

Minutes for the Extra-ordinary Meeting of the Burgh le Marsh Town Council
Tuesday 16th June 2026
Burgh le Marsh Town Council, Tinkers Green, Jacksons Lane, Burgh le Marsh

Present: Chairman: Cllr David Hartley
Deputy Chairman: Cllr Mandy Willis
Cllr Pat Phillips, Cllr Lisa Broomfield, Cllr Andy Wardell, Cllr Jim Moss

Public: No members of the public present.

26/27.19 Receive apologies.

Apologies were received and accepted from Cllr Chris Sanderson and Cllr Mike Greenhalgh.

26/27.20 Receive declarations of interest under the Localism Act 2011, being any pecuniary interest on agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation.

Cllr Lisa Broomfield declared an interest:
agenda item 5.b planning application: 00335/26/Ful due to the site location being next to her personal residence.

26/27 21 Review of Council funds and banking signatories (see appendix 1)

Council resolved the following financial statements:

Council Funds following the release of purchase funds and associated costs of the Methodist Church: £88,007.53. Of this balance, £29,238.32 is held in the Redwood 90 access account. Accessible funds of £58,769.21

Additional income is due to be received £17,666.50, which is £5167.00 Community Hub Grant and £12,499.50 ELIF grant.

Council resolved to consider withdrawing funds from the Redwood Account and asked the Clerk to confirm if the account requires a minimum balance to be held in the account. Council will then review at the next meeting.

Action: The clerk to confirm the balance required for the Redwood Bank Account and update Council at the next meeting.

Lloyds Bank Signatories:

While reviewing council banking and current councillor vacancies:

Council noted the requirement to update banking signatories with Lloyds Bank.

It was resolved to remove the previous councillor signatories of Neil Cooper and Barbar Waite.

It was resolved to add the current serving councillors: Cllr David Hartley and Cllr Lisa Broomfield

Current signatories of the Clerk (RFO) and Cllr Jim will remain signatories.

It was resolved to complete and submit the appropriate Lloyds Bank forms:

1. Making Changes to Business Accounts
2. Members' resolution instructions for clubs, charities and societies.

Action: The clerk to arrange completion of the appropriate forms and submit them to Lloyds Bank.

26/27.22 Receive and resolve matters required for completing the purchase of the Methodist Church, Jacksons Lane (see appendix 2)

Following solicitors 'correspondence with confirmation the Methodist Church have a four week authority to complete on their sale transaction this extra-ordinary meeting was arranged to action completion of the purchase.

It was again unanimously resolved to complete the purchase of the Methodist Church at the cost of £90,000.00. Council exercise their legal power under s.124 of the Local Government Act 1972; a parish council can acquire land by agreement for any of its statutory functions or the benefit, improvement or development of its area.

It was resolved that the Chairman sign the following documents on behalf of the council

1. Indemnity Policy Acceptance Form
2. Authority to proceed
3. Stamp Duty Land Tax – Authority to Submit
4. Title Plan Acceptance Form

It was resolved to release funds of £92,167.74, being the purchase price of £90,000 and £2,164.74 associated costs, to Hodgkinson's Solicitors.

It was resolved to delegate the addition of the building to the Council Insurance to the clerk. Council will be updated via email.

A completion date of Friday, 19th June 2026, or a date thereafter if necessary and as suggested by Solicitors, was resolved, subject to building insurance from the date of completion.

Following completion, it was resolved key holders for the building be: The Clerk, Cllr David Hartley and Cllr Jim Moss.

Action:

The clerk to return all documents to Hodgkinson's.

The Clerk and Cllr Jim Moss to authorise the release of funds (completed in the presence of all councillors following the meeting)

The clerk is to arrange building insurance.

The clerk is to arrange key collection.

The Clerk to confirm completion for 19th June 2026 and a date thereafter.

The Clerk to update all councillors by email

26/27.23 Consider planning matters:

- a. Application: 00764/26/FUL
Applicant: Mr Gordon Simmons
Proposal: Planning permission – extension and alterations to existing dwelling to provide additional living accommodation and erection of a replacement detached single garage and boundary fence.
Location: 22 Dawson Drive, Burgh le Marsh, PE24 5NA

Council have viewed the application and plans.

Council resolved their objection of the application due to the fencing being too high at 2.4m and should not exceed the 1.8m standard height. The height will block light for neighbouring properties. The proposal is not in keeping with other properties in the area.

It is an overdevelopment of the plot.

- b. Application: 00335/26/FUL
 Applicant: May Mackinder-Jonas
 Proposal: Planning permission – erection of 2no. dwellings
 Location: Land at The Common, Burgh le Marsh

Cllr Lisa Broomfield, having declared an interest, did not take part in the meeting discussions.

Council viewed the application and plans

Council resolved to support the application; however, they suggest that windows on the southern elevation overlooking existing neighbouring properties have obscure glass to ensure some privacy for both properties.

There being no further business, the meeting closed at 8.15 pm

Signed
30/06/2026