

BURNHAM THORPE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 29th July 2024
6.30 pm at The Nelson Memorial Hall, Burnham Thorpe

Present:

Councillors: Barbara Linsley, Mima Garland, Sarah Greenall, Colin Hitchcock and Clerk:
Sarah Raven

Member of the Public: 4

1. Election of Chair and Apologies for Absence:

Cllrs W James (Chair) and C Yardley (Vice-Chair) (Personal) gave their apologies. Cllr B Linsley agreed to be Chair for the meeting which was PROPOSED SECONDED and AGREED.

2. Minutes of 29th July 2024:

The minutes of the 29th July 2024 have been circulated before the meeting. It was PROPOSED, SECONDED and AGREED to accept these as a true record of the meeting. The minutes were signed by Cllr B Linsley.

3. Declarations of Interest from Councillors:

None.

4. Public Participation:

- Allocation of Councillors for Roles: - Discussion on various roles undertaken by Councillors.
- Potholes – 2 potholes near the Pub. Clerk had reported these.
- Verges very overgrown – Overgrown on the junctions. Clerk informed that Highways deal with cutting through the parish once a year and cut junctions more frequently. Clerk informed of Ranger visits to the Parish and how parishioners can report either to Highways or Clerk.
- Church Barns – There are tools and boats left out and look awful.
- New Streetlight on junction of Lowes Lane and Church Lane: Nelson Memorial Hall had wrote to Highways to clarify the boundary. Discussion as to location of streetlight.
- Footpath 10 very overgrown – Clerk has reported to Norfolk County Council.

5. Clerks Report:

The report had been circulated before the meeting. Biodiversity Policy on the website for anybody to comment and update. Dog bin opposite Pub has been installed today.

6. Finances:

a) Financial Statement for June 2024: This was PROPOSED, SECONDED and AGREED.

b) Payments: These payments were AGREED.

To be Paid	
Npower	23.13
Nurture May and June 2024	511.54
S Raven	316.26
HMRC	79.20

BOS Gardening – Dog Bin	95.00
-------------------------	-------

- c) New Noticeboard – No update as Cllr W James dealing with this.
- d) Internal Controller: Cllr S Greenall agreed to undertake the internal controller.
- e) Seminar by Norfolk Parish Training: It was AGREED to pay the cost of £18.67 in respect of the Clerk attending.

Cllr Colin Hitchcock attended the meeting (6.53 pm)

7. Planning

- a) Neighbourhood Plan: This was discussed regarding the first steps and grants provided. It was agreed to place in the Newsletter to see if any public came forward to assist the Parish Council with the preparation of the plan.

8. Holkham:

- a) Update on Millennium Piece: No update from Holkham
- b) Update from Old Railway Line : No update from Holkham
- c) Discuss the allotment plots: A problem regarding rents and being over charged. This was discussed but suggested to contact Holkham direct.

9. New Streetlight:

- a) Position, location and Facing of the New Streetlight: Cllr C Yardley had drafted a photo of where the streetlight would be located which was between the Church Sign and name sign on Lowes Lane verge. The direction the streetlight would be facing was over Lowes Lane. The Nelson Memorial Hall had not given permission but felt this was Highways area, as this was in line with the other highway posts on the bank. Clerk to ask Highways for a licence and then arrange with Westcotec to install.
- b) Quote for Painting the column Black: Westcotec had provided a quote of £160 plus VAT. This was AGREED.
- c) Timer to be completed on 7 streetlights: K&M Lighting were waiting on the manufacture to complete the order for the timers. Hopefully these would be in place within the next two months.

10. Flooding and Sewage in the Village:

Clerk updated that all emails inviting the relevant organisations had been sent. James Wild MP, Sam Sandell (Borough Councillor) and Norfolk Rivers Trust were the only people to acknowledge and respond. Clerk will chase the other organisations especially Anglian Water and Environment Agency. Clerk will liaise with Cllr M Garland regarding agenda and questions.

11. Dog Bin to be installed on Creake Road, next to the Footpath 10:

Parishioner had asked for a dog bin to be installed next to the main gate near the Footpath 10 on Creake Road. The dog bin and installation would be purchased and then donated to the Parish Council. The cost to the parish council would be for the emptying of £95.16 per year. It was PROPOSED, SECONDED and AGREED to pay for the emptying of the dog bin.

12. Coordination between the various groups in the village:

No update.

13. Highways

- a) Parish Partnership Scheme: It was AGREED to place in the Newsletter for parishioners to respond if any infrastructure needed in the village.

14. Village Map:

No update.

15. Policies to Approve:

- a) Standing Order
- b) Financial Orders
- c) Complaints Procedure
- d) Lone Worker
- e) Record Management
- f) Risk Management
- g) Training Policies

These were PROPOSED, SECONDED and AGREED to approve.

16. Items for Next Agenda:

Nothing.

17. Public Participation:

- Virtual Meetings – This was discussed and not allowed by legislation at present.

Meeting Closed: 7.22pm

Dates and times of meetings 2024:

2 September, 21 October, 2 December 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**