BURNHAM MARKET PARISH COUNCIL

Minutes of a meeting of Burnham Market Parish Council held in the Village Hall, Burnham Market on Monday 18th January, 2016 at 7.00pm.

Present: Councillors, G Hanley (Chairman), J Murphy (Vice-Chair), C Howell, T Manning, R Monbiot, M Oldfield, W Owen, J Scoles, C Stimpson, the Clerk, Sarah Harvey and six parishioners.

1. The Chairman welcomed all those present to the meeting.

2. Parishioner’s Participation
   A parishioner raised concerns regarding planning application 15/02099/F for an extension to dwelling at 1 Old Railway Yard. The parishioner stated that the planning application included plans to build a garage on what was understood to be common land. It was noted that the area in question was the only possible turning area for vehicles and was of great importance to assist larger vehicles exiting the Old Railway Yard, particularly emergency vehicles. The Parishioner reported that contact had been made with the Planning Officer regarding the concerns, but to no avail.

3. Apologies for Absence
   It was agreed to accept apologies for absence from Councillor A Ruffhead (holiday).

4. Declarations of Interest on Agenda Items
   Councillor G Hanley declared a non-pecuniary interest in Agenda Item 8a (Foundry Field/Car Park).

5. Minutes
   It was resolved that the minutes of the Parish Council Meeting held on Monday 21st December, 2015, copies of which had been circulated to members and were available in the village hall, be approved and signed by the Chairman.

6. Matters Arising from the Minutes for Information Only
   Councillor T Manning enquired as to whether the electrical certificates for the festive lighting had been received from the Traders Association. Councillor J Scoles confirmed that the certification would be passed to the Parish Council as soon as possible. Councillor T Manning enquired whether the electrical certification had also been obtained for the defibrillator. The Clerk advised that DJB Electrical had been further contacted following the last meeting but no response had been received. Councillor G Hanley advised that the grit bins had been unlocked and would remain unlocked until the spring.

7. Vacancies left unfilled at Election by reason of insufficient nominations
   With no further applications to be considered for co-option on to the Parish Council, it was agreed that Councillors should approach individuals they felt would be suitable for the role.

8. Foundry Field/Car Park
   a. Councillor J Murphy advised that following a conversation with Mr J Bird (Fleur Developments) an update had been received via email regarding the car park which had been circulated to all Parish Councillors. It was noted that the car park remained on course to be completed middle to end of February. It was noted that the Borough Council had formally ratified their decision to accept the car park and public toilets and work had begun on the transfer documents and associated plans. The Heads of Terms were being formulated and passed between Fleur Developments and the relevant officers at the Borough Council and that once these were acceptable to both parties they would be sent to the Parish Council. Following completion of the car park it was noted that this would be
inspected by officers of the Borough Council and once approved, would be transferred to them. The car park would be the subject to a 12 month defect liability period. It was noted that the Council Officer and his team in charge of the car parking function had been involved at all stages of construction and chosen/specified the pay and display machinery, CCTV, barrier control, positions of ducting, specification of the public toilets internally etc. It was considered that an early viewing of the car park could be arranged for those members of the Parish Council who were interested, closer to the time and that an opening ceremony was still planned. It was noted that the site team were liaising with NCC Highways over the yellow lining and that this should be completed in the timeframe they envisaged.

9. Allotments
   a. **Allotment Sub-Group** – it was noted that an allotment sub-group meeting had been arranged for Wednesday 20th January, during the evening, following a site meeting at Angles Lane during the afternoon.

   Councillor C Howell advised that he had attempted to make contact with the outgoing tenant at Angles Lane to discuss clearance of the allotment, but to no avail. Councillor C Howell advised that a new tenant was keen to take over the allotment at the end of January. It was considered and agreed that the tenant should be written to one last time to ascertain whether she wished to clear the allotment or for the Parish Council to arrange for it to be cleared. In the event that the latter was agreed with the tenant, it was noted that the tenant should be advised that the £50 deposit would be retained. It was agreed the tenant should be given one week to respond from receipt of the letter.

10. Finance
   a. Accounts for payment under the Late Payments Interest Act 1998: there were none declared.
   b. Accounts for payment: It was resolved that the following accounts should be paid:
      - 000365 - Heronwood Landscapes, Leaf Collection, Village Greens (December) - £100.00
      - 000366 - Anglian Water, Pavilion - £20.35
      - 000367 - T.T Jones Electrical Ltd, Street Lighting Maintenance (Jan/Feb/Mar) - £187.36
      - 000368 - Wicksteed Leisure Ltd, Annual Play Area Inspection - £54.00
      - 000369 - Miss S Harvey, Clerk’s Salary, Travel (21/12/15 - 17/01/16) + Expenses (19/10/15 – 17/01/16) - £635.09
   c. Finance received: It was noted that the following amounts had been received.
      - Allotment Tenants, Allotment Rent 2015/16 - £10.00
      - Harold Moorhouse Trust, Donation (Persian Ironwood, Village Green) - £160.00
   d. The bank reconciliation from 1st October to 30th November, 2015, was considered, approved and signed by the Chairman.
   e. **Precept Setting 2016/2019** – the Clerk reported that written applications had been received from Councillors C Howell, J Murphy, R Monbiot, W Owen, J Scoles and C Stimpson requesting that a dispensation be granted in order for the precept to be considered and set for each financial year up until May 2019. The Clerk advised that without the dispensations, the number of members prohibited from participating in setting the precept would be so great a proportion of the Council that it would impede the transaction of business. Therefore under Section 33 of The Localism Act dispensations were granted by the Clerk and would be valid until May 2019.
   f. **Budget and Precept for 2016/17** – details of the budget and precept review for the financial year 2016-17 were discussed and it was agreed to set a Net Precept figure of £27,286 for the financial year 2016-17. It was noted that the Net Precept combined with the Council Tax Support Grant of £720, would amount to a total Parish funding requirement for 2016/17 of £28,006.

11. Planning Matters
   a. It was resolved that the following planning applications be recommended for; APPROVAL
- 15/02061/F
Extension and alterations to dwelling at 3 Church Walk.

**REFUSAL**
- 15/02028/F
Demolition of existing bungalow and the erection of semi-detached dwellings and one detached dwelling at Grandvilla, Station Road.

**APPROVAL**
- 15/02127/DM
Prior Notification of proposed demolition: Three outbuildings at Wood Lodge, Millwood.
- 15/02099/F
Extension to dwelling at 1 Old Railway Yard.

It was considered and agreed that prior to a recommendation being made it was necessary to liaise with the Planning Officer regarding the ownership of the area of land to be used for the proposed double garage. It was considered this issue needed to be resolved before the planning application could be determined and therefore it may be considered necessary to defer the determination date.

**REFUSAL**
- 15/02128/F
Insertion of two new dormer windows and two conservation style rooflights in connection with loft conversion at Western Cottage, 6 Market Place.

**REFUSAL**
- 15/02047/F
Variation of condition 2 of planning permission 15/00887/F: To amend previously approved plans at Locksley Cottage, North Street.

b. It was noted that the following applications had been APPROVED/REFUSED by the Borough Council:

**APPROVAL**
- 15/01863/F
Re-roofing (no increase in ridge height), to include conservation area roof windows. New joinery to west elevation, of design to match that in south elevation. New window to north elevation of the north room to match those in south elevation. Rebuild chimney breast and stack in centre at Church Close House, Church Walk.

**APPROVAL**
- 15/01864/LB
Listed Building Application: Re-roofing (no increase in ridge height), to include conservation area roof windows. New joinery to west elevation, of design to match that in south elevation. New window to north elevation of the north room to match those in south elevation. Rebuild chimney breast and stack in centre at Church Close House, Church Walk.

c. **Other Planning Matters (for information only)**

- Planning Enforcement - it was noted that a further enquiry had been made with planning enforcement regarding Collen & Clare’ 73 Market Place. The Clerk advised that the original case officer, Mr I Williamson, had now left the BCKWLN and the case had been re-allocated to Heidi Wedge (Planning Enforcement Officer). It was noted that to date no contact had been made from the occupier of the premises, but that the owner of the premises had now been contacted directly regarding the issue. The owner of the premises had been notified that both advertisement and listed building consent had to be obtained. The Clerk advised that a breach of planning had also been reported at the Tuscan Farm Shop.

12. **Action Plan**

a. **Play Area** – the Clerk advised that Helen Sephton-Pike (HAGS SMP) was available to meet to discuss all aspects of the refurbishment project for the Play Area on Tuesday 26th January at 10.30am. It was agreed that Councillors J Scoles, C Stimpson and the Clerk would attend. Councillor G Hanley advised that the Jack’s Lane Community Benefit Fund would be open for
funding applications from the 1st February until the 1st April 2016. The Clerk reported that Mr C Thorner had been asked to remove the Crazy Daisy Springer from the Play Area.

b. **Holkham Development Proposals** – it was noted that a response had been received from Mr J Bracey (General Manager, Land & Property) which had been circulated amongst Councillors. It was noted that whilst Holkham’s intention was to bring forward a wider master plan for Burnham Market that would benefit the whole community (including new GP Surgery, housing south of Joan Shorts Lane and west of Creake Road, new housing at the allotments (already within the settlement boundary), the re-provision of allotments where appropriate, as well as a relocated Village Hall), the challenge was bringing forward all the proposals in the form of one planning application. It was noted that the timescales of NHS England’s in respect of delivering a new GP Surgery were tight and that the security of central funding could possibly be jeopardised if this application was not prioritised. It was noted that Holkham were happy to work with the Parish Council and local community in order to provide a new Village Hall, but that this would require a greater degree of consultation with the community, prior to any planning application being submitted. It was noted that Holkham were keen to share plans in respect of the GP Surgery and new housing as soon as possible, as well as obtain the Parish Council’s thoughts on the timing of a public consultation. It was agreed that a further meeting should be arranged with both Mr D Horton-Fawkes (Estates Director) and Mr J Bracey (General Manager, Land & Property) as soon as possible.

c. **Website, Domain Name** – the Clerk reported that Josh Dyball (Josh.biz web Design) had advised that domain names could not be bought, only registered for a certain period of time. It was noted that if a person, business or organisation no longer required use of a particular domain name, the registration could be permitted to expire and would free the domain name to be registered to somebody else. It was noted that the period of time that you register a domain name for was variable. Josh Dyball had advised that his supplier would allow domain names to be renewed up to 10 years and that a price could be calculated for renewal over a ten year period. It was agreed that the Clerk should obtain a price for a 10 year renewal of the domain name for the Parish Council website.

d. **Other related issues**

- **War Memorial** – Councillor G Hanley advised that due to technical problems with his computer he had been unable to print the photograph’s of the War Memorial to accompany the letter to Mr K Eglen (Architectural Stone Services). It was hoped the problem would be fixed inimiently and the letter sent. Councillor R Monbiot enquired as to whether the plaque for the notice board had been organised. Councillor G Hanley advised that this would be organised once the work to the granite sets had been carried out.

- **Granite Sets, Noticeboard** – Councillor G Hanley advised that Nod Butcher & Son had been asked to remove all of the granite sets in order for them to be re-laid satisfactorily. Confirmation that the work was to be completed was still being awaited.

- **Wire Fencing, Playing Field** – Councillor C Howell stated that the newly erected wire fencing along Creake Road was already being compromised by children climbing over it.

- **Speeding Cars** – Councillor T Manning reported that both teachers and parents had expressed concerns regarding two vehicles that were racing along Creake Road and Station Road. It was noted that the incidents frequently occurred whilst children were waiting for the school bus. Details of both the vehicles along with registration plates were passed to the Clerk in order for the matter to be reported to the Police.

13. **Correspondence**

The following correspondence had been received and the contents noted.

a. **Norfolk Citizens Advice Bureau** - to note the receipt of a letter of thanks for the £50 donation.

b. **BCKLWN, Parish Council update** – it was noted that a training event had been organised to provide Parish Council’s with an update to planning system changes and to provide information relating to planning applications being circulated electronically. Both sessions were to be held on Monday 29th February, 3pm to 5pm and 5.30pm to 7.30 pm at South Lynn Community Centre. It was noted that the Clerk and Councillor C Stimpson would attend on behalf of the Parish Council.
c. Correspondence received after 13th January, 2016; there had been none received.

14. Highway Matters

a. **Hedging, Cross Lane** - Councillor T Manning reported that he had received a telephone call from Mr P Bickell regarding the overgrown hedgeway at Cross Lane. It was noted the hedging on the north side had reduced the width of the bridleway significantly. It was considered and agreed that the landowner, Mr J Hancock, should be advised of the issue and asked to reduce the hedging.

**Speed Limit, Whiteway Road** - the Clerk advised Mr P Bickell had also enquired as to whether the speed limit sign at Whiteway Road could be moved back. It was noted that Highways had advised that consideration would not be given to moving the speed limit in this location as a restricted budget only allowed them to intervene at locations that were considered a high priority. As an alternative, highways had suggested the purchase of a SAM2 (Speed Awareness Monitor) sign through the Parish Partnership Scheme which could be used in more than one location.

**A-boards, Village Centre** - the Clerk also reported that Mr P Bickell had raised concerns regarding the number of A-boards situated on the highway through the village centre, as well as the number of tables situated outside The Hoste. It was noted that Area Manager from Highways had met with the manager of The Hoste and agreed that the current amount of chairs and tables could remain on the highway. The situation would be monitored and this would only be taken further if the number of tables and chairs increased. Highways had advised that A-boards only met with a low priority and action would only be taken if they were causing an obstruction and a potential liability issue on the highway. It was considered and agreed the situation with the A-boards would be monitored following the installation of the designated walkway, at which point the traders would be approached and reminded of the danger they present and that they would be personally liable if a pedestrian tripped. Councillor J Scoles suggested writing to the Traders Association so that they could advise traders of the Parish Council’s concerns.

**Pathway, Beacon Hill Road to Back Lane** – the Clerk confirmed that the footway had been put forward for a scheme allocated for 2017/18, although this may change depending on priorities and budgets available. In the meantime the Highways Technician had agreed to side out the footpath and assess if any patching work was required.

**Grass Cutting, Playing Field** - the Clerk advised that an enquiry had been received from a parishioner regarding the planned start date to begin cutting the playing field. Concerns were raised regarding the length of the grass due to mild weather. It was agreed to carry this item forward to the February agenda.

Councillor T Manning reported that the roadway at the junction with Station Road and Creake Road was sinking and regularly flooding.

Councillor C Howell reported that Thoroughfare Yard requiring clearing. Councillor G Hanley agreed walk through the area and report back at the next meeting.

Councillor C Howell advised that the litter bin outside of the Play Area had not been emptied. Councillor C Howell would confirm to the Clerk whether this had been emptied following the most recent collection.

15. Footway Lighting

a. It was noted that streetlight 9010, near All Saints Church, North Street, required attention.

Councillor G Hanley reported that a parishioner had raised concerns regarding the street lighting in the Market Place being on until the early hours of the morning. It was suggested that the timers required adjusting.

16. Parishioner’s Participation

A parishioner enquired as to whether any plans were available that showed the development proposals being considered by Holkham. Councillor G Hanley advised that the development proposals could be seen within the Site Allocations and Development Management Policies Plan document available via the Borough Council’s website.
Mr R Stimpson suggested given the number of houses being developed at the Grandvilla, Station Road, the applicant should make a contribution towards village projects. It was noted that if more than ten properties were built per site a levy was charged to the developer, but the money generated may be spent anywhere in the borough.

With no other business the Chair closed the meeting at 9.20pm.

.......................................................... Chairman
15th February, 2016

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL

Actions by Clerk/Councillors
- To correspond with allotment tenant regarding clearance of allotment, Angles Lane – SH
- To submit Parish funding requirement to the BCKLWN - SH
- To respond to planning applications – SH
- To obtain further updates re Colleen & Clare & Tuscan Farm Shop, Market Place – SH
- To meet with rep from HAGS SMP re Play Area refurbishment/funding/consultation – SH
- To arrange a further meeting with Holkham re development proposals - SH
- To liaise with Josh.biz Web Design regarding domain renewal – SH
- To report speeding cars to Police - SH
- To reply to any correspondence - SH
- To report/address all Highway issues – SH
- To report/address all street lighting issues – SH

Ongoing Actions
- To agree dates for additional litter bin emptying – SH & GH
- To arrange a Play Area clean up – ALL
- To discuss with Nod Butcher, Granite Setts, Notice board – GH & TM
- To correspond with Ken Eglen, re War Memorial restoration – GH
- To liaise with Bright Spark Electrical, re Electrical Inspection – GH
- To arrange for a tree inspection, Market Place – SH
- To carry out the relevant actions re dog fouling - SH
- To remove the bulbs from around the War Memorial – GH
- To fill the remaining Parish Council vacancies by co-option - ALL
- To locate the 1950’s allotment lease and liaise with Roy family – GH
- To liaise with B Hopkins (The Hoste) re plaque for notice board - GH