

JUNE 2024 MEETING: VERY BRIEF NOTES THIS MONTH – APOLOGIES (HEALTH)

Item 3 – minutes attached

Item 6 – all audit paperwork sent and published as required.

Finance figures as usual.

Grants – all info provided to Cllrs, but as includes bank details, personal info etc. this not included. Council is aware of s.137 limits etc.

Item 9 – b – this purchased.

c- request for planting by signs already sent

d – raised at previous meeting, no draft

e – opportunity to request additional training, specific areas, and budget if necessary

f – recommending for future needs to avoid using personal address

Item 10 –

a – this received:

The car park at BVH is regularly very full and it's not apparent why

- *people using shop*
- *people using the Playground*
- *people using the village hall*
- *overnight parking*
- *beach parking avoiding charge*

Cars have to be very careful coming in/going out/turning round and especially looking out for small children which poses a health and safety risk. I'm not sure what the answer is but we don't want an accident

No specific request. Also note no request for “matting” at entrance to overflow car park – this mentioned last month.

b – request to look at moving this, and consideration of alternative site.

c – NCC have requested official consideration – we did last month so should be a tick box exercise

Item 14 – staffing issue, so public excluded by resolution

Brancaster Parish Council

Minutes of the Annual Meeting of Council held on Tuesday 7th May 2024 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

Present: Cllr T de Winton (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr V Carpenter, Cllr A Dovey, Cllr T O'Sullivan, Cllr S Ullswater

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

Meeting began at 6.30pm

2024.05.07.01 – Election of Chairman and Vice-Chairman

- a) Cllr Tom de Winton was elected Chairman for the Council Year 2024/25.
Prop: Cllr Bocking; 2nd: Cllr Borthwick; unanimous
- b) Cllr de Winton signed the Acceptance of Office form, and remained in his seat.
- c) Cllr Annalisa Dovey was elected Vice-Chairman for the Council Year 2024/25.
Prop: Cllr Bocking; 2nd: Cllr Borthwick; unanimous
- d) Cllr Dovey signed the Acceptance of Office form, and took her seat.

2024.05.07.02 – Declarations of Interest

- a) No declarations of Interest were received¹.

2024.05.07.03 - Apologies for absence

- a) Apologies for absence were received from Cllrs Bax, Gardiner and Osborn.

2024.05.07.04 - Minutes

- a) The minutes of the meeting on 2nd April 2024 were accepted as a true record and duly signed.
- b) The minutes of the meeting on 23rd April 2024 were accepted as a true record and duly signed.
- c) Cllr Carpenter expressed concerns over the grant to the Coffee Morning Group, referring to how it would be paid, procedure etc. As the money had not yet been paid, she and Clerk to liaise.

2024.05.07.05 – Public Comments 1

- a) Subjects raised were:
 - Coffee Morning grant – lack of accounts; payment agreed as it was the “decent” thing to do.
 - Parking restrictions – would be covered later in agenda.

2024.05.07.06 - Reports

- a) Chair's report. Cllr de Winton referred to the continued presence in the Parish of the rough sleeper, and efforts to solve this. He also noted that the tides were much higher than anticipated on the charts.
- b) Report from Borough Councillor. Cllr de Winton commented on political “turmoil” at the Borough Council. He had attended a Planning Committee meeting earlier.

¹ At the time of Item 8, Cllr Borthwick declared an interest in item 8.a.b

Signed:

(Chair)

Date: 4/6/2024

- c) Report from County Councillor. Cllr Jamieson had sent a written report circulated to Cllrs. The Clerk noted comments on: devolution, adult social care, bus services, broadband, libraries, need for more foster carers, supported living, LED streetlighting, £44.7M savings target, seaweed industry, water resilience, active travel and green initiatives. Cllr Dovey noted the Pollinator Action Plan – well intentioned, but wordy – and asked about planting.
- d) Report from Clerk. The Clerk noted that Cllr Bax had requested information about the D-Day plans be shared: exhibitions, talks, school visits, event at Barrow Common including Beacon lighting. He also noted: an FoI request (Beach ownership – answered); invoice from Tomato energy awaited but would be c.£190 for 21 days of April so cheaper than Npower; response from Housing ref local priority; a legacy – possibly mis-directed, and being sorted; attendance at Clerk networking event etc.; defibrillator concerns. There was discussion on the latter, and he sought permission to purchase a replacement, suitable for the current box, to be formally agreed next meeting. Cllrs were happy that he should do this. Clerk to publish information about housing in Newsletter and on Noticeboards, possibly directing people to Citizens' Advice if assistance required. Also to inform BCKLWN that the new dog waste bin had been installed – add to emptying routine.

2024.05.07.07 - Finance

- a) The Clerk presented the current 24/25 finance figures. Current balances c.£180K. No budgets overspent, except where large items had come early in year.
- b) Internal Auditor report presented and noted – one comment to note ref budget setting. The Clerk presented the accounts figures² for 23/24 – end of year balance £184,743.72. *The accounts figures for 2023/24 were accepted by all bar one.* Cllr Bocking objected on grounds of the Beach Car Park donation income. He requested that this objection be minuted, and the Clerk noted his concern and that he would minute his advice to Cllrs: "As to the accounting figures, I would suggest that voting against these implies that they are wrong, with implications of error or worse (including by the Internal Auditor)".
- c) AGAR Audit Form 2023/24:
 - a. Clerk summarised each box in turn on the Governance Form. *Council agreed to each box³ being ticked, and the form was duly signed by the Chairman.* Again, there was one objection.
 - b. *Council agreed to the Accounting Figures being approved, and the form was duly signed.* Again, there was one objection.
 - d) *Council unanimously agreed that the ring-fenced sum for Play Area equipment should be paid to Brancaster Staithe Village Hall.*
 - e) Council noted that the insurance renewal was due. *As this was a fixed term contract it was unanimously agreed that this should be paid on receipt.*
 - f) *All expenditure as listed in the pack was approved for payment⁴.*

Prop: Cllr Ullswater; 2nd: Cllr O'Sullivan; unanimous

A request was made that the daffodils should be cut back.

² These and Auditor report available online.

³ Except for the Trust question – n/a being the correct response.

⁴ See below

Signed:

(Chair)

Date: 4/6/2024

2024.05.07.08 - Planning

- a) Consideration of Applications, including licensing:
 - a. 24/00330 (Premises Licence, Brette House, Cross Lane, Brancaster). Council agreed to raise no objection to this application.
 - For 5, Against 1, Abst 1*
 - b. 24/00690 (Extension to the West of the property. Identical to previously approved planning application 24/00136 - September House, Main Road, Brancaster Staithe). Council agreed to raise no objection to this application.
 - c. Traffic Regulation Order relating to Freebridge Development in Brancaster Staithe. Council agreed to raise no objection to this application on the basis that there was a footway as previously requested.

There was discussion of amendments to Planning Policy relating to hand-drawn and repeated applications – to be added to future agenda.

- b) Late-arriving applications⁵:
 - a. (Premises Licence, Royal West Norfolk Golf Club). Council agreed to raise no objection to this application.
- c) Cllr de Winton noted that the application for a commercial site on his land at Saxon Field had been refused (English Heritage).

2024.05.07.09 - Delegated decisions etc.

- a) None.

2024.05.07.10 – Policies

- a) The pack included the Clerk's list of current Policies, with review dates etc. Cllrs had been asked to consider any revisions.
 - a. The Clerk outlined a series of suggested amendments:
 - Document retention: once audit completed, keep electronic copies only of invoices and statements.
 - Public Questions: amend reference to naming Public.
 - Planning: remove reference to trial and set time for meetings. Also, no need to announce that no meeting is occurring – meetings happen as announced.
 - Donations: where a grant is sought not under s.137, the "windows" for applications need not apply. Grants under £500, with an urgent need, can be outside window.
 - Council was happy with the timing of reviews – two-yearly except for Standing Orders and Financial Regulations. Noted that new model Financial Regs were now published, but needed time for consideration. Noted that amendments to Policies could be done at any time.

Council agreed the proposed amendments, subject to the exact wording being circulated. No other amendments were proposed.

- b. It was agreed to defer consideration of training needs.

2024.05.07.11 - Other matters

- a) A meeting of the Commons Committee was noted. Cllr Dovey noted that she and Cllr Bocking had met with a candidate for the Biodiversity Award. She also noted that there was agreement with Brancaster Staithe Village Hall over planting of wildflower seeds, needing the soil to be rotavated. Suggestion that seeds be planted at the Village Gates – Clerk to check permissions.

⁵ Taken out of order.

- a. No changes were proposed to current Cllr representatives on external groups or membership of working groups.
- b. It was proposed that Cllr Bax become a School Liaison Cllr.
- b) It was noted that a meeting of interested parties had occurred relating to Tennis Week. No changes proposed to last year's arrangements.
 - a. It was agreed to delegate spending of up to £500 to the Clerk, for urgent expenditure on Tennis Week; this to include provision of a bin.
Prop: Cllr Ullswater; 2nd: Cllr Carpenter; unanimous
 - c) It was unanimously agreed to request NCC to proceed with the Traffic Regulation Order process for the Parish.

2024.05.07.12 - Correspondence and requests

- a) No additional correspondence noted.
- b) Council agreed to the purchase of three cycle stands – style "toast rack", four hoops, from thebikestoragecompany.co.uk at a cost of £310+VAT each. Noted that there would be an installation cost⁶.
- c) Council agreed to provide a grant to Brancaster Village Hall for redecorating. It was agreed that this should total £2,000 – the purchase of paint should be made directly by Council and gifted, and the remainder made as a grant.
 [Cllr Borthwick noted the two-hour limit approaching, and it was agreed to extend the meeting by 30 mins if needed.]
- d) It was agreed that a survey of the streetlights be done by TT Jones at a cost of £15 per lamp – this to be done as one project rather than a rolling programme.
Prop: Cllr Borthwick; 2nd: Cllr Dovey; unanimous

2024.05.07.14 - AOB and agenda requests

- a) Cllr Dovey noted the addition of tide times to Google Maps at Brancaster Beach. They had also included the Hard as a Car Park – needs correction. Question over better maps – Clerk and Chairman to confer. Question over CIL use for Play Equipment – yes could be included. Issue with lock on Noticeboard raised – Clerk to check all. Cllr de Winton to contact National Trust over latest on the Hard. Amplification/AV equipment – Clerk had not had time to pursue.
- b) Cllr Dovey requested that an item on location of wildflowers be added to the next agenda.

2024.05.07.14 - Public Comments 2

- c) Subjects raised were:
 - Coffee Morning – could Council hold funds?
 - Bus shelter – School tiles? School may have time. Clerk to check correspondence for previous reference.
 - Access to the overflow parking at Brancaster Village Hall. Need for a formal request for any change, noting comment about plastic insert needing a solid base.

2024.05.07.15 - Next meeting

- a) Item missed: The next meeting is listed as being on Tuesday 4th June at 6.30pm in Brancaster Village Hall.

Meeting ended at c.8.50 pm

⁶ One each for Brancaster Village Hall/Playing Field, Brancaster Staithe Village Hall, National Trust – site tbc depending on permissions required.

Signed:

(Chair)

Date: 4/6/2024

Expenditure:

Date	To	For	Amount	of which VAT	budget
	ECS - may	Computer	£38.40	£6.40	admin
	Tomato - awaited	Streetlights	tbc		utilities
31/3/24	BCKLWN	Dog Bins	£1,242.94	£207.16	open spaces
12/3/24	Witley Press	Printing	£31.50	£0.00	biodiversity
1/3/24	Witley Press	Printing	£18.43	£3.07	biodiversity
6/4/24	NALC	Sub	£305.27	£0.00	admin
5/4/24	Brancaster Village Hall	Room Hire	£175.00	£0.00	admin
5/4/24	Brancaster Staithe Village Hall	Room Hire	£175.00	£0.00	admin
5/4/24	SHADCRA	Wire Money	£100.00	£0.00	misc
8/4/24	Aubergine	Website	£238.80	£39.80	admin
31/3/24	Heronwood	Grass Cutting	£149.00	£0.00	open spaces
12/4/24	npower - apr	Streetlights	£163.79	£7.80	utilities
22/4/24	Brancaster Village Hall	D-Day hire	£180.00	£0.00	events
14/4/24	Sonya Blythe	Audit	£190.00	£0.00	admin
28/4/24	Marcus Townshend	Grass Cutting	£245.00	£0.00	open spaces
30/4/24	SLCC	Membership	£162.59	£0.00	admin
30/4/24	Simon Bower	Expenses	£288.04	£0.00	admin
30/4/24	BSBDVH	Play Equipment	£20,000.00	£0.00	reserves
	Witley Press	D-Day	tbc		events
29/5/24	Barclaycard	Various	£25.20	£3.20	admin
31/5/24	Salaries - incl pension/tax/NI	Salaries	£1,754.26	£0.00	salaries

Signed:

(Chair)

Date: 4/6/2024

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2024/25

DATE: 31/05/2024

Balance Savings Account	£173,286.10
Balance Current Account	£1,017.76
<i>Incomplete Transactions</i>	<i>-£6,466.52</i>
<i>Current A/C statement balance</i>	<i>£7,484.28</i>

Actual Balance **£174,303.86**

Balance at start of year	Savings	£173,286.10
	Current	£11,457.62
	Total Barclays	<u>£184,743.72</u>

Expenditure		£34,859.86
Income	to current	£24,420.00
	to savings (interest)	£0.00
	Balance	<u>£174,303.86</u>

Outstanding invoices due to BPC £0.00

Protected - CIL	£19,160.68
Protected - other ring-fenced	£42,000.00
<i>General Funds Available including creditors</i>	<i>£113,143.18</i>
check - difference	£0.00

SPENT AGAINST BUDGET Financial Year 01/04/24 31/03/25

AS AT 31/05/24 payments until 30/06/24
% of year 25%

Budget Area	24/25 budget	spent	income	yr balance	budget bal	note
s.137	£8,000.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Open Spaces	£8,000.00	<i>£2,253.78</i>	<i>£0.00</i>	£2,253.78	28%	2
Utilities	£6,500.00	<i>£1,297.16</i>	<i>£0.00</i>	£1,297.16	20%	1
Admin	£6,500.00	<i>£1,966.40</i>	<i>£0.00</i>	£1,966.40	30%	2
Salaries	£23,000.00	<i>£5,262.78</i>	<i>£0.00</i>	£5,262.78	23%	0
Insurance	£2,500.00	<i>£114.18</i>	<i>£0.00</i>	£114.18	5%	1
Events	£1,000.00	<i>£448.50</i>	<i>£0.00</i>	£448.50	45%	2
Biodiversity	£1,000.00	<i>£56.39</i>	<i>£0.00</i>	£56.39	6%	1
Allowances	£4,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Contingency	£2,600.00	<i>£1,039.36</i>	<i>£0.00</i>	£1,039.36	40%	3
Miscellaneous	£0.00	<i>£1,630.00</i>	<i>£100.00</i>	£1,530.00		
Total - excl VAT	<u>£63,600.00</u>	<i>£14,068.55</i>	<i>£100.00</i>	<u>£13,968.55</u>	<u>22%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£791.31</i>	<i>£0.00</i>	<i>£791.31</i>		
<i>Precept</i>		<i>£0.00</i>	<i>£23,320.00</i>	<i>-£23,320.00</i>	<i>income only</i>	
<i>Reserves</i>		<i>£20,000.00</i>	<i>£1,000.00</i>	<i>£19,000.00</i>		

TOTAL SPENT	£34,859.86	<i>budgeted, VAT and reserves</i>
TOTAL INCOME	£24,420.00	<i>all sources, incl interest to reserves</i>
 <i>YEAR BALANCE</i>	 <i>-£10,439.86</i>	 <i>income less expenditure</i>
<i>YEAR BALANCE</i>	<u><i>-£10,439.86</i></u>	<i>balance excluding ring-fenced/CIL</i>

Notes:

0 - on target - no concern

1 - under - no concern

2 - over - large items - no concern

3 - over - monitor - main item defibrillator

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 = £0.00

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

Date	Ref	To	For	Amount	of which VAT	budget	notes
3/5/24	M-7/5	Witley Press	D-Day	£90.00	£15.00	events	
		Clear Councils (paid by BC - 1 month)	Insurance			insurance	
17/5/24	meeting	DefibWarehouse (1st Rescue)	Defibrillator	£1,170.00	£195.00	contingency	
1/5/24	DD	ECS - may	Computer	£38.40	£6.40	admin	
	DD	Tomato - ...151	Streetlights			utilities	
	DD	Tomato - ...889	Streetlights			utilities	
	DD	Tomato - ...340	Streetlights			utilities	
14/7/21	clerk	National ALC - late payment	Training	£51.71	£0.00	admin	
2/5/24	M-4/6	NALC	Training	£183.75	£22.00	admin	
30/4/24	M-4/6	Heronwood	Grass Cutting	£524.00	£0.00	open spaces	
23/5/24	M-4/6	Kevin Crompton	Grass Cutting	£300.00	£0.00	open spaces	
28/5/24	M-4/6	Hartop Farms	Allotments	£600.00	£0.00	misc	
20/5/24	meeting	Bike Storage Company	Bike racks	£1,116.00	£186.00	misc	
	DD	Barclaycard	Various	£195.85	£13.62	admin/ins	
28/6/24	contract	Salaries/tax/Nl/pension	Salaries	£1,754.26	£0.00	salaries	