

BRANCASTER PARISH COUNCIL

PARISH COUNCIL MEETING AGENDA

Clerk: Temp. Cllr Annalisa Dovey

Email: clerk@Brancaster-pc.gov.uk

I hereby give you notice that the Parish Council meeting of the above-named Parish Council will be held in **Brancaster Staithe & Burnham Deepdale Village hall**
Tuesday 3rd March 2026
6.30pm

All members of the Council are hereby **summoned** to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Brancaster Parish Council welcomes the public and press to its meetings. The public and press can address the Council during the Public session. The law does not permit members of the public and press to take part in the debates.

1. Welcome by the Chair
2. Present and apologies: To receive and approve requests for apologies. <i>To resolve</i>
3. Declarations of Interest and requests for dispensations: To receive declarations of interest relating to upcoming agenda items. <i>To resolve as necessary</i>
4. Public session: Chair to adjourn the meeting for 15 minutes to receive public comments on upcoming agenda items.
Governance
5. Minutes of Previous Meetings: To agree & sign the minutes from PC meeting 3rd February 2026 <i>To resolve: Motion to approve</i> <i>Chair signs</i>
6. Matters Arising from February BPC meeting: any updates / information relevant to the minutes
7. Minutes of 18/02/26 ECM: To agree & sign the minutes from ECM 18 th February 2026 <i>To resolve: Motion to approve</i> <i>Chair signs</i>

8. Matters Arising from ECM:

- a. To consider arrangements for Clerk recruitment
 - i. To consider Employing SLCC at £150 to conduct job review and recommend SCP
To resolve
 - ii. To consider approving Job description for advertising and placement on website, social media and formal clerk channels
To resolve
- b. To agree Locum – NALC / SLCC / Local
 - i. Motion to move to private session for discussion
To resolve
- c. To confirm in progress project list for smooth handover
- d. To consider ratifying Cllr Osborn as temporary Unity bank administrator to effect smooth handovers.
To resolve
- e. To consider delegating AdvantagEDGE set up to a Councillor to be ready for new financial year and use by incoming clerk / locum.
To resolve
- f. To confirm Change of Internal Auditor to TURAS and note Audit Date 7th May 2026
- g. To consider delegating Internal Auditor liaison to a Councillor in addition to Locum (or new) Clerk as required
To resolve
- h. To consider rejoining Norfolk ALC
To resolve
- i. To consider previous clerk's request to retain TP Links (purchase from council) and currently supplying personal internet access.
 - i. To resolve repayment of TP links & installation or repayment of links or return links.
To resolve

9. Assertion 10: To consider approving data protection and IT usage policy.

To resolve

Reports To receive reports and updates for information only and consider motions for resolution where indicated

10. County Councillor Report: To receive

11. Borough Councillor Report: To receive

12. Projects & Working Groups updates

- a. Restorative Justice: To receive update
- b. Brancaster Staithe Village Green Works: to be complete dry the end of March 2026 weather permitting.
 - i. To confirm requirement to let the area be undisturbed for 3 mths after installation to allow roots to take.
 - ii. To consider using Brancaster Village Hall railway sleepers to prevent driving under trees.

To resolve

- c. Brancaster Village Hall Overflow parking: to receive update
- d. TRO: update: to note a second consultation on the amendments is imminent

e. Flood signs: Update on issues f. Burnham Deepdale Bus Shelter: To note new bus shelter to be installed EoMarch 2026
13. Councillor reports & updates: To receive any other reports or updates from Councillors a. Barrow Common Committee Meeting update
Requested Motions & Items
14. To receive draft Parish Investment Infrastructure Plan (PIIP): a. To consider approving PIIP pending any agreed amendments <i>To resolve</i>
15. Harbour Slipway works: a. To consider approving draft CIL application for Harbour slipway improvement works. (Late Item because applications do not open till 1st March!) <i>To resolve</i> b. To receive Paddle UK trust Grant agreement and consider resolving to accept pending Paddle UK trust acceptance of extended deadline to accommodate Mussel breeding season <i>To resolve</i>
16. Cemetery gate railings: To approve repair via Anvil Engineering: £804 <i>To resolve</i>
Finance
17. End of Month Finance Report: End of February 2026 <u>IF AVAILABLE</u> a. To note account balances b. To receive reconciliation of accounts Eo Feb 2026 c. To receive End of February 2026 Payments report i. To note and consider ratifying payments made under delegated authority ii. To verify payments made iii. To approve upcoming expenditure
18. Grant requests a. To note maximum S137 spending 2025 – 2026 £11.10 per elector (340 – Brancaster Staithe, 417 Brancaster = 757) Maximum spending 2025-2026 = £8402.70 i. To consider whether limit is exceeded and agree any necessary actions <i>To resolve if necessary</i> b. To consider and resolve: From BCSC: Court surface cleaning £900 <i>To resolve if possible</i> c. To Consider & Resolve: NCI: £1500 towards: Lenovo Idea Tablet £148 Stand £16.88 Memory Map £130 Printer £264 Cartridges £50 Aldis Lamp £1459 TOTAL £2087.8 <i>To resolve if possible</i> d. To consider & Resolve Brancaster Church / cemetery: £1600 for grass cutting e. To consider & resolve Grant request for frame and perspex for Children's Tree art in BVH – Already installed (Cllr Bax) £120 <i>To resolve if possible</i>
Planning

19. Planning Delegated Planning Decisions: To receive and approve planning applications received and responded to comply with deadlines. <i>Decision: To consider ratifying delegated planning decisions</i>
20. Planning Applications: To receive and consider planning applications received. a. 26/00230/F: Householder - Front and side extension. Garage conversion and link way between the two. at Mill Bank 6 Saw Mill Road Brancaster King's Lynn Norfolk PE31 8AJ: http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9ZCUEIV0JB00 <i>To resolve.</i>
Assets To receive updates on asset maintenance works and consider suggestions and actions
21. Tree Inspections: Update a. To consider resolving to ratify decision made under delegated authority £120 for tree pruning at Brancaster Staithe (WG/ CB) <i>To resolve</i>
22. Playing Field a. To note thanks from BCSC for playground equipment b. To consider permission request from BCSC to install a bench by the Pétanque court. <i>To resolve</i>
23. Website: Motion to approve moving to NALC site at the renewal date of the current contract
Events
24. Norfolk Association of Local Councils (NALC) AGM: To consider response to invite to AGM <i>To resolve</i>
HR
25. Training report: <i>To receive</i>
26. Norfolk Parish Training Membership: To consider renewing / cancelling. <i>To resolve</i>
27. Meeting dates a. To confirm next meeting date: proposed: Tuesday 7th April 2026 <i>To resolve</i> b. To consider Annual General Meeting: Tuesday 5th May 2026 <i>To resolve</i>
28. Public Session: to receive public comments
Private session: Consider closing the meeting to the public under relevant legislation and standing orders.
29. Data Protected Employment matters