

Full Council Agenda

Tuesday, May 7th, 2024 at 6.30pm

Councillors are summoned to attend the above meeting, the Annual Meeting of Council. The meeting will be held in Brancaster Staithe Village Hall.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.



Simon Bower, Parish Clerk, 1/5/24

1. Election of Chairman and Vice-Chairman¹ for Council Year 2024/25

- a) *Elect a Chairman for the new Council Year*
- b) Receive the Declaration of Acceptance of Office for the above
- c) *Elect a Vice-Chairman for the new Council Year*
- d) Receive the Declaration of Acceptance of Office for the above

2. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

3. Apologies for absence

- a) To receive apologies

4. Minutes

- a) *Consider approving minutes of the meeting held on 2nd April 2024*
- b) *Consider approving minutes of the meeting held on 23rd April 2024*
- c) Matters arising from the above minutes – for information only

5. Public Comments – 1

- a) Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.

6. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk

7. Finance

- a) To receive financial report from Clerk, including CIL report
- b) *Receive and approve accounts for 23/24, and note Internal Auditor report*
- c) AGAR (Audit) Form 23/24:
 - a) *Consider approving/signing each declaration on the Governance Form*
 - b) *Consider approving/signing finance figures on the Accounting Statements*

¹ These posts may be elected *in absentia*. In such circumstances this item shall include a resolution to accept Declarations at a future date, and, if necessary, the election of a Chairman solely for the current meeting.

- d) *Consider confirming Council contribution of £20,000 for Brancaster Staithe Village Hall Play Equipment, and arrangements for payment*
- e) *Note insurance renewal – fixed term – and agree cost and content*
- f) *Consider expenditure items (listed in document pack)*

8. Planning

- a) *Consider planning/licensing applications/consultations:*
 - a. [24/00330/LA PRE / New Premises Licence Application / Open for Consultation / Brette House Cross Lane Brancaster](#)
 - b. [24/00690/F / Extension to the West of the property. Identical to previously approved planning application 24/00136/F / September House Main Road Brancaster Staithe](#)
 - c. *Consider response to proposals for Traffic Regulation Order relating to Freebridge development in Brancaster Staithe*
- b) *Consider any late arriving planning applications*
- c) *Receive report on any other planning matters*

9. Delegated decisions etc.

- a) *To note delegated decisions made*

10. Policies

- a) *To receive a report on Policies*
 - a. *Consider approval of current Policies, or propose ones for possible revision*
 - b. *Consider any training needs for Cllrs and Staff*

11. Other matters

- a) *Receive reports from Council groups and representatives*
 - a. *Confirm Council reps and external memberships*
 - b. *Consider appointing a Cllr to liaise with the School*
- b) *Tennis Week:*
 - a. *Consider delegating some spending to the Clerk as required*
- c) *Update on Traffic Regulation Order process*
 - a. *Consider requesting Norfolk County Council to proceed with the formal consultation*

12. Correspondence and requests

- a) *To note any correspondence reported by the Clerk*
- b) *Consider purchase of bicycle stands, for which Council has received notice of grant funding*
- c) *Consider grant application from Brancaster Village Hall*
- d) *Consider arranging survey of streetlights, and associated expenditure*

13. AOB and agenda requests

- a) *To receive any further comments from Councillors – information only*
- b) *To receive future agenda requests from Councillors*

14. Public Questions - 2

- a) *Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.*

15. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday 4th June, 2024. Meeting to be held in Brancaster Village Hall.*