



2nd September 2026

Dear Sir/ Madam

You are hereby summoned to attend the Full Council Meeting to be held in the Brancaster Village Hall on Tuesday 8th September 2026, at 6.30 pm 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 on the 7th July 2026.
- 3.2 To **ADOPT** the minutes of the Employment Meeting held on the 14th July 2026.

04 Chairman's Report

05 Public Participation Time

Public Bodies(Admission to Meetings)Act 1960

The meeting will be adjourned for 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 get in touch with 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 Direct Debits set up for Council.
- 6.4 Locum added onto online banking
- 6.5 Council's insurance renewed.
- 6.6 Brancaster Village Hall's grant processed, payment pending.
- 6.7 SHDCRA emailed re standing order for round wire.
- 6.8 Council will not be invoiced for contract bins re Hunstanton Tennis Tournament.
- 6.9 Restorative Justice works ongoing.
- 6.10 Planning applications replied to.
- 6.11 Playing field registration in process.
- 6.12 Informative board ongoing. (CB, WG, SU)
- 6.13 All reviewed policies updated and placed on website.
- 6.14 Grass cutting at Brancaster Village Hall booked in.
- 6.15 Policies updated onto the website.
- 6.16 National Trust have cycle racks and will install them.
- 6.17 Registering playing field ongoing.

07 Finance

- 7.1 To consider and agree July's and August's reconciliations accounts.
- 7.2 To consider and agree August's and September's payments.
- 7.3 To consider and agree if to move the Council's reserves to a CCLA account.
- 7.4 To consider and agree the Council's renewal contract for streetlights.
- 7.5 To consider and agree the quotes for the white gates and Beach Road.
- 7.6 To consider and agree Brancaster's Festival of the Sea grant application.
- 7.7 To consider and agree whether to buy the new clerk the latest Arnold Baker.
- 7.8 To consider and agree if to purchase a mobile phone for the new Clerk.
- 7.9 To consider and agree if to purchase a printer for the new Clerk.

08 Planning Building and Environment.

- 8.1 Update on the Village green and to consider and agree any actions.
- 8.2 To consider and agree the Council's action regarding the hedge along FP7
- 8.3 To consider and agree Council's provisions for flood signs (AD)
- 8.4 Update on the overflow car park at Brancaster Village Hall and to consider and agree any actions. (AD)
- 8.5 Request from a resident regarding hedge on the playing field.
- 8.6 Update on the Brancaster Staithe Hard Works and to consider and agree any actions. (AD)
- 8.7 To consider and agree if to have a tree report carried out on Council's land.
- 8.8 To consider and agree if to refurbish the telephone box at Brancaster,
- 8.9 Update on moving the SAM2s and to consider and agree the Council's action.
- 8.10 To consider and agree the following planning application:
26/01379/F
Details: HOUSEHOLDER: Extension and alterations to dwelling at Russett Lodge Cross Lane Brancaster KINGS LYNN Norfolk PE31 8AE.
- 8.11 To consider and agree the following planning application:
26/01335/F
Details: HOUSEHOLDER: Single storey rear extension at 23 Mill Hill Brancaster, King's Lynn Norfolk PE31 8AQ

09 Policies, Documents and Communications.

- 9.1 To review and agree the Council's Annual Parish Meeting format.
- 9.2 To review and agree the Council's Dignity at Work Policy
- 9.3 To review and agree the Council's Equality and Diversity Policy.
- 9.4 To review and agree the Council's Data Audit.
- 9.5 To review and agree the Council's Working Group Terms of Reference.
- 9.6 Update on insurance for employees' sickness and to consider and agree any actions.
- 9.7 To consider and agree the Christmas preparations this year (AD)
- 9.8 To consider and agree the date for the Council's budget meeting.
- 9.9 To consider and agree the training for the new clerk.

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.

- 10.2 Delegation of Powers for:
 - Council representatives on outside bodies
 - Restorative Justice works.
 - Heras fencing at village green
 - 10.3 To report matters for a future 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 about employment and legal issues.
 - 12.1 Update on the Sports Ground lease and arrangements and to consider and agree any actions.
 - 12.2 Update on the Council's recruitment of a new Clerk and to consider and agree to any actions.
-
- 13 **Date of Next Meeting**
 - 13.1 To confirm that the date of the next Meeting of the Council is 6th October 2026 at Brancaster Staithe and Burnham Deepdale Village Hall.



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: _____



MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON
TUESDAY 14th JULY 2026 AT BURNHAM MARKET PAVILION

Present: Cllrs: V Carpenter (Chair), A Dovey and S Osborn.

Members of Public: – 0

Proper Officer: D Joy

MINUTES

01 Apologies for Absence

Cllr O'Sullivan – no apologies given

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 8.1 and requested a dispensation to speak and vote.

The motion was proposed,

Members **AGREED** to give Cllr Dovey a dispensation to speak and vote Item 8.1.

03 Minutes of Previous Meetings

N/A

04 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.

The motion was proposed

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak

No members of the public present

The motion was proposed,

Members **AGREED** to resume the meeting

05 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 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 legal issues

06 **Policies**

6.1 To consider and agree the Employee Handbook.

The motion was proposed,

Members **AGREED** Employee Handbook.

6.2 To consider and agree Councils' Disciplinary Policy.

The motion was proposed,

Members **AGREED** Councils' Disciplinary Policy.

6.3 To consider and agree Councils' Appraisal Document.

The motion was proposed,

Members **AGREED** Councils' Appraisal Document.

6.4 To consider and agree the day-to-day protocols for the new Clerk.

The motion was proposed,

Members **AGREED** the day-to-day protocols for the new Clerk.

07 **Pension**

7.1 To consider and agree the pension options for the new Clerk.

The motion was proposed,

Members **AGREED** pension option for the new Clerk.

08 **Recruitment.**

8.1 To consider and agree the current applications for interview.

The motion was proposed,

Members **AGREED** the applications for interview.

8.2 To consider and agree the days for interviews.

The motion was proposed,

Members **AGREED** the days for interviews.

09 **Policies, Documents and Communications.**

9.1 To consider and agree the Clerks contract on Employment.

The motion was proposed,

Members **AGREED** for the Clerk to update and send out to the Committee.

10 **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.

10.1. Delegation of Powers for:

11 **Date of Next Meeting**

11.1 To confirm that the date of the next Meeting of the Employment Committee TBA

August's Payments								
NO	Payable to	Payment Method	Description	Invoice No	Net	VAT	Gross Amount	R
54	ECS Computers	D/D	IT Support August	INV123474	£26.95	£5.39	£32.34	
55	Unity	ONLINE	Bank Charges - July	N/A	£0.00	£0.00	£7.00	

Signatories : _____

Agreed Full Council :8.9.26 Chair _____ RFO _____

September's Payments								
NO	Payable to	Payment Method	Description	Invoice No	Net	VAT	Gross Amount	R
56	ECS Computers	D/D	IT Support September		£26.95	£5.39	£32.34	Waiting on
57	Paintwell	ONLINE	Items ro re paint for bus shelter	31471	£81.57	£16.31	£97.88	
58	TT Jones	ONLINE	July - August Street Lighting Maintenance	000632	£42.90	£8.58	£51.48	
59	Clear Councils	ONLINE	Insurance Renewal	N/A	£0.00	£0.00	£1,915.54	
60	BSBD Village Hall	ONLINE	Hall Hire 28.8.26	000383	£0.00	£0.00	£90.00	
61	Viking	ONLINE	Punch pockets and toner	4410903330 4411031734	£60.92	£12.19	£73.11	
62	Hartop Farms	ONLINE	Allotment Rent June - November	N/A	£0.00	£0.00	£600.00	
63	Heronwood Landscapes	ONLINE	Grass cutting Brancaster playing field & Staithe June 12th & 30th July 7th, 23rd	2813 2795	£0.00	£0.00	£487.00	
64	Doreen Joy	ONLINE	Locum work July & August	N/A	£0.00	£0.00	£2,427.85	Waiting invoices for August
65	HMRC	ONLINE	PAYE & NI July & August	N/A	£0.00	£0.00	£493.13	
66	Marcus Townsend	ONLINE	Footpath Strimming - May	N/A	£0.00	£0.00	£122.50	
67	Burnham Market PC	ONLINE	Hall Hire 14.7.26	40	£0.00	£0.00	£14.00	
68	British Gas	ONLINE	Street Lights - July	808932978	£432.00	£11.17	£443.17	
69	Mr Signs	ONLINE	Village green signage	3858	£15.00	£3.00	£18.00	
70	T Cunnell	ONLINE	Internal Audit	2425042	£0.00	£0.00	£240.00	20.7.26
71	N Raymore	ONLINE	Sam2 Signs Sept 2025- April 2026	N/A	£0.00	£0.00	£400.00	
72	Kevin Compton	ONLINE	Grass Cutting at: Brancaster Staithe Harbour Triangle between Brancaster & Brancaster Staithe Footpath from main Rd- Back Lane Triangle Brancaster to Back Lane Green at Brancaster Dates: 28/05/26, 15/06/26 & 29/06/26	2564	£0.00	£0.00	£300.00	

September's Payments

NO	Payable to	Payment Method	Description	Invoice No	Net	VAT	Gross Amount	R
73	BVH	ONLINE	Grant application	N/A	£0.00	£0.00	£6,000.00	
74	De-Fib Store	ONLINE	New Pads	69545	£132.00	£28.40	£170.40	16.7.26
75	Unity	D/D	Bank Charges - August	N/A	£0.00	£0.00	£7.00	

Signatories : _____

Agreed Full Council :8.9.26 Chair _____ RFO _____

CCLA Report

Public Sector Deposit Fund (PSDF) – CCLA

Purpose

To provide Members with an overview of the Public Sector Deposit Fund (PSDF) managed by CCLA and to seek consideration of the Fund as a potential investment option for the Council's surplus funds.

Background

The Public Sector Deposit Fund was established in 2011 following the Icelandic banking crisis, in collaboration with the Local Government Association (LGA), to provide local authorities with a secure and professionally managed cash investment facility.

CCLA manages over **£14 billion** of cash and investments on behalf of more than **35,000 clients**, with the PSDF currently holding over **£1.6 billion** in assets. As at **1 July 2026**, the Fund was yielding **3.8374% (net of fees)**.

Fund Overview

The PSDF is a **Qualifying Money Market Fund (QMMF)**, classified as a **Low Volatility Net Asset Value (LVNAV) Short-Term Money Market Fund**. Its investment objectives are to:

- Preserve capital.
- Maintain high liquidity.
- Deliver a competitive investment return.

The Fund invests only in high-quality cash instruments, including call deposits, term deposits and certificates of deposit with highly rated financial institutions. It does not invest in shares, derivatives or other higher-risk investments.

Security

The Fund has been awarded the highest possible **AAAmmf** credit rating by Fitch Ratings, reflecting its strong focus on capital preservation, liquidity and prudent investment management.

Although investments are **not covered by the Financial Services Compensation Scheme (FSCS) Deposit Guarantee**, the Fund is regulated by the Financial Conduct Authority (FCA), and its assets are held separately by **HSBC Bank plc** as Depositary. This means the Fund's assets remain separate from those of CCLA.

Access and Charges

- Minimum investment: **£25,000**
- Same-day access to funds (subject to an 11.30 a.m. dealing cut-off)
- Annual Management Charge:
 - **0.21%** on investments below £1 million.
 - **0.11%** on investments of £1 million or more.

Considerations

The PSDF is widely used across the local government sector, including county, district, town and parish councils, police and fire authorities, and other public bodies.

Whilst the Fund is managed conservatively and is designed to minimise risk, Members should note that it is an investment fund rather than a bank deposit. Capital is not guaranteed, and investors may receive back less than the amount originally invested.

Financial Implications

The Fund offers a competitive return while maintaining a strong emphasis on security and liquidity, making it suitable for the investment of short to medium-term surplus balances.

Recommendation

Members are asked to consider the information contained within this report and determine whether the Public Sector Deposit Fund should be approved as an investment option under the Council's Treasury Management and Investment Strategy.

WHITE GATES AND POST QUOTES

AT BEACH ROAD

Contractor	Lead Time	Specification	Cost	
Able Engineering		1. To remove the existing gates and posts to our workshop, 2. Remove any debris repair posts and gates where required 3. Send gates and posts for shot blast and paint in a white Hammerite finish, 4. Excavate and concrete bases on each side of the road 5. Replace the posts and gates back in position on the prepared concrete bases 6. When the gates are positioned site weld existing fencing rails onto the posts	£3,925.00 + VAT	

From: [REDACTED]
Sent: 25 June 2026 14:13
To: clerk@brancaster-pc.gov.uk
Subject: Brancaster Festival of the Sea

Dear Clerk

I am organising a Brancaster Festival of the Sea at BVH on 22nd to 24th October with the main event on Saturday afternoon. The event will be free.

Besides a static display featuring Brancaster/Brancaster Staithe and surrounding area relationship with the sea through the ages, there will be contributions from the RNLI, NCI Coastwatch Brancaster, the BS Sailing Club, local fishermen, local artists and photographers and hopefully the Nelson Shantymen. Local schools will be invited on Thursday and Friday.

This is the third event I have organised at BVH and BPC kindly funded the 80th D Day Commemoration.

I would be grateful if the Parish Council would consider a small grant to enable the printing of the static display articles and photographs and general publicity for the event such as posters etc. This should not exceed £500 and all costs would be accounted for.

Should the BPC require further information I am happy to provide or attend a meeting.

Kindest regards

[REDACTED]

Sent from my iPad

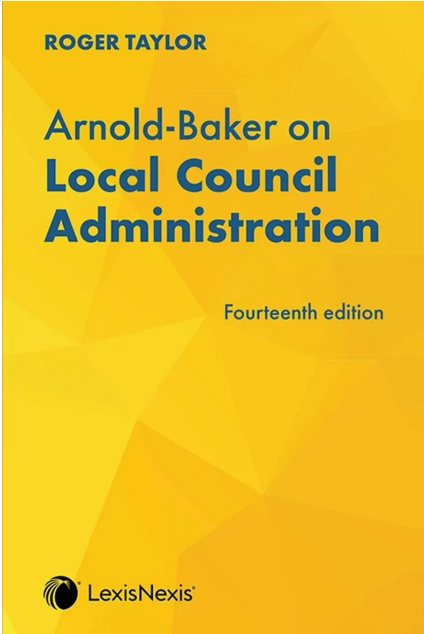
The Wait is Over – Charles Arnold-Baker 14th Edition Now Available!

🕒 31 October 2025

SLCC is delighted to announce that the long-awaited **Fourteenth Edition of Arnold-Baker on Local Council Administration** is now available to order through our website bookshop.

Often referred to as “the bible” of local council law, this essential reference work has been comprehensively updated to reflect the fast-evolving legal landscape affecting parish and community councils. The last edition was published in 2022, and since then, significant developments have reshaped the sector — from proposed local government reorganisation and changes in procurement rules, to new legislation such as the Terrorism (Protection of Premises) Act 2025.

Written by **Roger Taylor**, the leading authority with over 40 years’ experience, this edition offers clear, practical guidance and statutory references in a user-friendly format. Whether you’re navigating devolution in Wales, clarifying council procedures, or staying compliant with new legal duties, this book is an indispensable companion.



SLCC Members can purchase their copy for just £144, while the non-member price is £169.87.

If you’ve been waiting for the release of this edition — now is the time to act. With so many changes in local government law, staying up to date isn’t just helpful — it’s essential.

Order your copy now from the **SLCC Bookshop** [here](#)

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- All >
- Applicable in England only >
- Applicable in Wales only >
- Branch Community Update >
- Civility & Respect >
- Climate Change >
- Commercial News >
- Consultations >
- Coronavirus (COVID-19) >
- Devolution >
- Elisabeth Skinner's Blog >
- Funding >
- General Election >
- General Sector News >
- Government Announcements/Legislation >
- IIMC >
- Local Government Pay >
- Planning >
- President's Blog >
- SLCC Training and Updates >

From: David Mills <david.mills@norfolk.gov.uk>
Sent: 01 September 2026 13:33
To: clerk@brancaster-pc.gov.uk
Subject: FP 7

Good afternoon,

I refer to my other response to you last week, in particular regarding the hedge, which remains the responsibility of the landowner and is not part of the highway. In reference to your point 2, filling gaps in the hedge line is not a County Council issue.

With regard to the width of the path, FP7 is naturally narrow because of the sloping hedge bank on the playing field side. It would be difficult to make it physically any wider between existing boundaries. Our priority is to ensure that the public can use the path on foot, which they still can. There is some fencing/hedging on the west side which we can seek to have attended to by the landowners.

Our Equality Act duties mean that while we can consider reasonable adjustments to make a path more user friendly, this does not automatically mean that every path can become wheelchair or buggy accessible, or that is necessary for this to happen.

FP7 (and FP8) in Brancaster have previously been supplied with anti-cycle barriers, presumably because of local concerns that they were being used as a cut through by cycles, potentially putting legitimate users on foot at risk of collisions on these narrow routes. Such barriers discriminate against wheelchair and buggy use but arguably safeguard the majority users against misuse of these narrow paths.

I do not have any evidence at the current time to suggest that the current situation needs to be altered.

Kind regards,

David

David Mills, Countryside Access Officer (West)

Infrastructure

Tel:

01553 778043

| Dept:

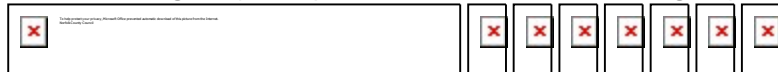
0344 800 8020

| Alternative contact:

prow@norfolk.gov.uk

| Text Relay : 18001 0344 800 8020

West Area Highways, Poplar Avenue, Saddlebow, King's Lynn PE34 3AQ



From: Martin Rose-Wells <martin.rosewells@norfolk.gov.uk>
Sent: Thursday, August 20, 2026 13:01
To: clerk@brancaster-pc.gov.uk <clerk@brancaster-pc.gov.uk>
Cc: David Mills <david.mills@norfolk.gov.uk>
Subject: RE: FP 7

Hello,

[REDACTED]

Sent: 12 July 2026 11:43

To: clerk@brancaster-pc.gov.uk

Subject: Hedge Trimming Perimeter of Brancaster Playing Field

Good morning

[REDACTED]

Approximately 5 years or so ago your predecessor gave permission for a qualified tree surgeon to take the hedge down to 12 -18 inches above our fence line. Since then the hedge has grown approximately 10 – 12 foot above the fence, blocking out light and shading the garden.

Please would you give your permission for our tree surgeon to gain access to the playing field and reduce the hedge as before and prune the trees in the hedge row where necessary. He will be responsible for removing all debris.

I look forward to hearing from you.

Kind Regards

[REDACTED]

[REDACTED]



Virus-free www.avg.com

Your ref:
Our ref: 26/01379/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: 26/01379/F
Validated: 27 August 2026
Parish: Brancaster
Date: 2nd September 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **HOUSEHOLDER: Extension and alterations to dwelling at Russett Lodge 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 23 September 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=TK6VQ1IVLHR00>

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,

A handwritten signature in black ink, appearing to read 'Stuart Ashworth'.

Stuart Ashworth
www.west-norfolk.gov.uk

King's Court, Chapel Street, King's Lynn PE30 1EX
Customer Information Centre: (01553) 616200

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

Reference No: 26/01379/F **Case Officer:** Jody Haines

Proposal: HOUSEHOLDER: Extension and alterations to dwelling

Location: Russett Lodge 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: 26/01335/F
Name: Asha Bedi
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: 26/01335/F
Validated: 1 September 2026
Parish: Brancaster
Date: 2nd September 2026

THE TOWN AND COUNTRY PLANNING ACT 1990 (as amended)

Details: **HOUSEHOLDER: Single storey rear extension at 23 Mill Hill Brancaster
King's Lynn Norfolk PE31 8AQ**

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 23 September 2026.

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

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

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

<https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJXMNCIVID800>

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,

A handwritten signature in black ink, appearing to read 'Stuart Ashworth'.

Stuart Ashworth
www.west-norfolk.gov.uk

King's Court, Chapel Street, King's Lynn PE30 1EX
Customer Information Centre: (01553) 616200

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

Reference No: 26/01335/F **Case Officer:** Asha Bedi

Proposal: HOUSEHOLDER: Single storey rear extension

Location: 23 Mill Hill Brancaster King's Lynn Norfolk PE31 8AQ

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.

Report on the Annual Parish Meeting

Local Government Act 1972

1. Introduction

The Annual Parish Meeting is a statutory meeting required for every parish in England. Its purpose is to provide an opportunity for local government electors to meet, discuss matters affecting the parish and raise issues of local interest.

The Annual Parish Meeting should not be confused with the Annual Meeting of the Parish Council. They are two separate meetings with different purposes and legal requirements.

The requirements relating to the Annual Parish Meeting are set out principally in Section 9 of the Local Government Act 1972.

2. Legal Requirement

Under Section 9 of the Local Government Act 1972, every parish must hold an Annual Parish Meeting.

The meeting must take place:

- Between 1 March and 1 June, inclusive.
- At 6.00 pm or later.
- Within the parish, unless there is no suitable venue available within the parish.

The meeting is a meeting of the parish electors, rather than a meeting of the Parish Council.

3. Who May Convene the Meeting?

The Annual Parish Meeting may be convened by:

- The Chairman of the Parish Council;
- Any two Parish Councillors; or
- Any six local government electors for the parish.

The Parish Council will normally arrange and support the meeting; however, the meeting itself belongs to the parish electors and is not legally a Parish Council meeting.

4. Notice of the Meeting

At least seven clear days' notice of the meeting must be given.

The notice should clearly state:

- The date of the meeting;
- The time of the meeting;
- The venue; and
- The business or matters to be discussed.

The notice should be displayed in a prominent place or places within the parish and any other appropriate arrangements may be made to publicise the meeting.

5. Who May Attend and Speak?

The Annual Parish Meeting is open to members of the public. However, local government electors for the parish have the statutory right to attend and participate in the meeting.

Electors may raise matters affecting the parish and may make proposals or resolutions for consideration.

The Parish Council may attend and provide reports or information, but the Council does not control the meeting in the same way as it controls an ordinary Parish Council meeting.

Representatives of local organisations, community groups and other bodies may also be invited to attend and provide reports on their activities.

6. Chairman of the Meeting

If the Chairman of the Parish Council is present, they will normally preside over the Annual Parish Meeting.

Where the Chairman is not present, the Vice-Chairman of the Parish Council may preside. In other circumstances, those attending may appoint an appropriate person to chair the meeting in accordance with the relevant legal provisions.

The Chairman's role is to ensure that the meeting is conducted properly and that all those entitled to participate have a reasonable opportunity to do so.

7. Purpose of the Meeting

The Annual Parish Meeting provides an opportunity to:

- Review matters affecting the parish during the previous year;
- Receive reports from the Parish Council;
- Receive reports from local organisations and community groups;
- Discuss local services, facilities and issues;
- Raise matters of concern to local residents;
- Consider future priorities for the parish; and
- Encourage public involvement in the local community.

It can therefore be an important opportunity for communication between the Parish Council, local residents and organisations within the parish.

8. Parish Council Report

Although there is no prescribed format for the Annual Parish Meeting, it is good practice for the Parish Council to provide a report covering significant activities during the previous year.

This may include:

- Key decisions and projects undertaken;
- Financial information;
- Grants awarded;
- Maintenance and improvement of Council-owned land or facilities;
- Planning matters;
- Community projects;
- Highways and environmental matters;
- Progress on previous priorities; and
- Future plans and objectives.

The report should provide residents with a clear overview of the work undertaken by the Parish Council during the year.

9. Financial Information

It is good practice for the meeting to receive an overview of the Parish Council's financial position.

This may include:

- The Council's income and expenditure;
- The precept;
- Significant items of expenditure;
- Grants awarded;
- Reserves; and
- Major projects or planned expenditure.

The level of financial detail should be appropriate to the purpose of the meeting and should be presented clearly for parishioners.

10. Resolutions and Matters Raised

Parish electors may raise matters and pass resolutions at the Annual Parish Meeting.

However, the meeting does not generally have the power to make decisions that bind the Parish Council or require the Council to take a particular action.

Where a resolution or matter requires action by the Parish Council, it should normally be considered formally at a subsequent Parish Council meeting, where the Council can make a lawful decision in accordance with its statutory powers and procedures.

11. Minutes or Record of the Meeting

A clear written record of the Annual Parish Meeting should be prepared.

The record should include:

- The date, time and venue;
- The person chairing the meeting;
- Those in attendance;
- Apologies, where appropriate;
- Reports received;
- Matters discussed;
- Questions and issues raised;
- Any resolutions passed; and
- Any actions identified.

The record should make clear that it relates to the Annual Parish Meeting and should not be presented as minutes of a Parish Council meeting.

12. Conclusion

The Annual Parish Meeting is a statutory requirement under the Local Government Act 1972 and provides an important opportunity for parish electors to discuss matters affecting their community.

It is distinct from the Annual Meeting of the Parish Council. While the Parish Council will normally assist with arranging the meeting and may provide reports on its activities, the Annual Parish Meeting is fundamentally a meeting of the parish electors.

The meeting should be arranged in accordance with the requirements of Section 9 of the Local Government Act 1972, including the requirements regarding timing, notice and those entitled to convene the meeting. Any matters requiring formal action by the Parish Council should subsequently be considered at a properly convened meeting of the Council.

Recommendation: The Parish Council should ensure that the Annual Parish Meeting is held within the statutory period each year, is properly publicised, and provides parishioners with a meaningful opportunity to receive information, raise issues and participate in discussions about the future of their parish.

DIGNITY AT WORK POLICY

Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Council is committed to creating a working environment where all council employees, councillors, contractors and others who encounter us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at the Council. Should agency staff, or contractors have a complaint connected to their engagement with the Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance.

Should the complaint be about the Chair of the Council the complaint should be raised to the Deputy Chair and the Clerk.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Council to treat each other with respect and uphold the values of the code of conduct, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information, a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others

- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor:

If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying:

If you witness such behaviour, you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff:

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.



EQUALITY AND DIVERSITY POLICY

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sexual orientation, or marriage and civil partnership. These are known as protected characteristics under the Equality Act 2010.

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, in fact, have that protected characteristic.

Third-party harassment may occur where an employee is harassed by someone who is not an employee (e.g. a member of the public or contractor). While specific statutory provisions have changed, the Council will take reasonable steps to prevent such harassment.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor workforce data (such as age, gender, disability and ethnicity) in accordance with data protection legislation and only where appropriate and lawful to do so.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will provide training in/raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will provide training to/raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

Your responsibilities

Employees who commit serious acts of harassment may be subject to disciplinary action and, in some cases, could also face criminal liability.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This policy does not form part of any employee's contract of employment and may be reviewed and updated by the Council in line with legislative changes.

Council Information Audit Overview

<u>Activity & Purpose</u>	<u>Personal details held</u>	<u>How it is held</u>	<u>Where the information came from</u>	<u>Who it will be shared with</u>	<u>Legal Basis</u>	<u>Why is it held</u>	<u>Length of time</u>
Village Organisations	Address Email Contact number	Electronically Hard copy	Organisation	Full Council	Article 6(a)	To inform of Council village updates	Until asked to be removed
Volunteers	Address Email Contact number	Electronically Hard copy	Volunteer	Councillors if required	Article 6(a)	To inform of volunteer opportunities	Duration of time on volunteer list
Event Participants	Address Email Contact number	Electronically Hard copy	Stall Holder	Council	Article 6(a)	To inform of meetings and events	Until asked to be removed
Car Park Passes	Address Email Proof of ID Contact number	Electronically Hard copy	Applicant	Council if required	Article 6(a)	To send car park passes to	Until moves from the village
Councillors	Email Contact number	Electronically Hard copy	Councillors	Members of the public & official bodies	Article 6(e)	To perform in the capacity as a Councillor	6 months after resignation
Residents Correspondence	Contact details	Electronically and Hard Copy	Resident	None unless permission given	Article 6(e)	To reply	Once issue is resolved

<u>Activity & Purpose</u>	<u>Personal details held</u>	<u>How it is held</u>	<u>Where the information came from</u>	<u>Who it will be shared with</u>	<u>Legal Basis</u>	<u>Why is it held</u>	<u>Length of time</u>
Personnel Information	Address Email Contact number	Electronically Hard copy	Staff member	Employment Committee	Article 6 (c)	Conatact and personnel issues	Duration of employment
	Payroll Pension	Electronically Hard copy	Council	Employment Committee	Article 6 (c)	RTI, Pension contributions	7 years
	References	Hard copy	Staff member	Employment Committee	Article 6 (c)	Contractual, Fid. Guar.	Duration of employment
	Timesheet	Electronically Hard copy	Staff member	Employment Committee & Council	Article 6 (c)	Contractual, Audit Trail	7 years
Village Organisations	Address Email Contact number	Electronically Hard copy	Organisation	Full Council	Article 6(a)	To inform of Council village updates	Until asked to be removed

Working Group **Terms of Reference**

1. Working Group

The Group is a working group of Brancaster Parish Council.

2. Members

The Working Group is made up of 4 Councilors. The quorum of the Working Group shall be 3 Members.

Any member wishing to join the working group must be agreed and voted on by Full Council or the Standing Committee of Council that appointed it.

No more than 4 members shall be appointed to the working group.

3. Chairman and Vice-Chairman

The Chairman and Vice-Chairman are to be appointed by the working group at their first Meeting.

4. Meetings

The working group will call meetings as and when needed.

5. Terms of Reference

To review the Terms of Reference of the Working Group at the Annual Meeting of the Council and when necessary, the working group to make appropriate recommendations to Full Council or the Standing Committee that appointed it.

6. Responsibilities

The Working Group has the overall responsibility for the management of the task given to it by the Standing Committee or Full Council.

The Working Group must ensure they run in accordance with legislative requirements, regulations, and guidelines.

These will include:

- To report make recommendations to the Committee that appointed it.
- To ensure protocols and guidelines from Councils insurance company are adhered to.
- All financial spending to be agreed by Full Council.

7. Minutes

Informal minutes will be taken at the meeting and distributed to Working Group members and Full Council or the Standing Committee that appointed it.

8. Reporting to Council

The Chair of the Working Committee must report to Full Council or the Standing Committee that appointed it.