

# BURNHAM THORPE PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting held on Wednesday 5<sup>th</sup> May 2021 at 6.30 pm by Zoom Video Conference

Present:

Councillors: Mima Garland (Chair), Valerie Southerland, Sarah Greenall, Barbara Linsley, Chris Yardley, Alan Bodill, Jason Byard, Norfolk County Councillor Andrew Jamieson, Borough Councillor Sam Sandell and Clerk: Sarah Raven

Members of the Public: 14

1. Elect a Chairman:

It was PROPOSED, SECONDED and AGREED that Cllr M Garland be elected as Chair. The Declaration of Acceptance was signed.

2. Elect a Vice-Chairman

It was PROPOSED, SECONDED and AGREED that Cllr V Southerland be elected as Chair. The Declaration of Acceptance was signed.

3. Apologies for absence:

None

4. Minutes of the last council meeting held on the 22<sup>nd</sup> March 2021.

Minutes were circulated before the meeting, it was PROPOSED, SECONDED and AGREED to be signed as a true record with no amendments by the Cllr M Garland.

5. Declarations of interest from Councillors in any item to be discussed: -

None

6. Public participation:

- Discussion on the development in the village for 15 new rooms at the Pub. Worried about the infrastructure. Parking is an issue and volume of traffic.
- Discussion on flooding issues in the parish and amount of rainfall already. The new properties will add to the sewage.
- Cars are being parked in passing places which is making it difficult to pass on narrow roads. Clerk to check with Highways on getting post to state no parking, passing place only.

7. Reports by County and Borough Councillor: -

None

8. Holkham Presentation:

This was dealt with at the Annual Parish Meeting.

It was PROPOSED, SECONDED and AGREED to move items 19 and 23 forward.

19. Local Plan and Housing Needs

Cllr S Sandell explained the timetable for the draft Local Plan. 12<sup>th</sup> May Task Force at the Borough Council will have a briefing. 8<sup>th</sup> June to Resources and then to Cabinet. 9/10<sup>th</sup> June briefings to Parish Council by the Borough Council. There will be a 6-to-8-week consultation in July/August/September for the final stage then submitted to the Examiner to be adopted. Discussion on consultation period and whether comments could be made at the 2<sup>nd</sup> consultation in the summer. Cllr S Sandell would enquire at the Borough Council regarding the scope of the 2<sup>nd</sup> consultation and what could be commented on.

Housing Needs Survey had been conducted by Holkham Estate. Discussion on whether this was supporting the Borough Council with housing allocations. Cllr S Sandell would find out what weight is given by the Borough Council by private surveys.

23. Temporary Event Notices:

Parish Council had been asked to write to the Borough Council to see if Temporary Event Notices could be consulted by Parish Councils before the granting at the Borough Council. This was not an issue in the parish. It was PROPOSED, SECONDED and AGREED no action needed.

9. Clerks Report:

The Clerk presented her report. Only update was Egmore Energy meeting held on 30<sup>th</sup> April. Egmore Energy would liaise with parish councils directly regarding traffic routes.

10. Planning Variation of condition 2 of planning permission 18/02218/F to revise site plan at 1-4 Blacksmiths Yard Walsingham Road Burnham Thorpe Norfolk Ref: 21/00759/F: Not clear on the plans what was updating. Landscape plan changes to patio no 2 and heat source pumps. Holkham would produce plans outlining the changes and what is being presented for the variation for Councillors to decide on the application.

11. Finances:

a) Financial Statements for March 2021: It was PROPOSED, SECONDED the Bank Reconciliation and Financial Statement for March 2021 was AGREED.

b) Payments:- It was PROPOSED, SECONDED and AGREED to approve the payments.

Payments	Payment £	Receipts
EON	38.43	
Norfolk County Council (village gateways)	202.59	
Geosphere Ltd (Parish Online)	32.40	
CGM	223.13	
S Raven Wages	265.20	
BCKLWN (Precept)		8783.00

c) Earmarked Reserves : Explanation of Earmarked monies being moved. It was PROPOSED, SECONDED and AGREED to arrange for monies to be transferred from current to reserve account for earmarked funds.

d) Insurance Quote: Two insurance quotes were produced. BHIB was £605.43 on 3 year term. Came & Co was £565.33. It was PROPOSED, SECONDED and AGREED to insure with Came & Co.

e) Internal Auditor: Internal Auditors Report was circulated. No issues were raised. It was therefore PROPOSED, SECONDED and APPROVED.

f) Certificate of Exemption: The Certificate of Exemption was agreed by the Parish Council. It was therefore PROPOSED, SECONDED and APPROVED to sign.

g) Approve Annual Governance and Accountability Return Governing Statement Section 1 – The Governing Statement Section 1 had been circulated. It was PROPOSED, SECONDED and AGREED to be signed.

h) Approval Annual Government and Accountability Return Accounting Statement Section 2 - These were PROPOSED, SECONDED and AGREED this could be signed.

12. Flooding  
Cllr B Linsley explained issues surrounding the flooding and Anglian Water. Anglian Water will give a report in July regarding the infrastructure. Will be chasing if not had anything by August. The Norfolk Resilience letter will be going to all residents in flooded areas providing key contacts. Highways had completed work to verges and reseeded. Also drains had been cleaned out. Posts had been placed to stop parking on verge. Flooding still occurring near Ivy Farm. Clerk to contact Highways to investigate surface water near Ivy Farm. Anglian Water had asked if the bank could be built up to stop the River Burn bursting the banks onto the road. Clerk to research for next meeting. Cllr M Garland asked if Holkham could liaise with Anglian Water as well.
13. Egmere Energy:  
The Freedom of Information request had been placed on hold until after the meeting on 6<sup>th</sup> May with the Auditor for Future Biogas. Discussion on the information that is requested from Egmere Energy that is not received.
14. Rental Property at Blacksmiths Lane  
Holkham in the process of writing up the marketing information. This will include the criteria. The Parish Council will have sight of this. No decision as to the amount of rent. Holkham explained there is overwhelming demand at present for the rental properties.
15. Wi-Fi for Village Hall:-  
The CIL Officer had explained that only installation could be paid under CIL monies not the monthly fee. The monthly fee would need to come from precept. Virtual meetings could not take place for parish councils after 6<sup>th</sup> May. It was PROPOSED, SECONDED and AGREED this should be put on hold unless new legislation allows virtual meetings.
16. Survey for Lowering Speed Limit in the Village  
Low responses to the survey. To lower the speed limit in the village from 30 mph to 20 mph 51.4% No and 45.7% Yes, 2.9% other roads to be lowered. Church Lane 57.6% Yes and 42.4% No on lowering speed limit. It was discussed to redo the survey once lockdown finished and advertised more.
17. Tree Preservation Order at Goodricks:  
Cherry Trees at the Goodricks would be suitable for a tree preservation order. Concerned about the trees which are an amenity asset to the village. The area is in a conservation area and any tree works would have to notify to the Borough Council before works were undertaken but not notified to the Parish Council. It was PROPOSED, SECONDED and AGREED to register a Tree Preservation Order with the Borough Council.
18. Common Land: -  
An incident took place where public have been told it is not public access. Holkham is dealing with this. Signage being considered by Holkham. Dogs must be kept on leads. Holkham informed that the owner of the horse could not be found, and an Abandoned Notice/Removal Notice would be placed on the gate.
20. Play Equipment for Playing Field Committee:  
CIL Officer had confirmed that matting and installation would not be covered by CIL monies. Clerk liaised with Committee over payment for the play equipment. Draft Planning Application had been received. Plans for the location of the equipment submitted. It was PROPOSED, SECONDED and AGREED for the Playing Field Committee to act as Agent for the Planning Application.
21. Millennium Piece Lease  
Lease is still with Holkham.

22. Highways: -

- a) SAM2 Results: - Walsingham Road near Whitehall Farm. 85<sup>th</sup> Percentile 36.9 mph in a 30mph limit. Clerk to liaise with Engagement Officer at Police. Clerk to report for next meeting if Police can comment on other deterrents or Community Speed Watch.
- b) Public Rights of Way: No update at present.
- c) Village Gateways: Norfolk County Council received cheque. Highways will arrange to order gateways and then arrange installations.

24. Correspondence:

No new correspondence from list

25. Items for Next Agenda:

Extra Meeting to discuss Pub additional accommodation.

Flooding and water quality issues.

Local Plan

Discussions with Holkham regarding housing in the area.

26. To adjourn the meeting to invite public participation – including questions and statements relating to items on this agenda or for items to be placed on agenda for next meeting.

- The SAM2 post near The Lodge on Walsingham Road could be turned round.
- Discussion on parking at the Pub as not a large car park. Parking will therefore be on the grass verge.
- Discussion on the housing survey from Holkham. Lots of local people that require housing.
- Concerns that Anglian Water infrastructure and the new rooms proposed.
- Concerns with new rooms at the pub.
- Discussions surrounding general housing allocations. Working with Holkham to provide more affordable houses.

Meeting closed at 9.15 pm

Date and times of next meetings: -

Monday 19<sup>th</sup> July, Monday 20<sup>th</sup> September, Monday 22<sup>nd</sup> November.

All meetings start at 6.30 pm to be held in the Nelson Memorial Hall