

PUBLIC NOTES FOR MEETING ON 3/10/23

Item 3 – **draft minutes attached**

Item 6 – our budget setting process requires that by mid-November we have outline proposals for inclusion in the budget. At the December meeting, a draft is prepared, and in January we set the precept based on the finalised budget.

Usual finance figures attached.

Item 8 – no delegated decisions made.

Item 9 – the Big Chat event has taken place, and Council needs to consider a response to issues raised.

Council agreed to sign the Civility and Respect Pledge, and now that paperwork has been completed, and the certificate received, it needs noting. Locally, South Wootton, Sedgeford and Stiffkey have done so, among 1,350 councils nationally.

Play Area equipment. Clerk needs to explain clearly the position regarding how Council can help, and the processes involved, should Brancaster Staithe proceed with this.

Item 14 – all staffing matters are discussed in private session. A summary minute is required.

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 5th September 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 V Carpenter, Cllr A Dovey, Cllr W Gardiner, Cllr S Osborn, Cllr T O'Sullivan, Cllr S Ullswater

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

Meeting began at 6.34pm

2023.09.05.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllr Bocking (Item 7a.c and Common Rights) and Cllr Dovey (National Trust).

2023.09.05.02 - Apologies for absence

- a) All Cllrs were present.

2023.09.05.03 - Minutes

- a) The minutes of the meeting on 1st August 2023 were accepted as a true record and duly signed.

Prop: Cllr Dovey; 2nd: Cllr Ullswater; 8-0 (2 abst)

- b) No matters raised arising from the above.

2023.09.05.04 – Public Comments 1

- a) Matters raised:

- Concerns over the NT agreement, and charging; DEFRA guidance; NT accounts
- Planning – Item 7.a.a: history and description; involvement of planning officers
- Planning – Item 7.a.c: objection to “eyesore”

2023.09.05.05 - Reports

- a) Chair's report. Cllr de Winton noted that August had been busy. He had been generally pleased with Tennis Week, and noted efforts of Police, with whom he had met; he sensed that others had felt similarly.
- b) Report from Borough Councillor. Cllr de Winton noted that the Planning Committee had spent much time on the Town Lane proposal – number of properties likely to be reduced.
- c) Report from County Councillor. No report from Cllr Jamieson.
- d) Report from Clerk. The Clerk apologised for any offence caused at previous meeting.

2023.09.05.06 - Finance

- a) The Clerk presented the finance figures. Balances totalled c.£176K for end of September, though some direct debits were unknown at this point. No changes for budget lines which appeared overspent – payments early in year.
- b) All expenditure as listed in the pack was approved for payment¹.

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

¹ See below

Signed:

(Chair)

Date: 3/10/2023

- c) Clerk noted that External Audit had commented on need for reserves to be earmarked. Brief discussion of possible projects, and that such earmarking was a statement of intent, not an agreement to spend. Council agreed to earmark £20K for possible Brancaster Staithe Play Equipment and £10K for general "beautifying" of the Parish.
Prop: Cllr Bax; 2nd: Cllr Dovey; unanimous, and Cllr Carpenter; 2nd: Cllr Dovey; unanimous
- d) It was noted that the agreement with UKPN for the substation on Brancaster Playing Field was due for renewal. It was unanimously agreed that the Clerk should sign based on no changes other than the inflation increase in the payment to Council, but should ask for a breakdown of the figures.
- e) It was noted that certain decisions were required for setting up the CCLA investment, which the Clerk felt unable to approve alone, along with clarification on signatories. A minute was agreed based on this, and the Chairman authorised to sign at the meeting as a true record².
Prop: Cllr Ullswater; 2nd: Cllr Gardiner; unanimous
- f) It was noted that a new Internal Auditor was required, and the importance of monitoring Governance as well as figures in this role. Clerk request additional two hours of time for the Auditor, to allow for mid-year update to which Cllrs would be invited.
- a) It was agreed to appoint Sonya Blythe as Internal Auditor, at £190pa, with the additional time as above.
Prop: Cllr Dovey; 2nd: Cllr Osborn; unanimous

2023.09.05.07 - Planning

- a) Council considered the following Planning Applications:
- a) 23/01087 (Variation of Conditions 1 and 6 of Planning Permission 22/01864/F: Variation of condition 2 of Planning Permission 19/02000/F: Replacement dwelling following partial demolition, The Smithy, Main Road, Brancaster Staithe) A long discussion took place. Council agreed to object to this Application on the basis of the loss of privacy.
Prop: Cllr Dovey; 2nd: Cllr Ullswater; unanimous
- b) 23/01234 (variation of condition 2 of planning permission 21/02116/F: Dwelling and garage following demolition of existing structures, Seahenge, Town Farm Close, Brancaster) Council agreed to raise no objection to this Application.
- c) 23/01295 (Rear extension & alterations to dwelling, 2 Harbour View Terrace, Main Road, Brancaster Staithe) Council agreed to object to this Application on grounds of: inappropriate materials, effect on street scene and being out of character in an AONB, along with concerns over possible loss of light and privacy, especially given the addition of a full third storey.
- d) 23/01468 (Create opening within front boundary wall and rebuild set back into site to provide off road parking to allow for electric vehicle charging, The Limes, London Street, Brancaster) Council agreed actively to support this Application as it made a positive contribution to resolving parking problems in the area.
- e) 23/01264 (Replacement dwelling, Kia Ora, Main Road, Brancaster Staithe) Council agreed to raise no objection to this Application, provided the new dwelling could be moved back further in the plot to allow more room for parking at the front.
- b) Council considered the following late-arriving Planning Applications:

²Text, as amended, appended below

- a) 23/01326 (Brancaster Footpath 5 boardwalk replacement and resurfacing works, including provision of passing bays, viewing platforms and associated works, FP5, Brancaster) Council agreed to raise no objection to this application, though concern was expressed by some over the number of benches.
- b) 23/01310 (Two-storey extension and alterations to dwelling, 10 Branodunum, Brancaster) There was concern over the proportion of the plot taken up – Clerk to measure, and object if over 50% as per Neighbourhood Plan. There was also concern about the lack of parking spaces forcing on-road parking.
- c) No additional Planning items reported.

2023.09.05.08 - Delegated decisions etc.

- a) No such decisions to report.

2023.09.05.09 - Other matters

- a) Cllr Gardiner noted a meeting of the Assets Group – he asked about approval of works; these should all go through the Clerk, though the Group could meet with contractors to discuss possible works.
- b) Cllrs Carpenter, Bax and Dovey noted work on the “Big Tent” meeting on 23rd September, now renamed “Big Community Chat”; this to listen, learn and get to know. A leaflet advertising the event was available, and it was noted that 50 people had responded to the questionnaire – availability of this noted and how to access if not online. Involvement of local groups encouraged.
- a) Council agreed a budget of £200 for the meeting.

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

- c) There was discussion of the proposed extension and amendments of the Agreement between BPC and NT on the management of the Hard, the arrangements for the Chain at Brancaster Staithe Harbour and Repairs on the Brancaster Staithe Green. In order to discuss details and other relevant matters a meeting was proposed. It was agreed that a meeting should be arranged between BPC (all Cllrs to be invited) and the National Trust.
- d) It was agreed³ that the word “donation” could be used to describe the Beach Car Park income received from Royal West Norfolk Golf Club.

Prop: Cllr Ullswater; 2nd: Cllr Gardiner; 8-2

- e) It was agreed that two trees should be placed at Brancaster and Brancaster Staithe Village Greens for Christmas. Operation of solar lights to be checked.
- f) It was agreed to seek registration for Brancaster Beach as a formal Bathing Site. A suggestion was made that National Coastwatch might be asked to do the surveys and photography required for this process.
- g) Council agreed to be a “Lead Council” for the siting of Razor/Manger chairs to assist those who have fallen. It was noted that the White Horse had agreed to house the equipment.
- h) Council agreed unanimously to adopt the draft Co-option Policy.
- i) Council agreed unanimously to adopt the draft Dignity at Work Policy.

2023.09.05.10 - Correspondence and requests

- a) No additional correspondence reported.
- b) Council noted the invitation to attend a meeting in October at Hunstanton to discuss the Wash Barrier scheme. Cllr Dovey expressed an interest in attending.

³ This reversed the decision made in Oct 2021

Signed:

(Chair)

Date: 3/10/2023

It was stressed that Cllrs attending would not be expressing a Council view, as none had yet been agreed.

- c) Council agreed that it supported the proposals for the "undergrounding" of utilities to the Beach at Brancaster proposed by the National Trust.

2023.09.05.11 - AOB and agenda requests

- a) Anglian Water were mentioned, and Clerk confirmed that he had heard from them – this had been forwarded to the Saxon Shore group for a possible meeting. Cllr de Winton noted an invitation to a "Fire Award" ceremony – Cllrs to contact him if they wished to attend. A request was made for Council to address hedges – Clerk asked that problems be reported to NCC as the relevant authority. It was noted that two of the four noticeboards had been fitted.
- b) No agenda requests.

2023.09.05.12 - Public Comments 2

- a) Subjects raised were:
- Parking at the Smithy – Cllr de Winton to pursue as BCllr.
 - Further comments on NT ownership and management of the Brancaster Staithe Green, and possibility of public involvement in discussions.
 - Notes of Council private sessions – SHADCRA case *sub judice*. Contractual and staffing matters dealt with similarly and a summary minute provided.
 - Correspondence – letters forwarded to Cllrs, not always referred to in meetings.

2023.09.05.13 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 3rd October 2023 at 6.30pm in Brancaster Village Hall.

2023.09.05.14 - Private session

- a) Council agreed to close the meeting under Standing Orders and relevant legislation due to the nature of the subjects to be discussed.

Prop: Cllr Dovey; 2nd Ullswater: Cllr; 8-2

- b) [Members of the Public and Cllrs Bocking and Borthwick left the meeting, which resumed shortly thereafter]. The current legal position of the SHADCRA claim was described, and Cllrs were content with the approach being followed.

Meeting ended at c.9.30pm

Signed:

(Chair)

Date: 3/10/2023

Expenditure:

Inv Date	To	For	Amount	of which VAT	budget
	ECS - sep	Computer			admin
	nPower - aug	Street Lights			utilities
	Westcotec - sep	Street Lights			utilities
28/7/23	Barclaycard	various	£39.22	£6.54	admin
8/8/23	NALC	Guides	£17.40	£0.00	admin
31/7/23	Heronwood	Grass Cutting	£298.00	£0.00	open spaces
1/4/23	Rattan and Teak	Benches	£3,787.44	£631.24	reserves
23/8/23	Marcus Townshend	Hedge	£290.00	£0.00	open spaces
23/8/23	Marcus Townshend	Grass Cutting	£245.00	£0.00	open spaces
29/9/23	Salaries	Salary	£1,622.63	£0.00	salaries

Banking Arrangements – wording agreed and signed as above:

- £85,000 to be paid into a new CCLA account;
- Signatories to be at least two in the first instance, and eventually all, of: Clerk, Cllrs Bax, Carpenter, de Winton and Osborn;
- Interest payments to be re-invested in the CCLA account;
- Payments from the account only to be transferred into Council's Barclays current account;
- Clerk to have authority to transfer funds as above, without a second signature;
- All actions relating to the CCLA account to be noted to all Cllrs by email prior to each occasion.

Signed:

(Chair)

Date: 3/10/2023

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2023/24

DATE: 27/09/2023

Balance Savings Account	£169,641.35
Balance Current Account	£3,832.90
<i>Incomplete Transactions</i>	<i>-£4,145.21</i>
<i>Current A/C statement balance</i>	<i>£7,978.11</i>

Actual Balance **£173,474.25**

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

Expenditure		£54,203.87
Income	to current	£34,712.39
	to savings (interest)	£883.03
	Balance	<u>£173,474.25</u>

Outstanding invoices due to BPC £0.00

Protected - CIL	£53,186.37
Protected - other ring-fenced	£56,000.00
<i>General Funds Available including creditors</i>	<i>£64,287.88</i>
check - difference	£0.00

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

AS AT **27/09/23** payments until 31/10/23
% of year **58%**

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>£5,497.82</i>	<i>£0.00</i>	£5,497.82	85%	2
Projects	£3,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Utilities	£6,500.00	<i>£2,259.16</i>	<i>£0.00</i>	£2,259.16	35%	1
Admin	£7,650.00	<i>£2,615.20</i>	<i>£52.04</i>	£2,563.16	34%	1
Salaries	£21,000.00	<i>£11,624.36</i>	<i>£0.00</i>	£11,624.36	55%	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>£32,112.15</i>	<i>£752.04</i>	<u>£31,360.11</u>	<u>51%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£2,691.93</i>	<i>£6,651.11</i>	<i>-£3,959.18</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>£19,399.79</i>	<i>£4,871.21</i>	<i>£14,528.58</i>		

TOTAL SPENT £54,203.87
TOTAL INCOME £35,595.42

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

YEAR BALANCE -£18,608.45
YEAR BALANCE -£22,596.63

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

£3,988.18

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

Inv Date	Ref	To	For	Amount	of which VAT	budget
22/9/23	DD	Barclaycard	various	£71.62	£9.74	various
	DD	ECS - oct	Computer			admin
	DD	nPower - sep	Street Lights			utilities
	DD	Westcotec - oct - all paid?	Street Lights			utilities
3/9/23	M-3/10	Kevin Crompton	Grass Cutting+	£230.00	£0.00	open spaces
31/8/23	M-3/10	Heronwood	Grass Cutting	£447.00	£0.00	open spaces
19/9/23	M-3/10	Parish Online	Mapping	£67.20	£11.20	admin
20/9/23	M-3/10	Cloud Next	Domain	£132.00	£22.00	admin
31/10/23	contract	Salaries	Salary	£1,622.63		salaries