

BRANCASTER PARISH COUNCIL AGM

BRANCASTER PARISH COUNCIL MEETING MINUTES

Clerk for the meeting: Alex Angles

Email: clerk@Brancaster-pc.gov.uk

Location: Brancaster Staithe & Burnham Deepdale Village hall

Time: 18:30

Date: 5th May 2026

Present: Cllr Tom de Winton (TdW) | **Chair**, Cllr Annalisa Dovey (AD) **Vice Chair** | Cllr Susie Ullswater (SU), Cllr Briony Bax (BB), Cllr William Gardiner (WG) Cllr Stephen Bocking (SB) Cllr Val Carpenter (VC), Cllr Celia Borthwick (CB), Cllr Simon Osborn (SO), Alex Angles (AA) Minutes.

Members of public: approx. 10

1. Welcome by the Chair

TdW welcomed public. Meeting opened at 18:30

1.1. Cllr TdW presented Annual Report. See additional document.

Member of the public, Chris Cottom (CC) and AA notified TdW that they will record the meeting. TdW confirmed with Cllrs and Public, no objections received.

2. Present and apologies: Council resolved to accept apology from Cllr Tim O'Sullivan (TS)

3. Election of Chair: Standing Order 4. Council discussed possible change of Chair.

TdW proposed as Chair

Proposed WG / seconded SO / 5 in favour / 1 against / 3 abstained

TdW signed

4. Election of Vice Chair; Standing Order 4. Council discussed election of vice chair and proposed Annalisa Dovey

Proposed CB / seconded BB / 6 in favour / 1 against / 2 abstain

TdW signed

5. Declarations of Interest and requests for dispensations: Council received declaration from AD who prepared finance reports so will abstain from voting.

6. Public session: Council received comments from the public re planning application ref: 26/00643/F.

Council received no notice of planning applications on the agenda, however one applicant was present with architect from Atelier Associates. Council were presented with hard copy of design for renovation of a shed (approx 16 sq meters) to make a writing studio with log burner. Council asked many questions and agreed to submit final comments to DJ by Friday 8th May.

7. Governance

7.1. Minutes of Previous Meetings: Council resolved to approve minutes from PC meeting 7th April 2026 with amendment raised by WG: 9.3 clarification of the purchase of RTC.

*Proposed AD / seconded SU / unanimous
TdW signed*

7.2. Standing order 4.J. Business to be conducted at the Annual General Council Meeting.

8.2.1. SO 4.J.Xviii. Council reviewed expenditure incurred under s.137 of the Local Government Act 1972. AD clarified overspend and limits of allowed spending.

8.2.2. SO 4.J.xix. Council Determined the time and place of ordinary meetings of Council up to and including the next annual meeting of Council.

- Council resolved to move to 11 meetings per year. No meeting to be held in August unless deemed necessary due to excess business. A meeting in August may be proposed at the July meeting.

*Proposed WG / seconded CB / unanimous
TdW signed*

- Council discussed holding every meeting on 1st of month or making exceptions for September & December where the 1st Tuesday falls on 1st of the month, making preparations of finance reports, extremely difficult. Council resolved to hold meetings on 8th for months September & December 2026

*Proposed WG / seconded VC / 7 in favour / 1 against / 1 abstained
TdW signed*

- Council resolved to alternate AGM halls (May 2027 – BVH or BS & BD VH)

*Proposed AD / seconded WG / unanimous
TdW signed*

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

• SO 4.j.iii Review And Agree Delegations arrangements to Staff & other local authorities

- o Delegation policy: to review and agree
- o Delegated powers: to review and Agree

- SO 4.j. iv. Review of the terms of reference for working groups;

- SO 4.j.v. Appointment of members to existing working groups;

- o Finance Group
- o Personnel Group
- o Asset Group
- o Events Group
- o Communications Group

- SO 4.j.vi. Appointment of any new working groups;

regulations

- SO 4.j.vii. Review and adoption of appropriate standing orders and financial

- o Standing Orders: to review & adopt
- o Financial Regulations: To review and Adopt

- o Code of Conduct: To review and Agree
- SO 4.j.viii. Review of arrangements (including legal agreements) with other local authorities, not for-profit bodies and businesses.
 - o Mowing Contracts
 - o MOU on Village Green Management with National Trust
 - o Dog waste Bin Emptying – weekly except Easter – Autumn Half term where it is twice weekly
 - o RWNGC: Rents
 - o Brancaster Sports Club arrangements for management of playground and playing field
 - o Allotment Society for the Management of the Allotments,
 - o NCC: provision of data for Flood signs
 - o ECS Computer Support
- SO 4.j.ix. Review of representation on or work with external bodies and arrangements for reporting back;
 - o Saxon Shore
 - o Brancaster Commons Committee
 - o Barrow Commons Committee
 - o Brancaster Staithe Village Green (The Hard) with NT & Hard Repairs Project with NT & BSSC
 - o Brancaster Car Park Representatives
 - o Sea Defence Committee
- SO 4.j.xi. Review of inventory of land and other assets including buildings and office equipment;
- SO 4.j.xii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- SO 4.j.xiii. Review of the Council's and/or staff subscriptions to other bodies;
 - o NALC
 - o SLCC
 - o ICO
- SO 4.j.xiv. Review of the Council's complaints procedure; • SO 4.j. xv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 10, 19 and 20);
- SO 4.j.xvi. Review of the Council's policy for dealing with the press/media;
- SO 4.j.xvii. Review of the Council's employment policies and procedures;
- Review of Council risk assessments

Proposed VC / seconded CB / unanimous

TdW signed

8. Reports Council received reports and updates for information only and considered motions for resolution where indicated

8.1. County Councillor Report: Council received news that Andrew Jamieson would not be standing for County Council and agreed that a thank you letter for his service be sent.

Proposed SU / seconded SB / unanimous

Action: Send letter

8.2. Borough Councillor Report: Council received (Verbal) update from TdW regarding a change to the Ward: The ward formerly know as Brancaster Saxon Shore will become

Brancaster and Docking to include Brancaster, Brancaster Staithe, Titchwell, Ringsted, Holme Next the sea, Thornham, Cholsley, and Old Hunstanton. Electorate 3384.

8.3. Clerk report: Council received (Verbal) report from AD. DJ has been hired as locum Clerk. Handover of responsibilities is in progress. DJ has requested to meet all Cllrs before the next meeting.

8.4. Restorative Justice: Council received (Verbal) update from CB. Less work was completed due to insufficient insurance. Council understand that insurance for workers is in place but 3rd party liability to protect the public may be missing.

Action: DJ to confirm appropriate insurance is in place

8.5. NT & BPC Village Green meeting report Council received (Verbal) report from TdW, AD and CB. NT have agreed that they are responsible for maintaining the hard. Concerns were raised regarding the location of vendors (Crab Shed & Ice Cream van) in relation to queueing and safety. TdW is keen for NT to take their responsibilities for hard upkeep more seriously. Harbour Donations and rent from vendors lacks clarity in terms of lessor. The key for the donation box is missing. TdW has issued a statement of intent that Council will take more direct interest in the management of Village Green.

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

Proposed WG / seconded BB / 8 in favour / 1 abstain

TdW signed

Action: BB to draft signs using Canva.

8.5.2. Council discussed progress of grass seeding, lack of rain, temporary installation of sleepers and the sailing club (BSSC) lease in regards to responsibilities for upkeep.

9. Finance

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

9.1.1. Council noted account balances from AD: £12,274 in current account and £194,700 in savings. Total £ 206,974. AD confirmed that accounts reconcile.

9.1.2. CB requested correction of a £100 payment from RWNGC. Currently listed as donation.

Action: AD to ask DJ to make amendment.

9.1.2. Council approved reconciliation of accounts Eo April 2026

Carried by consensus.

9.1.3. Council confirmed receipt of End of April 2026 Payments report

- No payments have been made under delegated authority

Carried by consensus.

- Council approved payments made

Carried by consensus.

- Council motioned to approved upcoming expenditure: £17,455 total
Proposed BB / seconded SO / 8 in favour / 1 abstained
TdW signed

9.2. Revised Budget: The revised budget following accurate year end figures was not available.

9.3. Direct Debits, Standing Orders:

9.3.1. Council received DD / SO list for 25_26

9.3.2. Council agreed DD / SO list for 26_27 with 3 additional DD payments.

Proposed BB / seconded WG / 8 in favour / 1 abstained

TdW signed

9.4. Grant Requests: Council received and discussed:

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

Proposed VC / seconded BB / unanimous

TdW signed

10. Planning

10.1. 10.2. Delegated Planning Decisions: None made

Planning Applications: Council received planning application ref: 26/00643/F.

11. **Assets** Council received updates on asset maintenance works and approved the following suggestions and actions:

11.1. Defibrillator: Council approved the purchase of defib pads: £150

Proposed VC / seconded AD / unanimous

TdW signed

11.2. Brancaster Staithe Village Green Hard works: Council discussed pump washing of silt at zero cost. AD provided verbal update.

Proposed WG / seconded AD / unanimous

TdW signed

11.3. Brancaster Playing field Overflow end gate: Council received further info and motioned to seek quotes and proceed with adding drop fencing (provisional budget £200 or revert to council)

Proposed CB / seconded AD / 7 in favour / 2 abstain

TdW signed

11.4. Brancaster Playing field Overflow: Council discussed tidying up hedge line, remove waste bin surround and agreed to discuss with Herringwood (contractor) if this has already been included in a previous quote.

Council agreed to discuss this again in August

11.5. Brancaster Playing field Signage:

11.5.1. Council discussed Overflow car park signage printing and installation (max budget £100)

11.5.2. Council discussed Welcome map, ownership signage and agreed:

Asset Group & BB to create draft signage to present at next meeting

11.6. Village Sign: Council were updated by WG and agreed budget of £200

WG to action.

Proposed WG / seconded SU / unanimous

TdW signed

12. HR

12.1. Locum Clerk: Council confirmed that a Locum Clerk (DJ) has been recruited

12.2. Permanent Clerk recruitment:

12.2.1. Council discussed and approved SCP for Clerk recruitment: SCP 16-18 with £5 per hour “Brancaster-weighting” uplift.

Proposed TdW / seconded WG / unanimous

TdW signed

12.2.3. Council discussed and approved advertising of Clerk Role – SLCC / NALC / Website and other advertising services with £25 budget

Proposed AD / seconded BB / unanimous

TdW signed

13. Correspondence: None received

14. Additional item Barrow Common Committee: verbal report from SB citing concerns for the preservation of the common land.

SB to email DJ for the item to discussed at the next meeting

15. Proposal to extend meeting by 10 mins

Proposed AD carried by consensus

16. Public Session: Council received the following public comments:

Member of the public (MoP) concerned for the upkeep of defibrillator and was reassured that all checks were diligently executed.

MoP requested and received clarification on the proposal to use a water pump to clear mud from the Staithe slipways and enforcement of village green signage.

TdW requested an update on a 1st responder kit that had been assigned to a volunteer who may now be unable to volunteer.

16. Meeting dates: Council confirmed next meeting date: Tuesday 2nd June 2026: 6.30pm

16. Private session: Chair closed the meeting to the public at 2040.