

BURNHAM THORPE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 12th May 2025
6.20 pm at The Nelson Memorial Hall, Burnham Thorpe

Present:

Councillors: Chris Yardley, Mima Garland, Barbara Linsley, Sarah Greenall Clerk: Sarah Raven

Member of the Public: 2

1. To Elect the Chair:

It was PROPOSED SECONDED and AGREED that Cllr C Yardley (Vice-Chair) take the Chair as apologies received from Cllr W James.

It was PROPOSED, SECONDED and AGREED for Cllr William James to be Chair and was elected unopposed as Chair. The Declaration of Acceptance of Office was agreed to be signed as soon as possible.

2. The Vice-Chair:

It was PROPOSED, SECONDED and AGREED for Cllr C Yardley to be elected as Vice-Chair. The Declaration of Acceptance of Office was signed.

3. Apologies for Absence:

Cllr W James (Personal). These were accepted.

4. Minutes of 31st March 2025:

The minutes of 31st 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 Yardley (Vice-Chair).

5. Declarations of Interest from Councillors:

None

6. Public Participation:

None

7. Clerks Report:

This had been circulated to Councillors. Updates were Grass Cutting contract could not be terminated with Nurture as the contractor for Norfolk Grounds Maintenance had withdrawn the offer. Bank Mandate still to complete by Cllrs Linsley and Garland. Emails still to update with new gov.uk. Website had been successfully changed.

8. Planning:

Update on the Planning Committee in respect of Church Farm Barns. Cllrs had attended the meeting to explain the objection by the Parish Council. This was permitted by the Planning Committee.

9. Eligibility of the General Power of Competence.

This cannot be applied for due to the number of elected councillors being only 4.

10. Finances:

- a) Financial Statement for March and April 2025: Both were AGREED. Explanation given that some cheques have not been cleared in the last financial year.
- b) Payments: These payments were AGREED.

LATE PAYMENTS PAID ALREADY	
S Raven April Wages	329.64
HMRC	82.20
James Johnson Accountant	156.00
BCKLWN Dog Bins	790.92
Cloud Next Hosting Domain	59.98
Roger Gillett Internal Audit	20.00
To BE APPROVED	
Clear Insurance	781.27

- c) Internal Auditor – The report was read out and AGREED.
- d) Approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) – The statement was read out. It was PROPOSED, SECONDED and AGREED to accept the statement. This was signed by the Clerk and Vice-Chair.
- e) Accounting Statements (Section 2) – This was read out. It was PROPOSED, SECONDED and AGREED for the Clerk and Vice-Chair to sign the accounting statements.
- f). Certificate of Exemption – the Certificate of Exemption was explained. It was PROPOSED, SECONDED and AGREED to exempt the Council. This was signed by the Clerk and Vice-Chair.
- g) Commencement Date to set the exercise of public rights: This was agreed for 3rd June ending on 14th July.
- h) Explanation of Variances and year end Statement: These were agreed.
- i) Asset List – The list was circulated and AGREED.
- j) Debit List - This was AGREED for the year. Only three for ICO £35 annually, Npower monthly various and CPRE £60 annually.
- k) Insurance Quote – This was on a 1-year term. It was agreed to pay the £781.27.
- l) CIL Report – This was AGREED. This was signed by the Vice-Chair and Clerk.

11. Old Railway Line

Burnham Overy and Burnham Market were continuing to support the Parish Council to engage with Norfolk County Council regarding a public footpath. Clerk would liaise with Norfolk County Council Legal Services and ask for evidence forms to be recompleted.

12. Streetlight:

Junction of Lowes Land and Church Lane: The Norfolk County Council had agreed the installation of the solar power streetlight. Westcotec had been advised and would instal as soon as they were able to.

13. Village Map:

Supplier found for a village map to be completed. A quote would be given and Cllrs M Garland and C Yardley would complete this action.

14. Noticeboard

Cllr M Garland will liaise with contractor to organise a quote for the repair of the noticeboard.

15. Appraisal for Clerk:

It was AGREED that Cllr B Linsley would complete the Clerks Appraisal with either Cllr W James or Cllr C Hitchcock. Clerk to arrange a date for this to take place

16. Items for Next Agenda:

Signpost near Nelson Memorial Hall- the Church fingerpost had broken off. Cllr M Garland to enquire whether this could be repaired.

Bench on Millennium Piece to be moved to Nelson Memorial Hall area.

17. Public Participation:

- Planning Committee – Thanked the Councillors who attended the meeting for their efforts.

Meeting Closed: 7.05pm

Dates and times of meetings 2024:

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**