

NOTES FOR COUNCIL MEETING ON 9TH JANUARY 2024

Item 3 – **draft minutes attached as usual**

Item 6 – **usual finance figures attached.**

Council has for several years been members of both the Norfolk Association of Local Councils and Norfolk Parish Training and Support. This to establish whether Cllrs wish to continue with that arrangement. It gives access to, and reductions on costs of training etc., and provides advice. No invoices have been received, but gives Clerk clarity on whether to pursue this. Costs 2023 – £290/£230.

Draft budget considered in December. This the final version requiring approval.

Figures attached.

Following meeting last month, these figures for ring-fencing emerged. These also need formally agreeing:

added/amended			spending in 23/24	proposed
22/23	Legal Fees	£20,000.00	£0.00	£20,000.00
22/23	CIL to end 22/23	£54,119.39	£24,778.96	£29,340.43
22/23	Play equipment	£3,000.00	£0.00	£3,000.00
23/24	Play equipment	£3,000.00	£0.00	£3,000.00
23/24	New CIL	£8,390.25	£0.00	£8,390.25
23/24	Brancaster St Play Equipment	£20,000.00	£0.00	£20,000.00
23/24	General Beautifying	£10,000.00	£0.00	£10,000.00
24/25	<i>Recruitment</i>	<i>£2,500.00</i>	<i>£0.00</i>	<i>£2,500.00</i>
24/25	<i>Elections</i>	<i>£1,500.00</i>	<i>£0.00</i>	<i>£1,500.00</i>
24/25	<i>Play Equipment</i>	<i>£3,000.00</i>	<i>£0.00</i>	<i>£3,000.00</i>
24/25	<i>New CIL</i>			
	total	£125,509.64	£24,778.96	£100,730.68
				-
	total - excluding CIL	£63,000.00	£0.00	£63,000.00
	CIL	£62,509.64	£24,778.96	£37,730.68

Based on this we are required to set our precept for 2024/25. There has been an unusually small increase in the tax base this year, which means that there is no real gain from increase in number of residents. Clerk is advised to produce a few options to illustrate effects of any change, but Cllrs can opt for any figure they choose. Last year, the Band D figure was unchanged from 22/23 at £30. [The National average was £78.79]. Given the size of reserves, allowing extra expenditure if required, the Clerk is proposing no change. [Note the car park income is not known at this stage.]

Figures attached.

Item 7 – TPO – when this was considered last month, Council agreed to request that the sycamores be removed from the order. A reply was received, asking us to reconsider:

As part of the process of making the order an amenity assessment is made and with regard to the group of sycamore trees, they were assessed as being in fair/satisfactory condition, with a future likely age of between 40-100 years, the group was assessed as large in size (the group rather than individual trees) and clearly visible in public views. There is a clear threat to the trees as a result of the development plans, and a written threat by the agent to fell trees. Sycamore trees are entirely suitable for protection, and are a valued large growing broadleaved species naturalised in the UK. They provide a habitat for a similar number of organisms to ash trees. The recently felled of the Sycamore gap tree highlights their profile as important heritage species.

For these reasons, the sycamores in G1 pass the test of expediency, and were therefore included in the order as group feature of three trees.

Appeal: some time ago Council considered an application for a wall to be moved at The Limes, London Street. It supported this application, but it was turned down by the Borough, mainly on the advice of the Conservation Officer. The applicants have appealed. The process being used does not give the PC the chance to add comments, but they may withdraw previous ones. Cllrs were given the opportunity to propose this, but none did. Hence this note for information.

Item 9 –

We have received info from NCC following the meeting last month. This to look at how to proceed.

The S/O draft was submitted to Cllrs at the time of the last meeting for suggestions. No substantial changes have been made based on that, but a few tidying-up and suggested additions have been made by the Clerk. These are in red in the revised draft – **available on website in full.** [Policies & Procedures | Brancaster Parish Council \(brancaster-pc.gov.uk\)](#)

Allowances – **suggested draft on website** [Policies & Procedures | Brancaster Parish Council \(brancaster-pc.gov.uk\)](#), with explanation in background. Council currently uses HMRC Basic Tools to run payroll. If all Cllrs accept the allowance, the number of people on the system will exceed this basic system, and Clerk has obtained a reduced quote for NALC to run all payroll. The cost for this is £8pm for the Clerk and £15pa for each qualifying Cllr.

We are meant to have a Publication Scheme which shows where information is and how it can be accessed. This is part of the legislation relating to Freedom of Information etc. **Rolling draft version on website.** [Policies & Procedures | Brancaster Parish Council \(brancaster-pc.gov.uk\)](#)

Various proposals have been made on how we respond to communications etc. To be explained in meeting and proposals developed. Note that a request to reconsider has been made as required.

There are no plaques on the Coronation benches – this to agree funding.

White Ribbon. This scheme was adopted, but has costs and other implications – this to consider how to proceed.

Green Day – suggestion made that we should have an event to look at all issues relating to environment/biodiversity etc.

Item 10 – as with previous requests for Borough CIL funding, groups applying need PC support to help their application. This to approve letter from Council – proposed text:

I write to express Council's support for this project, which will be a valuable addition to local amenities in the Parish, particularly as Brancaster Staithe/Deepdale are currently lacking such provision for children. As there will soon be a new housing development adjacent to the site, the need is more pressing, and Council is grateful to the management team of the Hall for their efforts in proposing such a scheme.

It will balance provision currently existing in Brancaster Village, some distance away. It will be a more sustainable amenity, preventing journeys to transport young children to play, and reducing risk to those making their own way.

Council has set aside a significant sum to assist with the cost as a recognition of its own commitment, and we would heartily recommend consideration by grant-funding bodies that they assist financially to as full an extent as possible.

Item 13 – the Halls have confirmed availability for the following dates for 24/25 meetings:

7 th May 2024	Brancaster Staithe - Annual Parish Council Meeting
4 th June 2024	Brancaster
2 nd July 2024	Brancaster Staithe
6 th August 2024	Brancaster
3 rd September 2024	Brancaster Staithe
1 st October 2024	Brancaster
5 th November 2024	Brancaster Staithe
3 rd December 2024	Brancaster
14 th January 2025	Brancaster Staithe (later to avoid Christmas issues)
4 th February 2025	Brancaster
4 th March 2025	Brancaster Staithe
1 st April 2025	Brancaster
6 th May 2025	Brancaster Staithe - Annual Parish Council Meeting

Council may also wish to consider date for Annual Parish Meeting – between 1/3/24 and 1/6/24 inclusive.

Item 14 –

Item to look at options relating to current occupation of Playing Field in Brancaster. As personal information may be required, this needs to be in private.

Second item to update Council on the latest position in the case against it by SHADCRA relating to the Beach Car Park income, and make any relevant decisions. Such discussion in private, involving only non-conflicted Cllrs.

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 5th December 2023 at 6.30pm

The meeting was held in Brancaster 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 Ullswater

Also in attendance: Simon Bower (Parish Clerk) and approximately 11 Members of the Public

Meeting began at 6.32pm

2023.12.05.01 - Declarations of Interest

- a) A Declaration of Interest was received from Cllr Borthwick (Planning – TPO).

2023.12.05.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Bax, Osborn and O’Sullivan. Also from Cty Cllr Jamieson.

2023.12.05.03 - Minutes

- a) The minutes of the meeting on 7th November 2023 were accepted as a true record and duly signed.
- b) There were no matters arising from the above minutes.

2023.12.05.04 – Public Comments 1

- a) Subjects raised were:
 - Wish to comment on Planning Application – see below.

2023.12.05.05 - Reports

- a) Chair’s report. Cllr de Winton noted he had attended the Fire and Rescue Service Awards ceremony. A donation had been made from the online collection after last year’s fire, and this sponsored the event, for which they were grateful. He had spoken, and was pleased that they were adopting the approach of using water from farms etc. county-wide.
- b) Report from Borough Councillor. Cllr de Winton – nothing as Borough Cllr.
- c) Report from County Councillor. None.
- d) Report from Clerk. The Clerk noted that he had received correspondence from Norfolk Falls, and repeated their request for volunteers.

2023.12.05.06 - Finance

- a) The Clerk presented the finance figures. Balances c.£167K. Nothing of significance to report on spending against budget – no questions. Since figures prepared a £1.8K VAT refund had been added, and the Npower bill was c.£580. He noted that the mandate position was clearer – there were rules for PCs which Barclays never explained. Once this done the payment into CCLA account would be made.

Signed:

(Chair)

Date: 9/1/2024

- b) All expenditure as listed in the pack (with addition of Allotment rent - £600) was approved for payment¹.

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

- c) The Clerk went through the draft budget explaining budget lines and reasoning behind suggestions. This included possible ring-fencing sums. Budget increase proposed c.1%. General agreement expressed. Cllrs were asked to submit any suggestions or questions prior to the budget and precept being formally set next month.

2023.12.05.07 - Planning

- a) Applications were considered:

- a. [Applicant outlined plans.] 23/01295 (Rear extension & alterations to dwelling, 2 Harbour View Terrace, Main Road, Brancaster Staithe). Council agreed to raise no objection to this application.
- b. Proposed Tree Protection Order 2-TPO-00680 (ref Construction of 1 new dwelling. Land Adjoining Floyd House, Marsh Side, Brancaster). It was agreed accept the proposed TPO, if the tree group (sycamores – "G1"), was removed.

Prop: Cllr Ullswater; 2nd: Cllr Dovey: 5-1, 1 abst

- b) No late arriving applications.
- c) Cllr de Winton noted that there would be a notice to quit, from the Borough, served on a person living in a caravan on Freebridge land in Marsh Side. Clerk to write to Freebridge asking if they had any plans for the land. Also, ref applications considered last month where the response was conditional on the proportion of the plots used – Clerk had established that both were under 50% prior to responding.

2023.12.05.08 - Delegated decisions etc.

- a) As noted in the Planning Meeting report, two applications had produced "no objection" responses: 23/01976 (Proposed single storey extension and installation of PV solar panels to existing Garage roof. Tangle Pickers, Main Road, Brancaster Staithe), 23/01972 (Extension & alterations to dwelling, The Nook, 6 Common Lane, Brancaster Staithe)

2023.12.05.09 - Other matters

- a) Cllrs Carpenter and de Winton (with Clerk) had attended a stakeholder meeting with NCC regarding the proposed Traffic Regulation Orders [TROs]. There was strong disappointment that after all the meetings, consultations and time spent on this so far, there appeared to have been a lack of internal communication which meant that so much had not been taken on board in the NCC proposals. Cllr Carpenter requested it be noted that BPC had re-established that those in the worst position in terms of parking and resources would not be penalised financially.
- a. It was agreed to add Cllr Dovey to the Communications Group.
- b) The responses to the Big Chat event were included in the pack. It was agreed that Cllr Dovey should break down Council reactions to these into three categories: those not BPC issues (with appropriate sign-posting); ones which BPC

¹ See below

was dealing with; ones which BPC had not dealt with, but may do so. This to be presented next month.

- c) Council agreed to the refurbishment of the telephone boxes including glazing, shelving and painting at a total cost of £2,329+VAT.
- d) [Anthony Law from the Sports Club was invited to speak, describing the reasons for resurfacing the tennis court, the materials and offering 50% of the cost as a donation.] Council agreed to expenditure of £23,470 on resurfacing the Tennis Court, agreeing to suspend Financial Regulation 11.h.i regarding need for three quotes to allow this².

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

- e) The draft Member/Office Protocol was formally adopted.

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

- f) Cllr Carpenter described the White Ribbon scheme dealing with violence and abuse directed at Women and Girls, expressing concern at the reports of the extent this in Councils via NALC. There was some discussion and dissent. Council agreed to sign up to the White Ribbon scheme.

Prop: Cllr Carpenter; 2nd: Cllr de Winton; 5-2

2023.12.05.10 - Correspondence and requests

- a) Clerk did not report any additional correspondence.
- b) Council agreed to request four bicycle racks under the Borough scheme for such provision.
- c) Clerk outlined the requirement for a Biodiversity Policy, presenting a draft first step. Mention was made of slug pellets. Council agreed, with one abstention, to adopt this Policy as presented, and refer it to the Communications Group for the next stage.

2023.12.05.11 - AOB and agenda requests

- a) Cllr Bocking commented on problems in Castle Rising Council. Cllr Dovey referred to issues with responses to correspondence (to discuss with Communications Group). Cllr Bocking referred to Register of Interests on Borough site being incomplete – Clerk to chase those for Cllrs Borthwick and O’Sullivan. Cllr Borthwick noted that she and the other Staithe Cllrs had received a letter about the NT Agreement [discussion of this regarding Policy on forwarding correspondence]. She also requested that Council should seek external advice on legal and planning matters.
- b) Cllr Ullswater requested that an item on the plaques for the Coronation seats be added to the next agenda. Clerk was requested to write to NT asking about progress on the proposed work on Brancaster Staithe Village Green, east of Harbour Way.

2023.12.05.12 - Public Comments 2

- c) Subjects raised were:
 - Budget – utilities line; this mainly street lighting and SAM signs.
 - Budget – projects line; clarification.
 - Powers and responsibilities – explanation ref donations and grants etc.
 - Picket fence on Brancaster Playing Field – problem. Sports Club addressing.

² This based on use of known contractor, speed of work being completed, and likely additional expense should different materials be used.

- Phone boxes – previous comments not noted.
- Electronic signs ref the Beach – raised at Stakeholders Meeting.

2023.12.05.13 - Next meeting

a) The next meeting was confirmed as being on Tuesday 9th January 2024 at 6.30pm in Brancaster Staithe Village Hall.

Meeting ended at c.8.30pm, with the Chair wishing everyone a Merry Christmas.

Expenditure:

Ref	To	For	Amount	of which VAT	budget
DD	ECS - nov	Computer			
DD	nPower - oct	Street Lights			
M-5/12	Kevin Crompton	Grass Cutting +	£425.00	£0.00	open spaces
M-5/12	Heronwood	Grass Cutting	£298.00	£0.00	open spaces
M-5/12	BCKLWN	Election-Branc	£1,071.37	£0.00	admin
M-5/12	Hartop Farms	Allotment Rent	£600.00	£0.00	misc
contract	Salaries incl tax/NI/pension	Salary	£2,088.74	£0.00	salaries

Signed:

(Chair)

Date: 9/1/2024

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2023/24

DATE: 03/01/2024

Balance Savings Account	£157,722.66
Balance Current Account	£2,664.69
<i>Incomplete Transactions</i>	<i>-£2,583.54</i>
<i>Current A/C statement balance</i>	<i>£5,248.23</i>

Actual Balance **£160,387.35**

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

Expenditure		£74,947.39
Income	to current	£41,787.70
	to savings (interest)	£1,464.34
	Balance	<u>£160,387.35</u>

Outstanding invoices due to BPC £0.00

Protected - CIL	£37,730.68
Protected - other ring-fenced	£63,000.00
<i>General Funds Available including creditors</i>	<i>£59,656.67</i>
check - difference	£0.00

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

AS AT **03/01/24** payments until 31/01/24
% of year **84%**

Budget Area	23/24 budget	spent	income	yr balance	budget bal	note
s.137	£5,500.00	<i>£7,250.00</i>	<i>£0.00</i>	£7,250.00	132%	2
Open Spaces	£6,500.00	<i>£6,560.33</i>	<i>£0.00</i>	£6,560.33	101%	0
Projects	£3,500.00	<i>£251.01</i>	<i>£0.00</i>	£251.01	7%	1
Utilities	£6,500.00	<i>£3,847.23</i>	<i>£0.00</i>	£3,847.23	59%	1
Admin	£7,650.00	<i>£5,195.02</i>	<i>£52.04</i>	£5,142.98	67%	1
Salaries	£21,000.00	<i>£17,545.91</i>	<i>£0.00</i>	£17,545.91	84%	0
Insurance	£1,600.00	<i>£1,600.00</i>	<i>£0.00</i>	£1,600.00	100%	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%	0
Allowances	£3,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Contingency	£2,687.50	<i>£519.68</i>	<i>£0.00</i>	£519.68	19%	1
Miscellaneous	£0.00	<i>£1,400.00</i>	<i>£1,300.00</i>	£100.00		
Total - excl VAT	<u>£61,937.50</u>	<i>£46,222.64</i>	<i>£1,352.04</i>	<u>£44,870.60</u>	<u>72%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£3,924.96</i>	<i>£8,459.33</i>	<i>-£4,534.37</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>£24,799.79</i>	<i>£10,119.61</i>	<i>£14,680.18</i>		

TOTAL SPENT £74,947.39
TOTAL INCOME £43,252.04

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

YEAR BALANCE -£31,695.35
YEAR BALANCE -£40,085.60

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 JAN PAYMENT**EXPENDITURE**

Inv Date	Ref	To	For	Amount	of which VAT	budget
8/12/23	minutes	En Tout Cas	Tennis Court	£6,000.00	£1,000.00	reserves
1/1/24	DD	ECS - jan	Computer	£38.40	£6.40	admin
		nPower - dec	Street Lights			utilities
	M-9/1	Brancaster Village Hall	Meetings	£25.00	£0.00	admin
18/8/23	M-9/1	NPTS	Training	£54.00	£0.00	admin
19/12/23	M-9/1	TT Jones - jan to mar	Street Lights	£71.40	£11.90	utilities
22/12/23	M-9/1	West Norfolk Glass	Phone Boxes	£301.22	£50.21	projects
	DD	Barclaycard	Various	£332.47	£16.13	open s/admin
31/1/24	contract	Salaries incl tax/NI/pension	Salary	£1,761.05	£0.00	salaries

INCOME

19/12/23		UKPN	wayleaves	£265.02	£0.00	reserves
27/12/23		allotments	rent	£600.00	£0.00	misc

SPENT AGAINST BUDGET Financial Year 01/04/2023 31/03/2024

AS AT 03/01/24 payments until 31/01/24
% of year 84%

Budget Area 23/24 budget spent income yr balance budget bal note ?23/24 sugg 24/25 comments

s.137	£5,500.00	£7,250.00	£0.00	£7,250.00	132%	2	£7,250	£8,000	? increase to maximum legally allowed - current c£7.6K - likely +7-8%
Open Spaces	£6,500.00	£6,560.33	£0.00	£6,560.33	101%	0	£6,500	£8,000	clearly should increase, though we have put £10K into "general beautifying"
Projects	£3,500.00	£251.01	£0.00	£251.01	7%	1	£250	£0	no projects proposed, or Parish Partnership Schemes
Utilities	£6,500.00	£3,847.23	£0.00	£3,847.23	59%	1	£6,250	£6,500	probably the same - electricity prices coming down - likely £2500 to come for year
Admin	£7,650.00	£5,195.02	£52.04	£5,142.98	67%	1	£5,500	£6,500	will do a more detailed breakdown, but probably about the same (less election)
Salaries	£21,000.00	£17,545.91	£0.00	£17,545.91	84%	0	£21,000	£23,000	will add the recent rise and a guesstimate of 7.5% for next year
Insurance	£1,600.00	£1,600.00	£0.00	£1,600.00	100%	2	£1,600	£2,500	suspect this will rise due to court case, plus we should include BCSC insurance
Repairs/Fees	£500.00	£0.00	£0.00	£0.00	0%	1	£0	£0	a hangover - suggest incorporate into open spaces or contingency
Coronation	£3,000.00	£2,053.46	£0.00	£2,053.46	68%	0	£2,055	£1,000	we have agreed a £1000 budget for D Day - change to "events"?
Allowances	£3,500.00	£0.00	£0.00	£0.00	0%	1	£4,135	£4,500	previously agreed - needs to be 11*5%of £7518 - i.e. £4135 for current year + inc?
Contingency	£2,687.50	£519.68	£0.00	£519.68	19%	1	£650	£2,600	previously set at 5% of operating budget excl s.137
Miscellaneous	£0.00	£1,400.00	£1,300.00	£100.00			£100		reminder this only a tidying up figure - moneys going in and out; not a budget

Total - excl VAT £61,937.50 £46,222.64 £1,352.04 £44,870.60 72% £55,290 £62,600.00
1.07% rise

spent income yr balance

Refundable VAT	so far totals	£3,924.96	£8,459.33	-£4,534.37	-£4,630	
Precept		£0.00	£23,321.06	-£23,321.06	-£23,320	we calculate this from budget and reserve balances
Reserves		£24,799.79	£10,119.61	£14,680.18	£31,000	includes remainder of tennis court

TOTAL SPENT £74,947.39 budgeted, VAT and reserves
TOTAL INCOME £43,252.04 all sources, incl interest to reserves
YEAR BALANCE -£31,695.35 income less expenditure -£58,340 tax base - 777.4
car park donation tends to arrive in March

Budget Area	23/24 budget	24/25 prop
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Total - excl VAT	<u>£61,937.50</u>	<u>£62,600.00</u>
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Precept total	£23,321.06	
Tax Base	777.3	777.4
Band D	£30.00	

Option 1 - no change	£23,321.06	
Band D	£30.00	£0.58
Option 2 - 5% increase	£24,487.12	
Band D	£31.50	£0.61
Option 3 - 5% decrease	£22,155.01	
Band D	£28.50	£0.55