

## PUBLIC NOTES FOR MEETING ON 7/11/2023

### Item 3 – **minutes attached**

### Item 6 – **usual financial reports attached**

The Borough is conducting a review of the Polling Districts and is proposing no change. There was discussion in previous meetings of the possibility of re-Warding the Parish, and due to mixed messages it appeared that this was something that would be specifically covered in this review – it is not. However, after consultation with the relevant Officer, it was noted that it is a good opportunity to request consideration of this in any response, which would then require a Community Governance Review.

There was a suggestion that to remove the two ward system somehow disenfranchises one ward. It is worth noting that anyone in the Parish, or within three miles of the Parish, can stand for either ward, as long as they are nominated by electors within the Ward; they do not have to reside there themselves. Cllrs elected do not “represent” the Ward specifically, but consider the Parish as a whole.

In order to consider this, it is worth considering the range of outcomes possible – easier to see in a table as below. A reminder that each ward elects five Cllrs, and if there are vacancies these are filled by co-option, which is technically for the Ward, but the requirements for nomination do not then apply.

Scenarios:

| Candidates Ward 1 | Candidates Ward 2 | Consequences                                                                                                               |
|-------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------|
| 5 or fewer        | 5 or fewer        | All elected – vacancies filled by co-option; no elections                                                                  |
| 6 or more         | 5 or fewer        | Election for 5 seats in Ward 1 only - vacancies in Ward 2 filled by co-option                                              |
| 6 or more         | 6 or more         | Elections in each Ward                                                                                                     |
| 10 or more        | None              | Election for 5 seats in Ward 1 only - vacancies in Ward 2 filled by co-option; in effect Ward 2 completely disenfranchised |
| -                 | -                 | If total is three or fewer, a new election is held with Borough filling seats until this happens                           |

The fourth scenario is there as an extreme example. In May the second scenario obtained – there were eleven candidates for ten seats, but only Brancaster residents got to vote.

The Robert Smith Trust is a Charity which runs the Almshouses. They have applied for a grant. General request:

The original almshouses were renamed the Robert Smith Cottages and adapted from four bedsits into three one-bedroomed cottages in 1997. At that time the roof insulation was adequate. However, the recent energy performance certificates graded them at E,F and F which in this day is inadequate.

Approaches have been made to various government schemes including the Central Government Green Deal, the Great British Insulation Scheme and Equal 4, all of which including the local borough, for various reasons were unable to help our charity. The Almshouse Association was also approached but could not help further.

A quote in excess of £2,000 has been received to fit 170mm loft insulation. Council may make a contribution from its s.137 budget. Of this, the £5,500 budget has had £5,250 spent, though Council could agree to go beyond this to a total limit of £7,636. It also must consider any sums in line with its policy guidelines, available on the website.

Item 7 – the agenda links to the Borough pages for each application. Any comments on the applications should be made in the Public session earlier. Public are reminded they are not entitled to join in at this point, though Cllrs may request clarification from developers etc. if present.

Item 8 – two planning applications were discussed by email, and the Clerk responded under delegated powers. The NCI hut was a “no objection” (23/01647), and no further comment was made on the Smithy (23/01087). This was in line with previous Council discussions on both.

Item 9 – The Norfolk Falls project has been discussed before and Council agreed to take part. **For info the latest is attached.**

The Climate and Ecology Bill – we have received this:

I'm writing on behalf of Zero Hour and seeking Brancaster Parish Council support for the [Climate and Ecology Bill](#), which is due for its second reading on [24 November](#).

We recognise that parish and town councils are influential organisations, with links to the local community, regional charities and civic bodies. Brancaster Parish Council is on the front line when it comes to protecting the places and communities we love and cherish.

We are writing to ask your council to join the [168 parish & town councils](#) across the UK to support the [Climate and Ecology Bill](#) and add your voice to those organisations calling for joined-up action that provides an adequate, commensurate response to the emergency of our natural world, our parks, villages and towns, our landscapes and wildlife.

We have a [draft motion](#), which you may find useful. If Brancaster Parish Council is supportive, we are asking that after the motion is passed, Brancaster Parish Council issues a press release that it has done so and writes and requests your MP(s) to also publicly support the CE Bill (*if they are one of the [130 that have already done so](#), please write and thank them for being supporters*).

The [Climate and Ecology Bill](#), if made law, would ensure that:

- The threat facing nature is tackled shoulder to shoulder with the climate crisis in a joined-up approach.
- The Paris Agreement is enshrined into law to ensure that the UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement - 1.5°C.

- The UK takes full responsibility for our entire greenhouse gas footprint by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume)-
- The government deliver a climate and nature assembly that is representative of the UK population, working directly with the Government and Parliament to ensure that all voices are heard and that no one is left behind.

A member of Zero Hour, the campaign for the CE Bill would be happy to (virtually) attend a pre-Council meeting and answer questions about the proposed legislation if that would be helpful. More information about the CE Bill and supporting organisations can be found at <https://www.zerohour.uk/>; this [2-minute video](#) or a [15-minute presentation](#) may also prove useful. If you have any questions or require further information about the CE Bill, please do get in touch.

Council could respond in a variety of ways: whole-hearted support and agreement with all actions, general support without the commitment, simply to note, agree to ignore the request etc.

Cllr Borthwick raised concerns over the method of communicating resident concerns to Council. At present, the Clerk responds to most matters on the basis of administrative efficiency. Anything addressed to Cllrs or Council is always forwarded to all Cllrs, and the communication acknowledged; it is then up to Cllrs whether they request a formal response by requesting an agenda item – once the Clerk has passed it on they have no further input. It is now considered improper to read correspondence at meetings, even from Cllrs who are unable to attend. All correspondence is, within limits, available under FoI legislation, but it is no longer considered usual to report it, except in some very small Councils. For info, while on leave recently the Clerk received over 200 emails in a fortnight.

Since this an administrative matter the Clerk would usually determine how to proceed, but Council is free to instruct them to operate differently, though Cllrs must consider the effects of any change.

Cllr Carpenter requested consideration of the White Ribbon Scheme. More info - [White Ribbon UK](#)

Cllr Bocking requested the item on blue plaques. No legislation has yet been passed to allow this outside of London as a formal process, though a change is proposed:

The government announced today (6 September) that people across England will be able to celebrate local historical figures under a [proposed expansion of the official blue plaques scheme](#) which currently only operates in London. While there are a number of local schemes operating across the country, this expansion will see one cohesive, official blue plaques scheme operate England-wide.

The Department for Culture, Media and Sport, Historic England and English Heritage will work together to develop this England-wide scheme. A proposed amendment to the Levelling Up and Regeneration Bill due to be debated today will seek to expand the

discretionary power of Historic England to run the scheme across England while English Heritage will continue to deliver the London Scheme under the current licence.

Nominations for national blue plaques are not yet open but if anyone would like to start researching a notable figure in their area they are encouraged [to consult English Heritage's current selection criteria](#).

Council has mentioned the VE Day commemoration next year, but not yet formally agreed to take part. With budget setting coming up this needs to be considered, and some idea of possible events/support agreed if approved.

The D-Day 80 event, coordinated from Norfolk, would like to achieve the lighting of at least 80 Beacons within the County, with Norfolk 'leading the way' in this 80th Anniversary event.

Please see the below letter from Bruno Peek CVO OBE OPR Pageantmaster. Alternatively you can [view the letter on our website](#).

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories in commemoration/celebration of the 80th Anniversary of the D-Day landings, in Normandy, France, on 6th June 1944. This will enable our Town, Parish and Community Councils to use their involvement as their 'tribute' to those many, many thousands that gave so much on the Beaches in Normandy, to help ensure our freedom we share today, especially as many members of your community will have had relatives that were either involved in the D-Day landings and/or WWII as a whole.

We feel sure you will agree with us when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII. With this in mind, we would like to encourage your Town, Parish or Community Council to take part in D-Day 80 on 6th June next year by lighting a Beacon. We are aiming to achieve the lighting of at least **14 Beacons** per County, within England and Wales, as part of this 80th Anniversary event. We would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

Those taking part will receive a Certificate of Grateful Recognition, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated.

The Guide To Taking Part, message from the Prime Minister and other aspects of the event, including the Lamp Light of Peace are available to download from the D-Day 80 website - [www.d-day80beacons.co.uk](http://www.d-day80beacons.co.uk)

A proposal has been made to extend the 20mph limit in The Close, Brancaster Staithe. It is believed that this is because the extension south was not included in the original order. Link from our website: [NCC Proposed 20mph limit in The Close, Brancaster Staithe | Brancaster Parish Council \(brancaster-pc.gov.uk\)](#)

Cllrs have met with the National Trust, and some revisions to the proposed agreement were made. **The new version is attached.**

A quote for the phone boxes has been received.

## Brancaster Parish Council

### **Minutes of the meeting of Council held on Tuesday 3<sup>rd</sup> October 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 W Gardiner, Cllr S Osborn, Cllr T O'Sullivan, Cllr S Ullswater

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

Meeting began at 6.31pm

#### **2023.10.03.01 - Declarations of Interest**

- a) Declarations of Interest were received from Cllr Borthwick (planning b and d) and Cllr Bocking (c on late planning).

#### **2023.10.03.02 - Apologies for absence**

- a) Apologies for absence were received from Cllr Dovey, and NCC Cllr Jamieson.

#### **2023.10.03.03 - Minutes**

- a) *The minutes of the meeting on 5<sup>th</sup> September 2023 were accepted as a true record and duly signed.*

*Prop: Cllr Gardiner; 2<sup>nd</sup>: Cllr Carpenter, unanimous*

- b) A question was asked about the vote on one item in the above minutes. Votes do not need to be recorded – a majority is a Council decision.

#### **2023.10.03.04 – Public Comments 1**

- a) Issues raised were:
- Where can information about the Hard be seen – a meeting with NT taking place on 27/10/23.
  - Will there be a public meeting – certainly not before the above meeting.
  - Smithy plans coming back to Council – developer present for questions.
  - Recording of votes in minutes.

#### **2023.10.03.05 - Reports**

- a) Chair's report. Cllr de Winton noted he had spoken to Coastwatch about mention of electronic signs at the Beach – this had come up in a casual conversation; NCC chased up on the TRO consultation. Had attended a meeting of PC chairmen at BCKLWN – planning a major concern (praised BPC's understanding of planning), along with vexatious correspondence and litigation.
- b) Report from Borough Councillor. Cllr de Winton noted he had been involved in much correspondence with Planning Officers.
- c) Report from County Councillor. No report.
- d) Report from Clerk. No report.

#### **2023.10.03.06 - Finance**

- a) The Clerk presented the finance figures. Balances approx. £173K. No concerns on spending against budgets (total 51% in 58% of year). He outlined the budget and precept setting process, requesting spending suggestions by mid-November.

Signed:

(Chair)

Date: 7/11/2023

- b) Clerk noted an invoice from Kevin Crompton had just come in, and requested payment, and also one from the new Streetlighting contractor. These two, and all other expenditure as listed in the pack were approved for payment<sup>1</sup>.

*Prop: Cllr Bax; 2<sup>nd</sup>: Cllr Osborn; unanimous*

### **2023.10.03.07 - Planning**

- a) Planning applications were considered:
- a. 23/01554 (Proposed rear single-storey extension, 2 Stokers Row, Main Road, Brancaster) – Council agreed to raise no objection to this application.
  - b. 23/01611 (Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM: Construction of 1 new dwelling, Land Adjoining Floyd House, Marsh Side, Brancaster) – Council agreed to raise no objection to this application.
  - c. 23/01627 (Proposed conversion of integral Garage and with new build detached Garage/Boatstore, The Well House, Main Road, Brancaster) – Council agreed to object to this application on the basis of lack of information on number of bedrooms.
  - d. 23/01662 (Proposed alterations, reconfiguration and extensions to the existing dwelling, Holly Bank, The Drove, Brancaster Staithe) – Council agreed to object to this application on grounds of it introducing a third floor, contrary to the Neighbourhood Plan.
  - e. 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.
- b) The following applications, received after the production of the main agenda, were considered:
- a. 23/01690 (Variation of condition 3 of planning permission 21/01603/F: Retrospective application for the seasonal erection and use of temporary buildings including a marquee, mobile bar and kitchen to provide an outdoor & covered eating & drinking areas for customers, The White Horse, Brancaster Staithe) – there was an extended discussion of several matters. Council agreed not to object to the marquee remaining in place as long it was indeed only used for storage outside the original agreed period. Further it was agreed that, should this be breached, the Clerk should pursue enforcement on the request of any individual Cllr, and that the Clerk should write reminding that staff should use the allocated parking at Brancaster Staithe Village Hall.
  - b. 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) – An extended discussion took place, involving contributions from the applicant and developer. Council agreed to make no further comment on this application.
  - c. 23/01264 (Replacement dwelling, Kia Ora, Main Road, Brancaster Staithe) – Council agreed to raise no objection to this application.
- c) No other planning matters to report.

### **2023.10.03.08 - Delegated decisions etc.**

- a) No delegated decisions taken.

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<sup>1</sup> See below

Signed:

(Chair)

Date: 7/11/2023

### **2023.10.03.09 - Other matters**

- a) Several Cllrs reported attendance at external meetings: Cllrs Gardiner and Bocking [Barrow Common Management Cttee – progressing slowly; benches being pursued; boundary stakes being introduced; should PC to continue to be represented?]; Cllr Bax [Saxon Shore – reference to insulation grants Bands A-D or income under £31K; possible involvement of Brancaster Housing Society – info requested for Clerk]; Cllr Carpenter [NALC meeting on women Cllrs; she described purpose of White Ribbon scheme ref bullying and abuse, and requested an agenda item for next meeting – info to be provided]
- b) Cllr Carpenter reported on the Big Community Chat, as an “exciting” event. Over sixty had responded to the questionnaire, and thirty plus attended. Groups discussed housing/development, facilities/amenities, roads/parking. Things to look at arose: Youth facilities/club (YMCA can provide); children’s play area in Staithe; PC to promote info ref applying for social housing; Beat the Bills project; better communications (use of notice boards etc. some debate on this). Report going out to public. Cllr Bax thanked Cllr Carpenter, Cllrs who attended, and the bakers.
- c) A meeting had been arranged with the National Trust on 27/10/23 – exchange of views, no decisions to be made.
- d) It was noted that a certificate had been received as Council had signed up to the Civility and Respect Pledge. Chairman to sign when convenient.
- e) Cllr Borthwick noted her attendance at the Brancaster Staithe Village Hall Cttee meeting. It had been agreed to pursue a Play Area, and quotes were being sought. UKPN were being helpful with regards to the overhead power lines. The Clerk noted his communications with the Hall Cttee, and explained the regulations regarding VAT etc. He stressed the importance of the PC being involved from the start if problems were to be avoided.

### **2023.10.03.10 - Correspondence and requests**

- a) No correspondence not already reported was raised.

### **2023.10.03.11 - AOB and agenda requests**

- a) Cllr Bax noted eight or more people had approached her with concerns over charging at the Hard, which Cllr de Winton echoed. Cllr Borthwick noted her concerns about the reporting to Council of communication from the public – Clerk expanded – agenda request made. Cllr Ullswater expressed concerns over delay to the installation of the circular benches – Clerk to write asking contractor to install, get a date, and let the National Trust know. Cllr Gardiner noted that Coastwatch were happy to help with the application for Bathing Beach status.
- b) As above requests made for items on communication to Council and White Ribbon scheme. Item on nominations for possible Blue Plaques requested.

### **2023.10.03.12 - Public Comments 2**

- a) Subjects raised were:
  - Parking at White Horse.
  - Procedure for Planning enforcement – make public.
  - State of the Hard.
  - Assets maintenance, flailing of hedge area around Playing Field.
  - Collision of motorcycle with pedestrian on pavement.

Signed:

(Chair)

Date: 7/11/2023

**2023.10.03.13 - Next meeting**

- a) The next meeting was confirmed as being on Tuesday 7<sup>th</sup> November at 6.30pm in Brancaster Staithe Village Hall.

**2023.10.03.14 - 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. [Public left at 8.25pm]
- b) Cllrs Bax and De Winton reported on the Clerk's Appraisal. Council agreed an additional increment, and a return of the Home Working Allowance to the full level allowed without tax by HMRC, with suitable backdating.

Meeting ended at 8.45pm

**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   |
| 26/9/23  | M-3/10   | TT Jones       | Street Lights  | £95.20    | £15.87       | 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       |
| 3/10/23  | M-3/10   | Kevin Crompton | Noticeboards   | £400.00   | £0.00        | reserves    |
| 31/10/23 | contract | Salaries       | Salary         | £1,622.63 | £0.00        | salaries    |

Signed:

(Chair)

Date: 7/11/2023

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2023/24

DATE: 01/11/2023

|                                                    |                       |                           |
|----------------------------------------------------|-----------------------|---------------------------|
| Balance Savings Account                            |                       | £164,641.35               |
| Balance Current Account                            |                       | £9,234.67                 |
| <i>Incomplete Transactions</i>                     |                       | <i>-£2,856.65</i>         |
| <i>Current A/C statement balance</i>               |                       | <i>£12,091.32</i>         |
| Actual Balance                                     |                       | <b><u>£173,876.02</u></b> |
| Balance at start of year                           | Savings               | £183,758.32               |
|                                                    | Current               | £8,324.38                 |
|                                                    | Total Barclays        | <b><u>£192,082.70</u></b> |
| Expenditure                                        |                       | £58,204.17                |
| Income                                             | to current            | £39,114.46                |
|                                                    | to savings (interest) | £883.03                   |
|                                                    | Balance               | <b><u>£173,876.02</u></b> |
| <i>Outstanding invoices due to BPC</i>             |                       | <i>£0.00</i>              |
| Protected - CIL                                    |                       | £53,468.34                |
| Protected - other ring-fenced                      |                       | £56,000.00                |
| <i>General Funds Available including creditors</i> |                       | <i>£64,407.68</i>         |
|                                                    | check - difference    | £0.00                     |

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

AS AT      **01/11/23**      payments until      30/11/23  
% of year      **67%**

| Budget Area           | 23/24 budget             | spent             | income            | yr balance               | budget bal         | note |
|-----------------------|--------------------------|-------------------|-------------------|--------------------------|--------------------|------|
| s.137                 | <b>£5,500.00</b>         | <i>£5,250.00</i>  | <i>£0.00</i>      | <b>£5,250.00</b>         | <b>95%</b>         | 2    |
| Open Spaces           | <b>£6,500.00</b>         | <i>£5,766.33</i>  | <i>£0.00</i>      | <b>£5,766.33</b>         | <b>89%</b>         | 2    |
| Projects              | <b>£3,500.00</b>         | <i>£0.00</i>      | <i>£0.00</i>      | <b>£0.00</b>             | <b>0%</b>          | 1    |
| Utilities             | <b>£6,500.00</b>         | <i>£2,756.74</i>  | <i>£0.00</i>      | <b>£2,756.74</b>         | <b>42%</b>         | 1    |
| Admin                 | <b>£7,650.00</b>         | <i>£3,620.31</i>  | <i>£52.04</i>     | <b>£3,568.27</b>         | <b>47%</b>         | 1    |
| Salaries              | <b>£21,000.00</b>        | <i>£13,296.12</i> | <i>£0.00</i>      | <b>£13,296.12</b>        | <b>63%</b>         | 0    |
| Insurance             | <b>£1,600.00</b>         | <i>£1,600.00</i>  | <i>£0.00</i>      | <b>£1,600.00</b>         | <b>100%</b>        | 2    |
| Repairs/Fees          | <b>£500.00</b>           | <i>£0.00</i>      | <i>£0.00</i>      | <b>£0.00</b>             | <b>0%</b>          | 1    |
| Coronation            | <b>£3,000.00</b>         | <i>£2,053.46</i>  | <i>£0.00</i>      | <b>£2,053.46</b>         | <b>68%</b>         | 0    |
| Allowances            | <b>£3,500.00</b>         | <i>£0.00</i>      | <i>£0.00</i>      | <b>£0.00</b>             | <b>0%</b>          | 1    |
| Contingency           | <b>£2,687.50</b>         | <i>£494.68</i>    | <i>£0.00</i>      | <b>£494.68</b>           | <b>18%</b>         | 1    |
| Miscellaneous         | <b>£0.00</b>             | <i>£800.00</i>    | <i>£700.00</i>    | <b>£100.00</b>           |                    |      |
| Total - excl VAT      | <b><u>£61,937.50</u></b> | <i>£35,637.64</i> | <i>£752.04</i>    | <b><u>£34,885.60</u></b> | <b><u>56%</u></b>  |      |
|                       |                          | <b>spent</b>      | <b>income</b>     | <b>yr balance</b>        |                    |      |
| <i>Refundable VAT</i> | <i>so far totals</i>     | <i>£2,766.74</i>  | <i>£6,651.11</i>  | <i>-£3,884.37</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>£19,799.79</i> | <i>£9,273.28</i>  | <i>£10,526.51</i>        |                    |      |

**TOTAL SPENT      £58,204.17**  
**TOTAL INCOME      £39,997.49**

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

*YEAR BALANCE      -£18,206.68*  
*YEAR BALANCE      -£26,596.93*

*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 =

£8,390.25

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

| Inv Date      | Ref      | To                           | For              | Amount    | of which VAT | budget      |
|---------------|----------|------------------------------|------------------|-----------|--------------|-------------|
| 1/10/23       | DD       | ECS - oct                    | Computer         | £38.40    | £6.40        | admin       |
| 4/10/23       | DD       | nPower - sep                 | Street Lights    | £439.16   | £20.91       | utilities   |
| 23/10/23      | DD       | Barclaycard                  | various          | £194.64   | £22.53       | admin       |
|               | DD       | ECS - nov                    | Computer         |           |              | admin       |
|               | DD       | nPower - oct                 | Street Lights    |           |              | utilities   |
|               | M-7/11   | Simon Bower                  | Expenses         | £543.54   | £0.00        | admin       |
| 30/9/23       | M-7/11   | Heronwood                    | Grass Cutting    | £298.00   | £0.00        | open spaces |
| 16/10/23      | M-7/11   | BCKLWN                       | Election-Staithe | £54.60    | £9.10        | admin       |
| 24/10/23      | M-7/11   | Marcus Townshend             | Grass Cutting    | £265.00   | £0.00        | open spaces |
| 30/11/23      | contract | Salaries incl tax/NI/pension | Salary           | £1,671.76 | £0.00        | salaries    |
| <b>INCOME</b> |          |                              |                  |           |              |             |
| 30/10/23      |          | BCKLWN                       | CIL              | £4,402.07 | £0.00        | reserves    |

# Summary of the West Norfolk Falls Project October 2023

## What am I doing?

Establish a community project, that will enable older people who have had a fall in the community to be picked up quickly, rather than waiting on the floor for a long time for an ambulance.

## Why do I want to do it - four reasons:

1. *To prevent long lies on the floor of older people after a fall.*

A long lie on the floor is inevitable after a fall because we only have two options to pick people up. The SWIFT Team or 999. The SWIFT Team often do not attend because they cannot attend after two hours and they do not have the staff in West Norfolk to attend within the two hours. Also, they will not attend if there is even a minor injury. The health of the elderly can quickly decline on a long lie

2. *To enable our Ambulance service to be better used for the emergencies that it is set up for. Eg strokes, heart attacks and road traffic accidents*

At the moment Ambulances are being tied up on the forecourt of the QEH waiting admission. If an ambulance is used for a fall, which is deemed as needing a hospital visit it can tie up a much ambulance and its crew for as much as a day.

I have discussed the situation with the ambulance service who say that 17 per cent of their none urgent calls are falls of people over 65. There are 39 500 people in West Norfolk over 65 and whilst all of them will not be prone to falls, this is a large number of people who could be subject to a long lie on the floor, waiting for an ambulance. The ambulance service is very supportive of the scheme.

3. *To prevent unnecessary transportation and admission to hospital after a fall.*

Often because the patient is unknown to the ambulance service they will be taken to hospital after a fall. This is because of checks that are undertaken and which show a paramedic that a hospital visit is needed. However, the results of these checks could be normal for the elderly individual and not warrant a trip to the QEH

4. Personal experience

My reason for being so keen to develop this initiative is because my mother is prone to falls and has had a number over the past two years. As I am on my own with my mother, I have been unable to lift her and have called the SWIFT TEAM at Norfolk County Council. Each time the team have been unable to attend and I have been advised to call 999. The last fall mum had was in February and we were advised of a five hour wait for an ambulance, fortunately we did not have to wait this long but mum did end up with a wait of 9 hours on the QEH forecourt. I have since found out from the health service that a long lie on the floor is dangerous for an elderly person and that this situation is typical in West Norfolk.

## **How am I doing it?**

By establishing a volunteer work force recruited by a registered charity. The volunteers will be trained to use the Razier Chairs to lift an elderly person after a fall, assess them and decide on a forward path either to a clinician, in the community, hospital or home to rest.

The volunteers will work in Hubs of neighbouring parishes. They will live in the hub and be part of the community, this will increase the support network for the volunteers and is more likely to result in an older person being picked up by someone who is familiar to them and definitely known to their community. They will be fully trained and will be insured to do the work.

## **Present position**

### **Who are involved?**

*The ambulance service is supportive*

They have met with me on a number of occasions and have advised, assisted and linked me into key people in order to develop the project.

*The providers of the equipment are supportive*

They would like the scheme to become a pilot for a national scheme and are offering the project 11 free chairs which is what I asked for in order to implement the pilot.

*NALC are supportive.*

I have emailed all 101 parish councils and offered a webinar to NALC members. This was with a view to engaging 4 Parish Councils and the three town councils as leads for the hubs. We now have the West Hub established and I am in discussions with councils in the North, South, and East of the borough with a view to them becoming lead councils for the development of the hub in their area. I have signed up one of the towns and we have formed a working group to develop that hub. Work is ongoing to engage the other two towns.

NALC is also going to speak to people in the Lead Parishes in the other parts of the borough to secure their involvement.

*The Health and Social Care and Voluntary Sector*

Sector are represented on the steering group.

## **Legal Statues**

The project at the moment will be Governed by West Norfolk Carers subject to the confirmation of their board meeting in November.

## **Funding**

The project is not yet funded as it is in its embryotic stage. However, funding will be sort via West Norfolk Carers once it is live.

## **Volunteer Recruitment, Retention, Support and Training**

The volunteers will be recruited in the Hubs with the support of the Hubs. The Hubs will identify the number of volunteers necessary for their hub

Retention and support of volunteers will be offered via an experienced Volunteer Development Manager. Training of the volunteers will be undertaken via the ambulance service or another well-known and trusted organisation, the Equipment Provider, and the Volunteer Development Manager.

## **Insurance**

All volunteers will be insured to undertake their role

## **Delivery**

I have developed a business model which allows us to have one single number for the project and a report back system to ensure a clinician or family member is involved before we close the case

## **Marketing**

The west have an IT consultant on board and a media person and they are developing a Webb site and leaflets

We already have the community alarm system on board to distribute the number. I am going talk to a number of community groups around the borough with a view to the development of a marketing campaign during which the number will be distributed to older people and their family carers.

Sue McDowell  
Project initiator

For further information please contact me on 07802363691 or  
susanlillaandrews1957@gmail.com

AN AGREEMENT BETWEEN BRANCASTER PARISH COUNCIL AND THE NATIONAL TRUST REGARDING THE VILLAGE GREEN INCLUDING THE HARD, BRANCASTER STAITHE

This replaces an agreement dated **September 2021**, as a collaborative approach to the management of the Village Green, bringing clarity to the management and division of responsibilities.

The National Trust [NT] is the registered owner of the land. The NT operates with its own bye-laws and national policies and is responsible for all legal matters.

Agreed principles for the Village Green, based upon DEFRA guidance:

- Both NT & Brancaster PC would like to see improvements to the management of the area;
- Village Green is for use or enjoyment as a place of lawful exercise and recreation free of charge;
- Donations can be sought to contribute to maintain the Green;
- No major structures to be erected on the Village Green;
- No further deterioration of the Village Green to take place;
- **Plan and undertake a joint project to improve the land on the east of Harbour Way;**
- Ensure that no boats remain abandoned on the Green;
- People can drive over or park on the Green with lawful permission of the landowner;
- Additional parking should be provided if possible;
- The National Trust has to issue licences and ensure all safeguards are in place; Income generated will be used to offset costs for managing the Village Green for all users;
- Historic licences should be continued where possible, but licence fees will need to **be tendered to** reflect the market over the coming years.
- **Organisation of the boats on the chain & other areas rolled-out from Summer 2023 & will be fully introduced in 2024 with a fee of £50 plus vat for non-parishioners to store a boat and/or trolley on NT land. Parishioners will not pay a fee but are encouraged to give a voluntary donation.**

Management responsibilities:

The NT will:

- Provide toilets & arrange cleaning thereof;
- Repair chains and posts on the grass triangle;
- Organise legal processes for abandoned boats;

- Receive donations for maintenance of the area;
- Provide signage and Harbour leaflets;
- Report incidents if necessary to other agencies, e.g. Anglian Water;
- Arrange litter-picking and path weeding;
- Provide information for visitors primarily via onsite signage and maps and occasional staff on site;
- License third party operators;
- Undertake precautionary measures e.g. relating to surge tides;
- Organise and carry out repairs to the Hard and Gallows as needed;
- Request launching donations;
- Introduce and manage a new process for boats stored on NT land;
- Manage development that has the potential to impact the village green from 3<sup>rd</sup> parties and inform Parish Council clerk.
- Liaise with the Parish over maintenance and project plans, seeking feedback and gaining support from the Parish for works.

It should be noted that the NT provide staff who operate within the area.

Brancaster Parish Council undertakes to:

- Own and maintain the existing bench;
- Arrange grass cutting of the triangle;
- Provide and manage one dog waste bin;
- Supply and maintain tree guard, plaque and circular bench around Coronation tree;
- Supply and light a Christmas tree with solar lighting/ leisure battery and ensure tree is secure and safe.
- Maintain Village sign and associated planting.

Jointly NT and BPC will:

~~Delegate certain responsibilities to the NT advisory Brancaster Fairways Committee the;~~

- Continue a dialogue on joint aspirations for the Green.
- After donations, boat storage fees & income from 3<sup>rd</sup> party licensees on the Hard is deducted, share the remaining outstanding cost of repairs to the Hard and the Gallows at a split to be agreed.

Future changes:

- Any significant changes will be discussed between the two organisations;
- NT representatives will be welcome to give a report to Council on request;
- This agreement will last until November 1st, 2026-2023, and will be reviewed annually thereafter.

This agreement does not cover anything related to Common land adjacent to the Hard hence does not cover the water-covered harbour. Brancaster Parish Council are represented on the Brancaster Commons Committee.

The agreement covers VGs 47 & 63 as outlined on the attached map.

Signed on behalf of the National Trust:

Name

Role

Signed on behalf of Brancaster Parish Council (agreed at meetings on )

Name

Role Parish Clerk Date

Annex 1 — map

