

Full Council Agenda

Tuesday, 3rd May 2022 at 6.30pm

Councillors are summoned to attend the above meeting, the Annual Parish Council Meeting. It 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, 27/4/2022

1. Election of Chairman and Vice-Chairman

- a) *To elect a Chairman for the Council Year 2022/23*
- b) To receive the Chairman's Declaration of Acceptance of Office
- c) *To elect a Vice-Chairman for the Council Year 2022/23*
- d) To receive the Vice-Chairman's Declaration of Acceptance of Office

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. Minutes

- a) *Consider approving minutes of the meeting held on 5th April 2022*
- b) Matters arising from the above minutes – for information only

5. Reports

- a) Chairman's report (outgoing and then incoming if required)
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Brancaster Parking and Safety Team
- e) Report from Clerk

6. Finance

- a) To receive financial report from Clerk, including 2021/22 final figures
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider approving asset register*
- d) *Consider approving remaining year of current insurance provision*

7. Planningⁱ

- a) Public comments on planning matters, three minutes each maximum

- b) Consider PA 22/00506 – alterations, additional bedroom – building west of Marshlands, Cross Lane, Brancaster*
- c) Consider any late arriving planning applications*
- d) 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
 - a. Consider membership of Council groups and external representation*
- b) Receive a report on possible parking plans
 - a. To note, and, if necessary, formally approve actions by the Clerk relating to Car Parks*
- c) Jubilee report
 - a. Consider a funding request relating to the Jubilee Street Party*
 - b. Consider approving delegated power to the Clerk for small items of Jubilee related expenditure*
- d) Review of Council Policies
 - a. Receive suggestions for changes to Policies from Councillors
 - b. Consider revised Car Park Pass Policy*
 - c. Receive suggestions for a draft Planning Policy
 - d. Review delegation arrangements to Clerk

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 minutes¹, three minutes for each person.

13. Next meeting

- a) Consider confirming the date of the next meeting as 6.30pm on Tuesday 14th June, 2022. Meeting to be held in Brancaster Village Hall.*

ⁱ Planning links:

7b - <https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=R9DHV4IVGNY00>

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 14th June 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, 9/6/2022

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 Annual Meeting held on 3rd May 2022*
- b) Matters arising from the above minutes – for information only

4. Reports

- a) Report from Freebridge Housing on Brancaster Staithe development
- b) Chairman's report
- c) Report from Borough Councillor
- d) Report from County Councillor
- e) Report from Brancaster Parking & Safety Team
- f) Report from Clerk

5. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) To receive and note final internally audited finance figures for 2021/22
- d) *Consider approving the Governance Statements on the 2021/22 AGAR form*
- e) *Consider approving the Financial Statements on the 2021/22 AGAR form*
- f) *Signatories – to consider that the Signatories on Barclays accounts should be: Cllrs Bax, G Bocking, de Winton and Roberts*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider Planning applications:*

Brancaster Parish Council

- a. [22/00787/F | Proposed Extension and Alterations to existing dwelling | 4 The Close Brancaster Staithe](#)
 - b. [22/00905/F | Retrospective Fence in excess of 2m to south side. Remove excess soil build up from rear garden. | 29 Mill Hill Brancaster](#)
 - c. [22/00830/F | Conversion & Renovation of Workshop/Garage to Self Contained Annexe | 2 Common Lane Brancaster Staithe](#)
 - d. [21/02379/F | Raising of roof to rear of property | 1 Prospect Place Harbour Way Brancaster \(amended\)](#)
- c) Consider any late arriving planning applications
 - d) 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 approving formal documentation relating to Car Park lease
- c) Note, and received comments on, progress on Council email addresses

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) Consider application for funding from the Allotment Society from BPC CIL funds
- a) Consider a proposal that Council will not reply to, or acknowledge, any communication from SHADCRA, unless sent by a solicitor, acting on behalf of SHADCRA, that is regulated by the Solicitors Regulation Authority

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 5th July, 2022. Meeting to be held in Brancaster Staithe Village Hall.

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 5th July 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, 30/6/2022

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 14th June 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 expenditure items (listed in document pack)*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider planning applications:*
 - a. [22/00900/F | Single storey rear extension | 9 Roman Way Brancaster](#)
 - b. [22/00936/F | Remove section of front boundary wall and rebuild set back into site to provide off road parking | The Limes London Street](#)
- c) *Consider any late arriving planning applications*
- d) 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 parking plans
 - a. Consider formal adoption of lease for the two car parks*
- c) *To consider amendments to Allotments lease*
- d) *Consider replacing fencing around the south of the Playing Field in Brancaster*
- e) *Consider possible actions relating to footway east of Market Lane, Brancaster*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider request to use the Playing Field for Hunstanton Tennis Week Ball*
- c) To note the 2023/24 Parish Partnership Scheme, and receive preliminary suggestions for any application
- d) To note the latest window for Borough CIL applications
 - a. Consider delegating to Clerk permission to apply for such funding*

10. AOB and agenda requests

- a) To receive any further comments from Councillors – information only
- b) To receive future agenda requests from Councillors
- c) Review of SAM sign provision

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 August, 2022. Meeting to be held in Brancaster Village Hall.*
- b) *Consider any group meetings required, and note other meeting dates*

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 2nd August 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, 28/7/2022

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 5th July 2022*
- b) Matters arising from the above minutes – for information only

4. Reports

- a) Chairman's report, including a report on the recent fire at Brancaster Staithe
- b) Report from Borough Councillor
- c) Report from County Councillor
- d) Report from Brancaster Parking and Safety Team
- e) Report from Clerk

5. Finance

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

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) [22/01236/F | Two storey side extension, single storey rear extension and alterations to dwelling | Auckland House Main Road Brancaster](#)
- c) *Consider any late arriving planning applications*
- d) 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 compensation to the tenant farmer in the event of possible fines under agricultural rules, and any contractual implications*
 - b. *Consider expenditure on confirmation of any restrictions on the land*
- c) *Consider a donations policy with guidelines*
- d) *Consider formal adoption of Communications Policy following three-month review period*
- e) Receive further information on proposed fencing at Brancaster Playing Field
 - a. *Agree on materials, given associated costs*

9. Response to fire in Brancaster Staithe

- a) *Consider assisting forming an emergency committee for the Village (not a Council committee)*
 - a. *Consider delegating spending to the Clerk for any urgent equipment required up to £500*
- b) *Consider use of funds remaining in Jubilee budget for refreshments etc. at the event on 12th August*
- c) *Consider a date for a public meeting in the aftermath of the fire*
- d) *Consider Clerk role in work relating to the fire*

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 minutes¹, three minutes for each person.

13. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday September 6th, 2022. Meeting to be held in Brancaster Staithe Village Hall – tbc.*

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 6th September, 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, 1/9/2022

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 2nd August 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 expenditure items (listed in document pack)*
- c) *Consider whether to opt out from the central procurement scheme relating to the appointment of the External Auditor, 2023-27*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider PA [22/01522/F / Two storey extension and alterations to dwelling / 10 Branodunum Brancaster](#)*
- c) *Consider any late arriving planning applications*
- d) Receive report on any other planning matters

7. Delegated decisions etc.

- a) To note delegated decisions made
- b) *Consider adding to Clerk's Delegated Powers:*

Brancaster Parish Council

- a. *"apply at any time for grants for actual or possible projects"*
- b. *"act as signatory for purpose of mandate changes"*

8. Other matters

- a) Receive reports from Council groups
- b) Receive a report on possible parking plans
 - a. *Consider response to latest communication from solicitors regarding the Car Park lease¹*
 - b. *Consider expenditure of c.£31,000 on electronic signs etc. relating to parking issues in the Parish (total figure, less sponsorship/grants)*
- c) *Consider adopting Draft Planning Policy as a substantive document*
- d) *Consider adopting Draft Donations Policy*
- e) *Consider removal of restrictions on membership of Council Groups on Cllrs S Bocking and Cotton*
- f) *Consider expenditure to repair/replace the children's swing on the Play Area in Brancaster*
- g) *Consider any actions required following behaviour during tennis week*
- h) *Consider Council signing the national Civility and Respect Pledge*
- i) *Consider Council supporting the continued provision of mobile library services to the Parish*
- j) *Consider looking into provision of outdoor gym equipment*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Discuss and, if necessary, consider position regarding restrictions on second/holiday homes in the Parish*
- c) *Consider donation requests from the Churches*

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 minutes², three minutes for each person.

12. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday, October 4th, 2022. Meeting to be held in Brancaster Village Hall.*
- b) Note Public Meeting on Friday 7th October at Brancaster Staithe Village Hall to discuss the fire in July

13. Private session

- a) *Consider closing the meeting to the public under relevant legislation and standing orders.*
- b) *Consider arrangements for Clerk's appraisal*

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

¹ May have some discussion taken in private session – item 13

² Less any time used in item 6a

Full Council Agenda

Tuesday, 4th October 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, 29/9/2022

Prior to the start of the meeting there will be a moment of silence to remember and give thanks for the life of Her Late Majesty, Queen Elizabeth II

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 6th September 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) Report from Brancaster Parking and Safety Team

5. Finance

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

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider any response to Planning Appeal: [21/01457/F | Demolition of existing bungalow and annexe and construction of a new replacement home | Little Saltings Broad Lane Brancaster](#)*
- c) *Consider any late arriving planning applications*
- d) 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 and representatives
- b) Receive a report on possible parking plans

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider request for support and donation from National Coastwatch, Brancaster*

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 November 8th, 2022. 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) *Consider a response to letter threatening legal action*
- c) *Discuss and consider latest position re: car parks*

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, 8th November 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, 3/11/22

Prior to the meeting from 5.30pm, the latest plans for parking restrictions in the Parish will be available for public information. It should be noted that Council is one member of the stakeholder group dealing with this and questions in the PC meeting may not be answered, as it is not entirely responsible for this.

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 4th October 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 Brancaster Parking and Safety Team
- e) Report from Clerk

5. Finance

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

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) [22/01638/F | Conversion of existing barn into residential dwelling | The Big Barn Common Lane Brancaster Staithe](#)
- c) [22/01733/F | Proposed extension and alterations to dwelling \(Redesign\) | Birstgate House Market Lane Brancaster](#)
- d) [22/01864/F | Variation of condition 2 of Planning Permission 19/02000/F: Replacement dwelling following partial demolition | The Smithy Main Road Brancaster Staithe](#)

Brancaster Parish Council

- e) [22/01764/F | Single storey rear extension to dwelling, and single storey extension to garage | Beach House 6 Town Farm Close Brancaster](#)
- f) [22/01606/F | Replacement dwelling, garage and outdoor dining area following demolition of existing structures. | Birch Trees Broad Lane Brancaster](#)
- g) [22/01902/F | Replacement Outbuilding | 4 Harbour View Terrace Main Road Brancaster Staithe](#)
- h) [22/00506/F | Alterations of the existing roof structure to accommodate 1st floor bedroom and ensuite and alterations to the ground floor. | Building W of Marshlands Cross Lane Brancaster](#)
- i) [22/01912/F | Loft Conversion and Installation of new rear dormer, new gable windows on new upper floor | 12 Sawyers Yard Brancaster](#)
- j) [22/01916/F | Extension and alterations to bungalow. | 4 Old Roman Walk Brancaster](#)
- k) [22/01845/F | Proposed Rear Extension | 25 Dale End Brancaster Staithe](#)
- l) *Consider any late arriving planning applications*
- m) 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, and meetings attended
- b) Receive a report on possible parking plans
- c) *Consider collective payment of parking permits should they be introduced*
- d) *Consider possible schemes for funding under the Parish Partnership*
- e) *Consider setting up a group for Coronation planning, and allotting a budget*
- f) *Consider any arrangements required for Christmas*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *To consider the position regarding sanctions on Cllrs Bocking and Cotton*
- c) *To consider refurbishment of phone boxes*
- d) *To consider formal approval of the revisions to the allotment lease*

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 6th December, 2022. 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 changes following Clerk's Annual Review*

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, 6th December, 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, 1/12/2022

Prior to the meeting there will be a presentation of revised plans for the proposed Parking restrictions at both Brancaster and Brancaster Staithe. This will begin at 5.30 and end around 6.20. It is stressed that this is a "drop-in" session, not a formal meeting or Q&A. Council requests that, if you are not planning to attend the Council meeting, you come to this session earlier if you can. This will help avoid the subsequent Meeting being delayed.

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) To receive apologies

3. Minutes

- a) *Consider approving minutes of the meeting held on 8th November*
- 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 Brancaster Parking and Safety Team
- e) Report from Clerk

5. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider a first draft of the Budget for 2023/24*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider Planning Applications:*

Brancaster Parish Council

- a. *22/01912/F | Loft Conversion and Installation of new rear dormer, new gable windows on new upper floor | 12 Sawyers Yard*
- b. *22/02120/F | Conversion of a triple garage into a games room, together with the erection of a new timber clad double garage. | First Staithe Field Main Road Brancaster Staithe*
- c. *22/02063/F | Conversion of garage loft to a work from home office. Erection of external staircase and fenestration. | Tayberry 12 Branodunum Brancaster*
- c) *Consider any late arriving planning applications*
- d) 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 and representatives
- b) Receive a report on possible parking plans
- c) *Consider approval of final leases for the two proposed car parks*
- d) *Consider renting space at Valentine Rd, Hunstanton, to store records temporarily*
- e) *Consider approving expenditure on a meeting to explain elections, procedure and being a Councillor to prospective candidates*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider requesting that the National Trust perform such maintenance on the Brancaster Staithe Village Green as is required*

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 10th January 2023. Meeting to be held in Brancaster Staithe Village Hall.*
- b) *Consider amending date/time of next advisory planning meeting*

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 10th January 2023 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, 5/1/2023

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) To receive apologies

3. Minutes

- a) *Consider approving minutes of the meeting held on December 6th 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 Brancaster Parking and Safety Team
- e) Report from Clerk

5. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Agree a budget for 2023/24*
- d) *Consider the level of precept for 2023/24*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
 - a. [22/02229/F | First Floor rear extension to dwelling house \(including single storey rear extension as approved under 21/02236/F\) | 32 The Close Brancaster Staithe](#)
 - b. [22/02279/F | VARIATION OF CONDITIONS 2 AND 4 OF PLANNING PERMISSION 21/00455/F: Extension to the side of the property | Sanderlings 10 Anchorage View Brancaster](#)
- b) *Consider any late arriving planning applications*

- c) 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 and representatives
 - a. *Consider adopting terms of reference for Councillor membership of internal and external groups*
 - b. *Consider any changes of Councillor membership of internal and external groups*
- b) Receive a report on possible parking plans
 - a. *Consider Council's response to landowners' rejection of the licence for proposed car parks*
 - b. *Consider a position on the proposals relating to on-street car-parking in the Parish*
 - c. *Consider the specifics of the proposed payments of resident parking permits*
 - d. *Consider requesting that NCC move to a formal process of consultation on proposed traffic orders in the Parish*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
 - a. Update on SHADCRA legal action
- b) Brancaster Village Hall – proposed purchase of CCTV
 - a. *Consider writing a letter of support to Borough Council*
 - b. *Consider a request for financial support*
- c) *Consider writing a strongly-worded letter ref FP5 closure*
- d) *Consider purchase of grit bins for the Parish*
- e) *Consider/note additional expenditure on website*
- f) Note purchase of new printer

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 February, 2023. Meeting to be held in Brancaster Village Hall.*

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 24th January at 6.30pm

Councillors are summoned to attend the above additional meeting. The meeting will be held in Brancaster Staithe Village Hall. As an additional meeting, not all the usual items are included.

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, 19/1/2023

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) To receive apologies

3. Finance & Legal

- a) *Consider Council actions relating to Car Park licences following latest correspondence*
- b) *Consider actions required resulting from any decision in a) above, relating to Planning, Highways, provision of information to Public and other Agencies etc.*

4. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider planning applications:*
 - a. [22/02285/F | Construction and installation of an in-ground block liner swimming pool in the rear garden of 11 Sawyers Yard, Brancaster.](#)
 - b. [22/00905/F | Retrospective fence in excess of 2m to the south, etc 29 Mill Hill Brancaster King's Lynn Norfolk PE31 8AQ \(west-norfolk.gov.uk\)](#)
- c) Receive report on any other planning matters

5. Public Questions

- a) Comments and questions are welcome – only on items on this agenda. Maximum time 20 minutes¹, three minutes for each person.

6. Next meeting

- a) Note the date of the next ordinary meeting as 6.30pm on Tuesday 7th February, 2023. Meeting to be held in Brancaster Village Hall.

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 7th February 2023 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.

Prior to the meeting, at 5.30pm, there will be a short planning session for those interested in activities relating to the Coronation.



Simon Bower, Parish Clerk, 2nd February, 2023

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) To receive apologies

3. Minutes

- a) *Consider approving minutes of the meeting held on 10th January 2023*
- b) *Consider approving minutes of the additional meeting held on 24th January 2023*
- 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 & Legal

- a) To receive financial report from Clerk, including audit process
- b) *Consider expenditure items (listed in document pack)*
- c) *Review general risk assessment and amend as necessary*
- d) *Consider addition to Insurance provision – key person cover*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider Planning Applications:*

Brancaster Parish Council

- a. [23/00048/F | Installation of solar panels to southern and western roof facades of the hotel. | The Ship Hotel Main Road Brancaster](#)

c) *Consider any late arriving planning applications*

d) 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 and representatives

a. Receive report from Communications Group

b. *Consider BPC "branding" and design of notice boards*

b) Receive a report on possible parking plans

c) Coronation (budget agreed £3,000)

a. *Consider expenditure on marquee*

b. *Consider expenditure on piper*

c. *Consider need for, and possible expenditure on, portaloos*

d. *Consider delegation of any additional expenditure to Clerk, and agreed limits*

9. Correspondence and requests

a) To note any correspondence reported by the Clerk

b) *Consider Council view on the Port Evo Wash Barrier project*

c) *Consider Council view on resurfacing of Brancaster Staithe Village Green*

d) Beach Car Park passes:

a. *Consider general arrangements*

b. *Considering re-appointing Amy Loose as co-ordinator*

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 March, 2023. Meeting to be held in Brancaster Staithe Village Hall.*

b) *Consider arrangements for Annual Parish Meeting 2023*

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 7th March 2023 at 6.30pm [after Annual Parish Meeting]

Councillors are summoned to attend the above meeting. The meeting will be held in Brancaster Staithe Village Hall, and will follow the Annual Parish Meeting. This will be as short as is legally allowed, and should not delay the start of the Council meeting by more than ten minutes. [There will also be a Coronation Planning meeting at 5.30 for those involved.]

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, 2/3/2023

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) To receive apologies

3. Minutes

- a) *Consider approving minutes of the meeting held on 7th February, 2023*
- 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 & Legal

- a) To receive financial report from Clerk.
- b) *Consider continued membership of Norfolk Parish Training and Support*
- c) *Consider expenditure items (listed in document pack)*
- d) *Consider requirements for a Village Handyman (contracted)*
- e) *Review Financial Regulations*
- f) *Consider adopting latest revised Code of Conduct*
- g) *Consider whether to pursue fixed term electricity contract at this point*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider Planning Applications:*

Brancaster Parish Council

- a. [23/00216/F | Single storey rear extension with balcony | Chimneys Cross Lane Brancaster](#)
- b. [22/02318/F | Proposed Residential Development Following Demolition Of Existing Bungalow | Kia Ora Main Road Brancaster Staithe](#)
- c. [22/01864/F | Variation of condition 2 of Planning Permission 19/02000/F: Replacement dwelling following partial demolition | The Smithy Main Road Brancaster Staithe](#)
- d. *Tree Preservation Order 2/TPO/00649 (March House, Cross Lane, Brancaster)*
- c) *Consider any late arriving planning applications*
- d) *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 and representatives*
- b) *Report on Tennis Week meeting*
 - a. *Consider delegated spending to Clerk for Tennis Week*
- c) *Report on Coronation matters*
 - a. *Consider permission for planting on the Brancaster Playing Field*
- d) *Consider quotes for notice boards*

9. Correspondence and requests

- a) *To note any correspondence reported by the Clerk*
- b) *Consider donation to Age UK Norfolk*
- c) *Consider pursuing compulsory purchase for possible Car Parks*
 - a. *Consider requesting sites be reserved in local plans*

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 4th April, 2023. Meeting to be held in Brancaster Village Hall.*
- b) *Note likely need for additional meeting (late April) to approve accounts*
- c) *Consider provisional dates for meeting 2023-24*

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 4th April 2023 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, 30/3/2023

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) To receive apologies

3. Minutes

- a) *Consider approving minutes of the meeting held on 7th March 2023*
- 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 update on Internal Audit
- b) *Consider continued membership of NALC - £289.69pa*
- c) *Consider expenditure items (listed in document pack)*
- d) *Consider approving updated Asset List*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) *Consider Planning Applications:*
 - a. [23/00384/F | Proposed extension, an increase of ridge height for loft conversion and renovation of the existing dwelling | Quexcroft Cross Lane Brancaster](#)
 - b. [22/01606/F | Replacement dwelling, garage and outdoor dining area following demolition of existing structures. | Birch Trees Broad Lane Brancaster](#)

Brancaster Parish Council

- c. [23/00467/F | 2 Storey Extension | Tangle Pickers Main Road Brancaster Staithe](#)
- d. [23/00436/F | Conversion of former garage to annex and insertion of roof-light to kitchen roof in house | Corner Cottage Dalegate Road Burnham Deepdale](#)
- e. [22/01796/FM | Construction of 12 no. affordable dwellings with associated external works and access | Brentwood Main Road Brancaster Staithe](#)

c) Consider correspondence from developer of The Smithy, Brancaster Staithe

d) Consider any late arriving planning applications

e) Consider draft of notes to developers on applications

f) Consider wording of letter to Planning on issues around capacity of services

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 and representatives

- b) Receive a report on Coronation

a. Consider trees for Coronation – costs, location, surrounds and type

b. Consider late applications for Coronation funding

- c) Consider choosing a design for Council logo

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk

- b) Consider pursuing compulsory purchase for possible Car Parks

a. Consider requesting sites be reserved in local plans

- c) Consider renewing permission for overflow parking on Brancaster Playing Field

- d) Consider a response to NCC consultation on A149 speed limits

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) Note additional meeting to be arranged in late April for approval of accounts

- b) Consider confirming the date of the Annual Parish Council meeting as 6.30pm on Tuesday May 16th, 2023. Meeting to be held in Brancaster Staithe Village Hall.

- c) Note dates and locations of meetings for 2023/24

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 25th April 2023, at 6.30pm

Councillors are summoned to attend the above additional 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, 20/4/2023

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) To receive apologies

3. Finance

- a) To receive financial and audit report from Clerk
- b) Receive, and ask questions ref, the 2022/23 accounts
- c) *Consider approving the above accounts*
- d) *Consider recommending to the new Council that it should sign the AGAR forms subject to satisfactory Internal Audit **OR***
- d) *Consider approving signing of AGAR Governance Form, and then AGAR Accounting Statements Form*
- e) *Consider expenditure items (listed in document pack)*
- f) *Consider quotes for benches to surround Coronation Trees*
- g) *Consider donation to East Anglian Air Ambulance*

4. Public Questions

- a) Comments and questions are welcome, only on agenda items. Maximum time 20 minutes, three minutes for each person.

5. Planning

- a) *Consider Planning Applications:*
 - a. [23/00456/F | Reform existing roof to facilitate new inset balcony | Woodthorpe Villa Main Road Brancaster Staithe](#)
 - b. [23/00467/F | 2 Storey Extension | Tangle Pickers Main Road Brancaster Staithe](#)
 - c. [23/00665/F | Proposed annexe replacement. Revised design to planning consent](#)
[21/02317/F | Dormy Cottage London Street Brancaster King's Lynn Norfolk PE31 8AS](#)
(west-norfolk.gov.uk)
- b) *Consider any late arriving planning applications*

6. Next meeting

- a) To note the date of the Annual Parish Council Meeting as 6.30pm on Tuesday May 16th, 2023. Meeting to be held in Brancaster Staithe Village Hall.