

NOTES FOR MEETING ON 2ND JULY 2024

Item 3 - MINUTES – The minutes of the meeting on 7th May were approved on 4th June with an amendment:

It was resolved to approve the minutes as a true and accurate record after the following amendment. 2024-05-07-11 - regarding the report of an asset and the work undertaken. The hedge has been cut back. Asset Report regarding the dog bin which was left unresolved. It was resolved for this item to be placed on the next agenda.

The Clerk would like it noted that there was indeed mention of the dog bin on 7th May – the “asset” – but that the hedge being cut back happened after the meeting so could not have been mentioned. In addition, there was no mention at the time of an agenda item regarding this.

As the 7/5/24 minutes have not been signed, the Clerk is suggesting a replacement amendment – to add to item 2024.05.07.11.a:

Assets: A suggestion was made by Cllr Borthwick that the contractor should be instructed to cut back the hedge around the dog bin in Choseley Rd.

He believes this records what was said at the meeting. It therefore will also require an amendment to the 4/6/24 minutes to read that an amendment was suggested and approved, but which was subsequently reworded as above. [Both sets of minutes, unamended, are **attached**.]

Regarding donations, there have been various reports to the Clerk of the amount agreed in 4/6/24 for Deepdale Church, £2,000, £2,200 and £2,400. Council needs to agree what the approved amount was – this is not a rehash of the issues, but a note of the amount that was actually agreed at the time. A payment of £2,000 has been made, which can be added to if required.

Arising - Regarding cutting back of hedges, Council should not ordinarily be instructing the Clerk to write to residents. As there are restrictions on such cutting due to nesting birds, the proper course is for those concerned to write to County, who will have the correct legal advice, as well as enforcement powers. This should also mean that the correct locations are provided. Clerk has noted this in the Parish News.

Item 6 – finance figures **attached** in usual format. Note all payments are actually agreed as contractual/already agreed as per notes – list includes payments made following approvals at previous meetings for info. Barclaycard system down at time of writing.

Item 8 – A Planning meeting was held on 25/6/24. Two applications were considered, and the Clerk wrote to the Borough noting no objections as having been raised:

- 24/00986 New glazed door to rear of kitchen (1 Town Farm Close Brancaster)

Chair: Cllr Tom de Winton

Clerk: Simon Bower

clerk@brancaster-pc.gov.uk

c/o 7 Glebe Avenue, Hunstanton, PE36 6BS

- 24/01041 Full planning for conversion of existing ground floor garage to bedroom and en-suite and replacement of rear conservatory to insulated kitchen/living area (2 Anchorage View Brancaster)

Item 9 – the item regarding a post-box or PO Box was deferred. The issue is the Clerk's address being publicly available – the recommendation of training bodies etc. is that this is discontinued.

Item 10 –

Car park – previous meetings have included comments about the access to the "overflow car park", and the possible need for protection for the grass. This would, it was added, require support, not merely plastic strengthening. A further suggestion has now been made that an area slightly smaller than the current overflow car park should be formally added, with a substrate and plastic protection – still grass. This could be included in an extended fenced area, with a chain where the current eastern boundary is, to prevent parking in the winter. More details may follow.

Housing – Council has requested consideration of the priority to residents when the new Freebridge site comes on stream. There has been correspondence from Freebridge and the Borough on this, and a request from Cllr Bax remains that we should formally request this.

Charities - There has been a request from a Member of the Public to clarify the position of charities in the Parish. There is some confusion, but none are affiliated in any way with the PC. Hence, no decisions can be made in this item, other than to request the Clerk to write if required.

WN Falls/First Responders – Council has expressed support for both of these groups. It has sought clarity on the level of overlap, and assurance that there is not duplication. The former has one aim, and the latter has a wider remit. In correspondence it was noted that, in the event of a fall, the latter may be redirected to support other health matters, so may not be prioritised to a fall, hence the need for the two. Council requested info about the area covered by the First Responders, in case it wished to make a proportionate donation; the reply was that it was just for Brancaster. Any donation must be from s.137, as no other power allows this.

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

**The Minutes of Brancaster Parish Council Meeting held on 4 June 2024 at
6.30pm at Village Hall, Brancaster**

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

Also in Attendance: Sarah Bristow (Locum Clerk) and ten members of the public.

- 1. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**

Cllr S Bocking declared a personal interest in Planning Application 24/00905/F.
Cllr Gardiner declared an interest in Item 6.3.4.

- 2. To consider acceptance of apologies for absence.
It was resolved to accept apologies from Cllr B Bax.**

- 3. Minutes of The Annual Parish Council Meeting held on 7 May 2024**

3.1 To consider and approve the minutes. **It was resolved to approve the minutes as a true and accurate record after the following amendment. 2024-05-07-11 - regarding the report of an asset and the work undertaken. The hedge has been cut back. Asset Report regarding the dog bin which was left unresolved. It was resolved for this item to be placed on the next agenda.**

3.2 Matters arising from the minutes.

Finance

Cllr Bocking what the Credit Card bill was made up of and should this not be broken down? Cllr de Winton advised that the Finance Committee look at agreeing these items for payment.

- 4 Adjournment of Meeting to allow for public questions. (10 mins max 3 mins per Speaker.)**

Dog Bin

A Parishioner advised that the Dog Bin at the top of the Mill Drove was overflowing. Cllr de Winton advised that it all depends on what day as they are emptied on a Friday. The Clerk to check that the dog bins were actually emptied that week.

Paths

The path from Brigadoon on the Main Road to Cross Lane, the brambles are over hanging the footpath. In the first instance a letter to be sent to the residents with other hanging hedges and then if not sorted then the Clerk to report to Highways.

The path by the side of the Old Bakery/Marsh Way the hedges are all overgrown.

5. To Receive Reports

5.1 Chairman's Report.

Cllr de Winton advised that he had very little to report. He advised that the rough sleeper had been moved on from Marsh Side. A Parishioner advised that he was back in the village and on someone else's property.

He advised about the D-Day and how it is being recognised within the villages by a full packed programme of events thanks to Cllr Bax.

5.2 Borough Councillor – Cllr de Winton

Cllr de Winton advised that there is a new administration at the Borough Council with Allistair Beales being the new Leader.

Cllr de Winton advised that he had been removed from the Planning Committee but will continue to speak regarding ward issues.

5.3 County Councillor – Cllr Jamieson.

Cllr Jamieson was not present, and no report had been received.

5.4 Clerk's Report

With the absence of the Clerk no report was available.

6. Finance: (see reports attached) To review and consider any action necessary

6.1 To receive financial report from the Clerk, including update on Audit.

These had been circulated prior to the meeting. Cllr de Winton advised that the bank accounts stand at £174,303.86. Cllr de Winton said that the budget report showed a higher than normal increase of the budget spends but it was all accounted for.

6.2 Consider Expenditure Items (List was circulated prior to the meeting)

Cllr de Winton went through the items one by one. **It was resolved for these payments to be made.**

6.3 Consider Grant Requests: These had been circulated prior to the meeting.

6.3.1. First Responder Scheme

It was resolved for the Clerk to find out how many villages this kit was being used for. It was resolved in principle to pay the portion that was used for Brancaster based on population or some similar calculation.

6.3.2 Brancaster and Burnham Deepdale Parochial Church Councils

After a long discussion **It was resolved to use LGA 1972 Section 214 and to award £3,500 for the two areas in Brancaster and £2,000 for the area in Deepdale.** Going forward budget to be put in place to cover these areas.

6.3.3. Brancaster School for Norfolk Show Visit. (Friends Group)

It was resolved that £750.00 be given to the group to pay for the children to attend. (S137)

6.3.4. National Coastwatch for Volunteer Support

Cllr Dovey had found the same course but through another organisation for considerably cheaper and asked if the course

provider could be changed. Cllr de Winton opened the meeting to allow the bid writer to explain. This was provided that had always been used and what was recommended. Cllr de Winton advised that the group needed stronger methods for their financing and hoped they would address going forward for new members who would need to be trained. The bid writer confirmed that fund raising was already taking place with D Day talk, donation from the Shanty Festival and Tennis Week. **It was resolved for £2370.00 be given to the group. (S137)**

7. Planning Applications and Determinations:

Applications:

- 24/00830/F Application for shopfront refurbishment and repaint and new signage at Fat Face, 5 Dalegate Market, Main Road, Burnham Deepdale. **It was resolved to recommend no objection.**
- 24/00905/F Application for variation of Condition 2 attached to Planning Permission 23/01264.F Replacement dwelling at Kia Ora, Main Road, Brancaster. **It was resolved to recommend no objection**
- 24/00966/F Application for Glazed balustrade to flat roof area with staircase access to form balcony. at Saxons 22 Dale End Brancaster Staithe. **It was resolved to recommend refusal on the ground of loss of privacy, overbearing and out of character.**

8. Delegated Decisions.

None Made

9. Other Matters

9.1 Receive Reports from Council Groups and Representatives.

Coastal Sea Defence Meeting. Currently, the Sea Defence is in good shape no issues at the moment with the Dunes.

Trees at Brancaster Staithe

These trees are not thriving, are we able to go back to the National Trust and ask that they be replaced with a different variety? **It was resolved for the Clerk to investigate.**

Open Farm Sunday

This event was very well attended, and a good day had by all visitors and was very informative.

Car Park Meeting

Cllr Carpenter and Cllr Bocking to attend. Some discussion regarding Cllr Bocking's attendance. **It was resolved for Cllr Carpenter and Cllr Bocking to attend.**

9.2 Consider approving Purchase of Defibrillator (retrospective).

It was resolved to approve the purchase of the Defibrillator.

9.3 Consider Locations and permission for wild-flower planting.

It was resolved for the Clerk to obtain an agricultural licence from NCC Highways to plant around the Village Gates.

9.4 Consider amendments to Planning Policy relating to hand-drawn plans and repeat applications.

It was resolved to advise that no hand-drawn plans and plans without measurements would be accepted and would automatically not be supported. It was also resolved that no repeat applications of less than twelve months would be accepted without a genuine reason.

9.5 Consider Training Needs of Councillors and Staff.

Cllr Ullswater advised that she felt that the training that was recently received was great and a good brush up of things forgotten. She advised that she would like some planning training. The Locum Clerk advised that there was planning training currently advertised in conjunction with Birketts and Suffolk Association. Cllr de Winton advised that the Borough Council should be able to provide all the training that a Parish Councillors should need, and he would source the resources. The Locum Clerk also advised that the Borough Council were holding their usual planning training workshops on the 12 and 19 September and if you wish to attend, please get your Clerk to book you in.

9.6 Consider Adoption of a PO Box for Council's address.

After some debate, **It was resolved for Cllr de Winton to investigate having a post box on the Village Hall, item was deferred to the next meeting.**

10. Correspondence and Requests

10.1 To Note any Correspondence reported by the Clerk.

All Correspondence has been circulated prior to the meeting.

10.2 Consider Re-locating Dog Bin on Choseley Road or make alternative arrangements.

Cllr Carpenter advised that the dog bin was on her land, she had cut back the hedge and happy for the dog bin to remain.

10.3 Note NCC request to Consider Detailed Traffic Regulation Order Plans and Make a Response.

Cllr Carpenter advised that she was not happy regarding the yellow lines and during a recent consultation Parishioners who had no other forms of parking other than outside their houses were advised that yellow lines would not be installed. Cllr de Winton advised that this is just the Parish Council giving the go ahead for a public consultation where Parishioners were able to address such issues. **It was resolved for the Parish Council to give agreement to the formal process to begin.**

11. AOB and Agenda Requests

11.1 To receive any further comments from Councillors – information only.

Cllr Osborne advised that there was a flooding summit that we were invited to attend, and nothing further has been received. The Locum Clerk advised that the summit had been cancelled due to the General Election. Cllr de Winton advised that the Boardwalk Meeting has also been cancelled.

Cllr Gardiner said that he would like to undertake the application for Bathing Water. This would mean that regular testing of the water was achieved and possibly a blue flag. There was lots of permissions needed before the application could be undertaken. **It was resolved for this item to be an agenda item for the next meeting.**

Cllr Bocking said he would like the Parish Council to write to the Borough Council asking for Cllr de Winton to be reinstated on the Planning Committee. **It was resolved for this item to be placed on the next agenda.**

Cllr Bocking also said that a letter needed to be sent to National Highways regarding the Hardwick Roundabout and the condition of it.

11.2 To Receive Future Agenda Requests from Councillors

Nothing further to what has already been noted.

12. Public Questions – Part 2

Councillors

A Parishioner asked if the Councillor could speak more loudly as it was very difficult to hear. Cllr Carpenter asked that Parishioner who cannot hear very well sit on the front row and the row moves closer to the Councillors.

Locum Clerk

A Parishioner asked that the Locum Clerk puts the legislation regarding spending monies on the Church in the minutes.

Wildflowers

A Parishioner advised that the area around the Village Gates has already received a licence from NCC Highways. Cllr de Winton asked for a copy but the Parishioner was not happy with providing.

National Coastwatch

A Parishioner said that why were the Coastwatch not funding. Another Parishioner advised that they use to be funded centrally for training but this due to cuts had been stopped from this year.

Dog Bin

A Parishioner asked about a Parish Asset being on a councillor's land. Cllr Carpenter advised that she was more than willing to explain to the Parishioner the details after the meeting.

Village Green

The piece of land by the side that is leased to the Sailing Club no work has started and it should have been programmed by now.

Telephone Boxes

What is happening regarding the Red Telephone Boxes. Cllr de Winton advised that these needs chasing up.

Bus Shelter

What is happening regarding the tiles that the school children made. Cllr Carpenter to speak with Cllr Bax.

Trees

Seating needs to be discussed by the Old Stores in Brancaster. Trees overtaking the area. Lack of care from Highways damaging the bench.

Grants

A large proportion of time has been spent going through grants this evening why does the Council not have a spreadsheet with all the grants ever made so it is easy to see who had what and put the budget in to cover so that a decision was easy, and Parishioners where not left listening to all the discussions that were had this evening.

13. **Date and Place of next meeting Parish Council Meeting Tuesday 2 July 2024 at 6.30pm held in Brancaster Staithe Village Hall.**

This part of the meeting closed at 8.25pm.

It was resolved for the meeting to continue for another 30 minutes as per Standing Orders.

EXCLUSION OF THE PRESS AND PUBLIC

The following resolution was resolved: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

14. **Staffing Matter.**

Information to be provided to Cllrs by Clerk and Locum Clerk

With no further business the meeting closed at 8:45pm

Expenditure:

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

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2024/25

DATE: 26/06/2024

Balance Savings Account	£156,464.55
Balance Current Account	£3,705.03
<i>Incomplete Transactions</i>	<i>-£5,673.88</i>
<i>Current A/C statement balance</i>	<i>£9,378.91</i>

Actual Balance **£160,169.58**

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

Expenditure		£49,682.59
Income	to current	£24,430.00
	to savings (interest)	£678.45
	Balance	<u>£160,169.58</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>£99,008.90</i>
check - difference	£0.00

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

AS AT 26/06/24 payments until 31/07/24
% of year 33%

Budget Area	24/25 budget	spent	income	yr balance	budget bal	note
s.137	£8,000.00	<i>£3,520.00</i>	<i>£0.00</i>	£3,520.00	44%	2
Open Spaces	£8,000.00	<i>£2,873.78</i>	<i>£0.00</i>	£2,873.78	36%	0
Utilities	£6,500.00	<i>£2,368.49</i>	<i>£0.00</i>	£2,368.49	36%	0
Admin	£6,500.00	<i>£1,997.40</i>	<i>£0.00</i>	£1,997.40	31%	1
Salaries	£23,000.00	<i>£7,017.04</i>	<i>£0.00</i>	£7,017.04	31%	0
Insurance	£2,500.00	<i>£1,910.13</i>	<i>£0.00</i>	£1,910.13	76%	2
Events	£1,000.00	<i>£448.50</i>	<i>£0.00</i>	£448.50	45%	2
Biodiversity	£1,000.00	<i>£363.39</i>	<i>£0.00</i>	£363.39	36%	0
Allowances	£4,500.00	<i>£0.00</i>	<i>£0.00</i>	£0.00	0%	1
Contingency	£2,600.00	<i>£1,081.16</i>	<i>£0.00</i>	£1,081.16	42%	2
Miscellaneous	£0.00	<i>£1,630.00</i>	<i>£100.00</i>	£1,530.00		
Total - excl VAT	<u>£63,600.00</u>	<i>£23,209.89</i>	<i>£100.00</i>	<u>£23,109.89</u>	<u>36%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	<i>£972.70</i>	<i>£0.00</i>	<i>£972.70</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>£25,500.00</i>	<i>£1,688.45</i>	<i>£23,811.55</i>		

TOTAL SPENT	£49,682.59	<i>budgeted, VAT and reserves</i>
TOTAL INCOME	£25,108.45	<i>all sources, incl interest to reserves</i>
YEAR BALANCE	-£24,574.14	<i>income less expenditure</i>
YEAR BALANCE	<u>-£24,574.14</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 JULY PAYMENT**EXPENDITURE**

Date	Ref	To	For	Amount	of which VAT	budget	notes
1/7/24	DD	ECS - jun	Computer	£38.40	£6.40	admin	DD
	DD	Tomato - A	Streetlights			utilities	DD
	DD	Tomato - B	Streetlights			utilities	DD
	DD	Tomato - C	Streetlights			utilities	DD
20/3/24	M-2/7	BCSC	Insurance	£335.56	£0.00	insurance	lease
23/4/24	clerk	BCKLWN	Bin - Tennis week	£41.80	£0.00	contingency	paid
31/5/24	M-2/7	TT Jones - Jul-Sep	Streetlights	£71.40	£11.90	utilities	contract
31/5/24	M-2/7	TT Jones - testing	Streetlights	£900.00	£150.00	utilities	agreed
12/6/24	contract	Clear Councils	Insurance to 6/25	£1,574.57	£0.00	insurance	paid
4/6/24	M-4/6	Brancaster PCC	Grant s.214	£3,500.00	£0.00	reserves	paid
4/6/24	M-4/6	Burnham Deepdale PCC	Grant s.214	£2,000.00	£0.00	reserves	paid
4/6/24	M-4/6	Friends of Brancaster School	Donation	£750.00	£0.00	s.137	paid
4/6/24	M-4/6	National Coastwatch	Donation	£2,370.00	£0.00	s.137	paid
28/6/24	DD	Barclaycard - atbc	various				DD
31/5/24	M-2/7	Heronwood	Grass Cutting	£420.00	£0.00	open spaces	contract
	minutes	BVH (for coffee mornings)	Donation	£400.00	£0.00	s.137	agreed
31/7/24	contract	Salaries/tax/Nl/pension	Salaries	£1,754.26	£0.00	salaries	contract