

Burnham Overy Parish Council

Minutes of the Parish Meeting held in The Village Hall, Burnham Overy Staithe on Tuesday 20th March 2018 at 6.00pm

Present: Councillors: Anne Scoles (Chairman), Simon Raven, Pamela Thompson, Margaret Sizeland, Bridget Bunkle, Henrietta Faire, Paul Lingwood, Sam Sandell (Borough Cllr)

Clerk:- Sarah Raven

Members of the Public 3.

1. Apologies were received and accepted for Cllr Andrew Jamieson (County Councillor).
2. The minutes of the last council meeting held 20th February 2018 were approved and signed by the Chair. Proposed Cllr M Sizeland and seconded Cllr P Thompson
3. Declarations of interest and pecuniary interests – Cllr Raven 7a.
4. The meeting was adjourned to invite public participation – None
5. Cllr Lingwood signed the Acceptance of Office and Code of Conduct
6. Planning update: Demolition of existing house and garage/ workshop and construction of a new house and garage with boat storage and associated landscape works at Domville Glebe Lane Burnham Overy Staithe, King's Lynn, Norfolk – Councillors had no objections however there was a condition placed on the application as to the boatshed not being used as a living area.
7. Payment Approved.

Payments	£	Receipts	£
a) Sarah Raven wages (February)	235.40		
b) Currys laptop cover (February)	5.50		
c) BCKLWN dog bins	164.74		

All payments approved. Proposed P Thompson, Seconded M Sizeland - Agreed

8. Allotments

- a) Plot 3a is now being used, Agreement dated 1st March 2018. Deposit of £25 taken.
 - b) Clerk and Cllr Raven attended the allotment course ran by Norfolk Parish Training. New Tenancy Agreement separate from the Rule and Regulations. Separate form for Notice to Quit, Tree/Structure notice, Risk Assessment, Inspection to be completed by Clerk every month, Privacy Notices. Need to mark out boundaries for half plots. Footpaths needs to be established and kept. When rents for the allotments are due to have a meeting in the Village Hall to invite allotment holders to look through the paperwork. Inspection report read out. To get plots numbered so these are easier to identify. All documentation once approved to be placed on website.
9. Brothercross:- Received notification from the Loss Adjusters for the insurance company. Asked two specialist companies to give a quote. Communication with Conservation Officer at West Norfolk Borough Council.
 10. Neighbourhood Plan: Good idea to have one. Place another advert in the Newsletter to ask for volunteers to come forward. Funding available.
 11. Village Sign, Burnham Overy Staithe – To straighten the ironwork would be £300 plus VAT. Quote received for painting the post. Post needs securing as movement in it. Cllr Raven suggested to tighten the post up and get it painted with weatherproofing. New post would cost £60 treated. Leave until later in the year to straighten up over winter time. Discussion to move the post forward and twisted so coming from Burnham Overy Town direction it would be more visible. Approved.
 12. Tennis Club: Donating football goal and a tennis rebound net to Parish Council. Rebound net would be pegged down and situated between the concrete and climbing wall. Clerk to write to Norse to make sure they are careful whilst cutting grass and do not cut the nets.

13. Communication with Parishioner: - Agenda and Minutes on noticeboards and website. All parishioners can view these adequately. Clerk had received an email to ask if I could send out agendas to individuals. With General Data Protection Regulations, individuals would need privacy statements signed to allow Clerk to hold emails. The Councillors considered this information and explained it was adequate enough to place on website and noticeboards.

14. Harbour Trust representatives: Harbour Trust meeting on Friday 30th March at Village Hall at 6 pm. Agenda had been sent out and read out which is on their website. Trustees would be made up of the parish council and also a voting member would be a parish councillor, so Cllr Raven and Cllr Thompson can continue representing the Parish Council until the Annual Parish Meeting in May when this is voted on. Constitution is to be amended but Parish Council has not received this yet.

15. Policies to be approved

- a) Freedom of Information - approved need to be signed at April meeting
- b) Notice to Public regarding Meetings - amended and approved.
- c) Grant Awarding Policy – Explained the new policy - approved

Cllr Sandell left the meeting.

16. Correspondent List attached: Main documents: Norfolk County Council Vision for Norfolk, Tree Strategy policy from BCKLWN, Environment Agency grass cutting on bank between March and October, Anglian Water leaks sorted, Potholes report and completed, Norfolk County Council Access Improvement plan, Parish Partnership Grant SAM2 approved. Clerk chased: Borough Council to see if any CIL payments been granted but none had been received, Holkham re trees on playing field, Holkham 77 acres update, Highways chased regarding posts on trod. These have now been completed however posts not along houses. Clerk to write to Highways to see if wooden posts can be included next to the houses, Clerk to organise a sign to fix onto the post “beware cars”. Clerk to email Highways to see if these can be completed also for a Pedestrian in the road sign to be placed near Glebe Lane.

17. Report by Norfolk County Councillor Andrew Jamieson. Read out report. Update on Stagecoach and new buses replaced for most routes. Lynx, Sanders and First to take over various routes. Coast-hopper to be renamed Coast-liner.

18. Report by Borough Councillor Sam Sandell - None

19. To receive items from councillors for the next agenda – Path along New Road very uneven and broken up – Clerk to write to Highways. Website, AGAR Annual Return Exemption Certificate, Emergency Plan for village.

20. To adjourn the meeting to invite public participation – None

Meeting Closed: 8.00 pm

Date and time of next meetings – 17th April 2018, 15th May 2018, 19th June 10th July (please note this is a week earlier), 18th September, 16th October, 20th November, 18th December at 6 pm Village Hall, Burnham Overy Staithe.

.....Chairman Dated: 17th April 2018

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