1st July 2026

Dear Sir/ Madam
You are hereby summoned to attend the Full Council Meeting to be held in the Brancaster Staithe and Burnham Deepdale Village Hall on Tuesday 7th July 2026, at 6.30pm for the purpose of transacting the business listed on the agenda below.

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

Yours faithfully

Doreen Joy – Locum Clerk
Tel: 0781 2357740
Email: Clerk@brancaster-pc.gov.uk

AGENDA

01 Apologies for Absence

02 Declarations of Interest and requests for Dispensations

Localism Act 2011 Sec 31 & 33
If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

03 Minutes of Previous Meetings

3.1 To **AGREE** and sign the minutes from the Full Council EGM Meeting on the 29th June 2026.

04 Chairmans Report

05 Public Participation Time

Public Bodies(Admission to Meetings)Act 1960
The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak.
To receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.
Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

6.1 Minutes filed
6.2 Payment made.
6.3 Employment TOR updated
6.4 Employment Committee membership placed on Councils website
6.5 Budget TOR updated
6.6 Asset register started/ongoing
6.7 BCSC insurance paid.
6.8 Donation to cut Burnham Deepdale Church paid.
6.9 Resident replied to regarding memorial bench.
6.10 Planning applications replied to.
6.11 Signs for Brancaster Staithe waiting on installation
6.12 Informative board ongoing. (CB,WG,SU)
6.13 Grass seed for village green delivered will be sown in the autumn.
6.14 All reviewed policies updated and placed on website.
6.15 Emails changed over to Zimba,
6.16 Employment dates confirmed with committee.
6.17 Councils address being changed over to village hall on all contacts.
6.18 Contractors list will be presented at Septembers meeting.
6.19 Clerk position placed on NALC and Indeed. Employment Committee will meet to short list and arrange interviews.

07 Finance

7.1 To consider and agree June's reconciliations accounts.
7.2 To consider and agree July's payments.
7.3 To consider and agree the direct debits and standing orders for Council.
7.4 To consider and agree adding the Clerk as an administrator on Councils accounts. (AD)
7.5 To consider and agree if to renew Councils insurance.
7.6 To consider and agree Brancaster Village Halls grant application.
7.7 Update on the Brancaster Staithe Hard Works and to consider and agree any actions. (AD)
7.8 To consider and agree if to pay the round wire by direct debit annually to SHDCRA.
7.9 To consider and agree if to pay for contract bins for the Hunstanton Tennis Tournament.

08 Planning Building and Environment.

8.1 Update on Restorative Justice and to consider and agree any actions.(TW)
8.2 To consider and agree Council's provisions for flood signs (AD)
8.3 To consider and agree Council's response to:
26/01018/F
Details: Proposed side extension to align with the existing structure and provide an ensuite for the bedroom. at Marsh Barn Cross Lane Brancaster King's Lynn Norfolk PE31 8AE
8.4 To consider and agree Council's response to:
26/01018/F
Details: HOUSEHOLDER - Extension and renovation of existing dwelling. at 10 Branodunum Brancaster King's Lynn Norfolk PE31 8AL

8.5 To consider and agree Council's response to:
26/00873/F
Details: VARIATION OF CONDITIONS 2, 3 AND 5 OF PLANNING PERMISSION 23/01611/F: (Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM) Construction of 1 new dwelling at Orchard House Cross Lane Brancaster KINGS LYNN Norfolk PE31 8AE

8.6 To consider and agree Council's response to:
26/00978/F
Details: HOUSEHOLDER - Extension and renovation of existing dwelling. at 10 Branodunum Brancaster King's Lynn Norfolk PE31 8AL

8.7 Update on registering the playing field and to consider and agree any actions.
8.8 To consider and agree if to change the T gate at the car park playing field.(CB)
8.9 To consider and agree if to tidy up the hedge line and remove waster bin surround (CB)
8.10 To consider and agree if to cut the grass at the Brancaster Village Hall.
8.11 To consider and agree what action to take regarding the National Trust and beach safety (WG)

09 <u>Policies, Documents and Communications.</u>

9.1 To review and agree Councils Financial Risk Management Policy.
9.2 To review and agree Councils Co-Option Form
9.3 To review and agree Councils IT Policy
9.4 To review and agree Councils Social Media Policy.
9.5 To review and agree Councils training for all members.
9.6 Update on insurance for Councillors and to consider and agree any actions.
9.7 To consider and agree if to hold a meeting in August.

10 <u>To Report any other business.</u>

<u>Note that this is to report matters for inclusion in a future agenda, for Councillors reporting back from external bodies or matters which require no decision to be made by the Council.</u>

10.1 Reports from external bodies.
10.2 Delegation of Powers for:
10.3 To report matters for a future agenda.

11 <u>Exclusion of the Press and Public To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment and legal issues.</u>

12.1 Update on the Sports Ground lease and arrangements and to consider and agree any actions.

13 <u>Date of Next Meeting</u>

13.1 To confirm that the date of the next Meeting of the Council TBC.

MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON
MONDAY 29th JUNE 2026
AT BRANCASTER STAITHE AND BURNHAM DEEPDALE VILLAGE HALL

Present: Cllrs: T De Winton, A Dovey, S Osborn, V Carpenter, S Ullswater, S Bocking and C Borthwick.

Members of Public: – 1 Proper Officer: D Joy

MINUTES

01 **Apologies for Absence**

Cllrs Gardiner and Cllr Bax – away
Cllr O Sullivan – no apologies given
The motion was proposed,
Members **AGREED** Cllr Bax and Gardiner's apologies for absence.

02 **Declarations of Interest and requests for Dispensations**

Localism Act 2011 Sec 31 & 33
If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
Cllr Bocking declared an interest in item 7.

03 **Minutes of Previous Meetings**

3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 2nd June 2026.
The motion was proposed,
Members **AGREED** the minutes from the Full Council Meeting on the 2nd June 2026.

04 **Chairmans Report**

This will be on July's meeting

05 **Public Participation Time**

Public Bodies(Admission to Meetings)Act 1960
The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak.
To receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.
Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.
Cllr Bocking requested a recorded vote on all items
A member of the public noted they were extremely unhappy with Councils situation, but as they can see things are starting to progress in the correct way they have more confidence in the Council.
Cllr Borwick requested that a representative for the Bells Charity be on the next agenda
Cllr Bocking requested that a representative for the Smiths Trust be on the next agenda.
Cllr De Winton thankyou Cllr Dovey and the Locum Clerk for all their hard work.

06 MATTERS FROM PREVIOUS MEETINGS
To report on progress on items from previous meetings. No decisions may be taken.
This will be on July's meeting

07 Finance

7.1 To agree and sign the Annual Governance Statement 2025/2026. (Section 1).
The motion was proposed,
Members **AGREED** the Annual Governance Statement 2025/2026. (Section 1).
Vote for: Cllrs De Winton, A Dovey, Ullswater, Carpenter, Borthwick and Osborne
Vote against: None
Abstentions: Cllr Bocking

7.2 To agree and sign the Accounting Statements 2025/2026. (Section 2).
The motion was proposed,
Members **AGREED** the Annual Governance Statement 2025/2026. (Section 2).
Vote for: Cllrs Ullswater, Carpenter, Borthwick and Osborn.
Vote against: None
Abstentions: Cllr Bocking, De Winton, A Dovey

7.3 To agree the explanation of variances and high reserves for the AGAR 2025/2026.
The motion was proposed,
Members **AGREED** the explanation of variances and high reserves for the AGAR 2025/2026 with the following amendment:
"Donations 2024-2025 was £48,570.21 and in 2025-2026 was £64,398.93 an increase of £15,828.72 on last year "
Vote for: Cllrs De Winton, A Dovey, Ullswater, Carpenter, Borthwick and Osborn
Vote against: Cllr Bocking

7.4 To consider and agree the Notice of Public Rights to Inspection of the Accounts.
The motion was proposed,
Members **AGREED** the Notice of Public Rights to Inspection of the Accounts.
Vote for: Cllrs De Winton, A Dovey, Ullswater, Carpenter, Borthwick and Osborn
Vote against: None
Abstentions: Cllr Bocking

7.5 To consider and agree the bank reconciliation for 2025/2026.
The motion was proposed,
Members **AGREED** the bank reconciliation for 2025/2026.
Vote for: Cllrs De Winton, A Dovey, Ullswater, Carpenter, Borthwick and Osborn
Vote against: None
Abstentions: Cllr Bocking

7.6 To consider and agree the Internal Auditors report for 2025/2026.
The motion was proposed,
Members **AGREED** the Internal Auditors report for 2025/2026.
Vote for: Cllrs De Winton, A Dovey, Ullswater, Carpenter, Borthwick, Bocking and Osborn
Vote against: None
Abstentions: None

7.7 To consider and agree Councils Supporting Notes for 2025-2026.
The motion was proposed,
Members **AGREED** Councils Supporting Notes for 2025-2026 with the same amendment at Item 7.3.

08 Date of Next Meeting

8.1 To confirm that the date of the next Meeting of the Council 7th July 2026 at Brancaster Staithe and Burnham Deepdale Village Hall.

MEETING CLOSED: 8:00pm

CHAIR:____________________________ DATE:__________________

July's Payments								
NO	Payable to	Payment Method	Description	Invoice No	Net	VAT	Gross Amount	R
39	ECS Computers	D/D	IT Support June	INV121813	£25.50	£5.10	£30.60	Paid
40	Viking	ONLINE	Mouse and Ink	4410794602 4410831746	£51.07	£8.00	£47.98	
41	Brancaster Staithe & Burnham Deepdale Village Hall	ONLINE	Hall Hire 2026-2027	OO0361	£0.00	£0.00	£150.00	
42	M Townsend	ONLINE	Footpath Cutting March & April	N/A	£0.00	£0.00	£245.00	Paid
43	Avril Engineering	ONLINE	Repairs to Mill Hill Cemetary Gates	70098726	£735.00	£147.00	£882.00	
44	B Gas	ONLINE	Street Lighting Electric -May	813660186			£515.16	
45	SHDCRA	ONLINE	Round wire 2025 &2026	10.6.26	£0.00	£0.00	£200.00	
46	Paris, Print & Design	ONLINE	Signs for village green	17647	£145.00	£29.00	£174.00	
47	Doreen Joy	ONLINE	Locum work May & June	N/A	£0.00	£0.00	£2,098.04	
48	HMRC	ONLINE	PAYE & NI May & June	N/A	£0.00	£0.00	£827.29	
49	Boston Seeds	ONLINE	See for Village Green	757701	£0.00	£0.00	£30.99	Paid
50	BBT	ONLINE	Playground Inspections	Need Inv	£0.00	£0.00	£225.00	Paid
51	Burnham Deepdale Church	ONLINE	Grass Cutting 2026	N/A	£0.00	£0.00	£2,600.00	Paid
52	Unity	ONLINE	Bank Charges - May	N/A	£0.00	£0.00	£7.00	
53	Unity	D/D	Bank Charges - June	N/A	£0.00	£0.00	£7.00	

Signatories : ______________________________ ______________________________

Agreed Full Council :7.7.26 Chair ________________________ **RFO** ______________________________

Item 7.5

Council policy pack

Your policy schedule

Insured
Brancaster Parish Council

Your Policy Number
LCO01218

Business Description
Local Council

Date of Issue
04/06/2026

Period of Insurance
From 29/06/2026 to 28/06/2027

Reason for Issue
Renewal

Broker
Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

This schedule gives details of the cover you have chosen for your policy. It also gives details of your premium and excesses or clauses that apply.

What you need to do:

- **Read this schedule alongside the Clear Councils Insurance Policy Wording.** Any words or phrases which appear in **block capitals** will have either the meaning that is shown in the policy or cover section definitions part of the policy wording.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if you:
  - want to make any changes or anything is incorrect
  - need a copy of the policy wording

Your premium

Premium	Insurance Premium Tax (IPT)	Total Premium
£1,661.20	£199.34	£1,860.54

Your policy schedule

This summary shows which sections and cover apply to you. The details including limits and excesses follow this summary.

Your cover at a glance

The following sections of cover apply to your policy. Sections 1 to 2 are location specific

Location 1 - cover applying to	Container at Playing Field, Main Road Brancaster King's Lynn Norfolk PE31 8AA

Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗

General covers applying to all locations

Section 3 – Business interruption	✓
Section 4 – Goods in transit	✓
Section 5 – Money with assault extension	✓
Section 6 – Personal accident	✓
Section 7 – Liabilities	✓
Section 8 – Reputational risks	✓
Section 9 – Hirers' liability	✗
Section 10 – Trustees' and management liability	✓
Section 11 – Legal expenses	✓
Section 12 – Fidelity	✓
Section 13 - Terrorism	✓

Details of your cover – location covers

Section 1 – Property damage

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£7,888	£6,574
CONTENTS	£33,000	£27,500
Street Furniture	£224,074	£186,729
Walls, Gates and Fences	£85,022	£70,852
Playground Equipment	£90,000	£75,000
War Memorials	£48,000	£40,000
CCTV Equipment	£0	£0
Ground Surfaces	£84,420	£70,350
Mowers and Machinery	£6,000	£5,000
Sports Equipment	£18,000	£15,000

Excesses

The table below shows the excess you will need to pay in the event of a claim unless otherwise stated elsewhere in this schedule.

Causes	Excess
RESTRICTED PERILS unless listed below	£250
SUBSIDENCE	£1,000
FIRE	£250
Deterioration of refrigerated stock	£50
All other losses	£250

Location 1 - cover applying to	Container at Playing Field, Main Road Brancaster King's Lynn Norfolk PE31 8AA

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£7,888	£6,574

Specified Property away from the PREMISES

Item	Sum Insured	Location	Excess
Regalia	£0	Anywhere within the **GEOGRAPHICAL LIMITS**	£250

Section 2 – Fine art and collections

Section does not apply

Details of your cover – general covers

The cover provided here applies on a general basis (excluding any premises where a section is more specifically insured). Any limits provided apply once only to the whole policy.

Section 3 – Business interruption

The table below shows the cover provided by the Business interruption section, and the amounts you would be insured for.

Item Insured	Sum Insured	Maximum Indemnity Period
REVENUE	£0	Not Included
RENT RECEIVABLE	£0	Not Included
Additional Cost of Working	£0	Not Included
Additional Increased Cost of Working	£0	Not Included

Section 4 – Goods in transit

Limit Any one vehicle	Estimated annual carrying or value	Excess
£2,500	£30,000	£100

Section 5 – Money with assault extension

The table below shows the limit of liability for any one occurrence.

Cover A - Money

Types of Money	Limit of Liability
NON-NEGOTIABLE MONEY	£250,000
OTHER MONEY	
On the premises/in a locked safe during business hours	£2,500
In transit	£2,500
In any other circumstances	£500
Money in safes out of business hours	
Unspecified safe	£1,500

Cover B – Assault extension

Number of units	10

Section 6 – Personal accident

Cover 1 – Clerk absence	Not Insured
Cover 2 – Personal accident	Insured

Insured persons or category of persons	Cover type	Number of units insured	Deferment period
EMPLOYEES and AUTHORISED VOLUNTEERS	Cover B	10	14 Days

Type of injury	Benefit payable per unit
Death	£10,000
LOSS OF LIMB(S) or LOSS OF EYE(S) or LOSS OF HEARING	£10,000
PERMANENT TOTAL DISABLEMENT	£10,000
TEMPORARY TOTAL DISABLEMENT	£20 per week
TEMPORARY PARTIAL DISABLEMENT	£10 per week
Cover 3 – Key person	Insured

Section 7 – Liabilities

The tables below show the cover provided by the Liabilities section, and the amounts you would be insured for.

Cover 1 – Employers' liability

Limit of indemnity
£10,000,000

Cover 2 – Public & products liability

Limit of indemnity	Excess
£10,000,000	£250 Third party property damage only

Public liability extensions

Extension	RETROACTIVE DATE
Legionellosis	Not Applicable

Section 8 – Reputational risks

The table below shows the cover provided by the Reputational risks section, and the amounts you would be insured for.

Cover	Limit of Liability
Cover 1 – Libel and slander	Insured
Cover 2 – PR Crisis Communication (Cover A Claims Related)	£25,000
Cover 3 – Death of Patron	Insured

Section 9 – Hirers' liability

NOT INSURED

Section 10 – Trustees' and management liability

The table below shows the cover provided by the Trustees' and management liability section, and the amounts you would be insured for.

Cover	Limit of indemnity	Wrongful Act Date	Excess
Cover 2 – Trustees' and management liability	£500,000	Not Applicable	£250

Section 11 – Legal expenses

Reference number: TS5/6773743

Insured Events	Population Size	Limit of indemnity
All INSURED EVENTS excluding Contract disputes and Debt recovery	Council Population Size 1,001 - 5,000	£250,000

Section 12 - Fidelity

The table below shows the cover provided by the Fidelity section, and the amounts you would be insured for.

Category	Limit of indemnity	Excess
All employees	£250,000	£250
Aggregate limit of indemnity:	£250,000	

Section 13 - Terrorism

Section applies

Details of your cover – general covers

Clauses applying to Section 1 – Property damage

CCPD01 - Amendment to Contents definition

The Contents definition is deleted and replaced with the following:

CONTENTS

means business equipment computers plant machinery furniture fixtures and fittings consumable stock not for sale and all other contents belonging to YOU or for which YOU are legally responsible or which are entrusted to YOU whilst at the PREMISES and elsewhere as stated in the policy and the schedule

Contents includes the following property subject to the limits shown under the Limit of liability paragraph of this section

1. The cost of materials labour and computer time in reproducing
    a. documents manuscripts and business books
    b. patterns models moulds plans and designs
    c. computer systems records

   but not any cost in connection with producing information to be recorded or the value of information to YOU
2. the PERSONAL BELONGINGS of the following whilst at the PREMISES
    a. directors trustees officials partners employees
    b. visitors
    c. other persons as shown in the schedule
3. personal money of those specified in (2)

Excluding

i. STOCK
ii. landlords fixtures or fittings
iii. cash or money instruments of any description whether negotiable or non-negotiable (other than personal money noted in (4) above)

any living creatures

trees shrubs plants or other vegetation (except where more specifically noted by this policy)

explosives

prints paintings drawings rare books pieces of tapestry sculptures or other works of art

jewellery precious stones or precious metals bullion furs or curiosities

any other property more specifically insured

CCPD02 - Tenant's improvements definition

The following definition is added

TENANT'S IMPROVEMENTS

means improvements and decorations belonging to YOU or for which YOU are legally responsible in or on the BUILDINGS and elsewhere as stated in the policy and the schedule

C1008 - Buildings definition - Construction amendment

Applies to premises - Container at Playing Field, Main Road, PE31 8AA

In accordance with details lodged with and accepted by US specific buildings (or parts of buildings) insured by this Policy are built with materials other than brick stone or concrete and roofed with materials other than slates tiles metal concrete or asphalt

Clauses applying to Section 7 – Liabilities

CCLC090426 - Maintenance of Playgrounds Condition

Applicable to Section 7 Liabilities – Cover 2 Public & products liability

It is a CONDITION PRECEDENT TO LIABILITY that in respect of any playground equipment devices and facilities including sand pits and paddling pools that

1. all playgrounds are manufactured and installed to the appropriate standard and maintained in good condition
2. all playgrounds are inspected by a competent person at least weekly and all defects or risks to health or safety immediately rectified
   or
   the defective equipment device or facility taken out of use

3. all playgrounds are inspected at least annually by a Royal Society for the Prevention of Accidents (ROSPA) or a Register of Play Inspectors International (RPII) approved inspector
4. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
5. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

CCLI01 - Skateboard/BMX Parks

It is a CONDITION PRECEDENT TO LIABILITY that in respect of the use of skateboard or BMX parks the undernoted precautions will be complied with by YOU:

1. all structures including the skating surfaces
    a. are manufactured and installed to the appropriate standard and maintained in good condition
    b. are inspected by a competent person at least weekly and
        i. all defects or risks to health or safety immediately rectified
        or
        ii. the structure taken out of use
2. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

WE will not provide indemnity in respect of BODILY INJURY to persons taking part in activities in the skateboard or BMX parks unless arising solely from defects in the structure of the skateboard or BMX park or the defective condition of the associated premises

Guidance for Restorative Justice and Brancaster Parish Council

As we are all aware there have been some confusion about the position of Brancaster Parish Council and Restorative Justice and the matter of Personal Liability.

I have been through it this is how I understand the situation to be.

1. Restorative Justice are covered by Crown Indemnity – but there is a very small chance that should an individual become injured that they try and claim against Brancaster Parish Councillors. Public liability will be in place if one of the group trips/falls on land owned by the council as this is the council's responsibility. This is the only thing Councils insurance will cover.

2. Brancaster Parish Council Public Liability only applies to land that Brancaster Parish Council owns such as the Brancaster Playing Field. Appointed Councillors such as the previous Asset Group are able to give instructions to Restorative Justice.

3. Working on areas such as the Church yards, Restorative Justice will be covered by the Church insurance as the Church owns the land. Restorative Justice will be given instructions by those acting on behalf of the Church – not acting on behalf of the Parish Council. It is for the Church to instruct them.

4. Parish Councillors may help arrange for Restorative Justice to work on other places but not directly supervise them. They can do this as volunteers under who ever owns the land but not as Parish Councillors.

5. If a Councillor wears two hats, they must be clear under which hat they are operating.

6. If Restorative Justice work on verges or land adjacent to the Highway, Restorative Justice need to be aware they will be covered by Highways Insurance rather than the adjacent landowner's insurance. Parish Councillors may not supervise the work but may arrange / suggest to Restorative Justice that would be a good use of their time. Technically the work on Highways should be directed by Norfolk Highways.

Points raised by Council's insurers:

1) In order for the liability cover to apply under this policy the activity needs to be organised solely by the council, as this has no council involvement and is organised by a third party this is classed as being the third party's responsibility.

2) Public liability will be in place if one of the group trips/falls on land owned by the council as this is the council's responsibility.

3) This policy will not cover the activities of the probation group and cannot be shoehorned onto the council's policy.

4) We are also unaware of a any 'add-on' or standalone policy that would cover this.

5) Any incidents caused by the poor supervision of the community services users will need to be claimed against the probation service through the litigation and inquests team. Not through the council's insurance.

I hope this makes matters clearer.

Tom de Winton

Chair – Brancaster Parish Council

Your ref:
Our ref: 26/01018/F
Name: Jody Haines
Service: Planning Control
E-mail: borough.planning@west-norfolk.gov.uk
Council Information Centre: 01553 616200

Borough Council of King's Lynn & West Norfolk

PARISH CONSULTATION

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

Ref. No: 26/01018/F

Validated: 16 June 2026

Parish: Brancaster

Date: 22nd June 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **Proposed side extension to align with the existing structure and provide an ensuite for the bedroom. at Marsh Barn Cross Lane Brancaster King's Lynn Norfolk PE31 8AE**

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 13 July 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:

https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TGQT4XIVIIP00

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: 26/01018/F **Case Officer:** Jody Haines

Proposal: Proposed side extension to align with the existing structure and provide an ensuite for the bedroom.
Location: Marsh Barn Cross Lane Brancaster 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.

Your ref:
Our ref: 26/00978/F
Name: Clare Harpham
Service: Planning Control
E-mail: borough.planning@west-norfolk.gov.uk
Council Information Centre: 01553 616200

Borough Council of King's Lynn & West Norfolk

PARISH CONSULTATION

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

Ref. No:	26/00978/F
Validated:	10 June 2026
Parish:	Brancaster
Date:	18th June 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **HOUSEHOLDER - Extension and renovation of existing dwelling. at 10 Branodunum Brancaster King's Lynn Norfolk PE31 8AL**

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 9 July 2026.

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

The Case Officer dealing with this is Clare Harpham who can be contacted on 01553 616318 should you have any questions.

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

https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TGFP1WIVG5O00

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

KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL

Reference No: 26/00978/F **Case Officer:** Clare Harpham

Proposal: HOUSEHOLDER - Extension and renovation of existing dwelling.
Location: 10 Branodunum Brancaster King's Lynn Norfolk PE31 8AL

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.

Your ref:
Our ref: 26/00873/F
Name: Jody Haines
Service: Planning Control
E-mail: borough.planning@west-norfolk.gov.uk
Council Information Centre: 01553 616200

Borough Council of
King's Lynn &
West Norfolk

PARISH CONSULTATION

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

Ref. No:	26/00873/F
Validated:	4 June 2026
Parish:	Brancaster
Date:	4th June 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **VARIATION OF CONDITIONS 2, 3 AND 5 OF PLANNING PERMISSION 23/01611/F: (Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM) Construction of 1 new dwelling at Orchard House Cross Lane Brancaster KINGS LYNN Norfolk PE31 8AE**

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 25 June 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:

https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TFNX1BIVIA100

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: 26/00873/F **Case Officer:** Jody Haines

Proposal: VARIATION OF CONDITIONS 2, 3 AND 5 OF PLANNING PERMISSION 23/01611/F: (Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM) Construction of 1 new dwelling
Location: Orchard House Cross Lane Brancaster KINGS 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.

Your ref:
Our ref: 26/00978/F
Name: Clare Harpham
Service: Planning Control
E-mail: borough.planning@west-norfolk.gov.uk
Council Information Centre: 01553 616200

Borough Council of King's Lynn & West Norfolk

PARISH CONSULTATION

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

Ref. No:	26/00978/F
Validated:	10 June 2026
Parish:	Brancaster
Date:	18th June 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **HOUSEHOLDER - Extension and renovation of existing dwelling. at 10 Branodunum Brancaster King's Lynn Norfolk PE31 8AL**

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 9 July 2026.

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

The Case Officer dealing with this is Clare Harpham who can be contacted on 01553 616318 should you have any questions.

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

https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TGFP1WIVG5O00

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

KING'S LYNN & WEST NORFOLK BOROUGH COUNCIL
PLANNING CONTROL

Reference No: 26/00978/F **Case Officer:** Clare Harpham

Proposal: HOUSEHOLDER - Extension and renovation of existing dwelling.
Location: 10 Branodunum Brancaster King's Lynn Norfolk PE31 8AL

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.

Item 9.1

Brancaster Parish Council

Financial Risk Management Policy

About the Council

Council is a small council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through BHIB. The Insurance Policy is for a term of 1 years and is due for renewal 29th June 2026.

The contact details for the insurers are:

Clear Councils Tele: DD: 0330 0130036

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability 2016'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

Main Actions in relation to risk management

- ✓ The Asset Register is updated during the year by the Clerk.
- ✓ Risk assessments (Health and Safety) are written and updated by the Proper Officer and Councillors and agreed by Full Council. Copies of risk assessments are retained and sent to the Insurance company.
- ✓ Sites are inspected at least annually, and records are retained.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least monthly.

FINANCIAL RISK ASSESSMENT

Risk Ratings: L = Low
M = Medium
H = High

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Employee and Public Liability	Accidents and associated legal claims.	M	• Risk assessments carried out by the Proper Officer and Councillors.	Reviewed annually in unless legislation changes.
	Unfounded legal claims	M	• Full previous history and reference on employees, at employment.	Taken up by the Employment Committee
			• Public Liability insurance is held in the sum of £10 million to protect the Council from claims by third parties due to accident or damage resulting from negligence.	Reviewed annually in April when renewal is put to Full Council
			• Employer's Liability insurance is held in the sum of £5 million. This covers the legal liability of the Parish for negligence following death or bodily injury or disease sustained by employees during and arising out of or in the course of their employment.	Reviewed annually in April when renewal is put to Full Council
			• Lone Workers Policy	Reviewed annually in March
	Sickness		• Adequate work/life balance	Review at appraisal in February.

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Fraud and / or theft by officers / employees, third parties, Members	Loss of cash, funds or assets	H	• Reconciliation of the cashbook against the bank statement is done on a monthly basis by the RFO • Bank reconciliation, bank and credit card statements areagreed at Full Council and signed off by the Chair. • A list of payments are prepared for the Full Council. Councillors discuss and 2 Councillors authorise these payments. • Approval of accounts for payment is recorded in the minutes. • Internal audit carried out at least once a year by a competent person and appointment agreed by Full Council. • The cashbook is maintained using a recognised accounting package, updated as necessary, and is backed up on a monthly basis. • Financial Regulations have been adopted which set out procedures. • Asset insurance and Fidelity insurance well in excess of perceived risk in place.	In line with the Financial Regulations (FR) In line with FR and Financial Standing Orders Ongoing Ongoing Consideration can be givento doing twice a year Regular backups should be held outside of the office Reviewed every two years, however needs tobe made Brancaster specific Review annually

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Premature replacement of equipment	Costly equipment in need of replacement	L	• All new assets come with a statutory warranty • Adequate general reserves to fund other contingencies are included in the budget	On going Reviewed annually
Vandalism / fire	Loss of amenities / revenue Cost of repair / making good	M	• Assets insured against incidents	Council's insurance Policy reviewed annually
Disaster	Inability to function due to death / illness / departure of key personnel or destruction of property and / or records. Loss of revenue	L	• Risk insured as far as possible • Risks to be reassessed annually • Adequate reserves in place to fund all contingencies • Computer records backed up weekly	Reviewed annually Reviewed annually On-going Back-ups to be stored in the cloud
Failure of major projects	Supplier failure leaving incomplete works	M	• Council does not have any major projects planned. If a major project is to be planned then this item will be reviewed.	None
Contractors	Injury to self or public		• Public Liability Insurance • Contractor must have own Public Liability insurance and provide RAMS in advance of any works.	Reviewed annually

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Inadequate internal systems and controls	Failure to comply with legislation, Standing Orders and / or Financial Regulations	L	• Clerk / RFO to gain CiLCA qualification • Review of systems and internal controls • Membership of NALC, and the SLCC	Once new Clerk is hired Monthly by a Councillor Reviewed annually
Councillors	Losing Councillor membership or having more than 8 vacancies at any one time	M	• Correct legal process followed when vacancies arise. • Appropriate action taken to try and co-opt Members onto the Council	Existing procedure adequate and in line with legislation Inform KLBC
Precept	Adequacy of precept Requirement not submitted to KLBC in time.	M	• Precept request supported by budget and agreed at Full Council • RFO to expedite KLBC for deadline date	
Salaries	Salaries paid incorrectly Wrong hours paid False employee Wrong rate of pay Wrong deductions of NI or Tax Unpaid Tax & NI contribution to the Inland Revenue	L	• The Council authorises the appointment of all employees through an Employment Committee and ratified at Full Council • All employees have a contract of employment and job description. • Salary rates are assessed annually by Full Council • Salary analysis and slips are produced by the RFO monthly together with a schedule of payments to the Inland Revenue for Tax and NI • The Tax and NI are worked out using an Inland Revenue computer programme updated annually. • Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the RFO.	Employment Committee Terms of Reference reviewed annually Updated as required by HMRC

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
VAT	Loss of income	L	• Vat is reclaimed quarterly by the RFO.	Annually
Council acts ultra vires	Minutes or agendas are not correctly issued. Council spends outside its legal powers	L	• Council relies on a Competent/Experience and Qualified (CiLCA) Clerk in post. • Minutes and agendas are produced in the prescribed method by the Clerk and adhered to the legal requirements and best practice guidelines. • Minutes are approved at Full Council Meetings and signed at the appropriate meeting. • Minutes and agendas are displayed according to the legal requirements. • Council and Clerk seek guidance from professional bodies where necessary. • Business conducted at Council meetings is managed by the Chair. • Training in place	Existing procedures in place adequate Ongoing Ongoing Ongoing Members to adhere to Code of Conduct. Reviewed Annually
Election costs	Risk of an election cost	H	• The Clerk to obtain an estimate of costs from KLBC for a full election and an uncontested election prior to the event.	The Council needs to budget a cost in an election year.
Annual return	Completion / submission within time limits	L	• Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent to the external auditor within the time limit.	Existing procedure adequate.

Financial Hazard	Risk	Level of Risk	• Control Measures to Manage Risk	Review / Assess / Revise
Members Interests	Conflict of interest. Register of Members interests	M	• Declaration of interests by Members at a meeting is a standard agenda item. • Register of Members Interests forms should be reviewed regularly by Councillors.	Existing procedures adequate Members to take responsibility to update their Register Reviewed annually
Data protection	Policy provision	M	• A Data Protection Policy to be written; approved and adopted.	Review policy annually
Freedom of Information Act	Policy provision	M	• Council has a Freedom of Information (FOI)Policy in place. • Council can request a fee if the work takes a long time in line with the FOI Policy.	Reviewed annually Clerk to monitor and report any impacts of requests made under the FOI Act.
Play Area	Risk / damage / injury to third parties	H	• Weekly inspections carried out by an internal competent / trained person. • Annual inspections carried out by an external competent / trained person. • All reports of damage or faults are reported to Council and a decision made regarding the action to be taken. • Public Liability Insurance in place	Weekly Annually Risk assessments of play areas to be carried out Reviewed annually

Financial Hazard	Risk	Level of Risk	• Control Measures to Manage Risk	Review / Assess / Revise
Street furniture	Risk / damage / injury to third parties	H	• All faulty street lighting reported to Councils authorised contractor. • Contractor has Public Liability in place. • Benches, waste bins, dog bins, signs and planters, replaced as necessary.	Formalised programme of inspections to be put in place.
Meetings location	Inadequate facilities Health & Safety	M	• The Council meetings are held at the village halls • The premises and facilities are adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. • Public Liability Insurance • Standing orders in place	Existing location adequate.
Grants and support – payable	Power to pay Authorisation of Council to pay	L	• Grants Policy in place • All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Reviewed annually
Grants – receivable	Receipts of grants	L	• Council does not presently receive any regular grants. One of grants would come with terms and conditions to be satisfied.	Procedure would need to be formed if required.
Assets	Risk / damage / injury to third parties	M	• Covered on Councils insurance • Asset register to be updated and agreed at Full Council • Inspection and Maintenance programme in place.	Reviewed annually.

Financial Hazard	Risk	Level of Risk	• **Control Measures to Manage Risk**	**Review / Assess / Revise**
Financial Hazard	**Risk**	**Level of Risk**		
Income	Cash Rental and general income	M	• Cash handling is avoided, but where necessary controls are in place, two Councillors to count and sign for cash received. • Councillors to see list of income • Tenancy/Hire Agreements signed by all parties • Allotment fee to be paid annually • Investment income to be noted and review levels annually.	Adequate procedure Monthly at Full Council Ongoing Review annually Review policy Annually

Brancaster Parish Council

Co-Option Application Form

Name ____

Address for Correspondence: ____

____

____

Telephone________________________________Mobile______________________________

E-mail____

Are you 18 or over? YES/NO

Please detail any experience you have that may be relevant to Council.

(If necessary, please continue on a separate sheet of paper).

Is there any other information you would like to disclose regarding your application?
(If necessary, please continue on a separate sheet of paper).

Signed .... Dated ....

Please return this form and the Eligibility Form on the next page to:

Clerk to Council,

or e-mail all documents to clerk@brancaster-pc.gov.uk

Please note that many Council meetings are held in an evening and, unfortunately, under present legislation the parish council is not permitted to contribute to the cost of councillors' childcare or care of dependents.

Co-Option Eligibility Form

In order to be eligible for co-option as a Councillor you must be a British Citizen, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and registered as a local government elector; and additionally able to meet one of the following qualifications set out below.

☐ I have during the whole of twelve months on the relevant date resided in Stalham or within 3 miles (4.8 km) of it; or

☐ I have, during the whole of the twelve months, occupied as owner or tenant, land or other premises in the parish; or

☐ My principal or only place of work during those twelve months has been in the parish; or

Please indicate those qualifications which apply to you.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

a) holds any paid office or employment of the local council (other than the office of Chair) or of a joint committee on which the Council is represented; or

b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances: -

if the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged.

i) if the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part.
ii) If the person is discharged without such a certificate.
In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of discharge.

I (name)..hereby confirm that I am eligible to apply. for the vacancy of Councillor, and the information given on this form is a true and accuraterecord.

Signed .... Dated ....

Please completed the below questions to complete your application.

Please briefly outline why you are interested in being a Town Councilor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business, or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Are there any questions you would like to ask the council?

Item 9.3

Brancaster Parish Council

IT Policy

1. Introduction

Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Councils' IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Councils' IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Councils' data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Councils' network and internet connections should be used responsibly and efficiently for official purposes.
Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Council.

All staff and councillors are responsible for the safety and security Council parish council's IT and email systems. By adhering to this IT and Email Policy Council aims to create a secure and efficient IT environment that supports its mission and goals.

Item 9.4

SOCIAL MEDIA POLICY

1. Policy statement
    1.1. This policy is intended to help employees including clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook, Instagram and LinkedIn.
    1.2. This policy outlines the standards the Council require employees and volunteers to observe when using social media, the circumstances in which it will monitor your use of social media and the action it will take in respect of breaches of this policy.

2. The scope of the policy
    2.1. All employees, volunteers and members are expected to always comply with this policy to protect the privacy, confidentiality, and interests of the council.
    2.2. Breach of this policy by employees may be dealt with under the Council's Disciplinary Policy and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy
    3.1. The council has overall responsibility for the effective operation of this policy.
    3.2. The clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks.
    3.3. All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Clerk or in the case of the Clerk, the Chair of the Personnel Committee.
    3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites in our name
    4.1. Only the Clerk or a designated Councillor is permitted to post material on a social media website in the council's name and on its behalf.

5. Using social media
    5.1. The Council recognises the importance of the internet in shaping public thinking about the council and community. It also recognises the importance of its employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.
    5.2. Before using social media on any matter which might affect the interests of the council you must:
        a) have read and understood this policy.
        b) employees and volunteers must have sought and gained prior written approval to do so from the Clerk.

6. <u>Rules for use of social media</u>

Whenever individuals are permitted to use social media in accordance with this policy, they must adhere to the following general rules:

6.1. Do not upload, post, or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

6.2. Any employee, volunteer or member who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk.

6.3. Never disclose commercially sensitive, personal private or confidential information.

6.4. Do not upload, post, or forward any content belonging to a third party unless that third party has given their consent.

6.5. Before including a link to a third-party website, check that any terms and conditions of that website permit this.

6.6. When making use of any social media platform, its terms of use must be read and complied with. Be mindful of the impact that the contribution might make to people's perceptions of the council.

6.7. Everyone is personally responsible for content they publish into social media tools.

6.8. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.

6.9. Don't discuss employees without their prior approval.

6.10. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.

6.11. Avoid publishing contact details where they can be accessed and used widely by people not intended to see them and never publish anyone else's contact details.

7. Monitoring use of social media websites

7.1. Employees should be aware that any use of social media websites (whether accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under the Council's Disciplinary Policy.

7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against the Council and individuals.

7.3. A serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):

a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
b) a false and defamatory statement about any person or organisation;
c) material, which is offensive, obscene;
d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
e) confidential information about the council or anyone else;
f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Council's Disciplinary Policy and for employees may result in summary dismissal.

7.4. Where evidence of misuse is found the Council may undertake a more detailed investigation in accordance with the Disciplinary Policy, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any
witnesses or managers involved in the investigation. If necessary, such information may be handed to the police in connection with a criminal investigation.

7.5. If there is any use of social media by other employees or volunteers in breach of this policy this should be reported to the Clerk or Chair of the Council.

8. Monitoring and review of this policy

8.1. The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

Item 9.5

clerk@brancaster-pc.gov.uk

From:	Adrian Myers <CountyOfficer@norfolkalc.gov.uk>
Sent:	17 June 2026 15:42
To:	clerk@brancaster-pc.gov.uk
Subject:	Re: Full Council Training

Hi Doreen
Yes, Norfolk ALC does in person full councillor training. It takes just over two hours. The cost is £30.00 per councillor with a minimum cost of £120.00 to cover travel. Thus 3 councillors £120.00 4 £120.00 5 £150.00
KR
Adrian

From: clerk@brancaster-pc.gov.uk <clerk@brancaster-pc.gov.uk>
Sent: 17 June 2026 3:25 PM
To: Adrian Myers <CountyOfficer@norfolkalc.gov.uk>
Subject: Full Council Training

Hi Adrian ,

I hope you are well.

Does NALC still do whole Council training in person and if so what is the cost.

I'd like to get this on the next agenda on the 7th July if possible.

Kind Regards

D.Joy
Locum Clerk to Brancaster Parish Council
Tele: 0781 235 7740

Brancaster Parish Council