

# BURNHAM THORPE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 20<sup>th</sup> May 2024  
6.30 pm at The Nelson Memorial Hall, Burnham Thorpe

**Present:**

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

Member of the Public: 5

**1. To Elect the Chair:**

It was PROPOSED, SECONDED for Cllr William James to be Chair and was elected unopposed as Chair. The Declaration of Acceptance of Office was signed.

**2. The Vice-Chair:**

It was PROPOSED, SECONDED for Cllr C Yardley to be elected as Vice-Chair. The Declaration of Acceptance of Office was signed.

**3. Apologies for Absence:**

Cllr S Greenall (Personal). These were accepted.

**4. Minutes of 8 April 2024:**

The minutes of the 8 April 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 W James (Chair).

**5. Declarations of Interest from Councillors:**

Cllr C Yardley Item 9m.

**6. Public Participation:**

- Hedge along Walsingham Road is overgrown. Clerk to deal with this.

**7. Clerks Report:**

Dog bin has been collected and waiting to be installed. Biodiversity policy has been drafted and to be completed

**8. Eligibility of the General Power of Competence.**

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

**9. Finances:**

a) Financial Statement for April 2024: This was AGREED. Explanation given that a cheque has not been cleared in the last financial year.

b) Payments: These payments were AGREED.

LATE PAYMENTS PAID ALREADY	
Roger Gillett Internal Auditor	20.00
HMRC Tax	77.60
Sarah Raven Wages April	311.10
BCKLWN Dog Bin Emptying	228.38

<b>To be Paid</b>	
Npower May	27.93
Npower April	31.09
Norfolk ALC Subscription	95.48
S Raven Wages	310.90
HMRC	77.80
James Johnson Payroll	144.00

- 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 3rd June ending on 12<sup>th</sup> July.
- h) Explanation of Variances and year end Statement: These were agreed.
- i) Asset List – The list was circulated and AGREED.
- j) Debit List - This was AGREED for the year. Only three for ICO £35 annually, Npower monthly various and CPRE £60 annually.
- k) Insurance Quote – This was on a 3-year term. It was agreed to pay the £619.77.
- l) CIL Report – This was AGREED. This was signed by the Chair.
- m) Donation to the Nelson Memorial Hall for new windows: Clerk to ask Nelson Memorial Hall how much windows are and then place on agenda for further discussion.
- n) Increase in Salary SCP point for Clerk: At present SCP17 £14.95 to raise to SCP 18 £15.21 per hour. This was Agreed.
- o) Noticeboard and Handrail over the River Burn Quote: The Contractor had not provided a quote. This was discussed to purchase a new Noticeboard. Quotes to be circulated to councillors. Handrail to try and get this completed as soon as possible due to health and safety concerns. Quote to repair for next meeting.

## **10. Co-Option for Councillors Vacancies**

No applications have been received. Place in Newsletter again to advertise.

## **11. Millennium Piece/Hedgerows/Trees**

Holkham explained about the allotments and vacant plot had now been let to people on the waiting list. The area of the sheds will not be relet at present and will carry out surveys and removal of the sheds. Millennium Piece no immediate plans.

## **12. Providing replacement nesting access to house roofs after reroofing or new construction:**

Various parishioners had asked about nesting facilities for swifts and reroofing of houses. Discussion regarding Holkham re-roofing that the policy is to instal swift boxes in new builds. Discussion on whether Holkham would instal in existing houses that require re-roofing and provide swift boxes. Felting can have also have a negative impact on bats. Clerk to ask if Holkham could have a policy for bats and swifts for new builds and existing houses.

**13. Streetlights and New Streetlight:**

New Streetlight Lowes Lane/Church Lane: It was AGREED to install a new defender PIR Streetlight from Westcotec at £1952 plus VAT. It was AGREED to use this money from CIL reserve.

Timers for 7 Streetlights: It was AGREED to install the 7 timers to come on at dusk and then turn off between 10 pm until 5.30 am. K & M Lighting quote was £630 plus VAT. It was AGREED to use this money from CIL reserve.

**14. Flooding and Sewage in the Village:**

Discussion on the flowing and sewage in the village. It was agreed to invite, Environment Agency, Gayton Parish Council Chair, South Creake Parish Council Chair, Anglian Water, Sam Sandell and Andrew Jamieson to the next meeting to discuss this issue. Clerk to arrange.

**15. Highways**

**a) New Trod/Bollards, Lowes Lane/Walsingham Road Junction:** The Quote had not been prepared by Highways and this would hopefully be available at the next meeting.

**16. Village Map:**

No update.

**17. Appraisal for Clerk:**

This was signed off by the Chair.

**18. Items for Next Agenda:**

Nothing.

**19. Public Participation:**

- Biodiversity Plan – Is this available for public to read.
- Classic Car event – 30<sup>th</sup> June being held at Whitehall Farm. Everyone welcome.

Meeting Closed: 7.05pm

**Dates and times of meetings 2024:**

24 June, 29 July, 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**