

PUBLIC NOTES FOR MEETING ON 6/8/24

Item 3 – two sets of minutes (additional and extraordinary meeting ones approved at next scheduled meeting). **Attached.**

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

You may recall we had a survey of all BPC street lights done. TT Jones have recommended works totalling £655 to bring all lights up to scratch.

We should officially appoint Internal Auditor annually. Sonya Blyth did the audit last year, and has said she would be willing to do another year at the same rate.

Item 7 – no planning apps so far. Not certain this has happened since Sept 2020...

Item 8 – Planning was considered at a separate meeting on 23rd July – notes **attached.** Clerk responded based on Cllr comments at that virtual session. A further response was sent regarding the Brentwood Application (24/01138) – Planners made clear that there was in fact no loss of parking spaces so the objection was withdrawn.

Item 9 – the Sports Club maintain the Play Equipment on behalf of the PC. Clerk has visited with rep from BCSC and looked at concerns raised in the recent report. Most were low risk (“Monitor and take reasonable action if possible”) with a few medium (“Take action to reduce if possible, or available”). These were mainly to do with surfacing, which could be combined with any actions under item 9c, with the possibility of moving some pieces of equipment. One point which the Inspector has raised before was road signage relating to children – NCC did not agree with this when raised, given the distance from the road. There were no high-risk items. A full report on proposals from BCSC will not be ready in time for the meeting.

Car parking at Brancaster Village Hall. Report **attached.**

Agreement to have a PO Box was made at recent meeting. Unfortunately, one of the driving forces behind this was that it should then remain the same which is not the case. If the forwarding address is in a different postal area, a new PO Box number is needed, defeating the object. Hence, the only fixed option is a physical box, with Clerk and/or Cllrs agreeing a collection regime. Brancaster Village Hall have informally agreed, but we would need to agree a formal approach and funding.

Item 10 – the possible donation to the First Responders has been deferred a couple of times. It would have to come from s.137 funding, of which £3,520 has been spent - £8,000 total budget. There is a further round of grant applications for November, at least one approach having been made.

Item 14 (private session) – the Clerk has notified Council of his desire to retire at some point soon. This to continue the process of finding a replacement.

An agreement has been proposed by Council to formalise SHADCRA’s stated desire to end the current legal case against BPC. This to discuss and agree final wording.

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 2nd July 2024 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

Present: Cllr T de Winton (Chair), Cllr B Bax, Cllr S Bocking, Cllr C Borthwick, Cllr W Gardiner, Cllr S Osborn, Cllr S Ullswater

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

Prior to the Meeting, Cllr de Winton presented a portrait of HM The King to Verily Borthwick for the Village Hall.

Meeting began at 6.33 pm

2024.07.02.01 - Declarations of Interest

- a) No Declarations of Interest were received.

2024.07.02.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Dovey, Carpenter and O'Sullivan. NCC Cllr Jamieson had also apologised, citing the pre-election period.

2024.07.02.03 - Minutes

- a) There had been some confusion over the minutes of the meeting on 7th May, discussed on 4th June¹. *It was agreed that 2024.05.07.11 be amended to read "Cllr Borthwick reported she had requested the handyman to clear access to all the dog poo bins. It was reported back all had been done except the one on Choseley Road". Additionally, the donation to Burnham Deepdale Church was £2,200, not £2,000 [2024.06.04.6.3.2].*
- b) *The minutes of the meetings on 7th May and 4th June 2024, with the above amendments, were accepted as a true record for signature.*
- c) Cllr Bax raised a concern over Council representation on a meeting of The Beach Car Park Committee – this had been debated at length.

2024.07.02.04 – Public Comments 1

- a) Subjects raised were:
- Trees – being looked at.
 - Boardwalk growth blocking – referred to NCC.
 - Hedges – referred to NCC. Reasons for direct referral outlined.
 - Yellow lines – consultation by Highways about to start.

2024.07.02.05 - Reports

- a) Chair's report. Cllr de Winton noted the rough sleeper was moving again. He described a road closure, on road to Docking, which Anglian Water reported was not as total as had been announced. He noted the success of the D-Day commemoration.
- b) Report from Borough Councillor. Cllr de Winton noted the change of Leader at the Borough, the appointment of a new CEO, and that he was himself once again

¹ The 7/5/24 minutes had not yet been signed.

Signed:

(Chair)

Date: 6/8/2024

on the Planning Committee. He was also on the Audit Group, “guarding your money”.

- c) Report from County Councillor. None.
- d) Report from Clerk. The Clerk noted: he had had a report from the Street Light contractor listing defects which needed attention (for next meeting); communication with Freebridge showed their support for more local priority at the Brancaster Staithe development; the £400 grant to the Coffee Morning Group could be paid to Brancaster Village Hall; VE-Day 2025 Commemoration - national literature had stated that VE Day was the end of World War II – he had queried this in a personal capacity, asking ref VJ-Day.

2024.07.02.06 - Finance

- a) The Clerk presented the finance figures. Balances were c.£160K. He noted that the insurance had now been paid through to June 2025. The list of payments included those donations etc. agreed at the previous meeting – presented for completeness. Most on the list were contractual, previously agreed or Direct Debits.

- b) All expenditure as listed in the pack was approved for payment².

Prop: Cllr Bax; 2nd: Cllr Osborn; unanimous

2024.07.02.07 - Planning

- a) No applications received in usual deadline. It was noted that 39 applications had been received and considered between Jan and Jun 2024.
- b) A late-arriving application was considered:
 - a. 24/01132 - Proposed alterations and extension to the existing garage (York Cottage, London Street, Brancaster). Council agreed to object to this on the basis of the Neighbourhood Plan (number of bedrooms). Cllr de Winton also noted he would call the application into the Planning Committee.

2024.07.02.08 - Delegated decisions etc.

- a) These were noted in the pack: 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)
 - 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)

2024.07.02.09 - Other matters

- a) Cllr Bocking noted his attendance at a meeting of the Beach Car Park Committee – no resurfacing this year, ANPR no change, concern expressed over minimum wage. Also, Fairways Committee – concerns over which group considered which matters (this reflected at the Commons Committee, noted by Cllrs Dovey and de Winton). The latter also chasing NT over Brancaster Staithe Village Green works, Sailing Club lease, and Phone Boxes.
- b) There was an extended discussion on the merits of a physical post box v a PO Box. Council agreed (5 for, 1 against, 1 abst) to invest in a PO Box as its address, at a cost of c.£425pa.

2024.07.02.10 - Correspondence and requests

- a) No additional correspondence reported.

² See below

Signed:

(Chair)

Date: 6/8/2024

- b) Cllr Bax noted the efforts of volunteers for the D-Day commemoration – historical information was extensive and very much appreciated by the School visits; 120+ had attended the Beacon lighting event. She also echoed the Clerk's comments about VE/VJ Day 2025 – perhaps Council could consider something different. Council agreed a formal "Vote of Thanks" to Geoff Wingrove, Barbara Wingrove, Brigadier David Wakefield, Lucinda Mackworth-Young, Mary Gardiner, Diane Walton and the Thompson and de Winton families for their efforts for the commemoration of D Day. [Cllr de Winton also thanked Cllr Bax.]
Prop: Cllr Ullswater; 2nd: Cllr Osborn; unanimous
- c) A proposal had been made to make the overflow car park at Brancaster Village Hall more substantive – hardcore plus plastic surface strengthening. Council unanimously agreed in principle to consider this. Quotes to be sought with assistance from Brancaster Village Hall, for future consideration, and Clerk to apply for CIL grant.
- d) Brancaster Staithe development: Council agreed to ask BCKLWN and Freebridge to prioritise housing people with local connections, be it family or work, and particularly those with young children. Clerk to express in strong terms, and also write for The Link and Town and Around ref local housing.
- e) Following a request from Public, Cllr de Winton had asked for a summary of charities. A paper was presented by the Clerk. It was agreed that the Clerk should write to the Trustees of the Bell's Charity with advice and suggestions.
- f) Council had been asked to support both the Community First Responders and West Norfolk Falls, but there remained some confusion over the overlap between the two groups. It was agreed that Council's principal commitment was to the First Responders, but that did not negate support for West Norfolk Falls.
- g) Consideration over donation to the First Responders deferred. Cllr de Winton to talk to First Responder.

2024.07.02.11 - AOB and agenda requests

- a) Concern was expressed over the "scruffiness" of the Parish. Cllr Borthwick to contact contractor over works previously authorised and requested by the Clerk, including bus shelters, strimming of trees, bike racks etc. Poo-bin noted as not being emptied. Asset Group to meet to look at Playing Field works, but noted that warnings over disturbing birds applied until September. Also review contractors' work.
- b) No additional agenda requests.

2024.07.02.12 - Public Comments 2

- a) Subjects raised were:
- Footpath registration/need for a Working Group – if any unregistered paths were at threat, Council should be informed.
 - Charities and their status/ownership – [heated] Clerk maintained not owned by, or in any way the responsibility, of Council.
 - Old Pump House needs maintenance – added to list for contractor.
 - SHADCRA statement ref withdrawal of claim; position of Council and money set-aside – Council to formulate response at a separate meeting.

2024.07.02.13 - Next meeting

- a) The next Ordinary meeting was confirmed as being on Tuesday 6th August at 6.30pm in Brancaster Village Hall. An additional meeting to take place on 9th July as in 12 above.

Signed:

(Chair)

Date: 6/8/2024

2024.07.02.14 - 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 c.8.25pm.]
- b) A new Job Description for any incoming Clerk was agreed. Recruitment arrangements were also discussed and agreed.

Meeting ended at c. 8.50pm

Expenditure:

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

³ To be increased to £2,200 as in 3a above.

Signed:

(Chair)

Date: 6/8/2024

Brancaster Parish Council

Minutes of the additional meeting of Council held on Tuesday 9th July 2024 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr T de Winton (Chair), Cllr V Carpenter, Cllr A Dovey, Cllr W Gardiner, Cllr S Osborn, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and no Members of the Public

Meeting began at 6.35pm

2024.07.09.01 - Declarations of Interest

- a) No Declarations of Interest were received.

2024.07.09.02 - Apologies for absence

- a) An apology for absence was received from Cllr Bax.

2024.07.09.03 - 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.
- b) Council had received notice that the Scolt Head and District Common Rightholders' Association intended to withdraw from its case against Council relating to donations received from Beach Car Park income. Council considered this, and advice from its solicitors. Council agreed the wording of a settlement agreement to conclude these proceedings.

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

Further, Council agreed that no comment should be made until the agreement was signed by both parties, and that a public statement/press release may be made at that point.

Meeting ended at 7.40pm

Signed:

(Chair)

Date: 6/8/24

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2024/25

DATE: 30/07/2024

Balance Savings Account		£156,464.55
Balance Current Account		£344.57
	<i>Incomplete Transactions</i>	-£5,782.34
	<i>Current A/C statement balance</i>	£6,126.91
Actual Balance		<u>£156,809.12</u>
Balance at start of year	Savings	£173,286.10
	Current	£11,457.62
	Total Barclays	<u>£184,743.72</u>
Expenditure		£53,643.05
Income	to current	£25,030.00
	to savings (interest)	£678.45
	Balance	<u>£156,809.12</u>
<i>Outstanding invoices due to BPC</i>		<i>£0.00</i>
Protected - CIL		£19,160.68
Protected - other ring-fenced		£42,000.00
<i>General Funds Available including creditors</i>		<i>£95,648.44</i>
	check - difference	£0.00

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

AS AT **30/07/24** payments until 31/08/24
% of year **42%**

Budget Area	24/25 budget	spent	income	yr balance	budget bal	note
s.137	£8,000.00	£3,520.00	£0.00	£3,520.00	44%	0
Open Spaces	£8,000.00	£3,666.78	£0.00	£3,666.78	46%	0
Utilities	£6,500.00	£2,628.22	£0.00	£2,628.22	40%	0
Admin	£6,500.00	£2,642.45	£0.00	£2,642.45	41%	0
Salaries	£23,000.00	£8,771.30	£0.00	£8,771.30	38%	1
Insurance	£2,500.00	£2,024.31	£0.00	£2,024.31	81%	2
Events	£1,000.00	£448.50	£0.00	£448.50	45%	2
Biodiversity	£1,000.00	£363.39	£0.00	£363.39	36%	1
Allowances	£4,500.00	£0.00	£0.00	£0.00	0%	1
Contingency	£2,600.00	£1,232.01	£0.00	£1,232.01	47%	3
Miscellaneous	£0.00	£1,630.00	£700.00	£930.00		
Total - excl VAT	<u>£63,600.00</u>	£26,926.96	£700.00	<u>£26,226.96</u>	<u>41%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	£1,016.09	£0.00	£1,016.09		
<i>Precept</i>		£0.00	£23,320.00	-£23,320.00	<i>income only</i>	
<i>Reserves</i>		£25,700.00	£1,688.45	£24,011.55		

TOTAL SPENT	£53,643.05	<i>budgeted, VAT and reserves</i>
TOTAL INCOME	£25,708.45	<i>all sources, incl interest to reserves</i>
YEAR BALANCE	-£27,934.60	<i>income less expenditure</i>
YEAR BALANCE	<u>-£27,934.60</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 AUG PAYMENT**EXPENDITURE**

Date	Ref	To	For	Amount	of which VAT	budget
29/7/24	DD	Tomato - jun - total	Streetlights	£272.72	£12.99	utilities
	DD	Tomato - jul - tbc	Streetlights			utilities
2/7/24	M-6/8	Norfolk ALC	Locum	£150.85	£0.00	admin
4/7/24	M-6/8	Kevin Crompton	Grass Cutting	£200.00	£0.00	open spaces
30/6/24	M-6/8	Heronwood	Grass Cutting	£158.00	£0.00	open spaces
14/7/24	M-6/8	Marcus Townshend	Grass Cutting	£245.00	£0.00	open spaces
14/7/24	M-6/8	Marcus Townshend	Hedge	£190.00	£0.00	open spaces
12/7/24	M-6/8	NPTS	Training	£56.00	£0.00	admin
14/7/24	M-6/8	David Bracey	Inspection	£144.00	£24.00	admin
29/7/24	M-6/8	Amy Loose	Car Park passes	£417.45	£0.00	admin
28/7/24	DD	Barclaycard	various	£39.80	£3.20	admin
30/8/24	contract	Salaries/tax/NI/pension	Salaries	£1,754.26	£0.00	salaries

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ISO9001

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Simon Bower
Parish Clerk
Brancaster Parish Council
C/o 7 Glebe Avenue
Hunstanton PE36 6BS

2 July 2024

BY EMAIL

INSPECTION 2024

Following completion of the recent Electrical Testing of 50no. street lighting assets, the following defects/outcomes were found.

BRN22	Significant foliage cut back @ £175.00 + VAT
BRN23	DNO supply equipment not within suitable enclosure Supply & Install enclosure @ £120.00 + VAT
BRN24	DNO supply equipment not within suitable enclosure Supply & Install enclosure @ £120.00 + VAT
BRN21	DNO supply equipment not within suitable enclosure Supply & Install enclosure @ £120.00 + VAT
BRN15	DNO supply equipment not within suitable enclosure Supply & Install enclosure @ £120.00 + VAT

Should council wish these works to be completed, please advise in due course.

It is our further recommendation that a detailed asset survey be undertaken and two separate asset registers created. One for Brancaster and one for Brancaster Staithe. We can offer our quotation to undertake these works on request.

Assuring you of our best attentions at all times

Yours faithfully

PAUL JONES

For and on Behalf of
T T Jones Electrical Limited

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Directors: P.T. Jones · R.L. Jones
Company registration no. 4843309
Incorporated in England registration office - Unit 3 C/o Adepta Ltd, Kirby Road, Kirby Bedon,
Norwich, Norfolk NR14 7DU
EST 1986



THOUGHTS ON PROPOSALS FOR BRANCASTER PLAYING FIELD

In response to a request from the Village Hall, Council agreed at its meeting in July to support this in principle, subject to quotes etc.

Following further consideration and discussions, the possibility of making this project a more all-embracing one arose.

Before making any decisions, Council should consider how it wishes to proceed. There are three options:

1. Status quo – leave as is, which goes against the spirit of the previous decision
2. Car parking area only
3. Larger project

Case 1 requires a simple decision not to proceed.

Case 2 requires agreement on the exact area and specifications (including any changes to fencing), and only then the acquisition of three quotes¹ and a decision.

Case 3, being more complicated, will require several steps²:

- Complete review of the area as it is – including BPC container, tree, fencing, hedging, access to UKPN substation etc.
- Considering what possible changes to the above might improve the area³ (e.g. moving/removing the container – there may be no long-term need for it if sorted. BVH have indicated that a small amount may be able to be housed in the larger container; is the tree healthy? – might it benefit from a move?; the hedging causes issues with neighbours – might a change be helpful? Etc.).
- Could any additional facilities be added to the area, beyond the car park extension? Benches, garden (low-water?), new hedging (perhaps in front of fencing to reduce visual impact), new trees, etc. Again, everything should be added in.
- Engage an architect to produce a possible plan based on the needs from above, and back and forth to modify as appropriate. Adopt this formally once agreed. They should also be requested to produce all documentation for, and arrange, the quote/tendering process⁴.
- Clerk has confirmed that planning permission will be required, if only for change of use, but planners can visit and discuss. The earlier this can be done

¹ Clerk has confirmed with NALC that this will be sufficient, as long as the result of the process is published on Contract Finder website if the total including VAT exceeds £30K. The quotes need to be based on exactly the same written specifications, so comparing like with like – this explains the importance of agreeing all matters before requesting quotes.

² In this case a formal tendering process may be advisable.

³ Blue-sky thinking at this point, nothing should be ruled out. Cllrs should be asked to look in detail at the area and submit suggestions – they may wish to involve the public.

⁴ This is a very strong recommendation – it is unreasonable to expect the Clerk or any successor to be able to produce this, based both on experience and the need to focus on normal Council business.

the better (outline permission may be best – seek advice – it can be gained earlier and then modified). Council could go ahead without, but risks challenge, and the fact that public have the chance to respond to a PA helps with public consultation.

- Consider the quotes, appoint contractor(s), and if necessary, modify the plan to reflect available budget. Significant changes should be avoided at this point, to avoid any challenge to the process.
- Await completion!

General points:

- None of the above is agreed in any way, and is based on suggestions received, and is an attempt to focus thoughts. Clerk is advising consideration of all of this on a best-value basis; a desire to avoid the “wish we had done this at the same time” arising later.
- Funding – Council has its own CIL money, which can be used for this project. There is also a Borough CIL pot, which can be applied for in July and January each year⁵ – the limits change and applications are scored on points. Council will need to take note of this – in particular that funding cannot be granted for projects agreed or underway. Other grants may be available and should be sought.
- All invoices and commissions should be in the name of BPC (including planning applications) for VAT and governance purposes. Only the Clerk can issue these. Any contractors must be made aware that they can only act on the instruction of the Clerk.
- Council does not have committees, and any “decisions” of possible Working Group must be ratified by Council, or approved by the Clerk under clearly stated powers of delegation.
- All Council decisions are made in Public, and it may decide that that is sufficient “consultation”. The need for Public support for Borough CIL funding, the need to keep neighbours informed, the possible large spend from BPC coffers etc. might suggest that a wider supply of information would be advisable.

This paper simply to provide background information, and ensure all Cllrs are aware of the position and the rules.

Simon Bower, Clerk, July 2024

⁵ Given the need for some idea of costs, and written support for the Plan, this will not be possible in the July 24 round. Advice from CIL team is that a strong application in January is better in any case. All preliminary work can be done before the January round, but CIL funding will only be granted on the basis that the final contract is not signed prior to application/award. This gives time to get all permissions, quote, letters of support etc. in place, and once any funding is agreed the commission to begin can be made.