



MINUTES OF THE FULL COUNCIL MEETING HELD ON
TUESDAY 7th JULY 2026 AT BRANCASTER STAITHE AND
BURNHAM DEEPPDALE VILLAGE HALL

Present: Cllrs: T De Winton (Chair), A Dovey, W Gardiner, V Carpenter,
S Osborn, S Ullswater, S Bocking and C Borthwick.

Members of Public: – 4 Proper Officer: D Joy

MINUTES

01 Apologies for Absence

Cllr Bax– away

Cllr O’Sullivan = work

The motion was proposed,

Members **AGREED** Cllr Bax and O’Sullivan’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 7.7 and requested a dispensation to speak.

Cllr Borthwick declared an interest in Item 8.5 and requested a dispensation to speak.

Cllr Bocking declared an interest in Item 7.2 (round wire payment)

The motion was proposed,

Members **AGREED** to grant Cllrs Dovey and Borthwick a dispensation to speak on the items in which they declared an interest.

03 Minutes of Previous Meetings

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

The motion was proposed,

Members **AGREED** the minutes from the Full Council EGM Meeting on the 29th June 2026.

04 Chairman's Report

The Chair informed the meeting that he and Cllr Dovey had met with the National Trust on the 6th July and Cllr Dovey would update members later in the evening.

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 Councilor's 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 Councilors' reports.

A member of the public spoke on Lime trees on the Highway.

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.

6.1 Minutes filed

6.2 Payment made.

6.3 Employment TOR updated

6.4 Employment Committee membership placed on Council's 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 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 Council's address being changed over to village hall on all contacts.

6.18 Contractors list will be presented at September's meeting.

6.19 Clerk position placed on NALC and Indeed. Employment Committee will meet to shortlist and arrange interviews.

07 Finance

7.1 To consider and agree June's reconciliations of accounts.

The motion was proposed,

Members **AGREED** June's reconciliations of accounts.

7.2 To consider and agree July's payments.

The motion was proposed,

Members **AGREED** July's payments with the additional payment of £120.00 for A Angles to cover May's meeting.

7.3 To consider and agree the direct debits and standing orders for Council.

The motion was proposed,

Members **AGREED** for the Clerk to set up Direct Debits or standing orders for the following regular payments:

British Gas

TT Jones

HMRC

7.4 To consider and agree adding the Clerk as an administrator on Council's accounts.

The motion was proposed,

Members **AGREED** for the Clerk to be added as an administrator to the Council's accounts.

7.5 To consider and agree if to renew Council's insurance.

The motion was proposed,

Members **AGREED** to renew the Council's insurance policy and add cover for when the Clerk is off sick.

7.6 To consider and agree Brancaster Village Hall's grant application.

The motion was proposed,

Members **AGREED the following:**

To match fund what the village hall raises (80% Council 20% Village Hall) and the funding from Council will be released once the Village Hall has 20% raised and evidence produced to Council.

The funding will only be for this year.

Invoices must be sent to Council once the funding has been spent as per Council's Grants Policy.

To signpost other funding to the Village Hall

- 7.7 Update on the Brancaster Staithe Hard Works and to consider and agree any actions.
Cllr Dovey informed the meeting that £39,000 had been raised from grants for this project. The formal tender route would need to be followed.
The motion was proposed,
Members **AGREED** that Cllrs Dovey, De Winton and Ullswater form a working group to go to formal tender and then report back to members.
- 7.8 To consider and agree if to pay the round wire by direct debit annually to SHDCRA.
The motion was proposed,
Members **AGREED** not to pay the round wire via direct debit.
- 7.9 To consider and agree if to pay for contract bins for the Hunstanton Tennis Tournament.
The motion was proposed,
Members **AGREED** 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.
Councillors noted the document that had been circulated.
- 8.2 To consider and agree Council's provisions for flood signs.
No vote taken on this item.
- 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
The motion was proposed,
Members **AGREED** to No Objections to this planning application.
- 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
Duplicate agenda item.

- 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, KING'S LYNN, Norfolk PE31 8AE.
The motion was proposed,
Members **AGREED** to No Objections to this planning application.
- 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
The motion was proposed,
Members **AGREED** to Object to this planning application on the following grounds:
Over development
This may not fit within the footprint guidelines of the Council's Neighbourhood Plan.
- 8.7 Update on registering the playing field and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for the Clerk to register the playing field as a local green space.
- 8.8 To consider and agree if to change the T gate at the car park playing field.
The motion was proposed,
Members **AGREED** to ask James Taylor for a quote to do the work on this gate.
- 8.9 To consider and agree if to tidy up the hedge line and remove waste bin surround.
The motion was proposed,
Members **AGREED** for Cllr Ullswater to instruct Heron Wood to do this work in September.
- 8.10 To consider and agree if to cut the grass at the Brancaster Village Hall.
The motion was proposed,
Members **AGREED** for Cllr Ullswater to instruct Heron Wood to do this work.

- 8.11 To consider and agree what action to take regarding the National Trust and beach safety.

Cllr Gardiner updated the meeting that there was new signage to inform people of beach safety.

09 Policies, Documents and Communications.

- 9.1 To review and agree Council's Financial Risk Management Policy.

The motion was proposed,

Members **AGREED** Council's Financial Risk Management Policy.

- 9.2 To review and agree Council's Co-Option Form.

The motion was proposed,

Members **AGREED** Council's Co-Option Form.

- 9.3 To review and agree Council's IT Policy.

The motion was proposed,

Members **AGREED** Council's IT Policy.

- 9.4 To review and agree Council's Social Media Policy.

The motion was proposed,

Members **AGREED** Council's Social Media Policy.

- 9.5 To review and agree Council's training for all members.

The motion was proposed,

Members **AGREED** for Council to do training in the evening at the preferred time of 5 pm.

- 9.6 Update on insurance for Councillors and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to abide by the Council's insurance instructions.

- 9.7 To consider and agree if to hold a meeting in August.

The motion was proposed,

Members **AGREED** not to hold a meeting in August.

10 To report any other business.

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.

10.1 Reports from external bodies.

Cllr Carpenter and Borthwick produced a report to members from the Beach Car Park Committee.

Cllr Bocking said there would be a meeting next May for the Barrow Common.

Cllr Ullswater informed the meeting that the National Trust are happy for the cycle racks to go in.

Cllr Dovey had a meeting with the National Trust regarding the village green, and there is still no harbour master.

Cllr Borthwick informed the meeting that BSBV Hall have inferred that they hope the Council will continue to support them.

Cllr Gardiner attended the Allotment judging and received a very warm welcome, and the allotments look good.

Cllr Gardiner gave his apologies for September's meeting.

Cllr Dovey asked if the Clerk would contact James Taylor to see if the grass matting is ok for cars to drive on.

10.2 Delegation of Powers for:

None

10.3 To report matters for a future agenda.

Cllr Dovey asked for earmarking reserves to update the Council's neighbourhood plan to be on the next meeting.

Cllr Ullswater asked for the white gates on Beech Road to be repaired and painted on the next agenda.

Cllr Ullswater asked for the benches to be piled on the next agenda.

11 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 about legal issues.

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

The motion was proposed,

Members **AGREED** to follow the advice from the Council's solicitor and NALC.

12 Date of Next Meeting

- 12.1 To confirm that the date of the next Meeting of the Council 8TH September 2026.

MEETING CLOSED: 8:45 pm

CHAIR: _____ DATE: _____