

BURNHAM THORPE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 18th May 2023
6.30 pm at The Nelson Memorial Hall, Burnham Thorpe

Present:

Councillors: Chris Yardley, Mima Garland, Sarah Greenall, Barbara Linsley, Clerk: Sarah Raven

Member of the Public: 3

1. To Elect the Chair:

Cllr Chris Yardley was elected unopposed as Chair. The Declaration of Acceptance of Office was signed.

2. The Vice-Chair:

Cllr M Garland was elected unopposed as Vice-Chair. The Declaration of Acceptance of Office was signed.

3. Declarations of Acceptance of Office that have not been received:

None.

4. Apologies for Absence:

None

5. Minutes of 17th April 2023:

The minutes of the 17th April 2023 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 C Yardley (Chair).

6. Declarations of Interest from Councillors:

None

7. Public Participation:

- Cllr Yardley thanked Valerie Southerland and Alan Bodill for their hard work over the years as Councillors to the Parish Council. A gift would be presented to them in due course.
- Hedge on junction of Walsingham Road and Blacksmiths Lane needs cutting back.

8. County and Borough Councillors Reports

None

9. Clerks Report:

Update to the Clerks Report, new website now being prepared. The TPO on the Cherry tree on Millennium Piece has been sent to the Borough Council. Quote still outstanding for the village sign post repainting. Security light at the pub, concerns have been raised over this being on all night and contravening the planning conditions on the site. The Pub will look into the security light being on all night as it should turn off at midnight. However they do keep the downlighting on all the lights at the back of the building.

10. Eligibility of the General Power of Competence.

This cannot be applied due to the number of elected councillors being only 4.

11. Co-Option of Councillors for vacant seats:

3 vacant seats available. Co-option to be advertised and deadline to receive applications by 26th June. Co-Option applications to be discussed at next meeting on 3rd July.

12. Planning:

a) Update on Workhorse Barn:

Enforcement Officer has been on site at Workhorse Barn to check whether a change of use is need to the original Planning Decision. She has stated it does not warrant a change of use. It was resolved for Councillors to check the planning decisions and write to the Enforcement Team again stating the concerns.

13. Finances:

a) Financial Statement for April 2023: This was AGREED.

b) Payments: These payments were AGREED.

Payments	Payment £	Receipts
S Raven	333.40	
Geosphere Ltd Parish Online	32.40	
Roger Gillett – Internal Auditor	30.00	
HMRC Tax	1.40	
Norfolk ALC	90.32	
Npower Street Lighting	13.98	
Hall Hire (Coronation Celebrations	120.00	
Coronation Sundries	75.98	

c) Internal Auditor – The report was read out and AGREED.

d) Approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) – The statement was read out. It was PROPOSED, SECONDED and AGREED to accept the statement. This was signed by the Clerk and Chair.

e) Accounting Statements (Section 2) – This was read out. It was PROPOSED, SECONDED and AGREED for the Clerk and Chair to sign the accounting statements.

f). Certificate of Exemption – the Certificate of Exemption was explained. It was PROPOSED, SECONDED and AGREED to exempt the Council. This was signed by the Clerk and Chair.

g) Commencement Date to set the exercise of public rights: This was agreed for 5th June.

h) Asset List – The list was circulated and AGREED.

i) Debit List - This was AGREED for the year. Only two for ICO and Npower.

j) Insurance Quote – Two quotes had been received. BHIB £614.70 and Gallagher £750.02. It was AGREED to change to BHIB.

k) CIL Report – This was AGREED. Nothing spent this year. £2395 in CIL at present. This was signed by the Chair.

14. Occupancy and Resident Levels in the Parish:

This item was AGREED to be moved to the next meeting.

15. Streetlight:

A quote had been received this morning. It was resolved to move this item to the next meeting.

16. Village Map

The village map was being completed and a timescale to be agreed for mid-July. It was resolved that Councillors have a proof of the map in the interim.

17. Councillors for Next Agenda:

- CIL money to be discussed on spending.

18. Public Participation:

Councillor Andrew Jamieson gave an update. The gritting route for Burnham Thorpe has been re-established for the winter. He is now a Borough Councillor for Heacham Ward as well as a County Councillor for Norfolk County Council. There is a Social Infrastructure Fund available from the County Council. Cllr Jamieson will send details to the Clerk for forwarding.

Cllr A Jamieson explained about the Council Deals. Instead of electing a mayor the County Council will elect a Leader of the County Council. The election will be held next year.

Meeting Closed: 7.05pm

Dates and times of meetings 2023:

3rd July, 4th September, 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**