

BURNHAM THORPE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 4th September 2023
6.30 pm at The Nelson Memorial Hall, Burnham Thorpe

Present:

Councillors: Chris Yardley (Chair), Mima Garland, William James Clerk: Sarah Raven

Borough Councillor Sam Sandell

Member of the Public: 1

1. Apologies for Absence:

Cllr B Linsley and Cllr S Greenall (Personal). The apologies were accepted.

2. Minutes of the 3rd July 2023:

The Minutes of 3rd July 2023 were circulated before the meeting. The Minutes were AGREED and signed as a true record by the Chair, Cllr C Yardley.

3. Declarations of Interest:

Cllr C Yardley – Nelson Memorial Hall.

4. Public Participation:

- Co-Option – discussion about co-option and if vacancies remain.
- Windows at the Hall – These have now been replaced. The Nelson Memorial Hall thanked the Parish Council for the donation towards this. Website now being produced for the Hall. Postcode application for the Hall is being completed. Advertising for new people to join the management committee.

5. Borough and County Council Reports:

Cllr S Sandell Borough Councillor gave a report. Borough Council have now passed a motion to allow Borough Councillors to attend and help run parish councils who are not quorate to allow business to run as normal. CIL panel met for the last funding round to decide applications. The consultation for the Local Plan revised documentation will open on 8th September. The consultation will last for six weeks. Data received for Occupancy in Burnham Thorpe.

Planning discussion regarding Parish Councils giving comments back to Planning Officers but they do not consider the responses and it could assist the Planning Officers as local knowledge of the area etc. Cllr Sandell to help get these comments to the Planning Officers regarding comments made by the parish council on planning applications.

6. Clerk Report:

Clerks report circulated. Website is complete and security lights have been adjusted on the timers at The Nelson Pub.

7. Applications for Co-Option:

Two seats vacant. No applications received.

8. Finances

a) Financial Statement for June and July 2023: This was AGREED.

b) Payments:

Payments	Payment £	Receipts
PAYMENTS MADE DURING AUGUST		
S Raven (Website WIX)	108.00	
S Raven (Stamps)	6.00	
Steve Jackman (Design of Website)	130.00	
Norfolk PTS Course SR	51.00	
S Raven Wages July	339.20	
HMRC Tax July	12.20	
Payment to be Approved		
BOS Gardening S Olley	120.00	
BMCCS	100.00	
S Raven (Payment to S Jackman)	130.00	
S Raven August Wages	401.90	
HMRC Tax	16.60	
Npower	16.37	
Burnham Thorpe Playing Field Committee (Tree works Donation)	250.00	

Payment to Steve Jackman to be cancelled and payment to S Raven to complete a bank transfer to him directly.

These payments were APPROVED.

It was APPROVED to move £500 for streetlights from current to reserve bank account and £280.00 to put into Village Maintenance earmarked reserves.

c) CIL – Discussion on CIL money earmarked £2293.95 although £700 earmarked for new noticeboard. CIL money could be used for streetlights or Nelson Memorial Hall roof repairs. Mill Lane is still a problem on the road for pedestrians. Discussion on CIL money be used for this. It was RESOLVED to write to Holkham and Highways again to see if any footpaths could be considered for the part of the road from Back Road junction to the footpath entrance.

d) Parish Partnership Scheme: Deadline beginning of December 2023: No items at present.

9. Millennium Piece/Hedgerows/Trees and Allotments including the management of the Banks of the Burn alongside Millennium Piece

No response received from Holkham regarding allotments/millennium piece. Holkham had been in touch regarding tree thinning at the Chalk Pit which was now completed. Trees will be taken down on the land near the Church opposite the Mannor. These trees are exposed and will need to be removed in September. Discussion of replanting and management on this land. It was RESOLVED to write to Holkham specifically the Woods Department Managers who attended the last meeting to have a follow up meeting and discuss the principles of what was agreed from that meeting last year.

10. Fakenham Area Conservation Team

Discussion on what work would be needed. FACT would be willing to undertake work with volunteers from the village. To consider a date for the newsletter. Probably October/November.

11. Dog Bin at The Nelson Pub:

To be located on the green verge opposite the pub near the pub sign. Donation of the dog bin from the Lord Nelson Pub. Clerk to liaise with Playing Field Committee, Highways and Borough Council to get installed.

12. Streetlight:

Four quotes for a new streetlight had been received which would be solar power. Location junction of Church Lane and Lowes Lane.

Quote for timers - no more received and specific specifications for the timers not given.

Comment made by parishioners regarding a light shroud around a streetlight at Back Lane. Clerk to get a quote for next meeting.

RESOLVED for Clerk to write to Norfolk County Council and Borough Council asking if there is help available for a lighting specialist to consult with regards to street lighting for parishes. Also contact Norfolk Coastal Partnership.

13. Old Railway Line:

Norfolk County Council legal services have given guidance that if Holkham were agreeable to this section being a public right of way then this could be dealt with under S25 Highways Act which would be straightforward. If Holkham do not agree, then continue with a legal notice as supplied by Norfolk County Council.

14. River Fly Scheme:

Norfolk Rivers Trust held the River Fly Scheme on 18th August. It will take place again on the 18th September. Trigger levels needed from Environment Agency. Norfolk Rivers Trust will give a report at the next meeting.

15. Planning:

- a) Workhorse Barn change of use: Ongoing. Response from Enforcement Office has not been looked into property.
- b) Proposed New dwelling adjacent to 6 Walsingham Road: Meeting on site with neighbours, Holkham and councillors. Discussion on height of ridge, floor and land at the rear and a hip roof. Asked if a street level plan could be sent. Holkham have not put in a hipped roof, the floor levels have been raised but the pitch of the roof has been dropped. The ridge of the roof is still the same height as previous plans. Asked for a further meeting with Holkham however this has been declined.
- c) Swift Boxes in Houses and new builds: This needs to be looked into on new builds and retaining swift nesting when properties are reroofed. Needs publishing to establish more swift nesting. Place on agenda for next meeting.

16. Occupancy and Resident levels in the Parish:

Cllr S Sandell supplied from data from the tax base of October 2022. 4 businesses registered for business rates, 21 second homes (paying full council tax) made up as follows: Band A -1 property, Band B – 1, Band C – 1, Band D – 4, Band E – 5, Band F – 2, Band G – 5 and Band H – 2 properties.

In Ward 515 second homes, 7 parishes in Ward and Burnhams and Docking is rated 3rd highest in the Borough.

17. Appraisal for Clerk:

It was agreed that Cllr W James and Cllr B Linsley to undertake this.

18. Village Map:

It was AGREED not to progress with the original map being undertaken. Clerk to write and thank the artist for her work. It was AGREED to progress a simpler map with another artist as have a base map from Parish Online for a framework. Artist to undertake this work to provide the detail around the base map. Cllr M Garland, Cllr W James and Cllr C Yardley to liaise to produce this. Key phase needed to use for the village.

19. Policies

- a) Risk Assessment – APPROVED.
- b) Bully and Harassment Policy – APPROVED.
- c) GDPR Policy – APPROVED.
- d) Co-Option - APPROVED.
- e) Grievance Policy – APPROVED

Public Participation:

None

Meeting Closed: 8.30pm

Dates and times of meetings 2023:

16th October and 27th November at 6.30 pm in the Nelson Memorial Hall, Burnham Thorpe

..... Chair Dated:

**THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL
AND SIGNED ABOVE BY CHAIR**