

BIRCHAM PARISH COUNCIL

Minutes of the Parish Council meeting of Bircham Parish Council on Wednesday 29th July 2026.

Present: Cllrs H Rayner (Chairman), Cllr Daniels, Cllr Clark, Cllr Hutchinson

Also present, Michelle Wroth (Clerk), County Cllr Costley and 3 members of the Public (MOP)

1. Declarations of Interest (26.16)

Cllr Rayner; proximity to the Playing Field, a member of Bircham Cricket Club
Cllr Daniels; proximity to the Playing Field
Cllr Clark; proximity to the Playing Field

2. Apologies for Absence (26.17)

a) Apologies were received from Cllr Palmer and Cllr Morley, no apologies were received from Cllr Spake

3. Chairman's welcome and announcements (26.18)

4. Minutes (26.19)

- a) To consider approving minutes of meeting held on 20th May 2026
b) Matters arising from the above minutes, or previous meetings (information only)
- Hardstanding for the Playing Field bin will not be carried out, bins will be wheeled to outside the school for emptying
 - Power Discs – Clerk has not received any further information on this at present
 - War memorial – awaiting a date for it to be cleaned and re-painted
 - Street Light Maintenance – still awaiting quotes
 - Footpath Audit – Cllr Clark will complete this on an ad hoc basis with a competition date of May 2027

5. Public Participation (26.20)

- a) To receive comments and questions from Members of the Public (maximum time 16 minutes, two minutes each)
- Diseased tree in Churchyard was removed and burnt in June this smouldered for 4 days this should not have been left for this amount of time and should have been extinguished, warning that due to the hot weather this is not safe

6. Reports (26.21)

- a) Bircham in Bloom – report shared with Councillors before meeting
b) County Councillor – report shared with Councillors and added to website
c) Borough Councillor – report shared with Councillors and added to website
d) Councillor updates – No updates provided

7. Planning (26.22)

- a) Consider Planning Application(s): None received
b) Other Planning matters, including recent decisions, and consideration of applications arriving after publication of the agenda

Ref No:	Address	Details	BCKL&WN Decision
23/00768/NMAM_1	Land S of 16 Lynn Road	NON-MATERIAL AMENDMENT OF PLANNING PERMISSION 23/00768/FM: Construction of 12 new dwellings and ancillary buildings and garages with new access from Lynn Road	APPROVED 09.02.26
25/02087/F	Toft Lodge Stanhoe Road	HOUSEHOLDER - Two storey rear extension with extension to existing single storey rear projection	APPROVED 10.02.26

8. Finance (26.23)

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

Chairman: Councillor Hugh Rayner Vice Chairperson: Councillor Lisa Palmer

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

Name	Description	Gross	Budget
<u>Direct Debits:</u>			
ECS	Computer – June 2026	27.00	EXP
ECS	Computer – July 2026	27.00	EXP
Unity Trust	Service Charge 01.05.26 – 31.05.26	7.00	EXP
Unity Trust	Service Charge 01.06.26 – 30.06.26	7.00	EXP
British Gas	Streetlights – April to June* out of contract prices being investigated	512.25	SLP
<u>BACS:</u>			
Salaries	Salaries – May	510.28	CKS/EXP
HMRC	PAYE – Month P2	18.72	CKS
LGPS	Pension – Month P2	129.13	CKS
NALC	Webhosting 26/27	86.88	EXP
D Hall	BiB Expenses	62.95	BIB
L Carroll	BiB Expenses	34.85	BIB
Salaries	Salaries – June	510.28	CKS/EXP
HMRC	PAYE – Month P3	18.72	CKS
LGPS	Pension – Month P3	129.13	CKS
NGF Play	Replacement Swing and Gym Equipment relocation	7,020.72	PRJ
V Wells	BIB – Expenses	70.90	BIB
R Ellis	BIB – Expenses	95.00	BIB
D Underwood	BIB – Expenses	180.00	BIB
G Page	Fence at Access to Playing Field Lynn Road	337.00	XXX
Salaries	Salaries – July	510.28	CKS/EXP
HMRC	PAYE – Month P4	18.72	CKS
LGPS	Pension – Month P4	129.13	CKS
NALC	GOV.UK Domain August 25 to August 26	67.20	SUB
Defib Warehouse	Replacement pads	382.80	DEF
M Wroth	Milage and Printing expenses	18.60	EXP

c) Consideration of payments to be made; received after publication of the agenda

d) To note receipts

- Interest on savings £117.54

e) Bank Reconciliation on 20 July 2026 - £5,323.82 General Funds available

9. Highways (26.24)

a) To consider any highways & determine any actions required

10. Delegated decisions (26.25)

a) To note any decisions made through scheme of delegation

Planning Application 26/01061/F - Proposed Rear Extension & Alterations to Dwelling House at Home Lea 85 Stanhoe Road Great Bircham King's Lynn Norfolk PE31 6GP – Decision SUPPORT

11. Other items for consideration (26.26)

a) Review Standing Orders

To conduct the annual review of the Council's Standing Orders and consider any amendments required to ensure compliance with current legislation and best practice.

Standing Orders agreed with the required changes

ACTION: Clerk to add agreed amended Standing Orders to the website

b) Review Financial Regulations

Chairman: Councillor Hugh Rayner Vice Chairperson: Councillor Lisa Palmer

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To undertake the scheduled review of the Council's Financial Regulations, confirming they remain fit for purpose and reflect updated financial procedures or statutory requirements.

Financial Regulations agreed with the required changes

ACTION: Clerk to add agreed amended Financial Regulations to the website

c) Project Prioritisation and Action Plan

To agree the priority order for Access to the Playing Field, SAM3 machines, the TROD, and the future Playing Field project. The agreed order will form the basis of the Council's action plan, with all projects subject to available funding and Council reserves.

The priority order for future projects was agreed by Council as:

- 1 – Access to the Playing Field
- 2 – The TROD
- 3 – SAM3 Machine(s)
- 4 – Future Playing Field projects

d) Access to Playing Field

To consider the quotes received for the required works and approve a preferred quote. Members are asked to appoint a contractor to undertake the work and to agree any associated conditions, timelines, or budget allocations.

Council discussed the three quotes, Cllr Rayner proposed to accept quote 2 for £2,750 ex VAT, Cllr Hutchinson seconded – decision carried.

ACTION: Clerk to contact Contractor and ask for an approximate time frame for the work to take place

e) TROD Resurfacing

To receive an update on TROD resurfacing, including comments provided by Highways and the quote received for the proposed works. Members are asked to review the information, consider any implications for maintenance or funding, and agree any actions required

Cllr Daniels proposed they accept the quote from Highways £1,376.41 to side out and top the existing TROD, Cllr Hutchinson seconded – decision carried

ACTION: Clerk to contact Highways to confirm and for the work to be scheduled

f) Safeguarding Policy

To review the Safeguarding Policy and consider any amendments required

Policy was unanimously agreed with no changes

ACTION: Clerk to add to the website

g) Equality Policy

To review the Equality Policy and consider any amendments required

Policy was unanimously agreed with no changes

ACTION: Clerk to add to the website

h) SAM3 Machine

To consider the potential purchase of a SAM3 machine for the Parish and to discuss possible funding options. Council discussed purchasing a SAM3 machine and agreed to re-discuss once a quote had been received from Speedwatch.

ACTION: Include on future agenda once further information and quote has been received

12. Other items for discussion (26.27)

- a) Matters raised by Cllrs – for discussion only – No matters raised
- b) Receive future agenda items
 - Private session for Clerk appraisal

13. Correspondence (26.28)

a) Email regarding additional signage for Bircham Tofts Pond

To review and consider an email request proposing the installation of additional safety and information signage at Bircham Tofts Pond

Chairman: Councillor Hugh Rayner Vice Chairperson: Councillor Lisa Palmer

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

In principle the Council supported the signs and estimated prices provided by Highways, however as these would be installed on Sandringham land, Clerk to write to update them and ask for permission.

ACTION: Clerk to write to Sandringham

b) Correspondence received from Norfolk County Council (NCC) regarding proposed bus stop locations

To review NCC's communication outlining suggested locations for new bus stops, consider any implications and agree on the council's response.

Council discussed and felt that the proposed locations were not suitable due to grass verges. There are currently bus stops outside the Kings Head and Bircham Stores both with hardstanding areas for access and are more suitable.

ACTION: Clerk to respond and suggest that the current bus stops are used as already in place and suitable

c) Email regarding Overgrown Trees in Churchyard

To review and consider an email over concerns from a neighbouring property to the Churchyard and overgrown trees.

Action: Although not the responsibility of the Parish Council the Clerk will write to the PCC as previously to highlight that a resident is concerned about the trees in the Churchyard.

14. Next Meeting (26.29)

- a)** To confirm the next meeting as at 7.30pm in the Social Club, on Wednesday, 30th September 2026

Meeting closed 9.23pm

Signed:.....(Chairman)

Date:.....

Chairman: Councillor Hugh Rayner Vice Chairperson: Councillor Lisa Palmer

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