

PUBLIC NOTES FOR ANNUAL PARISH COUNCIL MEETING 16TH MAY 2023

Before the meeting Cllrs have been asked to attend to sign paperwork for the new Council Term, including their Declarations of Acceptance of Office.

These notes may be a little longer than normal to explain rules and legalities which apply to the Annual PCM.

Item 1 – Council has to have a Chair, and this by law is the first item. It is chaired by the current Chairman who remains in Office from the 2019-23 Term.

There need to be nomination and seconds for this (and Vice-Chair), and anyone nominated must indicate that they are prepared to take the Office. Cllrs may nominate, second and vote for themselves. A straight majority suffices, but in the unlikely event that there are three or more candidates, until one gets more than half the votes (of those voting) the bottom candidate is removed, and another vote taken. In the event of a tie, the Chairman has a casting vote. The new Chairman takes the Chair immediately if there is a change.

Item 2 – Cllrs will have signed their Register of Interest Forms (which will be published by the Borough in due course). If they declare an interest on an agenda item which is listed as a pecuniary one in the new Code of Conduct they will need to leave for that item, unless they seek a dispensation to remain, speak or vote.

Item 3 – as ever apologies are only received and not approved, and no reasons are given publicly.

Any member who is absent needs to have either signed their forms prior to the meeting or seek permission from Council to do so at a later date. If they have not done so they cease to be a new Cllr, and an election process begins.

Item 4 – minutes from both previous meetings are to be considered, as one was not an “ordinary” meeting. Attached.

Item 5 – Usual finance figures. New Cllrs have had a detailed explanation of how these work to help them.

The renewal price from BHIB for insurance is £1517.47 – three year deal; one year £1,673. Cllrs (those in place before the election) have been made aware that we were unable to get quotes from other insurers due to the ongoing legal action. Last year we paid £1,450, and have budgeted £1,600. The Clerk is recommending acceptance of this quote, noting the difficulty in obtaining others.

The quote above arrived after preparation of the figures – hence it not included in the expenditure and budget/summary sheets.

Currently approved signatories are Cllrs Bax and de Winton, and the Clerk (with limitations). For security it is advisable to have at least one more.

Currently the Clerk pays for items and seeks payment back through expenses. On investigation a debit card cannot be limited – hence not recommended. Given that we do not need a credit facility, Barclays offer a charge card for business at £42pa. A credit card would not have a yearly charge.

We now have our new logo (see above!) designed by Michelle Tibbs, a student at the College of West Anglia. They have suggested an Amazon gift card for her, rather than a payment to the College.

NCC have come to us asking for £20,000 for the proposed Traffic Regulation Orders and associated works (double yellows etc.). This is an estimate and may be higher or lower. Clerk has informal agreement from Cllr Jamieson that NCC will help with this funding. This is all dependent on the public consultation which is due to proceed soon.

Item 8 – only delegated “decision” was Clerk approval of logo as above.

Item 9 – Council groups and reps. Clerk has reviewed with outside organisations what reps are needed and their status.

All policies are supposed to be reviewed at the Annual Meeting. Given the time since the election, Clerk is proposing to report on what policies there are, listing those due for prompt reconsideration, and those recently done, and ask all Cllrs/Governance Group to look through and propose amendments. Standing Orders are being reviewed by NALC and he is suggesting that Council waits until the new model is available. Financial Regs redone recently.

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday, 4th April 2023 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr T de Winton (Chair), Cllr B Bax, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr R Lawton, Cllr R Roberts, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk) and approximately 12 Members of the Public

Meeting began at 6.31pm

2023.04.04.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllrs Bocking and Cotton (Common Rights) and Cllr Borthwick (Planning 6b.c).

2023.04.04.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Carpenter and Pratt.

2023.04.04.03 - Minutes

- a) The Chairman noted his thanks to Cllr Roberts for Chairing the previous two meeting. *The minutes of the meeting on 7th March were discussed briefly, and were accepted as a true record and duly signed.*

Prop: Cllr Cotton; 2nd: Cllr Roberts; unanimous

- b) No matters arising from the above minutes were raised.

2023.04.04.04 - Reports

- a) Chair's report. Cllr de Winton commented that it had been a "remarkable" year. The discussions on car parks had involved a lot of "toing and froing". NCC would be presenting the Traffic Regulation Orders in a couple of months. The fire in Brancaster Staithe had brought Villagers together in a remarkable way, and he had been proud to be Chairman.
- b) Report from Borough Councillor. Cllr Lawton noted that the Borough was in election mode.
- c) Report from County Councillor. Cllr Jamieson had apologised for not being present.
- d) Report from Clerk. The Clerk noted that nominations had closed for the 4/5/23 elections – no formal announcement of PC candidates yet, but Bob Lawton and Tom de Winton nominated for Borough Council Ward. The training for the defibrillator on 19/4/23 had only two signed up, and he would consider cancelling if numbers remained low. He had been in contact with Kevin Crompton ref the "handyman" post, and would be meeting soon to arrange details. He noted the huge number of pot-holes, particularly in Thornham which he had reported; NCC confirmed that those in Brancaster were on the schedule. He advised those present of the drop-in session ref the Boardwalk on 18/4/23. He had met with two of the Brancaster Staithe/Burnham Deepdale Village Hall Committee to look

Signed:

(Chair)

Date: 16/5/23

at options regarding possible Children's Play Equipment¹. He concluded by thanking all Cllrs past and present for their work during the Council term.

2023.04.04.05 - Finance

- a) The Clerk presented the finance figures for 2022/23 as the likely final figures ready for audit – balances totalled £192,082.70. He noted that he would be meeting the auditor in w/c 10th April, before formally seeking approval for the accounts etc. at a meeting (probably on 25th April). He had presented the new year figures with precept included – this left balance of £206K. Some budgets had large items at start of year (dog bins etc.) so spending against budget was not a reliable guide at this point. He went through the expenditure line by line.
- b) Council agreed to continue membership of the Norfolk Association of Local Councils.
Prop: Cllr Cotton; 2nd: Cllr Bax; unanimous
- c) All expenditure as listed in the pack was approved for payment².
Prop: Cllr Cotton; 2nd: Cllr Bax; unanimous
- d) Clerk noted that the Asset List needed to be approved for the audit. This was agreed with one amendment - to include an additional bench on the Marsh Common leaving the total for the AGAR form at £97,561.

6-0 (2 abst)

2023.04.04.06 - Planning

- a) Two Members of the Public spoke on Application e. below – they mentioned parking on the grass at the entrance of the Freebridge site, and the continued omission of a footway at the entrance on to the A149.
- b) Planning Applications were considered:
 - a. 23/00384 (Proposed extension, an increase of ridge height for loft conversion and renovation of the existing dwelling, Quexcroft, Cross Lane, Brancaster). A lengthy discussion took place ref the original design of Branodunum, Neighbourhood Plan Policy 4, scale of development etc. It was agreed to object to this application on grounds of inappropriate development and that Cllr Lawton would call the application in.
 - b. 22/01606 (Replacement dwelling, garage and outdoor dining area following demolition of existing structures, Birch Trees, Broad Lane, Brancaster). No objection was raised to this application.
 - c. 23/00467 (2 Storey Extension, Tangle Pickers, Main Road, Brancaster Staithe). No objection was raised to this application.
 - d. 23/00436 (Conversion of former garage to annex and insertion of roof-light to kitchen roof in house, Corner Cottage, Dalegate Road, Burnham Deepdale). No objection was raised to this application.
 - e. 22/01796 (Construction of 12 affordable dwellings with associated external works and access, Brentwood, Main Road, Brancaster Staithe). A lengthy discussion ensued. It was agreed that Council should not object to this application, but that the Clerk should note (since the vote was close – four for, three against and one abstention) concerns over car parking being squeezed in. It was unanimously agreed that a request for a footway at the entrance should be insisted upon.

¹ Mentioned later in meeting as omitted at the time.

² See below

Signed:

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- c) Correspondence had been received regarding a previously considered application at the Smithy in Brancaster Staithe. It was agreed that the Clerk should write to Borough Cllr requesting enforcement be asked to ensure that all development at and around the site was in line with approved plans.
- d) No late arriving applications.
- e) The draft policy on working with developers on planning matters was agreed without amendment without objection.
- f) Cllr Bocking had written regarding infrastructure issues relating to planning, as requested. It was agreed to send this to Planning, with an added paragraph; this to state that, if the Borough view was that it was not a planning consideration, Council wished to know the best way to ensure infrastructure kept up with development. It was also agreed to invite Anglian Water to present their position.
- g) No other planning matters raised.

2023.04.04.07 - Delegated decisions etc.

- a) No decisions were reported to have been made under scheme of delegation.

2023.04.04.08 - Other matters

- a) Cllr Roberts noted that he had attended the Strategic Flood meeting (along with Cllrs Bocking and Cotton) and that he had found it eye-opening and concerning.
- b) Cllr Bax noted the events that would be taking place over the Coronation Weekend.
 - a. Council agreed to the purchase of two oak trees to be place on Brancaster Playing Field and Brancaster Staithe Village Green. Cost of trees, delivery and installation c.£600.
 - b. Additional requests had been made (and circulated to Cllrs prior to the meeting). It was agreed to grant £500 to Brancaster Village Hall, and £300 to Brancaster Staithe Village Hall for their events and to fund 20 litter-pickers (to be PC property) costing c.£150 for the Bank Holiday volunteering session. There was discussion of providing circular benches for each tree, with quotes being put for consideration at the additional Finance Meeting.
- c) Cllr Bax noted the Clerk had sought a logo prepared by College of West Anglia students. The Clerk presented three preferred designs³, and Council picked two for further work.

2023.04.04.09 - Correspondence and requests

- a) No additional correspondence reported.
- b) This item (potential compulsory purchase of car park sites) deferred until after the election.
- c) Council agreed, on an annual review basis, to the use of part of the Brancaster Playing Field for overflow parking for Brancaster Village Hall events, as in previous years.

Prop: Cllr Thompson; 2nd: Cllr Cotton; unanimous

- d) NCC were proposing lowering the speed limit on the A149 where the national limit applied. Clerk asked to be allowed to speak personally – granted. Council agreed to respond by requesting justification and evidence for the proposals.

³ Chosen by Communication Group and Clerk.

2023.04.04.10 - AOB and agenda requests

- a) The work on, and condition of, the Hard was raised – Clerk to write to National Trust for update. Cllr Bax noted the Community Choir rehearsals on Fridays for the Coronation event. It was asked why a beacon lighting was happening as the King had requested they should not – this was because it was not part of an official lighting, and people wanted it. Request for UKPN to be asked for proper reinstatement after work at Brancaster Village Hall completed – to be monitored.
- b) Cllr Bax requested the tree bench item, as above, be included on the Finance Meeting agenda.

2023.04.04.11 - Public Questions

- a) Subjects raised were:
 - Pressuring NCC on the Coastal Footpath – referred to the drop in sessions above.
 - Anglian Water reporting that problems partly due to the surface water being sent into sewage system against plans.
 - Some comments on Planning Applications received.
 - The proposed 40mph limit – against.
 - Concern over NHS (waiting times, ambulances etc.) – not a PC issue, but raise with Cllrs to suggest pressuring the relevant authorities.

2023.04.04.12 - Next meeting

- a) The probable additional meeting on 25th April (tbc) noted.
- b) *The Annual Parish Council Meeting was confirmed as being on Tuesday May 16th at 6.30pm in Brancaster Staithe Village Hall.*
- c) Meeting dates and locations for 2023/24 were noted.

Meeting ended at c.8.45pm

Signed:

(Chair)

Date: 16/5/23

Expenditure⁴:

Date	To	For	Amount	of which VAT	budget
?	ECS - apr	Computer	£9.00	£1.50	admin
?	nPower - mar ⁵	Street Lights	£194.46	£9.26	utilities
?	Westcotec - mar	Street Lights	£23.75	£3.96	utilities
4/4/23	NPTS	Training	£54.00	£0.00	admin
4/4/23	BCKLWN	Dog Bins	£1,132.00	£188.67	open spaces
4/4/23	ESPO	Office supplies	£74.64	£12.44	admin
4/4/23	BVH	Room hire	£175.00	£0.00	admin
4/4/23	BSBDVH	Room hire	£150.00	£0.00	admin
4/4/23	Billy James	Bagpipes	£400.00	£0.00	coronation
4/4/23	NALC	Training	£52.04	£8.67	admin
4/4/23	NALC	Sub 23/24	£289.68	£0.00	admin
4/4/23	SHADCRA	Wire Money	£200.00	£0.00	misc
4/4/23	Noticeboard Company	Noticeboards	£4,464.12	£744.02	reserves
4/4/23	Amy Loose	Car park passes	£288.00	£0.00	admin
4/4/23	BVH	Coronation	£500.00	£0.00	coronation
4/4/23	BSBDVH	Coronation	£300.00	£0.00	coronation
28/4/23	Salaries	Salary	£1,622.63	£0.00	salaries
INCOME					
?	RWNGC	Wire Money	£100.00	£0.00	misc
?	BCKLWN	Precept	£23,321.06	£0.00	precept

⁴ Including known amounts agreed for Coronation during meeting

⁵ Approximate figure only in pack – this corrected figure received on day of meeting

Signed:

(Chair)

Date: 16/5/23

Brancaster Parish Council

Minutes of the additional meeting of Council held on Tuesday 26th April 2023 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

Present: Cllr T de Winton (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr V Carpenter, Cllr C Cotton, Cllr R Lawton

Also in attendance: Simon Bower (Parish Clerk) and one Member of the Public

Meeting began at 6.31pm

2023.04.25.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllr Borthwick (item 5b) and Cllr Bocking and Cotton (Common Rights).

2023.04.25.02 - Apologies for absence

- a) Apologies for absence were received from Cllr Bax, Cllr Pratt and Cllr Thompson.

2023.04.25.03 - Finance

- a) The Clerk presented the figures on which he had based the accounts for 2022/23. This included¹ bank statements and reconciliation, expenditure lists, budget spending, reserves list etc. He noted that the Internal Auditor had now confirmed both the figures and his agreement with the statements on his section of the form – signed copies given to all Cllrs.
- b) Clerk answered one or two questions relating to payments, including the total costs of grounds contracts – this to be revisited by the new Council. There was discussion of the Beach Car Park income – some Cllrs were concerned that there had been no paperwork supporting the payment from the Golf Club for this. The Clerk noted this was not part of BPC accounts process.
- c) A vote was called to approve the accounts. This was two in favour, three against and one abstention. There was a heated exchange, during which the Clerk noted that this was in essence an accusation of impropriety; Cllrs were asked if they believed the figures were accurate, and they concurred. He noted that paperwork relating to the money received from the Golf Club was not part of that process, and that it had long been held that Council would have no recourse should money not be forthcoming – Council did not invoice for this payment. He requested a short adjournment to consider his position. [Break.]
On his return after five minutes, he explained the ramifications of the above decision, and sought (with Cllr Borthwick in particular) to find a form of words reflecting the actual view of Council: Council accepted the figures presented by the Clerk as the Accounts for 2022/23. There was discontent from some Cllrs about the paperwork relating to income from the Beach Car Park. A recorded vote was requested by Cllr Lawton.

¹ All of which had been included in the public pack.

Signed:

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Prop: Cllr Carpenter; 2nd: Cllr Lawton; unanimous, Cllrs Bocking, Borthwick, Cotton and de Winton also being in favour

- d) All figures had been provided to Cllrs in time, but the Internal Audit had not been completed until earlier in the day². The agenda provided for Council to recommend to the new Council approval of the forms, or to allow approval then and there, should they be happy that the Audit reflected and supported the figures etc. – Council agreed to follow the latter course.

The Clerk summarised and explained the Governance statements in turn. Council agreed unanimously that all boxes on the AGAR Governance Form should be ticked. The form was duly signed. Council unanimously approved the Accounting Statements as an accurate record. This form was duly signed.

- e) All expenditure as listed in the pack was approved for payment³.

Prop: Cllr Bocking; 2nd: Cllr Lawton; unanimous

The Clerk noted that a large sum of expenses had been incurred by him recently, and requested payment of around £400, subject to details being provided to Cllrs. Council also unanimously agreed to payment of Clerk expenses on this basis.

Surprise was expressed at the use of the Clerk's personal card, and it was agreed that pursuit of an alternative method should be pursued asap.

- f) There was discussion of adding circular benches to the Coronation Trees, for which quotes had been obtained. There was no agreement to pursue this at this point.
- g) A report on the defibrillator training on 19/4 was made, and various suggestions were made for donations varying from £100 to £1,000. Council agreed a donation of £250 to the East Anglian Air Ambulance. It was noted that Brancaster Staithe Village Hall might pursue the purchase of a defibrillator for the Hall.

2023.04.25.04 - Public Questions

- a) A question was asked about regular donations – it was explained that there were no such automatic donations; Clerk noted that on receipt of a request from an outside organisation he forwarded this to Cllrs for one of them to propose.

2023.04.25.05 - Planning

- a) Planning Applications were considered:
- a. 23/00456 (Reform existing roof to facilitate new inset balcony, Woodthorpe Villa, Main Road Brancaster Staithe) – Council agreed to raise no objection to this application.
 - b. 23/00467 (2 Storey Extension, Tangle Pickers, Main Road, Brancaster Staithe) – Clerk explained he had complained about documents not being available, and backdated when finally posted. Council agreed to defer a view.
 - c. 23/00665 (Proposed annexe replacement. Revised design to planning consent 21/02317/F, Dormy Cottage, London Street, Brancaster) - Council agreed to raise no objection to this application.
- b) There were no late-arriving applications

² This had been emailed to all Cllrs and a paper copy available at the meeting.

³ See below

20223.04.25.06 - Next meeting

- a) The next meeting – the Annual PC Meeting - was noted as being on Tuesday 16th May 2023, at 6.30pm in Brancaster Staithe Village Hall.

The Clerk wished to add his thanks to all Cllrs who had served during the 2019-23 Term; he would be writing personally to those not returning in due course.
Cllr Carpenter thanked the Clerk.

Meeting ended at c.7.45 pm

Expenditure:

To	For	Amount	of which VAT	budget
Heronwood	Grass Cutting	£144.50	£0.00	open spaces
Marcus Townsend	Grass Cutting	£122.50	£0.00	open spaces
Westcotec - apr	Street Lights	£23.75	£3.96	utilities
East Anglian Air Ambulance	Donation	£250.00	£0.00	s.137
Simon Bower	Expenses	£432.92	£23.20+	various

Signed:

(Chair)

Date: 16/5/2023

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2023/24

DATE: 10/05/2023

Balance Savings Account		£208,758.32
Balance Current Account		£3,184.83
<i>Incomplete Transactions</i>		<i>-£2,634.28</i>
<i>Current A/C statement balance</i>		<i>£5,819.11</i>
Actual Balance		<u>£211,943.15</u>
Balance at start of year	Savings	£183,758.32
	Current	£8,324.38
	Total Barclays	<u>£192,082.70</u>
Expenditure		£14,199.90
Income	to current	£34,060.35
	to savings (interest)	£0.00
	Balance	<u>£211,943.15</u>
<i>Outstanding invoices due to BPC</i>		<i>£0.00</i>
Protected - CIL		£58,107.57
Protected - other ring-fenced		£26,000.00
<i>General Funds Available including creditors</i>		<i>£127,835.58</i>
	check - difference	£0.00

SPENT AGAINST BUDGET Financial Year 01/04/23 31/03/24

AS AT 10/05/23 payments until 31/05/23
% of year 16%

Budget Area	23/24 budget	spent	income	yr balance	budget bal	note
s.137	£5,500.00	<i>£250.00</i>	<i>£0.00</i>	£250.00	5%	
Open Spaces	£6,500.00	<i>£1,744.82</i>	<i>£0.00</i>	£1,744.82	27%	
Projects	£3,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	
Utilities	£6,500.00	<i>£429.77</i>	<i>£0.00</i>	£429.77	7%	
Admin	£7,650.00	<i>£1,392.09</i>	<i>£0.00</i>	£1,392.09	18%	
Salaries	£21,000.00	<i>£3,245.26</i>	<i>£0.00</i>	£3,245.26	15%	
Insurance	£1,600.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	
Repairs/Fees	£500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	
Coronation	£3,000.00	<i>£2,053.46</i>	<i>£0.00</i>	£2,053.46	68%	
Allowances	£3,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	
Contingency	£2,687.50	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	
Miscellaneous	£0.00	<i>£200.00</i>	<i>£100.00</i>	£100.00		
Total - excl VAT	<u>£61,937.50</u>	<i>£9,315.40</i>	<i>£100.00</i>	<u>£9,215.40</u>	<u>15%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£1,164.40</i>	<i>£6,651.11</i>	<i>-£5,486.71</i>		
<i>Precept</i>		<i>£0.00</i>	<i>£23,321.06</i>	<i>-£23,321.06</i>	<i>income only</i>	
<i>Reserves</i>		<i>£3,720.10</i>	<i>£3,988.18</i>	<i>-£268.08</i>		

TOTAL SPENT £14,199.90
TOTAL INCOME £34,060.35

budgeted, car parks, VAT and reserves
all sources, incl interest to reserves

YEAR BALANCE £19,860.45
YEAR BALANCE £15,872.27

income less expenditure
balance excluding ring-fenced/CIL

Notes:

0 - on target - no concern

1 - under - no concern

2 - over - large items - no concern

3 - over - monitor - two year payments/refund due

4 - spent - further expenditure to come from reserves

5 - no set miscellaneous budget: used for monies going in and out and grants, or where allocation tbc

NB money into reserves which is not accessible for everyday spending =

£3,988.18

BRANCASTER PARISH COUNCIL INCOME AND EXPENDITURE - FOR MAY PAYMENT**EXPENDITURE**

Inv Date	Ref	To	For	Amount	of which VAT	budget
25/4/23	M-25/4	Simon Bower	Expenses	£432.92	£29.28	admin/cor
25/4/23	M-25/4	EAAA	Donation	£250.00	£0.00	s.137
1/5/23	DD	ECS - may	Computer	£10.20	£1.70	admin
	DD	nPower - approx - apr	Street Lights	£194.46	£9.26	utilities
	DD	Westcotec - apr	Street Lights	£23.75	£3.96	utilities
21/4/23	M-16/5	BSBDVH	Extra Meeting	£25.00	£0.00	admin
29/4/23	M-16/5	Kevin Crompton	Grass Cutting	£240.00	£0.00	open spaces
24/3/23	M-16/5	BCSC	Insurance	£294.49	£0.00	open spaces
	M-16/5	BHIB?	Insurance		£0.00	insurance
31/5/23	contract	Salaries	Salary	£1,622.63	£0.00	salaries

INCOME

24/4/23		HMRC	VAT rtn	£6,651.11	£0.00	reserves
27/4/23		BCKLWN	CIL	£3,988.18	£0.00	reserves