20			
Total	£1,780.20	£1,780.20			

- vi. Council received and approved the bank reconciliations for End of May 2026 for the current account, Savings account, Petty cash and CIL savings account. *Carried unanim.*
Chair signs.

b. End of June 2026 Financial Report

- a) Council received bank balances at the end of June 2026 .

CIL/Funds 0808	Ordinary	20460808	60-83-01	30/06/26	291.03	291.03
Current Account	Ordinary	20431976	60-83-01	30/06/26	12,817.58	12,817.58
Petty Cash	Ordinary			30/06/26	0.00	0.00
Savings 0811	Ordinary	20460811	60-83-01	30/06/26	70,195.04	70,195.04
TOTAL						£83,303.65

- b) Council received and resolved to approve the reconciliations for the Current account, savings account, CIL funds account and petty Cash account. *Carried unanim, chair signs.*
c) To Note payments made in June, including Delegated Authority & Direct Debits,

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BACS260609	09/06/26	205	£201.60	£33.60	£168.00	A & A	EM Kelly	Installation of new defib case	5300/4
BACS260609	09/06/26	207	£438.88	£0.00	£438.88	A & A	Heronwood Stephen Hansed	Grass cutting: Dates of cuts May 6t	5300/5
BACS260609	09/06/26	208	£60.00	£10.00	£50.00	A & A	Cozens	streetlight monthly contract april	5300/12
BACS260609	09/06/26	209	£60.00	£10.00	£50.00	A & A	Cozens	may streetlight monthly contract	5300/12
BACS260609	09/06/26	210	£690.00	£115.00	£575.00	A & A	Cozens	streetlight emergency call out	5300/14
BACS260609A	09/06/26	211	£14.00	£0.00	£14.00	Counc	Annalisa Dovey	land registry searches x 2 - method	6200
BACS260609	09/06/26	212	£260.59	£43.43	£217.16	Admin	Norfolk ALC	website hosting and managements	3000
BACS260609	09/06/26	213	£11.50	£0.00	£11.50	Admin	Annalisa Dovey	witley press printing for May meeti	3001
DA260609	09/06/26	214	£855.08	£0.00	£855.08	Annalisa Dovey		Clerking services may hours + april OT	2000/1
DA260609	09/06/26	215	£258.11	£0.00	£258.11	HMRC		NI & PAYE	2200/1
DA260609	09/06/26	216	£262.50	£0.00	£262.50	HR	Norfolk Pension Fund	pension	2000/2
BAC260612CT	12/06/26	217	£60.00	£0.00	£60.00	Counc	Campaign To Protect	refund on donation	6000
DD260616EO	16/06/26	206	£43.63	£2.08	£41.55	A & A	Eon	1st may 31st may pavillion electric	5100/1
DD260622SS	22/06/26	218	£158.89	£7.57	£151.32	A & A	SSE Energy Solutions	streetlight electricity	5100/3
DD260622AW	22/06/26	219	£12.50	£0.60	£11.90	A & A	Anglian Water Business	Pavillion water	5100/2
DD260630UTB	30/06/26	220	£7.00	£0.00	£7.00	Finan	Unity Bank	service charge EoJune26	1100

Total £3,274.28 £222.28 £3,052.00

d) Council noted income received June 2026

BACS260608B	08/06/26	58 10	£100.00	£0.00	£100.00	A & A	161	Bowls Club	Bowls Club Rent 01 May 2025 - 30th April 2026 INVOICE DATE 20/09/25 - late and rolled to 2026_2027
BACS260608B	08/06/26	61 36	£100.00	£0.00	£100.00	A & A	161	Bowls Club	Bowls Club Rent: May 2026 - April 2027May
BACS260610	10/06/26	67	£3,266.00	£0.00	£3,266.00	Counc	120	Norfolk Community Fund	Jacks Lane Grant Funding for SAM unit project 26/27
BACS260629A	29/06/26	70	£2,775.00	£0.00	£2,775.00	A & A	170	Gallagher Insurance	Insurance pay out for streetlight
260130UTB	30/06/26	68	£216.23	£0.00	£216.23	Finan	130	Unity Trust Bank	Interest EoQ1
260630UTB	30/06/26	69	£1.41	£0.00	£1.41	Finan	131	Unity Trust Bank	interest eoQ126
Total			£6,458.64	£0.00	£6,458.64				

e) Council noted transfers made June 2026

16/06/26 £25,000.00 Current Account Savings 0811 maximise interest returns

f) Council received and voted to approve the payments list for July 2026 *Carried unanim and Chair signs,*

222	£111.00	£111.00	2400	01/07/26		SALCGB 825023265 - 50% of CILCA training
225	£11,205.60	£11,205.60	5000/3/3	01/07/26	17947	Westcotec - SAM units with data and solar power and pole installation as part of 25_26 PPS scheme
226	£690.00	£690.00	5300/14	01/07/26	10803	Cozens - Emergency streetlight cal out
Sub Total	£12,006.60	£12,006.60				
	£1,375.69	£1,375.69		Confidential		
Total	£13,382.29	£13,382.29				

ACTION: Clerk to make the approved payments for July 2026.

g) Delegated Authority payments for August 2026: Council considered and *resolved unanimously in favour* to approve for payment by delegated authority the following payments in August. delegated authority to the clerk to make payments during August for

- Clerking services & expenses (Annalisa Dovey) (VOTE)
- Mobile phone & CCTV data (Smarty via A Dovey) (VOTE)
- Cozens streetlighting (VOTE)
- Utilities bills for streetlighting & Pavillion (VOTE)

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- e. Payments for purchases approved by council that fall within budget (VOTE)
- f. Heronwood invoices for Village Maintenance within contract (VOTE)
- g. Richard Newstead invoices for SAM units within contract (VOTE)
- h. KLWNBC for playground checks as per contract (VOTE)
- i. Playground repairs (VOTE) – the ones to make safe
- j. Ewings
- k. NSALG

- c. **End of Quarter 1 Financial Report:** Council received the Q1 financial report including budget comparison and queried the asset purchase where SAM units appear to have been purchased and recently invoiced again.

ACTION: Clerk to verify Westcotec invoices.

- d. **Account Management Policy :** Council resolved to adopt the Account management policy , agreeing to retain 3 months of payments in the Current account and to keep all other funds in the savings account to maximise interest returns. *Carried unanim.*
- e. **Reserves policy:** Council requested to bring back the reserves policy to the September meeting.

ACTION: Clerk to publish Account Management policy

ACTION: Clerk to place Reserves policy on the September agenda.

11. Events

- a. Council resolved to consider website calendar of events options in September meeting

ACTION: Clerk to investigate & report on website calendar of events options.

- b. Insurance and risk management: Council noted the importance of obtaining insurance documents from event organisers.

ACTION: Clerk to gather insurance details from all event holders.

ACTION: A Dovey to send insurance details to KM for review of obligations under events.

12. **Correspondence:** To note correspondence. If a decision needs to be made, it must be proposed ahead of the meeting, or raised as an agenda item for the next meeting, in line with Standing Orders.

- a. **Verges, paths, Byways & Bolton House – overgrowth:** Council noted that the byways and road access have been addressed, or scheduled to be addressed by NCC.
- i. Council noted that Bolton House still is not cleared.

ACTION: Clerk to contact Highways again to note Bolton House is still not cleared and intrudes into the road.

- b. **Pizza van:** Council resolved not to offer space to a pizza Van on the Greens. *Carried unanim.*

- c. **Street Cleaning:** Council heard that the street cleaning team had visited Burnham Market and swept the streets.

13. **Public session:** Council resolved to close the meeting to allow public questions.

- a. **CH Presentation:** Council agreed to 15 minutes on the agenda for Chris Howell at the start of September's meeting to present.

ACTION: Clerk to place 15 minute CH presentation on September's agenda.

- b. **Litter around village.:** Council agreed to include a litter-picking reminder in the village newsletter, encouraging residents to pick up litter when they see it.

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ACTION: Clerk to include litter picking reminder in the village newsletter.

c. Halloween event: VD would like to propose a Halloween event on September's meeting.

ACTION: place a Halloween event item on the September agenda.

14. Next Meeting Date: Council agreed 2 nd September 2026

15. Meeting Close. 20:15

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