

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ELECTORAL ARRANGEMENTS COMMITTEE

**Minutes from the Meeting of the Electoral Arrangements Committee held on
Tuesday, 4th November, 2025 at 5.00 pm in the Council Chamber, Town
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor A Beales (Chair)
Councillors R Blunt, C J Crofts, A Dickinson, S Everett (Vice Chair), S Lintern,
T Parish and S Ring

OFFICERS:

James Arrandale – Deputy Monitoring Officer
Andrew Barrett – Electoral Services Manager

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Kemp.

2 DECLARATIONS OF INTEREST

There was none.

3 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

There was none.

**4 BURNHAM MARKET COMMUNITY GOVERNANCE REVIEW -
NEXT STEPS**

[Click here to view the recording of this item on You Tube.](#)

The Electoral Services Manager presented the report as included in the Agenda, highlighting the process and consultation responses.

The Chair, Councillor Beales, thanked the Electoral Services Manager for the report and invited questions and comments from the Committee.

In response to questions from Councillors regarding quorum and minimum numbers of Parish Councillors, the Electoral Services Manager confirmed the minimum number of Parish Councillors was 5 and the quorum was defined as one third of the Parish Councillors (rounded up as necessary).

Councillor Crofts raised concern around a low number of Parish Councillors making important decisions, such as setting the precept,

but acknowledged the need for the reduction in numbers and ultimately supported the recommendation.

RECOMMENDED: To recommend to Full Council, a reduction in the maximum number of Parish Councillors for Burnham Market from 11 to 8.

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HILGAY COMMUNITY GOVERNANCE REVIEW - NEXT STEPS

[Click here to view the recording of this item on You Tube.](#)

The Electoral Services Manager presented the report as included in the Agenda, highlighting the process and consultation responses.

The Chair, Councillor Beales, thanked the Electoral Services Manager for the report and invited questions and comments from the Committee.

In response to a question from Councillor Lintern, the Electoral Services Manager confirmed that engagement with Hilgay had taken place, but also that Officers were obliged to maintain neutrality and limit advice to factual matters. It was confirmed that there were currently 9 Hilgay Parish Councillors and 2 for Ten Mile Bank with 2 vacancies.

A number of questions were raised regarding Clerk positions, the precept and the length of time the process would take. The Electoral Services Manager advised these would all be determined during the second consultation where discussions would be had around the potential make up of the Parish Councils. It was noted that Community Governance Reviews usually take around 12 months to complete.

Councillor Blunt referred to the recommendations set out in the report and asked if they supported option 2, would option 1 still be viable. The Electoral Services Manager reassured the Committee that conducting a second consultation does not obligate the Parish Council to split and that status quo could be maintained. The Committee were reminded that Full Council would make the ultimate decision.

RECOMMENDED: That the Electoral Arrangements Committee recommends to Full Council that a second consultation period is triggered for Hilgay, encompassing details including; councillor numbers, financial matters, asset allocations and election detail etc, noting that triggering the second consultation period does not necessarily mean that the Parishes would split and this would be reconsidered by the Committee at the end of the consultation period.

6

WORK PROGRAMME

The Committee held a discussion around future items to be added to the Work Programme. The Electoral Services Manager advised the

Work Programme was currently fluid and would be updated in coordination with Democratic Services.

Councillor Beales, Chair, requested that King's Lynn Town Council be included in the Work Programme.

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DATE OF THE NEXT MEETING

The next Meeting was scheduled for 8th January 2026 at 4.30pm in the Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 5.31 pm