

BURNHAM THORPE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 18th January 2021 at 6.30 pm by Zoom Video Conference

Present:

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

Members of the Public: 9

Welcome by Chair.

1. Apologies for absence:
Borough Councillor S Sandell
2. Minutes of the last council meeting held on the 23rd November 2020.
Minutes were agreed with no amendments. Proposed by Cllr M Garland and Seconded Cllr C Yardley.
3. Declarations of interest from Councillors in any item to be discussed: -
Cllr C Yardley 13 and 14b
4. Public participation –
None
5. Reports by County and Borough Councillor: -
Cllr Jamieson explained that Norfolk County Council were working hard during this latest lockdown. Vaccinations programme is working well and new hub in Norwich. First two cohorts have nearly been completed. All care homes have just about been completed. Footpaths have received some finances in relation to the Greenways Program.

Cllr Sandell had sent in a report which was read out. She contracted Covid over Christmas. The vaccinations programs are doing really well and offered her services to help out. The new Doctors Surgery at Burnham Market was now underway. The Borough Council staff are mainly working from home. If anybody would like to email her, she is willing to help with any enquiries.
6. Financial Statements for November and December 2020:
Clerk went through the financial statement and bank reconciliation. Online Banking had progressed a bit further as the Clerk could now access bank statements online. CIL payment had still not been transferred to the Reserve account and the bank was dealing with this. Approved proposed Cllr M Garland seconded Cllr S Greenall

7. To approve payments:

Payments	Amount £	Receipts	Amount £
S Raven Stamps & Rec Del (100867)	4.77		
S Raven wages Dec (100866)	257.80		
HMRC Tax (100865)	22.20		
S Raven photocopying (100864)	11.00		
S Raven wages Nov (100863)	257.80		

Payments approved proposed Cllr M Garland seconded Cllr S Greenall

8. Accountant for wages:
Ladywell Accountant who complete the payslips and P60 is retiring at the end of March 2021. Two quotes received. Agreed for James Johnson from Hunstanton to take over at £50 per annum. Proposed Cllr M Garland seconded Cllr V Southerland
9. AD Plant Biodigester traffic:
Briefing document and letter had been sent to Future Biogas and JLEN. Replies had been sent back and questions asked by the Parish Council. Meeting arranged for 26th January 2021, Cllr C Yardley and Cllr M Garland are attending for the Parish Council. Cllr A Jamieson explained that he had arranged for Norfolk County Council Officers to attend the meeting. The questions raised on Highways matters were ; vehicle size, speeds, frequency of movements, routes taken and damage caused to the Highway. Planning matters regarding the AD Plant were sent to North Norfolk District Council. He had spoken to Marie Strong regarding the matter. Cllr Jamieson also explained that he would contact North Norfolk District Council again to see if their Officers could attend that meeting as well. Cllr M Garland explained it would be good to have the meeting recorded and minutes so the meeting could be transparent. Member of Public explained there were a lot of issues regarding the Plant. A lot of people have been asked to the meeting and worried that nothing will get sorted. Cllr Jamieson explained he would contact NNDC and pass on information. Member of Public had prepared an information sheet which might be of assistance.
10. Wilding Area on Church Lane Field:
Cllr B Linsley explained there are various names for this field. Field directly opposite the Church which has a public footpath through then leads to another field. The tenancy has expired. The footpath is not clearly signposted where to walk. Holkham will return it to something better with flora and fauna hopefully.
11. Village Gateways:
Parish Partnership application for a grant had been submitted. Glasdons quotes had been received. These gateways would be positioned at the entrance to the village near Whitehall Farm. At present the gates would be 1.3m above ground and size for the left hand one would be 1.5 m This would have the Burnham Thorpe sign, 30mph and the Nelson's Village included on the gate. The other side of the road need clarifying by Highways. This would either be 1.3 m above ground, but would either be a 90 cm sign or just one post. Cllr V Southerland and Clerk had a meeting with Highways to ascertain what size they would allow. Councillor agreed Option 1 to have the 1.3 m above ground, white three bar gate with signage included on the gate at a width of 1.5 m and the other side would be a white three bar gate with 30mph sign 1.3 above ground height and 96 cm width gate. The total cost of the gates would be £1737.86 which PC would be responsible for half £868.93 plus installation. If Highways would not allow the sizes of gates, then go for Option 2 with the small one post option at a cheaper cost. Agreed Option 1 if Highways approve. Proposed Cllr M Garland seconded Cllr A Bodill.
12. Traffic Regulation Order:
Clerk explained that Cllr A Jamieson was dealing with a Traffic Regulation Order (TRO) for the A149 to propose a reduction in the speed limit in villages to 20mph and outside the villages 40mph. He has asked if the Parish Council wanted to join the Traffic Regulation Order as it would be cheaper if any part of the village needed to reduce the speed limit to 20 mph. A survey would need to be conducted from the parishioners. The TRO would cost anywhere between £6,000 and £10,000 but costs could be considerably less if the Parish Council joined Cllr Jamieson scheme. Cllr Jamieson explained what he was proposing. This matter is being dealt with this matter and is going through Cabinet. It will take time and some villages do not want to wait. A survey would be good idea to do to see what parishioners would like for their village. Costs would be reduced but Cllr Jamieson would find out the price to the Parish Council. Discussion on which roads might

be considered for the 20mph. Church Lane is not covered under 30mph. Agreed to complete a survey Proposed Cllr M Garland, seconded Cllr B Linsley.

13. CIL Payment to be used for WI-FI in the Village Hall:

Councillors agreed that Cllr C Yardley could speak on this matter: It would be useful to have Wi-Fi in the village hall so that people can join by Zoom if parish council meetings were allowed to go back to the Village Hall. The benefits would be useful to village hall users as well. Clerk to find out prices. Member of Public explained there was already a telephone line in place. Proposed by Cllr M Garland to look at costs for getting Wi-Fi for the next meeting seconded Cllr A Bodill.

14. Millennium Piece:

- a) Lease – Clerk had spoken to the solicitor regarding the lease. Still waiting for the lease to be received to be signed.
- b) Fakenham Area Conservation Team quotation: Agreed for Cllr Yardley to be able to speak on this matter.

Clerk explained that the resolution in the previous meetings could not be undertaken as CGM were not able to complete the work. Councillors agreed this could be rescinded in accordance with Standing Orders. All Agreed

Cllr C Yardley explained that a site meeting took place at Millennium Piece to discuss the work that needed to be completed. Fakenham Area Conservation Team (FACT) undertake this type of work. Hedge and grass cutting was discussed and will be undertaken by a parishioner. FACT do have their own insurance and volunteers encouraged to help with the work undertaken. Tree canopies would need to be dealt with which FACT could help with. FACT had no fee to join and no requirement for commitment. Work would need to wait until lockdown had been lifted but some works would need to be undertaken sooner in line with Covid guidelines. FACT quote of £690 Agreed by Councillors to complete as in agreement of their quote. Proposed by Cllr M Garland, seconded Cllr S Greenall.

15. Highways

- a) SAM2 – Clerk explained this had been on Walsingham Road near The Lodge. 85th percentile 30 mph. Max speed was 55 mph. This will be placed on website. Police will be informed with the data.
- b) Footpaths – No updates at present. Clerk to keep chasing.

16. Rental properties at Blacksmiths Lane involvement of Parish Council:

A potential tenant had been in touch with the Parish Council for consideration for the rental property at Blacksmiths Lane. Clerk to check the documents between Holkham Estate and Burnham Residents Association. Further discussion in March on this matter.

17. Review of Policies:

- a) Complaints Policy
- b) Freedom of Information Policy
- c) Lone Worker Policy
- d) Training and Development Policy
- e) Code of Conduct Policy

Clerk explained that all the policies were needed to be reviewed. All policies agreed and approved. Chair to sign. Proposed Cllr M Garland seconded Cllr C Yardley

18. Correspondence:

List attached.

- Playing Field Committee had asked for a donation from the CIL money received from the Borough Council. Clerk explained she would contact the Playing Field Committee as the Parish Council cannot give a donation from the CIL money. An application process to ask for grants towards projects by Parish Council and local Communities was due to come out in the next two weeks. Clerk to send details to the Playing Field Committee when this was received. Member of Public explained that play equipment was being delayed and cannot go to planning. The specialist firm was on furlough at present but hopefully this will be forthcoming.
- Rangers – Due to come out in February to undertake work.

19. Items for Next Agenda:

Anglian Water updating their infrastructure.

20. 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.

- Enquiry of the repairs of the bridge at Lowes Lane
- A car had been skidding on the playing field and also on the Church grass area. This has been reported to the Police as anti-social behaviour.
- Domestic CCTV has been placed on the Old Post Office house and looks across the road.

Meeting closed at 8.05 pm

Date and times of next meetings: -

Monday 22nd March, Monday 24th May, Monday 19th July, Monday 20th September, Monday 22nd November.

All meetings start at 6.30 pm to be held virtually by Zoom or in the Nelson Memorial Hall

..... Chair Dated:

**THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL
AND SIGNED ABOVE BY CHAIR**