

Full Council Agenda

Tuesday, 16th May 2023 at 6.30pm

Councillors are summoned to attend the Annual Meeting of Brancaster Parish Council. 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.

Prior to the meeting, at 7pm, Cllrs are requested to attend for the completion of required paperwork, and a briefing from the Clerk.



Simon Bower, Parish Clerk, 11/5/2023

1. Election of Chairman and Vice-Chairman¹

- a) *To elect a Chairman for the Council Year 2023/24*
- b) Receive Declaration of Acceptance of Office
- c) *To elect a Vice-Chairman for the Council Year 2023/24*
- d) Receive 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) To receive apologies
- b) *Consider allowing the late signing of paperwork from any Cllr requesting this*

4. Minutes

- a) *Consider approving minutes of the meeting held on 4th April 2023*
- b) *Consider approving minutes of the additional meeting held on 25th April 2023*
- c) Matters arising from the above minutes – for information only

5. Reports

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

6. Finance

- a) To receive financial report from Clerk.
- b) *Consider quotes for insurance for 23/24, and length of contract*
- c) *Consider expenditure items (listed in document pack)*
- d) *Agree signatories for all accounts*

¹The Chairman is a legal requirement – without such an appointment the meeting cannot continue. A Vice-Chairman is not legally required, though recommended. Item 1a is chaired by the existing Chairman.

- e) Consider the adoption of a Council payment card
- f) Consider payment to College of West Anglia, or student, for work on PC logo
- g) Consider approving the signing of the works approval for Traffic measures (subject to consultation) in the Parish – approx. cost £20,000

7. Planning

- a) Public comments on planning matters, three minutes each maximum
- b) Consider Planning Applications:
 - a. [23/00467/F | 2 Storey Extension | Tangle Pickers Main Road Brancaster Staithe King's Lynn Norfolk PE31 8BY \(west-norfolk.gov.uk\)](#)
 - b. [22/00905/F | Retrospective fence in excess of 2m to the south, new fence to the north, raising of levels following soil build up, planters to front of property and a new fence to the north | 29 Mill Hill Brancaster King's Lynn Norfolk PE31 8AQ \(west-norfolk.gov.uk\)](#)
 - c. [22/02318/F | Proposed Residential Development Following Demolition Of Existing Bungalow | Kia Ora Main Road Brancaster Staithe King's Lynn Norfolk PE31 8BP \(west-norfolk.gov.uk\)](#)
 - d. [23/00739/F | Conservation project including change of use of existing aviary, new aviaries and associated dwelling for warden/conservation officer | Marsh Farm Main Road Burnham Deepdale](#)
 - e. [23/00749/F | Single storey rear extension to form kitchen/dining and snug. Re ordering plan. Single storey boat store | Fairways 14 The Cricket Pasture Burnham Deepdale](#)
 - f. [23/00644/F | Proposed Rear Extension | 14 Common Lane Brancaster Staithe](#)
- 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 and representatives
 - a. Consider membership of Council Groups and appoint representatives
 - b) Receive a report on Council Policies, and consider how best to review them

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 6th June, 2023. Meeting to be held in Brancaster Village Hall.

² Less any time used in item 6a

Full Council Agenda

Tuesday, 6th June, 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, 1st June, 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 Annual Meeting held on 16th May 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.
- 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. [23/00698/F | Extensions and alterations including relocated garage and new boundary walls. The existing boundary wall onto Whiteway Road is to be re-aligned to increase the existing garden size | Redshanks Whiteway Road Burnham Deepdale](#)
- 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) *Consider any changes/additions to membership of Council Groups*
 - a. *Consider setting up a "local emergency" group*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider whether to proceed with looking at circular benches for the Coronation Trees*
 - a. *Consider Council view on National Trust request to change the Staithe tree*
- c) *Consider grant requests, or how to proceed:*
 - a. *Consider grant request from the School*
 - b. *Consider grant request from the Churches (grass cutting)*
 - c. *Consider grant request from National Coastwatch*
- d) *Consider nominations for Community Champions Tribute at the Norfolk Show*
- e) *Consider asking Borough to investigate removing of Wards in the Parish*
- f) *Consider a rota for checking the defibrillator*

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

¹ Less any time used in item 6a

Full Council Agenda

Tuesday, 4th July 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, 29/6/2023

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 6th June 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.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider new streetlight maintenance contract*

6. Planning

- a) Public comments on planning matters, three minutes each maximum
 - a. [23/00539/F | To replace the existing metal up and over garage door with 4 of 1m wide \(approximately\) sections, 2 of which will be opening \(outwards\) doors. | Holmefield House Cross Lane 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
- b) *Consider recommendations from the Finance Group for grant requests by:*
 - a. *Brancaster School*
 - b. *National Coastwatch*
 - c. *Brancaster and Burnham Deepdale Churches*
- c) *Consider recommendations from the Asset Group relating to the works required on Council Assets*
- d) *Consider setting up a Working Group to look at road safety issues*
- e) *Consider adopting the draft Training Policy*
- f) *To authorise Clerk to work with Village Halls on sound and video possibilities for meetings*
- g) *Consider arranging a "Town Hall" style meeting*
 - a. *Consider nature and content of the above if approved*
- h) *Consider request from National Trust to approve their proposals for the Chain on the Hard at Brancaster Staithe*
- i) *To note purchase of Fire Engine Irrigation Connection and consider where to store it*

9. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider proceeding with a revision of the Neighbourhood Plan relating to a "principal residence" requirement*
- c) Note receipt of the request to support the Armed Forces Pledge
- d) *Consider Council participating in D-Day anniversary commemorations*
- e) *Consider how to proceed with cones for parking control*

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) *Consider changing timings of Public Questions within PC meetings*
- b) 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 August, 2023. Meeting to be held in Brancaster Village Hall*
- b) *Consider proposed dates for Planning Meetings*

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, 1st August 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, 27/7/2023

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 4th July 2023*
- b) Matters arising from the above minutes – for information only

4. Public Comments - 1

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

5. Reports

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

6. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider using CCLA as a possible company for investment of (some) reserves*
- d) *Consider £10pm increase in payment for moving SAM signs*

7. Planning

- a) *Consider planning applications:*
 - a. [23/00698/F | Extensions and alterations including new boundary walls. The existing boundary wall onto Whiteway Road is to be re-aligned to increase the existing garden size. | Redshanks Whiteway Road Burnham Deepdale](#)
 - b. [23/01039/F | Extension & alterations to dwelling | Apple Store Cottage Common Lane Brancaster Staithe](#)
 - c. [23/01087/F | Variation of Conditions 1 and 6 of Planning Permission 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. [23/01084/F | VARIATION OF CONDITIONS 2 AND 12; AND REMOVAL OF CONDITIONS 4, 5 AND 13 OF PLANNING PERMISSION 22/01638/F: Conversion of existing barn into residential dwelling | Barrow Hill Barn 40 Common Lane Brancaster Staithe](#)
- e. [20/01672/O | OUTLINE APPLICATION SOME MATTERS RESERVED: Demolition of existing dwelling and construction of up to 7No. dwellings \(net increase of 6\) | Cherry Trees 12 Town Lane Brancaster Staithe](#)
- f. [23/01326/FM | Brancaster Footpath 5 boardwalk replacement and resurfacing works, including provision of passing bays, viewing platforms and associated works | BRANCASTER FOOTPATH 5](#)

- b) *Consider any late arriving planning applications*
- c) Receive report on any other planning matters
 - a. Note letter of support sent for the NCC Boardwalk Project

8. Delegated decisions etc.

- a) To note delegated decisions made

9. Other matters

- a) Receive reports from Council groups and representatives
- b) Receive a report on possible parking plans
- c) *Consider renewal of agreement with the National Trust on management of the Hard, Brancaster Staithe*
- d) *Consider expenditure on two circular bench seats to surround Coronation Trees*
- e) *Consider maintenance programme proposed by Asset Group*
- f) *Note and accept Accessibility Statement as on website*
- g) Council grants to external groups. Receive latest s.137 figures.
 - a. *Consider setting dates of June 1st and Dec 1st as deadlines for applications*
 - h) *Consider approving questionnaire for Open Meeting*
 - i) *Consider additional delegated authority to Clerk relating to legal matters*

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk
 - a. Letter from Baldwin's Gate, Staffs, regarding Neighbourhood Plans
 - b) *Consider Christmas arrangements*

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 Comments - 2

- b) Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.

13. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday 5th September, 2023. Meeting to be held in Brancaster Staithe Village Hall.*

14. Private session

- a) *Consider closing the meeting to the public under relevant legislation and standing orders.*
- b) *Consider arrangements for Clerk's Annual Review*
- c) *Consider actions relating to SHADCRA legal claim*

The Public is requested to leave the meeting as promptly as possible before item 14

Full Council Agenda

Tuesday, 5th September 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, 31/8/2023

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 1st August 2023*
- b) Matters arising from the above minutes – for information only

4. Public Comments – 1

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

5. Reports

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

6. Finance & Legal

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider reserves, and any earmarking required*
- d) *Consider agreeing revisions to contract with UKPN for the substation on Brancaster Playing Field*
- e) *CCLA investment – consider approving wording of document to be signed at meeting to clarify investment, signatories and other relevant information*
- f) Note need for new Internal Auditor, and details of the role
 - i. *Consider Appointment of Internal Auditor*

7. Planning

- a) Consider planning applications:
 - a. [23/01087/F | Variation of Conditions 1 and 6 of Planning Permission 22/01864/F: Variation of condition 2 of Planning Permission 19/02000/F: Replacement dwelling following partial demolition | The Smithy Main Road Brancaster Staithe](#)

- b. [23/01234/F | VARIATION OF CONDITION 2 OF PLANNING PERMISSION 21/02116/F: Dwelling and garage following demolition of existing structures | Seahenge Town Farm Close Brancaster](#)
- c. [23/01295/F | Rear extension & alterations to dwelling | 2 Harbour View Terrace Main Road Brancaster Staithe](#)
- d. [23/01468/F | Create opening within front boundary wall and rebuild set back into site to provide off road parking to allow for electric vehicle charging | The Limes London Street Brancaster](#)
- e. [23/01264/F | Replacement dwelling | Kia Ora Main Road Brancaster Staithe King's Lynn Norfolk PE31 8BP \(\[west-norfolk.gov.uk\]\(http://west-norfolk.gov.uk\)\)](#)
- b) *Consider any late arriving planning applications*
- c) 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 and representatives
- b) "Big Tent" meeting and questionnaire report
 - a. *Consider budget for the meeting*
- c) *Consider renewal of amended agreement with the National Trust on management of the Hard, Brancaster Staithe*
- d) *Consider removing the proscription on use of the word "donation" applied to Beach Car Park income*
- e) *Consider Christmas arrangements*
- f) *Consider requesting that Brancaster Beach be formally designated as a bathing site*
- g) *Consider becoming a lead council for installation of Razor/Manger chairs for those who have fallen*
- h) *Consider adopting draft revised Co-option Policy*
- i) *Consider adopting draft Dignity at Work Policy*

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Note invitation from Hunstanton Town Council to attend a meeting on the Wash Barrier, and consider a response &/or position*
- c) *Consider a request for support from the National Trust for "undergrounding" of cabling etc. on Beach Rd*

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 - 2

- b) Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.

13. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday October 3rd, 2023. 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) *Update on legal matters*

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

Full Council Agenda

Tuesday, 3rd October 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, 28/9/2023

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 5th September 2023*
- b) Matters arising from the above minutes – for information only

4. Public Comments – 1

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

5. Reports

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

6. Finance

- a) To receive financial report from Clerk, including explanation of budget process
- b) *Consider expenditure items (listed in document pack)*

7. Planning

- a) Consider planning applications:
 - a. [23/01554/F | Proposed rear single-storey extension | 2 Stokers Row Main Road Brancaster](#)
 - b. [23/01611/F | Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM:Construction of 1 new dwelling. | Land Adjoining Floyd House Marsh Side Brancaster](#)
 - c. [23/01627/F | Proposed conversion of integral Garage and with new build detached Garage/Boatstore | The Well House Main Road Brancaster](#)

- d. [23/01662/F | Proposed alterations, reconfiguration and extensions to the existing dwelling | Holly Bank The Drove Brancaster Staithe](#)
- e. [23/00384/F | Proposed extension, an increase of ridge height for loft conversion and renovation of the existing dwelling | Quexcroft Cross Lane Brancaster](#)

- b) Consider any late arriving planning applications*
- c) 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 and representatives
- b) Receive report on Big Community Chat
 - a. Consider issues arising from the above, and areas to look at in coming months*
- c) Report on contact with the National Trust
- d) Note receipt of Certificate relating to the Civility and Respect Pledge – Chairman to sign.
- e) Note Brancaster Staithe/Burnham Deepdale Village Hall's intent to proceed with Play Equipment, and the funding position.
 - a. Consider authorising the Clerk to work with them if requested*

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 - 2

- b) Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.

13. Next meeting

- a) Consider confirming the date of the next meeting as 6.30pm on Tuesday 7th November, 2023. Meeting to be held in Brancaster Staithe Village Hall.*

14. Private session

- a) Consider closing the meeting to the public under relevant legislation and standing orders.*
- b) Note Clerk's Appraisal and consider any contractual changes*

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

Full Council Agenda

Tuesday, 7th November 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, 2/11/2023

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 3rd October 2023*
- b) Matters arising from the above minutes – for information only

4. Public Comments – 1

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

5. Reports

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

6. Finance & Legal

- a) To receive financial report from Clerk
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider response to Borough Council Polling District Review*
- d) *Consider a donation request from the Robert Smith Trust*

7. Planning

- a) Consider planning applications:
 - a. [23/01761/F | Proposed Glazed balustrade to flat roof area with staircase access to balcony. | Saxons 22 Dale End Brancaster Staithe](#)
 - b. [23/01818/F | Proposed two storey rear extension to dwelling house | 29 The Close Brancaster Staithe](#)

- c. [23/01084/F | variation of conditions 2 and 12; and removal of conditions 4, 5 and 13 of planning permission 22/01638/f: Conversion of existing barn into residential dwelling | Barrow Hill Barn 40 Common Lane Brancaster Staithe](#)
- d. [23/01792/F | Extension and alterations to dwelling | 6 Old Roman Walk Brancaster](#)
- e. [23/01865/F | Proposed covered kitchen and bar | The Ship Hotel Main Road Brancaster](#)
- f. [23/01662/F | Proposed alterations, reconfiguration and extensions to the existing dwelling | Holly Bank The Drove Brancaster Staithe](#)
- b) *Consider any late arriving planning applications*
- c) 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 and representatives

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk
 - a. Report on Norfolk Falls Project
 - b) *Consider writing in support of the Climate and Ecology Bill*
 - c) *Consider communication of correspondence to Council*
 - d) *Consider membership of the White Ribbon scheme*
 - e) *Consider applying for Blue Plaques when legislation approved, including possible names*
 - f) *Consider possible involvement in VE Day commemoration in 2024*
 - g) *To note and/or consider response to proposed 20mph speed limit in The Close, Brancaster Staithe*
 - h) *Consider adoption of revised agreement with National Trust ref Brancaster Staithe Village Green*
 - i) *Consider quotation for phone boxes*

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 - 2

- b) Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.

13. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday 5th December, 2023. Meeting to be held in Brancaster Village Hall.*

Full Council Agenda

Tuesday, 5th December 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, 30/11/2023

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 November 2023*
- b) Matters arising from the above minutes – for information only

4. Public Comments – 1

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

5. Reports

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

6. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider draft Budget for 2024/25*

7. Planning

- a) Consider planning/other applications:
 - a. [23/01295/F / Rear extension & alterations to dwelling / 2 Harbour View Terrace Main Road Brancaster Staithe](#)
 - b. [Tree Protection order relating to: 23/01611/F / Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM:Construction of 1 new dwelling. / Land Adjoining Floyd House Marsh Side Brancaster](#)
- b) *Consider any late arriving planning applications*

- c) 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 and representatives
 - a. Consider any changes/additions to Council Groups*
 - b) Consider pursuing actions which Council feels may be desirable arising from responses to the Big Community Chat and Questionnaire*
 - c) Consider adopting plans/quotes for phone boxes*
 - d) Consider expenditure on replacement of Tennis Court surface, including, if necessary, suspension of Financial Regulation relating to requirement for multiple quotes*
 - e) Consider adoption of Member/Officer Protocol*
 - f) Consider membership of the White Ribbon Scheme*

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) Consider response to BCKLWN on provision of cycle racks*
- c) Consider adopting Biodiversity Policy – NALC model with minor amendments*

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 - 2

- b) Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.

13. Next meeting

- a) Consider confirming the date of the next meeting as 6.30pm on Tuesday 9th January, 2024. Meeting to be held in Brancaster Staithe Village Hall.*

Full Council Agenda

Tuesday, 9th January 2024 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, 4/1/2024

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 5th December 2023*
- b) Matters arising from the above minutes – for information only

4. Public Comments – 1

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

5. Reports

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

6. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider membership of NALC and NPTS for 2024/25*
- d) *Consider and agree Budget for 2024/25*
- e) *Consider and agree Precept request for 2024/25*

7. Planning

- a) Consider planning applications:
 - a. [23/02103/F | VARIATION OF CONDITION 2 OF PLANNING CONSENT](#)
[23/00952/F: Various works. | Broad Lane House Broad Lane Brancaster](#)
 - b. [Tree Protection order relating to: 23/01611/F | Construction of 1 new dwelling. | Land Adjoining Floyd House Marsh Side Brancaster](#) (further details received)

- b) Consider any late arriving planning applications*
- c) Receive report on any other planning matters, including ongoing Appeal

8. Delegated decisions etc.

- a) To note delegated decisions made

9. Other matters

- a) Receive reports from Council groups and representatives
- b) Review and consider responses to Big Chat comments*
- c) Note and consider information from NCC ref proposed Traffic Regulation Orders*
- d) Consider adopting draft Standing Order revision*
- e) Consider adopting the draft Allowances Policy*
 - a. Consider payroll administration change and related costs*
- f) Note Publication Scheme*
- g) Review, and amend if required, Communications Policy¹*
- h) Consider expenditure on plaques for Coronation Benches*
- i) Noting the decision in December 2023 to sign up for the White Ribbon Scheme, to consider associated expenses etc.*
- j) Consider a "Green Day", possibly in March 2024, to promote Biodiversity agenda*
 - a. Consider setting a budget for this event*

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) Consider a formal letter of support for Brancaster Staithe/Burnham Deepdale Village Hall efforts to provide play equipment*

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 - 2

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

13. Next meeting

- a) Consider confirming the date of the next meeting as 6.30pm on Tuesday 6th February 2024. Meeting to be held in Brancaster Village Hall.*
- b) Confirm dates for meetings in 2024/25*
- c) Consider possible dates for whole Council training session*

14. Private session

- a) Consider closing the meeting to the public under relevant legislation and standing orders.*
- b) Consider any actions relating to occupation of Brancaster Playing Field*
- c) Update on SHADCRA legal case, and consider any actions required*

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

¹ Note, a rescission request has been made by Members of the Communications Group ref the decision at the last meeting

Full Council Agenda

Tuesday, 6th February 2024 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, 1/2/2024

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 9th January 2024*
- b) Matters arising from the above minutes – for information only

4. Public Comments – 1

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

5. Reports

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

6. Finance

- a) To receive financial report from Clerk.
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider formally authorising Clerk to spend on removal of rough sleeper*

7. Planning

- a) Consider planning applications:
 - a. [23/01611/F | Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM:Construction of 1 new dwelling. | Land Adjoining Floyd House Marsh Side Brancaster](#)
 - b. [23/02253/F | Two storey rear extension and alterations to dwelling | Marshlands Cross Lane Brancaster](#)

- c. [24/00095/F | Demolition of existing adjoining outbuildings and erection of new extension to east; erection of new garage and workshop | 2 Corner Lodge Main Road Brancaster](#)

- b) *Consider any late arriving planning applications*
- c) 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 and representatives
 - a. *Consider/confirm reps for National Trust stakeholder group considering undergrounding of utilities at Brancaster Beach*
- b) *Consider seeking a professional team to organise Christmas decorations for the Parish*
- c) *Consider Beach Car Park arrangements for 2024 season, including appointment of administrator*
- d) *Consider and approve updated Risk Management Scheme*
- e) *Consider approving updated asset list*
- f) *Consider adopting revised Complaints Policy*
- g) *Big Chat meeting report*
 - a. *Consider location for additional dog bin*
 - b. *Consider improved pedestrian route near Brancaster crossroads*
 - c. *Consider streaming meetings*
 - d. *Consider seeking advice and quote relating to engagement of consultant to look at "second/holiday" homes*
 - e. *Consider whether to look further at engaging a planning expert to assist Council*
- h) *Update on AV needs and possibilities - consider options*

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider a response to Ringstead PC's Section 14 consultation on its Neighbourhood Plan*
- c) *Note and consider letter from Youth Advisory Board ref accessible play areas*

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 - 2

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

13. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday 5th March, 2024. Meeting to be held in Brancaster Staithe Village Hall.*
- b) Note "Green Day" on March 16th 2024 in Brancaster Staithe Village Hall.

Full Council Agenda

Tuesday, 5th March 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, 29/2/24

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 6th February 2024*
- b) Matters arising from the above minutes – for information only

4. Public Comments – 1

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

5. Reports

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

6. Finance

- a) To receive financial report from Clerk, including update on electricity costs
- b) *Consider expenditure items (listed in document pack)*
- c) *Consider approving draft Asset List*

7. Planning

- a) Consider planning applications:
 - a. [24/00144/F | First floor extension to rear of dwelling to provide a bedroom and shower room. | Pump Cottage Main Road Brancaster Staithe - amended](#)
 - b. [24/00136/F | Variation of condition 2 attached to planning permission 21/00214/F: Extension to the west of the property. | September House Main Road Brancaster Staithe](#)

- c. [24/00232/F | Side extension, with new roof finishes, new external cladding and new timber windows | Stranraer 17 Town Lane Brancaster Staithe](#)
 - d. [24/00239/F | Extension and alterations to dwelling, and first floor extension to garage | Redshanks Whiteway Road Burnham Deepdale](#)
 - e. [24/00257/F | Proposed cart shed and store. | Barrowdale Orchard Close Brancaster Staithe](#)
 - f. [24/00280/RM | Reserved Matters application: Construction of one dwelling. | Land At Cross Lane Brancaster](#)
- b) *Consider any late arriving planning applications*
 - c) 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 and representatives
- b) Flooding update
 - a. *Consider any further actions*
- c) Green Day update
 - a. *Consider wildflower planting, including relevant permissions*
 - d) *Consider AV equipment, and associated expenditure*
- e) Report on Play Area equipment accessibility
 - a. *Consider signing the "Everyone has the right to play" pledge*

10. Correspondence and requests

- a) To note any correspondence reported by the Clerk
- b) *Consider pressing National Trust to proceed with work on Brancaster Staithe Village Green*
- c) *Consider purchasing a second portrait of HM The King, so each Village Hall can have one*

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 - 2

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

13. Next meeting

- a) *Consider confirming the date of the next meeting as 6.30pm on Tuesday 2nd April, 2024. 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) *Update on the SHADCRA legal case, and consideration of next steps if required*

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

Full Council Agenda

Tuesday, 2nd April 2024 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, 25/3/2024

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 5th March 2024*
- b) Matters arising from the above minutes – for information only

4. Public Comments – 1

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

5. Reports

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

6. Finance

- a) To receive financial report from Clerk, including audit update
- b) *Consider expenditure items (listed in document pack)*
- c) *Note a grant application [Wednesday Coffee Morning Group], and consider actions/donation*

7. Planning

- a) Consider planning applications:
 - a. [24/00325/F | Proposed oak framed rear extension | Keepers Lodge Dalegate Road Brancaster](#)
 - b. [24/00254/FM | Application for change of use of area Deepdale Farm, known as Parsons Bush to become a permanent part of the existing campsite on the farm, providing additional pitches for tents, campervans, motorhomes and trailer tents.](#)

- c. [24/00342/F | Full planning for conversion of existing ground floor garage to bedroom and ensuite, with new first floor extension for bedroom and ensuite, replace conservatory to insulated sunroom. | 2 Anchorage View Brancaster](#)
 - d. [24/00340/F | Proposed shed in front garden | 1 Prospect Place Harbour Way Brancaster](#)
 - e. [24/00435/O | Outline Application: Demolition of existing single storey farm workers cottage and replacement Two Storey dwelling on same footprint | School Farm Choseley Road Brancaster](#)
 - f. [24/00396/F | Rear extension and alterations to dwelling | 2 Harbour View Terrace Main Road Brancaster Staithe](#)
 - g. [24/00010/F | Removal of condition number 1 and variation of conditions 3 and 6 attached to planning permission 20/00819/F: REMOVAL OR VARIATION OF CONDITION 6 OF PLANNING PERMISSION 14/01681/F: Revised design to planning permission 09/01846/F: To allow for the erection of one dwelling only in the grounds of plots 2 and 3 and increase garden land to plot 1. | Lynwood House Main Road Brancaster Staithe](#)
- b) *Consider any late arriving planning applications*
 - c) 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 and representatives
- b) Report on "Green Day", March 16th 2024
- c) Note report on AV provision etc. for Brancaster Staithe Village Hall
 - a. *Consider proceeding and getting quotes*
- d) Report on electronic signs
 - a. *Consider expenditure, if info available following meeting with NCC*

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 - 2

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

13. Next meeting

- a) *Consider confirming the date of the Annual Meeting of Council as 6.30pm on Tuesday 7th May, 2024. Meeting to be held in Brancaster Staithe Village Hall.*

14. Private session

- a) *Consider closing the meeting to the public under relevant legislation and standing orders.*
- b) *To receive a staffing report from Clerk, and consider response*

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

Full Council Agenda

Tuesday, 23rd April 2024 at 6.15pm

Councillors are summoned to attend the above meeting. This additional meeting will be held in Brancaster Village Hall. [Please note the slightly earlier time.]

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, 16/4/2024

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. Public Comments

- a) Comments and questions are welcome, but only on the planning applications on the agenda. Maximum time ten minutes, three minutes for each person.

4. Planning

- a) Consider planning applications:
 - a. [23/02267/F | VARIATION OF CONDITION 2 AND 4 OF PLANNING CONSENT 23/00665/F: Proposed annexe replacement. Revised design to planning consent 21/02317/F. | Dormy Cottage London Street Brancaster](#)
 - b. [24/00543/F | Proposed Construction of Outdoor Kitchen, Shed and Sauna | Lobster Pot Main Road Brancaster Staithe](#)
 - c. [24/00144/F | First floor extension to rear of dwelling to provide a bedroom and shower room. | Pump Cottage Main Road Brancaster Staithe](#)

5. Next meeting

- a) Note the date of the next meeting as 6.30pm on Tuesday 7th May 2024. Meeting to be held in Brancaster Staithe Village Hall.

Please note that this additional session is taking the place of the Planning Meeting by Zoom which we normally hold when applications require consideration between meetings. As Cllrs are meeting for a training session immediately after this, we seek to have a brief discussion – if members of the Public have comments, we would appreciate them being in writing asap to assist.