

PUBLIC NOTES FOR MEETING ON 1/8/23

Item 3 – **minutes attached**

Item 4 – as agreed last time, public speaking now divided into two sessions.

Item 6a – usual **financial reports attached** including s.137 figures for 9g below

Item 6b – note that NCC had not been paid money for TROs as they had not provided bank details/invoice etc. This now done, but payment mentioned for info – already in previous approvals. Clerk requesting payment for ten hours overtime, as previously referred to.

Item 6c – Council has considerable reserves which are in a low interest savings account. CCLA has been recommended at several recent meetings which the Clerk has attended. It should be noted that bank balances do not have protection over £85K in any one bank; though CCLA does not have this protection, the risk is shared through them over several institutions. They currently have several hundred PCs investing with them in their Public Sector Deposit Fund. 4.9353% current rate (26/7/23) – Barclays 1%

Item 6d – Council has received a request for increased payment (£40pm to £50pm) from Norman Raynore for moving and charging the SAM signs.

Item 7c – due to late receipt of request from NCC for support in their application for CIL funding for the Boardwalk, the Clerk has written as follows:

Council has had repeatedly expressed in meetings its view that it was unhappy with the pace of progress on the replacement of the Boardwalk in the Parish. I have, as a result, been asked to chase this up on several occasions. This can be seen in minutes of meetings.

Because of the timing of our next meeting, I have been unable to get formal Council approval of a view on the current application, but I am confident to write expressing the clear support of Councillors in recent meetings and correspondence, for anything which will expedite the process. This would include support for funding applications from any source.

I would also note that we have had comments from the Public in meetings, and by email to me, expressing their concerns over the delays. I am sure that they too would wish to ensure that everything is done to move things on.

Item 8 – no DDs to report.

Item 9b – there is no report on parking plans, but it may be a time to mention where NCC are in their proposals for Traffic Regulation Orders.

Item 9c – at time of writing, hoped-for amendments not received – probably defer.

Item 9d – this has been mentioned before, Council now having three quotes to consider.

Item 9e – deferred from last month.

Item 9f – a long and detailed document we are required to have. Not formally agreed to date since added to the website. Most is as legally required with a few dates inserted.

Item 9g – figures included in financial reports. In order to prevent Council running out of such funds, suggestion made for two dates – if requests exceed funds, Council can then adjust accordingly. If anything agreed, will need modification to grant policy.

Item 9h – for the Open Meeting a suggestion was made of having a questionnaire available online, in shops etc. This to approve wording.

Item 9i – given recent legal situation, Clerk is requesting additional delegated power to respond to urgent questions. Possible wording to be added to Scheme of Delegation: "The Clerk to be allowed to respond to urgent decisions required in legal matters based either on previously agreed statements of position or after email consultation with those Cllrs not subject to any declared interests."

Item 10 – a request for support has been received from a PC in Staffordshire regarding their contention that Neighbourhood Plans have been damaged by a recent Inspector's decision:

I'm writing to you because I believe your Parish or Town has either made, or is in the process of making, a Neighbourhood Development Plan (NDP). We wish to make you aware of a recent planning inspector's decision (see attached) to allow a housing development in Staffordshire that is in direct contravention of our made NDP (Chapel and Hill Chorlton, Maer and Aston, and Whitmore NDP). In his decision document, the inspector effectively nullified the NDP and we feel he erroneously applied the law with regards to the weight that the NDP carries in the planning process.

We suspect the decision will have national ramifications because if left to stand, it will have set a precedent and will be quoted in all future planning applications and appeal hearings where an NDP is a factor. In effect, this constitutes an assault on local planning and we feel the only way to remedy the situation is with a national, coordinated response from those areas that have a vested interest in their NDPs being respected. We are concerned that if not addressed, the NDPs that many have spent a lot of time and effort on will become effectively irrelevant when put to the test.

I would like to draw your attention to the attached letter that the resident's of Baldwins Gate sent to our MP Sir William Cash. The letter sets out the reasons for our opposition to the appeal decision, and in it we ask him to intervene by bringing the matter to the attention of the Secretary of State for Levelling Up, Housing and Communities. We humbly ask that you as a Parish Council consider writing to your own MP to request that the matter is brought to the Secretary of State on your behalf as well. Our hope is to build some form of national pressure to respect the NDPs.

Please feel free to either use our letter as a basis, or to indeed just forward it to your own MP expressing your concern about the arguments made within it. It would be helpful if you can specifically request that the MP contacts the Secretary of State for intervention in the matter.

Clearly we have a bias in this case, and our aim is to see the appeal decision overturned. However, this really is of greater importance and we believe it is a bit of a watershed moment. The fact that a precedent has now been set that will allow planning inspectors to effectively ignore NDPs leaves us all vulnerable to uninhibited development which will be uncontrollable at a local level.

Finally, I would appreciate it if you would let me know if you intend to write to your MP (and who your MP is), so I can keep track of how much support we are building.

Maybe agree a letter of support?

Item 10b – if time, to ensure Christmas preparations are begun.

Item 14 – as the remaining matters relate to staff and legal issues a formal closure of the meeting to press and public is required. Please leave promptly.

Annual Clerk Appraisal is due – this to agree who and how.

SHADCRA legal claim against Council continues. This to review latest position and consider any required actions/responses.

Brancaster Parish Council

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

The meeting was held in Brancaster Staithe Village Hall

Present: Cllr T de Winton (Chair), Cllr B Bax, Cllr S Bocking, Cllr V Carpenter, Cllr A Dovey, Cllr S Osborn, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and approximately 15 Members of the Public

Meeting began at 6.31pm

2023.07.04.01 - Declarations of Interest

- a) A Declaration of Interest were received from Cllr Bocking (Common Rights).

2023.07.04.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Borthwick, Gardiner and O'Sullivan.

2023.07.04.03 - Minutes

- a) *The minutes of the meeting on 6th June 2023 were accepted as a true record and duly signed.*

Prop: Cllr Bax; 2nd: Cllr Ullswater; unanimous

- b) Arising from the above minutes: Cllr Carpenter referred to the defaced election leaflet – Police advised a civil not criminal matter; Cllr Bax noted that the deadline for the Norfolk Show invitation had been missed – apologies made to the individuals named last month; alternative location for the Coronation Tree to be moved – probably opposite corner of Brancaster Playing Field – tbc.

[Item 08.h taken at this point but recorded in numerical order]

2023.07.04.04 - Reports

- a) Chair's and Borough Cllr's report. Cllr de Winton noted he had attended the Saxon Shore meeting and the Beach Car Park Committee. He had also attended his first Borough Planning Committee meeting – a s.106 requirement had been placed on a new development in Holme regarding principal residence conditions. He directed attention to the new hose/attachment which had been purchased to help the Fire Service draw water from farms if required.
- c) Report from County Councillor. Cllr Jamieson had sent apologies.
- d) Report from Clerk. The Clerk noted he had visited the School, offering advice on grant applications, funding etc. He had viewed the projection facilities at Brancaster Village Hall, which would work with the new laptop. He had attended Risk Management training, and would be at both the SLCC County conference and Clerk networking in the next week. The credit card agreed previously had arrived, but work on updating the mandate was progressing slowly.

2023.07.04.06 - Finance

- a) The Clerk presented the finance figures, showing a balance of c.£191K following July payments. There was nothing of concern in the budgetary spending.

Signed:

(Chair)

Date:

b) All expenditure as listed in the pack was approved for payment¹.

Prop: Cllr Bax; 2nd: Cllr Carpenter; unanimous

c) Clerk had received and forwarded by email a second quote for streetlight maintenance. This was higher than the one referred to in the pack, which was 52 pence p.a. more than the long-standing current one. Council unanimously agreed to use T.T. Jones for streetlight maintenance from September 1st for three years, at £238² p.a.

2023.07.04.06 - Planning

- a) No member of the Public spoke on the Applications below, though the Developer was present for 23/00952, and answered questions on that item.
- b) 23/00539 (To replace the existing metal up and over garage door. Holmefield House, Cross Lane, Brancaster). Council agreed to make no objection to this Application.
- c) Late-arriving Application:
 - a. 23/00952 (Demolition and replacement of existing single-story extensions, reconfiguration of internal layout and vernacular of the existing dwelling. Demolition of existing shed/garage and garden room, construction of replacement garage and garden room. New access onto Broad Lane. Construction of new pool. Broad Lane House, Broad Lane, Brancaster). Council agreed to make no objection to this Application.
- d) There were no further planning matters reported.

2023.07.04.07 - Delegated decisions etc.

- a) The connector mentioned previously had been purchased on the Clerk's authority, following consultation with Cllrs.

2023.07.04.08 - Other matters

- a) Reports on meetings etc.
 - a. Cllr Bax had attended a Finance Group meeting, and visited Coastwatch site. She had also attended the Saxon Shore meeting – a presentation was made about provision of special equipment to assist older people who fall (how this might be achieved to be discussed); Port Evo Barrier Project had also been discussed.
 - b. Cllr Carpenter had attended (with Cllr Borthwick) the Beach Car Park Committee meeting – use of ANPR, a new exit and priority during works were raised. She and Cllr Gardiner had worked on emergency planning, with text for the August newsletter, and the expectation of a meeting in September.
 - c. Cllr Dovey had attended the Brancaster Commons Committee meeting – SHADCRA and the NT were in discussion on gates and boats. [As Cllr de Winton would be attending as a Borough Cllr, it was agreed that Cllr Ullswater would be the PC deputy on this group.]
- b) Council had received a report from the Finance Group as agreed at the last meeting, and considered grant applications:
 - a. Council agreed to fund³ the School trip to the Norfolk Show at a cost of £600.

Prop: Cllr Carpenter; 2nd: Cllr Osborn; unanimous

¹ See below

² Yearly cost less than the £500 requiring more than one quote

³ Using s.137 funding

Signed:

(Chair)

Date:

- b. Council agreed to grant⁴ £4,400 equally to the two Churches⁵, for grounds maintenance of the public cemetery/graveyard areas⁶. There was discussion of the re-organisation of the Benefice⁷. Clerk suggested that two deadlines per year might be looked at for donation requests.

Prop: Cllr Bocking; 2nd: Cllr Ullswater; 6-1

- c. It was agreed that Council would support National Coastwatch financially, with a figure to be agreed as a "top-up" following their external grant applications.
- c) In the absence of all three members of the Asset Group, Council did not consider their recommendations for maintenance work.
- d) Cllr Carpenter proposed the setting up of a Group to look at road safety issues (e.g. barriers). There was a brief discussion of how this might best be done, with no conclusion reached.
- e) A draft Training Policy was unanimously agreed by Council.
- f) The Clerk noted his work on audio-visual equipment for the two Village Halls. As above Brancaster was suitable, and Brancaster Staithe were looking further. He would continue to investigate microphones with assistance from a Member of the Public. Council was content with this approach.
- g) It was agreed that Council should proceed with a "Town Hall" style meeting, details to be confirmed. It was raised that there should be a "virtual" component to this to encourage engagement.
- h) [Taken earlier.] Victoria Egan of the National Trust was invited to speak. She outlined the issues which the Trust wished to address relating to various management matters at the Hard in Brancaster Staithe. These related principally to the Chain⁸, and followed consultation with users. She answered questions. The Trust were seeking agreement to this approach from Council under terms of agreements between the Trust and Council. This approach would be rolled out for 2024, with information provided in the meantime. Council agreed that it was content with this approach.
- Prop: Cllr Ullswater; 2nd: Cllr Bax; 6-1*
- i) Council noted the fire connector as above. There was a need to visit the BPC container and look at options for storage, as well as investigating current contents.

2023.07.04.09 - Correspondence and requests

- a) Clerk noted a letter relating to home improvement schemes. He had suggested this might go via the Saxon Shore route, with information in the Newsletter.
- b) A suggestion to the previous Council regarding a Neighbourhood Plan amendment regarding "principal residences" had been deferred to the new Council. There was no great appetite for this to be pursued, and a suggestion from Edward Gould (previous Plan co-ordinator) was taken on board – this to view applications in this light, and consider what Council might define as such a residence.

⁴ Under s.137

⁵ Clerk had requested that Council note that the position regarding such donations was unclear, having never been legally tested.

⁶ Clerk noted that this exceeded the 50% of the s.137 limit specified in the Donations Policy.

⁷ Clerk sought assurance that given this uncertainty, money would be spent as intended – confirmed.

⁸ The aims are listed below. The full document was publicly available online prior to the meeting.

Signed:

(Chair)

Date:

- c) Council noted the Armed Forces Pledge, and, while not agreeing to sign up to it formally, expressed its support for the aims.
- d) It was agreed that Cllr Bax should make enquiries about a possible D-Day commemoration, including beacon etc.
- e) There was discussion of the lack of cones restricting parking while the TRO was awaited. It was agreed that Cllr de Winton should approach Cty Cllr.

2023.07.04.10 - AOB and agenda requests

- a) Cllr Ullswater asked about the circular seats for the Coronation Trees. This would be on next agenda. She also asked about the possibility of “collars” to protect play equipment from strimming – these may be in container; to be checked. She asked about EV charging points – Clerk noted that this had been a long-standing project of his, but Council (in common with most in Norfolk) did not have the powers to provide – he had been advising the Village Halls, who did. Cllr Bocking asked after asset maintenance and was informed that this had earlier been deferred.

2023.07.04.11 - Public Questions

- a) It was agreed that in future Public Participation would be two equal sessions, early and late in the meeting. Total time and individual limits to remain the same.
- b) Subjects raised were:
 - Contents of the BPC container, locks, and access for Hose;
 - Use of Village Greens by local inhabitants only, ref NT proposals;
 - Funding of Primary School – money goes direct from HMG to the Trust, not via NCC;
 - Need for questionnaire type input to encourage attendance/involvement in Open Day – contact via Parish News;
 - Concern over the amount of paper used at meetings – being reduced via projection;
 - Parking concerns – incidents noted involving access for emergency services;
 - Questions over the order of items in the Agenda – no priority, sections determined by Clerk;
 - How voting is done – not always needed if clearly unanimous, finance often treated differently;
 - Support expressed for School and Town Hall;
 - Offer of information regarding fire connector to be shared among farmers;
 - Speeding – further request for Speedwatch in Parish News; further request to be made to Police.
 - Clerk noted the cancellation of plans for the A149 to be completely 30mph.

2023.07.04.12 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 1st August 2023 - at 6.30pm in Brancaster Village Hall.
- b) Diary dates for possible Planning Meetings were noted.

2023.07.04.13 - Private session

- a) As noted on the Agenda, Council agreed to go into Private Session. The Public and Cllr Bocking left during a short break, and Council resumed at 8.43pm.
- b) Council agreed to advise its Insurers on an approved way forward in the legal case brought against it by the Scolt Head and District Common Rightholders' Association.

Signed:

(Chair)

Date:

Meeting ended at c.9.15pm

Expenditure:

Inv Date	To	For	Amount	of which VAT	budget
	ECS - jul	Computer	£10.20	£1.70	admin
	nPower - jun	Street Lights			utilities
	Westcotec - jul	Street Lights	£23.75	£3.96	utilities
1/6/23	Kevin Crompton	Grass Cutting	£200.00	£0.00	open spaces
4/6/23	Marcus Townshend	Grass Cutting	£122.50	£0.00	open spaces
5/6/23	NPTS	Training	£48.00	£0.00	admin
9/6/23	ECS	Laptop	£910.19	£151.70	reserves
31/5/23	Heronwood	Grass Cutting	£545.00	£0.00	open spaces
20/6/23	Marcus Townshend	Grass Cutting	£122.50	£0.00	open spaces
23/6/23	AJ Freezer Water Servs	Connector - Fire	£593.62	£98.94	contingency
31/7/23	Salaries	Salary	£1,622.63	£0.00	salaries

National Trust Aims ref Brancaster Staithe Hard:

Taking into account the problems we wish to resolve and the views shared by those we spoke with, National Trust are seeking to achieve the following outcomes:

- a) We'd like to ensure that boats are not being parked on the chain before the 1st March.
- b) We'd like to ensure that priority is given to local people and tenders
- c) We'd like to know who owns the boats that are stored on the chain, so we can contact them directly if there is a problem
- d) We'd like those using the chain to agree to abide by the rules of the harbour and insure their craft.
- e) We'd like those who use the chain to contribute to the cost of running the harbour

Signed:

(Chair)

Date:

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2023/24

DATE: 25/07/2023

Balance Savings Account		£179,157.20
Balance Current Account		£4,604.51
<i>Incomplete Transactions</i>		<i>-£14,820.67</i>
<i>Current A/C statement balance</i>		<i>£19,425.18</i>
Actual Balance		<u>£183,761.71</u>
Balance at start of year	Savings	£183,758.32
	Current	£8,324.38
	Total Barclays	<u>£192,082.70</u>
Expenditure		£43,432.26
Income	to current	£34,712.39
	to savings (interest)	£398.88
	Balance	<u>£183,761.71</u>
<i>Outstanding invoices due to BPC</i>		<i>£0.00</i>
Protected - CIL		£56,342.57
Protected - other ring-fenced		£24,235.00
<i>General Funds Available including creditors</i>		<i>£103,184.14</i>
	check - difference	£0.00

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

AS AT **25/07/23** payments until 31/08/23
% of year **42%**

Budget Area	23/24 budget	spent	income	yr balance	budget bal	note
s.137	£5,500.00	<i>£5,250.00</i>	<i>£0.00</i>	£5,250.00	95%	2
Open Spaces	£6,500.00	<i>£3,587.82</i>	<i>£0.00</i>	£3,587.82	55%	2
Projects	£3,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Utilities	£6,500.00	<i>£1,369.68</i>	<i>£0.00</i>	£1,369.68	21%	1
Admin	£7,650.00	<i>£1,865.92</i>	<i>£52.04</i>	£1,813.88	24%	1
Salaries	£21,000.00	<i>£8,379.10</i>	<i>£0.00</i>	£8,379.10	40%	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>£494.68</i>	<i>£0.00</i>	£494.68	18%	1
Miscellaneous	£0.00	<i>£800.00</i>	<i>£700.00</i>	£100.00		
Total - excl VAT	<u>£61,937.50</u>	<i>£25,318.13</i>	<i>£752.04</i>	<u>£24,566.09</u>	<u>40%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£1,870.54</i>	<i>£6,651.11</i>	<i>-£4,780.57</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>£16,243.59</i>	<i>£4,387.06</i>	<i>£11,856.53</i>		

TOTAL SPENT £43,432.26

TOTAL INCOME £35,111.27

budgeted, car parks, VAT and reserves

all sources, incl interest to reserves

YEAR BALANCE -£8,320.99

YEAR BALANCE -£12,309.17

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 AUG PAYMENT**EXPENDITURE**

Inv Date	Ref	To	For	Amount	of which VAT	budget
4/7/23	M-4/7	Brancaster School PTA	Donation	£600.00	£0.00	s.137
4/7/23	M-4/7	Brancaster Church PCC	Donation	£2,200.00	£0.00	s.137
4/7/23	M-4/7	Burnham Dpdale Church PCC	Donation	£2,200.00	£0.00	s.137
	DD	ECS - aug	Computer			admin
	DD	nPower - jul	Street Lights			utilities
	DD	Westcotec - aug	Street Lights			utilities
2/7/23	M-1/8	Kevin Crompton	Grass Cutting	£100.00	£0.00	open spaces
30/6/23	M-1/8	Heronwood	Grass Cutting	£298.00	£0.00	open spaces
	M-1/8	Norman Raynore - mar/apr	SAM moves	£80.00	£0.00	utilities
	M-1/8	Norman Raynore - may/jun	SAM moves	£80.00	£0.00	utilities
8/7/23	M-1/8	David Bracey	Play Area Insp	£132.00	£22.00	open spaces
11/7/23	M-1/8	NCC - note payment now inv	TROs etc			
12/7/23	M-1/8	Jo Morris	Expenses	£24.49	£0.00	admin
17/7/23	M-1/8	ESPO	Stationery	£88.86	£14.81	admin
22/7/23	M-1/8	BSBDVH	Meeting	£20.00	£0.00	admin
31/8/23	contract	Salaries - 10 hrs O/T	Salary	£1,888.58	£0.00	salaries

Section 137 summary

Number of parishioners - Dec 22:

Brancaster	444
Brancaster Staithe	325
total	769

amount allowed per voter	£9.93
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max legal s.137 spend	£7,636.17
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we have budget	£5,500.00
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spent to date	£250 East Anglian Air Amb.
	£600 School
	£2,200 Brancaster Church
	£2,200 Deepdale Church
	£5,250