

Burnham Overy Parish Council

Minutes of the Meeting held in the Village Hall Burnham Overy Staithe on Tuesday 21st February 2017 at 6.00pm

Present: Councillors: Anne Scoles (Chairman), Margaret Sizeland, Simon Raven, Pam Thompson, Iain Mackechnie Jarvis, Henrietta Faire, Bridget Bunkle Clerk Sarah Raven, Members of the Public 5.

The Chairman welcomed Councillors and members of the public.

1. Apologies were accepted from Cllr Sam Sandell (Borough Council)
2. The minutes of the last council meetings held 16th and 30th January 2017 were approved and signed. Proposed Cllr I Mackechnie Jarvis seconded Cllr H Faire
3. Declarations of interest and pecuniary interests were received from Cllr S Raven on Agenda items: 7, 8, 9, 12
4. The meeting was adjourned to invite public participation.
A letter had been sent to the Clerk regarding the proposed Licence of the Boat Park. There were some points that were not acceptable to them and would be grateful for them to be changed.
Geocache was explained that it was a treasure hunt and shown what a geocache looked like.
5. Andrew Jamieson explained that he was standing for the North Coast Ward in the forthcoming Norfolk County Council elections on the 4th May. He gave a talk on what he would hopefully be dealing with if elected.

6. Payments :

To approve payments:

Payments	£	Receipts	£
HM Revenue & Customs Clerk Wages	261.20	Mrs Dickinson Boat Park	200.00
Clerk – Mileage	81.45	Sarah Raven Refunded Wages Inland Revenue Tax	261.20
Laptop Cover – Currys (Jan)	5.50		
Clerks Salary (Jan)	186.62		

All payments approved.

7. Clerk's timesheet for overtime in January was approved. Payroll for wages each month to have a firm deal with this, quotes were obtained Stevenson Smart (£220 per annum plus VAT) Pye & Co (£240 per annum) Ladywell (£72 per annum). Ladywell was based in Suffolk however Ladywell was recommended by other Clerks. Approved to go with Ladywell.
8. Allotments
 - a) Holkham had written back regarding the break clause and had stated a break clause in year 10 and a rent review in year 10 was proposed. This was agreed.
 - b) Allotment tenancy approved.
 - c) Approved policy for bees on allotments. Agreed that person keeping the bees must be a member of the British Bee Keeping Association and a copy of this membership and a copy of their Insurance (for public liability) must be held by the Clerk. Also for the allotment to be padlocked. Clerk to obtain quotes for fencing the boundary of the allotments.

9. Playing Field

- a) Cllr Faire explained that she had looked into turning the skate park into a climbing frame. However the safety aspect was not practical. Action Play & Leisure had priced a climbing frame for £6717 including matting. This would be guaranteed for 20 years.
 - b) To finance the climbing frame Cllr Faire would do a fundraising appeal letter in May to be circulated to all residents. If a grant could be applied for, a copy of the lease from Holkham would need to be sent. Clerk to write to Holkham and ask for a copy of the original lease. Cllr Mackechnie Jarvis expressed thanks to Cllr Faire for sorting this out.
 - c) Quotes had been obtained to trim the trees back on the playing field for around £380 plus vat. Holkham may well be able to complete this for us free of charge. This to be put on hold. The playing field is in a conservation area so an application will need to be completed before any work is completed.
10. The Tennis Club established that the Parish Council own this and the Tennis Club is run as a management committee. Insurance needs to be considered to see if a Broker could sort out insurance for both Parish Council and for the Tennis Club.
 11. Boat Park: Signs were shown which were proposed to be placed either side of the chain and one on the chain. These would be fixed on a post and states there should be no parking to allow access to the boat park. Approved.
 12. 77 Acres of Marshland. More documents had been received and it was agreed to hold off sending letters at present. Cllr Mackechnie Jarvis and Clerk would attend Norfolk Records Office to meet with Mr Cooke to go through all the documents before writing.
 13. Village Sign Burnham Overy Town. There had been two drawings completed which were shown. Both were not acceptable as too fussy and not in proportion.
 14. Geocache: Approved to be placed in or near the Village Sign at Burnham Overy Staithe.
 15. Village Sign Burnham Overy Staithe. Clerk to write to Hastoe to see if this could be placed on the front grass where Hastoe Houses are at Tower Road.
 16. Speed Limits. Cllr Mackechnie Jarvis explained that speed limits need to be moved back further on the A149 entering Burnham Overy Staithe and dropped to 20mph. Speed checks had been completed. Cllr Sizeland to enquire at the next SNAP meeting regarding speeding results. Agreed to ask a Police Liaison to attend at Burnham Overy Staithe and also to see if Highways could attend as well.
 17. Defibrillator: Superheros were willing to sponsor a defibrillator for the village. Clerk to ask Superheros if they will take full responsibility of the defibrillator and to look into where it would be situated.
 18. Chapel Lane: A compliant had been received regarding the Lane being very muddy and uneven. As a public right of way Highways would not resurface this as it was passable with care. Clerk to ask for grass seed to be dealt with on the Bank at the entrance to Chapel Lane as very muddy. Enquire with Environmental Agency as well.
 19. Training for Councillors: Norfolk Parish Training would come out to do a 2 hour session for £250. Clerk to see how many people Norfolk Parish Training would do for that price if they could do more then ask Thorpe or Burnham Market so that the cost could be shared. BCKLWN offer planning training free during the day for a 2 hour session. Clerk to get some dates.
 20. Risk Assessment regarding Financial Management policy was signed as a true copy.
 21. Meetings attended by Councillors: Cllr Raven and Cllr Thompson had attended Harbour Trust meeting.
 22. Correspondence received. List had been circulated : Community Infrastructure Levy was discussed. Mrs Briggs had sent an email regarding Boat Park Licence. There were some amendments that they would like altered before signing. This was the first Licence that any of the residents had received. Amendments had been approved and Licence to

be amended and circulated. Norfolk County Council Highways letter read out regarding new dwellings access to and from Glebe Lane and Gong Lane.

23. Items for next agenda: - Public Toilets.

24. Meeting adjourned for Public Participation.

Meeting closed 8.10pm

Date and time of next meeting – Tuesday 18th April 2017 at 6 pm in St Clements Church, Burnham Overy Town.

.....Chairman Dated: 21st March 2017

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