

BIRCHAM PARISH COUNCIL

Minutes of the meeting of Full Council on Wednesday 5th March 2025. The Meeting was held at 7.30 in Bircham Social Club.

Present: Cllrs H Rayner (Chairman), Cllr Palmer, Cllr Daniels, Cllr Clark, Cllr Kemsley, Cllr French, Cllr Morley, Cllr Hutchinson, Cllr Spake

Also present, Michelle Wroth (Clerk), 5 members of the Public.

1. Declarations of Interest (25/015)

There were declarations of interest regarding proximity to the Playing Field (Cllrs Clark, Daniels and Rayner) and from Cllr Rayner ref Cricket Club membership

Cllr French declared an interest in item 7a applications 25/00228/F and 25/00301/F

2. Apologies for Absence (25/016)

- a) There were apologies for absence from Cllr Durrant and Cllr Hardiman

3. Chairman's welcome and announcements (25/017)

- a) *No further comments.*

4. Minutes (25/018)

- a) *The minutes of the meeting held on 15th January, having been previously circulated, were accepted as a true record and duly signed.*
- b) *Clerk to request that the road on Church Lane be cleaned after NCC cleared the drains they have left debris on the road*

5. Public Participation (25/019)

- a) *No items were raised*

6. Reports (25/020)

- a) *Bircham in Bloom – Report received prior to meeting and shared with Council*
- b) *County Councillor – Cllr Chenery had emailed pledging a sum from his 24/25 budget, due to the 24/25 ending at the end of March it was agreed to ask Cllr Chenery if he would pledge double the amount for 25/26*
- c) *Borough Councillor - Cllr Morley provided an update on the approved 25/26 Budget and devolution*
- d) *Clerk – will provide updates elsewhere on the agenda*

7. Planning (25/021)

- a) *Planning Applications to consider*

Signed:

(Chairman) Date: 09/04/2025

Application	Address	Description	Parish Council Decision
24/02264/F	Quail Cottage 24 Church Lane, Bircham Tofts	Proposed front dormer and extension to existing front dormer and single storey partial extension	<u>Support</u>
25/00228/F	31 Lynn Road, Great Bircham	Erection of balcony and spiral staircase	<u>Support; however, to ask that consideration is given for overlooking from the balcony</u>
25/00301/F	Toftsend, Syderstone Rd, Bircham Tofts	Variation of conditions 2&3 of planning permission 23/00461/F	<u>Support</u>

No applications were received after the publication of the agenda

8. Finance (25/022)

- a) *Financial Report – Prior to the meeting the Actual vs Budget report was issued. Spending is on track, the projects budget of £8k has been ringfenced as projects are likely to not start until 2025/26.*
- b) *Expenditure below, was agreed.*

Name	Description	Gross	Budget
Tomato	Street Lighting (Feb)	5.04	SLP
Tomato	Street Lighting (Feb) Approx.	140.00	SLP
Tomato	Street Lighting (Mar)	5.04	SLP
Tomato	Street Lighting (Mar) Approx.	153.00	SLP
ECS	Computer (Feb)	24.60	EXP
ECS	Computer (March)	24.60	EXP
Bircham Social Club	Meeting Room Hire 2024	400.00	RMS
Salaries	Salaries – approx. (Feb)	514.17	CKS/EXP
Salaries	Salaries – approx. (Mar)	514.17	CKS/EXP
Chris Cracknell	Aeration of the playing field	350.00	PLM
GMC Home Improvements Ltd	Replacement of gate at Playing Field	672.00	PLM
Bircham Cricket Club	Playing Field Maintenance 25/26 (payment date 01/04/2025)	2,800.00	PLM
ICO	Annual Fee	35.00	EXP

- c) *Bank Reconciliation – Prior to the meeting the bank reconciliation was issued. General funds available £12,446.*

Clerk noted that upon receiving the bank statements from Barclays a cheque for £128.15 had been paid out however no details or a cheque book with the cheque number. Clerk has contacted Barclays for this to be investigated.

Clerk has submitted a VAT reclaim for £572.92 this has been sent to HMRC for processing.

Signed:

(Chairman) Date: 09/04/2025

9. Highways (25/022)

- a) Speedwatch Report – Speedwatch provided a report prior to the meeting and this was circulated. A Speedwatch representative attend and verbal presented the report.

There are currently 64 Speedwatch teams operating in Norfolk, data shows that the number of offenders in Bircham had decreased in 2024 (628) vs 2023 (788). Despite all the hard work and time Speedwatch members volunteer Bircham is 5th highest in the County for offences.

Further investigations will now take place on traffic calming measures including chicanes. The Clerk will contact Bawburgh Parish Council to enquire about how they were able to get chicanes installed and to see if they and members of their Speedwatch team would be happy for members of Bircham Council and Speedwatch member(s) to visit and hold a meeting to discuss further.

The Chair thanked the Speedwatch Team for all the hard work that they continue to do to make the village safer.

- b) Reports or updates on Highway related issues – There is an impassable lane, Bircham Tofts. Cllr Rayner will provide Clerk with photos, and these will be raised with NCC.

10. Delegated decisions (25/023)

- a) Variation of Condition 2 of Planning Permission 23/00410/F Hall Farm Barn Bircham Newton – decision made via email due to response deadline being 21st February – 7 Cllrs voted to support the amendments, 1 Cllr Objected

11. Other items for consideration (25/024)

- a) As a member of Norfolk ALC; vote on the preferred legal structure – no action to be taken from Council
- b) Replacement laptop due to Windows 11 update later in 2025 due to age of laptop the update cannot be performed; ECS have provided a quote for a modern equivalent of the current laptop £520 ex VAT – Cllr Daniels proposed, Cllr Palmer seconded – all in favour to purchase new laptop as per quote
- c) VE Day 80 discussion on how the Parish can commemorate – Clerk to purchase bunting for parishioners to decorate their front gardens.
- d) Update from the Playing Field Working Group – Prior to the meeting the working group shared their report. The working group gave an overview of the work which they had carried out since the last meeting and their proposed recommendations for the area.

A member of the public asked for the reasons behind proposing to relocate the children's play equipment; after further discussions the unanimous decision was to not move the children's equipment; and for the swing to be replaced.

Cllr Kemsley, Daniels and Spake answered questions raised by Councillors on their recommendations.

It was agreed that at the April Meeting the working group would present a scale plan and project including costs which once agreed will be shared for public consultation and feedback.

12. Other items for discussion (25/025)

- a) Matters raised by Cllrs – None
- b) *Receive future agenda items*
 - Purchasing a goal net for the second football goal at the playing field
 - Personnel matters

13. Correspondence (25/026)

- a) Docking Neighbourhood Plan Pre-Submission Regulation 14 Consultation – Forms had been collected from Docking Village Shop and Councillors encouraged to look at the plan and respond if they wished
- b) Briefing For Parish and Town Council's on Devolution and Local Government Reorganisation 17th March 6-7.30pm - details shared with Councillors, this event can take place in person at the Town Hall, Kings Lynn or via MS Teams

14. Next Meeting (25/027)

- a) The next meeting was confirmed as 7.30pm on Wednesday, 9th April at the Social Club.

The meeting closed at 9.43pm