

PUBLIC NOTES FOR COUNCIL MEETING ON 3RD SEPT 2024

Item 3 – minutes attached

Item 6 – usual finance figures attached

Item 8 – notes of planning meeting attached - giving delegated planning decisions sent.

Item 10 – Borough is requesting comments on their latest version of the Local Plan – info available here: [Local Plan review \(2016-2036\) examination | Local Plan review \(2016-2036\) examination | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#)

The litter issue was raised in a letter copied to us (below – names redacted). The Beach is not something for which the PC is responsible, but it may wish to express a view.

To give you a bit of background, as you probably know since lockdown finished we have seen a direct increase in visitor numbers and therefore rubbish exponentially. I have been 'casually' litter picking on Brancaster Beach much like you every time I walk the dogs there all year round for about 4 years. As of last summer when it became evident that the amount of rubbish was getting really bad I started actively collecting more rubbish and taking it home (apart from the poo bags which xxxxxx who runs the car park takes) several times a week. A few weeks ago I cornered xxxxxx the outgoing National Trust Warden for this area, there is quite a lot of shoulder shrugging, the National Trust are either not aware of the situation or wholly disinterested. They use cost as their excuse and plans to replace him appear vague.

So with xxxxxx and xxxxxx knowledge I have basically taken this issue on and litter picked every day, between 1-4 times a day as much as I can carry to the National Trust bin at the side of the golf club. To be clear this is a seasonal issue but it appears on this scale no-one else is doing anything about it. I can easily fill 3-4 bin bags each time. The National Trust need a high level wake up call and to come and have a proper look.

xxxxxx and I are desperate for a better solution, he recently filled 8 bin bags one morning in the carpark - just grot left from the night before. We could tell you all sorts of horrible tales of things we find, like the hot disposable BBQ left under the caravan which necessitated the fire brigade a couple of weeks ago. Perhaps the beach and surrounding area needs an advocate, the seal colony must surely be affected, the public loos (also National Trust responsibility I believe) are also vile. Sorry to send you the attached photo from the men's loos, the women's are much worse apparently, piled up to the top and the cleaner is having to deal with this each time he goes.

Item 14 – staffing and legal matters allow for confidential session if agreed on by vote.

The group appointed last month have met candidates and selected one for recommendation to Council. This appointment and the terms need to be formally agreed.

The SHADCRA case agreement documentation needs final formal approval. After a specified period from signature, a public statement with details can be issued.

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 6th August 2024 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 Osborn, Cllr T O'Sullivan, Cllr S Ullswater

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

Meeting began at 6.30pm

2024.08.06.01 - Declarations of Interest

- a) No Declarations of Interest were received.

2024.08.06.02 - Apologies for absence

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

2024.08.06.03 - Minutes

- a) The minutes of the meeting on 2nd July 2024 were accepted as a true record and duly signed.

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

- b) The minutes of the additional meeting on 9th July 2024 were accepted as a true record and duly signed.

2 abst

- c) Question were raised over land ownership ref dog bin in Choseley Rd, and the Bell's Charity. Cllr de Winton noted that the First Responders would cover from Burnham Market (excluded) to Thornham, inland to Docking.

2024.08.06.04 – Public Comments 1

- a) Subjects raised were:
- Problems with drainage capacity, Saw Mill Rd
 - White markings on roads

2024.08.06.05 - Reports

- a) Chair's report. Cllr de Winton updated Cllrs on the rough sleeper, including a missed court appearance and arrest. He also noted that phone boxes were being painted.
- b) Report from Borough Councillor. Cllr de Winton did not note any Borough activity.
- c) Report from County Councillor. Cllr Jamieson had apologised for his absence – no report presented.
- d) Report from Clerk. The Clerk noted he had responded to a Press inquiry ref SHADCRA case – holding response, full report will be issued. Hedge cutting – issue at Boardwalk; write in Newsletter. VE/VJ Day – Cllr Bax had been working on this; beacon, history events etc. He read from email ref the Traffic Regulation Orders – apology for delay from NCC, likely to be 9-12 months, white lines were for measuring purposes; signs – NCC still working with Westcotec.

Signed:

(Chair)

Date: 3/9/2024

2024.08.06.06 - Finance

- a) The Clerk presented the finance figures, noting the Allotments had paid their £600 rent. Balances £156.8K, no concerns over spending v budgets – total spending 41% in 42% of year to date. A “clean” audit had been received.
- b) The large amount spent on grass-cutting was raised – brief discussion on how to control, and whether biodiversity should be considered more. All expenditure as listed in the pack was approved for payment¹.
- c) Council agreed to the actions recommended following the streetlight report, totalling £655, subject to the Clerk clarifying any permission required for work on tree reduction.
- d) Council agreed to reappoint Sonya Blythe as Internal Auditor for 2024/5.

2024.08.06.07 - Planning

- a) An application had been received earlier in the day; it was agreed that this may be considered by email/delegation should no other applications require consideration before the next meeting – otherwise the scheduled Planning Meeting would occur.

2024.08.06.08 - Delegated decisions etc.

- a) A Planning Meeting² had occurred, with the Clerk responding under delegated powers. As the Brentwood application did not produce a loss of parking, the objection to this had been withdrawn.

2024.08.06.09 - Other matters

- a) Cllrs Gardiner and Borthwick noted they had met with contractor – bike racks being installed next week. Question ref kissing gate – Clerk to forward emails ref NCC view. Noticeboard catch – check with supplier. Meeting ref Public WC at Beach – Cllrs Ullswater and Gardiner not invited – Clerk to remind NT. Cllr de Winton had attended Allotment Summer Party – very impressed.
- b) Clerk commented on recent (Brancaster) Play Area report – no concerns; signage highest scoring item, already rejected by NCC.
 - a. BCSC working on possible improvements to address minor issues – report/suggestions to follow.
 - b. Council agreed to fund inspections for Brancaster Staithe/Deepdale Play Area³.
 - c. Council agreed to appoint Seagrave Inspection Services for 2025 for both sites at a total cost of £350⁴.
- c) Council agreed to set up a Working Group to look at the proposed car park etc. at Brancaster Village Hall. This to include Cllrs Carpenter, Dovey, Gardiner, Osborn and Ullswater, and representatives of Brancaster Village Hall and BCSC.
- d) It was agreed formally to approach Brancaster Village Hall to request a post box for Council be added.

2024.08.06.10 - Correspondence and requests

- a) A request for compensation for damage to car by sea water on Beach Rd had been received – Clerk replying explaining position. Comments on signage ref footpath to Beach. Clerk to add note to Newsletter ref hedges/Boardwalk brambles etc.

¹ See below

² Notes available on website

³ It was noted that a “go fund me” page to help with funding further equipment was in place – Clerk to promote

⁴ Clerk working to see if other councils may do so as well, which may reduce cost

Signed:

(Chair)

Date: 3/9/2024

- b) A proposal from Cllr de Winton (seconded Cllr Dovey) to donate £2,000 to the Community First Responders was made. An amendment to increase this to £3,000 (Cllr Bocking, seconded Cllr Borthwick) was made, and voted on first, receiving five votes, being a majority. Council agreed to donate £3,000 to the Community First Responders.

2024.08.06.11 - AOB and agenda requests

- a) Cllr Dovey noted the wildflowers were growing. Cllr Gardiner noted the National Trust had objected to registration of the Beach as a designated bathing site, for monitoring of water quality – possibly to take further with CEO. No meeting yet arranged by NT over Sailing Club lease etc. at Brancaster Staithe Village Green.
- b) No agenda requests received.

2024.08.06.12 - Public Comments 2

- c) Subjects raised were:
- Electronic signs at Beach – referred to above.
 - Marsh Drive kissing gate – Clerk to send emails to Cllrs.
 - Pump House/Bus shelters – work needed.

2024.08.06.13 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 3rd September at 6.30pm in Brancaster Staithe Village Hall.

2024.08.06.14 - 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. [Members of the Public left at 8.07pm]
- b) Consideration was given to the Interview process for a new Clerk. Cllrs de Winton, Bax, Osborn and Dovey to be involved.
- c) [Cllrs Bocking and Borthwick left] Council agreed to a final amendment to the proposed agreement to conclude the SHADCRA case against Council.

Meeting ended at c. 8.45pm

Expenditure:

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

Signed:

(Chair)

Date: 3/9/2024

BRANCASTER PARISH COUNCIL

SUMMARY OF BANK ACCOUNTS 2024/25

DATE: 29/08/2024

Balance Savings Account	£151,464.55
Balance Current Account	-£2,598.26
<i>Incomplete Transactions</i>	<i>-£9,154.69</i>
<i>Current A/C statement balance</i>	<i>£6,556.43</i>

Actual Balance **£148,866.29**

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

Expenditure		£61,585.88
Income	to current	£25,030.00
	to savings (interest)	£678.45
	Balance	<u>£148,866.29</u>

Outstanding invoices due to BPC £0.00

Protected - CIL	£19,160.68
Protected - other ring-fenced	£41,970.00
<i>General Funds Available including creditors</i>	<i>£87,735.61</i>
check - difference	£0.00

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

AS AT **29/08/24** payments until 30/09/24
% of year **50%**

Budget Area	24/25 budget	spent	income	yr balance	budget bal	note
s.137	£8,000.00	£6,520.00	£0.00	£6,520.00	82%	2
Open Spaces	£8,000.00	£3,789.28	£0.00	£3,789.28	47%	1
Utilities	£6,500.00	£2,737.22	£0.00	£2,737.22	42%	1
Admin	£6,500.00	£3,155.01	£0.00	£3,155.01	49%	1
Salaries	£23,000.00	£10,525.56	£0.00	£10,525.56	46%	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%	1
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	£1,522.01	£0.00	£1,522.01	59%	3
Miscellaneous	£0.00	£1,630.00	£700.00	£930.00		
Total - excl VAT	<u>£63,600.00</u>	£32,715.28	£700.00	<u>£32,015.28</u>	<u>50%</u>	
		spent	income	yr balance		
<i>Refundable VAT</i>	<i>so far totals</i>	£1,140.60	£0.00	£1,140.60		
<i>Precept</i>		£0.00	£23,320.00	-£23,320.00	<i>income only</i>	
<i>Reserves</i>		£27,730.00	£1,688.45	£26,041.55		

TOTAL SPENT	£61,585.88	<i>budgeted, VAT and reserves</i>
TOTAL INCOME	£25,708.45	<i>all sources, incl interest to reserves</i>
 <i>YEAR BALANCE</i>	 -£35,877.43	 <i>income less expenditure</i>
<i>YEAR BALANCE</i>	<u>-£35,877.43</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 SEP PAYMENT**EXPENDITURE**

Date	Ref	To	For	Amount	of which VAT	budget
	M-6/8	Community First Responders	donation	£3,000.00	£0.00	s.137
25/7/24	clerk	Littlejohn	Audit	£504.00	£84.00	admin
	DD	ECS - sep	Computer			admin
	DD	Tomato - aug - total	Streetlights			utilities
12/8/24	M-3/9	Tony Rout	Phone Boxes	£2,000.00	£0.00	reserves
16/8/24	M-3/9	Marcus Townshend	Grass Cutting	£122.50	£0.00	open spaces
16/8/24	M-3/9	Marcus Townshend	Hedge	£290.00	£0.00	open spaces
22/8/24	M-3/9	BSBDVH	Room Hire	£30.00	£0.00	reserves
22/8/24	M-3/9	TT Jones - Oct-Dec	Streetlights	£130.80	£21.80	utilities
	DD	Barclaycard	various	£72.87	£12.31	admin
30/9/24	contract	Salaries/tax/Nl/pension	Salaries	£1,754.26	£0.00	salaries

Notes of a virtual meeting of Councillors to consider Planning Matters. The meeting was held on 27/8/2024, using Zoom¹.

As this was not a formal meeting, decisions could not be made – it was merely to advise the Clerk on responses when not able to be determined in Full Council.

Present: Cllrs B Bax, V Carpenter, T de Winton, W Gardiner, S Ullswater
Clerk (taking notes) and c. four Members of the Public

- 1) Cllr de Winton Chaired the Meeting.
- 2) To note apologies for absence – received from Cllrs Borthwick and Osborn.
- 3) Declarations of interest - none
- 4) To receive comments from the Public on Applications to be considered (3 mins each max) – comments taken at the time each application was discussed.
- 5) To consider the following Planning Applications:
 - a) 24/01379 - Erection of 1.5m high fence to boundary with churchyard (St Marys House, London Street, Brancaster) – no objection to be raised to this application (unanimous).
 - b) 24/01389 – Variation/removal of conditions attached to planning permissions 23/01084 and 22/01638: Conversion of existing barn into residential dwelling. (Barrow Hill Barn, Common Lane, Brancaster Staithe) – no objection to be raised to this application (unanimous).
 - c) 24/01377 - Demolition and construction of a self-build replacement dwelling, with swimming pool, pool house, garage and store. (Broad Lane House, Broad Lane, Brancaster) – objection to be raised to this application, on grounds of number of bedrooms (NP Pol 1). Should Borough be minded to approve, some device to prevent the use of the attic/loft as bedrooms should be added.
 - d) 24/01410 - Rear extension & alterations to dwelling (2 Harbour View Terrace, Main Road, Brancaster Staithe) – no objection to be raised to this application (unanimous).
 - e) 24/01442 - New car port, new front and rear dormers. Conversion of attic space to form 2 bedrooms. (Staithe House, 4 Town Farm Close, Brancaster) – no objection to be raised to this application.
 - f) Consider any applications arriving later than those listed if requested - none.
- 6) To note any other Planning matters: there was discussion of interpretation of the Neighbourhood Plan; it was felt it may be useful to have a session with Cllrs and the new Clerk in due course, to look at each policy in turn, and seek clarity and consistency on how to frame responses. Clerk noted he had had a response regarding what the Borough felt was a 2.5 storey house – to be forwarded to Cllrs.

¹ There were occasional “blinks” in Zoom reception. It was not recorded when individuals may have been out of comms.