

BRANCASTER PARISH COUNCIL

Minutes of the meeting of Brancaster Parish Council on Tuesday 3rd March 2026.

Present: Cllrs T de Winton (TdW) Chairman, Cllr A Dovey (AD) Vice Chair, Cllr W Gardiner (WG), Cllr S Ullswater (SU), Cllr S Bocking (SB), Cllr V Carpenter (VC), Cllr C Borthwick (CB)

Also present, Michelle Wroth (Minute Taking) and 7 members of the Public

To note Cllr T de Winton also in attendance as Borough Cllr

1. Welcome by the Chair:

TdW updated the Public that Philip (Clerk) had resigned and that Michelle Wroth was present to take the minutes and the meeting opened at 18:35

WG notified TdW that he would be recording the meeting; TdW confirmed with Cllr and Public that no objections – none received.

2. Present and apologies:

Council resolved to accept apologies from Cllr S Osborn (SO), Cllr B Bax (BB) and Cllr T Sullivan (TS)

3. Declarations of Interest and requests for dispensations:

Received from AD, a declaration of pecuniary interest item 15a and 15b. Owner of a business on the hard that could potentially financially benefit from any improvements works.

WG, declared an interest in 18c as a member of NCI

4. Public session:

Member of Public shared they were recording the meeting; no other items raised

5. Minutes of Previous Meetings:

Council resolved to approve minutes from PC meeting 3rd February 2026 with amendments raised by CB

Item 5g replace "Await full accounts which RWNGC have agreed to provide" with "the Golf Club will supply in the future"

Item 6c – CB abstained vote taken 5 in favour, 1 against and 1 abstained

Proposed SU to approve as amended | seconded CB | 6 in favour 1 abstained | motion carried

TdW signed the minutes

6. Matters Arising from February BPC meeting: None

7. Minutes of 18/02/26 ECM:

Council resolved to approve minutes from ECM 18th February 2026

Chairman: Councillor Tom de Winton

Vice Chair: Cllr Annalisa Dovey

Email: clerk@brancaster-pc.gov.uk Website: www.brancaster-pc.gov.uk

Proposed CB to approve | seconded TdW | 4 in favour 3 abstained | motion carried

TdW signed the minutes

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

Proposed WG | seconded VC | Carried unanimously

- ii. To consider approving Job description for advertising and placement on website, social media and formal clerk channels

SLCC job description to be used and advertise in all locations to reach as many potential candidates as possible | unanimous

- b) To agree Locum – NALC / SLCC / Local
 - Advertise in all locations to reach as many potential candidates as possible | unanimous*

- c) To confirm in progress project list for smooth handover

ACTION: Cllrs to email AD with open projects to collate and share final list

- d) To consider ratifying Cllr Osborn as temporary Unity bank administrator to effect smooth handovers.

SO to become banking administrator | unanimous

- e) To consider delegating AdvantagEDGE set up to a Councillor to be ready for new financial year and use by incoming clerk / locum.

ACTION: TdW to update system

- f) To confirm Change of Internal Auditor to TURAS and note Audit Date 7th May 2026 - Noted
- g) To consider delegating Internal Auditor liaison to a Councillor in addition to Locum (or new) Clerk as required

Agreed AD and SO to liaise | Unanimous

- h) To consider rejoining Norfolk ALC

Proposed WG | seconded VC | Carried unanimously

- 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.

Due to nature of item moved to private session as employment matters | unanimous

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

Chairman: Councillor Tom de Winton

Vice Chair: Cllr Annalisa Dovey

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Item deferred to April meeting | unanimous

10. County Councillor Report: Report received and shared with Cllrs ahead of meeting

11. Borough Councillor Report: TwD has been working on Planning and Audit matters – however this month Parish matters have taken priority

12. Projects & Working Groups updates

- a) Restorative Justice: CB and SU provided an update, Positive feedback received from the work carried out in the Brancaster Churchyard, the group are now carrying out work at Deepdale Churchyard, additional work to be suggested will be cleaning the bus shelters and benches/seats within the Parish
- 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 months after installation to allow roots to take – Noted
 - ii. To consider using Brancaster Village Hall railway sleepers to prevent access under trees.

WG confirmed that the sleepers are owned by the Golf Club

ACTION: TdW to received quote and quantity for sleepers and bring back to Council

- c) Brancaster Village Hall Overflow parking: This will start after the work at Staithe has been completed
- d) TRO: update: awaiting an update from NPLAW
- e) Flood signs: Sensor is not attached

ACTION: TdW to contact, AD to supply contact details

- f) Burnham Deepdale Bus Shelter: To note new bus shelter to be installed end of March 2026

13. Councillor reports & updates: To receive any other reports or updates from Councillors

- a) Barrow Common Committee Meeting update: Defer, it is the Chair of the Committees responsibility to call meetings

14. To receive draft Parish Investment Infrastructure Plan (PIIP):

- a) To consider approving PIIP pending any agreed amendments

Proposed SU | seconded AD | carried unanimously

15. Harbour Slipway works:

- a) To consider approving draft CIL application for Harbour slipway improvement works.

AD to draft and share application for £30k - Proposed SU | seconded TdW | 5 in favour 2 abstained | decision carried

- 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

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Proposed WG | seconded VC | 6 in favour 1 abstained | decision carried

16. Cemetery gate railings: To approve repair via Anvil Engineering: £804 inc VAT

Proposed AD | seconded VC | carried unanimously

ACTION: SU to request a quote to replace the missing uprights in the Cemetery railings

Finance

17. End of Month Finance Report: End of February 2026

- a) To note account balances
 - Current Account £ 13,181.76
 - Deposit Account £193,710.98
 - Total** **£206,892.74**
- b) To receive reconciliation of accounts end of Feb 2026: Not available at meeting
- 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 - : List circulated with the Finance Committee prior to meeting
 - iii. To approve upcoming expenditure

A RETROSPECT MOTION was proposed to ratify the removal of the bus shelter in order for the new bus shelter to be installed

Proposed AD | seconded VC | 6 in favour 1 abstain | decision carried

Motion to approve payments circulated(Appendix1)

Proposed AD | seconded VC | carried unanimously

VC proposed an official thank you be recorded to AD for all the additional time given since the departure of the Clerk

Proposed VC | seconded TdW | carried unanimously

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
- ACTION: AD to investigate if allocations to S.137 are correct or if powers to spend can be used
- b) To consider and resolve: From BCSC: Court surface cleaning £900
BPC own the asset under Local Government (miscellaneous Provisions) Act 1976 have the power to cover this item

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Motion: Cleaning to be paid by BPC and not treated as a grant under S.137

Proposed WG | seconded CB | carried unanimously

- 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

To be paid in April 2026 for 26/27 Financial year Proposed SU | seconded AD | 5 in favour 2 abstained | decision carried

- d) To consider & Resolve Brancaster Church: £1600 for grass cutting

To be paid in April 2026 for 26/27 Financial year Proposed SU | seconded WG | 6 in favour 1 abstained | decision carried

- e) To consider & resolve Grant request for frame and Perspex for Children's Tree art in BVH – Already installed (Cllr Bax) £120

A RETROSPECT MOTION was proposed to approve the spending

To be paid in April 2026 for 26/27 Financial year Proposed WG | seconded CB | carried unanimously

19. Delegated Planning Decisions: To receive and approve planning applications received and responded to comply with deadlines - None

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

Decision to respond no comments to raise | Carried Unanimously

21. Tree Inspections:

- a) To consider resolving to ratify decision made under delegated authority £120 for tree pruning at Brancaster Staithe (WG/ CB)

Motion to approve invoice received for wood chipping and tree pruning £600 inc VAT

Proposed WG | seconded CB | carried unanimously

22. Playing Field

- a) To note thanks from BCSC for playground equipment - Noted
b) To consider permission request from BCSC to install a bench by the Pétanque court

Motion to consent for bench to be installed at the discretion and direction of the 'Asset Group'

Proposed WG | seconded SB | carried unanimously

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23. Website: Motion to approve moving to NALC site at the renewal date of the current contract

Proposed VC | seconded US | carried unanimously

24. Norfolk Association of Local Councils (NALC) AGM: To consider response to invite to AGM

1 place to be booked and representative to be finalised in due course | carried unanimously

25. Training report: VC attended a training/networking evening, it was very useful and encourages Cllrs to attend training opportunities.

26. Norfolk Parish Training Membership: To consider renewing / cancelling.

Motion to not renew the NPTS Annual membership for 26.27

Proposed WG | seconded CB | 6 in favour 1 abstained | decision carried

27. Meeting dates

a) To confirm next meeting date: proposed: Tuesday 7th April 2026 at Brancaster 71 Club

Carried unanimously

b) To consider Annual General Meeting: Tuesday 5th May 2026 at Brancaster Staithe Village Hall

Carried unanimously

Public session:

Items raised included

- Communication from the Council during the time without an appointed Locum Clerk; TdW confirmed that all correspondences will be sent out on his instruction and from Chair of the Council.
- No Public Packs have been available on the website for several months, AD confirmed the public pack for March had been sent to be uploaded however the third party that manages this process had not completed this as requested
- Re-run public consultation on the TRO
- A request of plans for the Slipway improvements, AD will share
- Bus shelter: why was this removed as there was nothing wrong with the one which was in place

Items raised during meeting for next agenda:

- Maintenance of Village signs
- Discuss arranging future training session for BPC and local Councils to attend

Exclusion of the Press and Public

Council resolved, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting during the following item of business, as is likely in the view of the nature of the business or proceedings transacted that if members of the public were present there would be disclosure to them of exempt information within Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972

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28. Data Protected Employment matters

It was agreed that the cost of the TP-Link to Council £80 will be recouped from the Clerk

carried unanimously

Meeting closed at 21:16

Signed.....(Chairman) Date:.....

Appendix 1. Payments list approved

Payments list March 2026 : to pay						
nv date	Inv. No	From who	for what	Net	VAT	Gross
19/02/2026	BVH528	BVH	hall hire 04.2026 _ 12.2026	£150.00	£0.00	£150.00
19/02/2026	BVH 527	BVH	Hall hire for car park passes and Feb meeting	£90.00	£0.00	£90.00
15/02/2026	000341	BSBDVH	Hall hire for ECM	£30.00	£0.00	£30.00
11/02/2026	/	Fakenham Garden centre	refund for xmas lights		YES (UA)	-£67.47
11/02/2026	1150	J Taylor	dismantle and remove old bus shelter	£530.00	£106.00	£636.00
01/02/2026	118560	ECS	microsoft 356, ECS security agreement, laptop remote support	£25.20	£5.10	£30.60
FBD		Philip Stone	TBC clerk final pay inc PILON and Holiday	£4,298.00		£4,298.00

From: PKF Littlejohn <sba@pkf-littlejohn.co.uk>
Sent: 24 March 2026 09:34
To: clerk@brancaster-pc.gov.uk
Subject: NO0061 Brancaster Parish Council – 2025/26 AGAR external auditor instructions

Dear Clerk/RFO

We are appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2022/23 to 2026/27. We are writing to you as the 2025/26 financial year ends to provide instructions to enable your smaller authority to comply with the relevant statute and Regulations regarding accounts and audit.

If you are clerk for multiple smaller authorities please accept our apologies if you receive this email more than once, these instruction emails are sent to every smaller authority for whom we act. Please note, however, that the emails are being sent out in batches over the course of this week, so if you are clerk for multiple authorities and have received this email only once, you should receive further emails over the course of the next few days.

Contact details

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Completion of documentation for submission

Access to the Annual Governance and Accountability Returns (AGARs) and instructions is provided through email links. All the relevant information and guidance is available on [this page](#) of our website. Please click on the links provided to refer to our instructions and to obtain the relevant forms and information to be provided to us with the AGAR.

Please note that a separate email will be sent this week to any smaller authorities with income and expenditure below £200k who have been selected as part of the 5% sample subject to intermediate review. **All smaller authorities with income or expenditure greater than £200k are automatically subject to an intermediate review** and will not receive an additional email. In this case, you must submit the information required for an intermediate review.

Please submit [in excel format](#) any documents that have been prepared in excel; pdf format is fine for all word documents.

Submission deadline

Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is **Wednesday 1 July 2026**. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this deadline please contact us to arrange an alternative date (subject to below) to avoid incurring the administrative charges. **It is important to note, however, that:**

- **no submission deadlines will be granted beyond 31 July 2026;**
- **it will only be possible to extend submission deadlines by a maximum of 4 weeks to 31 July 2026 providing sufficient justification explaining the exceptional need for the extension is given;**
- **we are only able to extend the submission deadline for exceptional reasons, and no extensions past 31 July 2026 will be given under any circumstances. If you do not submit**

your completed and signed AGAR or exemption certificate to us by 31 July 2026 additional charges will apply for chaser letters issued.

- a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority's expenditure banding and hence give rise to a minimum additional fee of £210 plus VAT.

IMPORTANT: If a financially active smaller authority is issued with a statutory recommendation (and/or a public interest report) for 2025/26 it will not be able to claim exemption from a limited assurance review for 2026/27, regardless of whether it meets all other criteria.

Explanation of variances

We would like to draw your attention to Paragraph 2.38 of the [Practitioners' Guide](#). This states the smaller authority is required to provide 'a sufficiently detailed and meaningful analysis and explanation of the reasons for the change'.

Trust Funds (Local Councils only)

For Local Councils who act as sole managing trustees please ensure a response of either "Yes" or "No" is provided for Section 1, Assertion 9. Where a Local Council does not act as sole managing trustees the response should be "N/A".

There has also been a change to Section 2, Box 11. This box is no longer in two parts and only requires confirmation of the exclusion of trust fund transactions from the figures reported in Section 2.

Assertion 10

The Smaller Authorities' Proper Practices Panel (SAPPP) have introduced a new assertion in respect of Digital and Data Compliance. Please refer to the [Practitioners' Guide](#) for further details on complying with Assertion 10.

Change of address

Our new address is 30 Churchill Place, London, E14 5RE. However, please note that submission of the AGAR/Exemption Certificate is not required in hard copy unless electronic submission via email is not possible.

Contact details

If you are aware that you are not going to be the main point of contact for this smaller authority going forwards, please could we ask that you provide us with the new contact email address as soon as possible to prevent unnecessary chasing and ensure all correspondence reaches the right person.

Acknowledgement of receipt of information

The first contact your smaller authority will receive will be an automated email notifying you when either the AGAR or Exemption Certificate, as appropriate, has been logged onto the authority's record on our database. This should be within six weeks of submission.

Our review procedures

Please note that we undertake our reviews in order based on the date received, i.e. authorities who submit their AGAR to us earlier will be reviewed earlier. Please note that we receive a significant amount of submissions well in advance of the submission deadline, if you are able to submit earlier this may speed up your review.

Important: If you have a query **please do not respond to this email address.** All correspondence and submitted documentation should be sent to sba@pkf-l.com

Kind regards

SBA Team

For and on behalf of PKF Littlejohn LLP

T +44 (0) 20 7516 2200

sba@pkf-l.com



- iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.
- u. **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**
- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of Council are present and in no case shall the quorum of a meeting be less than three.**
- w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x. A meeting shall not exceed a period of two hours. The Clerk, or any Councillor, may remind the Chairman when ten minutes remain.

4 - ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of Council shall be held on such day in May as Council decides.**
- c. **If no other time is fixed, the annual meeting of Council shall take place at 6pm.** The meeting shall take place at the usual time for Council Meetings to avoid confusion.
- d. **In addition to the annual meeting of Council, at least three other ordinary meetings shall be held in each year on such dates and times as Council decides.**
- e. **The first business conducted at the annual meeting of Council shall be the election of the Chair and Vice-Chair (if there is one) of Council.**
- f. **The Chair of Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of Council.**
- g. **The Vice-Chair of Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of Council at the next annual meeting of Council.**
- h. **In an election year, if the current Chair of Council has not been re-elected as a member of Council, he/she/they shall preside at the annual meeting until a successor Chair of Council has been elected. The current Chair of Council shall not have an original vote in respect of the election of the new Chair of Council but shall give a casting vote in the case of an equality of votes.**

- i. **In an election year, if the current Chair of Council has been re-elected as a member of Council, he/she/they shall preside at the annual meeting until a new Chair of Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of Council and Vice-Chair (if there is one) of Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of Council and Councillors of their acceptance of office forms unless Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of Council of his/her/their acceptance of office form unless Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Review of delegation arrangements to staff and other local authorities;
 - iv. Review of the terms of reference for working groups;
 - v. Appointment of members to existing working groups;
 - vi. Appointment of any new working groups;
 - vii. Review and adoption of appropriate standing orders and financial regulations;
 - viii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - ix. Review of representation on or work with external bodies and arrangements for reporting back;
 - x. In an election year, to make arrangements with a view to Council becoming eligible to exercise the general power of competence in the future;
 - xi. Review of inventory of land and other assets including buildings and office equipment;
 - xii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xiii. Review of the Council's and/or staff subscriptions to other bodies;
 - xiv. Review of the Council's complaints procedure;
 - 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*);
 - xvi. Review of the Council's policy for dealing with the press/media;
 - xvii. Review of the Council's employment policies and procedures;
 - xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - 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.

**The Norfolk County Council
(Brancaster and Brancaster Staithe, Various Roads)
Proposed (Prohibition of Waiting) Consolidation and Variation Order 202X
and Bus Stop Clearway Notice 2026**

Norfolk County Council propose to make the following Order under the Road Traffic Regulation Act 1984.

**The Norfolk County Council (Brancaster and Brancaster Staithe, Various Roads)
(Prohibition of Waiting) Consolidation and Variation Order 202X**

The effect of this Order will be to:

1. consolidate The Norfolk County Council (Brancaster, Various Roads) (Prohibition of Waiting) Order 2014 and The Norfolk County Council (Brancaster Staithe, A149 Main Road) (Prohibition of Waiting) Order 2025 whereby the existing restrictions on the lengths of road specified in those Orders will not be changed (apart from the U22163 Marsh Side which is varied as set out below);
2. vary the existing Order by:
 - a. prohibiting any person to cause or permit any vehicle to wait:
 - i. at any time along the lengths of road specified in Schedule 1; and
 - ii. at any time from 1st April to 31st October along the lengths of road specified in Schedules 2 and 3
 - b. vary the existing Order whereby the lengths of the U22163 Marsh Side are revoked and varied to:
 - i. "East Side - From its junction with A149 Main Road for 7 metres northwards".
 - ii. "West Side - From the centre line of its junction with the A149 Main Road northwards for a distance of 35 metres". This is an extension of 28 metres on the west side.
 - c. adding in the following exemptions in respect of all lengths of road to be consolidated in the proposed order:
 - i. for emergency services vehicles
 - ii. for when the person in control of the vehicle is required to stop by law, or is obliged to stop in order to avoid an accident or is prevented from proceeding by circumstance outside their control

The Orders are proposed to be consolidated for clarity and efficient administration of the restrictions. As part of the consolidation the Orders are being updated to reflect current legislation, or being clarified to make them clearer, or being amended to correct minor errors or unnecessary articles and definitions are being removed.

Schedule 1

In the Parish of Brancaster Staithe

Proposed Prohibition of Waiting – At Any Time

Road	Description
U22164 Common Lane Both Sides	From the centreline of its junction with A149 Main Road southwards for a distance of 165 metres
U2P611 Dale End Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 11 metres.
C95 Dalegate Road Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 15 metres.
U22353 Harbour Way Both Sides	From the centreline of its junction with the A149 Main Road northwards for a distance of 5 metres
A149 Main Road North Side	From the centreline of its junction with the U23086 The Drove eastwards for a distance of 16 metres and westwards for a distance of 13.5 metres. From a point opposite the centreline of its junction with U22406 Dale End eastwards for a distance of 33 metres From a point opposite the centreline of its junction with the U22406 Dale End westwards for a distance of 29 metres From a point 89 metres west of the centreline of its junction with U22406 Dale End westwards for 14 metres From a point opposite the centreline of its junction with the U22164 Common Lane eastwards for a distance of 10 metres and westwards for a distance of 21 metres. From the centreline of its junction with the U22353 Harbour Way eastwards for a distance of 28 metres and westwards for a distance of 29 metres From the centreline of its junction with the U23554 Main Road eastwards for a distance of 28 metres and westwards for a distance of 29 metres.
A149 Main Road South Side	From the centreline of its junction with the C95 Dalegate Lane eastwards for a distance of 10 metres and westwards for a distance of 17 metres. From a point 50 metres west of the centreline of its junction with the U2P611 Dale End westwards for a distance of 39 metres. From the centreline of its junction with the U2P611 Dale End eastwards for a distance of 25 metres and westwards for a distance of 29 metres.

Road	Description
	From a point 292 metres west of the centreline of the junction of the U2P611 Dale End westwards for a distance of 100 metres From a point opposite the centreline of its junction with the U22353 Harbour Way eastwards for a distance of 18.5 metres and westwards for a distance of 12.5 metres From the centreline of its junction with the U22561 The Close eastwards for a distance of 26 metres and westwards for a distance of 16 metres From a point 17 metres west of the centreline of its junction with the U2P684 Town Lane westwards for a distance of 33.6 metres
U23554 Main Road Both Sides	From the centreline of its junction with the A149 Main Road northwards for a distance of 10 metres
U22561 The Close Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 6 metres
U23086 The Drove Both Sides	From the centreline of its junction with A149 Main Road northwards for a distance of 10 metres.

In the Parish of Brancaster

Proposed Prohibition of Waiting – At Any Time

U23064 Boughey Close Both Sides	From the centreline of its junction with the B1153 Mill Road westwards for a distance of 13 metres
U22160 Broad Lane Both Sides	From the centreline of its junction with the A149 Main Road northwards for a distance of 13 metres From a point 10 metres south of the centreline of its junction with the U22162 Butchers Lane northwards to its junction with the U22160 Beach Road
U22162 Butchers Lane Both Sides	From the centreline of its junction with the U22160 Broad Lane eastwards for a distance of 20 metres
U22162 Butchers Lane North Side	From the centreline of its junction with the U22161 London Street westwards for a distance of 19 metres

U22162 Butchers Lane South Side	From the centreline of its junction with the U22161 London Street westwards for a distance of 18.5 metres
U22312 Choseley Road East Side	From the centreline of its junction with the B1153 Mill Road southwards for a distance of 10 metres
U22161 London Street East Side	From the centreline of its junction with the A149 Main Road northwards for a distance of 20 metres From its junction with U22162 Butchers Lane southwards for a distance of 22 metres
U22161 London Street West Side	From the centreline of its junction with the A149 Main Road northwards for a distance of 12 metres From the centreline of its junction with the U22162 Butchers Lane southwards for a distance of 21 metres
A149 Main Road North Side	From a point opposite the centreline of its junction with the U23652 Saxon Field eastwards for a distance of 16 metres and westwards for a distance of 18 metres From the centreline of its junction with the U22161 London Street eastwards for a distance of 22 metres and westwards for a distance of 141 metres to the centreline of the U22160 Broad Lane From a point 82 metres west of the centreline of its junction with the U22160 Broad Lane westwards for a distance of 53 metres
A149 Main Road South Side	From the centreline of its junction with the U23652 Saxon Field eastwards for a distance of 29 metres and westwards for a distance of 15 metres From the centreline of its junction with the B1153 Mill Road eastwards for a distance of 84 metres and westwards for a distance of 32 metres From a point opposite the centreline of U22161 London Street westwards for a distance of 10 metres and eastwards for a distance of 20 metres From the centreline of its junction with U2P638 Powells Yard eastwards for a distance of 18 metres and westwards for a distance of 39 metres
U22375 Mill Hill Both Sides	From the centreline of its junction with the B1153 Mill Road westwards for a distance of 18.5 metres
B1153 Mill Road Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 17 metres

U22380 Mill Road Both Sides	From the centreline of its junction with the B1153 Mill Road westwards for a distance of 10 metres
B1153 Mill Road East Side	From a point 77 metres south of the centreline of its junction with the A149 Main Road southwards for a distance of 57 metres From a point opposite the centreline of its junction with the U23064 Boughey Close northwards for a distance of 15 metres and southwards for a distance of 19 metres From a point opposite the centreline of its junction with the U22375 Mill Hill northwards for a distance of 21 metres and southwards for a distance of 21 metres From a point opposite the centreline of its junction with the U22380 Mill Road northwards for a distance of 13 metres and southwards for a distance of 24 metres
B1153 Mill Road West Side	From the centreline of its junction with U22312 Choseley Road southwards for a distance of 12 metres From a point 38 metres south of its junction with U22312 Choseley Road southwards for a distance of 21 metres From the centreline of its junction with the U23064 Boughey Close northwards for a distance of 15 metres and southwards for a distance of 19 metres From the centreline of its junction with the U22375 Mill Hill northwards for a distance of 20 metres and southwards for a distance of 20 metres From the centreline of its junction with the U22380 Mill Road northwards for a distance of 13 metres and southwards for a distance of 24 metres
U2P638 Powells Yard Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 6 metres
U23652 Saxon Field Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 6.5 metres

Schedule 2

In the Parish of Brancaster

Proposed Prohibition of Waiting – At Any Time 1st April to 31st October

U22160 Beach Road (Broad Lane) Both Sides	From a point 183 metres north of the centreline of its junction with the U22162 Butchers Lane northwards to its northernmost end
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U22160 Broad Lane Western Side	From a point 50 metres north of the centreline of its junction with the A149 Main Road northwards for a distance of 152 metres
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Schedule 3

In the Parish of Brancaster Staithe

Prohibition of Waiting – At Any Time 1st April to 31st October

Road	Description
A149 Main Road (North Side)	From a point 29 metres west of the centreline of its junction with U22406 Dale End westwards for 31 metres

The Norfolk County Council (Brancaster, Various Roads) Bus Stop Clearway Notice 2026

NOTICE is hereby given that Norfolk County Council propose to introduce bus stop clearways as defined in Schedule 7 of the Traffic Signs Regulations and General Directions 2016 and the associated no stopping at any time restrictions for any vehicles, except buses at the following locations:-

In the Parish of Brancaster Staithe

Road	Description
A149 Main Road North Side	From a point 80 metres east of the centreline of its junction with the U23086 The Drove eastwards for a distance of 21 metres. From a point 59 metres west of a point opposite the centreline of its junction with the U2P611 Dale End westwards for a distance of 29 metres.
A149 Main Road South Side	From a point 10 metres east of the centreline of its junction with the C95 Dalegate Lane eastwards for a distance of 31 metres From a point 44 metres west of the centreline of its junction with the U22164 Common Lane westwards for a distance of 17 metres

In the Parish of Brancaster

Road	Description
A149 Main Road North Side	From a point 4 metres east of a point opposite the centreline of its junction with the U23652 Saxon Field westwards for a distance of 8 metres From a point 22 metres east of the centreline of its junction with the U22161 London Street westwards for a distance of 13 metres

A149 Main Road South Side	From a point 8 metres west of the centreline of its junction with the U23652 Saxon Field westwards for a distance of 8 metres From a point 116 metres west of a point opposite the centreline of its junction with the U22163 Marsh Side westwards for a distance of 16 metres
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A copy of the draft Order, plans, a Statement of Reasons for making the Orders and the existing Orders can be viewed online at www.norfolk.citizenspace.com. Copies are also available for inspection at Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH and at the offices of the Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, PE30 1EX. Online viewing is recommended.

This Notice replaces the proposals advertised on the 8th August 2025. This proposal has been amended following public feedback and now includes the removal of the proposed seasonal prohibition of waiting on the U22353 Harbour Way and changes a proposed 31 metre length of prohibition of waiting on A149, Main Road, to a seasonal restriction for 31 metres outside the White Horse PH on Main Road.

Any objections and representations relating to the proposed Order must be made in writing and must specify the grounds on which they are made. Responses provided on the previous proposals in August 2025 have been incorporated into the amended proposal and will not be reconsidered. Please resubmit any additional objections and representations. Comments may also be made in relation to the bus stop clearway notice. All correspondence for these proposals must be received at the office of nplaw, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH marked for the attention of the nplaw Traffic Regulation Order Team by the 7th April 2026. They may also be emailed to TrafficOrders@norfolk.gov.uk

The Officer dealing with the public enquiries concerning these proposals is Ms A Copeman, telephone 0344 800 8020.

Dated this 13th day of March 2026

Katrina Hulatt
Director of Legal Services (nplaw)
County Hall
Martineau Lane
Norwich
NR1 2DH

Note: Information you send to the Council will be used for any purpose connected with these proposals and will be held as long as reasonably necessary for those purposes. It may also be released to others in response to freedom of information requests.

**The Norfolk County Council
(Brancaster and Brancaster Staithe, Various Roads)
(Prohibition of Waiting) Consolidation and Variation Order 202X**

Norfolk County Council in exercise of their powers under Sections 1(1), 2(1), 2(2), 4(1), 4(2) and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the 1984 Act") and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby make the following Order:-

1. This Order may be cited as The Norfolk County Council (Brancaster and Brancaster Staithe, Various Roads) (Prohibition of Waiting) Consolidation and Variation Order 202X and shall come into effect on the XX day of XX 202X.

2. In this Order –

Any reference to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment. Where the context otherwise requires the following expressions have the meaning hereby respectively assigned to them.

"Civil Enforcement Officer" has the same meaning as in section 76 of the Traffic Management Act 2004;

"Disabled Person's Badge" has the same meaning as in The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 and a vehicle shall be regarded as displaying a Disabled Person's Badge in the relevant position, if:

- (a) the badge is exhibited on the dashboard or fascia of the vehicle: or
 - (b) where the vehicle is not fitted with a dashboard or fascia, the badge is exhibited in a conspicuous position on the vehicle
- so that the front of the badge is clearly legible from the outside of the vehicle

"General Directions" means The Traffic Signs Regulations and General Directions 2016;

"Parking Disc" means a device which:

- (a) is 125 millimetres square and coloured blue, if issued on or after 1st April 2000 or orange, if issued before that date;
- (b) has been issued by a local authority and has not ceased to be valid; and
- (c) is capable of showing the quarter hour period during which a period of waiting has begun;

and a vehicle shall be regarded as displaying a Parking Disc in the relevant position, if:

- (d) the disc is exhibited on the dashboard or fascia of the vehicle; or
- (e) where the vehicle does not have a dashboard or fascia, the disc is exhibited in a conspicuous position on the vehicle

so that when marked to show the quarter hour period during which a period of waiting began, that period is clearly legible from the outside of the vehicle

“The Regulations” means The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 and The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000, and any statutory modifications or re-enactments thereof.

3. Save as provided in Articles 4, 5 and 6 of this Order no person shall, except upon the direction or with the permission of a police constable in uniform or of a Civil Enforcement Officer in uniform, cause or permit any vehicle to wait:

- i. at any time along the lengths of road specified in Schedule 1 to this Order; and
- ii. at any time from 1st April to 31st October along the lengths of road specified in Schedules 2 and 3 to this Order.

4. Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle to wait along the lengths of road specified in the Schedules to this Order or on the side of roads referred to therein for so long as may be necessary to enable:

- (a) goods to be loaded on to or unloaded from the vehicle; or
- (b) a person to board or alight from the vehicle;

provided these are not excluded by any road markings or signs pursuant to the General Directions

5. Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle to wait along the lengths of road specified in the Schedules to this Order or on the side of roads referred to therein for so long as may be necessary to enable:

- (a) the vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in connection with any of the following operations, namely:
 - (i) building, industrial or demolition operations;
 - (ii) the removal of any obstruction to traffic;
 - (iii) the maintenance, improvement or reconstruction of the said lengths of road or side of roads; or

- (iv) the laying, erection, alteration repair or cleaning in, or near, the said lengths of road or side of roads, of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus as defined in the Digital Economy Act 2017 lawfully kept installed in any position.
 - (v) the provision of a universal postal service as defined in the Postal Services Act 2011;
 - (vi) where the vehicle is owned by a funeral director or owner of funeral vehicles, when in use as part of a funeral cortege
 - (vii) fire brigade, ambulance or police purposes
 - (viii) in the service of a local authority or a water authority in pursuance of statutory powers or duties;
 - (ix) to wait when the person in control of the vehicle is required to stop by law, or is obliged to stop in order to avoid an accident or is prevented from proceeding by circumstance outside their control
6. Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle which lawfully displays in the relevant position a Disabled Person's Badge and a Parking Disc to wait along the lengths of road specified in the Schedules to this Order or on the side of roads referred to therein for a period not exceeding the time specified in The Regulations.
7. The Norfolk County Council (Brancaster, Various Roads) (Prohibition of Waiting) Order 2014 and The Norfolk County Council (Brancaster Staithe, A149 Main Road) (Prohibition of Waiting) Order 2025 are hereby revoked.
8. Insofar as any provision of this Order conflicts with any provision of any previous Order relating to the lengths of road specified in the Schedule to this Order, that provision of this Order shall prevail.

Schedule 1

In the Parish of Brancaster Staithe

Prohibition of Waiting – At Any Time

Road	Description
U22164 Common Lane Both Sides	From the centreline of its junction with A149 Main Road southwards for a distance of 165 metres
U2P611 Dale End Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 11 metres.
C95 Dalegate Road Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 15 metres.
U22353 Harbour Way Both Sides	From the centreline of its junction with the A149 Main Road northwards for a distance of 5 metres
A149 Main Road North Side	From the centreline of its junction with the U23086 The Drove eastwards for a distance of 16 metres and westwards for a distance of 13.5 metres. From a point opposite the centreline of its junction with U22406 Dale End eastwards for a distance of 33 metres From a point opposite the centreline of its junction with the U22406 Dale End westwards for a distance of 29 metres From a point 89 metres west of the centreline of its junction with U22406 Dale End westwards for 14 metres From a point opposite the centreline of its junction with the U22164 Common Lane eastwards for a distance of 10 metres and westwards for a distance of 21 metres. From the centreline of its junction with the U22353 Harbour Way eastwards for a distance of 28 metres and westwards for a distance of 29 metres From the centreline of its junction with the U23554 Main Road eastwards for a distance of 28 metres and westwards for a distance of 29 metres.
A149 Main Road South Side	From the centreline of its junction with the C95 Dalegate Lane eastwards for a distance of 10 metres and westwards for a distance of 17 metres.

Road	Description
	From a point 50 metres west of the centreline of its junction with the U2P611 Dale End westwards for a distance of 39 metres. From the centreline of its junction with the U2P611 Dale End eastwards for a distance of 25 metres and westwards for a distance of 29 metres. From a point 292 metres west of the centreline of the junction of the U2P611 Dale End westwards for a distance of 100 metres From a point opposite the centreline of its junction with the U22353 Harbour Way eastwards for a distance of 18.5 metres and westwards for a distance of 12.5 metres From the centreline of its junction with the U22561 The Close eastwards for a distance of 26 metres and westwards for a distance of 16 metres From a point 17 metres west of the centreline of its junction with the U2P684 Town Lane westwards for a distance of 33.6 metres From a point 300 metres west of its junction with the U22406 Dale End for a distance of 70 metres westwards
U23554 Main Road Both Sides	From the centreline of its junction with the A149 Main Road northwards for a distance of 10 metres
U22561 The Close Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 6 metres
U23086 The Drove Both Sides	From the centreline of its junction with A149 Main Road northwards for a distance of 10 metres.

In the Parish of Brancaster

Prohibition of Waiting – At Any Time

Road	Description
U23064 Boughey Close Both Sides	From the centreline of its junction with the B1153 Mill Road westwards for a distance of 13 metres
U22160 Broad Lane Both Sides	From the centreline of its junction with the A149 Main Road northwards for a distance of 13 metres

Road	Description
	From a point 10 metres south of the centreline of its junction with the U22162 Butchers Lane northwards to its junction with the U22160 Beach Road
U22162 Butchers Lane Both Sides	From the centreline of its junction with the U22160 Broad Lane eastwards for a distance of 20 metres
U22162 Butchers Lane North Side	From the centreline of its junction with the U22161 London Street westwards for a distance of 19 metres
U22162 Butchers Lane South Side	From the centreline of its junction with the U22161 London Street westwards for a distance of 18.5 metres
U22312 Choseley Road East Side	From the centreline of its junction with the B1153 Mill Road southwards for a distance of 10 metres
U22161 London Street East Side	From the centreline of its junction with the A149 Main Road northwards for a distance of 20 metres From its junction with U22162 Butchers Lane southwards for a distance of 22 metres
U22161 London Street West Side	From the centreline of its junction with the A149 Main Road northwards for a distance of 12 metres From the centreline of its junction with the U22162 Butchers Lane southwards for a distance of 21 metres
A149 Main Road Both Sides	From the centreline of its junction with the U22163 Marsh Side eastwards for a distance of 60 metres and westwards for a distance of 80 metres
A149 Main Road North Side	From a point opposite the centreline of its junction with the U23652 Saxon Field eastwards for a distance of 16 metres and westwards for a distance of 18 metres From the centreline of its junction with the U22161 London Street eastwards for a distance of 22 metres and westwards for a distance of 141 metres to the centreline of the U22160 Broad Lane From a point 82 metres west of the centreline of its junction with the U22160 Broad Lane westwards for a distance of 53 metres
A149 Main Road South Side	From the centreline of its junction with the U23652 Saxon Field eastwards for a distance of 29 metres and westwards for a distance of 15 metres From the centreline of its junction with the B1153 Mill Road eastwards for a distance of 84 metres and westwards for a distance of 32 metres

Road	Description
	From a point opposite the centreline of U22161 London Street westwards for a distance of 10 metres and eastwards for a distance of 20 metres From the centreline of its junction with U2P638 Powells Yard eastwards for a distance of 18 metres and westwards for a distance of 39 metres
U22163 Marsh Side East Side	From its junction with A149 Main Road for 7 metres northwards
U22163 Marsh Side West Side	From the centre line of its junction with the A149 Main Road northwards for a distance of 35 metres
U22375 Mill Hill Both Sides	From the centreline of its junction with the B1153 Mill Road westwards for a distance of 18.5 metres
B1153 Mill Road Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 17 metres
U22380 Mill Road Both Sides	From the centreline of its junction with the B1153 Mill Road westwards for a distance of 10 metres
B1153 Mill Road East Side	From a point 77 metres south of the centreline of its junction with the A149 Main Road southwards for a distance of 57 metres From a point opposite the centreline of its junction with the U23064 Boughey Close northwards for a distance of 15 metres and southwards for a distance of 19 metres From a point opposite the centreline of its junction with the U22375 Mill Hill northwards for a distance of 21 metres and southwards for a distance of 21 metres From a point opposite the centreline of its junction with the U22380 Mill Road northwards for a distance of 13 metres and southwards for a distance of 24 metres
B1153 Mill Road West Side	From the centreline of its junction with U22312 Choseley Road southwards for a distance of 12 metres From a point 38 metres south of its junction with U22312 Choseley Road southwards for a distance of 21 metres

Road	Description
	From the centreline of its junction with the U23064 Boughey Close northwards for a distance of 15 metres and southwards for a distance of 19 metres From the centreline of its junction with the U22375 Mill Hill northwards for a distance of 20 metres and southwards for a distance of 20 metres From the centreline of its junction with the U22380 Mill Road northwards for a distance of 13 metres and southwards for a distance of 24 metres
U2P638 Powells Yard Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 6 metres
U23652 Saxon Field Both Sides	From the centreline of its junction with the A149 Main Road southwards for a distance of 6.5 metres

Schedule 2

In the Parish of Brancaster

Prohibition of Waiting – At Any Time 1st April to 31st October

Road	Description
U22160 Beach Road (Broad Lane) Both Sides	From a point 183 metres north of the centreline of its junction with the U22162 Butchers Lane northwards to its northernmost end
U22160 Broad Lane Western Side	From a point 50 metres north of the centreline of its junction with the A149 Main Road northwards for a distance of 152 metres

Schedule 3

In the Parish of Brancaster Staithe

Prohibition of Waiting – At Any Time 1st April to 31st October

Road	Description
A149 Main Road (North Side)	From a point 29 metres west of the centreline of its junction with U22406 Dale End westwards for 31 metres

Dated this XX day of XX 202X

Katrina Hulatt
Director of Legal Services (nplaw)

DRAFT

**The Norfolk County Council
(Brancaster and Brancaster Staithe, Various Roads)
(Prohibition of Waiting) Consolidation and Variation Order 202X**

Statement of Reasons for Making the Order

Parking in Brancaster and Brancaster Staithe has become problematic making it dangerous as roads are often unpassable and this has caused issues for emergency vehicles. The proposal is to prohibit parking to increase visibility as a safety measure and to avoid accidents occurring. The restrictions will ensure that access will be maintained and will prevent parking on verges and footways thereby preventing damage to the roads.

This proposal has been amended following public feedback and now includes the removal of the proposed seasonal prohibition of waiting on the U22353 Harbour Way and changes a proposed 31 metre length of prohibition of waiting on A149, Main Road, to a seasonal restriction for 31 metres outside the White Horse PH on Main Road.

Responses provided on the previous proposals in August 2025 have been incorporated into the amended proposal and will not be reconsidered. Please resubmit any additional objections and representations.

The proposal to make the Order is therefore made because it appears to Norfolk County Council that it is expedient to do so in accordance with Sections 1(a) (c) and (f) of the Road Traffic Regulation Act 1984.

- (a) for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising;
- (c) for facilitating the passage on the road or any other road of any class of traffic (including pedestrians); and
- (f) for preserving or improving the amenities of the area through which the road runs.

The Order is proposed to be consolidated for clarity and efficient administration of the restrictions. As part of the consolidation The Norfolk County Council (Brancaster, Various Roads) (Prohibition of Waiting) Order 2014 and The Norfolk County Council (Brancaster Staithe, A149 Main Road) (Prohibition of Waiting) Order 2025 are being updated to reflect current legislation, or being clarified to make them clearer, or being amended to correct minor errors or unnecessary articles and definitions are being removed.

**The Norfolk County Council
(Brancaster Staithe, A149 Main Road)
(Prohibition of Waiting) Order 2025**

The Norfolk County Council in exercise of their powers under Sections 1(1), 2(1), 2(2) and 4(1) and (2) and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the 1984 Act") and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby make the following Order:-

1. This Order may be cited as The Norfolk County Council (Brancaster Staithe, A149 Main Road) (Prohibition of Waiting) Order 2025 and shall come into effect on the 9th day of May 2025.

2. In this Order –

Any reference to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment. Where the context otherwise requires the following expressions have the meaning hereby respectively assigned to them.

“Civil Enforcement Officer” has the same meaning as in section 76 of the 2004 Act;

"Disabled Person's Badge" has the same meaning as in The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 and a vehicle shall be regarded as displaying a Disabled Person's Badge in the relevant position, if

- (a) the badge is exhibited on the dashboard or facia of the vehicle: or
- (b) where the vehicle is not fitted with a dashboard or facia, the badge is exhibited in a conspicuous position on the vehicle

so that the front of the badge is clearly legible from the outside of the vehicle

“General Directions” shall mean The Traffic Signs Regulations and General Directions 2016;”

"Parking Disc" means a device which:

- (a) is 125 millimetres square and coloured blue, if issued on or after 1st April 2000 or orange, if issued before that date;
- (b) has been issued by a local authority and has not ceased to be valid; and
- (c) is capable of showing the quarter hour period during which a period of waiting has begun;

and a vehicle shall be regarded as displaying a Parking Disc in the relevant position, if:

- (d) the disc is exhibited on the dashboard or fascia of the vehicle; or
- (e) where the vehicle does not have a dashboard or fascia, the disc is exhibited in a conspicuous position on the vehicle

so that when marked to show the quarter hour period during which a period of waiting began, that period is clearly legible from the outside of the vehicle

“The Regulations” means The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000” and The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000, and any statutory modifications or re-enactments thereof;

- 3. Save as provided in Articles 4, 5 and 6 of this Order no person shall, except upon the direction or with the permission of a police constable in uniform or of a Civil Enforcement Officer in uniform, cause or permit any vehicle to wait at any time along the lengths of road specified in the Schedule to this Order.
- 4. Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle to wait along the lengths of road specified in the Schedule to this Order or on the side of roads referred to therein for so long as may be necessary to enable -
 - (a) goods to be loaded on to or unloaded from the vehicle;
 - (b) a person to board or alight from the vehicle;

provided these are not excluded by any road markings or signs pursuant to the General Directions

- 5. Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle to wait in the lengths of road specified in the Schedule to this Order or on the side of roads referred to therein for so long as may be necessary to enable -
 - (a) the vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in connection with any of the following operations, namely -
 - (i) building, industrial or demolition operations;
 - (ii) the removal of any obstruction to traffic;
 - (iii) the maintenance, improvement or reconstruction of the said lengths of road or side of roads; or
 - (iv) the laying, erection, alteration repair or cleaning in, or near, the said lengths of road or side of roads, of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of

any communications apparatus as defined in the Digital Economy Act 2017;

- (v) the provision of a universal postal service as defined in the Postal Services Act 2011;
 - (vi) fire brigade, ambulance or police purposes
 - (vii) in the service of a local authority or a water authority in pursuance of statutory powers or duties;
 - (viii) to wait when the person in control of the vehicle is required to stop by law, or is obliged to stop in order to avoid an accident or is prevented from proceeding by circumstance outside their control
 - (ix) the provision of a universal postal service as defined in the Postal Services Act 2011;
6. Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle which lawfully displays in the relevant position a Disabled Person's Badge, and a Parking Disc to wait in the lengths of road specified in the Schedule to this Order or on the side of roads referred to in that Article for a period not exceeding the time specified in The Regulations.
7. Insofar as any provision of this Order conflicts with any provision of any previous Order relating to the lengths of road specified in the Schedule to this Order, that provision of this Order shall prevail.

Schedule

In the Parish of Brancaster Staithe

Prohibition of Waiting at Any Time

A149 Main Road (South Side)	-	from a point 300 metres west of its junction with the U22406 Dale End for a distance of 70 metres westwards
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Dated this 28th day of April 2025



Katrina Hulatt
Director of Legal Services (nplaw)

THE NORFOLK COUNTY COUNCIL (BRANCASTER, VARIOUS ROADS)
(PROHIBITION OF WAITING) ORDER 2014

The Norfolk County Council (hereinafter referred to as "the Council" in exercise of their powers under Sections 1(1), 2(1), 2(2) and 4(2) and 122 and Parts III and IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act") and the Traffic Management Act 2004 (hereinafter referred to as "the 2004 Act") and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act hereby make the following Order:-

1. This Order shall come into operation on the 15th day of August 2014 and may be cited as The Norfolk County Council (Brancaster, Various Roads) (Prohibition of Waiting) Order 2014.

2. In this Order –

Any reference to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment.

"authorised taxi rank" means any area of carriageway which is comprised within and indicated by a road marking complying with diagram 1028.2 in Schedule 6 to the Traffic Signs Regulations and General Directions 2002;

"authorised parking place" means any parking place on a road authorised or designated by an order made or having effect as if made under the Act;

"Civil Enforcement Officer" has the same meaning as in section 76 of the 2004 Act;

"Disabled Person's Badge" has the same meaning as in the Disabled Persons (Badges for Motor Vehicles)(England) Regulations 2000; and

"Parking Disc" means a disc, issued by a local authority, complying with the requirements of the British Standard Specification for Parking Discs (BS No. 4631: 1970), but coloured blue and capable of showing the quarter hours period during which a period of waiting begins; and

for the purpose of this Order a vehicle shall be regarded as displaying

- (a) a disabled person's badge in the relevant position, when
 - (i) in the case of a vehicle fitted with a front windscreen, the badge is exhibited thereon with the obverse side facing forwards on the near side of and immediately behind the windscreen, and
 - (ii) in the case of a vehicle not fitted with a front windscreen the badge is exhibited in a conspicuous position on the front or near side of the vehicle, and
- (b) a parking disc in the relevant position, when the disc is exhibited thereon with the side which shows the time facing forwards or outwards and immediately behind the windscreen or side window nearest to the kerb;

"Disabled Person's Vehicle" has the same meaning as in the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

"Driver" in relation to a vehicle waiting in contravention of an Order, means the person driving the vehicle at the time it was left at that contravention;

"General Directions" shall mean The Traffic Signs Regulations and General Directions 2002"

"General Regulations 2007" shall mean The Civil Enforcement of Parking Contraventions (England) General Regulations 2007";

"Hackney Carriage" has the meaning as in Section 38 of the Town Police Clauses Act 1847;

"Motor Car", Motor Cycle" and Invalid Carriage" have the same meaning as in section 136 of the Act;

"the regulations" in Article 4(5) of this Order means The Disabled Persons (Badges for Motor Vehicles)(England) Regulations 2000" and The Local Authorities' Traffic Orders (Exemptions for Disabled Persons)(England) Regulations 2000;

"Penalty Charge" has the same meaning as in section 2 of the General Regulations 2007;

"Penalty Charge Notice" has the same meaning as in section 8 of the General Regulations 2007;

"the 1997 Regulations" shall mean the Zebra, Pelican and Puffin Pedestrian Crossing Regulations 1997.

- 3.(1) Save as provided in Article 4 of this order no person shall, except upon the direction or with the permission of a police constable in uniform or of a Civil Enforcement Officer, cause or permit any vehicle to wait:-
- (i) at any time along the lengths of road specified in Schedule 1 to this Order;
 - (ii) at any time from 1st April to 31st October along the lengths of road specified in Schedule 2 to this Order.

- (2) The following Order will become revoked and consolidated with this Order on the date of commencement of this Order as follows:-

"The Norfolk County Council (Brancaster, Beach Road)(Prohibition of Waiting) Order 2011" – in its entirety.

- 4.(1) Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle to wait in the lengths of road or on the side of roads referred to therein for so long as may be necessary to enable -
- (a) goods to be loaded on to or unloaded from the vehicle;

- (b) a person to board or alight from the vehicle;

provided that the length of road is not an authorised taxi rank or authorised parking place.

- (2) Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle to wait in the length of road or on the side of roads referred to therein for so long as may be necessary to enable -
 - (a) the vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in connection with any of the following operations, namely -
 - (i) building, industrial or demolition operations;
 - (ii) the removal of any obstruction to traffic;
 - (iii) the maintenance, improvement or reconstruction of the said lengths of road or side of roads; or
 - (iv) the laying, erection, alteration or repair in, or in land adjacent to, the said lengths of road or side of roads, of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunications apparatus as defined in the Telecommunications Act 1984;
 - (v) the provision of a universal postal service as defined in the Postal Services Act 2000;
 - (b) the vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in the service of a local authority or a water authority in pursuance of statutory powers or duties;
- (3) Nothing in Article 3 of this Order shall apply to any vehicle owned by a funeral director or owner of funeral vehicles when in use as part of a funeral cortege.
- (4) Nothing in Article 3 of this Order shall prohibit a person to cause or permit any vehicle -
 - (a) to wait upon an authorised parking place, or
 - (b) being a hackney carriage, to wait upon an authorised taxi rank.
- (5) Nothing in Article 3 of this Order shall prohibit a person to cause or permit a disabled person's vehicle which displays in the relevant position a disabled person's badge, and a parking disc (on which the driver, or other person in charge of the vehicle, has marked the time at which the period of waiting began) to wait in the lengths of road or on the side of roads referred to in that Article for a period not exceeding the time specified in the regulations.
- 5. Insofar as any provision of this Order conflicts with any provision of any previous Order relating to the lengths of road specified in the Schedule to this Order, that provision of this Order shall prevail.

6. Insofar as any provision of this Order conflicts with:-

- (a) the effect of markings placed on the carriageway, as specified under Regulation 29(1) of the General Directions conveying the existence of a 'bus stop/clearway' as defined by Part 1 of Schedule 19 of the General Directions; or
- (b) the effect of markings placed on the carriageway, as specified under Regulation 27(1) of the General Directions conveying the existence of a toucan or equestrian crossing or an adjacent controlled area as defined by Sign 1001.3 in Schedule 6 of the General Directions; or
- (c) the effect of markings placed on the carriageway, as specified under s3(1) of the 1997 Regulations conveying the existence of a:-
 - (i) Zebra Pedestrian Crossing or Zebra controlled area; or
 - (ii) Pelican Pedestrian Crossing or Pelican controlled area; or
 - (iii) Puffin Pedestrian Crossing or Puffin controlled areaand established as specified in s23(2) of the 1984 Act;

the effect of those markings shall prevail.

SCHEDULE 1

In the Parish of Brancaster

Prohibition of Waiting – At Any Time

- | | |
|---------------------------------|---|
| A149 Main Road
Both Sides | - From a point 80 metres west of the centreline of its junction with the U22163 Marsh Side eastwards for a distance of 140 metres |
| U22163 Marsh Side
Both Sides | - From its junction with the A149 Main Road northwards for a distance of 7 metres |

SCHEDULE 2

In the Parish of Brancaster

Prohibition of Waiting – At Any Time – 1st April to 31st October

- | | |
|---|--|
| U22160 Beach Road
(Broad Lane)
Both Sides | - From a point 183 metres north of the centreline of its junction with the U22162 Butchers Lane northwards to its northernmost end |
|---|--|

Dated this 11th day of August 2014

THE COMMON SEAL of
THE NORFOLK COUNTY
COUNCIL was hereunto
affixed in the presence of:-

)
)
)
) 



36836

LP/SMC/Brancaster2013Order

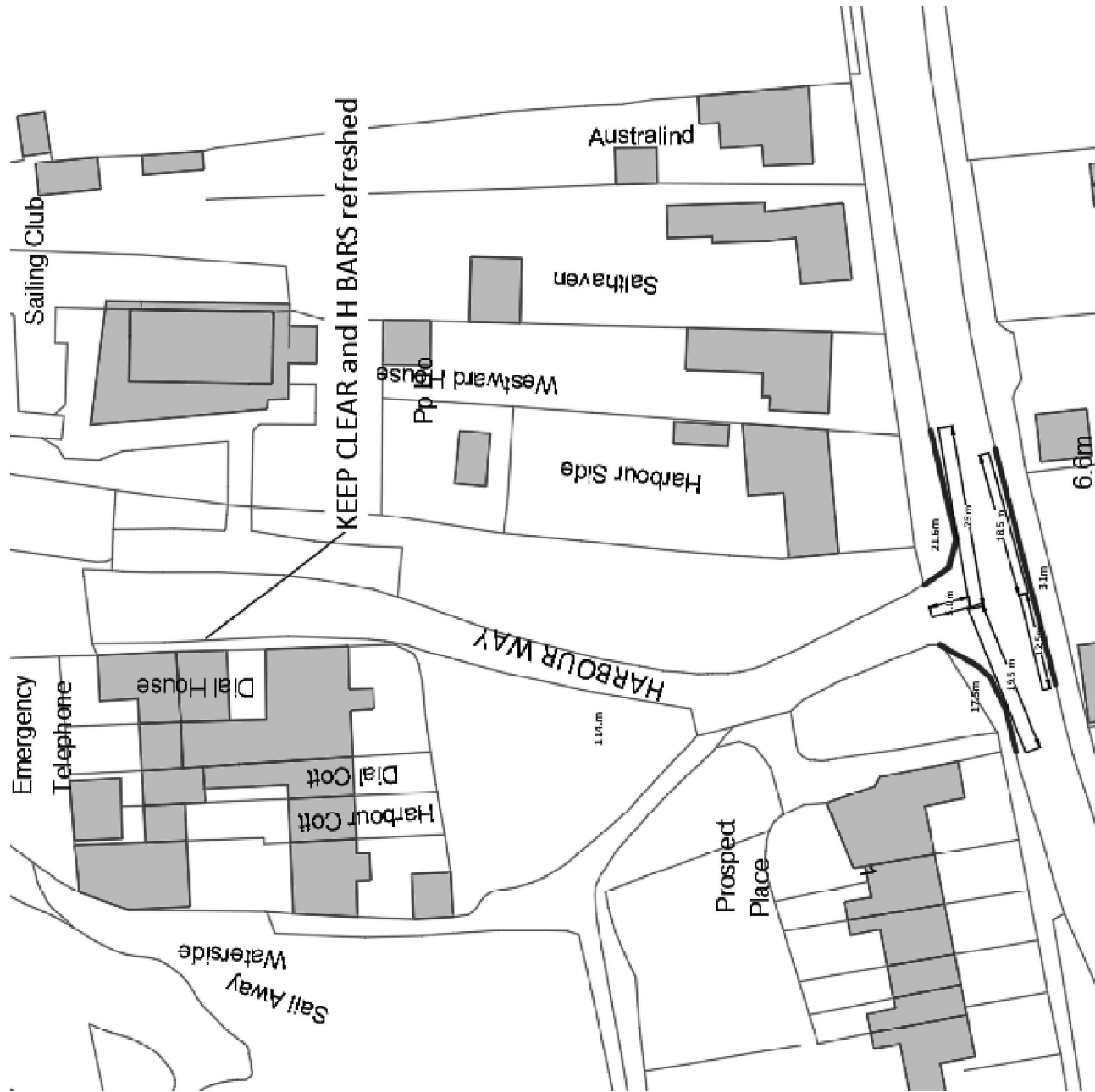
~~Head of Law~~

authorised to sign
on behalf of: HEAD OF LAW

Double Yellow Lines
 Single Yellow Lines
 Bus Stop Clear Way
 Existing Double Yellow Lines

1. THIS DRAWING IS BASED ON AN ORDINANCE SURVEY PLAN, THEREFORE THERE MAY BE INACCURACIES WITH THE LAYOUT.

2. THE SPEED LIMITS ON ALL OTHER ROADS SHOWN ON THIS PLAN (NOT SHADED) ARE TO REMAIN AS EXISTING.



Drawing Status:



- Double Yellow Lines
- Single Yellow Lines
- Bus Stop Clear Way
- Existing Double Yellow Lines

- NOTE:
1. THIS DRAWING IS BASED ON AN ORDNANCE SURVEY PLAN, THEREFORE THERE MAY BE INACCURACIES WITH THE LAYOUT.
 2. THE SPEED LIMITS ON ALL OTHER ROADS SHOWN ON THIS PLAN (NOT SHADED) ARE TO REMAIN AS EXISTING.

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Survey 100019340

Drawing Status:

INITIALS	DATE	DRAWING No	PJA 118- B43/11
SURVEYED BY		PROJECT TITLE	PJA 118
DESIGNED BY		DRAWN BY	
CHECKED BY		SCALE	1: @A3
		FILE No.	

REV	DESCRIPTION	DRAWN BY	CHECKED	DATE
1	Amended drawing following consultation	ALC		Nov/25

DRAWING TITLE
PJA 118, Brancaster Parking Restrictions - Amended drawing
November 25

Grahame Bygrave
Director of Highways, Transport & Waste
Norfolk County Council
County Hall
Norwich
Norfolk NR1 2DH





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2024. Ordnance
Survey 100019340



Norfolk County Council

DRAWING TITLE

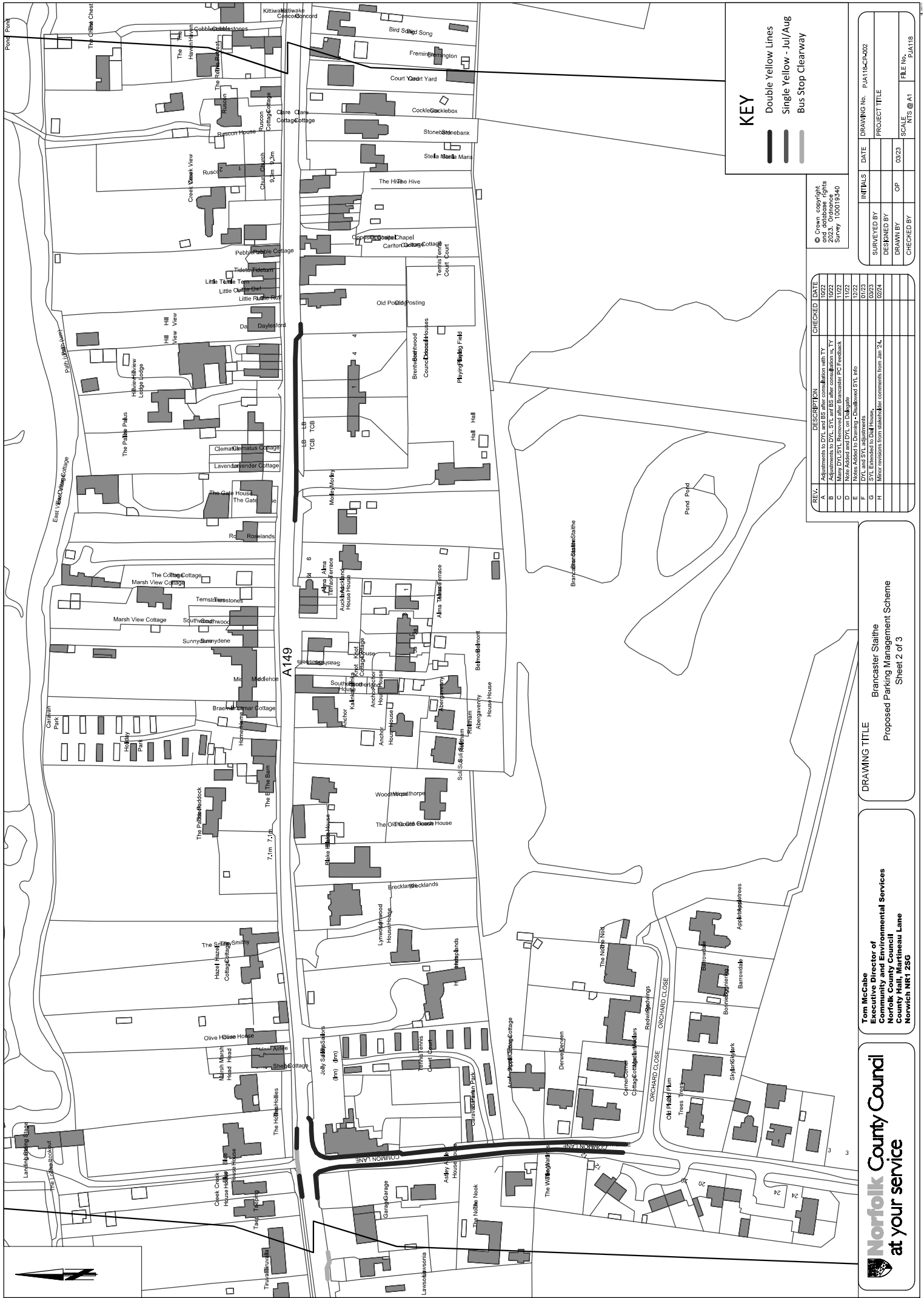
PJA118, Brancaster Amended TRO, Broad Lane - with measurements - Nov 25

Grahame Bygrave
Director of Highways, Transport &
Waste
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2DH

REV.	DESCRIPTION	DRAWN	CHECKED	DATE
	Broad Lane, Brancaster			
	Amended measurement drawing	ALX		Nov 25

Drawing Status:

	INITIAL	DATE	DRAWING No.
SURVEYED BY			B43/10
DESIGNED BY			PROJECT TITLE
DRAWN BY			PJA118
CHECKED BY			SCALE 1: @ A3
			FILE No.



Dear Tom,

For your information as below:

The monthly payment of £30.60 each month to ECS is for Microsoft office and 2 hours of support per year.

Current Website costs

Aubergene £199

Cloud Next Hosting £119.98

Website Domain £60

Total £378.98

New Nalc website

Website £126

Full service a further £140

£266

plus a one of fee for migration of content of £110

Annual cost £266

This cost is subject to being a Nalc member and is heavily discounted by nearly half

NALC yearly membership is £308.

Bearing in mind minute 7 d) of the last meeting that resolved that the website and email are transferred to Nalc and is fully serviced by them are you happy that I proceed? I am told it will be up and running in time for the next meeting.



Gary Bocking
Heligan House Flowers
7, Mill Hill
Brancaster
King's Lynn
Norfolk
PE31 8AQ
01485 210408
bocking554@btinternet.com
12/3/26

Boat planting For Staithe harbour Village Green

Soil needed to fill boat – 2 x tonne bags

Using plants that are perennial and would encourage bees and other insects, and a blue and white seaside inspired colour palette as follows:

Agapanthus (blue and/or white)

White thrift (Armeria)

Rosemary – spreading over the edges here and there to soften edges

Eryngium (like sea holly)

Limonium (garden equivalent of sea lavender)

Could add in grass like Festuca Glauca (blue grey foliage) helping to cement the seaside colour theme

If the drainage is reasonably good, we could add in the odd lavender which would again be helpful for encouraging bees and insects (we might need to put holes in the bottom of the boat?)

To be topped off with decorative bark to help retain moisture in prolonged dry spells

Annalisa, I think you have had ideas about watering the boat? Topping it up now and again and having some sort of drip system?

If this scheme is acceptable then I can officially quote prices, but it would take time to source the best priced plants and it would be a waste of time if this is not what you were looking for.

If you approve then I can send prices through to the Parish Council, or, if not, we can look again at the scheme and think about how we can adapt it?

Prices include delivery

Please make cheques payable to Gary Bocking

Or, for bank transfer: Barclays bank; sort code: 20-46-65 account number: 20943118

Brancaster Beach Public Car Park	
FREE PASS	
April 2026 – 2027 - April 2028	
Car Reg number:	_____
Expiry date:	30/04/2028
At owners risk – not transferable.	

Name: All vehicles and their contents on this ground are at their owners' risk. This ticket must be displayed as proof of payment Beware of the tides: The road floods too deeply to pass. DANGER: DO NOT ATTEMPT TO- CROSS THE SAND BANKS, GO TO THE ISLAND or WALK TO THE WRECK. Please take your litter home Golf in progress – beware flying golf balls. Please do not lose this pass. If your car reg changes, please cross it out and write the new one in.
--

Clerk / RFO Brancster Parish Council Job Advert

Clerk & Responsible Financial Officer (RFO) Core Purpose

To ensure the lawful, efficient and transparent operation of Chedgrave Parish Council by delivering essential governance, administration and financial management within a limited weekly time commitment.

Responsible to Full Council

Responsible to all Council staff, property and financial resources

Hours: 12hrs per week, home based (with attendance at Council meetings as required)

Salary: SCP22-SCP25 In accordance with NJC Salary Scales, dependent upon qualifications and experience.

Key Responsibilities 1. Governance & Council Administration

- Act as the Council's Proper Officer, ensuring compliance with all statutory duties, Standing Orders and Financial Regulations.
- Prepare and publish agendas, minutes and statutory notices; clerk all Council meetings (including monthly evening meetings).
- Implement Council decisions and maintain accurate records, policies and procedures.
- Provide procedural and governance advice to councillors, keeping up to date with relevant legislation.
- Manage councillor attendance records, casual vacancy processes and election-related requirements.

2. Financial Management (RFO Duties)

- Act as the Council's Responsible Financial Officer under the Local Government Act 1972.
- Prepare the annual budget, monitor income/expenditure and provide regular financial reports.
- Manage payments, receipts, payroll, pensions, VAT, bank reconciliation and financial controls.
- Ensure compliance with internal and external audit requirements, transparency regulations and financial risk management.
- Maintain the asset register, inventories and insurance schedules.

3. Administration, Communication & Public Information

- Handle correspondence, enquiries and statutory publications.
- Maintain the Council website and ensure statutory documents are published.
- Prepare the Annual Report and support public engagement, including press releases where required.
- Support the Annual Parish Meeting and ensure decisions are actioned.

4. Staff & Resource Management

- Line-manage any council staff, ensuring compliance with employment law and council policies.
- Oversee contracts, facilities and council assets at an appropriate level for a small parish.
- Ensure health & safety, data protection and risk assessments are maintained proportionately.

5. Partnership Working

- Liaise with district/county councils, statutory bodies and local organisations on matters affecting the parish.
- Represent the Council at relevant meetings where necessary and proportionate.

6. Professional Development

- Undertake training required for the role, including working towards CiLCA if not already held.

Person Specification

Essential

- Strong administrative, organisational and communication skills.
- Ability to work independently, manage workload and meet deadlines.
- Competent IT skills (Microsoft Office, email, online document management).
- Ability to prepare agendas, minutes and reports to a high standard.
- Understanding of basic bookkeeping, financial record-keeping and bank reconciliation.
- Ability to interpret policies, procedures and statutory requirements.
- High integrity, confidentiality, accuracy and attention to detail.
- Willingness to attend evening meetings and work from home.

Desirable

- CiLCA (or willingness to obtain).
- Experience in local council administration or finance.
- Knowledge of local government law, audit processes and transparency requirements.
- Experience maintaining websites or publishing statutory documents.
- Understanding of GDPR and information governance.

Job Type: Part-time

Expected hours: 12 per week

Work Location: Hybrid remote in Chedgrave

From: clerk@brancaster-pc.gov.uk
Sent: 30 March 2026 16:44
To: cllr.annalisa.dovey@brancaster-pc.gov.uk; cllr.briony.bax@brancaster-pc.gov.uk; cllr.celia.borthwick@brancaster-pc.gov.uk; cllr.simon.osborn@brancaster-pc.gov.uk; cllr.stephen.bocking@brancaster-pc.gov.uk; cllr.susie.ullswater@brancaster-pc.gov.uk; cllr.tim.osullivan@brancaster-pc.gov.uk; cllr.tom.dewinton@brancaster-pc.gov.uk; cllr.val.carpenter@brancaster-pc.gov.uk; cllr.william.gardiner@brancaster-pc.gov.uk
Subject: FW: Clarification of a public right-of-way

An item for the agenda –

A Parishoner request to consider apply for a public right of way (all in eth email below) . It was sent in in December but not yet made it to us, I've only noticed it because the Parishoner has given a little prod.

Item: will be 'to consider response to request to apply for PROW, and agree any relevant actions'

Of course there is no obligation to say yes – it a may be tah the response is

Yes – and working group set up to colection evidence / clerk to apply

Undecided – working group to produce report to present recommendations to council

No – there is no capacity at the moment ..

And any multitude of options in between.

Thanks,
Annalisa

From: XXXXX XXX (personal) <XXXXX@XXXX.org.uk>
Sent: 30 March 2026 14:29
To: clerk@brancaster-pc.gov.uk
Subject: Re: Clarification of a public right-of-way

Hi Annalisa

I spoke to Tom de Winton about it and he suggested that it is a parish matter and, as such, the PC would be the right body to move this forward unless it was voted down. I have not moved it forward and don't currently intend to do so. Thanks for your help.

==
XXXXX

On Mon, 30 Mar 2026 at 12:29, <clerk@brancaster-pc.gov.uk> wrote:

Hi XXXXX,

Thank you for your email.

Sorry for not fully understanding – are you asking the PC to start the process of making a declaration of PROW for this path? Or have you started the process with NCC but haven't yet had a response?

If you could just clarify with me, then I will know how to mark it for attention with Parish Council and put on the next months agenda (I can't choose for council to consider it but, I will make sure they see the enquiry!)

Thanks,

Annalisa

From: XXXXX XXXX (personal) <XXXXX@XXXX.org.uk>

Sent: 28 March 2026 13:40

To: clerk@brancaster-pc.gov.uk

Cc: Tom <Tom@reevewood.com>

Subject: Fwd: Clarification of a public right-of-way

No response to date

----- Forwarded message -----

From: **XXXXX Olesen (personal)** <XXXXX@olesent.org.uk>

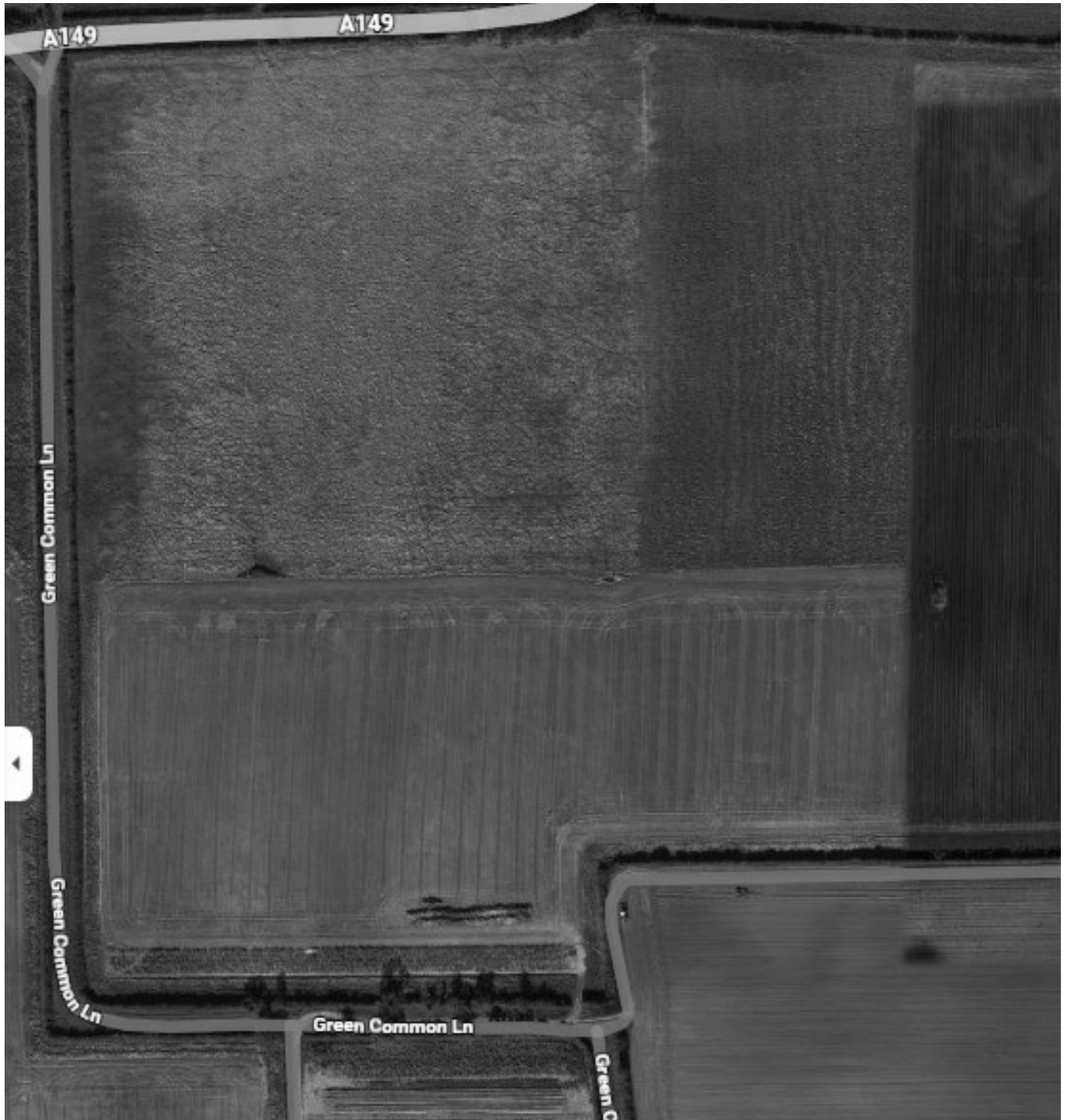
Date: Wed, 17 Dec 2025 at 12:09

Subject: Clarification of a public right-of-way

To: <clerk@brancaster-pc.gov.uk>

Dear Sir/Madam

The farm track between the newly converted barn on Common Lane and Green Common Lane has been used by locals for at least as long as I have lived here, which is 40 years. However, it does not appear to be a public right-of-way, and it would be a service to the community if this were changed. The same applies to the track leading from Common Lane to Valley Farm.



Under Section 31(1) of the Highways Act 1980, a path is presumed to have been dedicated as a public right of way if:

- It has been used by the public (the public at large, not just a specific group like tenants or employees).
- For a full period of 20 years.
- The use was 'as of right', meaning:-
- Without force (no conflict with the landowner).
- Without secrecy (the use must be open and visible).
- Without permission (the public did not need to ask the landowner for consent).
- The use was without interruption.

An employee of the farmer (not the landowner) has started harassing dog walkers using the field margins with some justification. He originally said it was fine to use the track in question, but now says that it is private and should not be used.

If you believe this track should be recorded as a public right of way based on 20 years of use, you must make an application (a Definitive Map Modification Order or DMMO) to the relevant local authority (Norfolk CC), supported by witness evidence (user forms). I suspect that many dog walkers would be prepared to act as witnesses if asked.

If you were seeking to make a claim based on the 20-year rule, or if you needed to view the authoritative legal record, you would need to contact the Legal Orders and Registers Team at Norfolk County Council.

--

XXXXX Olesen
07957 563332

From: Norfolk Ramblers Footpaths <footpaths@norfolkra.org.uk>
Sent: 30 March 2026 22:57
To: clerk@brancaster-pc.gov.uk
Subject: Parish Footpath Audit
Attachments: Parish Footpath Audit Exemplar.docx

Dear Parish / Town Clerk

Please forward this correspondence to your Chairman and Councillors

As Chairman of Norfolk Ramblers I am writing to you concerning Rights of Way and Footpaths in your Parish. You may know that Ramblers endeavour not only to lead walks but help to keep the Rights of Way and footpaths open and in an accessible condition for all to enjoy. Responsibility for maintaining these is shared between the landowner and Norfolk Highways but more and more paths are becoming difficult to walk, which then results in further decline and use. The Norfolk Highways budget for maintain paths is also diminishing. Ramblers do sterling work with their volunteers who undertaking smaller maintenance issues.

It is well documented that walking is a good, easy to access, and inexpensive way of maintaining fitness and good physical and mental health for all age groups and Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. It would be helpful to both residents and those planning walks from further afield if a detailed audit of the state of the paths could be published as a Report at the Annual Parish Meeting, or more frequently if you wish. Attached is a copy of part of a report from a local Parish Council, prepared for an Annual Parish Meeting which shows 'best practice'. An annual audit enables any defects or problems to be reported to Norfolk Highways, or to the landowner, and hopefully resolved before paths become overgrown or inaccessible through neglect, wilful obstruction, lack of signage etc.

If you are unsure of how the footpaths are numbered on the Rights of Way Definitive Map for your Parish, or how to report defects to Norfolk Highways, or who is responsible for what, please get in touch. I will be pleased to help.

Your co operation with this suggestion will hopefully benefit your residents, as well as visitors to your Parish, and will add to the enjoyment of the Norfolk countryside for all.

If you are already completing and publishing a comprehensive footpath audit on your Parish website similar to the one attached, please ignore this correspondence, and thank you.

Thank you
Kind regards
Richard May
Area chair, Norfolk Area Ramblers



Unit 7 & 8 Merchants Close, Oldmedow Road, King's Lynn, Norfolk PE30 4JX

Tel: (01553) 770310

E-mail: info@westnorfolkct.co.uk

Website: www.westnorfolkct.co.uk

Dear Sir / Madam

We are West Norfolk Community Transport, and we would like to reach out to you to see if there is something we can offer to the residents that are in your area.

We are looking to expand our current services and we hope we can work alongside you to help more people get out and about from the rural areas.

West Norfolk Community Transport provides a variety of rural and urban transport solutions for people who struggle with mobility issues, social isolation or anyone who is unable to access regular public transport.

We offer door to door weekly or fortnightly services from a variety of villages in the surrounding areas of Kings Lynn, Downham Market, Ely, Fakenham and Swaffham. The service is aimed at giving people the opportunity to do a spot of shopping in town, accessing vital amenities. All our vehicles are wheelchair accessible, and our friendly, helpful drivers will assist you and your shopping in and out of the vehicle. Services run Monday to Friday excluding Bank Holidays.

You do need to be a member to use this service. Joining is easy, all that's needed is a membership form and yearly fee. We can complete the form and take payment over the phone or you can give the driver the information and fee on your first booking.

Fares and pick up times vary depending on area you live. Please check the price of your fare when booking and pay your driver in cash when you travel. All bookings can be made by calling the office on 01553 770310 or 01760 720906 between 8.30am and 4.30pm Monday - Friday excluding Bank Holidays. When booking your transport, please advise us of any mobility aids that will be travelling with you, to assist the driver when they arrive.

We would like to come to any local meetings to speak about how we can help, or if you have any publications that go to residents. Or notice boards where we could put a poster or two that would be great. We would like to assist persons to stay independent for longer and believe that with the help of our service this can be achieved, also giving family members piece of mind that their loved ones are in capable hands, all our drivers a DBS checked and can give an arm to assist in and out of the vehicle if needed. Please get in touch either by phone or receipt of this email, thank you for taking the time to read this.

Registered Office: Unit 7&8 Merchants Close, Oldmedow Road, King's Lynn, Norfolk, PE30 4JX.

Registered in England Company No: 02922015 VAT Registration No: 806602744

Registered Charity No: 1069180

Many thanks

Natasha Hurley

Natasha Hurley

Manager

West Norfolk Community Transport

From: Cllr Alistair Beales <cllr.Alistair.Beales@West-Norfolk.gov.uk>
Sent: 25 March 2026 14:42
To: Cllr Alistair Beales
Subject: LGR Update - Government decision

Preparing for LGR

*Transformation
and LGR readiness*

Borough Council of
King's Lynn &
West Norfolk



Dear parish councils,

I am very pleased to let you know the Government has just confirmed that **three unitary councils** is its chosen way forward for Norfolk as part of its Local Government Reorganisation agenda.

This positive decision is the right one for Norfolk and we are pleased the Government has listened to our partnership of six councils, who worked so hard together to shape and champion this robust proposal for three unitary authorities, backed by eight local MPs.

The Government agrees that three unitary councils, including a dedicated council for the West, will best serve the people and places of our large and diverse county. A one-size-fits-all mega council for the whole of Norfolk, with Norwich-centric thinking, was never going to be the right way forward.

Three unitaries will deliver clearer local accountability, with democratic decisions made by local representatives closer to communities, and more responsive services tailored to local needs, strengths and opportunities of each area, while still remaining large enough to operate efficiently across all council services.

While three councils will still see the Borough Council of King's Lynn and West Norfolk replaced by a larger authority covering a wider area, we are already asking our residents whether they would like us to set up a town council for King's Lynn, to ensure Norfolk's biggest town continues to have a really strong local voice and civic identity into the future.

We are starting a large and complex phased process, being delivered in line with Government timescales, to create a whole new council delivering all council services. We are already liaising with all Norfolk councils, including Norfolk County Council, to ensure that reform and service integration operates smoothly for our communities, and West Norfolk has a role in driving future change.

As ever, our top priority is continuing to deliver our services well for West Norfolk and to prepare for change to ensure we are in a strong position for reorganisation – to deliver quality services for communities, invest in local priorities and places, and leave a positive lasting legacy for the future.

I will continue to keep you updated with progress.

Thanks,

Alistair.

Cllr Alistair Beales
Leader

cllr.alistair.beales@west-norfolk.gov.uk



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Funded by
UK Government

Borough Council of
King's Lynn &
West Norfolk



Rural Communities Small Grant Claim and Monitoring Form 2025-26

Organisational Name	Brancaster Parish Council
Grant Reference Number (from offer letter)	
Project contact (name)	Philip Stone Clerk – now resigned, so now it is whoever is on the clerks email.
Contact Email	clerk@brancaster-pc.gov.uk
VAT reference number (if applicable)	
Date of claim	8 th April 2026
State stage number if part of a staged claim.	

1. PROJECT SPEND

I / We confirm that we have undertaken the Funded Activities as set out in the Grant Offer Form and these are detailed below.

Item/s / costs incurred	Supplier	Item Cost	Date of works	Total Cost (Exclude VAT if VAT registered)
level and re grade existing grass area to the east side of the harbour road up to the shingle driveway approx. 450m2	J Taylor Construction	3350	21/03/25	3350
plant hire £400 grass reinforcement mats £5450 fixings £750 seed £300	J Taylor Construction	7,400.00	21/03/25	7,400.00
18 tonne top soil delivered £500 drill and fix in metal bar to hold down grass mats along the kerb edge £580	J Taylor Construction	1,080.00	21/03/25	1,080.00
Subtotal of cost				£11830.00
Match funding amount (min 20% of total cost)				£6830
TOTAL GRANT CLAIM (max 80% of project cost and not exceeding the grant award)				<u>£5000</u>

PLEASE PROVIDE COPIES OF DATED INVOICES, PAYMENT RECEIPTS AND EVIDENCE OF MATCH FUNDING PAYMENTS.

2. PROJECT OUTPUTS



Funded by
UK Government

Borough Council of
King's Lynn &
West Norfolk



I / We confirm that we have achieved the outputs / outcomes below as set out in the Grant Offer Letter and the Grant Agreement.

Outputs achieved		Please tick
Improved green or blue space (vegetated land, or water accessible to the wider community)		Y
Improved local facilities or amenities (contained within a physical structure accessible to the wider community)		
TOTAL GRANT CLAIM		

PLEASE PROVIDE PHOTOS OF THE INSTALLED ITEM/S AND THE COMPLETED PROJECT TO EVIDENCE OUTPUT ACHIEVEMENT.



3. PROJECT SPECIFIC CONDITIONS

I / We confirm that we have fulfilled the project specific condition/s as set out in point 14 of the Grant Offer Form. If no conditions were applied, please state 'Not Applicable'.



Funded by
UK Government

Borough Council of
King's Lynn &
West Norfolk



Please provide an explanation of how the project specific condition/s have been fulfilled.	Date of achievement	Evidence collected
Not Applicable		

PLEASE PROVIDE EVIDENCE OF PROJECT SPECIFIC CONDITIONS FULFILLED.

4. GRANT PAYMENT

BANK ACCOUNT DETAILS FOR GRANT PAYMENTS					
Name on Bank Account	Brancaster Parish Council				
Address on Bank Account	28 Roslyn Road Gorleston Great Yarmouth NR31 7AF				
Bank/Building Society	Unity Trust Bank	Sort Code	608301	Account No.	20528342
Bank Address	<u>4 Brindley Pl, Birmingham B1 2JB</u>				

IF NOT ALREADY PROVIDED, PLEASE PROVIDE A COPY OF A REDACTED BANK STATEMENT TO EVIDENCE THAT THE ABOVE ACCOUNT IS IN THE NAME OF THE ORGANISATION.

5. CLAIM AUTHORISATION

(Claim to be signed in accordance with your normal signing arrangements)

Signature(s)	
Name(s)	
Position(s)	
E-mail address(es)	
Date	

Receipts (INCOME)	£85,238.25
---------------------------	-------------------

Council

10 Precept	£12,010.00	35,000
11 CIL income	2981.79	2981.79
12 Grants		
13 Donations	45000	45000

Finance

20 VAT	0	0
21 Bank interest	1249.37	2000
21/1 Savings account		
21/2 CIL account		

Assets & Amenities

30 Rents	600	0
30/1 Allotment Rent		
30/2 BCSC Rents		

Misc	10	256.46
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Expenditure	75606.7
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Council

100 Chairmans expenses	4000	5148
101 S137 (grants)	£8,250.00	1000

Finance

200 Bank Service Charge	0	150
201 Audit	653	600
201/1 Internal Auditor		
201/2 External Auditor		
201/3 Referrals		

Assets & Amenities**301 Asset Maint / repair**

301/1 Allotments		
301/2 Brancaster Playing Field		
301/2/1 Tennis Courts		
301/2/2 Playground		
301/2/3 Overflow Car Park Area		
301/3 Footpaths		
301/4 Green Space Maintenance		
301/4/1 Grass Cutting		£8,000.00
301/4/2 Ground & Grass repair		
301/4/3 Tree inspections		
301/4/4 Tree surgery		
301/4/5 Planting		
301/5 Street Furniture Maint.		6000
301/5/1 Beacon		

	301/5/2	Bins		
	301/5/3	Benches		
	301/5/4	Bus shelters		
	301/5/5	Defib	500	
	301/5/6	SAM Units		
	301/5/7	Telephone box / library		
	301/5/8	Signs & Plaques		
	301/6	Restorative Justice	300	
	301/7	Streetlight repairs.		
302	Asset Running Costs (Bills, licensing, servicing)			
	302/1	Bin	2000	
	302/1/1	Dog waste emptying		
	302/1/2	Waste bin emptying		
	302/2	Insurance		
	302/2/1	Parish insurance	2000	
	302/2/2	Cyber Insurance		
	302/3	Playing Field		
	302/3/1	Annual Safety Report (ROSPA)	250	
	302/4	Streetlight running costs		
	302/4/1	Monthly Maint Contract	720	
	302/4/2	6 year statutory Test		
	302/4/3	Streetlight electricity	6280	
303	Asset purchase / replacement			
	303/1	Bins		
	303/1/1	Bins		
	303/1/2	Dog Bins		
	303/2	Bench		
	303/3	Bus Shelter		
	303/3/1	Artwork / Signs / Noticeboards		
	303/4	Telephone Box / Library		
Office & Admin				
	400	Subscriptions & Licenses	2000	1500
400/1		Microsoft		
400/2		ICO		
400/3		NALC		
400/4		SLCC		
400/5		Accounts Package AdvantEDGE		
400/6		Computer support & back ups		
	401	Room Hire	300	400
	402	Office / Admin asset purchase	£5,000.00	1500
	403	Printing		
	404	Postage		
	405	Mobile phone Bill		
	406	Website	250	250
	407	Emails	250	250
Human Resources				
	500	Recruitment		

	501 Clerks pay	£24,250.00	£26,258.70
501/1	Standard salary		
501/2	Over Time		
501/3	WFH		
501/4	Holiday Pay		
501/5	pension		
501/6	HMRC		
501/7	NI		
	502 Payroll		
	503 Training	500	500
503/1	Clerk Training		
503/2	Cllr Training		
	504 Election Costs		
	505 Harbour Master		10,000
Events			
	600 Xmas Lights	1000	1000
	601 Green Day		
	602 Coronation		
	603 other events	0	1000

Reserves

Ear Marked Funds		2024/2025	2025/2026
Assett Maintenance		£0.00	£500.00
IT/Computer		£0.00	£500.00
CIL	2023/2024	£8,390.25	-£43,348.96
Legal Fees		£0.00	
Locum Cover in case of clerk off sick		£0.00	£1,000.00

Sam 2	£54,119.39	£0.00	£500.00
Defib Pads	£20,000.00	£0.00	£500.00
Election Costs		£1,500.00	£500.00
Allotments			£6,350.00
Play Equipment		£9,000.00	£5,000.00
General Beautifying			£0.00
Events			
Recruitment	£20,000.00	£2,500.00	
Car Park	£9,000.00		
Biodiversity			£1,000.00
Brancaster Staithe Village Green			
Total		£21,390.25	-£27,498.96
	£103,119.39		

Adjustments	2026/2027	Total held in reserves	
	£1,000.00	£1,500.00	
	£500.00	£1,000.00	
£20,008.26	-£22,506.00	-£37,456.45	
		£0.00	
	£10,000.00	£11,000.00	

		£54,619.39	
		£20,500.00	
		£2,000.00	
		£6,350.00	
-£20,000.00	£31,987.95	£25,987.95	
		£0.00	
	£10,000.00	£10,000.00	
-£30.00	£30.00	£22,500.00	
	£25,000.00	£34,000.00	
		£1,000.00	
	£12,000.00	£12,000.00	
-£21.74	£56,011.95	£165,000.89	£0.00

Our ref: 26/00360/F
Planning Officer: Jody Haines
Council Information Centre: 01553 616200
E-mail: borough.planning@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



PARISH CONSULTATION

Stuart Ashworth
Assistant Director Environment And Planning

The Clerk
Brancaster Parish Council
C/o 28 Roslyn Road
Gorleston-on-Sea
Norfolk
NR31 7AF

Ref. No: 26/00360/F
Validated: 16 March 2026
Parish: Brancaster
Date: 18th March 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **Householder: 12m x 5m swimming pool. 1.2 - 1.8m depth. at First Staithe Field
Main Road Brancaster Staithe King's Lynn Norfolk PE31 8BP**

I have recently received details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 10 April 2026.

You can make your comments by email to: **planning.econsultation@west-norfolk.gov.uk**.

The Case Officer dealing with this is Jody Haines who can be contacted on 01553 616403 should you have any questions.

Application details on public access can be found by clicking on the link below:

http://online.west-norfolk.gov.uk/online-applications/applicationDetails_____

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments that you may have via email.

Yours faithfully

Stuart Ashworth
Assistant Director
Environment and Planning

**KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL**

Reference No: 26/00360/F **Case Officer:** Jody Haines

Proposal: Householder: 12m x 5m swimming pool. 1.2 - 1.8m depth.

Location: First Staithe Field Main Road Brancaster Staithe King's Lynn Norfolk

Observations from: Brancaster Town/Parish Council.

Please tick

☐

SUPPORT the application because ... (please give relevant planning reasons in space below)

☐

OBJECT to the application because ... (please give relevant planning reasons in space below)

☐

NO OBSERVATIONS either in favour or against the proposal.

ANY OTHER COMMENTS:

Clerk to Brancaster Town/Parish Council Dated:

NOTE: In the event that the Parish Council do not provide reasons for their support or objection within 21 days from the date of this consultation, then it may stop qualifying applications from automatically going to Planning Committee in the event that the Parish Councils view differs from that of the planning officers.

Our ref: 26/00418/F
Planning Officer: Clare Malcomson
Council Information Centre: 01553 616200
E-mail: borough.planning@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
West Norfolk**



PARISH CONSULTATION

Stuart Ashworth
Assistant Director Environment And Planning

The Clerk
Brancaster Parish Council
C/o 28 Roslyn Road
Gorleston-on-Sea
Norfolk
NR31 7AF

Ref. No: 26/00418/F
Validated: 6 March 2026
Parish: Brancaster
Date: 12th March 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **HOUSEHOLDER: Alterations to garage at Redshanks Whiteway Road
Burnham Deepdale King's Lynn Norfolk PE31 8FG**

I have recently received details in respect of the above planning application. If you would like to make comments on this application, please do so no later than 2 April 2026.

You can make your comments by email to: planning.econsultation@west-norfolk.gov.uk.

The Case Officer dealing with this is Clare Malcomson who can be contacted on 01553 616230 should you have any questions.

Application details on public access can be found by clicking on the link below:

http://online.west-norfolk.gov.uk/online-applications/applicationDetails_____

Please allow 2 working days from the date of this letter to ensure the documents have been scanned.

I look forward to receiving any comments that you may have via email.

Yours faithfully

Stuart Ashworth
Assistant Director
Environment and Planning

**KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL**

Reference No: 26/00418/F **Case Officer:** Clare Malcomson

Proposal: HOUSEHOLDER: Alterations to garage

Location: Redshanks Whiteway Road Burnham Deepdale King's Lynn Norfolk

Observations from: Brancaster Town/Parish Council.

Please tick

☐

SUPPORT the application because ... (please give relevant planning reasons in space below)

☐

OBJECT to the application because ... (please give relevant planning reasons in space below)

☐

NO OBSERVATIONS either in favour or against the proposal.

ANY OTHER COMMENTS:

Clerk to Brancaster Town/Parish Council Dated:

NOTE: In the event that the Parish Council do not provide reasons for their support or objection within 21 days from the date of this consultation, then it may stop qualifying applications from automatically going to Planning Committee in the event that the Parish Councils view differs from that of the planning officers.