



BRANCASTER PARISH COUNCIL

The Annual General Meeting of the Parish Council was held in the village hall, Brancaster Staithe, on Tuesday, 7th. May, 2019, at 6.30 pm.

PRESENT

Newly elected councillors: Messrs: C.Cotton, R.Lowe, G.Bocking, JWThompson, R.Lawton and J.Wareham. Also 9 members of the public.

The Clerk was in attendance.

The meeting was being recorded

- Retiring vice chairman C.Cotton welcomed everyone to the meeting and took the chair. On behalf of the meeting he congratulated Robert Lawton on his election as WNBCouncillor for this Ward.

AGENDA

1 .Declarations by new councillors

These were completed and witnessed by the Clerk

2. Election of Chairman and Vice Chairman

Prop. BL, sec. GB that Chris Cotton be chairman for the year. Agreed unan.

Prop. BL, sec. RL that Gary Bocking be elected vice chairman for the year. Agreed unan.

3. Chairman's Declaration of acceptance of Office.

Duly signed by CC.

4. Apologies for Absence

NCCllr A.Jamieson

4a, Declarations of interest for the meeting.

Signed by CC and JW

5. Election of Parish Council reps on committees

List gone through. To be circulated.

6.MINUTES OF LAST MEETING [April 2019]

Prop. GB, sec. RL that these be signed as correct. Agreed.

7. MATTERS ARISING – Clerk's report [as list] Also Update on Working Groups

NP – Working Group making progress. Plan nearing completion. EG was willing to see the job through. Agreed unan.

UKPN – Re. ducting. No agreement has been reached. Builders on site had offered to do the trench for £5000 but this had not been accepted by UKPN.

Beach Road gates and railings – Anvil Eng. had done repairs and gates to be painted by PB

Boat parking on Hard/village green – Awaiting further info from NT.

Speed Awareness project – in hand. Notice in PN. 3 volunteers so far..

Cycles on paths – National Trail had put back notices.

Brancaster Cemetery – Mole problem **ACTION** Gary. Agreed rubbish must be taken away.

Prop.BL, sec. JW that PB be asked to do this in accordance with GB's suggestions.

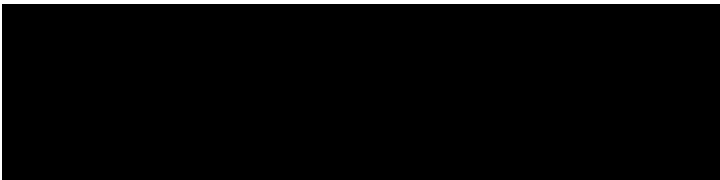
Grassed area opposite Crab Hut at The Hard. CC making enquiries and obtaining prices for inert materials, such as gravel and limestone. Victoria Egan to be consulted.

8., FINANCE

Balances: Current a/c £40,790.52; Savings: £13,885

Income

CIL £9,926.25



04-06-2019

Precept £15.050

[a] Invoices to pay: Prop. B.Lawton Sec. G.Bocking Agreed

N.Raynore £40

M.Townshend £232.50

K.CROMPTON £270

P.BICKELL £933.59

HERONWOOD LANDSCAPES £130

WNBC [NP CONTRIBUTION} £550

ANVIL ENG. £2616

[B]. ACCOUNTS

BALANCE SHEET HANDED ROUND. QUERIES INVITED. YEAR 2017-2018 TO BE SUPPLIED FOR COMPARISON

AUDIT RETURN 2018 – 2019

TO BE PRESENTED AT JUNE MEETING FOR APPROVAL

9. PLANNING APPLICATIONS

Brancaster:

Land north of Manor House, Broad Lane.

No decision yet made by WNBC. Agreed to query again the proposed new entrance and the ownership of the N-S ditch.

10. CORRESPONDENCE

- WNBC planning lists circulated.
- Fleur developments/The Close. Mr.J.Bird to be invited to the June meeting.
- NT V.Egan to visit on 31st. May. PC to meet her to discuss dog fouling etc.
- Mrs. Bradshaw Use of field for parking for charity event on 29th.June. [Titchwell church] This was agreed. Cars to keep to the field edges.
-

11. OTHER ITEMS [no resolutions]

JWT suggested a projects list and suggestions welcomed via PN

RL Problem of traffic lights by The Willows building site, A149

PUBLIC SESSION

BL Moles; Traffic lights at The Willows

BE FP9 stile [site meeting with Russell Wilson to be held] ; Co-option of councillors [awaiting instructions from WNBC].

The meeting closed at 7.36 pm

06.06.2019

BRANCASTER PARISH COUNCIL

A Meeting of the Parish Council was held in the village hall, Brancaster Staithe, on Tuesday, 4th June, 2019, at 6.30 pm.

PRESENT

Messrs: C. Cotton [chair], R. Lowe, G. Bocking, J. W. Thompson, R. Lawton. Also 9 members of the public and J. Brooker and J. Bird of Fleur Developments.

The Clerk was in attendance.

The meeting was being recorded.

1. APOLOGIES FOR ABSENCE

J. Wareham; NCC Mr A. Jamieson

2. Declarations of Interest

C. Cotton {CRH}

3. Fleur developments

Presentation given by Messrs. Brooker and Bird on future plans. Plan of proposed further development shown. Question and answer session followed. Affordable housing was discussed.

4. MINUTES OF LAST MEETING [AGM May 2019]

Prop. RL, sec. JWT that these be signed as correct. Agreed.

5. MATTERS ARISING – Clerk's report [as list] Also Update on Working Groups

NP – Working Group making progress. Plan nearing completion. EG was willing to see the job through. Agreed unan.

UKPN – Re. ducting. No agreement has been reached. Builders on site had offered to do the trench for £5000 but this had not been accepted by UKPN.

Beach Road gates and railings – gates painted by PB

Boat parking on Hard/village green – Awaiting further info from NT.

Speed Awareness project – in hand. Notice In PN. 3 volunteers so far..

Cycles on paths – National Trail had put back notices.

6. REPORTS FROM PC REPS

JWT – List of reps needed for Committees and minutes of such meetings to be requested for the PC..

CC – Sea Defences. Geotextile to be renewed.

RLawton – BCMC. Wartime concrete huts to be made into an info centre?

R. Lowe – BFC. Nothing to report.

7. REPORTS FROM NCC AND WNBC

R. Lawton – NTR

8. FINANCE

Balances: Current a/c £34,383.36; Savings: £13,885

Income

VAT refund £4076.40

[a] Invoices to pay: Prop. B. Lawton Sec. G. Bocking Agreed

BHIB Insurance £1039.37

N. Raynore £40

M. Townshend £242.50

K.CROMPTON £180
P.BICKELL £371
ANVIL ENG. £355.20

DONATIONS

PROP.R.LAWTON SEC GB THAT THE FOLLOWING BE CONSIDERED AND AGREED.DULY CARRIED.

BMACCS £500
ST. MARY'S B.D. £1250

[B] AUDIT 2018 -19

NOW COMPLETED AND DULY SIGNED BY CHAIRMAN.

9. PLANNING APPLICATIONS

Brancaster:

Little Trenchleys – variation of condition 2. Replacement dwelling.,
Brancaster village hall – 1 hanging sign and 1 free standing sign
1 Marsh Side – timber framed outbuilding at rear.
Skippers Piece – variation of condition 2, demolition and rebuild of 5 dwellings
Sawyers Yard, Mill Road - removal of various conditions. Construction of 12 dwellings
[10 open market and 2 affordable]

Brancaster Staithe:

Beersheba, Town Lane – demolition and rebuild 5 new dwellings. To be called in.
Railway Cottage, Town Lane– front and rear single storey extensions
Shepherds Cottage, Burnham Deepdale - cladding.

10. WORKING GROUPS

See Clerk's report.

11. CORRESPONDENCE

- WNBC planning lists circulated.
- J.Wareham – Toilet for village hall/PC to contribute to cost? To be discussed further; extra car parking on field, oil tank and bowling green – site meeting to be held; [BCSC] concrete table tennis table; all matters to be discussed further.
- J.Thompson – future projects & budgets. All ideas to be considered and discussed further.
- D.Bradfield – planning. To be queried and called in. ACTION: R.Lawton

12. UPDATE ON CO-OPTIONS

Given by Clerk. Public notices displayed. Co-options to be decided at July meeting.

13. OTHER ITEMS [no resolutions]

Parish car park; Need for budget; online system for accounts.

14. PUBLIC SESSION

GP requested reps TO BE PUT ON WEBSITE; prospect of flashing mphg signs in village.

Leo H – wind farm funding - Panels on village hall

Jos.L – aerial on church tower.

SB – Land registry record of CL 124 ownership.; Freebridge site at BS; Barrow Common.

08-07-2019

27- AUG 2019

BRANCASTER PARISH COUNCIL

A Meeting of the Parish Council was held in the village hall, Brancaster Staithe, on Monday, 8th July, 2019, at 6.30 pm.

PRESENT

Messrs: C.Cotton [chair], R.Lowe, G.Bocking, JWThompson, R.Lawton. J.Wareham.
Also members of the public.
The Clerk was in attendance.
The meeting was being recorded.

1. APOLOGIES FOR ABSENCE

NCCllr A.Jamieson

2. Declarations of Interest

C.Cotton {CRH}

3. CO-OPTION OF NEW COUNCILLORS

Brancaster Ward:

Ray Holmes

Brancaster Staithe Ward

Briony Bax; Celia Borthwick; Stephen Bocking.

Newly elected councillors C.Borthwick, R.Holmes and S.Bocking duly signed their Declarations of Acceptance of Office and joined the Parish Council.

Briony Bax not present, but sign her Declaration later.

The Clerk stated that the Parish Council was now at full strength, i.e. 10 councillors [5 councillors for each Ward]. This was in accordance with the WNBC rules.

4 .MINUTES OF LAST MEETING [June 2019]

Prop. RL, sec. JWT that these be signed as correct. Agreed.

5. MATTERS ARISING – Clerk's report [as list] Also Update on Working Groups

NP – Working Group making progress. Plan nearing completion. EG was willing to see the job through. Agreed unan. that he be reimbursed for any expenses incurred.

Boat parking on Hard/village green – One large derelict boat remains. Three others awaiting further info from NT.

Speed Awareness project – in hand by Ray Holmes. Notice In PN. 3 volunteers so far.

Brancaster cemetery – some work started. Problem of grave spoil to be addressed.

Memorial seat in layby for Wilf King – Agreed subject to survey. ACTION. SB

Beersheba planning application – RL asked for guidance on this to take to planning meeting at WNBC. Over-development objection had to be maintained.

6. REPORTS FROM PC REPS

GB - cemetery [see MA]; allotment society – report on judging ; Brancaster Day.

JWT – village hall: Playing field boundary.

7. REPORTS FROM NCC AND WNBC

R.Lawton – NTR

A.Jamieson not able to attend due to a previous engagement.

8. FINANCE

Balances: Current a/c £28,459.76; Savings: £23,899.26

Total CIL held:

£9,926.25 [£5,691 had been allocated to purchase of bus shelters for period 2018 – 2019]

[a] Invoices to pay: Prop. B.Lawton Sec. R.Lowe Agreed

27- Aug 2019

N.Raynore £40
M.Townshend £352.50
K.CROMPTON £180
P.BICKELL £290
LYRECO £174.14
DNS £220
BCSC £232.10
BRANCASTER DAY INS. £123
OSS SUBS. £45
J.E.LAKE EXPENSES [APRIL – JUNE] £100.21
WNBC £95.71
HERONWOOD £130 [LATE INVOICES]

NP EXPENSES – SEE ITEM 11.

[B] AUDIT 2018 -19

ALL RETURNS DULY SUBMITTED TO EXTERNAL AUDITORS .

[C] QUOTATIONS

K.CROMPTON [£400 ?]

SITUATION CLARIFIED BY JW. **TWO** SEPARATE PROJECTS:

1. FOOTPATH AND STILE BEHIND VILLAGE HALL: £300
2. TIDYING UP ON EAST SIDE OF HALL ENTRANCE: £150

THESE PRICES TO BE AGREED BY KEVIN CROMPTON AND PARISH COUNCIL

9. PLANNING APPLICATIONS

No applications received.

10.UPDATE ON WORKING GROUPS

See Clerk's report.

11. CORRESPONDENCE

- WNBC planning lists [ntr]
- E.J.Gould – Neighbourhood Plan. Agreed to pay any expense incurred. [Prop.GB, sec. SB]
- J.Wareham – co-option process [all in order with WNBC and NCC] ; recording of meetings [information from Rob.L that this was allowed. [Anyone can record but objections to be noted and acted upon if necessary]
- J.Luddington – up to date report on possible mobile phone mast on church. No progress as yet.

12. OTHER ITEMS [no resolutions]

Suggested items for August agenda were :

Revision of PC reps on committees; Marsh Common; parking areas on playing field; encroachment on highways.

13. PUBLIC SESSION

BE Request that new councillors should learn history of parish.

The meeting closed at 8.15 pm

JEL

01-10-19.

BRANCASTER PARISH COUNCIL

A Meeting of the Parish Council was held in the village hall, Brancaster, on Tuesday, 27th. August, 2019, at 6.30 pm.

PRESENT

Messrs: C.Cotton [chair], G.Bocking, R.Lowe, R.Lawton, C.Borthwick, S.Bocking, B.Bax.

Also 10 members of the public.

The Clerk was in attendance.

The meeting was being recorded.

APOLOGIES FOR ABSENCE

J.W.Thompson, J.Wareham, R.Holmes.

NCCllr A.Jamieson

Declarations of Interest

S.Bocking, C.Cotton

MINUTES OF LAST MEETING [8.8.2019]

Chairman asked the new councillors to choose to take part in discussion or abstain from any voting as they so wished.

It was then Prop. R.Lawton, sec. C.Borthwick that the minutes of 8th. August be agreed as correct.

Resolution was passed by 6 votes [CC, GB, Rob. L, CB, SB, Ric.L, to 1 against [BB].

It was learned with regret that R.Holmes had resigned as a councillor.

MATTERS ARISING

Neighbourhood Plan

E.Gould reported that progress had been made and amended plan [Appendix 6 and Policy 2] was ready for submitting to WNBC. To be circulated and placed on website. Special PC Meeting to be held on 10th. September.

Agenda item for October meeting.

FINANCE

Prop. R.Lawton, sec. G.B that invoices be paid: This was agreed with 1 abstention [CB]

N.Raynore £40

R.Holmes £50.13

M.Townshend £477.50

Heronwood £475

NALC subs. £203.63

Brancaster village hall £120

Lyreco £45.77

PLANNING

Brancaster

Southgate house: single storey extension

No objections raised

Yasumi: alterations & part demolition

“

Robert Smith Cottages: Variation of condition 2

“

Strebla: variation of condition 2

“

Brancaster Staithe

Brent Marsh: new garden building.

No objections

North House: boathouse/garage.

Risk of flooding [flooded in 2013].

NCC Highways

Report received from Sally at NCC.

Memorial seat for WK at BS layby. [Action: SB]

Request from John Hussey of WNBC for Extra dog bin for Dormy House area. Emptying regime

to be checked.

Brancaster bus shelter - Metal feet for oak posts.

NALC. Advice being sought from legal dept.

CORRESPONDENCE

E.Gould – NP update

WNBC planning applications

NALC co-option info.

JWT – path & stile west of village hall

Anvil Eng. - price for bus shelter metal shoes for posts £460 [already agreed]

R.Holmes – resignation

WNBC – Dog bin by DormyHouse

AOB

S.Bocking – co-option

Future agendas: Parish Partnership; “Village gates” regime for highways [NCC]

BB Obstruction on public paths; repair of damaged house in Brancaster High Street.

PUBLIC SESSION

Jos.L Asked that History of Marsh Common and Barrow Common should be learned; potholes in Cross Lane road. Extra field for parking in summer season.

Sarah Bocking Poor hearing system and ventilation in Brancaster village hall.

BE and CS – Poor hearing system in hall.

BB information on Documents and publications.[NCC Record Office held many of these].

The meeting closed at 7.15 pm.

Transcript of Brancaster Parish Co-option meeting 9.9.19 @ Brancaster Staithe Village Hall

Meeting started at 3.58pm

Present at the meeting:

- **Andrew Jameson (AJ)** –County Councillor for the North Coast, Chair of the meeting
- **Jeremy Thompson (JT)** – Brancaster Ward Parish Councillor
- **Russell Reeve (RR)**–County Officer with the Norfolk Association of Local Councils (NALC)
- **Bob Lawton (BL)** – Parish Councillor
- **John Wareham (JW)** – Parish Councillor
- **Chris Cotton (CC)** - Parish Councillor & Chairman of Brancaster Parish Council (BCP)
- **Gary Bocking (GB)** – Parish Councillor
- **Richard Lowe (RL)**– Parish Councillor
- **32 members of the public**

01-10-2019

Apologies were received and accepted from:

- **George Parry (GP)**

(There were parts of the meeting that were in-audible, these sections are denoted by '?????'s)

AJ: Good evening everybody, it is 2 minutes early but I would like to start off now if we may to give us time to discuss everything. I am very pleased that you are all here today, I would like first of all just to remind everybody that this is a meeting held in public rather than a public meeting. The difference between the two is that you are all here and I am glad that you are to see that this meeting is held in a transparent way, it is open and it is accountable and any conclusions that are reached are reached democratically. Secondly I would just like to state what the purpose of the meeting is, the purpose is very specific and very clear, it is to decide if the process of co-option that was undertaken in early July conformed to standing orders and if it did not so conform, whether the process was sufficiently transparent and democratic to stand or whether the co-option process or indeed an entire election process will have to be re-run.

So, before we begin I would just like to introduce myself for those of you that don't know me. My name is Andrew Jameson, I am County Councillor for the North Coast and I am here today as Chairman in a neutral capacity so that everybody can I hope think that things are done fairly.

Before we start, perhaps, we could just go around the table here and everyone could introduce themselves:

RR: I'm Russel Reeve, I'm the County Officer with the Norfolk Association of Local Councils (NALC), our team provides support and advice to the 500 or so Town/Parish Councils across Norfolk, (BL): I'm Bob Lawton, Parish Councillor (PC) and also Borough Councillor (BC), (GB): Gary Bocking, Parish Councillor, (CC): Chris Cotton Chairman & Parish Councillor, (RL): Richard Lowe, Parish Councillor, (JT): Jeremy Thompson, Brancaster Ward Parish Councillor, (JW): John Wareham, also Parish Councillor.

AJ: Thank you very much, thanks very much indeed, so let me just run through the process because in case any of you think that I am being slightly over precise but I think that things have got quite heated, and I want this process to be the manner in which we reduce that heat. I think that we should all remember that this Parish Council and indeed a Borough and a County Council is largely a 'bottom up' community led enterprise and it works best when people work collaboratively together. So the process of determining whether the co-option agreement was done fairly has a secondary function in my view which is that we can start all working sort of coherently and productively together. What we are going to do is, we are going to just run through the process, by which I mean that we will discuss the process taken prior to the election, we will discuss the process taken at the election, whether this was done under Standing Orders (SO's) and if not, we will determine whether the way in which it was undertaken was done transparently, fairly and democratically. On the basis of that we will vote as to whether we think the election should be re-held, or whether we think that this co-option as it stands is sufficient. I would

remind everybody that it isn't simply a matter of holding the co-option again, you would have to first go out and re-run the election. That is an expensive process and whether after this you would have sufficient number of PC's wanting to stand but if you did have more than 10 you would have an election and if you did have an election you would probably be hit for 10K or more to undertake that so it is worth bearing that in mind I think.

So that is the process, that is what we are going to discuss today, we are not here to speak on anything else other than this specific process in regard to this election. What I thought it would be worth doing prior to starting, is to open the floor now for any questions or comments bearing in mind what I said that we will be going through the process in some detail so going forward and issues that there may in people's mind appertain to this specific process are not really the subject of today's meeting. Are there any questions that anyone might have?

BL: 10K is that PC money is it?

AJ: It would be, yes. So that is money that the Borough, I'm speaking in round numbers, that would be the approximate cost of re-running the election and that would only happen if there were more than 10 candidates for the place in the election and it would have to be re-run.

JT: Mr Chairman, I am very surprised at the 10K figure because the action of the election is mostly performed by the PC. It's not the main election that we are talking about, it is only the co-option by the PC, and the PC itself performs that, nobody else.

AJ: If we overturn this today, we will be going back to an election, (JT – a total election?), there may not be 10 Councillors or 10 candidates that come up to or wish to become Councillor's but if 11 do, you will have to re-run the election.

JT: Mr Chairman, I understood that we were only talking about the act of co-option, not the total act of election?

AJ: My point is, the point that I want to make and for you to bear in mind is, that if we decide, which we may well do, that the co-option process that was undertaken on the 8th July was not transparent, was not democratic, you will be holding, you will be potentially, if there are more than 10 candidates who come up, you will be holding another election. Perhaps it would be useful here for RR to make comment:

RR: Yes, thank you, this is a bit down the road, we don't know yet and I have to say I haven't actually yet phoned up King's Lynn & West Norfolk (KL&WNBC) to find out what the cost of running an election would be, but they do charge quite a lot because, if they have to run it they have to run polling booths and that sort of thing. But that would only happen if there were a lot of people that wanted to stand and in May there wasn't enough people to stand was there and that is why the co-option came about.

JT: But, Mr Chairman, we are not talking about the original 6 elected, we are in the stage when we were short of people at the election, that was all dealt with and that is a finished article. We are talking about the action of co-option only. So why are we utilising the BC at all?

AJ: Let me just put you straight, my point is that if we decide that the co-option that you undertook on the 8th July is not backed, alright, you will have to put out a notice seeking new candidates.

JT: For co-option?

AJ: No.

JT: For the whole group?

AJ: If more than 10 of you, stand, there will be the need for an election.

JT: How can you overrule the original election?

RR: It's not that (in-audible)

JT: If we overrule that original election, which was correctly done, by the BC and by this council, to our knowledge anyway, and it is only the act of co-option, which is a completely separate act of filling a casual vacancy, can you explain to me why it is not a separate act?

AJ: Let me explain, so, originally in May, you 6 put yourselves forward there ?????? support an election because there wasn't a sufficient number to have an election. The situation now is that if we decide that the co-option process wasn't correct, is not merely the question of re-running the co-option agreement. You have to start by asking for names for your PC. If more than 10 members of the public seek to become PC's, then it is my very firm understanding and I have taken advice on it, that, you would need to re-run the whole process.

JT: Who advised you of that fact Mr Chairman? Why has the act of co-option been, put out of place of what it normally is? If there is a casual vacancy, according to our SO's, and the Orders I think that the?????? has written out, says that you have to fill your casual vacancy in this manner? Now, what we are still trying to do, or what we are talking about, is the act of filling a casual vacancy, so, how and, what piece of paper have you got that informs you that it is something to do with the original election at all? It is not only the fact that all the positions were not filled originally. There must be a piece of statement somewhere that you have which you can now read out to us that says it goes back to the original election, otherwise I would challenge you.

AJ: Alright, I am going to give you my firm opinion, having had a verbal comment that this is what you will have to do

JT: From?

AJ: From NALC, that this is what you will have to do and I believe that NALC would be the place that I would go to for that advice and I can easily confirm it but I would like to reiterate that it is the, my opinion that you will need to go through another election only if this is seen to be the wrong approach, and, and only if more than 10 people subsequently wish to stand for this post, alright.

JT: Yes, well I am extremely doubtful as to the opinion. Who gave you that? A legal gentleman, or.....?

RR: Do you want to go through a flow chart of what would happen in this situation? It hasn't arisen yet but this is what would happen if you had to

JT: Yes, but we need to know because, I mean we may be tempted not to pay 10k thank you very much.

RR: Ok, so, this is if we have to completely re-run, or you as a Council have to re-run the exercise for the vacant position, ok, it hasn't happened yet and maybe you will go through a meeting and decide that this isn't what is required but if you were having to start from scratch to fill those vacant positions you would go down a road where the Clerk would declare a casual vacancy or need for someone to be co-opted, you do have to tell the electoral people at KL&WNBC, post a notice locally and so on. You wait for 14 days to see how many people come forward, if you get a large number coming forward then you do go down the road which is the arrow downwards of having a bi-election and so on, ok, but the likelihood is, because you didn't have that many people come forward now, that you then go across-wards where it says 'or' and you go down those steps for co-option, so you would get the Clerk to run the process for co-option and then run a process of getting application forms completed, and a voting slip, well, not a voting slip but a voting process to be gone through again for co-option and then you would get the Council or the Clerk to fill out the forms saying what their interests were and saying they need a good person for Council, so, basically that is the flow chart which can go up/down if you had to start the process all over again. So it might come to a co-option but if you had a large number of people wanting to be part of the Council then it would be an election.

????????????? Whether or not there is a bi-election ??????rather than going all the way back to May ???????

RR: ?????????? ... if you had 4 people come forward, you would go straight to co-option but if you had 11 people come forward then you would probably need to run an election.?????????????

JT: ...??????? ... that under the co-option system which is what we are talking about here. Before we deployed, or tried to deploy originally it is this or only this, yes, we have to tell the BC what is going on but they do not actually take any action. So the expenses would be of the PC, so the 10K is therefore not relevant.

RR: The 10K only becomes relevant, and actually I have to say that that is a figure which is just plucked out of the air, it could be more or it could be less, but we do know that the KL&WNBC do rack it up if they want to but they

JT: But we are trying to do a co-option here.

AJ: Well, let's hope that we only get 4 people ..., the point is that

JT: No Mr Chairman, ??????you are saying that there is a possibility Councillor, that you will be liable for a second election ??????????not very likely but I want to make myself heard because we obviously want to avoid that.

AJ: It is just that if lots of people suddenly in this re-run exercise say that they would be interested in being a PC then

JT: But why does that????? we are still trying to, even if 30 come forward, we are still trying to do a co-option.

AJ: I am just saying that that is the law and if it comes down to

JT: Where is this law? It doesn't say it here.

AJ: There is electoral law, I'm not an electoral officer but I know that it is certainly on the

JT: But it doesn't say that in our standing orders ...?????????

JT: Well, it is a very dangerous assumption (AJ: I don't think so) ?????? ... I am talking to the head of NALC and ??????

BL: It is obvious to me that if more than 10 people want to go on the Council then we have got to have an election. It is obvious. You can't really expect to co-opt here

JT: Mr Chairman, can I just say one further thing, in the particular case of Brancaster you are actually acting for 2 different Wards (AJ: Yes, I am aware of that) and it could be that you have 30 for 1 Ward and only 1, which is required for the other Ward so there is another angle there.

AJ: Yes, I agree there is, we will address that later in the meeting. So, moving on, what I would like to do now, is to look at the business that was undertaken and just to start we need to perhaps look at the procedure that was done for the co-option and confirm that this was indeed done. In your rules, the Clerk will place a notice in all Parish notice boards and also on the web that applications must be in writing by the due date which is 8 days before the PC meeting and will include background information on each candidate. That the applicants will be invited to attend the next PC meeting and all letters of application will be forwarded with the papers of the meeting to the Councillors. So, could I just ask you Chris to confirm whether, in your understanding that was done and that fellow Councillors you would agree with that?

CC: The co-option was done by (AJ: This is just the process 'prior to', to just make sure that the notices went out, what we are doing) well, yes, as you said, the notices go out, and all the candidates would apply in writing, by a certain date, they would then be collated and we would then have a PC meeting where the subject would come up and the co-option process would take place.

AJ: Ok, and everyone is happy that assumption (JT: Mr Chairman, I think there was an item missing from the forms of application in that people did not apply to be a Councillor of a specific Ward, so we didn't know how many for each Ward and there were some Councillors who could apply for either Ward.

CC: That has actually never been known before to happen, so (JT: But we need to get it right this time even if it never happened before.) well that is something that will have to come up in the ????? for standing orders.

AJ: I think that you are absolutely right Councillor that that didn't come up. It is not in your rules as to how you fill a casual vacancy and there is no reference to Ward in it and I think that the advice probably at the end of this meeting is that you will need to refresh your SO's to take note of that (JT: But it does say that the Council should consist of in the SO's, and therefore it is already in those Orders, in fact Mr Chairman, I was the last person to update the Orders and so I am fairly) well good, I am glad, you are the 3rd person to tell me that.

JW: Can I also say Mr Chairman that I personally sought specific guidance from the Chair and the Clerk on the issue of residence in an email on the 4th July, copied to the rest of the 6 of us. The purpose was to try and establish exactly how the process would be dealt with at the meeting on the 8th and I received no response to that letter so the issue of whether there was a question with respect to residence that certainly had been raised in advance of the meeting and it would surely have been appropriate for some guidance to have been taken before the 8th July so that we are not sitting here talking about this several months later.

AJ: I have absolutely heard that John and I think that it would be appropriate that you review the SO's and make absolutely sure, so that there can be no doubt in the future. Given the slight misunderstanding in there Russell in terms of process, do you, what is your view of that in terms of whether you feel it was sufficiently unclear?

RR: Janet did come back and ask me for bits and pieces but I never got involved in that particular point. I think, I suppose it could have been better if it had on the form saying if you are on the Council would you be willing to be for Brancaster Staithe or would you be interested in both, it would have been better to have done that but it wasn't done, does it matter? I don't know, I guess it is for these Council's to decide really, and I don't know whether it would have been better, whether people would have liked to have stood for 2, I don't know, and I don't know if it would have made any difference to the outcome of the voting, I don't know.

AJ: So, that is 1 point to bear in mind when it comes to deciding whether this was a transparent and sufficiently democratic process.

JW: I think, Mr Chairman, as there were several vacancies on one of the Parish's, 1 of the Ward's and only 1 on the other it would be important to do the 2 votes separately rather than a combined vote so that you knew what you were voting for when you voted.

AJ: I think that that is absolutely correct and I would urge you to perhaps review your SO's as I mentioned and make sure that they are utterly crystal in the future.

BL: There isn't a set form to apply, it is just done by a letter, so if the person writes a letter to the PC they can put on their letter where they would like to stand really, but, a precedent has been set by the PC for god knows how many years that we have always stood as Brancaster or Brancaster Staithe. It is usually people who live in Staithe or live in Brancaster that have stood for their particular village. That precedent was set 70 years or more and it's been run like that.

RR: I don't know what the answer is but there is probably a logic for people to put where they live.

AJ: My view remains that it is not up to me to determine but I think that it might be prudent (BL: Yes it would) to look at that going forward.

Now we move on to the actual meat of the matter, which is the day in question and look at the standing orders, then look at what we did on the day and then decide whether we were sufficiently transparent. The method by which you fill a casual vacancy as I am sure you all know is that it states here that the voting will be by a show of hands and not by a secret ballot and clearly what was done on the 8th July was (JT: Mr Chairman, could I stop you, Item 5 says: if there is more than 1 applicant for a single vacancy then a ballot will be held of members (AJ: Correct) If you look up ballot in the dictionary it says a secret vote, that is not by a show of hands.

RR: Generally with a PC you try and do as much as possible by a show of hands vote as you can but there are obviously situations where you definitely don't do it, if there is something confidential such as an HR matter or a contract being drawn up then you do that in private. In this particular instance, Janet did ask me whether it was ok to do it by voting on a piece of paper which I now realise but didn't realise was inconsistent with the Standing

Orders and I did say that I thought that would be fine because the motive that Janet was explaining to me for doing it was actually quite caring and considerate. She actually wanted to protect the people that didn't get many votes from being humiliated, especially if they didn't get any votes at all. That was the way that she explained it to me and I said that yes that sounds sensible to go ahead and have a ballot paper and do it like that so Janet did ask me that and I did concur with what she said, not realising actually what the (JT: we actually did take a ballot at the meeting), (AJ: Well, that is excellent, thank you Jeremy for looking in to it and I am glad that you didn't think that a show of hands was the only way to do it.)

AJ: We don't have the voting records that were done on the night, the Clerk has destroyed those records but what we do have is the record that was taken by George Parry and if I could just run through the process of what happened on the night for those of us that weren't there: The ballot papers were distributed and the 6 current Councillors voted on those ballot papers. George Parry was then asked to take the ballot papers away and count them up and see who won. He did so on a piece of paper which I have got here. So, what I would like to do first, is just read out, I haven't even opened it yet. Because George Parry had a previous engagement which is a longstanding one and so he cannot be here, I did ask that he write and sign a notice of what he did on the day. So, I haven't read this: To whom it may concern, this note is a statement from myself with reference to the election carried out at the BPC meeting on the 8th July 2019. At that meeting I was asked by the Parish Clerk to act as a teller and record the voting preferences of 6 sitting PC's in the election of 4 further councillors by co-option. At the request of County Councillor Andrew Jameson I am happy to confirm that the attached document which is a copy of the original one used, the attached copy is a true copy of the results sheet that I prepared for the election of the 4 candidates by co-option for BPC. The original voting slips and signed results sheet returned to the Parish Clerk at the conclusion of the election. Signed, George Parry. I have to say that I would regard George Parry as a sensible individual to use as a teller, I have known him for years, he was previously an engineer, a nautical engineer and he is enormously, painstakingly precise in the way he thinks and the way he notates and reports things. I feel he was a good choice and those of you that have been here for any time will know that he has done this role previously. That, I think is another quite important point to make which is that whether it is by hands or whether it is by a ballot, the ballot method has been done here before, I think that the main reason that this has become so heated and become so difficult is that you haven't had 4 people co-opted at one time before. It is genuinely 1 or 2. So, what I would like everyone to do in order to make this as transparent as possible is that you will see here that there are numbers 1 – 6 running along the top, with the names of the candidates on the left-hand side. What I would like you to do is notate in pen which number corresponds to you as an individual and I hope that you will remember. Then we will just have that transparency because this will be in the minutes of this meeting and we will have that transparency that was perhaps missing on the 8th July (RR: So, can you all please clearly sign by which one was your vote, can we go round the table and you can say 1, 2, 3 etc.), can I ask Chris that you call out your number – CC = No. 3, or was it No. 7?, Gary, which number do you think you were?

GB: I am actually slightly bemused as to what we are actually doing because I am giving you 1 number but I voted for 4 people? (RR: If you say which 4 it was then we can work it out), yes, I am happy to give the names (AJ: so if you tell me which 4 you voted for), yes, I voted for Caroline Symington, Ray Holmes, Val Carpenter & Briony Bax.

AJ: Bob? (BL: I backed Stephen Bocking & Celia Borthwick and Briony), (BL: I only voted for those 3) John, could you please tell us? (JW: I voted 4 times,) it is either 2 or 3.

Discussion as to which number belonged to who and who they voted for?? Bob, if you could please just confirm 1 more time who you voted for?

BL: I voted for Stephen, Celia and Briony.

More discussion then took place.

RR: So, basically we worked out who has voted for who, other than we needed to adjust down by 1 because you voted for 3 and not 4, (AJ: Ok, alright), if you could please just read out which column is which so that everyone can write it down.

AJ: So under column 1 that represents JW, JT is column 2, CC is column 3, RL is column 4, BL is column 5 and GB number 6. Do you all feel comfortable with that? - *The meeting agreed.*

BL: The reason that I only voted for 3 is that I was voting for Brancaster Staithe, I wasn't voting for Brancaster and we only had 3 people standing.

(RR and BL then discussed and worked out the Carpenter's votes have to be reduced by 1.)

AJ: So, on that basis, and with that 1 changed and Carpenter going from 3 to 2, what you voted for and what happened, was, that Symington received 2 votes, Holmes received 4, Hambro received 2, Carpenter received 2, Mr Bocking received 4, Ms Bax received 6 and Ms Borthwick received 3. That is what happened and as a result of that the co-option was, Ms Backs, Mr Bocking, Mr Holmes and Ms Borthwick that were co-opted and what I would like to do now Russell, if I may, is to ask you whether you feel that process is sufficiently transparent and democratic to stand or whether we need to hold the co-option again?

RR: To the point of having a number of people identifying as to who was being co-opted I think that we all agree that was fine and I had agreed with Janet, in relation to your SO's that it could be done like that and that was fine. The bits where I wasn't quite comfortable up until today was the fact that it was kept, wasn't publicised, these numbers weren't publicised and I don't quite understand why this wasn't done but today for the first time I think that we have got a process whereby we have gone from Councillors, we have gone through fellow Councillors voting to get the numbers and so on that basis I do believe that we have got to a point where we have gone through a process where you have just been able to announce a result, which is quite attractive because it's clearly identified the people who do have the support of the fellow Councillors and who are willing to serve the Council going forward and the people who I believe probably in most cases have gone through the paperwork of declaring to the KL&WNBC any interests or undertakings etc., so I do feel that there have been hiccups along the way, in that it is a shame that we didn't get to these numbers until today. I do feel, it is not for me to decide but I would suggest to Councillors that we have got an outcome that you could feel you could live with, but it's not me that decides. I am just trying to follow the process through and it wasn't a perfect process and there have been blips along the way, with poor minutes of meetings and so on but I do feel that you have got an outcome here that does reflect the wishes of you as Councillors and representatives of the Communities, so going forward, it does give you a Council that you could, hopefully work together with and begin to make progress on behalf of the residents of Brancaster, which is the thing what we are all about.

AJ: Thank you very much Russell. It is of course not Russell's place to decide on this, but for you all to decide on this. So, what I would like to do now, is just that, if anybody has any questions before we put this to a vote?

BL: When you announced that Janet (the Clerk) had destroyed the voting papers, there was a bit of a 'gasp' from the audience, but she was following Data Protection rules, to destroy ???mumbled conversation.

AJ: I will take your question in a minute if I may, I accept that is indeed what she was told to do but I would have to put on record that that wouldn't necessarily have been the case but I think that that is what she wants to do (BL: She believed that), (RR: Yes Mr Chairman, I concur, I don't think Janet, a person I have known for several years is a person who would want to do it for any motives other than the fact that she felt she was doing the right thing in sort of preserving peoples confidentiality in the voting process. So I think it was done misguidedly but I wouldn't want to criticise her for it. I think she did it for the right motives.)

JW: Could I ask a couple of questions? So, I absolutely honour Russell's observation that all of us here want to do the best thing for this Parish and to ensure that the PC is serving the Community appropriately. In pursuit of that objective we could nuance our way through, what, doesn't need to be particularly legalistic meaning of these SO's and persuade ourselves that it was 'sort of ok' and as much as I am in genuine support of the objectives to support our Community that the simple truth of the matter, ladies and gentlemen is that we are not required, we are required to not conduct a secret ballot, that is what it says in Article 5 of our SO's in respect of filling a casual vacancy. It is very clear. There may be a narrow definition of the word 'ballot' in the Oxford English Dictionary but the meaning of Paragraph 5 is absolutely crystal clear. Which is that there should not be a secret ballot, there was no need for it, the advice that we received from someone in the Training Department at NALC highlighted that best practice, as Russell says, in PC's is to conduct business on an open, transparent show of hands basis. It is

possible that PC's may, when the issue is particularly sensitive or particularly confidential, elect to operate on a 'secret' basis. But, again, advice from one of Russell's colleagues highlights that if that is to be the case then it should be discussed and agreed before the vote itself is taken and as to such an agreement, I do not understand, I genuinely do not understand why we would not simply default to our SO's, which is to conduct a ballot which is not 'secret', but that is conducted by a show of hands. No. 2 – It is true, and I am sure that you are absolutely right that George is a man of greatest integrity but sadly we have already established that there was 1 error on this piece of paper and the Community is left in a position where it has no choice but, with the greatest of respect to George, to take his word for the result. We can't look at the ballot papers because for whatever reason they have been destroyed, which is again, either a reason for us to update our SO's or it's in direct opposition to what our SO suggests which is that papers should be kept for 12 months. In my view Janet should have known that, in my view that she should really ought to have taken advice on whether confidentiality/GDPD or whatever would justify her disposing of the ballot papers. It is only 6 bits of paper which can be put in a file, they are not required to be kept in air-conditioned vaults for the next 700 years. So, so what we are left with, and again, we could persuade ourselves that it's 'just about ok', if we squint hard and we twist it slightly it's going to be fine, but this Community is left with a result which is derived by a process that is inconsistent with our SO's and, result for which we had to take the word of an independent Teller. The paper that is produced, again with the greatest respect has already got 1 error on it. So, we have got 3 ½ years to the next PC election. Really, do we think that this PC can have credibility for the next 3 ½ years if it is constituted in a way that is simply not appropriate and incorrect? I feel very strongly to the point of simply on principle that the Council will have no credibility in the Community for the next 3 ½ years if it is not constituted properly. It can't be right. Sorry, that wasn't a question, it was a statement.

AJ: That was a very clear and coherent statement, thank you John for that. I absolutely agree that the method by which you undertook to co-opt your future Councillor's was not done in accordance with Article 5 of Appendix 2 of your regulations. I absolutely agree with that. The purpose of today's meeting is to decide whether, as you put it, if you 'squint carefully enough' you are able to let that meeting stand using the prism of whether it was sufficiently, in what we are doing now, sufficiently transparent or not and, if, you know, if not, then go down the route of another co-option or what we hope will only be a co-option process. So, that is really what you are all voting on today. If it goes 3-3 there is a casting vote from the Chairman. I think you have made it absolutely clear and if it was unclear to anybody it certainly isn't now, absolutely clear that you probably should have in fact done things differently and looking back it would have been better had you done so. That is absolutely clear, but the point really is whether, that being the case, the process that you did take was sufficiently democratic and transparent enough to stand or whether you want to do the whole thing again. So with that, I would like just

(JT: The numbers were actually stated at the meeting fully because I actually made a note of them at the meeting. In fact, they obviously were stated because if you didn't state them you wouldn't have been able to do what you did. We were lucky, firstly, that Mr Holmes was well ahead, for the Brancaster Ward so that solved that problem and also having discovered the error, we are very lucky that in actual fact that the Chairman went the right way as far as the error was concerned. - (the Chairman of the meeting at that time). So, in fact, 2 pieces of luck have resolved those problems and put them in a safe place. I think it's sad that the papers were destroyed and I think one of the main worries that we all had, was that the minutes did not fully account for what happened at the meeting. They didn't even say who the other candidates were and, that was really one of the things that started the whole ball rolling as to, come on, we must be seen to have done this right, let's put in the minutes what we have done. In fact if we could have put this in the minutes, or attach it to the minutes that would have been wonderful.)

AJ: I concur completely. Any comments from this side before we put it to vote?

BL: We are all guilty of not following SO's properly, all 6 of us, because (to JW) you voted so you didn't follow SO's the same as

(JW: I asked for guidance as to how it should have been done but I wasn't sent it. Had I have been sent this Constitution on the 4th, 5th, 6th or 7th July, as I requested, in an email to which you were copied then the conversation on the 8th July would not just have focused on the erroneous application of a residents requirement – that took 40 minutes to resolve, as the recorded minutes will demonstrate. We would then have had further conversation about the need for a conversation before our SO's weren't followed and the ballot taken secretly. So, I take exception to it being suggested that I breached the SO's because had I have been sent them I

wouldn't have done so. (BL: But you were voted on 3rd May on to the PC (exchange of overlapping words between JW&BL) and yet you are against the July appointments (JW: I was, and that is my point, I did twice.)

AJ: I think that John's point is that the Clerk wasn't sufficiently forthcoming with the SO's and I think again, had we, looking back, had we done things differently, John might have nipped up to the house but you know we are where we are and what I want to do is make sure everybody, or as many people as possible think that this co-option is fair or not.

So, I think now, I would like to put to the vote the resolution and it is as follows –Does this PC as currently convened, does it think that the co-option process on the 8th July was sufficiently democratic and transparent to stand? So, would all those in favour of that idea put their hands up, (AJ counted 1,2,3,4,5) and those against (AJ counted 1), So, I would like to say that the co-option arrangements on the 8th July have been deemed to have been undertaken in a sufficiently transparent and democratic way and should stand as they are.

I would like to make just a few addition comments if I may. The first is that this process has already, you have lost 1 man overboard already and therefore you are lucky enough to be going to go through the co-option process again. This time for 1 candidate. I am sure that lessons have been learnt and that the Chairman, Clerk and any other Councillors who wish to assist will ensure that the matters are dealt with in accordance to the SO's and in a clear and transparent manner. I would advise perhaps Jeremy or a group just to look at the SO's again, because I agree with him that it isn't particularly clear under certain circumstances how a Ward election process works. Can I just say that it is worth absolutely making that clear in the future. I would like to refer again to another part of your SO's it is Item 3 of your General Obligations and I think that it just worth stressing this, and I am not going to make any friends from this side of the room by doing so but you must treat others with respect, you must not bully any person, you must not intimidate or attempt to intimidate any person. Now, the point about that is this, to be absolutely frank, here in Brancaster and I have similar cases in other Parishes along this coast. We are what you might call a 'broad church', we have a number of different, conflicting and over-lapping interests and it behoves all of us I think, just to be aware of that, and to stand back for 5 seconds before 'letting loose'. That might be letting loose on an email, it might be letting loose by shouting at someone. To one it would be making something clear, to another it would be letting off steam. I would urge everybody just to dial down and come together to do what this PC is namely supposed to do, which is to work on behalf of the Community and to get things done. Because, I don't need to remind any of you that we have far bigger battles to fight than the various fractions that might exist in the various villages here. Whether it is the Quango's who are seeking to take away rights that we have had for a long time, I am thinking Natural England here or the Environment Agency, whether it is central government coming with new legislation, whether it is your Borough Council not with-standing the best offices of your Borough Councillor who have targets for houses but no targets for employment. There is a great deal more that we would do better to work together and to use our different strengths constructively. There is also the sea of course, which you don't need reminding is a fairly constant and aggressive neighbour and we are to work together if we are to save ourselves from that.

So, with those rather tiresome remarks I would like to draw this meeting to a close and I am very grateful to you all for coming and I hope the majority of you feel that this has been conducted in a fair and open manner. Thank you very much. (The meeting closed at 4.56pm and closed to applause, CC thanked AJ)

BRANCASTER PARISH COUNCIL

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01-10-2019

Minutes of the meeting held at Brancaster village hall on Tuesday 1st. October, 2019 at 6.30 pm.

1. **Apologies for absence**
Jeremy Thompson, Janet Lake
2. **Declarations of Interest concerning any item on the agenda**
Councillors were reminded to sign the book. John Wareham, Stephen Bocking and Chris Cotton had all signed the book before the meeting started.
3. **Minutes of last meetings – to confirm as correct [27.8.19 and 9.9.19]**
The minutes of 27.8.19 were proposed as correct by Robert Lawton and seconded by Richard Lowe. All those present at the meeting of 27.8.19 agreed
Subject to agreement of Andrew Jamieson as chair, the minutes of the working party of 9.9.19 were agreed as correct.
4. **Matters Arising from last meetings**
 - o Neighbourhood Plan – guidance required from *County Borough*.
 - o UK Power networks – no further news at present
 - o Boats parked on the Hard – all now cleared
 - o Working groups – the feet on the bus shelter at Brancaster have been put in where the rot was cut out and are awaiting painting
 - o The Cemetery group are planning an Autumn tidy in November (date tbc shortly) and will include a bulb planting session
 - o Highway matters – all being dealt with although pot holes still outside the Jolly
 - o Work on BVH – east side now cleared by Kevin Crompton. For the West side, Kevin's quote has been accepted and John Wareham to talk to him tomorrow
5. **[a] Reports from Parish Council reps. on any committee meetings/**
[b] Review of representatives list.
 - o Stephen Bocking reported that The Smith Trust would like some money towards groundworks. Councillors inquired why this was in addition to the original price. Councillors asked Stephen Bocking, as representative, to ask for paperwork supporting their request. Celia Borthwick reminded all that the money from the Borough is time limited so needs to be spent rather than lost and this should be borne in mind when making decisions.
 - o Stephen Bocking reported back on the BCC meeting. Issues are ongoing and discussions are being held with Victoria Egan
 - o It was agreed that review of representatives would wait until the final councillor was co-opted
6. **Reports from WNBCllr. and NCCllr.**
Neither representative was present
7. **Finance [a] invoices for payment [b] AOFB [inc. PC Leases]**
 - o CLL payments have a three year life and there is still plenty of time before this expires
 - o It was asked whether Stephen Bocking had always been a signatory and how it worked as he had stood down so there was a period when he was not a councillor. The understanding is that it takes so long to stop a signatory that this had not gone through before Stephen was *co-opted* back onto the Council.
 - o It was proposed By Briony Bax that the listed invoices were paid, seconded by Robert Lawton and all were in agreement although it was requested if rising prices for street lights could be explored.

- Briony Bax proposed that Stephen Bocking was officially agreed as a signatory by the current council, seconded by Robert Lawton and unanimously agreed.
- John Wareham (whilst declaring an interest) inquired about a loan for BVH as previously mentioned. It was agreed that, as with the Smith Trust, paperwork needed to be submitted in support of the request. It is standard practice to submit accounts. John Wareham reminded all that the decision was taken about 18 months previously. It was asked whether the relevant minutes could be circulated and the item be put on the agenda for next meeting.
- Celia Borthwick reminded all that Councillors have to give the ice cream van and the Crab Hut 6 months notice of their review. She proposed that this was, therefore, done this month. Agreed by all.

8. **Planning: To consider planning applications before the Council**

- Cricket Pastures –front porch. Robert Lawton to check with planning and other councillors to look on the website and make comments if necessary
- Taybury, Branodunum -a large number of valid objections have been received. Briony Bax suggested that 5 bedrooms in an area of small dwellings was overdevelopment. Robert Lawton reported that the Borough was concerned. It was agreed this would be called in and it was suggested that at least one objector should attend the meeting to speak.

9. **Ownership of Marsh Common**

Stephen Bocking spoke on the matter and gave it as his personal opinion that there was a danger of the Parish losing their share of the car park money and other privileges if they did not apply for ownership of CL124. Celia asked it to be minuted that the Parish Council have concerns about the issue of the ownership of CL124; this proposal was seconded by Richard Lowe and agreed by all.

John Wareham asked that it should be considered whether any councillors had Prejudicial Interests as Common Rights Holders as this could have a serious bearing on subsequent events. A Prejudicial Interest is where an interest already declared in the book could be considered by an ordinary person to be a source of... The Chair declared that the issue was to be discussed as Councillors protecting the Parish and not as Common Rights Holders. It was established that the councillors bringing the motion were proposing that the land would be owned by the Parish and not the Common Rights Holders and therefore there was no Prejudicial Interest. It is also irrelevant in that Common Rights holders are unable to own the land. Their interest is in the registration or deregistration as they have the right to talk to whoever is responsible and this is one of the issues under discussion.

Briony Bax has spent some time researching documents and her personal view is that a court of Law would take an inordinate amount of money and previous documents show the Parish to be in a poor position. The Council have several letters from the last decades stating that it is not clear cut and it is suggested that further inquiries would not give any more helpful legal answer and would therefore not be cost efficient. She proposed the use of an official mediator working with ALL parties.

✱ John Wareham made an official proposal that a meeting was suggested to all parties and that he should attend on behalf of the Council. He further suggested that it could be possible to renegotiate with the National Trust and Golf Club in that the Parish would consider withdrawing their objection to the deregistration of the land where the Golf Club buildings are if the other parties were willing to look again at the distribution of funds. This was seconded by Robert Lawton. A comment was received from the floor that the agenda item was only to discuss ownership and not finance and that finance could not be discussed until ownership was established. 5 in agreement; Chris Cotton against as we should be talking about ownership and not finances; Stephen Bocking and Celia Borthwick abstained for similar reasons.

10. **Update on Working Groups** none

11. **Correspondence** [see list]

A letter was received complaining about parking issues in the village when the tide is high and/or the car park is full. Highways have stated that if the Parish can provide a benefit (eg a car park) then yellow lines could be put in place and action can be taken against people who do not use the benefit.

A comment from the floor suggested that if more careful parking was encouraged, more cars could be accommodated in the car park. Celia Borthwick suggested that as the Golf Club take a management fee, it should be their responsibility and it should be brought up by the Parish council rep. A further comment from the floor reminded all that the problem was as bad in Staithe. Another comment suggested warnings on the website and signs at the entrances to the village, also using social media. Gary Bocking proposed that this issue was not put to bed but over the forthcoming year it was revisited in the hope that solutions could be found before next summer.

12. Other Items for discussion/next agenda [no resolutions]

- Keep parking issue open – can we have it as a regular agenda item
- Robert Lawton stressed the importance of a Parish Office and the future storage of documents. Can this be added to the next agenda?
- Village gates need to be added to the next agenda. Briony Bax proposed councillors took photos of possible gates and Robert Lawton suggested looking at those in South Creak.
- Review of standing Orders is still outstanding. A firm date MUST be set.
- Encroachment of hedges is a big issue. Can we put a piece in the Parish news reminding owners that now is the time to cut hedges etc back. Can we also write to Anglian water (Deepdale)

13. Public Session

- The Cross Lane sign has been knocked into the hedge. This to be referred to Sally Bettinson (Highways)
- A query was raised as to who the digital recording was for. It was stated that this was for the personal use of Robert Lawton to aid in report writing and it had been checked that this was legal and not open to challenge.
- Since the notice at the beach car park entrance was removed, the number of serious incidents on the beach has increased dramatically. Could the notice please be reinstated?
- The question of why money was requested by the Robert Smith Trust was clarified. It was to provide car parking for all 5 residents, including edging, borders etc. It was reiterated that a formal request needed to be made.
- It was suggested that Parish documents should be saved electronically using the cloud as well as physically for safety and to allow access for all. To be discussed
- Where the road is narrow in Brancaster, there is a danger to pedestrians – particularly near the Church Gate on the Main Road as there is a dropped kerb, and many people have complained of being brushed by car wing mirrors. All agreed that the removal of the central white lines had added to the problem as cars straying into/across the middle, force cars over onto the kerb. This to be referred to Sally Bettinson (Highways)
- The Committee room at Brancaster Staithe Village Hall was suggested as a possible Parish Office and Celia Borthwick offered, as representative, to discuss this at the next meeting.
- The acoustics in the hall were making it difficult for Councillors to hear the floor and vice versa.
- Parishioners requested that any representatives at any meeting re deregistration of Common Land should be neutral.

The meeting closed at 8.35 pm

Ms.B.Bax

Ms.C.Borthwick

Mr.G.Bocking [vice chair]

Mr.S.Bocking

Mr.C.Cotton [chair]

Mr.R.Lawton

Mr. R.Lowe

Mr. J.Thompson

Mr. J.Wareham

WNBCllr. R.Lawton

NCCllr. A.Jamieson

Sir H.Bellingham MP

BRANCASTER PARISH COUNCIL

Clerk's Office: 5 Mill Hill, Brancaster. PE31 8AQ

Clerk to the Parish Council: J.E. Lake

Tel: 01485 210606 05.12.2019

Email: LJaneve36@gmail.com

Minutes of the meeting held at Brancaster village hall on Tuesday 5th November 2019 at 6.30 pm.

1. **Apologies for absence**
None given
2. **Declarations of Interest concerning any item on the agenda**
Councillors were reminded to sign the book as necessary. All councillors that needed to, had done so before the meeting started.
3. **Minutes of last meetings – to confirm as correct [1.10.19]**
Clarification was requested over item 9. Celia proposed that the minutes were accepted as a true record excluding item 9. Celia further proposed that item 9 is revisited next month as an agenda item. This was seconded by John Wareham who clarified that, although we revisit the item, proposals voted upon and minuted in October must still stand. All agreed, although Jeremy Thompson abstained as he was not present at last month's meeting.
ACTION: Clerk to add review of item number 9 to be added to next agenda.
4. **Matters Arising from last meeting – information and updates**
 - No further news from UK Power Networks
 - Cemetery ongoing
 - Highway matters -a seat in the AA layby has been agreed by Highways so this can be completed as and when. In hand
 - Neighbourhood Plan – this was nearing completion but there is a new 2019 planning framework that must be incorporated so further changes are required. A meeting is arranged next week between our Neighbourhood Plan working group and Alex Fradley.
5. **Reports**
 - [a] **Parish Council reps. on any committee meetings**
 - The Smith Trust report the builders have tidied up well and would like to leave their application for extra money until next month at least
 - Richard Lowe reports that litter on the Village Green is a problem but he is helping keep on top of it.
 - BVH -contract is complete and is being tidied up and signed off. Experts are currently exploring ways and means of improving acoustics. The Post office is now open and the shop will open soon. Other issues are still ongoing.
 - [b] **review of reps.**
 - Review of reps to be postponed until there is a full complement of Councillors
6. **Reports from WNBCllr. and NCCllr.**
 - Robert Lawton reports that the Local Plan is still under discussion.
 - Andrew Jamieson (NCCllr) was unable to attend to give a report.
7. **Finance**
 - [a] **invoices for payment**
 - All agreed listed invoices should be paid
 - The direct debit agreement with Eon needs to be renegotiated. Councillor Briony Bax asked if we could approach renewable energy companies for price comparisons. This was agreed.
ACTION – companies to be approached.

[b] Loan to BVH

- Robert Lawton suggested that an agreement should be drawn up as soon as possible, but, according to Parish council rules, the BVH accounts (to April 2019) need to be submitted before this can be done. John Wareham offered to circulate the accounts by email. He further commented that there is a village meeting next week when there will be complete transparency about all finances including those since April.
- Currently there is a healthy surplus so the £5000 loan is not needed but John Wareham hoped that the money could be ringfenced in case of future need – for example for extending the carpark. Celia proposed that rather than ringfence a sum for a particular purpose or time limit, it was simply agreed that Parish Council would look favourably on any further request for money. This was seconded by Briony Bax and agreed by all.
- Briony Bax gave a vote of thanks to the BVH committee which was warmly seconded by both committee and public.

[c] Leases on Hard

- The Crab Hut and Ice Cream Vendor would both like to continue next year.
- Victoria Egan (National Trust) explained that, as Landowners, the National Trust are the legal body who can enter into leases. She hoped that, working with the Parish Council, we could all move forward together positively. Briony Bax proposed that we set up a working group around the Village Green to talk to the National Trust and come up with a proposal for the Parish council to vote on. This was seconded by Jeremy Thompson and all agreed, bar Bob Lawton who abstained. Celia Borthwick and Briony Bax volunteered to be part of the sub committee but membership will be confirmed once Victoria has circulated dates and we can see who would be available.

8. Planning: To consider planning applications before the Council

- Southgate House -councillors need to investigate further
- Tayberry (revised plan) – Robert Lawton has asked for this to be called in again.
- Palmyra -councillors asked for Robert Lawton call it in
- Robert Smith – cosmetic only, approved
- Strebla –“alterations” -further detail needed

ACTION: Chris Cotton offered to print plans for next time to enable informed decisions to be made.

Celia asked whether plans could be shown electronically at a meeting.

ACTION – This to be made an agenda item next month. Ringstead have a very good system. Gary to make contact with Ringstead council.

9. Co-option update

- Three applications had been received by the closing date. To be discussed next meeting.
- ACTION: letters of application to be circulated to all. To be added to agenda.

10. Update on Working Groups

- Nothing new to add.

11. Correspondence

- Email received from Peter Ramsdale concerning Brentwood. Freebridge stated that they have no intention of selling the land. The land is considered valuable for the provision of affordable homes to rent for local people. They ask if they can attend the next meeting to share ideas and plans. Agreed by all. ACTION -invite them to attend
- It was requested that correspondence is circulated in advance. ACTION – where possible, correspondence to be circulated before meetings

- A phone call has been received from the Sailing Club about the collapsing iron railings in the dinghy park on the right, asking if these could be refurbished at the Sailing Club's expense. Robert Lawton proposed that Councillors write to them giving them the go ahead provided they liaise with the National Trust. Seconded by Celia Borthwick and agreed by all.
ACTION – letter to be sent

12. Other Items for discussion/next agenda [no resolutions]

- Website to be agenda item next month
- Maintenance of Barrow Common viewpoints/seats – Richard Lowe to take this on, liaising with Jeremy Thompson.
- Invite Sally Bettinson to another meeting – variety of issues to be discussed- including a thank you for “curing” the flooding outside John Snellings. Also to include the narrowing of the road near the church where the white lines were removed.
- Rangers -no recent presence. Robert Lawton to look into it.
- REMINDER -- it was agreed in October that parking, Parish Office, storage of documents, review of standing orders and piece in Parish news re hedges would all be on the November agenda. Can these now be added to the December meeting.
- A letter clarifying the situation with regards to the current situation re the clerk will be circulated

13. Public Session – Items raised:

- National Trust and working together
- Parish Council procedures
- Common Rights and the deregistration of land
- Footpaths including National Trails
- Distribution of car park monies
- Flooding of properties in Staithe/Deepdale during heavy rain
- Parish Councillor training
- Maintenance

The meeting closed at 20.51

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Ms.B.Bax

Ms.C.Borthwick

Mr.G.Bocking [vice chair]

Mr.S.Bocking

Mr.C.Cotton [chair]

Mr.R.Lawton

Mr. R.Lowe

Mr. J.Thompson

Mr. J.Wareham

WNBCLlr. R.Lawton NCCllr. A.Jamieson Sir H.Bellingham MP

BRANCASTER PARISH COUNCIL

Clerk's Office: 5 Mill Hill, Brancaster. PE31 8AQ

Clerk to the Parish Council: J.E. Lake

Email: LJaneve36@gmail.com

Minutes of the meeting held at Brancaster village hall on Tuesday, 3rd December, 2019 at 6.30 pm.

1. Apologies for absence

Stephen Bocking

2. Declarations of Interest concerning any item on the agenda

Councillors were all reminded to sign the book.

3. Development of Brentwood

Peter Ramsdale, Development Project Manager addressed the meeting to inform parishioners of the current situation.

The properties are owned by Freebridge and they are looking to develop them, still within Freebridge's ownership, to provide more family homes. Under the right to buy scheme, 57% of social housing was lost and stock needs to be replaced. Only two homes have become available in recent years and the number of applicants for these demonstrate the need for more houses to be made available. Peter re-emphasised the need for potential applicants to get on the register (previously The Housing List) as soon as possible, by applying to Council – forms are available on the website. In response to a question as to the proposed size of the properties, Peter explained that currently they are looking at a mixture of about eighteen 2 and 3 bed properties, based on what the Borough Council predict the need to be. It was categorically stated that there are to be no commercial properties built to be sold off. Concerns were raised about existing residents and, although Peter was unable to give a definite answer, it did appear from other sources, that these residents would be invited to consider one of the new houses. Celia asked that it would be put in writing.

Peter left indicative plans for the Council and agreed to take back to his superior concerns about rights of access and boundaries, and the number of parking spaces.

Mr Steve Holts joined the meeting at this point and explained that they are not aiming at submitting planning for at least 6 months and this would follow consultation with local groups, including the provision of suitable access. He also agreed that he would ensure something was put in writing for existing tenants.

Peter left his contact details – tel 01553 666874, mobile 07810 527085, email peter.ramsdale@freebridge.org.uk in case anyone wanted more information.

4. Co-option [Brancaster Ward]

Candidates were invited to give a brief resume as to who they are and why they would like to be a Parish Councillor. Caroline Symington and Jamie Campbell both gave a short speech. Richard Roberts was unable to attend due to work but sent a statement to be read out.

In response to a question, it was established that each councillor gets one vote only, by show of hands.

Caroline Symington – 0 votes.

Jamie Campbell – 4 votes (Richard Lowe, Gary Bocking, Celia Borthwick, Chris Cotton).

Richard Roberts – 4 votes (John Wareham, Robert Lawton, Jeremy Thompson, Briony Bax).

According to The Council's Orders, the Chair has a casting vote in the case of a draw. After much deliberation, Chris Cotton voted for Jamie Campbell who was duly elected and given the appropriate form to sign. In the absence of the clerk, it was unanimously agreed that Chris Cotton could countersign the form.

5. **Minutes of last meeting 5/11/19 – to confirm as correct**

Richard Lowe proposed these were accepted as a true record and Jeremy Thompson seconded the motion. All in agreement.

Item number 9 from the previous month (1st October) was raised, with the intention of clarifying that part of the minutes that were open for discussion (matters that had been voted on at the October meeting had previously been confirmed as correct at the November 5th meeting). Chris Cotton proposed that all the information would be circulated and a separate meeting held as soon as possible to discuss the issue. Jeremy Thompson seconded this and councillors were asked to vote by show of hands. All in agreement although Briony Bax and John Wareham abstained in the absence of sufficient information.

John Wareham proposed that the meeting should only go ahead if before this meeting all information was to be circulated in advance, the time and date circulated in good time, and all declarations of interests were made in detail. All in agreement.

Action -all information to be circulated in advance

6 **Matters Arising from last meeting – information and updates**

- Neighbourhood Plan nearing completion. The revised plan and maps are now on the website and have been submitted to WNBC.

- Gary Bocking reported that he had contacted the clerk of Ringstead as to electronic equipment to display plans but received the reply that we must have been misinformed but the clerk does have some experience from Necton and would be willing to discuss this.

Action – Gary Bocking to follow up

- UKPN draft lease re the substation – Chris Cotton read an email from Paul Hurst, surveyor, who believed that the new Hall extension does contravene the rights granted by the lease but it was not considered to be a major issue as access can still be gained.

- Boat Parking on The Hard – Action: Chris Cotton to discuss the next phase with The National Trust

- Cemetery – significant work has been carried out recently with more planned

- Highway matters were reported to Highways as promised, some work has already been completed and the remainder will be completed asap. Action -Chris Cotton to set up a meeting with Sally Bettinson.

- Street Lighting -the clerk had received several prices from different companies. Chris Cotton reported that Eon's quote worked out as 8p per day per lamp, regardless of length of contract, which no other company could improve on. In response to a question as to the need for lamps, Chris Cotton explained that, as far as he understands the situation, we have to keep the lights we already have but new lamps are unlikely to be approved. Celia proposed the Council took up the two year option, Jeremy Thompson seconded this and, by show of hands, all agreed. Action – clerk to contact Eon.

7. **Reports [a] Parish Council reps. On any committee meetings**

- Jeremy Thompson reported back from the Village Hall that behind the store there are still some scaffolding poles which need to be removed.
- John Wareham reported back on an informal exploratory conversation on 18th November between John Wareham as elected representative of the Parish Council and the Royal West Norfolk Golf Club. A minute of the meeting had previously been circulated, a copy of which is attached to these minutes.

The Golf Club and its advisors believe it owns the designated part of the Marsh Common. The RWNGC believes that the revenue sharing agreement is not a legally executed document but they have no intention to renege on the terms of the agreement that has been in place and operated very smoothly for more than 60 years. However, the RWNGC does reserve the right to revisit this position should the Parish Council mount a serious challenge to ownership. Looking forward, the RWNGC is interested in maintaining and further developing a strong and cordial relationship with the Parish Council, in establishing a regular dialogue on matters of common interest, and in continuing to support charitable causes in the Parish. The

RWNGC would be very open to a discussion with the Parish Council to look at "re-papering" the agreement to become a legally-binding status, and this may include amending the share. John Wareham proposed that we reach an agreement about a further dialogue about repapering the agreement and formalising the current agreement on revenue sharing such that the Parish Council would then be in a position to discuss this with other interested parties. Jeremy Thompson and Celia Borthwick abstained and Chris Cotton voted against. All other councillors (5) agreed.

Action – an agreement to be discussed.

8. Reports from WNBCllr. And NCCllr.

None received

9 Finance [a] invoices for payment

Invoices to be paid:

N. Raynore (SAMS) £40

S Bocking (minute taking) £80

Office supplies £128.92

Nina Raisbury for typing verbatim previous meetings £140

All unanimously agreed these should be paid.

Direct Debits

All in agreement that these should be paid.

Parish Precept – to be added to the agenda for January meeting. As part of this, the document states that the budget should be reviewed before the end of December. Briony Bax offered to talk to Tom de Winton and Jeremy Thompson who have previously worked on this to see if she can get a template to get us started. All in agreement.

10. Planning: To consider planning applications

Paper plans had been provided by Chris for perusal before the meeting.

Brancaster:

St Mary's Church, Brancaster – glass doors in the porch to prevent heat loss. All in agreement.

St Mary's house (listed building) – internal alterations -no objections

Palmyra -alterations to front and side garden wall/boundary. At the last meeting Robert Lawton had been asked to call it in but the Borough felt there were no grounds. No further objections.

The Hermitage – alterations and extensions -no objections

7, Roman Way – extensions and alterations –no plans available. Word of mouth is just a pushing out of wall to enlarge ground space – no objection should this be the case

Tayberry -plans had been revised to be single storey to make suitable for a disabled resident and not overshadow neighbouring properties. No objections.

The Old Bakery – various alterations. No objections

Brancaster Staithe

The Smithy -part demolition and new build -no plans available but a neighbour explained the roadside view would remain the same. In the rear garden, there is proposed a modern three bed house designed for retired living. The greatest impact will be from the coastal path. Proposed that Robert Lawton calls it in.

Beersheba – advert application. Borough Councillor to look into this. No problem if a "normal" development sign.

25, The Close – single storey extension to front of dwelling -no objections.

12. Update on Working Groups

The Parish handyman is doing what he can when he can, weather permitting.

13. Correspondence

- Two emails received about parking issues at the Village Hall. This was an unusual situation but the Council need to bear it in mind and find solutions particularly for events. Using part

of the field could be an answer. Currently, the situation is being observed to see what the demands and needs are so that actual issues can be addressed.

- An email had been received about the need to update the website. Just before the meeting, a further email had been received stating that the website has been updated to a certain extent and further action promised
- An email had been received stating that, in January 2020, a 1 bedroom (2 person) ground floor flat will be available at 14 Saxon field , Bancaster. Interested parties to bid through West Norfolk Homechoice.

14 . **Other Items for discussion/next agenda [no resolutions]**

- Correspondence seen at the extraordinary meeting will be covered at the special meeting
- The clerk vacancy. This needs to be finalised and published on the Parish Council and NALC websites.
- Village Green, Staithe, meeting with Victoria Egan (National Trust)
- Hedges! A note to be sent to the Parish news for the February publication
- Reviewing standing orders, updating where necessary, affirming councillors' respect for them
- Robert Lawton read a statement that he had hoped to be read out at the extraordinary meeting but the email had gone astray.
- Still ongoing from the last two months: website, parking, Parish Office, storage of documents, review of standing orders and piece in Parish news re hedges

15. **Public Session**

- Plank lifted on board walk needs addressing
- The need for Freebridge to be aware there is an updated version of the Neighbourhood Plan, later than the 2000 document they were discussing.
- The need for all Parish Council Meetings to be held when working people are able to attend
- The pavement outside 1, Marshside has been damaged by the building work
- A vacancy is coming up for one of The Smith Trust Cottages (single occupancy). Details in the Parish News
- Further concerns about car parking at The Village Hall
- Concerns about the length of time taken to discuss planning as councillors were not prepared in advance

Meeting Closed at 21.08

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Ms.B.Bax

Ms.C.Borthwick

Mr.G.Bocking [vice chair]

Mr.S.Bocking

Mr.C.Cotton [chair]

Mr.R.Lawton

Mr. R.Lowe

Mr. J.Thompson

Mr. J.Wareham

WNBCllr. R.Lawton

NCCllr. A.Jamieson

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Minutes of a Meeting

Date of Meeting

18th November 2019

Place of Meeting

Royal West Norfolk Golf Club ("RWNGC"),

In Attendance

Anthony Goodrich (Captain, RWNGC)
Martin Hattrell (Trustee, RWNGC)
Tim Stephens (Secretary, RWNGC)
John Wareham (Brancaster Parish Council)

- This meeting, between Brancaster Parish Council and RWNGC was arranged to serve as an informal and exploratory conversation regarding the current and future status of the arrangement between the two parties to share the revenues generated by the beach car park.
- RWNGC believes that it 'owns' its designated part of Marsh Common.
- RWNGC has reviewed the document that supports the Car Park revenue-sharing arrangement. The Club's view is that this document does not have the formal status of an executed legal agreement (rather it appears to be a 'Minute' of an agreement). As a result, the Club nevertheless believes that the document has limited 'legal effect' as a result of its semi-legal format, notwithstanding the fact that it has been continuously in effect for 60+ years.
- Nevertheless, the RWNGC has not sought to amend or to ignore the agreement since it was introduced and has absolutely no intention to ever renege or amend the terms of the agreement to the disadvantage of the Parish.
- The RWNGC does, however, reserve the right to revisit this position in the event that the Parish Council were to mount a serious legal (or other 'offensive') challenge to its ownership. In short, the Club would wish to consider whether it makes sense for it to (in effect) continue funding the legal (or other 'offensive') action that the Parish Council is bringing against the Club.
- Looking forward, the RWNGC is extremely interested to maintain and further develop a strong and cordial relationship with the Parish Council and to take steps to establish a regular dialogue on matters of 'common interest' - shortage of summer car parking and the Beach Road congestion, being two obvious and high-priority issues. The RWNGC is additionally anxious to continue offering support to charitable causes in the Parish - and would be open to discussions about how this could be formalised and extended.
- In this spirit, RWNGC would be extremely open to a discussion with the BPC regarding a possible 're-papering' of the Car Park revenue-sharing agreement, in order that it can assume a legally-binding status - subject to the following:
 - This discussion will include all interested parties - National Trust, the CL124 Common Rights Holders, as well as the RWNGC and BPC. In short, a 'grand bargain'.
 - The principle is accepted that the agreement will lapse in the circumstance of the BPC deciding to pursue a legal (or other 'offensive') action against the Club regarding ownership and associated matters.
 - The principle is accepted that this agreement would bind all future Common Rights Holders that acquire their 'common right' through the purchase, inheritance or 'division' of an existing right.
- The RWNGC is open to the notion that the current 60:20:20 share may be amended under the 'new' agreement - such that, among other changes, the total net revenue generated by the Car Park would additionally be shared with the CL124 Common Rights Holders.
- The RWNGC may wish to include in future discussions the matter of whether the distributable revenues that are generated by the Car Park should be calculated on the basis of being 'net' of costs for the running of the Car Park and additionally for the amount being spent by the Golf Club on 'sea defences' - which is work that it believes to be in the broader interest of the community.

- The RWNGC wishes to deal with CL124 Common Rights Holders directly - rather than through SHADCRA - whose ability to represent (and to execute legally-binding agreements on behalf of) all the CL 124 Common Rights Holders has not been established.

Subject:Extraordinary Meeting

Date:Sun, 1 Dec 2019 21:34:20 +0000

From:Robert Lawton

To:

Hi John,

I am unable to attend the Extraordinary Meeting on Tuesday 3rd December due to work commitments. But I will be at the Parish Council Meeting in the evening.

I would like the following statement to be read out at the meeting by you. I would have given it to the Chairman but as we do not know who that is, despite several requests by yourself and me to name him/her (why the secrecy? I do not know!).

"I believe the present predicament of the Parish Council is the fault of all Councillors prior to Co-option (omitting Cllrs Bax, S Bocking and Borthwick, who were not Councillors at the time) where we all signed the declaration of acceptance which included Standing Orders. But mainly (and this will probably cause me some grief from some quarters (but the truth will-out) I believe the fault lies with The Chairman and the Parish Clerk, both of who should have made sure they advised the rest of the Council accordingly in the first place. But as for destroying the relevant documentation, very disturbing! although the results of the ballot were correct, why destroy the documentation? (I know this is now probably "old news") but I have read over and over the e-mails that have been circulating and thought deeply about it. And this was the conclusion I came to, so if it makes me unpopular with some elements of the Council. "so be it".

I am with you John on the business of FOI request. This should have been dealt with much sooner!, if it had we would not be where we are now.

And finally this statement would not be complete without an apology to you John, what you said in your emails was only the truth and that is what we want, and I probably doubted your motives. I am man enough to admit that. So now Council "man up get a grip" and start working together for the benefit of the Parish (after all that's what we are here for).

When answering emails the crass unintelligent comments from the Chairman do not help the situation at all.

I would actually advise some of, if not all to attend Thornham and Holme next to the Sea PCs to see how they conduct themselves".

I look forward a better future working relationship with you John.

Thank you for your indulgence.

Robert Lawton - Parish Councillor

BRANCASTER PARISH COUNCIL

A meeting of the Parish Council was held in the village hall, Brancaster on Tuesday 17th December 2019 at 6.30pm. Members of the public in attendance.

PRESENT: Messrs S.Bocking, C.Borthwick, J.Campbell, J.Thompson, R.Lawton, J.Wareham
Mrs. Anne Goulden took the minutes.

APOLOGIES: C.Cotton, G.Bocking, B.Bax, R.Lowe.

The meeting had been called to discuss the Parish Council's approach to Marsh Common. From the outset, individual councillors outlined their own potential conflicts of interest in this area specifically holders of Common Rights, Membership of Scolt Head and District Common Rights Holders Association and membership of the Royal West Norfolk Golf Club. It transpired that only Robert Lawton and Jamie Campbell were free of potential conflicts and Jamie Campbell was elected chairman of the meeting.

After some discussion, the following motion was put to the council, Proposed by Jamie Campbell and seconded by Celia Borthwick: 'That Brancaster Parish Council does not wish to expend Parish funds on legal representation pursuing or investigating ownership of Marsh Common, until such time as new information is available to materially change circumstances'. The motion was carried with five in favour and John Wareham against.

Under AOB, Robert Lawton raised the application for detailed Planning Consent for the development at Beersheba. The meeting agreed that the Parish Council would request the application be submitted to KLWNBCs Planning Committee and not dealt with by officers under delegated powers. Stephen Bocking abstained.

The meeting ended at 8.35 pm.

BRANCASTER PARISH COUNCIL

Held on the 6th January 2020 at Brancaster

Staithe Village Hall 6.30pm



Welcome by the Chairman

1. Present: Cllr Cotton, Cllr Borthwick, Cllr S Bocking, Cllr Campbell, Cllr Lawton, Cllr Thompson and Cllr Wareham

Apologies: Cllr Bax, Cllr G Bocking and Cllr R Lowe

Public: Approx. 60

2. To receive declaration of interests on agenda items – Minute book updated prior to the start of the meeting
3. Confirmation of the minutes, General Meeting 9th December 2019 – amendment needed as item 6 should read that Cllr G Bocking spoke to Holme Parish Council and they have suitable equipment not Ringstead. Once amendment made approval carried.

Confirmation of the minutes 17th December 2019 – Cllr Borthwick also had no conflicts of interest, so this is to be added other than this addition Cllr Borthwick proposed, and Cllr Wareham seconded

Due to having Joff and Jamie from Fleur attending the meeting to discuss planning Cllr Thompson proposed that the meeting move to item 8 planning this was seconded by Cllr Campbell.

4. Matters arising from the minutes

4.1 Cllr Wareham had prepared a statement which he wanted to read to the PC (members had been sent a copy in advance of the meeting) and public attending the meeting. A vote was taken on the proposal giving an inconclusive result of 3 for and 3 against with no casting vote.

Cllr Wareham began his statement but stating that he wished to bring a number of things to the attention of BPC and audience and broader community.

He spoke about the conduct of 2 members of BPC and how this is not in the interest of the Parish, this is therefore a breach of The Nolan Principles of Public Life and perhaps provisions of the Localism Act (2011) and these are legal realities that bind all Cllrs.

The Nolan Principles of Public Life are the basis of the ethical standards expected of public office holders (paid or voluntarily) they are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

A meeting took place between SHADCRA and RWNGC 16th June 2019 and after this a letter from Birketts (RWNGC solicitors) summarising the SHADCRA claims was copied to BPC as well as Cllr Cotton and Cllr S Bocking (as members of SHADCRA). This letter has never been shared with BPC in more than 5 months.

When Cllr Wareham revealed this letter to the Council on 3rd December (at an Extraordinary Meeting to discuss the non-compliance with the FOI / ICO notice), at least two Councillors immediately demanded that Cllr Cotton should resign. This request was ignored - and therefore Cllr Wareham felt that it needed to be brought up at the first available PC meeting. This letter, and its non-appearance, is at the heart of the concerns about conflict / deception / lack of transparency. It clearly reveals SHADCRA to be acting in a way that is absolutely NOT in the interests of the Parish - and, had it been produced to the Council in a timely manner by Cllr Cotton and Cllr S Bocking it would obviously have caused a huge argument in the Parish Council.

Cllr Wareham had taken advice and considered it was his legal responsibility as a Parish Councillor to bring the matter to everyone's attention.

The matter of SHADCRA continuing claims regarding the ownership of Marsh Common is impacting every element of BPC work and this has created a divided council that is not functioning as it should.

The background to this is that SHADCRA submitted a number of proposals which included the claim that 'proceeds' from the beach car park 'rightfully belong to common right holders. If this proposal were successful, then it would mean

1. Increase in Council Tax Bills – currently BPC receives a share of the proceeds from the carpark through a long-standing arrangement in place with RWNGC. So, if the proceeds were not received BPC would need to increase the precept payment that is paid by all householders in the village. Currently the precept is set at a rate that is half of that of neighbouring villages. This is largely because of the receipt from the car park proceeds and in spite of the lower precept the Parish is a wealthy one.
2. The Chairman of SHADCRA is also the Chair of BPC, Cllr Cotton is BPC Chairman and the Chair of SHADCRA and Cllr S Bocking is also the Vice-Chairman of SHADCRA. This is a conflicted position of Cllr Cotton and Cllr S Bocking are in breach of Nolan Principles Selflessness and Integrity.
3. Conflict of interest concealed from BPC and the community – The 2 Cllrs have consistently failed to adequately disclose this conflict of interest from the remainder of the BPC and the community. Interests must be declared within 28 days of a Cllr taking office and/or within 28 days of a Cllr becoming aware of DPI. All Cllrs signed updated Registers 1st October 2019. Copies of the submissions show no such declarations regarding SHADCRA have been made. Also, there is a register to sign at each PC meeting this has been completed by both Cllrs however only to declare that they are common right holders and not SHADCRA.

Consequences of the Current Situation

1. The Cllr Cotton and Cllr S Bocking are both actively involved in SHADCRA and the success of the proposal would reduce the community's income and result in an increase in Council Tax bills. This is in breach of the legal responsibilities placed upon all Cllrs by the Nolan Principles.
2. The BPC Chairman and Cllr S Bocking cannot continue to represent two mutually exclusive causes, so need to choose whether to represent BPC or SHADCRA
3. Of course, Cllr Cotton and Cllr S Bocking in their private capacities are free to pursue the RWNGC with their SHADCRA colleagues, however they cannot continue to serve on the PC as the claim would be damaging to the very people that they represent.

Cllr Wareham concluded his statement by proposing that Cllr Cotton and Cllr S Bocking either resign from BPC or resign from SHADCRA as they cannot be part of both, this was seconded by Cllr Thompson

A copy of the full statement can be requested from Parish Clerk.

Cllr Campbell asked whether he could make a statement; he spoke about how the past 6 months on the PC has not been good and it had impacted J Lakes health and how it turned into a personal vendetta against certain individuals. Cllr Campbell went on to state that he felt there were only 2 options on being able to move on

1. Mediate and try to settle the issues
2. Mass resignations from all Cllrs and then have an election to elect a new BPC

A member of the public asked to speak, and this was granted; she stated that she did not feel that any of the current PC were fit for purpose

Another member of the public said that the current BPC had not been elected by the parishioners so they should all stand down and have an election.

The Treasurer of SHADCRA asked to speak and he confirmed that no money has been discussed and its mis information.

Cllr Borthwick made a statement which stated that in the past members of BPC have had declarations of interest for example been on the PC and a member of SHADCRA or the golf club etc and it has never caused any problems. Cllr Borthwick feels that if being a member of SHADCRA is a pecuniary interest then being a member of WNRGC does too.

Member of the public stood and said that since May nothing has been done for the Parishes, last year there were new bus shelters. Cllr Borthwick replied and said that 4 Cllrs had met that morning with Sally Bettinson from Highways and feels that is all that has been done; so, could understand the comments made.

Cllr Thompson suggested and proposed in order that we could move on we would need to compromise and that to do so Cllr Cotton and Cllr S Bocking should step down from any office held on BPC and not take office in the near future. This was not agreed however, Cllr Cotton expressed how he felt like he has been singled out since May when he became Chairman even though he had also been doing work which should have been done by the Clerk. Cllr Cotton

declared that he was standing down as Chairman but would not resign from BPC as a Cllr and at that point closed the meeting at 8pm

Items which have not been covered during the meeting will be covered in an extraordinary meeting in which a new Chairman will also be elected.

5. Reports from PC reps on any committee meetings – carried to next meeting
6. Reports from WNBC and NCC – carried to next meeting
7. Finance – carried to next meeting

7.1 To approve accounts for payment.

Type	Name	Business	Gross
Invoice	N Raynore	SAMA	40.00
Invoice	PKF Littlejohn LLP	Audit	360.00
Invoice	A Law	Playground inspection	90.00
Invoice	DNS		80.00
DD	Eon Energy	Street Lights	163.79
DD	Westcotec	Maintenance	23.75
DD	Clerk	Salary	400.00

7.2 Financial statement – carried to next meeting

7.3 Precept 20/21– carried to next meeting

8. To consider any planning matters and Borough Council decisions

Ref. No:	Address	Planning Details	Parish Councils Stance	BCKLWN
19/02145/O	Former Garden of Chance House, Cross Lane, Brancaster	Proposed dwelling and garage	Asked for application to be called in	
19/01855/F	Palmyra, Mill Road, Brancaster	Alterations to existing position of front and side boundary wall		Permitted
19/01801/F	25 The Close, Brancaster Staithe	Single storey extension to the front of the dwelling		Permitted

Joff Brooker and Jamie Bird attended the meeting to show the new plans for 'Beersheba'. The plan is for 5 dwellings, a block of 3 dwellings at the front with a pair of semi-detached at the rear of the plot due to the plot narrowing. Parking for all dwellings will be in the middle and access will be off town lane.

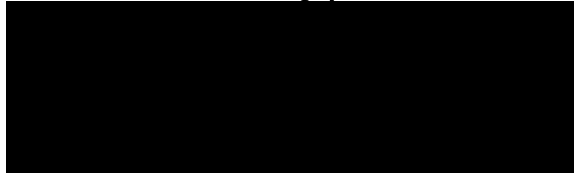
Cllr Thompson had several points regarding the plan

- 1 – The dwellings exteriors include cladding; the neighbourhood plan states that cladding should be kept to a minimum.
- 2 – Bins; where would they be kept and how would the refuse lorry access the area. Jamie pointed out on the plan 5 points in which each dwelling bin would be located and assured BPC that there is enough space for a refuse lorry to reverse into the parking area to empty the bins.
- 3 – Parking for cars/boats; due to the location of the property its highly likely that the dwellings will have boats and where would these be stored. Jamie stated that each dwelling has enough parking space for 3 cars, the plan only indicates 2 spaces however insisted there is enough space for 3 cars so this space could house a boat.
- 4 – Pathways; the 3 dwellings at the front show that the front doors face the main road and they each have a gate/pathway leading to the front doors. Cllr Thompson highlighted that this would likely cause visitors, delivery drives etc to park on the road when visiting the properties. Jamie said he would take the comment on board and that maybe the dwellings need to be turned around, so the front door is the same side as the parking.

Cllr Borthwick stated that she did not find this development attractive and not like others which they have developed

9. Update on working groups – carried to next meeting
10. Correspondences - none
11. Other items for discussion/next agenda
12. Public Session
13. Close @ 20:00

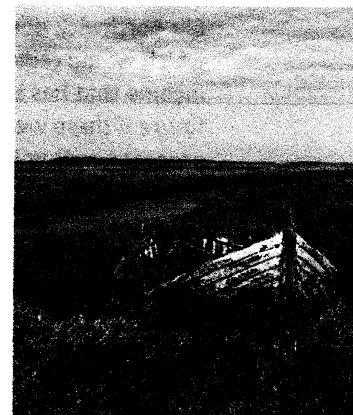
Date of next meeting Tuesday 4th February 2020



BRANCASTER PARISH COUNCIL

Held on the 22nd January 2020 at Brancaster

Staithe Village Hall 6.30pm



1. Welcome by the Vice Chair

- 2. Present:** Cllr G Bocking (left meeting at 19:37), Cllr Cotton, Cllr Borthwick, Cllr S Bocking, Cllr Campbell, Cllr Lawton, Cllr Thompson, Cllr Bax

Apologies: Cllr Wareham, Cllr Lowe

Public: 11

3. Welcome by the Chairman

4. Present and Apologies

5. To receive declaration of interests on agenda items

Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

- 6. Elect new Chair** – Cllr Campbell was proposed by Cllr Cotton and Cllr Borthwick seconded 5 Votes
Cllr Bax was proposed by Cllr Lawton and Cllr Thompson seconded 3 votes

Both Cllrs were happy to stand for Chair, a vote was taken with 3 Votes for Cllr Bax and 5 votes for Cllr Campbell

- 7. Approve Clerk's appointment**, all in favour. As the contract was dated 6th January it was agreed that Cllr Cotton would sign the contract as he was Chair on that date.

8. Finance

8.1 To approve accounts for payment. Cllr Cotton proposed and Cllr Thompson seconded, all agreed and carried

Name	Business	Gross
NALC	Good Councillor Guides and NALC staff time and expenses	318.10
Clerk	Jan Salary and Expenses	847.03
HMRC	PAYE	13.37
Clerk	Expenses Oct – Dec 2019	97.00
Heronwood	August/Sept	390.00

Due to the early close of the meeting 7th January the cheques were signed but had not been agreed by PC. The Clerk will issue all Cllrs with a list of payments which were made 7th January.

8.2 Precept 20/21 – Clerk provided each Cllr with a summary of the accounts with comparisons figures from previous years. Cllr Bax explained the process and that the figures for 19/20 had been taken out of the account book which Janet had kept. The precept figures for previous years was also detailed to show how it had increased over the years.

Cllr Thompson – feel that the precept should be higher as currently it is half the value of the neighbouring. He feels that it should be doubled so BCP would be able to agree to new projects as they arise in appropriate approval was given.

Cllr Lawton attend a meeting at a neighbouring village that has raised theirs to £35k from £25k, Cllr Bax asked if we make this high jump would there be any consequence, Cllr Thompson felt that this would only be a problem if there were a significant value of income in the bank account.

BRANCASTER PARISH COUNCIL

Held on the 4th February 2020 at Brancaster

Staithe Village Hall 6.30pm



1. Welcome by the Chairman

2. Present: Cllr Campbell, Cllr Lawton, Cllr Bax, Cllr G Bocking, Cllr Cotton, Cllr S Bocking, Cllr Borthwick, Cllr Thompson

Apologies: Cllr Wareham, Cllr R Lowe

Public: 18

3. To receive declaration of interests on agenda items

Cllr S Bocking 5.5 Leases on 'The Hard' and 9 Financial statement interest as a CRH

Cllr Cotton 5.5 Leases on 'The Hard' and 9 Financial statement interest as a CRH

4. Confirmation of the minutes, General Meeting 7th January 2020 and Extraordinary Meeting 22nd January 2020,

Changes to be made Cllr Campbell referred to as Cllr Chapman, Cllr Borthwick asked for her statement to be amended to state that WNRGC should also be included as pecuniary interest along with SHADCRA.

5. Beersheba – Revised proposed plans; Jamie Bird brought revised plans that had been amended based on some of the comments made by Cllrs at the meeting 7th January. The 1 of the dwellings at the back of the plot has been turned so it now fronts Town Lane, and this was after comments made from Natalie in the Planning Department at KLWNBC.

Cllr Thompson mentioned that the plans still had the gates and paths to the front of the 3 dwellings along the road and reiterated as he did in the meeting 7th January that this will cause people to park along the road rather than using the parking places which are located in the middle of the plot. Cllr Lawton agreed with this point too, suggestion from BPC was that the gates to be removed.

Cllr Thompson asked whether there would be enough space on the site for all the construction materials and vehicles, so the main road and Town Lane is kept clear – Jamie confirmed there is enough space for this.

Cllr Bax stated that the homes would be holiday homes and not family homes which Brancaster is trying to attract.

Jamie will send revised plans to Clerk once these have been completed.

A resident of Town Lane spoke stating that the Lane originally was 12 dwellings and if this development goes through the Lane will then hold 23 dwellings. The residents have been notified of an additional 3 dwellings at the top of the Lane; with a large site halfway up, which could easily fit another 12/15 dwellings. The number of cars coming in and out of the Lane will increase, NCC/Highways need to ensure that the entrance does not have obstructed views from parked cars. Also, Jamie had mentioned a resident of the Lane had contacted Fleur regarding the Lane surface, the resident at the meeting stated that the resident in contact with Jamie does not represent all the residents of the and this should be taken into consideration.

6. Matters arising from the minutes and not covered by Agenda

6.1 - Smith's Trust turfing – Cllr Campbell has looked at the accounts of the Trust and also stated that these are available online as have been published. On reviewing the quotes, the lowest is £3,200 + VAT, Cllr Cotton Proposed this and Cllr Bax seconded – All agreed that this will be paid for from the CIL income received.

6.2 -Neighbourhood plan – Ed Gould provided an update on the status of the updated plan. The plan has been accepted in its present form and going through due process. The plan now had to go through statutory screening and Ed is confident that it will get through this stage. There will then be a consultation period which includes 6 weeks ran by the Borough Council and 6 weeks consultation ran by Ed and Chris Pratt, these could be run at the same time to shorten the process.

Ed is happy to continue to lead on the neighbourhood along with help from Chris Pratt, he would welcome and additional help if anyone would like to volunteer.

Cllr Campbell thanked Ed on behalf of BPC for all he has done on the Neighbourhood Plan.

6.3 - Operating Groups – allocation of Cllrs to internal BPC operating groups List, Cllr Campbell provided each Cllr with a list of Operating Groups and proposed Cllrs. Cllr Campbell stated that these could be amended and were not set in stone. A discussion took place with amendments being made. Full list attached Appendix A

6.4 - Council representatives to other groups, Cllr Campbell provided each Cllr with a list of other groups which require a council representative detailing his proposed Cllrs. A discussion took place with amendments being made. Full list attached Appendix B

6.5 - Policies and Procedures; the clerk issued each Cllrs with a Policies and Procedure pack which she had started, Cllrs were asked to read through the enclosed policies and make notes of any changes that they wish to be made. Cllrs were also asked to think about any additional policies which they may need to adopt. These will be taken forward by the 'Governance, Standing Orders & Policies, Councillors Training' operating group.

Cllr Campbell suggested that a policy for Protection of vulnerable persons would need to be investigated and adopted.

6.6 - Village Gateway Signs – discussion and decision regarding having Gateway signs installed. Cllr Campbell had investigated the cost of a basic gateway and they start at £350+vat; with the larger gates being more expensive. If signs were to be installed throughout the 3 parishes then 12 signs could be needed to cover all roads. Due to the cost of these BPC could apply for the Partnership Scheme which closed December 2019. The councillors voted unanimously for the gateway sign - Action for the 'Highways' operating group to contact Sally at Highways to access the possible verges which could house the signs and to obtain quotes, so BPC are in a position to apply for future partnership bids once they are open.

6.7 - Leases for the 2 stalls on 'The Hard' Brancaster Staithe; 2 stalls the crab hut and the ice-cream man – The Crab Hut has been leasing on 'The Hard' for approx. 15 years and the Ice-cream van approx. 5. Cllr Cotton informed BPC that the current leases have expired, and new ones would need to be issued ASAP due to the season approaching fast. Victoria from National Trust attended the meeting and she states that in the October meeting she attended and had requested that a meeting take place between her and BPC regarding Village Green Management, this meeting has not yet taken place. Cllr Campbell and Cllr Cotton will arrange a meeting with Victoria ASAP to discuss all matters

6.8 - The post box at the bottom of Mill Hill has been moved into the middle of the village green. Cllr Campbell has contacted Royal Mail and is awaiting a call back to discuss.

7. Reports from PC reps on any committee meetings

Saxon Shore Parish Forum – Cllr Bax attended the forum, there were representatives from Holme, Ringstead and Thornham. The purpose of the forum is to be able to share issues and common themes and by working together to try and address collectively. The meetings will be every quarter with the next meeting being in April, starting time will be 7pm with the view that more will be able to attend.

Barrow Commons – Cllr Borthwick provided an update that currently the main objective is to clear the space in front of radar station so it can be seen. Both hedges have been clipped at the North gate, the sea can now be seen if seated on the bench

8. Reports from WNBC and NCC

Cllr Lawton stated that there is a CIL Governance Tax Group which he does not have any further details at this time. Cllr Lawton did mention that KLWNBC have just under £1m of CIL money which has not been spent.

Cllr Lawton highlighted that it is illegal for a dog to be walked off a lead on a public highway

9. Finance

9.1 To approve accounts for payment. – all in favour and approved

Name	Business	Gross
Clerk	Feb Salary and Expenses	1,011.47

Clerk	Salary	400.00
Brancaster Village Hall	Interview booking 03/01/20	20.00
E-on	Elec Jan	202.23
Westcotec	Street Light Maintenance – Feb	23.75
Brancaster Staithe Village Hall	Meetings 22/1/20 + 2 x 2019 outstanding Invoices	60.00
Peter Bickell	Cemetery Maintenance	376.00

9.2 Financial statement – up to 13th January – all approved

9.3 Future banking arrangements – Electronic Banking; the Clerk is to investigate due to issues where cheques have been returned by Barclays as unpresented. Clerk to update next month with details of how this process would work and to ensure that dual signatories are still in place like cheques.

10. To consider any planning matters and Borough Council decisions

Ref. No:	Address	Planning Details	Parish Councils Stance	BCKLWN
20/00108/F	51 Dale End, Brancaster Staithe	First Floor extension over existing garage with single storey extension to the rear	No observations due to there being a covenant on the properties	

11. Brancaster Primary School

An update was given which explained that St Marys Federation of Primary schools which is made up of Brancaster, Docking and Sedgeford; had the Governors removed by NCC and in their place NCC have assigned 3 new Governors. In June 2019 a short notice inspection was announced, and this resulted in Poor performance status; after this the Chair of Governors resigned chair and a replacement was provided by NCC. The Federation have had 2 acting Headteachers during the 18/19 school year but appointed new Headteacher that started September 2019. All the Governors have worked extremely hard and improvements have been made.

Currently at Brancaster 9 pupils are due to leave in the summer and 9 the following year. However, on average the school usually has a reception intake of 3 so the numbers become vulnerable and the same in Sedgeford.

An audit has produced positives but the school needs children and support, Cllr Bax stated that the school is vital to the village but knows that the house prices do not attract families as they are expensive and not affordable for families. The full council agreed that the Chairman write to NCC and that BPC will support the school however it can.

12. Proposal from Cllr Thompson over extension of space allocated to Brancaster Village Hall

The size of the current carpark at BVH is inadequate for the current usage, the proposal from the BVH Committee is for the fence to be moved back and to the side to allow additional parking spaces as well as leaving a turning circle.

Along with moving the fence BVH would like to move the store for the store which is in a container to the side of the carpark and originally, they had planned for a bowls green to be installed however due to space they are proposing a petanque

Cllr Lawton thinks that the carpark proposal is a good idea as it will encourage people to park around the back of BVH rather than on the road outside.

Cllr G Bocking enquired about the proposed location of the store and the substation as there is a memorial oak tree planted in that location. Cllr Thompson stated that the store and substation would be either side of the oak tree and it was felt that the tree would hide the stores.

Cllr Campbell asked Cllr Thompson whether a storeroom was included in the original plans for BVH and Store. Cllr Thompson confirmed that a storeroom has never been included inside the building and they have been using the current store but is too far away from the Store itself. Cllr Campbell asked if there was any possibility of racking out and converting a room inside. Cllr Thompson confirmed that the Committee had look at this option however no room is suitable. Cllr

Cotton felt that there would be a suitable location as BVH has 3 meeting rooms and that one of these could be converted which would release space outside.

Cllr Campbell also suggested that the petanque court out the front of BVH as this space is south facing and a nice use of space.

A member of the public asked to speak and said that they felt it would be wrong to move the store/container beside the Paul Mitchell, also she felt the suggestion of having petanque at the front of the hall would mean that passer-by's would be able to see this and it could attract people to stop and see what else is on the site.

Cllr Campbell asked Cllr Thompson if he would like to put this to the proposal to a vote, Cllr Thompson proposed however there was not a seconder

Cllr Bax stated that the Village shop and Post Office are great assets to the village and due to their success additional parking is needed however, she felt she couldn't second the proposal due to the Store.

Cllr Lawton proposed that the matter be deferred to a future meeting. Before this can be added to an agenda a meeting will need to take place between BPC Cllrs, BVH Committee and the Community Sports Club to see whether alternative locations for the Store can be found and to discuss any other matters applicable to each group.

- 13. Archives** - Cllr Campbell has agreed with Janet Lake that she will retire 1st April 2020. Cllr Campbell has proposed that BPC support the local History group and see if they can with the help of Janet archive the documents which she has stored in her office; BPC would be prepared to contribute to costs from the History group. Cllr Thompson will contact the History group regarding this and to ask to attend the next meeting. Brancaster Village Hall have a designated area where documents will be available to be viewed.

14. Correspondences

14.1 – Letter received from Member of Public regarding meeting 7th January – this matter has been moved to private session

14.2 – Letter received from Member of Public – Email received regarding the grass opposite Saxon Fields and that it would need to be returned to as it was after the builders have finished at the site – Sally at NCC Highways has written to the contractor.

14.3 – Letter received from Member of Public – Email received stating that there is mud on the Brancaster to Docking Road from beet carting and that this is dangerous, and could BPC address the matter. The email has been noted as received, there are 'Mud on Road' signs on this part of the road and BPC cannot take any further action on this matter.

14.4 – Emailed received from Member of Public – Overflowing Dog Bin on Broad Lane. Action for Clerk to contact KLWNBC to remind them that the bin will need emptying twice a week from Easter.

14.5 – Brancaster Detached Cemetery – dealt with

15. Correspondences, received after published agenda – N/A

16. Other items for discussion/next agenda

Items for March agenda:

- Archiving – history group at attend if possible so further discussions can take place and move forward with archiving the documents which are at the Clerk's office
- Village Gateway – update from the 'Highways' working group

Carpark passes – Cllr Borthwick will lead on processing the passes to ensure that only those eligible receive a pass. Clerk to contact the RWNGC to ask them to change the colour, watermark and print 2020 on the new passes

17. Public Session

Mr Morris wanted to highlight that the SAM machines do not always seem to be working and possibly more posts/signs are needed in the village as speeding is still an issue. Mr Morris has purchased a 30MPH sign which has been stuck onto his bin so when standing beside the road drivers can see it. Cllr Bax and Mr Morris will discuss the stickers and BPC will see if these could be purchased and rolled out throughout the Parish.

The village sign on the green at Brancaster needs to be repaired. Cllr Cotton was already aware of this and will be arranging for this to be repaired.

The new path at the bottom of Mill Hill is very narrow and high, it will be difficult for prams/pushchairs and trolleys to step off and on due to lack of dropped curbs.

The Crosse Lane sign from Branodunum has been knocked down; 'highways' operating group to investigate and have a new street sign erected.

18. Close at 21.00

Date of next meeting Tuesday 3rd March 2020

APPENDIX A

Brancaster Parish Council Operating Groups

Assets: Chris Cotton, Celia Borthwick, Stephen Bocking

Finance Group: Briony Bax, Jeremy Thompson, Jamie Campbell, John Wareham, Parish Clerk

Governance, Standing Orders & Policies, Councillors Training: Briony Bax, John Wareham

Highways (Inc. Traffic management, speed): Chris Cotton, Celia Borthwick, Jamie Campbell

Communications/PR: Briony Bax

Tourism: Gary Bocking, Jamie Campbell, Jeremy Thompson

Footpaths: Robert Lawton, Gary Bocking

APPENDIX B

Representing Brancaster Parish Council

Brancaster Educational & Almshouse Charity (Smith Trust): Stephen Bocking

Brancaster Beach Car Park: Jamie Campbell, Celia Borthwick, Briony Bax

Brancaster Village Hall & 71 Club: Jeremy Thompson

Brancaster Detached Cemetery (pending discussions with the Rev's Rachael Dines): Gary Bocking, Chris Cotton

Brancaster Staithe & Deepdale Village Hall: Celia Borthwick

Brancaster Commons Committee: Jamie Campbell

Bell's Charity: Celia Borthwick, Chris Cotton

Sea Defence Committee: Jeremy Thompson, Chris Cotton

Barrow Common Management Committee: John Wareham, Stephen Bocking

Brancaster Community Sports Club: Chris Cotton

Brancaster Allotment Society: Gary Bocking

Kiters Group: Jamie Campbell

Saxon Shore Parish Forum: Briony Bax

BRANCASTER PARISH COUNCIL

Held on the 3rd March 2020 at Brancaster

Staithe Village Hall 6.30pm



1. Welcome by the Chairman

2. Present: Cllr Campbell, Cllr G Bocking, Cllr Borthwick, Cllr Lawton, Cllr Cotton, Cllr Bax, Cllr Thompson, Cllr S Bocking

Apologies: Cllr Wareham

Public: 24

Cllr Campbell read out a letter which had been received from Cllr Lowe which detailed that he was resigning from BPC due to ill health. Clerk to write to Mr Lowe to thank him for his time and support as his time as a Cllr.

3. To receive declaration of interests on agenda items - NONE

4. Confirmation of the minutes, General Meeting 4th February 2020

Cllr Borthwick asked for 4 changes to be made, Clerk to amend and re-issue to Cllrs and confirm at the next meeting

5. Matters arising from the minutes and not covered by Agenda

5.1 Policies and Procedures – The operating group have arranged a meeting where the standing orders and policies will be amended accordingly, these will be amended ready to be discussed and adopted at the Annual Parish Council meeting in May. All policies and procedures will be uploaded to the website once adopted for member of the public to access.

5.2 Archiving – Cllr Campbell has had a discussion regarding if when the history group is setup would they assist with the help of Janet to archive the documents. There had been some miscommunication as he felt that Janet had given him the Parish Council documents which Cllr Campbell clarified this wasn't the case and they remained the property of BPC.

Cllr Thompson and Cllr Lawton were both concerned that the group organiser had offered to store all the documents in his home, they did not feel this was fair on the organiser or those that wish to view the documents.

Cllr Bax mentioned how in the previous meeting there had been a discussion regarding having the documents scanned and kept in the cloud so everyone can look them up online. However, a decision would have to be made on where to keep the originals - This item is on-going and possibly move into a working group for this to be looked into further

5.3 Village Gateways – 3 Cllrs had met with Sally from Highways to discuss where gateway signs could be located due to the size of verges around the parish. A quote had been received for £9,914 for 10 gateways but not including 2 new Village name signs.

Cllr Borthwick stated that highways had said the verge on Norton Rd is not wide enough for a gateway or post to be sited. Cllr S Bocking mentioned that other villages have the speed on the road where verges are not wide enough, and that BPC could investigate this.

Cllr Campbell explained that the gateways could be applied for through the NCC Partnership Scheme, this closed in December for 2020. The scheme will open for applications in October for 2021 bids, due to the value of the gateways it was felt that the Partnership Scheme should be investigated further to help with the costs.

The gateways can be provided in white and brown, Cllr Thompson proposed white and Cllr Campbell seconded the proposal, the gateways will need to be cleaned and BPC can ask the Rangers to complete this when they visit the parish.

6. Update from operating groups

Highways – Cllr Cotton had contacted Royal Mail regarding the repositioning of the Post Box at bottom of Mill Hill. Royal Mail had contacted Highways regarding approval to move the box which had been agreed, Cllr Cotton explained that the

village green belongs to the Parish not highways, so they had no authorisation for this. Cllr Cotton suggested that in the future Royal Mail should ensure they are receiving authorisation from the correct organisations.

Cllr Cotton had contacted highways after a member of the public raised the concern with the new path along Mill Hill. The path narrows due to the road and it does not have a dropped curb, this is very dangerous, and it will cause problems for wheelchairs, prams etc. Due to the drop it could cause the wheelchair/pushchairs to tip forward which could result in the individuals sitting in the them to be tipped out onto the road.

Sally from highways replied detailing that the path had been constructed as designed and therefore there was nothing more she could do. BPC agreed that this is not acceptable, and the Clerk is to write again on behalf of BPC to detail their concerns.

Cllr Campbell stated that BPC have purchased 30mph stickers for bins to try and help control speeding within the parish, the stickers will be available for members of the public and available from the village shops. If more stickers are required, then an additional order will be placed.

Training group – Cllr Bax had been given good feedback about training which Holme PC had received, Cllr Bax had been in contact with the training provider and they had sent details of a full council training session which they could run for £300. The general feel for this was agreed and once the casual vacancy is filled the training can be booked at a date/time which is convenient.

Brancaster Common Committee – Cllr Thompson made the following statement “The Parish Council was sadly lacking in any information from the Committee which oversaw the Brancaster Common. Could our Rep and our Borough councillor please make sure that the committee was acting on and aware of recent activities of Shadcra who seemed to have unwisely bypassed the committee who are there to look after and advise on their interests. The situation has caused a great deal of upset in the Brancaster community. We and the residents should be receiving an explanation from the Brancaster Commons committee”

Communications – Cllr Bax explained that she will now be posting meeting dates on ‘Nextdoor’ this is a free, private social network for your neighbourhood. She encouraged Cllrs and members of the public to join as it is very good for receiving updates including from the Police.

7. Reports from PC reps on any committee meetings - NONE

8. Reports from WNBC and NCC

Cllr Lawton is going to be investigating cottages/houses solely rented out as business, but do not have a blue bin. BCKLWN is losing out on £50k-£60k where properties have not been declared, the annual charge for a blue bin is £200.

9. Finance

9.1 To approve accounts for payment. – Cllr Campbell proposed, and Cllr Cotton seconded, All in favour

Name	Business	Gross
Clerk	March Salary and Expenses	1,061.75
Clerk	Salary	400.00
BCKLWN	Dog Bins	646.46
E-on	Elec Feb	202.23
Westcotec	Street Light Maintenance – March	23.75
PKF Littlejohn	Annual Governance and Accountability Return yr end 31 March 2018	240.00
Brancaster Staithe Village Hall	Outstanding invoices 2018/2019	380.00
N Raisbury	Typing meeting verbatim	120.00
Robert Smith Trust	Turfing	3,840.00

9.2 Financial statement – no bank statement available at the time of the meeting, Clerk to circulate once completed

9.3 Future banking arrangements – on going due to difficulties changing the name and address on the accounts

10. To consider any planning matters and Borough Council decisions

Ref. No:	Address	Planning Details	Parish Councils Stance	BCKLWN
20/00245/F	Little Tenchleys, Broad Lane, Brancaster	Detached Garage/car port block	Support	
20/00055/O	West Lee, Town Lane, Brancaster Staithe	Outline Application: of three x 3-bedroom dwellings with garages	Call the application in – all in favour	
20/00256/F	Palmyra, Mill Rd, Brancaster	Variation of Condition 2	No stance as not sure on the conditions	
19/02162/RM	Beersheba, Town Lane, Brancaster Staithe	Reserved matter application: demolition of existing dwelling and construct 5 dwellings	Call it in due to footpath – All in favour	

Steve from Atelier Associates attended to show the PC the revised plans for The Smithy which they have submitted to BCKLWN. The PC have not yet been notified by the BCKLWN of these plans, so it had not been added to the agenda. BPC thanked Steve for attending and answering the questions they had, however agreed that until they had been sent the revised plans, they could not discuss any further. Clerk to contact BCKLWN to ask why the revised plans have not been sent though for their comments

11. Parish Council Website – detailing tide times

Cllr Bax would like to have the tides on the website and information warning people of when the high tides are and how the beach road will not be accessible, she suggested that the beach carpark committee representatives discuss with the golf club about who to close the roads at high tides. Cllr Borthwick mentioned that there are plans and the carpark attendant comes to the top of road and stop people, some drivers will ignore and drive past him with others parking around the surrounding roads (London Street, Mill Hill, Broad Lane etc) the need for an overflow carpark which could be used at high tides would elevate the problem. Cllr Thompson felt that the golf club needs to address this and that the BPC representatives should take this matter up again.

Cllr Thompson stated There was some time ago a good move to get the Tide information available on the web. The info is very available, but the info is not used.

Cllr Campbell and Thompson believe that the overflow carpark should be pursued to see if the matter can be moved forward.

A member of the public stated that the Sailing club has tide times available on their website so could they be linked?

Brancaster Staithe has a similar problem but with boats and trailers being parked in unsuitable places

It was decided that a new Operating Group would be created to investigate these issues further, the group will include Cllr Campbell, Cllr Bax, Cllr Thompson and Cllr Cotton

12. Sports Club

The sports club wish to install a table tennis table which will be on a concrete base and located between the tennis court and hedge. Cllr Campbell made Anthony aware that the hedge is cut by a hedge cutter attached to a tractor and that if the tractor cannot access then the sports club will need to cut the hedge which is not accessible. Cllr Thompson also stated that if the mower cannot access all the area around the table then they will also be responsible to ensuring the grass is cut.

The clubs current lease is due to expire June 2021 and is not on a rolling lease. Cllr Campbell proposed that the lease is renewed for a further 15 years when the approached by the club. A vote was taken and all Cllrs in favour and that the Chairman and Vice Chairman can sign the lease.

Additional parking area at BVH – Cllr Campbell had drawn out a plan of how to create an additional overflow carpark at BVH. He detailed how if the gate was moved it would allow additional 2 spaces in the main carpark when the gates are open as the gates would not be in a position where cars could park. The new area

turf so that the grass can be used if we have had rain causing no problem to the grass. If this area were to be used the container could remain in its current location and the 2 memorial trees would not be impacted at all.

A quote for just supply of the plastic matting had been obtained and it was £7500 inc VAT, Cllr Thompson asked who would maintain the area? who would decide on the fence or materials used? Who would be responsible for this BPC or BVH?

Cllr Lawton and Cllr Borthwick proposed that an onsite meeting is arranged and for Cllrs to attend where they could stake out the additional proposed area and to try and move on with this matter. Cllr Cotton seconded the proposal, action for a meeting to be arranged and for all Cllrs to be invited.

Steve from Heronwood had contacted the Clerk and asked whether a sign could be attached to the gates in the BVH carpark to state please keep clear, they will soon start grass cutting and will need to be able to access the playing field via the gates.

13. Councillor Training – Covered in operating group updates

14. Correspondences

14.1 – Brancaster Day – Email received discussing this year's arrangements and seeking approval from BCP and to ask whether they would contribute to the insurance as they have done in previous years. BPC support this and Clerk to reply to the organisers

15. Correspondences, received after published agenda - NONE

16. Other items for discussion/next agenda

- Casual Vacancy – could an application form be completed by individuals wishing to fill the vacancy which details their experience, reasons for wishing to join BPC etc

17. Public Session

There could possibly additional costs relating to the plastic matting which could be installed at the playing field, for example needing a hardcore base etc, this will be investigated further before any agreements are made.

Concerns that the dog bin on broad lane is being replaced by a litter bin, there were problems with a litter bin at the beach as a hot BBQ had been discarded into it which melted the bin. As the licence has been signed on this bin BPC will monitor for the next year and see whether additional changes need to be made.

18. Close at 20.31

Date of next meeting Tuesday 7th April 2020, the Annual Parish Meeting will take place before the general meeting.