

# **Burnham Overy Parish Council**

## **Minutes of the Annual Meeting held in The Village Hall, Burnham Overy Staithe on Tuesday 16<sup>th</sup> May 2017 at 6.15pm**

Present: Councillors: Anne Scoles (Chairman), Simon Raven, Margaret Sizeland, Pam Thompson, Henrietta Faire, Bridget Bunkle, Sam Sandell (Borough) Clerk Sarah Raven, Jonnie Usher (Internal Auditor) Members of the Public 6.

1. Anne Scoles was re-elected as Chairman. Proposed S Raven Seconded M Sizeland – Declaration of Office was signed and witnessed.
2. Simon Raven was elected as Vice-Chairman. Proposed Henrietta Faire Seconded Pam Thompson
3. No Apologies
4. The minutes of the last council meetings held 18<sup>th</sup> April 2017 and 9<sup>th</sup> May 2017 were approved and signed. Proposed Cllr M Sizeland seconded Cllr H Faire
5. Declarations of interest and pecuniary interests – S Raven item 7, 8, 9,15
6. The meeting was adjourned to invite public participation. None
10. Internal Audit – Chairman read out the internal audit and this was signed by Jonnie Usher, Anne Scoles and Clerk. Chairman thanked Jonnie Usher for all his help and assistance over the years for dealing with the internal audit.

(Jonnie Usher then left the meeting at this point)

7. Payments approved:

Payments	£	Receipts	£
Sarah Raven Overtime (Feb)	77.49	HMRC (vat repayment)	478.92
Sarah Raven (springs for gates)	17.63	Precept	5606.75
NALC subscription	100.49		
Sarah Raven (stamps)	5.60		
Sarah Raven wages (April)	192.25		
Currys Laptop	5.50		
Norfolk Parish Training	250.00		
Sarah Raven (Sign)	15.14		

All payments approved.

8. Clerk's timesheet for overtime in April was approved. Approval given to purchase Microsoft Office 365 and McAfee Antivirus both for £59.99 for a year.
9. Clerk would like to complete CILCA course. Fee would be £40 for step up course and then £250 for the course from September to March and then £250 for the test. Bursary could be claimed for £50. Approved.
11. Donations agreed St Clements Cemetery £100, Heritage House £50, Burnham Community Car Scheme £50 and East Anglian Air Ambulance £50.
12. No election to take place so can co-opt.
13. Election of Councillors for Harbour Trust are Pam Thompson and Simon Raven. Proposed H Faire and seconded M Sizeland.
14. Playing Field – Burma Bridge has been removed, skate park repaired, swing risk hazard sorted and springs on gates. Moles under control however rabbits are a problem. Quotes to be obtained for next meeting. Norse had supplied tick sheets of what work they had completed on the playing field. Newsletter received from Norfolk Playing Field Association to be affiliated to them it was £20 for the year. They would help with grants and advise on equipment. Agreed to be affiliated with them.
15. 77 Acres of marshland. Anne Scoles and Clerk attended Norfolk Records Office and photos were taken of the appropriate documents. Meeting at Holkham to see the conveyance on 1<sup>st</sup> June at 10 am. Clerk to give names of attending to Holkham.

16. Speeding – Clerk had chased NCC, Highways Sally Bettinson regarding the pedestrian warning signs which was discussed back in 2013. She would honour the agreement to place these near the Pub and at the other end of the A149 where the properties start. However, Highways would not place these at Burnham Overy Town. Clerk had explained this was minuted for Overy Town as well. Clerk to chase Highways. To extend and reduce the speed limits would need a Traffic Regulation Order and for Highways to give approval. This would cost between £3000 and £6000 and must be borne by the Parish Council with no guarantee the Traffic Order would go through. Burnham Overy Town would be the only one which Highways would approve from 40 to 30mph. Flashing signs could be purchased using the grant via Parish Partnership. Cost in the region of £3000. Highways would have to approve where the sign would be position. Clerk to invite Cllr Andrew Jamieson (Norfolk County Council) to attend next meeting to discuss. Problems with parking around the triangle of Wells Road, Burnham Overy Town.
17. Neighbourhood Plan – Meeting attended at Burnham Market where BCKLWN attend to give a presentation regarding the plan. Cllr Sandell explained the benefits of the plan. Steering committee would need to be set up, Clerk to place notice on noticeboards and website to invite people to help. Parish ward boundaries are changing which might change the Borough Councillors. To be placed on the next agenda for further discussion again.
18. Bench at the top of New Road – In very bad state of repair. Quotes for repair and to have raised.
19. Insurance Policy renewal – The documents had been circulated to all Councillors. Renewal fee of £343.28. Clerk had queried amount as last year renewal was £340.66 but £173.93 was added to property damage. Aon had confirmed was correct and property damage was covered. Agreed to renew.
20. Trod, East Harbour Way – No date had been confirmed by Highways.
21. Boat Park – This had been registered with HM Land Registry. Copy of the Official Title Deed had been received and copy held with Ward Gethin Archer at King's Lynn. Licence agreements to be sent out in due course for signature.
22. Village Sign, Burnham Overy Town - Sally Bettinson, Highways to come out on 23<sup>rd</sup> May 2017 at 9 am to discuss the position of the Village Sign.
23. Planning Policy – When plans come in if they need dealing with before the next meeting an extra meeting needs to be held. Cllr Sandell to find out from Borough Council what the regulations are. Clerk to email her with details.
24. Reports from Meetings attended by Councillors - A Scoles and M Sizeland attend a meeting with the Police Commission at Snettisham. Reports from S Raven regarding Harbour Trust meeting.
25. Correspondence – List attached. Main points: BCKLWN ward boundary meeting A Scoles and Clerk to go on 23<sup>rd</sup> June, Environment Agency for Bank and river management, Hastoe moving of the village sign at Burnham Overy Staithe agreed date of unveiling 6<sup>th</sup> July. Meeting regarding Planning at BCKLWN on Monday 22<sup>nd</sup> May.
26. Items for next agenda – S Raven wanted Allotments place on it.
27. Meeting adjourned to invite public participation – Brancaster has Neighbourhood Plan could council not adopt this. Also, it should not be a joint plan between the three Burnham parish councils. Discussion regarding parking for the Church car park at Burnham Overy Town. Rosebush needs pruning on the triangle at Overy Town. Parishioner expressed it would be shame if bench was removed.

Meeting closed 7.50pm

Date and time of next meeting –20<sup>th</sup> June 2017 11<sup>th</sup> July 2017, 19<sup>th</sup> September, 17<sup>th</sup> October, 21<sup>st</sup> November and 19<sup>th</sup> December at 6 pm Village Hall, Burnham Overy Staithe.

.....Chairman      Dated: 20<sup>th</sup> June 2017

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