

# Burnham Overy Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 23<sup>rd</sup> May 2022 at 6.20 pm in St Clements Church, Burnham Overy Town.

## Present:

Councillors: Katherine William-Powlett (Chair), Neil McCallum-Deighton, Johanna Howell, Avril Edwards, Sarah Stevens, Pam Thompson, Luke Douglas Home, Clerk: Sarah Raven

Members of the Public: 8

1. Election of Chair:  
Cllr K William-Powlett was willing to stand as Chair. It was PROPOSED, SECONDED and AGREED to elect Katherine William-Powlett.
2. Election of Vice-Chair:  
Cllr N McCallum-Deighton was willing to stand as Vice-Chair. It was PROPOSED, SECONDED and AGREED to elect Neil McCallum-Deighton.
3. Apologies for absence:  
None
4. Minutes of the last council meeting:  
The Minutes of the meeting held on 11<sup>th</sup> May were APPROVED as a correct record of the proceedings and signed by Cllr K William-Powlett.
5. Declarations of interests: -  
Cllr A Edwards and Cllr K William-Powlett item 16.
6. Clerks Report:  
Circulated before the meeting and on website. Query of Notice Board for Burnham Overy Staithe waiting on Egmore Energy Grant. Highways to be placed on the agenda for discussion next meeting. Lease signed but still waiting for Holkham Trustees to sign.
7. Public Participation:
  - Phone mast – process, location, and lack of transparency from Telecoms and Borough Council.
  - Discussion and clarification regarding representative for Village Hall Committee.
8. Queens Platinum Jubilee Celebrations and straw bales:  
Jubilee report prepared by Advisory Group. Balance from mug sales from Jubilee Group will be given to the Parish Council. Straw Bales it was AGREED to give people the chance to have these for a donation. Any left will go back to the supplier. Risk Assessments have been completed and these were AGREED.
9. Neighbourhood Plan:  
Discussing whether to hold a public meeting to gauge interest. Concerns whether Planning Authority takes neighbourhood plans seriously. It was AGREED to hold a public meeting in the Village Hall to gauge opinions on what might be included in a neighbourhood plan and interest in being on the committee. To be actioned by Cllr K William-Powlett.

10. Borough Council and making a Freedom of Information Request in respect of the Mast:  
Email received from the Borough Council regarding the process of the mast and being outside the response time for refusal. It was AGREED to write to the Borough Council for freedom of information regarding the mast. Clerk to draft.
11. Traffic Regulation Orders for Burnham Overy Staithe and Burnham Overy Town:  
The Burnham Overy Town speed limit was not included on the Norfolk County Council Safer Road Scheme. It is very disappointing not to be included. Clerk to write to Cllr A Jamieson to see if he would contribute towards the Traffic Regulation Order.
12. Climate and Ecological Emergency:  
The Norfolk County Council rebutted that they are not declaring an emergency along with other councils and their actions will speak for them. Clerk to write to ask what actions the Borough and County Council are doing regarding both climate and ecological emergency. Clerk to write and ask for action plans.
13. Website from Eyelid Productions:  
It was AGREED the new email will be burnhamovery-pc. The new charges increase of £20 for CloudNext was AGREED.
14. Support Moving Boats from the verges along East Harbour Way:  
Harbour Trust had asked whether it would be supported in moving boats off the verges after British Summertime has ended. This was AGREED and write accordingly to the Harbour Trust.
15. Finances:  
a) Payments were PROPOSED, SECONDED and APPROVED.

Payments	£
P Hunt	260.00
BHIB Insurance	400.19
Ewings Accountants	190.80
CGM	126.00
S Raven (Zoom)	14.39
S Raven (Wages)	570.25
S Raven (NP Law Subscription after cheque was stopped	600.00
GJL Straw Bales Jubilee	368.00
S Raven (Mileage	32.40
S Raven TEN BCKLWN	21.00
BOPC Unity Trust	500.00

- b) Financial Statements March and April 2022: The accounts were APPROVED
- c) Internal Auditors Report: Report was read out and AGREED.
- d) Annual Governance Statement (Section 1) Annual Governance and Accountability Return: This was read out and PROPOSED, SECONDED and AGREED and signed by Clerk and Chair.
- e) Annual Accounting Statement (Section 2): The was read out and it was PROPOSED, SECONDED and AGREED and signed by Chair and Clerk.
- f) Certificate of Exemption of Annual Governance and Accountability Returns: It was PROPOSED, SECONDED and AGREED the Certificate of Exemption which was signed accordingly.
- g) Date for Exercise of Public Rights: It was AGREED this will be from 13<sup>th</sup> June to 22<sup>nd</sup> July 2022.

- h) Asset List: This was amended to include the Jubilee Bench and Tree Plaque. To remove the 2 old metal noticeboards. These were AGREED.
  - i) Insurance quote BHIB: AGREED the insurance quote and Schedule with BHIB still under a 3-year term.
  - j) General Power of Competence criteria: Criteria not fulfilled due to majority of councillors being co-opted.
  - k) Internal Controller to Appoint: Cllr N McCallum-Deighton AGREED to remain as the internal controller.
  - l) Direct Debits: ICO yearly, Nest (Pension), Currys (Laptop insurance). These were AGREED.
  - m) CIL report: This report was AGREED and signed. CIL retained at the yearend £2003.92.
  - n) Earmarked Reserves: The reserves were AGREED. Movement of money between Current and Reserve accounts was APPROVED.
16. Allotments: Plot 7 New Tenancy and Deposit to previous Tenant:  
It was AGREED to release the £25 deposit to previous tenant. New Tenancy Agreement to be dated from 1<sup>st</sup> June 2022. Rent to be charged from June to September. Problem with cars parking on track and boats being left on the allotment.
17. Representative for the Village Hall Committee:  
Cllr N McCallum-Deighton agreed to continue to be represented.
18. Representative for the Harbour Trust Committee:  
It was noted that Burnham Overy Harbour Trust are currently not having a committee but should it be reinstated, representatives were elected. It was AGREED this would be Cllr K William-Powlett and Cllr P Thompson.
19. Reports from councillors:  
None
20. Agenda Items for Next Meeting:
- Bus survey and improvements. Update from James Wild MP regarding bus and train links.
  - Highways
  - Climate and Ecological Emergency
  - Flooding.
21. Public Participation:
- Person may be able to take the whole lot of the straw bales if left after the event and make a donation.
  - Village Hall Chair has a separate email address for the management/bookings. Could the Village Hall have a PC email address when set up for the manager.
22. Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of a confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the Freedom of Information request and confidential legal advice received.  
The Freedom of Information request was discussed following a Case Officer being appointed by the Information Commissioners Officer. Instructed and legal advice given by NP Law. Charges for NP Law had exceeded the subscription of 10 hours free advice and now being dealt with on an hourly basis. Reserve account had £1000 to cover NP Law private charges.

Meeting Closed: 8.00 pm

Date and times of next meetings 4<sup>th</sup> July (Church), 5<sup>th</sup> September, 17<sup>th</sup> October, 28<sup>th</sup> November to be held at the Village Hall, Burnham Overy Staithe unless otherwise stated.

Signed..... Date:.....

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL  
AND SIGNED ABOVE BY CHAIRMAN.