

# BURNHAM THORPE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 31 March 2025  
6.30 pm at The Nelson Memorial Hall, Burnham Thorpe

## **Present:**

Councillors: Chris Yardley (Vice-Chair), Colin Hitchcock, Mima Garland, Sarah Greenall and Barbara Linsley and Clerk: Sarah Raven

Member of the Public: 1

## **1. Apologies for Absence:**

Cllrs W James (Personal) gave his apologies. The apology was AGREED.

## **2. Minutes of 3<sup>rd</sup> March 2025:**

The minutes of the 3<sup>rd</sup> March 2025 have been circulated before the meeting. It was PROPOSED, SECONDED and AGREED to accept these as a true record of the meeting. The minutes were signed by Cllr C Hitchcock.

## **3. Declarations of Interest from Councillors:**

None.

## **4. Public Participation:**

None

## **5. Clerks Report:**

Report circulated before the meeting. Internal and External Audits being prepared and to be sent to Roger Gillett for the internal audit.

## **6. Reports from Borough and County Council:**

Cllr A Jamieson had sent an annual parish report which had been circulated.

## **7. Planning:**

None.

## **8. Finances:**

- a) Financial Statement for February 2025: £15911.79 closing balance 28 February 2025.  
This was PROPOSED, SECONDED and AGREED.

- b) Payments: These payments were AGREED.

<b>Late Payments Already Made</b>	
S Raven wages February	329.44
HMRC	82.40
J Stilgoe (Hedge Cutting)	120.00
S Raven Wages March	329.44
HMRC	82.40
<b>TO BE APPROVED</b>	
Norfolk Parish Training Subscription	111.56
Parish Online	32.40
Npower	0.21

c) Grass Cutting quote: Norfolk Grounds Maintenance have given a quote of £2880.00 per annum and Nurture are £3677.89 per annum plus VAT. It was discussed and advised that notice of 3 months would need to be given to Nurture. A discussion as to whether Nurture were in breach of contract and may give one month notice. It was agreed to ask Norfolk Grounds Maintenance as to when they could start and ask for recommendations of any other parishes they cut grass for before sending a termination letter to Nurture.

d) Online Banking: It was necessary to undertake online banking with Cllrs M Garland and B Linsley completing the authorising payments once payments had been set up by Clerk. This was APPROVED. Clerk to complete and update Mandate.

#### **9. Holkham:**

- a) Millennium Piece: It was discussed whether the Council should give notice to Holkham to surrender the lease. It was AGREED to surrender to Holkham on 31<sup>st</sup> May 2025 however to put in newsletter for parishioners to be aware.
- b) Old Railway Line: This was placed on Burnham Overy PC agenda for April and Burnham Market PC for May.
- c) Footpath 10 Public Rights of Way: The Public Rights of Way Team at Norfolk County would not sign off on the new fence and gates installed by Holkham as originally agreed in principle before the works start. The reason why it could not be signed was that there should either be a fence or gates not both. It was APPROVED for Clerk to write to Cllr A Jamieson and to write to Holkham with support that the fence and gates should remain.

#### **10. Streetlights:**

The new streetlight could still not be signed off even after the Method Statement, Risk Assessment and Lighting Assessment has been completed. Westcotec are approaching Amey at Norfolk County Council to undertake a further evidence-based assessment of risks for utilities.

#### **11. Village Map:**

A map had been seen at Holkham which might be considered for Burnham Thorpe. Cllrs M Garland and C Yardley would make further enquiries.

#### **12. Noticeboard:**

Update from Cllr W James that repair quotes were being given.

#### **13. Gov.uk email and domain Name:**

It became mandatory for councils to have gov.uk domain names with emails. Quote from Cloud Next at .gov.uk domain £50 plus VAT per year and Email hosting £49.99 plus VAT per year. Cloud Next were still offering the £100 plus VAT discount for the first payment, so effectively making the first year free. Still continue with WIX website but Cloud Next would host. Norfolk ALC quote was £112 plus VAT admin fee of £70 per year plus membership. Charge for hosting WIX as well of £100. Cloud Next worked out cheaper per year. It was AGREED to go with Cloud Next

#### **14. Items for Next Agenda:**

None

#### **15. Public Participation:**

None.

Meeting Closed: 7.23pm

**Dates and times of meetings 2025:**

12 May, 23 June, 28 July, 1 September, 13 October, 24 November.at 6.30 pm in the Nelson Memorial Hall, Burnham Thorpe

..... Chair                      Dated:

**THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL  
AND SIGNED ABOVE BY CHAIR**