



MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON TUESDAY 6th JUNE 2026 AT BRANCASTER VILLAGE HALL

Present: Cllrs: T De Winton, A Dovey, W Gardiner, V Carpenter, T O'Sullivan,
S Ullswater, S Bocking and C Borthwick.

Members of Public: – 5

Proper Officer: D Joy

MINUTES

01 Apologies for Absence

Cllrs Bax and Osbourne – away

The motion was proposed,

Members **AGREED** Cllr Bax and Osborn'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 Dovey declared an interest in item 8.4 and requested a dispensation to speak.

The motion was proposed,

Members **AGREED** to grant Cllr Dovey a dispensation to speak.

03 Minutes of Previous Meetings

3.1 To **AGREE and sign the minutes from the Full Council Meeting on the 5th May 2026.**

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 5th May 2026.

The Chair signed the minutes.

04 Chairmans Report

Cllr De Winton informed the meeting that sleepers had been placed in the staithe area to prevent people parking on the green. This has appeared to be successful.

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 Borough 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.

The motion was proposed

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak and receive County and Borough Councillors reports

Councillor De Winton gave his Borough report.

A member of the public spoke on Item 13.1

The motion was proposed,

Members **AGREED** to resume the meeting

06 MATTERS FROM PREVIOUS MEETINGS

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

The Clerk informed the meeting that this would show updates from the previous meetings, so members are aware of what tasks have been completed.

07 Committees

7.1 To consider and agree the Employment Committee Terms of Reference.

The motion was proposed,

Members **AGREED** the Employment Committee Terms of Reference with the following amendment:

To be gender neutral.

To amend section 2 to read.

“Four Councillors, with appropriate experience where possible, appointed annually at the Annual Meeting of the Council as voting members.

The quorum of the Committee shall be three Members.”

7.2 To appoint the members of the Employment Committee.

The motion was proposed,

Members **AGREED** for Cllrs Dovey, Carpenter, Osborn and O’Sullivan to sit on this committees due to their experience and skill set in this area.

7.3 To appoint the Chair and Vice Chair of the Employment Committee.

The motion was proposed,

Members **AGREED** the following:

Cllr Carpenter – Chair

Cllr Dovey – Vice -Chair

- 7.4 To consider and agree the Budget Working Group Terms of Reference.
The motion was proposed,
Members **AGREED** the Budget Working Group Terms of Reference.
- 7.5 To agree the Chair and Vice Chair of the Budget Working Group.
The motion was proposed,
Members **AGREED** the following:
Cllr Osborn – Chair
Cllr De Winton – Vice Chair
- 7.6 Update on working groups and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to dissolve the working groups and finance and assets to be discussed at Full Council.
Should the Council in future deem it necessary to have Finance or Assets as a standing committee in the future Full Council will appoint them.

08 Finance

- 8.1 To consider and agree May's reconciliations of accounts.
The motion was proposed,
Members **AGREED** May's reconciliations of accounts.
- 8.2 To consider and agree June's payments.
The motion was proposed,
Members **AGREED** June's payments.
- 8.3 To consider and agree the asset register for 2025-2026.
The motion was proposed,
Members **AGREED** for Cllrs Gardiner and Borthwick to work with the Clerk on this and report back to Council.
- 8.4 Update on CIL funding and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Dovey to go ahead with the CIL application for the hard slipway repairs subject to receiving the funding and ensuring completion is by the end of June.
- 8.5 To consider and agree if to pay for the BCSC's insurance.
The motion was proposed,
Members **AGREED** to pay for the BCSC's insurance.

09 Planning Building and Environment.

- 9.1 Update on Restorative Justice and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to continue with the suspension of works until clarification on insurance had been received from NALC and the Home Office.

- 9.2 To consider and agree the arrangements for the grass cutting for the Churches.
The motion was proposed,
Members **AGREED** to donate to Burnham Deepdale church the same amount as last year.
- 9.3 To consider and agree if to have a memorial bench in the village and the procedure for it.
The motion was proposed,
Members **AGREED** to no more benches in the village.
- 9.4 To consider and agree Council's response to:
26/00775/F
Single storey extension to dwelling and 3 new dormer windows to already partly converted loft space at
Town Farm Main Road Brancaster King's Lynn Norfolk PE31 8AP.
The motion was proposed,
Members **AGREED** to comment "no observations in favour or against the proposal".
- 9.5 Update on Councils decorative noticeboards and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to the following:
To thank Cllr Bax for her work on this project.
For Cllrs Borthwick, Ullswater and Gardiner to form a working group with the remit of the following:
To put together a proposal for an informative board for Brancaster Village Hall. This needs to include a draft of the board and quotes. Then to report back to Council.
For Cllr Dovey to send the Clerk the draft for the sign at Brancaster Staithe, and for the Clerk to order 3 x A2 signs and 1 x A1 Signs. These are to be fix onto posts.
- 9.6 To consider and agree to purchase grass seed for the matted areas at Brancaster Village Hall and Brancaster Staithe Village Green.
The motion was proposed,
Members **AGREED** for Cllr Dovey to organise 2 sacks of grass seed and sow as the weather allowed.
- 10 Policies, Documents and Communications.**
- 10.1 To review and agree Council's Standing Orders.
The motion was proposed,
Members **AGREED** Council's Standing Orders with the following amendments:
To be gender neutral.

- 10.2 To review and agree Council's Financial Regulations.
The motion was proposed,
Members **AGREED** Council's Financial Regulations with the following amendments:
To note the Clerk is the RFO
For the spending amounts to be the same as the Delegation of Authority Policy.
- 10.3 To review and agree Council's Code of Conduct.
The motion was proposed,
Members **AGREED** Council's Code of Conduct.
- 10.4 To review and agree Council's Scheme of Delegation.
The motion was proposed,
Members **AGREED** Council's Scheme of Delegation.
- 10.5 To review and agree Council's Complaints Policy.
The motion was proposed,
Members **AGREED** Council's Complaints Policy.
- 10.6 To review and agree Council's Freedom of Information Policy.
The motion was proposed,
Members **AGREED** Council's Freedom of Information Policy.
- 10.7 To review and agree Council's Grants Policy and procedures.
The motion was proposed,
Members **AGREED** Council's Grants Policy and procedures
- 10.8 To review and agree Council's Data Protection Policy.
The motion was proposed,
Members **AGREED** Council's Data Protection Policy.
- 10.9 To consider and agree changing over Council's email provider to Zimba.
The motion was proposed,
Members **AGREED** to changing over Council's email provider to Zimba.
- 10.10 To consider and agree the Employment Committee meeting dates.
The motion was proposed,
Members **AGREED** for the Clerk to work with the Employment Committee to finalise the dates for the Employment Committee meetings.

10.11 To consider and agree Council's representations on external bodies:

The motion was proposed,

Members **AGREED** the following:

Saxon Shore – Cllrs Bax and Carpenter

Brancaster Commons Committee – Cllrs Dovey and Ullswater

Barrow Commons Committee – Cllrs Bocking and Gardiner

Brancaster Staithe Village Green (The Hard) with NT & Hard Repairs

Project with NT & BSSC – Cllr Dovey and De Winton

Brancaster Car Park Representatives – Cllrs Carpenter and Borthwick

Sea Defence Committee – Cllr Borthwick and Osborn

Brancaster Staithe Hard Group. – Cllrs Dovey and De Winton

Brancaster Village Hall – Cllr Ullswater

Brancaster Sports Club – Cllr Ullswater

Brancaster Allotments Association. – Cllr Gardiner

Burnham Deepdale Village Hall – Cllr Borthwick

10.12 Update on Council's emails and to consider and agree any actions.

See Item 10.9

10.13 To consider and agree a contact address for the Council.

The motion was proposed, Members **AGREED** for Cllr Ullswater to ask Brancaster Village Hall to have an external post box by the defib and for their address to be used as the official address for Council.

11 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

To Report Matters:

- Cllr Dovey reported she had attended a very informative NALC AGM.
- Cllr Gardiner raised an issue with the allotment rent not being paid.
Cllr Dovey would investigate this.
- Councillors asked about their allowances
The Clerk informed the meeting she would investigate this and report back.
- Cllr Borthwick requested printer ink and paper.
The Clerk requested the make of the ink, and she will order these items for her.
- Cllr Bocking queried the £100 round wire payment from the Golf Club.
He had not received any response from the monitoring officer re the complaint made.
- Cllr De Winton updated the meeting on the yellow lines. That the now NCC have officers in place after the election this will now be actioned, and he would follow this through.
- Cllr Carpenter informed the meeting of the Burnham Deepdale Farm Open Day which was a success.
The White Ribbon Campaign Council supports.

- Cllr Borthwick passed on thanks to Council from Burnham Deepdale Village Hall for the donation for the water heaters and they are looking into improving the heat efficiency further.
- Investigate indemnity clause(insurance) for Council.

For the next agenda.

Brancaster Playing field overflow tidying up hedge line, removal of the waste bin – September's agenda
Whole Councillor training from NALC.
Assistance to the village halls.

11.1. Delegation of Powers for:

Planning applications :

26/00406/F

26/00727/F

12. 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.

The motion was proposed,

Members **AGREED** the 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.

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

The motion was proposed,

Members **AGREED** the following:

The Clerk to investigate the issues raised and report back to Council.

Cllr Gardiner will obtain the map missing from the lease.

12.2 To review councils' contracts and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for the Clerk to work with Cllr Borthwick to put together a spreadsheet and report back to Council.

12.3 Update on Employment issues and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for the Clerk to advertise the position on NALC, SLCC, and other outlets with a budget of £20.00

13 Date of Next Meeting

13.1 To confirm that the date of the next Meeting of the Council 7th July 2026.

MEETING CLOSED: 9:25pm

CHAIR: _____ DATE: _____