

Burnham Overy Parish Council

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

Present: Councillors: Anne Scoles (Chairman), Simon Raven, Pamela Thompson, Bridget Bunkle, M Sizeland, H Faire, P Lingwood Clerk: - Sarah Raven,
Members of the Public 3.

1. Apologies: Cllr A Jamieson (County Council) and Cllr S Sandell (Borough Council)
2. The minutes of the last council meeting held 16th October 2018 were approved and signed by the Chair. Proposed Cllr M Sizeland and seconded Cllr P Thompson
3. Declarations of interest– Cllr P Thompson, 5 c – Cllr H Faire, 5a – Cllr S Raven 6a, 6f, 6g (pecuniary interests).
4. The meeting was adjourned to invite public participation: -
* Brothercross update. Historic England have now approved contractor start date, Licence from Highways approved and the rebuild the middle of December. Is protection going to be placed around it once it is rebuilt. This will be decided by Historic England once it has been rebuilt.
5. Planning Applications Received:
 - a) Ref: 18/01319/F - Replace the existing windows and doors at Mill View Barn Church Hill Farm Barns Wells Road Burnham Overy Town Norfolk PE31 8HU – Sent back with no observations either for or against.
 - b) Ref: 18/01857/F - Variation of Condition 2 of planning permission 17/02210/F a Fishers East Harbour Way Burnham Overy Staithe Norfolk PE31 8JF - Sent back with no observations either for or against.
 - c) Ref: 18/01852/F - Demolition of a small lean-to and garden room. Reconstruction of brick boundary wall sections. Construction of two-story extensions to the north, east, and west. First floor extension of garage at Anchorage East Harbour Way Burnham Overy Staithe Norfolk PE31 8JF - Sent back with no observations either for or against.
6. Payments Approved.

Payments	£	Receipts	£
Clerk Wages (Oct)	267.02	Allotment rents	12.50
Currys Laptop Cover (Oct)	5.50		
ICO	40.00		
Norfolk Parish Training	28.00		
Poppy Appeal wreath	25.00		
Holkham Rent allotment	75.00		
Holkham Rent Playing field	12.50		

Agreed - Proposed: Cllr H Faire and Seconded Cllr M Sizeland

7. Grass Cutting Quotes: - Norse was more expensive than CGM Ltd. Proposed by Cllr S Raven that the council go with CGM for next year. Seconded by Cllr H Faire.
8. Finances and Budget: Running through the draft budget for 2019/2020 incorporating the new grass cutting quote. Donation letters received from Wells Community Hospital and Community Car Scheme, but no donations approved for next year. Cllr S Raven proposed the hire of village hall to be reduced to £150, seconded by Cllr H Faire. Cllr H Faire would speak with the Village Hall Committee to see if the payments could be lowered to £150. Clerk to complete a final version for the December meeting to be approved. Cllr Raven would like to change the earmarked money in the reserve to change village hall from £3000 to £1000 and move that money to Election costs and general reserve.
9. Allotments:
 - a) Inspections and actions taken: Clerk had completed an allotment inspection, and all was in order. All allotment payments had been received now. Plots 1 and 2 are still available.

- b) Lease – NP Law had been in contact and they were still investigating the Agricultural Tenancy as opposed to a commercial lease. They would be in touch once they had some answers.
10. Playing field:
- a) Inspections – Wood filler needed in one piece of equipment, but this could wait until spring.
 - b) Lease – Solicitor has been through each clause, but another meeting needs to be arranged for the Councillors to go through each section. Solicitors advised to do a local authority search, so Councillors need to decide on this. Extra meeting to be arranged to go through all documents.
 - c) Update on play equipment Stage 1: - Climbing frame and see-saw being put in on Tuesday 27th November. Site meeting taken place and discussed where the best position of the equipment is to be placed. Approved that the climbing frame to be placed between the mushrooms and the basket swing. See-saw to go between the slide and the baby swings. All in agreement with the positions. Cllr S Raven has a picnic bench which he would donate and could be placed on the playing field.
11. Brothercross, Burnham Overy Town: - Historic England had put the Brothercross on the At-Risk Register until this is rebuilt. Contractor had been in touch. Permit had been granted for street licence. Contractor would like to delay rebuild from 26th November to 10th December. Agreement by Councillors to delay on condition that Historic England agreed as well.
12. Defibrillator: - Superhero had found a suitable package for a defibrillator. Boathouse had agreed to house the unit and provide the electricity. Clerk to liaise with installation.
13. SAM2 Sign: - SAM2 positioned at The Mill, Burnham Overy Town in a 40 mph. Highest speed recorded was 80mph at 6.50 pm on the 17th October. Highways had agreed to place an extension post along Wells Road, Burnham Overy Staithe next to Glebe Lane at no cost to the Parish Council.
14. Meetings attended by Councillors: -
- a) Planning Course by AONB – Clerk attended. Planning materials now highlighted “dark skies”. Norfolk Coast Partnership should also be consulted on planning application.
 - b) Harbour Trust – Cllr S Raven explained the solicitors had not been instructed to look at the new constitution. Scolt Head & District Right Holders had instructed their solicitors.
15. Footpath/Trod/Signage at Burnham Overy Town: Clerk had received a complaint from a member of the public regarding the road near the Church in Burnham Overy Town. There was no signage to indicate the bad bend. Highways would not place any new signage as there had been no accidents recorded. Member of Public asked if the speed limit could be lowered. When this was investigated in 2017 a Traffic Regulation Order would need to be sought at a cost of between £3,000 and £6,000. There was no guarantee a Traffic Regulation Order would be signed off to lower the speed limit however that money was not recoverable if it did not go through. These fees were not feasible for the parish council. A footpath was asked to be discussed next to the Church wall. Highways have stated that there is a BT pole in the way which would need to be moved. Highways roughly estimate £10,000 to place a footpath in. This was not plausible for the parish council to consider with this amount of cost. Clerk to see if any funding in the future was possible.
16. Footpath, New Road: - Cllr M Sizeland was stating the footpath was in disrepair, especially in the dark and was very uneven. This had been reported to Norfolk County Council on 26th March and 25th September and would continue to be inspected. Footpath in Overy Town was also getting in disrepair, Clerk to check. Pot Holes on New Road near West Harbour House need reporting.
- Cllr P Lingwood left the meeting
17. Bench at New Road: - Cllr S Raven explained that local builder was providing a concrete base, however he was very busy. Hopefully this will be completed by the beginning of December.
18. Actions taken by Clerk: - Complaint regarding Green Lane and Marsh Lane being overgrown. Cllr S Raven had cut this and thanked him for cutting this. Hedge has now been

cut which was overhanging Wells Road, Burnham Overy Staithe. Pot holes at West Harbour way been reported, Rangers should be here 26th November list supplied.

19. Planning Policy: - Amendments agreed, to be signed at next meeting.
20. Lone Worker Policy: - Reviewed and no amendments. Signed by Chair. Proposed Cllr H Faire, Seconded Cllr P Thompson
21. Complaints Policy: - Reviewed and no amendments. Signed by Chair. Proposed Cllr H Faire, Seconded Cllr P Thompson
22. Equality and Diversity policy: - Reviewed and no amendments. Signed by Chair. Proposed Cllr H Faire, Seconded Cllr P Thompson
23. Retention of Documents Policy: - Reviewed and no amendments. Signed by Chair. Proposed Cllr H Faire, Seconded Cllr P Thompson.
24. Record Management Policy: - Reviewed and no amendments. Signed by Chair. Proposed Cllr H Faire, Seconded Cllr P Thompson
25. Archived Old Minutes: - Agreed for Clerk to attend Norfolk Records Office and deposit Minutes.
26. Correspondence: -
 - * Meeting with Saxlingham Neathergate to look at the Hastoe Housing week commencing week of 26th November. Dates to be supplied.
 - * Police: new Beat Officer been appointed and may attend meetings.
 - * Polling Stations consultations by the BCKLWN.
 - * SNAP meeting
 - * West Norfolk Love Campaign, newsletter
 - * Norfolk County Council – Consultation Budget
 - * Civic Voice, Newsletter
 - * Member of Public – Trod and Hedge next to Glebe Lane, looked at regarding visibility
 - * Allotment Holder – regarding sheds
 - * BCKLWN – election costs
 - * Norfolk Parish Training & Support – Courses
 - * Community Action Notice – Newsletter
 - * Norfolk County Council – Superhero street closure 22nd June 2019
 - * ICO – Subscription
 - * BCKLWN – Planning application being withdrawn Naseby
27. Items for Next Agenda: - None
28. Public Participation –
 - * Glad the bench at New Road is being sorted.
 - * West Harbour Way – why has the verge not been reseeded. Highways are inspecting and dealing with this.
 - * Discussion regarding Naseby as to the withdrawing of the planning application.
 - * Rangers – how often do they come out. Every two to three months. To keep the verge along East Harbour Road and Chapel Lane tidy.
 - * Discussion over the light pollution at the top of Gong Lane.
 - * Street lighting - why are there no street lights apart from top of New Road. Discussion that the street lights at New Road are funded by the Borough Council not Parish Council.

Meeting closed 7.50pm.

Date and time of next meetings – 15th January, 19th February, 19th March, 16th April. Meetings at 6 pm in the Village Hall, Burnham Overy Staithe.

.....Chairman Dated: 18th December 2018

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