

PUBLIC NOTES – COUNCIL MEETING 6/6/23

Item 3 – minutes attached.

Item 5 – finance figures as usual attached.

Item 8 – as two Cllrs were absent a chance to amend/add to groups. Request for formation of an emergency planning group to set up village co-ordination team.

Item 9 – benches; not discussed at last meeting. NT have requested a change in the tree at Brancaster Staithe Village Green.

Three large grant requests received. These total around £19K, so Council may decide to look at in more detail separately.

All Councils have been asked to nominate two people for this tribute.

At the moment Brancaster has two wards, each with five Cllrs. This is unusual in a small parish. It does produce anomalies – at elections one could have a vote and not the other, when co-opting no consideration is given to the warding, there is no obligation to live in the Parish, let alone the ward. Residents are represented by all Cllrs, but may have had no chance to vote for them. That said, there may be advantages to feeling that each village can have its “own” reps, and by-elections (if called) are cheaper. This item not to agree a Council position, but to request Borough to add to its rewarding plans in Autumn – that will require a formal consultation.

Defib – this to see if anyone would like to help – public included. A two minute job once per month, then report to Clerk.

Brancaster Parish Council

Minutes of the Annual Meeting of Council held on Tuesday 16th May 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 A Dovey, Cllr W Gardiner, Cllr S Osborn, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and approximately 17 Members of the Public

Meeting began at 6.33 pm after those Cllrs present had completed relevant paperwork, including Declarations of Office.

2023.05.17.01 – Elections of Chairman and Vice-Chairman

- a) Cllrs de Winton and Cllr Carpenter were proposed as Chairman. *Cllr de Winton was elected as Chairman for the Year 2023/24, by four votes to two, with two abstentions.*
- b) Cllr de Winton signed the Declaration of Acceptance of Office as Chairman.
- c) Cllrs Bax and Borthwick were proposed as Vice-Chairman, but only Cllr Bax was seconded. *Cllr Bax was elected as Vice-Chairman for 2023/24¹.*

2023.05.17.02 - Declarations of Interest

- a) Declarations of Interest were received from Cllrs Bocking (Common Rights, Planning App c)) and Borthwick (Planning Apps a, c, and d).

2023.05.17.03 - Apologies for absence

- a) Apologies for absence were received from Cllrs Bax and O'Sullivan
- b) *Council agreed that Cllr O'Sullivan should be permitted to sign his Declaration at a later date.* It was noted that Cllr Bax had already signed.

Prop: Cllr de Winton; 2nd: Cllr Dovey; unanimous

2023.05.17.04 - Minutes

- a) *The minutes of the meeting on 4th April 2023 were accepted as a true record and duly signed.*
- b) *The minutes of the additional meeting on 25th April 2023² were accepted as a true record and duly signed.*
- c) Relating to the above, Cllrs asked questions about the Village Contractor (agreed, but not formally engaged), the letter to BCKLWN Planning about infrastructure (no reply) and the vote on the circular benches (Clerk to check status of this).

2023.05.17.05 - Reports

- a) Chair's report. Cllr de Winton noted that Coronation celebrations had gone "really well". Elections had occurred.
- b) Report from Borough Councillor. Cllr de Winton noted the leadership of BCKLWN was still undecided following the Elections. He commented on the magnanimity of former BCKLWN Cllr Lawton.

¹ Cllr Bax to sign her Declaration at a later date.

² A typo on the date was corrected, though minute references were correct.

Signed:

(Chair)

Date: 6/6/2023

- c) Report from County Councillor. Cllr Jamieson had sent a lengthy written report which had been circulated to all Cllrs. Cllr Bocking commented that he had thanked him for this.
- d) Report from Clerk. The Clerk commented on the Elections, noting that he would be thanking all outgoing Cllrs. He noted that a laptop would be useful for security, succession planning and to help with Planning Applications; a previous decision to proceed from July 2020 had never been pursued and he proposed to do so – no one objected. He had spent a considerable amount of time working on the new website, which he hoped would be live in a week; this may require an overtime request at a future meeting.

2023.05.17.06 - Finance

- a) The Clerk presented the finance figures, noting balances at just under £212K. Some budgets had large items early in the year, so appeared to be highly spent – no concern. Council had received large CIL payment and VAT return.
- b) Noting that obtaining three quotes had proved impossible, due to ongoing SHADCRA legal action, Council agreed to a three year Insurance contract with BHIB for £1517.47.
Prop: Cllr Carpenter; 2nd: Cllr Borthwick; unanimous
- c) All expenditure as listed in the pack was approved for payment³.
Prop: Cllr Osborn; 2nd: Cllr Carpenter; unanimous
- d) It was agreed unanimously that Cllrs Carpenter and Osborn should be added as signatories.
- e) It was agreed that the Clerk should arrange a credit card for Council, noting that this would only require the Clerk to authorise. It should have a limit of £1,000 and be paid monthly.
- f) It was agreed to purchase a £100 Amazon voucher for the College of West Anglia student who had designed the Council logo.
- g) It was noted that NCC had requested payment of £20,000 to proceed with the Traffic Regulation Orders and works, though Cllr Jamieson had indicated NCC would cover some of this cost. Council agreed to this payment, subject to Council's contribution being a maximum of £20,000.

Prop: Cllr Carpenter; 2nd: Cllr Ullswater; 6-0 (2 abst)

2023.05.17.07 - Planning

- a) Members of the Public spoke on Application c below. The applicants for the late Application were present if questions were raised.
- b) Planning Applications were considered:
 - a. 23/00467 (2 Storey Extension - Tangle Pickers, Main Road, Brancaster Staithe) – Council agreed to raise no objection to this application.
 - b. 22/00905 (Retrospective fence in excess of 2m to the south, etc. - 29 Mill Hill Brancaster) - Council agreed to raise no objection to this application.
 - c. 22/02318 (Proposed Residential Development Following Demolition Of Existing Bungalow - Kia Ora, Main Road, Brancaster Staithe) – Council agreed to object to this application on grounds of overdevelopment, the belief that the parking provided was too cramped, reference to point 3.6 in the Neighbourhood Plan – like for like, concerns over loss of light/privacy and

³ See below

overlooking, particularly from Plot 3, storage within the properties and therefore their sustainability.

- d. 23/00739 (Conservation project including change of use of existing aviary, new aviaries and associated dwelling for warden/conservation officer - Marsh Farm, Main Road, Burnham Deepdale) – Noting that the item was being called in by Borough Cllr, Council agreed to raise no objection to this application.
- e. 23/00749 (Single storey rear extension to form kitchen/dining and snug. Re ordering plan. Single storey boat store – Fairways, 14 The Cricket Pasture, Burnham Deepdale) - Council agreed to raise no objection to this application.
- f. 23/00644 (Proposed Rear Extension - 14 Common Lane, Brancaster Staithe) - Council agreed to raise no objection to this application, though it requested that any trees removed should be replaced elsewhere on the plot.
- c) A late application had been received (23/00384 - Proposed extension, an increase of ridge height for loft conversion and renovation of the existing dwelling – Quexcroft, Cross Lane, Brancaster) - Council agreed to raise no objection to this application.
- d) There were no more planning matters to report.

2023.05.17.08 - Delegated decisions etc.

- a) None had been taken.

2023.05.17.09 - Other matters

- a) On invitation, Bob Lawton reported that he had attended the Barrow Common Management Cttee, while still a Cllr; things running smoothly, proposals to remove some trees, reference to alleged “illegal works”. Cllr Borthwick had attended a Staithe Village Hall meeting.
- a. Explanation of the roles and requirements for groups was made, with some being removed/amended. Council agreed representation and membership as appended below. It was noted that Cllr O’Sullivan being absent meant he should have the option to be added in, with Clerk negotiating such changes.
- b) The Clerk noted that Policies should be reviewed at the Annual Meeting. Several had been during the year, but this should be priority for the Governance Group. Standing Orders would have been revisited, but NALC were revising the model.

2023.05.17.10 - Correspondence and requests

- a) The Clerk noted he had received an email complaining that there was no indication of the tide times for drivers on Beach Rd.

2023.05.17.11 - AOB and agenda requests

- a) Cllr Carpenter requested agenda items on removing the warding of the Parish for elections, the Pledge (Civility and Respect project) and emergency preparedness. Cllr Dovey requested information on how groups operated – Clerk to send details. Cllr de Winton commented on the difficulties encountered by emergency response teams – Clerk to add to note to Borough regarding infrastructure. Cllr Bocking noted lack of progress on two issues raised with NCC pre-COVID; details given to Clerk. The state of the Mill Rd Cemetery was raised – in the absence of Vicar etc. Clerk to write to Bishop.

2023.05.17.12 - Public Questions

- a) Subjects raised were:
 - Projection options for Planning Applications – ref Holme PC.
 - Cemetery actually had been cut.
 - “Infringement” on Barrow Common – letter on its way.

Signed:

(Chair)

Date: 6/6/2023

- Problems with Fire Engine accessing Village; cars in way – part of Traffic management proposals.
- Traffic warden.

2023.05.17.13 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 6th June at 6.30pm in Brancaster Village Hall.

Meeting ended at 8.38 pm

Expenditure:

Inv Date	To	For	Amount	of which VAT	budget
1/5/23	ECS - may	Computer	£10.20	£1.70	admin
	nPower - approx - apr	Street Lights	£194.46	£9.26	utilities
	Westcotec - apr	Street Lights	£23.75	£3.96	utilities
21/4/23	BSBDVH	Extra Meeting	£25.00	£0.00	admin
29/4/23	Kevin Crompton	Grass Cutting	£240.00	£0.00	open spaces
24/3/23	BCSC	Insurance	£294.49	£0.00	open spaces
	BHIB	Insurance	£1,517.47	£0.00	insurance
31/5/23	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

Council representatives on external groups

Brancaster Beach Car Park: C Borthwick, V Carpenter
 Brancaster Village Hall & Bar 71: S Ullswater
 Brancaster Staithe & Deepdale Village Hall: C Borthwick
 Brancaster Commons Committee (Salt Marsh): T de Winton (dep A Dovey)
 Bell's Charity: C Borthwick
 Sea Defence Committee: A Dovey, S Osborn
 Barrow Common Management Committee: S Bocking, W Gardiner
 Brancaster Community Sports Club: B Bax, S Ullswater
 Brancaster Allotment Society: Cllr Gardiner
 Saxon Shore Parish Forum: B Bax, V Carpenter, T de Winton (all invited as depts)

Council internal group membership

Assets/Strategic Planning	CB, WG, TS(?)
Event Planning	BB, AD
Finance	BB, TdW, SO
Governance etc	BB, TdW
Communications	BB, VC
Car Park Passes	VC, TdW, SU

Signed:

(Chair)

Date: 6/6/2023

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2023/24

DATE: 31/05/2023

Balance Savings Account	£183,758.32
Balance Current Account	£1,833.76
<i>Incomplete Transactions</i>	<i>-£26,589.19</i>
<i>Current A/C statement balance</i>	<i>£28,422.95</i>

Actual Balance **£185,592.08**

Balance at start of year	Savings	£183,758.32
	Current	£8,324.38
	Total Barclays	<u>£192,082.70</u>

Expenditure		£40,603.01
Income	to current	£34,112.39
	to savings (interest)	£0.00
	Balance	<u>£185,592.08</u>

Outstanding invoices due to BPC £0.00

Protected - CIL	£56,342.57
Protected - other ring-fenced	£24,235.00
<i>General Funds Available including creditors</i>	<i>£105,014.51</i>
check - difference	£0.00

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

AS AT **31/05/23** payments until 30/06/23
% of year **25%**

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%	1
Open Spaces	£6,500.00	<i>£2,089.82</i>	<i>£0.00</i>	£2,089.82	32%	2
Projects	£3,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Utilities	£6,500.00	<i>£341.58</i>	<i>£0.00</i>	£341.58	5%	1
Admin	£7,650.00	<i>£1,667.38</i>	<i>£52.04</i>	£1,615.34	21%	0
Salaries	£21,000.00	<i>£4,867.89</i>	<i>£0.00</i>	£4,867.89	23%	0
Insurance	£1,600.00	<i>£1,517.47</i>	<i>£0.00</i>	£1,517.47	95%	2
Repairs/Fees	£500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Coronation	£3,000.00	<i>£2,053.46</i>	<i>£0.00</i>	£2,053.46	68%	2
Allowances	£3,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Contingency	£2,687.50	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Miscellaneous	£0.00	<i>£800.00</i>	<i>£100.00</i>	£700.00		
Total - excl VAT	<u>£61,937.50</u>	<i>£13,587.60</i>	<i>£152.04</i>	<u>£13,435.56</u>	<u>22%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£1,530.31</i>	<i>£6,651.11</i>	<i>-£5,120.80</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>£25,485.10</i>	<i>£3,988.18</i>	<i>£21,496.92</i>		

TOTAL SPENT £40,603.01
TOTAL INCOME £34,112.39

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

YEAR BALANCE -£6,490.62
YEAR BALANCE -£10,478.80

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 JUNE PAYMENT**EXPENDITURE**

Inv Date	Ref	To	For	Amount	of which VAT	budget
	DD	ECS - jun	Computer	£10.20	£1.70	admin
	DD	nPower - may	Street Lights			utilities
	DD	Westcotec - jun	Street Lights	£23.75	£3.96	utilities
30/4/23	M-6/6	Heronwood	Grass Cutting	£345.00	£0.00	open spaces
22/5/23	M-6/6	Hartop Farms	Allotments	£600.00	£0.00	misc
28/5/23	M-6/6	Dodd & Co	Picket Fence	£2,118.00	£353.00	reserves
31/5/23	M-6/6	Simon Bower	Expenses	£223.23	£8.48	admin
	contract	Salaries	Salary	£1,622.63	£0.00	salaries