

Full Council Agenda

Tuesday, 4th May 2021

This meeting to follow on immediately after the Annual Parish Meeting which will begin at 6.30pm¹

Councillors are summoned to attend the above meeting, the Annual Meeting of Brancaster Parish Council. The meeting will be held using Zoom teleconferencing. The meeting reference is: 850 8292 3096, and the password: 203085

The direct link is:

<https://us02web.zoom.us/j/85082923096?pwd=T3RKWXNzcTRWTzcyERpU2FVS3JtQT09>

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chairman during the time set aside for this. Ideally questions should be presented in writing prior to the meeting, to avoid problems arising from any technical issues.



Simon Bower, Parish Clerk, 28/4/2021

1. Election of Chairman

- a) To elect a Chair(man) of Council for the Council year 2021-22*
- b) To receive the Declaration of Acceptance of Office*

2. Election of Vice-Chairman

- a) To elect a Chair(man) of Council, if any, for the Council year 2021-22*
- b) To receive the Declaration of Acceptance of Office*

3. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

4. Apologies for absence

- a) Consider approving apologies received*

5. Minutes

- a) Consider approving minutes of the meeting held on 6/4/2021*
- b) Matters arising from the above minutes – for information only

6. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor

¹ This meeting is legally required, but it has been agreed that it will be a short session merely to comply with those requirements. The agenda is published separately.

- d) Report from Clerk

7. Finance & Legal

- a) To receive financial report from Clerk, including audit update
- b) *Consider insurance renewal*
- c) *Consider expenditure items (listed in document pack)*
- d) *Consider expenditure of no more than £2,305 on resurfacing the Hard*
- e) *Consider draft delegation protocol for meetings until physical meetings restart*
- f) *Review of Policies*
- g) *Consider approving draft lease for the Sports Club, taking effect 1/6/21*
- h) *Consider membership of external groups*
- i) *To authorise the Clerk to investigate a gov.uk domain address, new website and associated email addresses*

8. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 21/00761 – extensions and alterations - The Lodge, Main Rd, Brancaster*
- c) Receive report on any other planning matters

9. Delegated decisions etc.

- a) To note delegated decisions made

10. Other matters

- a) Receive reports from Council groups
 - i. *Consider membership of Council groups*
- b) Receive a report on possible parking plans

11. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider supporting Northwold and Whittington PC's request for BCKLWN to consult Parishes on Temporary Event Notices*

12. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors

13. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes², three minutes for each person.

14. Next meeting

- a) *Consider confirming the date of the next meeting (or advisory meeting of Councillors) as 6.30pm on Tuesday 1st June, 2021. Meeting to be held using Zoom*

² Less any time used in item 6a

Agenda of Advisory Gathering of Cllrs

Tuesday, 1st June 2021 at 6.30pm

Councillors are invited to attend the above, which will be held using Zoom teleconferencing. The meeting reference is: 822 0339 0756 and the password: 050646. The direct link is:

<https://us02web.zoom.us/j/82203390756?pwd=WUFueDZlNm1tWmVNVUdlTEFTTi80UT09>

This is open to the public, and there will be time for them ask questions. It is being held in this way to provide guidance to the Clerk acting under powers delegated to him at the May meeting. No decisions can be made.



Simon Bower, Parish Clerk, 26/5/2021

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which would ordinarily count as a conflict

2. Apologies for absence

- a) To note any apologies for absence

3. Minutes

- a) To raise suggested amendments to the minutes of the meeting held on 4th May 2021*
- b) Matters arising from the above minutes – for information only

4. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk

5. Finance

- a) To receive financial report from Clerk, including audit update.
- b) To note expenditure items (listed in document pack)

6. Planning¹

- a) Public comments on planning matters, three minutes each maximum
- b) Discuss PA 21/00663 & ~4 – Pool House, Staithe House, Brancaster Staithe
- c) Discuss PA 21/00768 – single storey extension, Herons House, Cross Lane, Brancaster
- d) To discuss any late-arriving planning applications

¹ Any responses formulated here will be forwarded to the Borough in the format "Councillors have..." rather than "Council has..." as for decisions made by email under BPC policies.

- e) Receive report on any other planning matters

7. Delegated decisions etc.

- a) To note delegated decisions made

8. Other matters

- a) Receive reports from Council groups
- b) Receive a report on possible parking plans
- c) Village Hall/Sports Field
 - a. Discuss fencing and car parking
 - b. Discuss the position on the lease of the Playing Field
 - c. Discuss ownership of the equipment
- d) Discuss the SAM speed sign(s)
- e) Discuss the use of COVID grant funds to thank volunteers

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) To note an email requesting permission to use the Playing Field on 18/7/21

10. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To note future agenda requests from Councillors

11. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes², three minutes for each person.

12. Next meeting

- a) To note the date of the next proposed ordinary meeting as 6.30pm on Tuesday 6th July, 2021.
- b) To discuss extending the period covered by the Virtual Meetings Policy, bearing in mind recent developments

13. Private session

- a) To note that the public are being asked to leave the gathering
- b) To discuss details of offer relating to parking*

Items marked with a star will require formal approval at the next official meeting/EGM.

² Less any time used in item 6a

Full Council Agenda – Extraordinary Meeting

Tuesday, 29th June 2021 at 6.30pm

Councillors are summoned to attend the above meeting. The meeting will be held in the open on Brancaster Playing Field – please bring suitable clothing/umbrellas.

The meeting is open to the public. As this is an Extraordinary meeting, it will be restricted to required items, and the matters for discussion.



Simon Bower, Parish Clerk, 24/6/2021

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Finance

- a) *Consider accepting the financial report from the Clerk*
- b) *Consider approving the Governance Report for the Annual Audit ("AGAR") form*
- c) *Consider approving the Financial Statements for the Annual Audit ("AGAR") form*

4. Other matters

- a) *Consider approving the draft joint National Trust/Parish Council document on the management of the Hard, Brancaster Staithe*

5. Next meeting

- a) To note the date of the next Ordinary meeting as 6.30pm on Tuesday 6th July, 2021. Meeting to be held using Zoom.

Agenda of Advisory Gathering of Cllrs

Tuesday, 6th July 2021 at 6.30pm

Councillors are invited to attend the above, which will be held using Zoom teleconferencing. The meeting reference is: 817 8527 3078 and the password: 783467. The direct link is:

<https://us02web.zoom.us/j/81785273078?pwd=eE5iSXpuSDgvbnRneXEydn0xVmt2dz09>

This is open to the public, and there will be time for them ask questions. It is being held in this way to provide guidance to the Clerk acting under powers delegated to him at the May meeting. No decisions can be made.



Simon Bower, Parish Clerk, 1/7/21

1. Declarations of Interest

- a) Note any declarations of interest of a pecuniary or other nature which would ordinarily be required at a formal meeting

2. Apologies for absence

- a) To note any apologies received

3. Minutes

- a) Discuss any possible amendments to the notes of the Advisory Meeting of Council, held on 1st June 2021
- b) Matters arising from the above notes – for information only

4. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk

5. Finance

- a) To receive financial report from Clerk.
- b) To note expenditure items (listed in document pack)

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) Discuss PA 21/01137 – farm/store to dwelling conversion – Field Ho Farm, Brancaster
- c) Discuss PA 21/01170 – landscaping/pool – Old School House, 1 School Pastures, Deepdale
- d) Discuss PA 21/01201 – two storey extension – 9 Anchorage View, Brancaster
- e) Discuss PA 21/01143 – extension/alterations – Beach Ho., Broad Lane, Brancaster

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- f) Discuss PA 21/01116 – swimming pool/pool house – Herons Ho., Cross Lane, Brancaster
- g) Discuss PA 21/01108 – demolition of outbuildings etc., conversion to hotel accommodation – Ship Hotel, Brancaster
- h) Discuss PA 21/01175/LB – structural repairs – St Mary’s Ho., London St, Brancaster
- i) Discuss expressing a view on Borough proposal to record Hall Lane, Brancaster as an official street name
- j) Discuss any late arriving planning applications
- k) Receive report on any other planning matters

7. Delegated decisions etc.

- a) To note delegated decisions made

8. Other matters

- a) Receive reports from Council groups
- b) Receive a report on possible parking plans

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) Discuss possible plans for celebrating the Platinum Jubilee

10. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors

11. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes¹, three minutes for each person.

12. Next meeting

- a) To note the date of the next meeting as 6.30pm on Tuesday 3rd August, 2021. Meeting to be held Brancaster Village Hall.

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 3rd August 2021 at 6.30pm

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Village Hall.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this. Please see note at end regarding COVID precautions.



Simon Bower, Parish Clerk, 29/7/2021

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Minutes

- a) *Consider approving minutes of the Annual Meeting held on 4th May 2021 & those of the Extraordinary Meeting on 29th June*
- b) *Consider approving as a Council record the notes of the Advisory Gatherings on 3rd June and 6th July 2021, and actions taken following these*
- c) Matters arising from the above minutes/notes – for information only

4. Reports

- a) Report from Freebridge on proposals for the Brentwood site in Brancaster Staithe
- b) Chair's report
- c) Report from Borough Councillor
- d) Report from County Councillor
- e) Report from Clerk

5. Finance & Legal

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider a Chair's Allowance*
- d) *Consider formally adopting the draft Risk Management Plan*
- e) *Asset List – considering formally taking ownership of play equipment at Brancaster Playing Field*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 21/01349 & 01350 – gates/lights/flue, St Mary's House, London St, Brancaster*

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- c) *Consider PA 21/01396 – single storey extension, Flint Cottage, 62 Dale End, Brancaster Staithe*
- d) *Consider PA 21/01457 – demolition and replacement, Little Saltings, Broad Lane, Brancaster*
- e) *Consider PA 21/01464 – single storey extension/alterations, Bonnierigg, Orchard Close, Brancaster Staithe*
- f) *Consider any late arriving planning applications*
- g) Receive report on any other planning matters

7. Delegated decisions etc.

- a) To note delegated decisions made

8. Other matters

- a) Receive reports from Council groups
- b) Receive a report on possible parking plans
- c) Consider electing a NALC representative

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider a donation to the Parish Churches for grounds maintenance*
- c) *Consider a donation to the Burnham Market Area Community Car Scheme*

10. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors

11. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes¹, three minutes for each person.

12. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday September 7th, 2021. Meeting to be held in Brancaster Staithe Village Hall.*

Though the Government has relaxed all restrictions that could apply, BPC is wanting to minimise risk to staff, members and public attending their meetings. To this end:

- *only furniture actually required is moved, and wiped down once moved, and at the end of meeting. Members of public [MoP] to move their own chairs – wiped at end.*
- *Cllrs and Clerk to be 2m apart, and MoP encouraged to distance from other households. Ventilation by windows if possible. No fans or air-con.*
- *Masks/proximity – all are encouraged to use while moving, but cannot be required to. Sanitiser will be provided, and its use encouraged.*
- *Paperwork – only an agenda will be provided, other paperwork is available online.*

Beyond this, all are encouraged to note that some may be uncomfortable with close proximity, and respect that. Anyone ignoring polite requests in this regard may be regarded by Cllrs as disrupting the meeting, and asked to leave under Standing Orders.

¹ Less any time used in item 6a

Full Council Agenda

Monday 9th August 2021 at 6.30pm

Councillors are summoned to attend the above extraordinary meeting. The meeting will take place at Brancaster Staithe/Burnham Deepdale Village Hall.

The meeting is open to the public, though it should be noted there will limited room.



Simon Bower, Parish Clerk, 4/8/2021

1. Minute-taker

- a) To appoint someone, or a locum Clerk, to take minutes

2. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

3. Apologies for absence

- a) *Consider approving apologies received*

4. Car Park – Saxon Field

- a) *Consider agreeing to rent a field for car parking*
- b) *Consider approving paperwork relating to volunteers*
- c) *Consider approving signage arrangements*
- d) *Consider other matters required*
- e) *Consider confirming to NCC Highways Council's satisfaction with the arrangements*

5. Agreement with National Trust relating to the Hard

- a) *Consider approving the map for appending to the agreement*

Full Council Agenda

Tuesday, 7th September 2021 at 6.30pm

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Staithe Village Hall.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.



Simon Bower, Parish Clerk 2/9/2021

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Minutes

- a) *Consider approving minutes of the Ordinary Meeting held on 3rd August 2021*
- b) *Consider approving minutes of the Extraordinary Meeting held on 9th August 2021*
- c) Matters arising from the above minutes – for information only

4. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk

5. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider appointment of Internal Auditor*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 21/01603 - seasonal erection and use of temporary buildings (retrospective), White Horse, Brancaster Staithe*
- c) *Consider PA 21/01643 – single storey rear extension, Sky Lark, 9 Field House Farm Cottages, Brancaster*
- d) *Consider PA 21/01607 – replace caravan with dwelling and additional property/access, West Lee, 19 Town Lane, Brancaster Staithe*

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- e) 21/00101 – replacement windows, Flat 18, Dormy House, Brancaster*
- f) 20/02132 – revisions, change of use, land east of 1 Saxon Field*
- g) Consider any late arriving planning applications*
- h) Receive report on any other planning matters

7. Delegated decisions etc.

- a) To note delegated decisions made

8. Other matters

- a) Receive reports from Council groups
- b) Receive a report on Saxon Field Parking etc
- c) Receive a report on possible parking plans
- d) Consider approving the map for the agreement with the National Trust, and consequent wording changes.*

9. Councillor matters

- a) Consider a motion of no confidence in Cllr Stephen Bocking*
- b) Consider a motion of no confidence in Cllr Chris Cotton*
- c) Consider membership of Council groups by the above Cllrs¹*

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk

11. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors

12. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes², three minutes for each person.

13. Next meeting

- a) Consider confirming the date of the next meeting as 6.30pm on Tuesday 5th October 2021. Meeting to be held in Brancaster Village Hall.*

14. Private session

- a) Consider closing the meeting to the public under relevant legislation and standing orders.*
- b) Consider a staffing matter*
- c) Consider a legal matter*

Members of the public are requested to leave the meeting as promptly as possible

¹ This reconsideration of a previous discussion has been requested by the relevant number of Cllrs. This item to be dependent on the result of items 9a/b

² Less any time used in item 6a

Full Council Agenda

Tuesday, 5th October 2021 at 6.30pm

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Village Hall.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.



Simon Bower, Parish Clerk, 29/9/21

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Minutes

- a) *Consider approving minutes of the meeting held on 7th September 2021*
- b) Matters arising from the above minutes – for information only

4. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk

5. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider quote for moving gate at Playing Field*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 21/01761 – new dwelling behind the Sailings, Main Rd, Brancaster Staithe*
- c) *Consider PA 21/01813 – new dwelling, land at Marsh Side, Brancaster*
- d) *Consider PA 21/01838 – demolition of garage, extensions, Inyanga, 9 Boughey Close, Brancaster*
- e) *Consider PA 21/01860 – extension, Skylark, Orchard Close, Brancaster Staithe*
- f) *Consider any late arriving planning applications*
- g) Receive report on any other planning matters

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- a. Consider authorising the Clerk to apply for grants for electric vehicle charging points, either for PC projects or in support of local organisations*

7. Delegated decisions etc.

- a) To note delegated decisions made

8. Other matters

- a) Receive reports from Council groups
 - a. Consider any changes to membership of groups*
- b) Receive a report on possible parking plans
- c) Jubilee weekend:
 - a. Receive report on meeting held on 14th September*
 - b. Consider Council's role in the events, including possible funding*
 - c. Consider renting of marquee for events*
- d) At the request of Cllr S Bocking:
 - a. Consider instructing the RFO not to use the word "donation" ref Car Park income*
 - b. Consider contesting Land Registry records of ownership of Marsh Common*
 - c. Discuss safety issues at Staithe Harbour*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk

10. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors

11. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes¹, three minutes for each person.

12. Next meeting

- a) Consider confirming the date of the next meeting as 6.30pm on Tuesday 2nd November, 2021. Meeting to be held in Brancaster Staithe Village Hall.*

13. Private session

- a) Consider closing the meeting to the public under relevant legislation and standing orders.*
- b) To discuss a staffing matter*

Members of the public are requested to leave the meeting as promptly as possible

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 2nd November 2021 at 6.30pm

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Staithe Village Hall.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.



Simon Bower, Parish Clerk, 28/10/2021

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Minutes

- a) *Consider approving minutes of the meeting held on 5th October 2021*
- b) Matters arising from the above minutes – for information only

4. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk

5. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider a quote for moving gate on Brancaster Playing Field*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 21/01914 – office/workshop, 8 Field House Farm Cottages, Mill Rd, Brancaster*
- c) *Consider PA 21/01918 – rear two-storey extension, 9 Anchorage View, Brancaster*
- d) *Consider any late arriving planning applications*
- e) Receive report on any other planning matters

7. Delegated decisions etc.

- a) To note delegated decisions made

8. Other matters

- a) Receive reports from Council groups
- b) Receive a report on possible parking plans
- c) *Review use of Playing Field parking in 2021, and consider future use*
- d) *Consider a group to look at maintenance etc. contracts and a date for a meeting*
- e) *Consider a document retention policy*
- f) Receive a report from Brancaster Parking and Safety Team

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) To note a new consultation on dog control orders in the Borough
 - a. *Consider any suggested amendments*

10. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors

11. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes¹, three minutes for each person.

12. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday 7th December, 2021. Meeting to be held in Brancaster Village Hall.*

13. Private session

- a) *Consider closing the meeting to the public under relevant legislation and standing orders.*
- b) *Consider a legal matter*

Members of the public are requested to leave the meeting as promptly as possible

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 7th December 2021 at 6.30pm

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Village Hall.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.



Simon Bower, Parish Clerk, 2/12/2021

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Minutes

- a) *Consider approving minutes of the meeting held on 2nd November 2021*
- b) Matters arising from the above minutes – for information only

4. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk

5. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) Receive a report on budget-setting for 2022/23, and first draft
 - i. *Consider additions and amendments to the above*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 21/02236 – single storey extension, 32 The Close, Brancaster Staithe*
- c) *Consider PA 21/02226 – dormer and alterations to dwelling/outbuilding, Duffields, Main Rd, Brancaster*
- d) *Consider any further response to PA 20/02057 – pavilion as single dwelling with parking, Land West of The Rectory, Broad Lane, Brancaster – following Appeal based on Borough Council rejection*

- e) *Consider amendments to PA 21/02115 – 28 The Close, Brancaster Staithe*
- f) *Consider any late arriving planning applications*
- g) Receive report on any other planning matters

7. Delegated decisions etc.

- a) To note delegated decisions made

8. Other matters

- a) Receive reports from Council groups
- b) Receive a report on possible parking plans
- c) *Consider adoption of a Car Park Pass policy*
- d) *Consider any Parish Partnership scheme requests*
- e) Receive a report from Parking Safety Team
- f) *Consider working groups for strategic and small-scale projects*
- g) *Consider approving draft contract and form for contractors*
- h) *Consider approval of amended lease for Playing Field*
- i) Review of current grounds work arrangements
 - a. *Consider any changes to current arrangements*
 - b. *Consider actions around Brancaster Playing Field edge*
- j) *Consider retrospective approval of up to £400 for Christmas Trees/installation*
 - a. *Consider approving a budget of £1000 for Christmas 2022, with relevant delegation*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider permission for repairs to surface of entrance to Brancaster Village Hall*
 - a. *Consider a request for financial assistance with the above*

10. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors

11. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes¹, three minutes for each person.

12. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday, 11th January 2022. Meeting to be held in Brancaster Village Hall².*

13. Private session

- a) *Consider closing the meeting to the public under relevant legislation and standing orders.*
- b) *Receive and consider any further information/offers relating to parking proposals*

Members of the public are requested to leave the meeting as promptly as possible

¹ Less any time used in item 6a

² Please note the venue – this has changed

Full Council Agenda

Tuesday, 11th January 2022 at 6.30pm

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Village Hall.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.



Simon Bower, Parish Clerk, 6th Jan 2022

Before the meeting starts a plaque will be presented to the Village by the Countess of Romney, DL, to recognise the work of volunteers during the COVID pandemic.

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Minutes

- a) *Consider approving minutes of the meeting held on 7th December 2021*
- b) Matters arising from the above minutes – for information only

4. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk

5. Finance - switch

- a) To receive financial report from Clerk
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider the draft budget for 2022/23*
- d) *Consider the precept for 2022/23*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 21/02317 – Dormy Cottage, London St, Brancaster (replacement of annexe)*
- c) *Consider PA 21/02332 – 4 Skippers Piece Close, Brancaster (single storey flat roof extension)*

- d) Consider PA 21/02381 – 14 Roman Way, Brancaster (extension, alterations, remodelling)*
- e) Consider PA 21/01838 (revisions) – land at Marshside, Brancaster (new dwelling)*
- f) Consider PA 21/02401 – 27 Mill Hill, Brancaster – (replacement porch)*
- g) Consider any late arriving planning applications*
- h) Receive report on any other planning matters*

7. Delegated decisions etc.

- a) To note delegated decisions made*

8. Other matters

- a) Receive reports from Council groups*
- b) Receive a report on possible parking plans*
 - a. Consider proceeding with offer from landowner for two car park sites*
 - b. Consider approving expenditure on fencing/signage/gates, with appropriate delegation if necessary*
 - c. Consider authorising Clerk to pursue finance (card-reader/banking) and staffing (contractor basis) arrangements*
 - d. Consider preparing a Planning Application for the above car parking*
- c) Consider expenditure on migration and redesign of website*
- d) Consider expenditure of £90 on streetlight in Choseley Lane*
- e) Consider applying for official registration with the Queen's Platinum Jubilee Beacons*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk*
- b) Consider support for CIL bid from St Mary's Burnham Deepdale*
 - a. Consider any other (late arriving) requests for such support*

10. AOB and agenda requests

- a) To receive any further comments from Councillors – information only*
- b) To receive future agenda requests from Councillors*

11. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes¹, three minutes for each person.*

12. Next meeting

- a) Consider confirming the date of the next meeting as 6.30pm on Tuesday 1st February, 2022. Meeting to be held in Brancaster Village Hall.*

Please note current Government advice regarding COVID restrictions. Social distancing and mask use will be required, and those showing symptoms &/or testing positive are urged to comply with relevant isolation procedures.

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 1st February 2022 at 6.30pm

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Village Hall – please note venue.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.



Simon Bower, Parish Clerk, 27/1/22

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Minutes

- a) *Consider approving minutes of the meeting held on 11th January 2022*
- b) Matters arising from the above minutes – for information only

4. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk
- e) Receive a report from the Brancaster Parking and Safety Team

5. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*

6. Planningⁱ

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 21/02438 (demolish & rebuild annexe/extension – 4 Harbour View Terrace, Brancaster Staithe)*
- c) *Consider PA 21/02379 (raising of roof to rear - 1 Prospect Place, Harbour Way, Brancaster)*
- d) *Consider PA 22/00048 (porch and single-storey extension at side – Backlands, Main Rd, Brancaster)*
- e) *Consider PA 22/00024 (boat storage/garden shed – 12 Anchorage View, Brancaster)*

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f) *Consider PA 22/00022 (alterations, side/rear extension – 1 Manor Farm Cottages, Main Rd, Brancaster)*

g) *Consider any late arriving planning applications*

h) Receive report on any other planning matters

7. Delegated decisions etc.

a) To note delegated decisions made

8. Other matters

f) Receive reports from Council groups

g) Receive a report on possible parking plans

a. *Consider approving expenditure in principle to Cruso Wilkin for possible services on liaison relating to car parks*

h) *Consider arranging a First Aid course for residents, to provide volunteers for events*

i) *Consider temporary appointment of a car park pass administrator, contract basis, and associated expenditure*

j) *Consider approval for Clerk to pursue a computer maintenance contract*

k) *Reconsider street light provision in Choseley Road*

9. Correspondence and requests

a) To note any correspondence reported by the Clerk

10. AOB and agenda requests

a) To receive any further comments from Councillors – information only

b) To receive future agenda requests from Councillors

11. Public Questions

a) Comments and questions are welcome. Maximum time 20 minutes¹, three minutes for each person.

12. Next meeting

a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday 1st March, 2022. Meeting to be held in Brancaster Staithe Village Hall.*

b) *Consider date and format of Annual Parish Meeting*

ⁱ Planning links:

6b – [21/02438/F | Approval to demolish and rebuild Annex and Approved Extension \(obtained under 21/00308/F\) | 4 Harbour View Terrace Main Road Brancaster Staithe Norfolk PE31 8BY \(west-norfolk.gov.uk\)](#)

6c – [21/02379/F | Raising of roof to rear of property | 1 Prospect Place Harbour Way Brancaster King's Lynn Norfolk PE31 8BW \(west-norfolk.gov.uk\)](#)

6d – [22/00048/F | Front porch and single storey side extension | Backlands Main Road Brancaster King's Lynn Norfolk PE31 8AA \(west-norfolk.gov.uk\)](#)

6e – [22/00024/F | Boat Storage and Garden Shed | 12 Anchorage View Brancaster King's Lynn Norfolk PE31 8XD \(west-norfolk.gov.uk\)](#)

6f – [22/00022/F | Alterations and side/rear extension to existing house. | 1 Manor Farm Cottages Main Road Brancaster King's Lynn Norfolk PE31 8AZ \(west-norfolk.gov.uk\)](#)

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 1st March, 2022 at 6.30pm

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Staithe Village Hall.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.



Simon Bower, Parish Clerk, 24/2/2022

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Co-option of Councillor

- a) *Consider co-opting one Councillor to fill the vacancy in Brancaster Ward¹*

4. Minutes

- a) *Consider approving minutes of the meeting held on 1st February, 2022*
- b) Matters arising from the above minutes – for information only

5. Reports

- a) Chairman's report, including Jubilee update
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk
- e) Report from Brancaster Parking & Safety Team

6. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider appointment of a general contractor(s) for Parish Council works*
 - i. *If 6a agreed, consider how to appoint*
- d) *Consider expenditure on computer support contract and/or equipment*

7. Planningⁱ

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 21/01607/O: additional dwelling to that already approved – West Lee, 19 Town Lane, Brancaster Staithe*

¹ If a candidate is co-opted they will sign relevant declarations and take their place as a Cllr

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- c) *Consider PA 22/00264/CU – self contained annexe to dwelling – Garden Cottage, Marsh Drove, Brancaster*
- d) *Consider any late arriving planning applications*
- e) Receive report on any other planning matters

8. Delegated decisions etc.

- a) To note delegated decisions made

9. Other matters

- a) Receive reports from Council groups
- b) Receive a report on possible parking plans
- c) *Consider a new communications policy*
- d) *Consider Council's position on the ownership of Dormy Triangle – Common 162*

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk

11. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors

12. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes², three minutes for each person.
- b) A request has been made by RNLI/National Coastwatch to give a brief presentation³.

13. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday 5th April, 2022. Meeting to be held in Brancaster Village Hall.*

14. Private session

- a) *Consider closing the meeting to the public under relevant legislation and standing orders. [Members of the public are requested to leave the meeting as promptly as possible.]*
- b) Receive a report from the Clerk on legal matters
- c) Receive a report from the Clerk on personnel matters
 - a. *Consider any actions required following 14c*

ⁱ Planning links:

7b – [21/01607/O | Outline Application: The erection of one additional dwelling \(in addition to that granted under permission under permission 20/00055/O\) with associated garaging, parking and turning areas and other associated works | West Lee 19 Town Lane Brancaster Staithe King's Lynn Norfolk PE31 8BT \(west-norfolk.gov.uk\)](#)

7c - [22/00264/CU | Change of Use of self contained residential annex to dwelling house Use Class C3 | Garden Cottage Marsh Drove Brancaster KINGS LYNN Norfolk PE31 8FY \(west-norfolk.gov.uk\)](#)

² Less any time used in item 6a

³ This item may be moved to item 5

Full Council Agenda

Tuesday, 5th April 2022 at 6.30pm (immediately after the Annual Parish Meeting)

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Village Hall.

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.



Simon Bower, Parish Clerk 30/3/2022

1. Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest

2. Apologies for absence

- a) *Consider approving apologies received*

3. Minutes

- a) *Consider approving minutes of the meeting held on 1st March 2022*
- b) Matters arising from the above minutes – for information only

4. Reports

- a) Chairman's report
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Clerk

5. Finance

- a) To receive financial report from Clerk.
- b) *Consider continued subscription to Norfolk Parish Training and Support*
- c) *Consider continued subscription to Norfolk Association of Local Councils*
- d) *Consider expenditure items (listed in document pack)*
- e) *Consider payment of Councillor Allowances from May 2023*

6. Planningⁱ

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA 22/00339 – single storey extension/alterations/cart shed/annexe – The Nook, 6 Common Lane, Brancaster Staithe*
- c) *Consider PA 22/00394 – replacement toilet block – Jolly Sailors, Brancaster Staithe*
- d) *Consider any late arriving planning applications*

- e) Receive report on any other planning matters

7. Delegated decisions etc.

- a) To note delegated decisions made

8. Parking matters¹

- a) Receive a report on possible parking plans
 - a. *Consider appointment of a Project Manager*
 - b. *Consider approving the Heads of Terms letter relating to the lease, with associated expenditure*
 - c. *Consider expenditure on entranceways, to be initiated immediately on receipt of planning permission*
 - d. *Consider the staffing of the car parks, including possible co-operation with third party bodies, or contractual arrangements*
 - e. *Consider appointing Amy Loose as a member of the car park Group*

9. Other matters

- a) Receive reports from Council groups
 - a. *Consider forming a Planning Group*
 - b. *Consider a petanque court on the Playing Field, and the funding thereof*

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider support for Fairways Committee CIL funding bid*

11. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors

12. Public Questions

- a) Comments and questions are welcome. Maximum time 20 minutes², three minutes for each person.

13. Next meeting

- a) *Consider confirming the date of the Annual Meeting of Council as 6.30pm on Tuesday 3rd May, 2022. Meeting to be held in Brancaster Staithe Village Hall.*
- b) *Consider approving draft meeting dates for 2022/23 Council year*

ⁱ Planning links:

B - <https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R7ZHUVIVKYI00>

C - <https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8EB86IVK0H00>

¹ Council may decide to refer some of the items in item 8 to a private session should matters of a sensitive nature arise – this will require a formal vote

² Less any time used in item 6a