

BIRCHAM PARISH COUNCIL

Minutes of the meeting of Bircham Parish Council on Wednesday 22nd October 2025.

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

Also present, Michelle Wroth (Clerk), and 14 members of the Public

1. Declarations of Interest

Cllr Rayner; proximity to the Playing Field
Cllr Daniels; proximity to the Playing Field
Cllr Clark; proximity to the Playing Field

2. Apologies for Absence

a) None – all in attendance

3. Chairman's welcome and announcements

4. Minutes

- a) The minutes of meeting held on 17th September 2025, having been previously circulated, were accepted as a true record and duly signed.
- b) Matters arising from the above minutes, or previous meetings (information only)
 - Clerk awaiting a response from the Contractor regarding quote for the Playing Field Track
 - Contractor looking to see if a power supply can be used to clean the pond benches

5. Public Participation

- c) Items raised by the public included:
 - It was asked if it could be confirmed who should be contacted in the public come across an injured birds at the Bircham Tofts pond. Chair to contact Sandringham and Cllr Kemsley to contact resident with knowledge of birds to see if they are able to provide further information
 - A presentation was given on the Houghton Hall proposal for 45 Wyld Cabins (although this is out of the Parish they have presented to neighbouring Councils and stakeholders.

6. Reports

- a) Bircham in Bloom – N/A
- b) County Councillor – No report was provided by Cllr Chenery
- c) Borough Councillor – Cllr Morley covered the Local Government Reorganisation, Council Tax support scheme and second home council tax. Cllr Morley also encouraged Cllrs and residents to sign up to the Borough News which sends weekly updates.

Chairman: Councillor Hugh Rayner Vice Chairperson: Councillor Lisa Palmer

Email: clerk@bircham-pc.gov.uk Website: bircham-pc.gov.uk

7. Planning

- a) Consider Planning Application(s): None at time of publishing the agenda
- b) Other Planning matters, including recent decisions, and consideration of applications arriving after publication of the agenda
Cllr Morley to follow-up the planning application for the New Builds on Stanhoe Road.

8. Finance

- a) Financial Report - Noted
- b) Consider Payments to be made - approved; decision carried

Name	Description	Gross	Budget
<u>Direct Debits:</u>			
ECS	Computer – October 2025	27.00	EXP
Tomato	Street Lighting (01.08.25-31.08.25)	104.99	SLP
Tomato	Street Lighting (01.09.25-30.09.25)	101.61	SLP
Unity Trust	Service Charge	6.00	EXP
<u>BACS:</u>			
Salaries	Salaries – October 2025	357.68	CKS/EXP
HMRC	PAYE	14.92	CKS
LGPS	Pension	948.72	CKS
R Ellis	BiB – purchases (bulbs)	199.95	BiB
Great Massingham Car Scheme	Donation	300.00	CCS

- c) To note remaining precept for 25/26 £9,628.84 received 15th September 2026
- d) To note notification received to confirm CIL Parish payment will be received 28 October for £3,524.94 (Planning application 23/02246/F)
- e) Bank Reconciliation on 30 September 2025 - £10,896.97 General Funds available

9. Highways

- a) To consider any highways & determine any actions required – None

10. Delegated decisions

- a) To note any decisions made through scheme of delegation - None

11. Other items for consideration

- a) Discuss and consider adopting draft Co-option Policy – Cllr Kemsley proposed that with suggested amendments the policy be approved, Cllr Daniels seconded – decision carried
- b) Update and decide on next steps for applying to upgrading the TROD using the Parish Partnership Scheme 2026/27 – After meeting with Highways it was felt that until the drainage at the TROD has been investigated resurfacing will not take place.
- c) Approve purchasing a wreath and poppies for Remembrance Day for £88.99 – Cllr Daniels proposed, Cllr Palmer seconded – all in favour, decision carried. Clerk to purchase and claim back expenses
- d) Discuss and consider next steps on the Public Petition against the relocation of the outdoor gym equipment – item deferred to January 2026

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- e) Decide on next steps on providing vouchers to residents in need of support over Christmas – Cllr Daniels proposed £50 vouchers be donated to those suggested by Rev Cook, Cllr Palmer seconded – decision carried. Clerk to email Rev Cook to ask if he could help with this motion.

12. Other items for discussion

- a) Matters raised by Cllrs – for discussion only
- b) Receive future agenda items

13. Correspondence

- a) Playing field hedge – Cllrs discussed the hedge and it was agreed to put the hand cutting of the hedge out to tender, and for the contractor that cut the hedge last year with the hedge cutter to be approached to see if they would cut again this year.

14. Next Meeting

- a) To confirm the next meeting as at 7.30pm in the Social Club, on Wednesday, 26th November 2025

Meeting closed at 8.50pm

Signed:.....(Chairman) Date:.....