

# BURNHAM THORPE PARISH COUNCIL

Minutes of the Burnham Thorpe Parish Council Meeting held on 28 May 2026  
at 6.30 pm at The Nelson Memorial Hall, Burnham Thorpe

## **Present:**

Councillors: William James (Chair), Chris Yardley (Vice-Chair), Mima Garland, Colin Hitchcock and Sarah Greenall  
Clerk: Sarah Raven  
Member of the Public: 3

## **1. Election a Chair:**

It was Proposed, Seconded and AGREED that Cllr W James be Chair. The declaration of Acceptance of Office was duly signed.

## **2. Election of Vice Chair:**

It was Proposed, Seconded and AGREED that Cllr C Yardley be Vice-Chair. The declaration of Acceptance of Office was duly signed.

## **3. Apologies for Absence:**

Cllr S Sandell (Borough Councillor) gave her apologies.

## **4. Minutes of 13 April 2026:**

The minutes of 13 April 2026 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 the Chair, Cllr W James.

## **5. Co-Option:**

There were two vacant seats on the Parish Council. An application had been received from Ben Andrews to be considered for co-option. This was a majority to co-opt. Cllr B Andrews signed the declaration of acceptance of office and joined the councillors.

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

None

## **7. Public Participation:**

- Public right of Way opposite Church. Stile has broken. Clerk had reported to Public Rights of Way.
- Public right of way FP10 was overgrown. Clerk to report to Norfolk County Council.
- Public Right of way FP 1 was overgrown. Clerk to report
- War Memorial cleaning – perhaps the council could consider paying for the cleaning.
- CIL – query regarding the amount of CIL left. Clerk explained that this had been spent.

## **8. Clerks Reports:**

Nothing outstanding at present.

## **9. General Power of Competence:**

This was not permitted as the criteria was not met in that 2/3rds of the councillors were not elected.

## 10. Finances:

a) Financial Statement for April 2026: Bank reconciliation had been completed and circulated. Budget Comparison discussed. Approved.

b) Payments: These payments were AGREED.

Payments	£
James Johnson Accountant	168.00
Roger Gillett	20.00
CPRE	60.00
Clear Council Insurance	755.21
Norfolk ALC subscription	95.92
Heronwood Landscapes Grass Cutting	160.00
Npower	6.85
S Raven Wages (May)	425.10
HMRC	1.21
LATE PAYMENTS APPROVED	
S Raven Wages (April)	425.10
HMRC Tax (April)	1.21

c) Internal Auditor Report: This was presented. No concerns raised. APPROVED.

d) Annual Governances Statement (Section1) of the Annual Governance and Accountability Return (AGAR). This was read out. It was PROPOSED, SECONDED and AGREED.

e) Accounting Statement (Section 2) of AGAR : This was read out. It was PROPOSED SECONDED and AGREED.

f) Certificate of Exemption: As both payments and receipts were below £25,000 it was PROPOSED SECONDED and AGREED to complete the certificate of exemption

g) Date for Exercise of Public Rights – This was set for the 3<sup>rd</sup> June to the 14<sup>th</sup> July 2026.

h) Explanation of Variances and year end Bank Reconciliation: These were discussed and confirmed as APPROVED.

i) Asset List: No amendments needed.

j) Direct Debit List: This was Approved to have CPRE at £60, ICO various and Npower Various as direct debits.

k) Insurance Quote: Obtained from Clear Council. This was £755.21. Clerk to consider other quotes for next year. As due on 1<sup>st</sup> June this was APPROVED.

l) CIL Form for Borough Council: There is no CIL remaining to spend. Form completed and APPROVED.

m) Donations to be given to the Church (Grass cutting) £200 and £100 to Burnham Market Area Community Car Scheme. This was APPROVED.

n) Clerks Salary increase from SCP19 £16.35 to SCP 20 £16.90 as from 1<sup>st</sup> April 2026. This was APPROVED.

## 11. Disabled access from the car park to the ramp at the Nelson Memorial Hall:

This was discussed that disabled users had to access the uneven grass area before using the ramp to the Hall, however disabled parking could be next to the ramp for easy access. It was therefore AGREED not to take any further.

## 12. Bench on Millennium Piece:

It was AGREED To remove the bench from Millennium Piece and place on the Goodricks if the Borough Council approved.

**13. Old Railway Line:**

No updates from Norfolk County Council yet.

**14. Village Map**

Cllrs M Garland and C Yardley were working on the village map. Still ongoing.

**15. Flooding:**

Cllr M Garland attending a meeting and draft notes had been circulated. Anglian Water will be undertaking survey to look at surface water drainage. Sewage works adequate at present.

**16. Councillors to undertake Clerks Appraisal:**

It was AGREED for Cllrs W James and S Greenall to complete.

**17. Items for next Agenda**

None

**18. Public Participation:**

- Dog bin near the public right of way opposite the new dog field. This had not been installed. Clerk to chase.

Meeting Closed: 7.15 pm

**Dates and times of meetings 2026:**

29 June, 27 July, 14 September, 26 October and 7 December 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**