

BURNHAM THORPE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 12th December 2022
6.30 pm at The Nelson Memorial Hall, Burnham Thorpe

Present:

Councillors: William James (Chair), Chris Yardley (Vice-Chair), Valerie Southerland, Barbara Linsley, Mima Garland, Sarah Greenall, Clerk: Sarah Raven

Member of the Public: 3

Welcome by Chairman.

1. Apologies for Absence:

Cllr A Bodill (Personal). The Apologies for Absence were AGREED. Cllr S Sandell (Borough Council)

2. Minutes of the 29th November 2022:

The Minutes were circulated before the meeting. The Minutes were PROPOSED, SECONDED and AGREED. The Minutes were then signed as a true record by the Chair, Cllr W James.

3. Declarations of Interest:

Cllr W James item 12b.

4. Public Participation:

- Dog bin on Pub – Cllr W James will chase this up but needs to be discussed with Pub and Woodfords.
- Tree works on Playing Field – The Playing Field Committee asked for a donation regarding tree works on the playing field to be budgeted for.
- Gritting – A member of public had obtained the risk assessment from Norfolk County Council regarding the safety requirements relation to gritting. The risks identified in the the risk assessment had not been taken into account in relation to the risk presented by not gritting roads it Thorpe. For example, and the sewage works route was used by tankers on a regular basis. The decision not to grit needs to be reassessed in line with the Norfolk County Councils own risk criteria and reinstated as previously and not just in severe weather.
- Streetlights – One of the parishioners present thanked the Parish Council for putting the lights back on.
- Blocked Drains – Creak Road drain is blocked. Clerk to report to Highways.
- New streetlight on junction of Lowes Lane/Back Lane – It was felt this would be a good addition to have in the village for people leaving the village hall.

5. Borough and County Council Reports:

Borough Council received and will be circulated.

6. Clerk Report:

Circulated before the meeting. Updates to include letter regarding the Local Plan and the QE Hospital has been sent with copies to Borough Councillor, MP and Borough Council Planning. Cllr Yardley attended the Egmore Energy maize and rye harvest presentation.

Quote for the Village Sign to be repainted will be given in due course. Nelson Society would consider a donation.

7. Streetlights:

- a) Response from Contractor regarding timing systems: Unfortunately, the Contractor had not been in touch with additional information. Further enquiries about this and the installation of a new Street Light from the village hall to be chased up (see below)
- b) LED Lanterns Grant: Clerk has drafted the grant application from Norfolk County Council however this cannot be progressed until a quotation on the exact pricing and system of lighting needed from the Contractor.
- c) New Streetlight on concern of Lowes Lane, Church Lane: It was AGREED for the Clerk to arrange a quote for a new streetlight and column.
- d) Hosting “a Big Switch-off” in the village as part of Norfolk Coasts Dark Skies Festival: Cllr Andrew Jamieson had forwarded details of a big switch off. However, this was not possible until the timing systems were sorted. Cllr W James to reply to Cllr A Jamieson regarding not taking part. It was discussed regarding the car park at Burnham Market that this is lit up all night. AGREED to write to Burnham Market Parish Council to ask if Dark Skies and lighting had been considered as it created significant light pollution for little benefit.

8. Website and Emails:

Quote had been obtained from Norfolk Parish Training from a domain name with WIX. The price was £220 to be addressed in the budget. This was AGREED to budget for. Emails should not be held on a personal email accounts for Councillors. It was AGREED To use Proton Mail for this. Clerk to set up.

9. Live Streaming of Meetings:

This was AGREED not to pursue live streaming and look at this again in the future.

10. Mailing System for Newsletters:

It was AGREED for the Clerk to set up a newsletter group for parishioners to subscribe, to receive newsletters from the parish council. This would be in addition to copies placed in the Burnhams Newsletter.

11. Finances:

- a) Financial Statement for October and November 2022: These were AGREED.
- b) Payments: These payments were AGREED.

Payments	Payment £	Receipts
HM Revenue & Customs	44.80	
S Raven Printing and Expenses	63.49	
S Raven Wages, Backpay and Overtime	483.95	
K & M Lighting	162.00	
Burnham Thorpe Village Hall (Don)	50.00	
S Raven Wages (Oct)	278.37	
Norfolk PTS (Course)	19.20	
HMRC Tax (Sept)	5.00	
S Raven Wages (Sept)	270.17	
Npower (Nov)	18.46	

- c) Pay rise and Backdated Pay for Clerk: The hourly rate for the Clerk had increased from £12.70 to £13.70. This had been backdated to 1st April 2022.
- d) Clerks Hours from 5 to 6 hours a week: This was AGREED to increase for February 2023.
- e) Reserves Policy: This was PROPOSED, SECONDED and AGREED.
- f) 1st draft of budget: This was discussed in detail. Tax Base for the parish will be 90.8. Clerk to finalise figures and agree at January meeting.
- g) Cancelling the standing order with CGM: This was AGREED to cancel as soon as possible.

12. Planning:

a) To discuss the village preparing a neighbourhood plan: This was discussed and the benefits of having one for the village. A consultant had been approached some years ago in relation to preparing a Plan. It was AGREED to place in the Newsletter to ask for volunteers.

b) Ref: 22/02068/F Side/Rear single storey extension at Buntings, Creake Road, Burnham Thorpe, King's Lynn, Norfolk, PE31 8HW:

Cllr W James left the room and Cllr C Yardley assumed the Chair:

It was AGREED no objections but a comment to suggest it would be advantageous to have planting/climbers to the western side of the strip to soften. To include the usual CPRE Lighting clauses.

Cllr W James resumed as Chair.

13. Properties that do not pay Business Rates or Council Tax:

Properties that had self-contained units with kitchen and bathroom constitutes council tax. This was AGREED to place in the Newsletter to remind parishioners the units would need to be registered with the Borough Council.

14. Gritting:

It was AGREED to send a letter to Norfolk County Council asking for the gritting route to be reinstated and not just in severe weather.

15. Millennium Piece

Meeting with Holkham took place with the Advisory Group. It was an amenity to the village but the current cost was prohibitive. Asking Holkham to help with the expense of Millennium Piece. Holkham would consider and come back to the Parish Council in due course. A "walkabout" of the village would be held with the Advisory Group and Holkham in the New Year.

16. Allotments:

Advisory Group met with Holkham and discussed the management of the allotments. Holkham open to suggestions. At present the plots were too large. The boundary would be a significant cost of maintenance for the parish council and would suggest Holkham maintain. Holkham had offered to look into water on site to assist allotment holders. Holkham had let 2 plots recently. Holkham would consider and respond to the parish council in due course.

17. Environment Agency:

Clerk had spoken with Environment Agency regarding the River Burn high levels of nitrates and phosphates. This is being monitored by the Environment Agency. The nitrate levels are caused by springs in the river. At present they are not excessively high. The phosphate is due to no phosphate stripping at the Anglian Water Sewage Works. The costs to have stripping are enormous. An audit of the Sewage Works was due next year. Facts sheets have been sent through regarding septic tanks and run off into the river. Fly River Scheme available once training undertaken. Volunteers would be needed in due course.

18. Village Map:

Clerk contacted the artist for the Walsingham Village Map. She would undertake the project of a Burnham Thorpe map however the cost would be between £200 to £500. Advisory Group already set up and to have a Zoom meeting with Juliette to undertake what was needed.

19. Highways and Public Rights of Way:

- a) The Old Railway Line: The Evidence Forms were available to be signed.
- b) Public Rights of Way Footpath 9/10 gates: Holkham updated that a contractor was improving the access gates to footpath 15 and replacement of footpath 10. Stiles to the bridge would be replaced with access gates.
- c) Ivy House Farm: The footpath through the Farm had been stopped. There is no public right of way through the Farm. As a working farm this was not unreasonable to stop access. This was AGREED not to investigate further.

20. Polices Updated:

- a) Standing Order: AGREED to new policy
- b) Financial Regulations: AGREED
- c) New Code of Conduct: AGREED to adopt new code of conduct.
- d) Notice for public attending meeting: AGREED with amendments
- e) Civility and Respect Pledge: This was discussed and not to pledge.
- f) Risk Managements Policy: AGREED amendments.

21. Dates for 2023 Meetings:

It was AGREED to keep the meeting every 6 weeks.

22. Items for next Agenda:

Allotments and Millennium Piece, Planning by Holkham

23. Public Participation:

- Neighbourhood Plan – if this was going ahead could affordable rental housing be a provision.
- Newsletter – Could the website be updated with newsletters.

Meeting Closed: 8:20pm

Dates and times of meetings 2023:

Monday 23rd January, 6th March, 17th April, 22nd May, 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**