

BRANCASTER PARISH COUNCIL AGM

PARISH COUNCIL MEETING AGENDA

Clerk: Doreen Joy

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 5th May 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 1.1. Chair's Annual Report.	
2. Election of Chair: Standing Order 4.	<i>To resolve</i>
3. Election of Vice Chair; Standing Order 4.	<i>To resolve</i>
4. Present and apologies: To receive and approve requests for apologies.	<i>To resolve as necessary</i>
5. Declarations of Interest and requests for dispensations: To receive declarations of interest relating to upcoming agenda items.	<i>To resolve as necessary</i>
6. Public session: Chair to adjourn the meeting for 15 minutes to receive public comments on upcoming agenda items.	
7. Governance 7.1. Minutes of Previous Meetings: To agree & sign the minutes from PC meeting April 2026 <i>To resolve: Motion to approve</i> <i>Chair signs</i> 7.2. Standing order 4.J. Business to be conducted at the Annual General Council Meeting. 7.2.1. SO 4.J.Xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 7.2.2. SO 4.J.xix. Determining the time and place of ordinary meetings of Council up to and including the next annual meeting of Council, if not done previously - To agree : To continue with August meeting or revert to 11 a year. - To agree 1st of month or 8th Month – Sept & Dec 26 - To agree – to alternate AGM halls or not (May 2027 – BVH or BS & BD VH)	<i>To resolve</i> <i>To resolve</i> <i>To resolve</i>

7.3. Motion to suspend the following parts of Standing order 4J, to be considered at the next available PC meeting (June 2026)

To resolve for the following;

- SO 4.j.iii Review And Agree Delegations arrangements to Staff & other local authorities
 - Delegation policy: to review and agree
 - Delegated powers: to review and Agree
- SO 4.j. iv. Review of the terms of reference for working groups;
- SO 4.j.v. Appointment of members to existing working groups;
 - Finance Group
 - Personnel Group
 - Asset Group
 - Events Group
 - Communications Group
- SO 4.j.vi. Appointment of any new working groups;
- SO 4.j.vii. Review and adoption of appropriate standing orders and financial regulations
 - Standing Orders: to review & adopt
 - Financial Regulations: To review and Adopt
 - Code of Conduct: To review and Agree
- SO 4.j.viii. Review of arrangements (including legal agreements) with other local authorities, notfor-profit bodies and businesses.
 - Mowing Contracts
 - MOU on Village Green Management with National Trust
 - Dog waste Bin Emptying – weekly except Easter – Autumn Half term where it is twice weekly
 - RWNGC: Rents
 - Brancaster Sports Club arrangements for management of playground and playing field
 - Allotment Society for the Management of the Allotments,
 - NCC: provision of data for Flood signs
 - ECS Computer Support
- SO 4.j.ix. Review of representation on or work with external bodies and arrangements for reporting back;
 - Saxon Shore
 - Brancaster Commons Committee
 - Barrow Commons Committee
 - Brancaster Staithe Village Green (The Hard) with NT & Hard Repairs Project with NT & BSSC
 - Brancaster Car Park Representatives
 - Sea Defence Committee
- SO 4.j.xi. Review of inventory of land and other assets including buildings and office equipment;
- SO 4.j.xii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- SO 4.j.xiii. Review of the Council's and/or staff subscriptions to other bodies;
 - NALC
 - SLCC
 - ICO
- SO 4.j.xiv. Review of the Council's complaints procedure;

- SO 4.j. xv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 10, 19 and 20);
- SO 4.j.xvi. Review of the Council's policy for dealing with the press/media;
- SO 4.j.xvii. Review of the Council's employment policies and procedures;
- Review of Council risk assessments

To resolve

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

8.1. County Councillor Report: To receive

8.2. Borough Councillor Report: To receive (Verbal)

8.3. Clerk report: to receive (verbal – AD)

8.4. Restorative Justice: update (verbal)

8.5. NT & BPC Village Green meeting report (verbal- TdW / AD)

8.5.1. Motion to design & seek quote for Brancster Staithe Village Green signage to revert in June for council approval

To resolve

9. Finance

9.1. End of Month Finance Report: End of April 2026

9.1.1. To note account balances

9.1.2. To consider approving reconciliation of accounts Eo April 2026

To resolve, Chair signs

9.1.3. To receive End of April 2026 Payments report

- To note and consider ratifying payments made under delegated authority

To resolve, chair signs

- To verify and consider approving payments made

To resolve, Chair signs

- To consider approve upcoming expenditure

To resolve, chair signs

9.2. Revised Budget: To consider approving Revised Budget following accurate Year End Figures

9.3. Direct Debits, Standing Orders:

9.3.1. To receive DD / SO list for 25_26

9.3.2. To agree DD / SO list for 26_27

To resolve

9.4. Grant Requests: To receive and consider approving

9.4.1. Brancaster Staithe & Burnham Deepdale Village hall Water heaters - grant request of £727.90 - having found funding of £2300 (papers previously circulated)

To resolve

10. Planning

10.1. Delegated Planning Decisions: None made

10.2. Planning Applications: To receive and consider planning applications received.

To resolve

11. Assets To receive updates on asset maintenance works and consider suggestions and actions

11.1. Defib: To consider approving required Maintenance: Purchase of defib pads: £150

To resolve

11.2.	Brancaster Staithe Village Green Hard works: To consider supporting pump washing of silt (£0)	
11.3.	Brancaster Playingfield Overflow end gate- Motion to seek quote and proceed with adding drop fencing (provisional budget £200 or revert to council) (CB)	<i>To resolve</i>
11.4.	Brancaster Playingfield Overflow: Motion to proceed with tidying up hedgeline, remove waste bin surround (set budget or to seek quote and revert)	<i>To resolve</i>
11.5.	Brancaster Playingfield Signage: Motion to proceed with installing signage as per original proposal (CB)	
11.5.1.	To consider Overflow car park signage to print and install (max budget £100)	<i>To resolve</i>
11.5.2.	Welcome map, ownership signage, to consider proceeding and agree steps	<i>To resolve</i>
11.6.	Village Sign: update & queries, and agree next steps (WG)	<i>To resolve</i>
12. HR		
12.1.	Locum Clerk: To report Locum Clerk recruited	
12.2.	Permanent Clerk recruitment	
12.2.1.	To consider and approve SCP for Clerk recruitment: SCP 11-20	<i>To resolve</i>
12.2.2.	To consider and approve salary offer for Clerk recruitment Motion to consider “Brancaster-weighting” uplift.	<i>To resolve</i>
12.2.3.	To consider approving advertising of Clerk Role – SLCC / NALC / Website	<i>To resolve</i>
13. Correspondence: None received		
14. Public Session: to receive public comments		
15.	Meeting dates: To confirm next meeting date: Tuesday 2nd June 2026: 6.30pm	<i>To resolve</i>
16. Private session: Consider closing the meeting to the public under relevant legislation and standing orders.		