

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday, 4th May 2021 at 6.30pm

The meeting was held using Zoom teleconferencing

Present: Cllr B Bax, Cllr G Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr R Lawton, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk) and approximately 20 Members of the Public

Meeting began at 6.35pm

Cllr Gary Bocking, as Acting Chairman, took the Chair for the first item.

2021.05.04.01 – Election of Chairman

- a) Cllr Briony Bax was elected Chair¹ for the Council year 2021/22.

Prop: Cllr Lawton; 2nd: Cllr G Bocking; unanimous

- b) Cllr Bax read the Declaration of Acceptance of Office², and thanked her colleagues. She noted that it was very sad that Cllr Jamie Campbell had resigned, and that he had done an enormous amount for the Village.

2021.05.04.02 – Election of Vice-Chairman

- a) Cllr Gary Bocking was elected Vice-Chairman for the Council year 2021/22.

Prop: Cllr Borthwick; 2nd: Cllr Lawton; unanimous

- b) Cllr Bocking then read the Acceptance of Office.

2021.05.04.03 - Declarations of Interest

- a) Cllr Cotton stated he would declare an interest on any contentious items. Cllr Bax noted that all Register of Interests forms were available on the Borough Council website.

2021.05.04.04 - Apologies for absence

- a) There was an apology for absence from Cllr S Bocking.

2021.05.04.05 – Minutes

- b) Cllr Borthwick noted that in the minutes of 6/4/21, reference was made to a meeting with the Village Hall – this should have stated the Sports Club. Cllr Lawton requested a change to the reference to his copying the minutes. With those amendments, the minutes of the meeting on 6/4/21 were approved as a true record.

Prop: Cllr Thompson; 2nd: Cllr Lawton; unanimous

2021.05.04.06 - Reports

- a) Chairman's report: Cllr Bax expressed her desire to move forward, saying how lucky we were to live in such a great community. She wanted a business-like Council which could enhance and promote the Village and its assets.

¹ Cllr Bax indicated she wished to be known as "Chair"

² Deemed signed, to be done when possible, as for the Cllr G Bocking's Declaration, and the minutes

Signed:

(Chair)

Date:

- b) Report from Borough Councillor: Cllr Lawton reported that a lot was happening at the Borough. He had sent the latest weekly update, which showed the number of COVID cases falling dramatically.
- c) Report from County Councillor: Cllr Jamieson was not present, attending a variety of other meetings.
- d) Report from Clerk: The Clerk noted that he had managed to negotiate a £300 reduction in the cost of the street-lighting electricity, and wished to check that Cllrs were happy that he should sign this – they were. A possibility of reducing this further by switching off e.g. from midnight to 5am to be discussed elsewhere.

2021.05.04.07 – Finance & Legal

- a) The Clerk noted the precept had been paid in, total balance £131K of which £87K unallocated. The Internal Auditor had had all the figures, but needed hard copies. Once done, this could be formally agreed in a meeting in a field. Cllr Bax noted there was a Norwich solicitor who may be able to address the car-park issue without conflicts.
- b) Council noted the renewal cost of the insurance, on the three-year term previously agreed. Council agreed to continue with the current insurance provision.

Prop: Cllr Bax; 2nd: Cllr Thompson; unanimous

- c) The Clerk went through proposed expenditure as in the pack; a question was raised over one invoice; there would be a review of all contracts, including the need for a map of works. Council agreed all expenditure as listed by consensus.
- d) Council noted that it had informally agreed last month to pay a share of the resurfacing costs of the Hard, with a request for a detailed breakdown. Council agreed to pay up to £2,305 to the National Trust for the resurfacing of the Hard.

Prop: Cllr Thompson; 2nd: Cllr Lawton; 4-0 (2 abst)

- e) The Clerk explained that a recent court decision had not allowed formal virtual meetings to continue. Following last month's agreement to continue with advisory meetings he had drafted a policy to allow virtual advisory meetings with delegation of most powers to the Clerk. Council unanimously adopted a Policy³ relating to delegated powers and virtual meetings.
- f) The Clerk noted that a full review of policies had not been possible, including adding suggestions from the recent training session. It was best not to rush this. Council was happy with that. Cllr Bax congratulated and welcomed incoming Cllrs Tom de Winton and Richard Roberts who would be taking up seats soon.
- g) There was discussion of a proposed lease for the Sports Club. There was support for the current management team. A meeting to be arranged to go over the lease with the Sports Club. Cllr Thompson requested the Village Hall be included to sort out things once and for all – it was felt this was causing a lack of focus, and Council moved on.
- h) There was extensive discussion of Council representatives on external groups, and a list was agreed, excepting one. There was a conflict issue raised and the

³ Full text at end of the minutes.

Signed:

(Chair)

Date:

Clerk suggested he write to the Monitoring Officer/Clerks organisations to get a view on this. The Clerk was asked to ensure all groups were informed of who Council representatives were and to ask for their minutes to be forwarded to Council.

- i) The Clerk observed that it was now recommended that Councils had a "gov.uk" domain name, compliant websites and dedicated email addresses for Cllrs. He sought permission to proceed with investigating options. Council agreed for the Clerk to pursue website, domain name and emails changes.

Prop: Cllr Bax; 2nd: Cllr Cotton; unanimous

Cllr Lawton requested Cllrs should not use his Borough address for BPC emails.

2021.05.04.08 – Planning

- a) There were comments on builders' vans during construction of the application in 8b.
- b) PA 21/00761 – extensions and alterations, The Lodge, Main Rd, Brancaster.
Council unanimously agreed to object to this application (in a conservation area and AONB) on grounds of the loss of an original wall, materials conflicting with Neighbourhood Plan and the additional access.
- c) A late-arriving application – 21/00640, extension, 8 Branodunum – was considered. Council unanimously agreed to raise no objection to this application, but to mention parking concerns.

2021.05.04.09 - Delegated decisions etc.

- a) The following Delegated Decisions were noted in the public pack, both planning matters:
 - 21/00472 – Dale End – no objection
 - 21/00455 – Sanderlings – objection (ref Neighbourhood Plan policies 1, 3 and 4, plus others)

2021.05.04.10 - Other matters

- a) There were no reports from Council groups. It was agreed to defer discussion of future groups and membership to internal discussion to be confirmed next time.
- b) Cllr Bax noted that there was to be an informal meeting of Cllrs on 10/4 with the landowner/representative regarding parking issues. Cllr Thompson suggested any outcome should be on a trial basis for a year.

2021.05.04.11 - Correspondence and requests

- a) Cllr Borthwick referred to expressions of concern over parking in Brancaster Staithe around the White Horse in particular. Cllr Bax requested that residents make direct requests in writing to Council – Cllr Borthwick noted the individuals may not wish to do so. Cllr G Bocking noted a letter received with suggestions. This to be forwarded. Cllr Lawton noted that land was not now allocated for alternative parking – this may be discussed in the meeting referred to in 10.b above.
- b) A letter had been received from Northwold and Whittington PC requesting support in their efforts to receive information from the Borough about Temporary Event notice applications and decisions. Council unanimously agreed to support this request.

Signed:

(Chair)

Date:

2021.05.04.12 – AOB and agenda requests

- a) Cllr Cotton requested consideration of the picket fence at the Village Hall in Brancaster. No spending had yet been agreed. Cllr Thompson noted any moving of the fence should be agreed first. Cllr Bax thanked Cllr Cotton for removing rubbish at the Hall.
- b) Cllr Cotton noted a bill for Bus Shelter and Village Sign work should be coming soon.

2021.05.04.13 - Public Questions

- a) Julian Walton thanked and congratulated the new Chair. He noted that the minutes reported that SHADCRA were not planning to take legal action – could they be invited to confirm that? Cllr Bax thought this a good idea. Michael Bucher commented on the issue of licensing of outside spaces in future years, and the effect on car parking – Cllr Bax suggested a meeting with licensees and landowners regarding this and other issues. Amy Loose commented on the parking of commercial vehicles in London Street, and conflicts with Anglia Water vehicles and blocking access – obstruction should be reported to Police.

2021.05.04.14 - Next meeting

- a) It was agreed to have an advisory meeting as in 7.e above at 6.30pm on Tuesday 1st June using Zoom.

Cllr Bax noted the vacancy on Council, and requested those interested to contact the Clerk.

The meeting ended at 8.25pm

Expenditure agreed in 7c above:

Date	Ref	To	For	Amount	of which VAT	budget
1/4/21	DD	Westcotec	Street Lights	£23.75	£3.96	Utilities
4/5/21	<u>Meeting</u>	Marcus Townshend	Grass Cutting	£245.00	£0.00	Open Spaces
4/5/21	<u>Meeting</u>	SHADCRA	Wire money	£200.00	£0.00	Misc
4/5/21	<u>Meeting</u>	BHIB	Insurance	£1,083.51	£0.00	Insurance
12/5/21	DD	Eon - approx	Street Lights	£202.23	£9.63	Utilities
31/5/21	<u>Contract</u>	Salaries	Salary	£1,603.68	£0.00	Salaries

Text of Policy in 7f above:

Until there is clarity on the situation, and the safety of Councillors, Members of Staff and the Public cannot be guaranteed at physical meetings:

1. *Councillors will continue to meet virtually at the times advertised for Full Council meetings;*
2. *These meetings of Councillors shall be publicised and open (including a public question section) in the same way as Full Council meetings would be;*
3. *Councillors will consider agenda items in the normal way;*
4. *They will make recommendations instead of decisions;*

Signed:

(Chair)

Date:

5. *Any such recommendations which are legal will be actioned by the Clerk as if they were decisions of Council;*
6. *To this end the Clerk shall be delegated with all powers of Council which can be legally delegated;*

This provision should end automatically after a maximum of six months, or when a majority of Councillors agree in writing, whichever is the earlier. Such an earlier conclusion should demonstrate that Council has taken due regard of its responsibility to its Members, and the Public, and its role as an employer.

Council representatives on external groups from 7h above:

Brancaster Educational & Almshouse Charity (Smith Trust): S Bocking
Brancaster Beach Car Park: C Borthwick, R Roberts – B Bax dep
Brancaster Village Hall & Bar 71: J Thompson
Brancaster Detached Cemetery: G Bocking, C Cotton
Brancaster Staithe & Deepdale Village Hall: C Borthwick
Brancaster Commons Committee (Salt Marsh): T de Winton tbc
Bell's Charity: C Borthwick
Sea Defence Committee: R Roberts, J Thompson
Barrow Common Management Committee: S Bocking, C Cotton
Brancaster Community Sports Club: B Bax, C Cotton
Brancaster Allotment Society: G Bocking
Kriters Group: none
Saxon Shore Parish Forum: B Bax – T de Winton dep

Signed:

(Chair)

Date:

Brancaster Parish Council

Notes of a gathering of Councillors held on Tuesday 1st June 2021 at 6.30pm

The meeting was held using Zoom teleconferencing.

Present: Cllr B Bax ("Chair"), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton, Cllr R Richards, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk) and approximately 15 Members of the Public

The Clerk noted that this was not a formal meeting, but to advise him on using powers delegated at the previous meeting. No decisions of Council could or would be made.

The session began at 6.30pm

1 - Declarations of Interest

- a) Cllrs declared interests: Cllr Bax (Item 6b); Cllr Borthwick (parking items); Cllr S Bocking & Cllr Cotton (any contentious item); Cllr Lawton (membership of Village Golf Club)

2 - Apologies for absence

- a) All Cllrs were present.

3 – Minutes

- a) There were no suggested alterations to the minutes – these will be formally approved at the next Full Council Meeting.
- b) No matters arising.

4 - Reports

- a) Chair's report: Cllr Bax noted there had been several informal meetings, including one on 18th May dealing with parking – more later. She thanked Cllrs S Bocking and Cotton for putting out the traffic cones. She had attended the NALC AGM, and noted that Council could elect a representative. There had been another meeting on parking with National Trust, Golf Club and BPC members. A meeting had taken place with SHADCRA officers Rod Cooke and Michael Bucher, (with Chair, Cllr de Winton and Clerk from BPC) which had led to no resolutions. She asked that the email from SHADCRA to the External Auditor be shown; there was request from a Member of the Public for more info which Cllr Bax briefly summarised. She also referred to a meeting with Anthony Law, for the Brancaster Sports' Club. She further noted that Cllrs attending external groups should explain that minutes of those groups would be shared with all Cllrs. Finally, she referred to the forthcoming election, encouraging people to stand, echoed by others.
- b) Report from Borough Councillor: Cllr Lawton noted the appeal for support in getting the Queen Elizabeth Hospital replaced – now in its 40th year of a 30-year life, the roof was currently held up by 139 props. Clerk noted that he could write saying "Councillors" support this; unanimous consent to him doing so, and placing contact details online so the Public could add their comments.
- c) Report from County Councillor: no report.

Signed:

(Chair)

Date:

- d) Report from Clerk: Clerk noted the audit had just been approved by the Internal Auditor; this required Full Council approval, which could take place in an EGM in the open. Full details would be circulated to Cllrs asap.

5 - Finance

- a) Clerk noted that a £32K tranche of CIL money had been received, and the bulk transferred to the savings account. Total balances £160K of which just under £86K ring-fenced/CIL. Insurance budget slightly over, and salaries (due to an allowance being incorrectly claimed from April 2020).
- b) There was no objection to the Clerk making payments listed in the document pack¹. Clerk explained that the BCSC insurance was an item paid by tradition, the Internal Audit fee for two years was being paid by request to Titchwell Church, the allotment rent was for the second half of 2021, and the street-lighting electricity was not due to change price until next month. A question was raised over the licence money from vendors on the Hard – this to be pursued.

6 – Planning

- a) There were no comments on planning applications from the Public.
- b) [Cllr Bax was placed in the “waiting room” and Cllr G Bocking took the “Chair”.] Councillors agreed that no objection should be raised to PA 21/00663² – Pool House, Staithe House, Brancaster Staithe [Cllr Bax resumed the “Chair.”]
- c) Councillors agreed that no objection should be raised to PA 21/00768 – single storey extension, Heron’s House, Cross Lane, Brancaster.
- d) No late arriving applications had been received. Reference was made to the Borough Local Plan – individual Cllrs made comments about controlling development, holiday homes and restrictions on purchasing, the need for younger residents (and Cllrs!) and affordable housing not being affordable. There were BCKLWN sessions coming up and Clerk to confirm whether these needed pre-booking. Cllr Lawton noted an upcoming meeting with Freebridge on plans for their Brancaster Staithe development.

7 - Delegated decisions etc.

- a) The Clerk noted one such decision in the pack – no objection to PA 21/00701 (extension, 7 Choseley Rd).

8 - Other matters

- a) Cllr S Bocking noted that everything was running well at the Robert Smith Trust – there was one vacancy, and they were planning for their 75th Anniversary. Cllr Bax noted the Brancaster Picnic on 24/7/21; a new group was organising this replacement for Brancaster Day – there would be food and a band on the Sports Field. Cllr de Winton referred to the new Harbourmaster; there had been two incidents over the Bank Holiday weekend, a fire and a fall; thanks were expressed to the emergency services, and reference made to facilitating their access.

Changes to Council and external groups: Footpaths – Cllr Lawton off and Cllrs Cotton and Thompson on; Finance and Governance – Cllr de Winton on; Tourism – Cllr Roberts on; Brancaster Commons Committee – Cllrs de Winton and Bax on. [Cllr S Bocking objected to this noting that anyone could attend.]

¹ See at end of these notes.

² 21/00664 (Listed Building application) had been declared unnecessary by the Planning Dept.

Signed:

(Chair)

Date:

- b) Cllr Bax noted that agreement on car parking sites was “very, very close”. Three sites were under discussion, variously for overflow and resident parking. There had been agreement over overflow parking at the White Horse in a nearby field. The National Trust, Golf Club and PC had met looking at parking issues; there was the possibility of engaging a car parking consultant with shared expense. There was discussion of cones (following a conversation before the session formally started over issues at the weekend).
- c) Cllr Roberts outlined what was needed at the Sports Field following a meeting onsite. The proposal was to extend a line from the current fence to the east, angled slightly, for extra parking on a trial for 2021, including replacement fence. There was an extended discussion involving most Cllrs and one Member of Public: the container, use of the Field generally, whether the area was for events only or general opening, value of parking for the Post Office, use as overspill parking for the Beach were all mentioned. There was (not unanimous) consensus around a general extension but not for overflow from the Beach.
 - a. It was agreed that the Clerk should authorise fencing works at £450³ to move the gate (helping Heronwood). A final decision on the use to be confirmed asap at an EGM.
 - b. The lease had been discussed further and options would be presented at EGM. This to include all the field except the area referred to for parking.
 - c. There was general agreement with the principle that the equipment on the Field should be under PC ownership; day-to-day maintenance to continue with BCSC, but replacements and additions to be funded by a PC ring-fenced “sinking fund”. Asset list to be adjusted once lease stated this.
- d) The SAM sign was with Westcotec, as it was not recording data. The cost was high (£750) for this, and a new battery was needed (£80). It was agreed to leave this with them until the traffic consultant had commented.
- e) Cllr Bax thanked the COVID volunteers, and suggested that they each be given a £5 voucher for use at the Picnic in lieu of any expenses – not claimed. There was unanimous consent that this was a good idea.

9 - Correspondence and requests

- a) No correspondence not already sent to Cllrs was reported.
- b) Councillors raised no objection to the use of the Sports Field for a fair on 18/7/21.

10 - AOB and agenda requests

- a) Cllr S Bocking noted his concern over the inactivity of the Bells Charity, and potential loss of a Village asset. Cllr Borthwick noted she had been asked “to be on board” but had heard no more. Cllr de Winton asked about broadcasting meetings in future e.g. on Youtube. This to be clarified legally, with suitable protocols on speaking and technical/manpower issues. There was a further matter relating to a beet pad – this related to land ownership, and as a Member of the Public was involved, they confirmed that the communication had gone from one side to the other, and Clerk need not pursue. Cllr S Bocking referred to a blind corner – Clerk requested Cllr Bocking contacted him with details.

³ Clerk confirmed that new Financial Regs allowed spending up to £500 on one quote.

Signed:

(Chair)

Date:

- b) No other agenda requests.

11 - Public Questions

- a) Val Carpenter asked for more info on the Beach Car Park issue – referred to the Clerk. There was reference to a footpath near the White Horse – it was suggested that Cllr Jamieson might be contacted on this long-standing issue. Renting of residents' drives was mentioned – this was an external website and the Clerk would link the info online. Kirsty Allen referred to the traffic situation, occasionally heated, at the weekend and what she had done to help; a plea not to move cones – she thought the traffic consultant was a good idea. Caroline Harper referred to her perception that not all Cllrs were supportive of the Village Hall – Cllr Borthwick commented on previous support and the presence of a Rep. but wanted things done sensibly and safely in relation to the Car Park. Cllr Bax referred to coming together as a Village and supporting such ventures.

12 - Next meeting

- a) Next meeting, likely to be in person, on 6th July, at 6.30pm. Clerk asked which Hall should be approached. It was suggested that he contact Brancaster Village Hall in the first instance, and block book.
- b) Clerk to advise in consultation with Cllrs, depending on HMG advice, if there was a need to continue.

13 - Private session – allowing discussion of sensitive matters

- a) Clerk to address leases on the Hard as a matter of urgency. There had been no details of the required funding for the three car parks, which had been hoped for, including any compensation to current tenants. CIL funding may be possible, but only for upfront payments and where there is no income generated. Infrastructure should include charging points. Planning permission could be on a temporary basis while full approval is awaited. Until all numbers are clear, Council cannot decide – referred to EGM.

Cllrs left at 8.52pm

Expenditure:

Date	To	For	Amount	of which VAT	budget
1/6/21	Westcotec	Street Lights	£23.75	£3.96	utilities
1/6/21	Heronwood	Grass-cutting	£266.00	£0.00	open spaces
1/6/21	BCSC	Insurance	£238.44	£0.00	s.137
1/6/21	Titchwell Church	Audit Fee	£500.00	£0.00	admin
1/6/21	Hartop Farms	Allotment rent	£480.00	£0.00	misc
12/6/21	Eon - approx	Street Lights	£195.70	£9.32	utilities
30/6/21	Salary, tax/NI/pension	Salary	£1,465.27	£0.00	salaries

Income to date:

1/4/21	RWNGC	"wire" money	£100.00
12/4/21	BCKLWN	Precept	£22,000.00
12/4/21	BCKLWN	CTSG	£60.00
24/5/21	BCKLWN	CIL	£32,144.82

Signed:

(Chair)

Date:

Brancaster Parish Council

Minutes of the extraordinary meeting of Council held on Tuesday 29th June, 2021 at 6.30pm

The meeting was held in the open on Brancaster Playing Field due to continuing COVID concerns/regulations.

Present: Cllr B Bax (Chair), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk). No Members of the Public were present.

Meeting began at 6.30pm

2021.06.29.01 - Declarations of Interest

- a) There were no specific declarations of interest on agenda items.

2021.06.29.02 - Apologies for absence

- a) Apologies for absence were received from Cllr Roberts.

2021.06.29.03 - Finance

- a) Councillors had previously received extensive information on the audit process, including the proposed covering letter to the External Auditor, along with the audit forms for completion and the Internal Auditor's report¹. The Clerk noted end of year figures, with receipts and payments outlined. These showed a closing balance of £121,968. There was discussion of the process, including a concern expressed by one that Cllrs had not seen the Golf Club accounts, and the reference to the receipt being a donation. Council agreed to accept the report.
Prop: Cllr de Winton; 2nd: Cllr Bax; 6-2
- b) The Clerk went through the Governance form of the AGAR, commenting on issues arising – each box was discussed. Council unanimously agreed to respond "yes" to all boxes 1-8 except 4 (Electors' Rights out of time), 5 (no formal Risk Assessment) and 7 (all audit comments from 19/20 noted, but some not completed due to time available since that audit completed), and "n/a" to box 9 (sole trustee role).
- c) Council unanimously agreed to the signing of the AGAR form financial figures. During Item 3 there was discussion of the amount of detail required, changes which Council had made to its internal control procedures, internet banking, progress on signatory changes, the Asset List and Risk Assessment. The Clerk noted that with the exception of the last two, which were in progress, he could see no reason while all Governance questions should not be answered with "yes" next year. A possible new Internal Auditor had been approached and a response was awaited.

¹ See below for full text.

Signed:

(Chair)

Date:

2021.06.29.04 - Other matters

- a) A draft agreement between BPC and the National Trust on the management of the Village Green, including the Hard, at Brancaster Staithe had been included in Cllr and public packs. There was extended discussion on individual points and concerns. One amendment was proposed – changing the review date of the agreement to Nov 1st 2023 – and it was requested that a map be appended.
Subject to the change of the review date to 1/11/23, and addition of a map, Council agreed unanimously to approve the adoption of this agreement.

2021.06.29.05 - Next meeting

- a) It was agreed that the next "meeting" of Council should be an advisory gathering using Zoom, at 6.30pm on Tuesday 6th July 2021. [This under the delegation scheme agreed previously by Council.]

Internal audit report:

Brancaster Parish Council - Internal Audit for the year ended 31 March 2021.

I am required to state the implications and action being taken to address any weakness in controls, identified by me during the internal audit, in those cases where I have answered 'No' to the internal control objective being achieved. I give below the required statements referring to the letters listed on my report.

C - The council did not assess the significant risks of achieving its objectives etc. during the year ended 31 March 2021. This could have led to financial difficulties, fraud or error which could have led to the council losing money. In my opinion nothing has been so lost. The council had already set itself an adequate system for assessing risk but in that year had simply not performed it. The council has assured me that the risk assessment will be performed annually in future.

D - No budget was set for the year ended 31 March 2021 so progress was not monitored nor the precept for that year set by reference to it. The implication is that there was a risk that the council could have set the precept incorrectly and in extreme circumstances run out of resources. In the particular circumstances I do not think these were likely to have occurred. The council has assured me that a budget will be set annually and regularly monitored in future. Indeed, the budget for the year ending 31 March 2022 was set on 12 January 2021 and progress against budget has been regularly monitored. For the other part of Question D my answer is 'Yes'.

H - An asset register was completed in the year ended 31 March 2020 but the council has not yet adopted this as correct and is currently undertaking a full review of its register with a view to providing a definitive list.

M - The council failed to correctly provide for the exercise of public rights as required by the Audit and Accounts Regulations or 2019/20 as this was done after the permitted date. This you already know about. In future the council will comply.

N - The council failed to comply with the publication requirements of AGAR as this was done after the permitted date. This you already know about. In future the council will comply. There is no failure in this respect but I must explain that on Question F no petty cash exists. The procedure is that small items of expenditure are disbursed from the clerk's personal funds

Signed:

(Chair)

Date:

and reimbursed monthly through expenses claims with supporting vouchers, and such expenses claims are approved by the council before payment. I have ticked 'Not covered' because this section does not apply.

There is no failure in this respect but I must explain that on Question K the council had a limited assurance review of its 2019/20 AGAR and so I have ticked 'Not covered' as instructed.

There is no failure in this respect but I must explain on Question L that the council has a turnover exceeding £25000 and so this section does not apply. Therefore, I have ticked 'Not covered' as instructed.

Signed:

(Chair)

Date:

Brancaster Parish Council

Notes of a gathering of Councillors held on Tuesday 6th July 2021 at 6.30pm

The meeting was held using Zoom teleconferencing.

Present: Cllr B Bax ("Chair"), Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton

Also in attendance: Simon Bower (Parish Clerk) and approximately 18 Members of the Public

The Clerk noted that this was not a formal meeting, but to advise him on using powers delegated at the previous meeting. No decisions of Council could or would be made.

The session began at 6.33pm

1 - Declarations of Interest

- a) Cllrs Cotton and S Bocking declared an interest in item 5 as Common Rights Holders.

2 - Apologies for absence

- a) Apologies were received from Cllrs G Bocking, Roberts and Thompson. Cty Cllr Jamieson had also confirmed his non-attendance.

3 – Minutes

- a) There were no suggested alterations to the notes of the advisory gathering held on June 1st.
- b) Cllr de Winton noted that he was meeting with a technical advisor on other matters, and would raise the question of live-streaming future meetings.

4 - Reports

- a) Chair's report: Cllr Bax formally welcomed John Wareham to Council in advance of him formally taking up his seat¹. She further noted it had been a busy month: Brancaster Day volunteer vouchers had been issued; she had attended a meeting ref the developing Local Plan, at which several other councils had shared similar issues to those of BPC. There had been a meeting with Freebridge over their proposed development in Brancaster Staithe – this was "encouraging". A revised agreement to replace the 1998 one with the National Trust [NT] dealing with the management of the Village Green had been agreed – this was ready to be signed; income from franchises would go to the NT, but be spent locally. Brancaster Commons Committee had met, in a collaborative fashion, and work on the new constitution was being done by the NT. An Extraordinary meeting of Council had taken place to approve the accounts and the above document. Car Parking continued to be discussed – more later.
Cllr Bax then referred to an email sent to Council on June 15th 2020 by Julian Walton. This had been forwarded outside of Council, to Mr Rod Cooke as secretary of SHADCRA. She reminded Cllrs to obey the rules regarding confidentiality, and that any future breaches should be publicly minuted.

¹ The election was due to be held on 22/7/21, but was uncontested. Mr Wareham will take up his seat shortly after that.

Signed:

(Chair)

Date:

Regarding planning, she noted that applications did come through where the response deadline occurred between meetings, and hence were decided by other means. She urged Members of the Public to make their comments on the Borough portal, where Cllrs might see them if done in good time – she and the Clerk would be happy to help with this.

- b) Report from Borough Councillor: Cllr Lawton did not wish to add anything.
- c) Report from County Councillor: no report.
- d) Report from Clerk: nothing not appearing elsewhere on agenda.

5 - Finance

- a) Clerk noted that the Audit paperwork had been approved by Council, sent to the External Auditor who had acknowledged receipt – they had to complete by the end of September. He ran through the figures, all listed in the public pack, showing a total of £175,395 in the bank, of which £71,599 was not ring-fenced. There were no questions on the budget-monitoring report.
- b) The Clerk presented amounts for payment, to which no objection was raised – invoices had been sent to the Finance Group; payments to the Village Halls were for remainder of this year in advance. His own expenses claim included annual Zoom and SLCC payments. A late invoice had been received which included work on the fence at Brancaster Village Hall, previously agreed; no objection was made to him arranging payment of the entire invoice². £225 received from Brancaster Village Hall for the fence.

6 – Planning

Cllr Lawton noted that he had called in application 21/00903 – alterations/extension etc., 14 Roman Way. Remainder of items not taken in agenda order. There were no general public comments.

- g) Ian Reilly spoke on behalf of the developer on this item [PA 21/01108 – increased accommodation, the Ship Hotel, Brancaster]. Currently there were ten rooms, increasing to 20, with increased parking. Cllrs asked questions regarding parking (including staff), noise from hot-tubs (possible time-limits), employment, building timescale, access, materials etc. Mr Reilly took some of these on board. Cllr Lawton offered to call this in, and was asked to refer particularly to parking, the impact on the centre of the Village and materials. This was agreed as a way forward, and Cllr Bax thanked Mr Reilly.
- h) No objections were raised to PA 21/01175 - structural repairs to the basement, St Mary's House, London St, Brancaster.
- b) No objections were raised to PA 21//01137 – conversion to dwelling, Field House Farm, Brancaster.
- c) PA 21/01170 – landscaping/pool, Old School House, 1 School Pastures, Deepdale. It was agreed to object to this application unless the pump unit was moved on grounds of noise disturbance.
- d) [Cllr Cotton declared an interest.] PA 21/01201 – two-storey extension, 9 Anchorage View, Brancaster. A majority of Cllrs objected on grounds of overlooking, the street scene and not matching the rest of the Estate.
- e) PA 21/01143 – extension/alterations, Beach House, Broad Lane, Brancaster. It was agreed to object to this application on the grounds of the black cladding in

² All payments listed at end of these notes.

Signed:

(Chair)

Date:

the Conservation Area, AONB etc., and not matching the Neighbourhood Plan material's policy.

- f) PA 21/01116 – swimming pool, Herons House, Cross Lane, Brancaster. No objections were raised.
- j) PA 21/01166 – entrance/loft conversion/terrace, Sea Lavender, Whiteway Rd, Deepdale. [Late application.] Cllrs raised objections to this on the ground of overdevelopment and the lack of sufficient parking.
Cllr Bax thanked Cllrs for their work to ensure the large number of applications were dealt with efficiently.
- i) Discussion on the use of the name "Hall Lane" as an official street name resulted in no majority either way; it was agreed to note this to the Borough, while expressing the view of some Cllrs that "Hall Drive" might be preferable.
- k) The Clerk noted his suggestion of considering a Planning Group – Cllrs were asked to consider this. Cllr Cotton asked that all Cllrs follow email trails on each application for convenience.

7 - Delegated decisions etc.

- a) The public pack noted the following delegated decisions (other than those actions by the Clerk following last month's meeting). All three were "no objections" to Planning Applications.

22/06/2021 - PA21/01180 – Brancaster Village Hall - container

25/06/2021 - PA21/00472 - 31 Dale End, Brancaster Staithe

29/06/2021 - PA21/00903 - 14 Roman Way, Brancaster

8 - Other matters

- a) Cllr S Bocking noted that he attended a meeting of the Robert Smith Trust – there was a desire to plant native trees – Clerk to put them in touch with groups donating trees. Additional to info about the Brancaster Commons Committee above, it was noted that the repairs to the Hard would be delayed until the Autumn. Cllr Bax noted the Brancaster Picnic on 24/7/21, urging people to attend.
- b) Cllr Bax noted that work was continuing on parking plans, and that a major issue was that the two overflow sites were currently being farmed. She asked the Public to "bear with us". There were further examples of parking/congestion issues raised, with the reminder that double yellow lines were dependent on car parks. Cllr Bax would refer back to the White Horse and possible options. A request for a volunteer to summarise the car parking survey resulted in Amy Loose offering to help.

9 - Correspondence and requests

- a) No correspondence not already sent to Cllrs was reported.
- b) Cllr Bax noted her excitement at the prospect of celebrating the Platinum Jubilee, with beacon/bagpiper/town crier etc. She proposed a meeting of interested groups, businesses and individuals on Sept 14th at 6.30 (venue tbc). Cllr Lawton asked that the Churches, Halls and School be involved. Location of beacon to be Barrow Common rather than the Beach?

10 - AOB and agenda requests

- a) Cllr de Winton asked about Barrow Common, and Michael Bucher responded that COVID problems had prevented work this year, but it was hoped there would be progress next. Cllr Cotton asked after the speed awareness group – not enough volunteers at the moment. Cllr Borthwick asked about grass cutting of verges –

Signed:

(Chair)

Date:

Clerk to contact NCC if required due to hazard. Cllr Lawton raised the footway along the A149 between Brancaster and Brancaster Staithe – Clerk to address.

b) No other agenda requests.

11 - Public Questions

a) Vicky Bucher asked about the “oncoming rush” relating to car parking across drives etc. She asked if there was a possibility of using the space adjacent to Brancaster Staithe Village Hall as a temporary measure – Freebridge to be asked.

12 - Next meeting

a) The next meeting to be held in Brancaster Village Hall at 6.30pm on Tuesday 3rd August.

Cllrs left at 8.08pm

Expenditure:

Date	To	For	Amount	of which VAT	budget
1/7/21	Westcotec	Street Lights	£23.75	£3.96	utilities
6/7/21	Kevin Crompton	Grass cutting	£180.00	£0.00	open spaces
6/7/21	NALC	Training	£180.00	£30.00	admin
6/7/21	Heronwood	Grass cutting	£354.00	£0.00	open spaces
6/7/21	Simon Bower	Expenses	£608.02	£46.98	admin
6/7/21	Brancaster Village Hall	Hire	£80.00	£0.00	admin
6/7/21	Brancaster Staithe Village Hall	Hire	£80.00	£0.00	admin
6/7/21	Kevin Crompton	Fence/Grass	£630.00	£0.00	open sp/cont
12/7/21	Eon - approx	Street Lights	£195.70	£9.32	utilities
31/7/21	Salary (tax + NI + pension)	Salary	£1,465.27	£0.00	salaries

Signed:

(Chair)

Date:

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 3rd August, 2021 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr B Bax (Chair), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton (p/t¹), Cllr R Lawton, Cllr R Roberts, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk) and approximately 40 Members of the Public

Meeting began at 6.30 pm

2021.08.03.01 - Declarations of Interest

- a) There were declarations of interest from:
 - Cllr Bax ref Sailing Club
 - Cllr Borthwick ref Car Parking
 - Cllrs Cotton & S Bocking ref Commons

2021.08.03.02 - Apologies for absence

- a) Apologies were received from Cllr Wareham. It was agreed that his Acceptance of Office form should be deemed signed.

2021.08.03.04

- a) [Item brought forward] Paul Newbold and colleagues from Freebridge gave a presentation on the proposals for the Brentwood site at Brancaster Staithe. [Cllr Bax noted that she, Cllr Lawton and Cllr G Bocking had already been given this information.] They noted their attendance at a previous meeting and had taken on board points from that. In essence:
 - This was not a finished design, but first ideas
 - It tied in with the Neighbourhood Plan, and matched design adjacent to site
 - It used flint, dormers, varying roof levels to avoid appearance of an estate
 - The design included trees, hedging and a yard; roofing red pantiles
 - Of the 13 properties, there would be four one-bed, two three-bed
 - Four would be for market sale, with the remainder affordable
 - The sale of properties would allow for high-spec and sustainable homes
 - This was a concept drawing and no pre-application advice had been sought
 - It would be as carbon-neutral as possible – rules made more expensive
 - It was hoped to be a demonstration project for what could be achieved
 - Occupancy would be prioritised for local people under Borough schemeThere were questions/comments re: the number of three/four-bed - this was preferred for families/school etc.; return of previous occupants and the choice available; access for delivery vehicles; parking – 1.5 for one-beds; number too high, and all should be affordable; sale houses likely to be holiday homes – these would subsidise rest of site; costs of exceptional design; how were numbers ascertained – housing needs survey; definition of “affordable” not appropriate in

¹ Cllr de Winton had apologised for his likely lateness, but this was not mentioned.

Signed:

(Chair)

Date:

Brancaster; need to consult Highways before next stage; payment for non-return (this and other personal issues referred to private meeting); the nature of Freebridge – not a commercial developer. Finally reference was made to the possibility of temporary parking prior to development. Thanks for the presentation and opportunity to do so were made.

2021.08.03.03 – Minutes

- a) Minutes of the Annual Meeting on 4th May 2021 and the Extraordinary Meeting on 29th July, having been previously circulated, were agreed as true records.

Prop: Cllr Thompson; 2nd: Cllr de Winton; 7-2

- b) Notes of the Advisory Gatherings on 1st June and 6th July were approved as Council records.

Prop: Cllr de Winton; unanimous

- c) Arising from these notes/minutes: Cllr Borthwick mentioned verge cutting. Cllr de Winton asked about maintenance at Barrow Common – paths cut to five feet, no firebreaks.

2021.08.03.04 - Reports

- b) As Chair Cllr Bax noted the OPCC Safety Partnership Survey. She had attended meetings with the White Horse (parking/Jubilee), Freebridge, Sailing Club (120 children to attend sailing week), Community Parking Group. This last looking at options for field offered by Cllr de Winton – there were still lots of “hoops to jump through” re insurance etc. but she expressed her thanks, and noted they would be speaking later. On parking generally things were progressing. The NT/BPC agreement on the Hard was nearing final approval. She reminded those present of the Jubilee planning meeting on 14th September (Clerk requested group contact details be sent to him).
- c) BCKLWN Cllr Lawton noted he had forwarded an update on the QEH.
- d) There was no County Councillor report.
- e) The Clerk noted that he had received a Freedom of Information request. He had responded to part of this, but had declined to answer all due to time required. Cllr Bax noted the effects this had on time available.

2021.08.03.05 - Finance

- a) The Clerk went through financial and budget summaries, noting a total of £154.4K in the bank. Insurance and Salaries budgets were overspent as previously noted.

- b) All expenditure was agreed as listed².

Prop: Cllr de Winton; 2nd: Cllr Bax; unanimous

Cllr Borthwick noted the large expense on grass-cutting – this being addressed through contracts

- c) [Cllr Bax declared an interest in this item.] There was discussion of introducing a Chairman’s Allowance. No further action.
- d) The Clerk noted the audit requirement for a Risk Management Plan, to be updated by him as progress was made. Council agreed by consensus to adopt the Draft Risk Management Plan as presented³.
- e) The Clerk noted progress on the Asset Register. He requested that Council formally adopted Play Equipment, each valued at £1, for inclusion, with a sinking

² See end of these minutes.

³ This will be on website in due course.

Signed:

(Chair)

Date:

fund for future purchase (query – could CIL be used?). This was in line with discussion with the Sports Club on the lease. BPC to be responsible for insurance for general purposes, and Sports Club for maintenance. Council agreed by consensus to adopt the Play Equipment on Brancaster Playing Field on the above basis.

2021.08.03.06 – Planning

- a) There were public comments on the Saltings by the owner and one other.
- b) Council agreed by consensus to raise no objection to PA 21/01349 & 21/01350 (gates/flue/lights, St Mary's House, London St, Brancaster).
- c) Council agreed by consensus to raise no objection to PA 21/01396 (single storey extension, Flint Cottage, 62 Dale End, Brancaster Staithe).
- d) There was extended discussion on PA 21/01457 (demolition and replacement, Little Saltings, Broad Lane, Brancaster). Concerns were raised on flooding and design not being in keeping. A vote was taken – 4 objecting with 5 abstentions. It was then agreed that, given this unusual situation the Clerk would note the concerns, and that Cllr Lawton would call the item in to Planning Committee.
- e) Council agreed by consensus to raise no objection to PA 21/01464 (single storey extension/alterations, Bonnierigg, Orchard Close, Brancaster Staithe).
- f) There were no late-arriving applications to consider.
- g) There were no other planning matters to report.

2021.08.03.07 - Delegated decisions etc.

- a) There was one such decision, noted in the pack: PA 21/00761 – revisions to a recent PA at the Lodge, Main Rd. This was not to object, though as the vote was split reference was made to previous concerns.

2021.08.03.08 - Other matters

- a) Cllr Cotton had attended a Zoom meeting on tree-planting – this did not really apply as BPC does not own land – hedgerows were possible. Cllr Bax had attended a Chairs' networking session. Cllr de Winton (and Clerk) had attended a meeting on streaming Council meetings – this was being looked at with Dan Sharman.
- b) Cllr Bax referred to the fact that a solution to the parking issues for 2021 was not likely – she and Clerk had met landowner on site. She thanked the volunteers who were looking at this for their work.
- c) As Norfolk ALC was now a co-operative, a representative was required. The default position was that this should be the Chairman. Councillors made no alternative arrangements.

2021.08.03.09 - Correspondence and requests

- a) The Clerk reported no correspondence not already forwarded to Cllrs.
- b) There was a long discussion on a donation to the Churches for groundworks. A donation of £2,000 to each Church was agreed.

Prop: Cllr de Winton; 2nd: Cllr S Bocking; 9-0 (1 abst)

As this exceeded the set s.137 budget, this was noted and agreed; money to come from reserves.

- c) Council agreed a donation of £1,000 to the Burnham Market Area Community Car Scheme.

Prop: Cllr Lawton; 2nd: Cllr Borthwick; unanimous

As this exceeded the set s.137 budget, this was noted and agreed; money to come from reserves.

Signed:

(Chair)

Date:

2021.08.03.10 - AOB and agenda requests

- a) Work not happening on FP9 – Clerk to contact Cllr Jamieson. Phone boxes – possible Jubilee project. Cllr Lawton referred to a Tree Protection Order – no knowledge elsewhere. A possible Extraordinary meeting may be required – locum clerk being approached. SAM sign – clerk to press Westcotec.

2021.08.03.11 - Public Questions

- a) [Parking action] Val Carpenter addressed concerns over gridlock and abuse – this demonstrated need for an action group, to be positive, not blaming and dividing but working with Council; they had set this up. Amy Loose noted meetings/contacts with Highways and Police. A Facebook page had been set up. There was concerned that visitors had little information about the area (tides etc.) and that a queue meant little chance of getting to parking. Signage was needed at all three entry points to the Villages. The use of a field had been offered and it was hoped to use this at weekends from 9-6. Need for PC to support this to Highways, with insurance, risk assessments and training. Golf Club helping with sign donations. Issues with paying staff. Cyril Southerland forcefully expressed his dissatisfaction over a car park pass issue. This had slipped through the net. Cllr Borthwick to visit. Another resident thanked Val and Amy, and asked for windows to be open at next meeting. Reference was made to parking by White Horse staff not happening at the Village Hall. Also grass-cutting and daffodils.

2021.08.03.12 - Next meeting

- a) Next ordinary meeting to be at 6.30pm on Tuesday September 7th, 2021, in Brancaster Staithe Village Hall.

Meeting ended at 9.22pm

EXPENDITURE:

Date	Ref	To	For	Amount	of which VAT	budget
1/8/21	DD	Westcotec	Street Lights	£23.75	£3.96	utilities
3/8/21	<u>Meeting</u>	Heronwood	Grass cutting	£530.00	£0.00	open spaces
3/8/21	<u>Meeting</u>	Marcus Townshend	Grass Cutting	£535.00	£0.00	open spaces
3/8/21	<u>Meeting</u>	BSBD Village Hall	Hire - May 22	£120.00	£0.00	admin
3/8/21	<u>Meeting</u>	Brancaster Village Hall	Volunteers	£60.00	£0.00	reserves
12/8/21	DD	Eon - approx	Street Lights	£171.02	£8.14	utilities
31/8/21	<u>Contract</u>	Salary etc	Salary	£1,465.27	£0.00	salaries

Signed:

(Chair)

Date:

Brancaster Parish Council

Minutes of the extraordinary meeting of Council held on Monday 9th August, 2021 at 6.30pm

The meeting was held at Brancaster Staithe and Burnham Deepdale Village Hall

Present: Cllr B Bax (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton, Cllr R Roberts, Cllr J Thompson

Also in attendance: Sarah Raven (minute-taker) and approximately three Members of the Public

Meeting began at 6.30pm

2021.08.09.01 - Minute-taker

- a) *As Clerk was absent it was PROPOSED by Cllr B Bax, Sarah Raven would be appointed as minute-taker for the meeting SECONDED by Cllr C Borthwick and APPROVED.*

2021.08.09.02 - Declarations of Interest

- a) Declarations were received from Cllr T de Winton item 4a and Cllr B Bax - Sailing Club

2021.08.09.03 - Apologies for absence

- a) Apologies were received from Cllr J Wareham and Cllr G Bocking. The apologies were accepted.

2021.08.09.04 – Car Park – Saxon Field

- a) Field for rent for car parking – Licence runs from 5 August to 30 September 2021. Cllr B Bax went through the terms of the licence to be agreed. Charge to be £1.

PROPOSED by Cllr R Lawton the licence be agreed and signed, SECONDED by Cllr C Borthwick APPROVED by all.

The £1 fee was paid, and licence signed by all parties.

- b) Paperwork for Volunteers – The Car Parking Team went through the risk assessment. Unfortunately, not many volunteers had signed up. Shifts of only 2 ½ hours at a time and would require 4 shifts to cover 9-6 with overlap during busy times. No fewer than 3 volunteers at a time. £5 (cash only) per car with a ticket. Discussion on how to park the cars on the field, floats and how the cash will be managed. Hi-Vis vests and money belts have been purchased.

[Cllr R Roberts joined the meeting at 6.41pm.]

Toilet facilities were discussed as the Village Hall did not want the toilet to be advertised for use by public. Volunteers would be able to use the village hall toilet. Portaloos were discussed and prices. The only available Portaloos were at a cost of £696 inc VAT and 1 weekly clean (3 weeks). Suggestion of

Signed:

(Chair)

Date:

additional cleaning each evening at a cost of £20 per clean each day. Risk assessment amended to add volunteers to use Village Hall toilet, Portaloos for public if arranged and Village Hall toilets not open to public. High risk for disabled as ground uneven. BBQ to be taken out. Cllr J Thompson would like fire buckets and fire extinguishers placed on the field in case of fire from car exhausts.

PROPOSED by Cllr T De Winton, the Volunteers form and Risk Assessment as amended be approved SECONDED Cllr R Roberts APPROVED by all.

- c) Signage – Signs are up but need to be covered when car park is not being used. Car Parking Team to set up a WhatsApp Group with the Golf Club to liaise when the car park is full to use the overflow. Too much wording on signage. Will take the top and bottom sentence off the signage. A blue sign with white P will be placed opposite the car park. Signage in the field will consist of take litter home, dogs on lead, parking at owners own risk, drive slowly, and no fires/BBQs. Discussion on closing the gate at 6pm that cars will be locked on field. Sign at entrance to state closing at 6pm.

PROPOSED by Cllr R Lawton the signage is approved SECONDED by Cllr C Cotton APPROVED all in favour.

- d) Cllr C Borthwick suggestion as it is a long way to the beach and the charge of £5, if Parish Council are supporting, why not make the charge for parking free. Cllr B Bax suggested consider underwriting the program so the expenses arising from the car park like hi-vis vests etc are offset by the Parish Council. Discussion regarding the need to stop cars parking on the verges and into the car park. Car Parking Team have spent £108 so far. Discussion of a donation box to be used. Lack of volunteers at present but need a lot more. Need 24 volunteers over a weekend to do the shift rota but only 3 volunteers for this Saturday. Only expenses to be paid to the volunteers not employed. Signs will be covered up when car park not open. Leaflet to be given to cars to include tide times by the Car Parking Team.

PROPOSED by Cllr R Lawton to support the underwriting financially of the costs incurred by the car park, to include the cost of the Portaloos, volunteer expenses and to have a donation box instead of charging £5 per car, SECONDED by Cllr R Roberts. APPROVED all in favour.

Cllr B Bax suggested allocating for emergency spending of £1000 towards car parking costs

PROPOSED Cllr R Lawton SECONDED Cllr S Bocking APPROVED all in favour. Cllr B Bax thanked the Car Parking Team for their help and hard work.

- e) Norfolk County Council signage approved –
It was PROPOSED by Cllr R Lawton to confirm to Norfolk County Council Highways satisfied with arrangements, SECONDED Cllr C Cotton APPROVED all in favour.

Signed:

(Chair)

Date:

2021.08.09.05 – Agreement with National Trust relating to the Hard

- a) Cllr B Bax explained the agreement had been voted on and passed at the last meeting, but the map was outstanding and needed approving. Discussion on the map and not being accurate. Cllr B Bax explained that the Agreement could be amended to take off the last sentence regarding the yellow reference on the map with reference to the Sailing Club. To be an agenda item at the next meeting to amend the agreement. Meeting with National Trust needed to be with the whole parish council and need to work together.
Need the map in a bigger scale to be able to show the areas and lines more clearly. Map to be dealt with at next meeting.

Meeting closed 7.55.pm

Signed:

(Chair)

Date:

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 7th September, 2021 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

Present: Cllr B Bax (Chair), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton, Cllr R Roberts, Cllr J Thompson

Also in attendance: Cllr A Jamieson (NCC), Simon Bower (Parish Clerk) and approximately 45 Members of the Public

Meeting began at 6.33pm

2021.09.07.01 - Declarations of Interest

- a) Declarations of Interest were made as follows:
- Cllrs Lawton and Richards – Village Golf Club
 - Cllr Bax – Sailing Club
 - Cllr de Winton – Planning item f
 - Cllr Cotton – Common Rights Holder
 - Cllr S Bocking – Common Rights Holder/planning item b

2021.09.07.02 - Apologies for absence

- a) An Apology was received from Cllr Wareham.

2021.09.07.03 – Minutes

- a) *The minutes of the Ordinary Meeting on 3rd August 2021, having been previously circulated, were accepted as a true record.*

Prop: Cllr Lawton; 2nd: Cllr de Winton; unanimous

Cllr Bocking asked after the role of Cllr de Winton as Patron of Brancaster Church; Cllr de Winton explained his role in the selection of incoming vicars. For clarification a change in abbreviation was sought ref the Sports Club.

- b) Cllr S Bocking raised the issue of the lease in the EGM minutes, following a letter from the National Trust, which he was asked to forward to the Clerk. *The minutes of the Extraordinary Meeting on 9th August, 2021, having been previously circulated, were accepted as a true record.*

Prop: Cllr Bax; 2nd: Cllr Roberts; 6-3

- c) There were no other matters arising from the above minutes.

2021.09.07.04 - Reports

- a) As Chair, Cllr Bax thanked the Public for attending in such numbers. She thanked those involved in the Saxon Field car park, noting it was an example of how the Village could come together. There was no further news on permanent car parking provision. She noted a challenge to the External Auditor over BPC income from the Beach Car Park, this from an elector who had nominated Rod Cooke as his representative, at a likely cost of £350ph. A vexatious Freedom of Information request had been refused. £10K had been ring-fenced to protect against this "onslaught" by SHADCRA, and the possible engagement of a legal firm would be discussed later. Meetings had been held on 20th and 25th August

Signed:

(Chair)

Date: 5/10/21

attended by her and the Clerk, with, variously, Golf Club, National Trust, Police and local MP, looking at safety of the camp at the Beach Car Park, which had passed without incident. The PC Facebook page had information on the Afghan rescue crisis and the upcoming Dark Skies Festival. Freebridge had an open meeting on 28th September (2-8pm) – attendance encouraged. She referred to the Platinum Jubilee planning meeting (14th September – 6.30) and asked for people to bring ideas “however mad” to help celebrate together.

- b) For BCKLWN, Cllr Lawton noted nothing that he had not already forwarded via the Clerk.
- c) For NCC, Cllr Jamieson referred to cabinet looking in October or November at parking, speeding, buses and Park and Ride issues. He welcomed the efforts of Council and the Safety Group. He referred to the road safety community fund for projects up to £10K. On the Afghan crisis, he noted Norfolk was “standing up”, and referred to NCC and the Diocese for how to help. He reminded those present of the one million trees for Norfolk project. He noted the proposed 1.25% increase in National Insurance, and that this would require work to sort out how it would be applied to adult social care. [Cllr Cotton asked for information on the tree project - to be chased up.]
- d) The Clerk noted nothing further to Cllrs.

2021.09.07.05 - Finance

- a) The Clerk noted that balances were currently c.£146,600, and that he had transferred £5,000 from reserves to Section 137 in line with decisions from the last meeting. Against budgets there were no other issues to note. There were no questions.
- b) *All expenditure was agreed as listed by consensus¹.*
- c) *Michael Ruston was appointed as Internal Auditor for the year 2021/22.*

Prop: Cllr de Winton; 2nd: Cllr Lawton; unanimous

2021.09.07.06 - Planning²

- a) There was a comment from the Public on the access via Town Lane for item 6d. Kirsty Allen referred to Dark Skies, and the effects of floodlights. [Clerk to draft a form of words to put to Council for this.]
- c) PA 21/01643 – single storey rear extension, Sky Lark, 9 Field House Farm Cottages, Brancaster. Council agreed to raise no objection to this application.
- d) PA 21/01607 – replace caravan with dwelling and additional property/access, West Lee, 19 Town Lane, Brancaster Staithe. Council agreed to object to this application on grounds of overdevelopment, access, and sufficient parking provision being unclear.
- e) PA 21/00101 – replacement windows, Flat 18, Dormy House, Brancaster. Council agreed to raise no objection to this application.

Prop: Cllr de Winton; 2nd: Cllr Thompson; 6-1 (2 abst)

- b) PA 21/01603 – seasonal erection and use of temporary buildings (retrospective), White Horse, Brancaster Staithe. Cliff Nye spoke regarding this application, answering questions from Cllrs on parking and numbers, and also referring to his sorrow that his commitment to the Village had been questioned. There was a

¹ Listed below. Salaries tbc to Finance Group, and will be affected by Item 14b.

² These items were taken out of order, residential then commercial.

Signed:

(Chair)

Date: 5/10/21

lengthy discussion. Council agreed to object to this application unless a traffic management plan was included.

7 for, 1 abst, 1 recusal

- f) PA 20/02132 – revisions, change of use, land east of 1 Saxon Field. [Cllr de Winton left the room for this item.] There was a lengthy discussion, including reference to the objection by Historic England. It was noted that it was an improvement on the previous plan. Council agreed to object to this application on grounds of parking, health and safety (toilet provision) and the archaeological issues.

Prop: Cllr Bax; 2nd: Cllr Cotton; 7-0 (1 abst, 1 recusal)

- g) Late application: 21/01108 – revisions of additional accommodation etc., Ship Hotel, Brancaster. Lengthy discussion. Council agreed to object to this application on grounds of parking and overdevelopment.

Prop: Cllr Bax; 2nd: Cllr Borthwick; unanimous

- h) No additional planning matters reported.

2021.09.07.07 - Delegated decisions etc.

- a) A planning recommendation of no objection had been made to PA 21/01396 (revisions, Flint Cottage, 62 Dale End, Brancaster Staithe.)

2021.09.07.08 - Other matters

- a) There were no reports from Council or other groups.
- b) Re the Saxon Field temporary parking, Amy Loose and Val Carpenter spoke. They thanked those involved and commented on the co-operation of Police and others, mentioning James Wilde MP, Cllrs Dark and Jamieson. The Facebook page had 800 members and over 13,400 hits, with a reach of over 20,000. Facebook was part of a three-pronged attack, with signage/info and the need for a temporary site being the others. Five out of eleven days had seen usage of the car park, which needed 10-12 volunteers. There had been appreciation rather than “difficult conversations” and donations of £268 had been received. Volunteers for future days welcome via Facebook. Cllr Bax thanked the team. Cllr Cotton proposed a formal vote of thanks, which was agreed unanimously.
- c) There were no further developments to report on future parking plans.
- d) There was a brief discussion on the map for the agreement³ with the National Trust. Council agreed the inclusion of the map included in the public pack as the basis for the agreement with the National Trust relating to the Hard, with consequent changes in the wording.

Prop: Cllr Bax; 2nd: Cllr de Winton; 6-3

2021.09.07.09 – Councillor Matters

Cllr Bax read a Statement⁴ regarding a request for a motion of no confidence in Cllrs S Bocking and Cotton, and consideration of their membership of Council groups. The two Cllrs were offered three minutes to speak. Cllr S Bocking referred to his belief that it was a civil matter not relating to Council. He recalled Cllr Bax saying to him “you must look at me like Switzerland – neutral” and added “Neutral Switzerland sent 30,000 Jews back from the borders to die in concentration camps”. He felt the Golf Club’s views were being

³ Agreed previously.

⁴ See below.

given precedence over those of Common Rights Holders, and the claim of the Parish to own Marsh Common. He objected to the Golf Club having not produced the deeds, and sending "threatening" letters to individuals. On the demonstration: This Land is Ours came from all over to support Rights Holders claims. He asked who had started rumours about the scale of the protest, and questioned the Chair's motives. He noted that Brancaster Commons Committee was "virtually bankrupt" but money from the Common did not go to Commons management. He concluded with a reference to the world's problems being "fuelled by Man's greed and drinks parties".

Cllr Cotton said he agreed with what Stephen said, adding that as the PC gave up all claims to ownership in the past, the PC should have no involvement in this protest. He moved on to question who had organised the Zoom meeting, on whose authority, and why "we" had not been invited. He referred to contact with the Police. They had not organised the Zoom meeting, as they could not, and had had to use a non-Police computer to access it. He quoted "it was hosted on the Police Teams Meeting and attended by representatives", stating "It wasn't hosted on the Police Teams because they are not allowed to." He then asked to see documentary evidence that two of the four individuals who were organising this protest were Parish Cllrs, stating this was not the case. This, according to the Police, was an anonymous letter, which they would not show him. He then repeated that this was "nothing at all to do with the Parish Council", and denied his and Cllr S Bocking's involvement. He concluded by asking where "this rubbish has actually come from", speculating "it is certain people ranting and raving at drinks parties and other places and making a storm out of nothing whatsoever". Cllr Borthwick "respectfully" asked that the decision be deferred until the matter was "clear". There were further short exchanges, and a recorded vote was requested by the Chair.

a) A motion of no confidence in Cllr S Bocking was passed.

6-2 (1 abst); for – Cllrs Bax, G Bocking, de Winton, Lawton, Roberts and Thompson; against – Cllrs Borthwick and Cotton; abst – Cllr S Bocking⁵

b) A motion of no confidence in Cllr Cotton was passed.

5-3 (1 abst); for - Cllrs Bax, de Winton, Lawton, Roberts and Thompson; against – Cllrs S Bocking, Borthwick and Cotton; abst – Cllr G Bocking

c) A vote to remove Cllrs S Bocking and Cotton from their membership, as Councillors, of external groups was passed.

6-3; for – Cllrs Bax, G Bocking, de Winton, Lawton, Roberts and Thompson; against – Cllrs S Bocking, Borthwick and Cotton

2021.09.07.10 - Correspondence and requests

- a) There was no correspondence that had not already been forwarded to Cllrs reported.

2021.09.07.11 – AOB and agenda requests

- a) Cllr Lawton referred to speeding in the Village – Clerk to write to Police. Cllr de Winton asked after the SAM sign – Clerk to chase.
- b) Cllr S Bocking requested agenda items ref: Car Park income being described as a "donation"; his request for Car Park accounts being ignored; Council's "claim" on

⁵ Cllr S Bocking stated "what a farce, put down whatever you like".

Marsh Common to be voted on & safety concerns at Staithe Harbour. Cllr Borthwick referred to hedges.

2021.09.07.12 - Public Questions

- a) Brian Everett commented that what he had seen was "heart-breaking" and "sheer evil". He then gave his historical view of ownership of Marsh Common and the Manor and various legal matters.

Rod Cooke referred to Brian Everett's work and a file of information, which the PC could have at any time. He then noted that the Clerk had referred to a "vexatious" email request, and he stated that none of his correspondence on behalf of SHADCRA had ever been so described, but that the Clerk had stated he was "very busy and was not able to get to the matters" requested. He added that the PC had refused to engage with SHADCRA. He then referred to the "unlawful" protest noting that it was two-thirds of the Car Park that was "unlawful", and encroachment on the Common. He also commented that Cllr Bax had referred to him causing the expenditure on audit fees - he noted that he spoke for the Association, and £37K being taken by the PC from the Common. He stated that Cllr Lawton gave him the Parish Council Archives. [Cllr Bax noted that she referred to him as the Secretary, with which he disagreed.]

Peter Bickell commented that he had had one of those "stupid letters from the Golf Club" and noted that anyone could go on Common land. He stated that the Chair had acted out of order in dealing with the press [exchange] and added that the land was "nothing to do with the Parish Council", it had "given away over two million pounds worth of Village assets". He then accused Councillors of being a "disgrace" and of acting for the Golf Club, not the Parishioners. Cllr Bax commented that she would be "happy" to call an election, but that this would require agreement from others – she noted that she had not received any complaints since the publication of the agenda. He commented that there were now, which Cllr Bax said was his "right".

Stephen Loose said his father would be "turning in his grave" and referred to other comments he had made. He felt the treatment of the two Cllrs was unfair given their contribution. Peter Bickell called out "Nazi rule". The Chair noted this was the second such reference she had heard. There were further exchanges. For the Brancaster Community Sports Club, Diana Walton asked about the problems in Tennis Week; Cllr de Winton referred to previous actions by BCKLWN.

There was a question about a Zoom meeting relating to the motion of no confidence – there had been no such meeting, contact being made by phone; there were further exchanges on who had been called and denials of involvement. Cllr Cotton commented that "because the Chair of the Parish Council has said so, she has got to be believed regardless of what anybody else says" to which Cllr S Bocking added "I think they had the same problem in Rhodesia at one time". Cllr Bax noted this was the third time she had been referred to as a despot. Had anything been directly raised by other Cllrs? – no it went via the Chair.

Jim Crossman (?) asked if Cllrs S Bocking and Cotton remained as Cllrs – yes; he added thanks to them.

Signed:

(Chair)

Date: 5/10/21

George Parry noted, following the White Horse Planning Application, that Government planning changes allowing applicants to determine some matters themselves were something to look out for. He referred to what he called a clique as having determined the decision on the no confidence issue. There were further heated and confused exchanges.

The Chair closed the meeting at 8.48pm

2021.09.07.13 - Next meeting

- a) As this was not discussed, it should be assumed that the next meeting will take place as previously agreed as being at 6.30pm on Tuesday 5th October in Brancaster Village Hall.

2021.09.07.14 - Private session

- a) [Cllr S Bocking and Cotton did not return for this session.] Council agreed to go into private session due to the nature of the issues for discussion.
- b) Staffing matter
- It was agreed to pay 10 hours accrued overtime to the Clerk
 - An additional amount of up to 5 hours per week, for a maximum of three months, was agreed for work on historic Council files.
- c) It was agreed to engage Howes Percival as legal advisors in the event of any claim against Council.

The private session ended at c.9.15pm

Expenditure:

Date	Ref	To	For	Amount	of which VAT	budget
1/9/21	DD	Westcotec	Street Lights	£23.75	£3.96	utilities
7/9/21	<u>Meeting</u>	Snettisham PC	Supplies etc	£43.51	£0.00	admin
7/9/21	<u>Meeting</u>	Marcus Townshend	Grass Cutting	£245.00	£0.00	open spaces
7/9/21	<u>Meeting</u>	Sarah Raven	Minute-taking	£26.00	£0.00	admin
7/9/21	<u>Meeting</u>	Heronwood	Grass Cutting	£354.00	£0.00	open spaces
7/9/21	<u>Meeting</u>	David Bracey	Inspection	£96.00	£16.00	open spaces
7/9/21	<u>Meeting</u>	Kevin Crompton	Grass Cutting	£180.00	£0.00	open spaces
7/9/21	<u>Meeting</u>	Brancaster Staithe Village Hall	Meeting 9/8	£20.00	£0.00	admin
7/9/21	<u>Meeting</u>	Gap Hire Solutions	Portaloo	£198.00	£33.00	cont
12/9/21	DD	Eon - approx	Street Lights	£176.73	£8.42	utilities
30/9/21	<u>Contract</u>	Salaries - approx	Salary	£1,465.27	£0.00	personnel

Wording of Statement:

We the undersigned councillors are outraged and saddened at the participation of fellow councillors Stephen Bocking and Chris Cotton in the planning of an unlawful camp out

Signed:

(Chair)

Date: 5/10/21

protest which took place in Brancaster over the Bank Holiday Weekend. The Police have documentary evidence that they were part of the organising team.

In our Standing Orders 3.b. Councillors commit to protect, enhance and promote the environment of the area of the Parish Council, and to promote the collective interests and well-being of all the residents of the Parish of Brancaster.

On the advice of NALC we are enacting Standing Order 16a(ix) and we call for a vote of no confidence in both Stephen Bocking and Chris Cotton, and, if it is carried, ask for consideration that their membership on council groups be withdrawn.

Briony Bax, Tom de Winton, John Wareham, Bob Lawton, Jeremy Thompson, Richard Roberts, Gary Bocking

Signed:

(Chair)

Date: 5/10/21

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 5th October, 2021 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr B Bax (Chair), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton

Also in attendance: Simon Bower (Parish Clerk) and approximately 40 Members of the Public

Meeting began at 6.30pm

2021.10.05.01 - Declarations of Interest

- a) The following made declarations of interest: Cllr Lawton (Golf Club); Cllr Borthwick (Item 6c) and Cllrs Cotton and S Bocking (Common Rights).

2021.10.05.02 - Apologies for absence

- a) There were apologies for absence received from Cllrs Roberts, Thompson and Wareham.

2021.10.05.03 – Minutes

- a) Cllr S Bocking commented on references in the minutes but did not propose changes. *The minutes of the meeting on 7th September 2021, having been previously circulated, were accepted as a true record and duly signed.*

Prop: Cllr Lawton; 2nd: Cllr de Winton; 4-0 (3 abst)

[Point of order – Cllr Lawton – commented a sign should be up re: recording of meeting; this to be addressed]

- b) A question was raised by Cllr S Bocking and referred to a later agenda item.

2021.10.05.04 - Reports

- a) Chair's report: Cllr Bax noted that the Saxon Field car park was now closed and extended thanks to the Parking Group and Cllr de Winton. Discussions on a longer-term solution were ongoing. Howes Percival had been retained as lawyers. An "encouraging" meeting of around 20 had taken place to look at plans for the Jubilee in 2021 – a similar meeting to be held in November. She had attended a Saxon Shore meeting which was informative; traffic was an issue (minutes to be forwarded when received). She also thanked people who had written supportive emails and phoned after the last meeting.
- b) Report from Borough Councillor – nothing that had not already been shared.
- c) Report from County Councillor – none.
- d) Report from Clerk: Clerk noted thanks from Deepdale Church for recent donation and a letter re: planning item b¹. A letter had been received from Brian Everitt, and it was agreed that this should be read at item 9.

¹ Summarised by Clerk in item 6b

2021.10.05.05 - Finance

- a) The Clerk referred to the summary and budgetary information in the pack². There were no questions.

b) All expenditure was agreed as listed³.

Prop: Cllr de Winton; unanimous

Cllr Borthwick asked about the expenses on grounds maintenance. The Clerk noted that this was being reviewed with contractors, County and Borough. It was agreed to leave discussion to a later date.

- c) No quote had been received for moving the gate on the Brancaster Playing Field, so no decision was possible. Cllr Cotton queried whether this should be paid as it had been done incorrectly.

2021.10.05.06 – Planning

- a) Liz Floyd spoke explaining the reasons for PA 21/01813 – expanded family, not for commercial use.

b) PA 21/01761 – new dwelling behind the Saltings, Main Rd, Brancaster Staithe. There was discussion about the nature of self-builds. Council agreed by consensus to object to the application on grounds of overdevelopment, and to refer to the letter which was read from a resident – number of self-builds and AONB. Cllr Lawton also agreed to call this in.

- c) PA 21/01813 – new dwelling, land at Marsh Side, Brancaster. It was agreed to raise no objection to this application⁴.

4-1 (2 abst)

d) PA 21/01838 – demolition of garage, extensions, Inyanga, 9 Boughey Close, Brancaster. [Val Carpenter referred to party wall issues.] It was agreed unanimously to object to this application on grounds of overdevelopment, car parking and the party wall issues referred to.

- e) PA 21/01860 – extension, Skylark, Orchard Close, Brancaster Staithe. It was agreed to raise no objection to this application.

5-1 (1 abst)

f) There were no late arriving applications.

g) There were no other planning matters to report.

- a. The Clerk explained that grants were becoming available for electric vehicle charging points. To allow him to apply for Council, or to support other Village groups, he was requesting permission from Council to do this. It was agreed to allow the Clerk to apply for, or support applications for, electric vehicle funding grants in the Parish.

Prop: Cllr de Winton; 2nd: Cllr Cotton; unanimous

2021.10.05.07 - Delegated decisions etc.

- a) In error the Clerk stated there had been no delegated decisions⁵.

² Total balance c.£143.7K

³ Listed below

⁴ Cllr Lawton stated he would call this in on his own authority

⁵ A planning comment had been made, as reported in the public pack: "A planning recommendation of no objection had been made to PA 21/01396 (revisions, Flint Cottage, 62 Dale End, Brancaster Staithe.)"

Signed:

(Chair)

Date: 2/11/2021

2021.10.05.08 - Other matters

- a) The Clerk noted that he and Cllrs Cotton and S Bocking had attended the launch of the Dark Skies Festival. This, it was agreed, had been excellent, with much mention of Barrow Common, and he recommended the public see what events were remaining.

a. Membership of groups was amended: Smiths Trust – Cllr G Bocking; Barrow Common Management Committee – Cllrs Lawton and Wareham; Brancaster Sports Club – Cllr Roberts.

4-0 (3 abst)

- b) There was no further news on parking plans. The Saxon Field car park had received donations in excess of expenses – the Parking Group were happy that this should be used on other parking initiatives. Cllr Bax thanked the group again.

- c) Jubilee Planning:

- a. Cllr Bax and the Clerk noted the exploratory meeting on 14/9/21. It was suggested that Council should act as a facilitator to help other groups, and to avoid clashes of events.
- b. There was discussion of the role of Council. Would a separate committee be preferable? Clerk noted VAT and insurance advantages of Council involvement. [The Chair closed the meeting, at Cllr Borthwick's suggestion, to establish if the Public were content with Council proceeding – they were.] It was agreed to set aside £5,000 for such celebrations, including any marquee.

Prop: Cllr de Winton; 2nd: Cllr S Bocking; unanimous

- c. It was agreed to request three quotes for the marquee⁶.

- d) Agenda items requested by Cllr S Bocking:

- a. It was unanimously agreed to instruct the RFO to refer to income from the Beach Car Park as a "share" not a "donation".
- b. Cllr S Bocking spoke of his desire to maintain the status quo regarding the ownership of Marsh Common. Clerk noted that the *status quo* was not the basis for a vote. Cllr Lawton referred to a previous minute stating that Council would not wish to challenge ownership without new information. Clerk sought to clarify what the *status quo* was in fact. As Cllr S Bocking was bringing no proposal to Council, Council moved on.
- c. Cllr S Bocking referred to how "horrendous" the traffic situation was at the Hard in Brancaster Staithe. The need for a parking solution was stressed by several. Cllr de Winton asked if there had been a Brancaster Commons Committee meeting.

2021.10.05.09 - Correspondence and requests

- a) Cllr de Winton referred to the work at the Hard, and that a number of people had complained about the quality of this work, and that some was occurring outside the scope of the original plan. A site visit was suggested, but as there were informed Members of the Public present, the Chair closed the meeting to allow them to contribute. Reference was made to sprinkling of material on top, rather

⁶ These had been sought by the Brancaster Village Hall, who had offered a £500 donation in support.

than 150mm depth, and the importance of drainage. CITB expertise had been used in the past, including materials and equipment. It was agreed the Clerk should request this as a BCC agenda item. Cllr Borthwick asked about the PC liability, confirmed as being a figure not a percentage; Sailing Club and others had been asked for donations.

Cllr S Bocking asked about discussions with the National Trust over the lease on part of the Hard to the Sailing Club. Clerk noted that there had been discussions on this, and it had been confirmed that this would be corrected in due course.

Brian Everitt read the letter previously referred to. Cllr Bax noted in response that she had met with the Clerk prior to the previous meeting. Regarding reference to the Standing Orders, she confirmed a 2020 version was online, and a copy could be sent.

2021.10.05.10 - AOB and agenda requests

- a) Cllr S Bocking referred to the Chair's comments in the Parish News concerning hate speech. He was concerned that this seemed to suggest he was racist; Cllr Cotton intervened referring to misogyny and misandry, and his concern over what had occurred at the previous meeting. Cllr Bax commented that many people had shared his disgust, and that comments had been directed at her. Council was urged to move on.

Cllr Borthwick asked for agenda items on poo-bins and hedges. She thanked Highways for work on pot-holes.

Cllr Lawton asked about Village documents. Clerk confirmed he had all documents that Cllr Cotton had had, and some from the previous Clerk. He was putting together a document retention policy for Council consideration, and things were currently stored at his home.

2021.10.05.11 - Public Questions

- a) Cllr Cotton commented on the three-minute rule for contributions; it was agreed that some laxity would be allowed.

Sue Green referred to the Dalegate parking proposal and the strength of opposition to this. She requested that this be monitored. Cllr Bax and the Clerk referred to the Planning Application at the previous meeting and that the proposals were for discussion with planners; other approaches seemed now to be being taken, and the car park was likely not to be included. Cllr de Winton thanked the White Horse for seeking a solution.

Alex XXXX queried the PC involvement in the above car park [none] and expressed the view that the parking issues were caused entirely by the White Horse. Clerk noted that an amended application might come back and urged people to register on the planning portal to receive updates. Another resident expressed how important it was to register objections on the planning portal. Effects on emergency services were noted.

Val Carpenter asked if there was a Brancaster Staithe Parking Group [no], and suggested that others should volunteer to this end; the Brancaster group would be happy to advise.

Cllr S Bocking suggested parking permits might be an idea. Amy Loose noted the time problems involved in this

2021.10.05.12 - Next meeting

- a) The next meeting was confirmed as 6.30pm on Tuesday 2nd November in Brancaster Staithe Village Hall.

2021.10.05.13 - Private session

- a) The Public were asked to leave at 8.35, as Council went into private session as noted on the agenda.
- b) Cllr Bax reported on the Clerk's Annual Review. *It was agreed that the Clerk would receive one additional day's leave per year.*

Expenditure:

Date	To	For	Amount	of which VAT	budget
1/10/21	Westcotec	Street Lights	£23.75	£3.96	utilities
5/10/21	PFK Littlejohn	Audit	£360.00	£60.00	admin
5/10/21	ESPO	Office	£19.62	£3.27	admin
5/10/21	Heronwood	Grass Cutting	£399.00	£0.00	open spaces
14/10/21	Eon-approx	Street Lights	£176.73	£8.42	utilities
31/10/21	Salaries - collated	Salary	£1,705.68	£0.00	personnel

Signed:

(Chair)

Date: 2/11/2021

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday, 2nd November 2021

The meeting was held in Brancaster Staithe Village Hall.

Present: Cllr B Bax (Chair), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton, Cllr R Roberts, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk) and approximately 25 Members of the Public

Meeting began at 6.30 pm

2021.11.02.01 - Declarations of Interest

- a) Cllr S Bocking noted an interest as a Common Rights Holder.

2021.11.02.02 - Apologies for absence

- a) An apology was received from Cllr Wareham.

2021.11.02.03 – Minutes

- a) *The minutes of the meeting on 5th October 2021, having been previously circulated, were accepted as a true record and duly signed.*

Prop: Cllr Lawton; 2nd: Cllr de Winton; 8-0, 1 abst

- b) Cllr S Bocking raised concerns over the *status quo* referred to in the above minutes – Clerk noted that motions were only required to change the *status quo*. Cllr Bax requested that other issues raised were brought forward as Council motions if required. Cllr Borthwick raised an issue on conflicts of interests relating to membership of the Brancaster Commons Ctte – these were denied. BPC's ownership of a Common Right was raised. On Dormy triangle there was discussion around its status; Cllrs were requested to provide any evidence they had, with Cllr Bax suggesting that Cllr S Bocking took point on this. Cllr Cotton requested this should be an agenda item.

2021.11.02.04 - Reports

- a) Chair's report – Cllr Bax thanked Dave Smith for returning the cones to Borough. She & Cllrs de Winton and G Bocking had met with Norfolk Trails etc. ref FP9 for information. She noted thanks to the Parking and Safety Team, who would report later on a survey. The Jubilee Meeting on 23rd November would be held in Brancaster Staithe Village Hall, and Cllr Bax recommended groups needing marquees ordered them quickly. With November 5th approaching she urged people holding parties to warn neighbours, and to keep pets safe. She congratulated Brancaster Village Hall on their 50th birthday, and had attended a party there.
- b) Report from Borough Councillor – Cllr Lawton described the new Borough Cllr Community Grant Scheme - £1,000 had been allocated to each Cllr for groups in their parish(es), seven in his case. The grants could be from £50-£1,000, and could cover 100% of events/projects; it had to be spent within 12 months, and applications should be made via the Borough. He was not entirely convinced by the scheme.
- c) Report from County Councillor – none received.

Signed:

(Chair)

Date: 7/12/2021

- d) Report from Clerk – none given.

2021.11.02.05 - Finance

- a) The Clerk presented the figures in the usual format – balance at the end of November to be just over £140,000 if all expenditure approved. Cllr Thompson subsequently questioned the layout of the budget monitoring report – this to be considered by Clerk and Finance Group.
- b) All expenditure was approved as listed by consensus¹.
- c) No quote for moving the gate on the Brancaster Playing Field had been received – Clerk to chase.

2021.11.02.06 – Planning

It was noted that the two applications on the agenda (b and c) had been decided by Delegated Decisions – see below.

- a) Public planning comments: Val Carpenter noted that the 9 Anchorage View application involved an increase in bedrooms with no corresponding increase in parking. She also commented on the difficulties involved in late applications, and the public having time to comment. Mention was made of how to register on the Borough Planning portal to receive local updates. The applicant for PA 21/01914 noted that he had made changes following a request from the Planning Officer, and that he had support from the only two neighbours affected. There were comments about the White Horse application (21/01603) and the importance of measuring changes from the position pre-COVID. It was suggested that there could soon be a “fatality”, and that were the marquee to be removed the problem would be resolved. Those living nearby with concerns were urged to consider working with the Parking/Road Safety Team
- b) See above
- c) See above

Planning Applications arriving after the production of the agenda:

PA 21/01603 – White Horse, Brancaster Staithe (amendments). There was extensive discussion. Council agreed to continue to object on the basis that there was not sufficient parking available for the capacity of the pub.

8-0; 1 abst

It was requested that the Clerk write ref the sea defences being re-instated.

PA 21/02031 – 7 Anchorage View, Brancaster (extension and balcony). Council agreed to raise no objection to this application.

7-1; 1 abst

PA 21/02046 – 3 Manor Farm Barns, Brancaster (porch, carport etc.). Council agreed by consensus to raise no objection to this application.

PA 21/01914 – 8 Field House Cottages, Mill Rd, Brancaster (office/workshop amendments). Council agreed by consensus to raise no objection to this application.

PA 21/02033 and PA 21/02125 had arrived so late and/or had insufficient information that these were deferred to Delegated Decisions, within ten days.

- d) It was noted that PA 21/00903 (14 Roman Way, Brancaster) had been referred to the Borough Planning Committee – as Council had not objected to the application it was agreed that attendance by a Council representative would be inappropriate.

¹ See list at end of these minutes

Signed:

(Chair)

Date: 7/12/2021

2021.11.02.07 - Delegated decisions etc.

- a) The following Delegated Decisions on planning applications were noted, having been listed in the information pack:
- 21/01910** – studio – The Hyde, Broad Lane, Brancaster – no objection
 - 21/01914** – office/workshop – 8 Field House Farm Cottages, Mill Rd, Brancaster – no objection
 - 21/01918** – rear extension – 9 Anchorage View, Brancaster – no objection

2021.11.02.08 - Other matters

- a) Cllr Thompson noted, from the recent Brancaster Village Hall meeting, that repairs were being done on the west end, and scaffolding would be in place which would not affect the footpath. Cllr Bax referred to the meeting ref work on FP9 – this had been for information only; this would cost NCC £55K and should be open by Christmas. Diversions were in place via the main road, but neighbouring residents had access across the path if required. Cllr Borthwick requested that she be included should similar meetings be held. Cllr Roberts noted that he had minutes of a recent Brancaster Sports and Social Club meeting, and Cllr G Bocking similarly with those from the Robert Smith Trust. Minutes to be sent to all Cllrs.
- b) Cllr Bax noted that there was nothing new to report on long-term parking provisions, though each month a little progress was being made.
- c) Council agreed by consensus to continue to allow overspill parking on Brancaster Playing Field from Easter to the end of October for the year 2022. Outside of this time, approval should be requested which would not be unreasonably withheld.
- d) A meeting of all interested Cllrs would be held on Zoom on Thursday 11th November at 4pm, to look at maintenance. This would include confirmation of areas where work is required, and the contracts relating to such work.
- e) The Clerk requested views of Cllrs relating to the retention of documents, to form a policy. Council agreed this as follows:
- The NALC list of minimum retention periods should apply;
 - Beyond this, documents older than two years, where paper copies are not specifically required may be kept in digital form;
 - Older invoices to be kept if they may at some point be required to claim adverse possession etc.;
 - Legal documents and minutes etc. which are required to be kept indefinitely should be stored at the Norfolk Records Office.

Cllr Lawton noted that he felt there should be a Parish Office. In the absence of such, the above would guide matters.

- f) The Parking and Safety Team reported that they had attended a Stakeholder Team meeting with outside agencies. They would be publishing meeting dates so that issues could be raised via them. A detailed survey was in place and residents were urged to complete this, and contact them directly if not online, as well as spreading the word, as the deadline for the Newsletter had been missed.

2021.11.02.09 – Correspondence and requests

- a) Clerk reported no correspondence that had not already been sent on. Cllr Thompson raised flooding issues at Dormy Triangle – Clerk to write to Norfolk Strategic Flood Alliance, copying in MP.

Signed:

(Chair)

Date: 7/12/2021

- b) A Borough consultation was underway regarding their Dog Control Orders. It was noted that visiting dogs are more of a problem, but no specific suggestions were made. Cllr Lawton expressed his support for dog licences.

2021.11.02.10 – AOB and agenda requests

- a) Cllr Lawton noted that new SAM signs which recorded registrations were available². He also asked about the ownership of Butchers Drove, relating to a request for resurfacing – it was suggested the correspondent be referred to the Flood Alliance. Cllr Borthwick referred to hedges – Clerk to forward NCC response to recent report; Cllr Thompson noted that farmers' cutting was delayed due to environmental concerns but would likely be happening during November. [Clerk to add to discussions at maintenance meeting.] Cllr Cotton reported a phone call with Highways engineer where he thanked her for the Village gates: NCC would be cutting 20 yards before the gates; bulbs could be planted without a licence; the "offlets" between Brancaster and Titchwell were being sorted; there were no longer Rangers - reports should be made by the usual channels; NCC do not use What3Words for locations; suggestion to use the Parish Partnership Scheme [PPS] for car park entrances (total c.£45K); the footpath east of Brancaster Primary School on A149 was poor – this could not be a Highways project, but possible under PPS; she would be looking into chevrons and roundels at Deepdale where gates could not be. He noted he had met with NCC engineer to describe locations of potential car park entrances. Cllr Bax expressed concern, and requested that Cllrs take a colleague along for such meetings, and Cllr Borthwick noted she was available on request for such meetings. Cllr S Bocking noted complaints about the quality of work on the Hard. Clerk to write to Sailing Club, asking them to host a meeting with BPC and National Trust to discuss this.

- b) No agenda requests received from Councillors.

2021.11.02.11 - Public Questions

- a) Michael Bucher commented on the FP9 works, not objecting to them in principle, but being annoyed by the lack of consultation with residents who owned the land, which was not a formal sea defence. Clerk to write to Cllr Jamieson. Val Carpenter asked about a vacancy on Council – Clerk noted there was none, and explained the workings of the "six-month rule" as currently recommended. Another resident asked about the "anonymous letter" which was referred to in the September meeting regarding the confidence vote – Cllr Bax noted this was a sensitive matter, and that Cllr de Winton and the Clerk had seen it. There were further exchanges on the subject, with Cllr Cotton repeating his comments about not being involved in the organisation of the protest. George Parry noted upcoming high tides, the Dormy Triangle registration, ditches near the Beach Rd gates, Brancaster Commons Ctte meetings having been open to public and minutes published in the past, the ownership by BPC of a Common Right [Clerk noted registering this under the name of Council rather an individual was on his "to-do" list], and that another possible Common Right may be coming to Council by donation.

² Clerk noted he had attended a meeting with Police and Highways elsewhere – these were currently being trialled, but were not able to be used for prosecutions until accuracy established.

2021.11.02.12 - Next meeting

- a) This to be on Tuesday 7th December 2021, at 6.30pm in Brancaster Village Hall.

The public left at 8.40pm

2021.11.02.13 - Private session

- a) Cllrs reconvened at 8.45pm for a private session as shown on the agenda.
A letter regarding potential parking sites was read to Cllrs – copies to be sent to them, and Clerk to write.
[Cllr S Bocking left the meeting.]
- b) Discussion took place concerning a letter received from third-party solicitors. *It was agreed unanimously to place this in the hands of Council's insurers.*

The meeting concluded at 9.18pm

Expenditure:

Date	Ref	To	For	Amount	of which VAT	budget
1/11/21	DD	Westcotec	Street Lights	£23.75	£3.96	utilities
2/11/21	<u>Meeting</u>	Gap Hire Solutions	Portaloo	£150.00	£25.00	contingency
2/11/21	<u>Meeting</u>	Heronwood	Grass Cutting	£88.00	£0.00	open spaces
2/11/21	<u>Meeting</u>	Marcus Townshend	Grass Cutting	£122.50	£0.00	open spaces
2/11/21	<u>Meeting</u>	Kevin Crompton - 4/5	Grass Cutting	£270.00	£0.00	open spaces
2/11/21	<u>Meeting</u>	Kevin Crompton - 3/10	Grass Cutting	£360.00	£0.00	open spaces
2/11/21	<u>Meeting</u>	Kevin Crompton - 1/11	Grass Cutting	£90.00	£0.00	open spaces
2/11/21	<u>Meeting</u>	Paper-Klip	Files/Drive	£320.00	£53.33	admin
2/11/21	<u>Meeting</u>	BS Village Hall	Meeting	£20.00	£0.00	contingency
14/11/21	DD	Eon-approx	Street Lights	£171.02	£8.14	utilities
31/11	<u>Contract</u>	Salaries	Salary	£1,705.68	£0.00	personnel

Signed:

(Chair)

Date: 7/12/2021

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 7th December 2021 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr B Bax (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Roberts, Cllr J Thompson

Also in attendance: Sarah Raven (minute-taker) and approximately 16 Members of the Public

Meeting began at 6.30 pm – the Chair welcomed those present. It was AGREED for Sarah Raven to take the minutes in the absence of the Clerk, Simon Bower.

2021.12.07.01 - Declarations of Interest

- a) Declarations were received from Cllr R Roberts (Golf Club), Cllr C Borthwick (non-pecuniary car park)

2021.12.07.02 -Apologies for absence

- a) Apologies were received from Cllr J Wareham, Cllr R Lawton and Cllr G Bocking and S Bower (Clerk). The apologies were accepted.

2021.12.07.03 – Minutes

- a) The minutes of the meeting on 2nd November 2021, having been previously circulated, were accepted as a true record and duly signed. PROPOSED Cllr de Winton SECONDED Cllr Roberts APPROVED.
- b) Cllr Thompson queried if there was an update on the Dormy Triangle in respect of flooding. Cllr S Bocking queried 2021.11.02.03 b in respect of evidence needed in respect of Dormy triangle and taking point on this. A vote of no confidence had been made. This was explained by Cllr Bax that internal work could be carried out but sanctioned councillors could not sit on external committees. Cllr S Bocking explained Dormy triangle although the National Trust have registered it at County Hall they do not own it and not registered at the Land Registry. No evidence that anybody owns Dormy triangle. Work has been completed on this land recently.
Cllr S Bocking asked Cllr B Bax regarding matters in the private session and in the Village News. These were not commented on as it was dealt with in a private session.

2021.12.07.04 - Reports

- a) Chair's report – Cllr Bax explained a public meeting took place for footpath F9; Cllr Cotton and Cllr Borthwick also attended. Agreed that a member from National Trails, Cllr Borthwick and Cllr Bax would walk the footpath Friday 10th December meeting all homeowners along the path. Work is due to start at Deepdale End on 13th December. Attending Brancaster Primary School to discuss organising a litter pick at the sports field and celebrations for the Jubilee. A meeting was arranged with the Car Parking Stakeholders Group. Cllr Bax and

Signed:

(Chair)

Date: 11/1/22

Cllr Lawton attended. Contracts were discussed at a meeting regarding the areas maintained by the Parish Council. Attending a Zoom meeting with the Borough Council regarding car parking proposals. Awaiting a response from land agent. Jubilee Celebration planning meeting took place, and everything is going well. Beacon has been found and marque booked. Beacon to be installed on Barrow Common subject to consent. Cllr Bax and Cllr de Winton met with National Trust on 29th November to discuss NT's on going negotiations with SHADCRA.

- b) Report from Borough Councillor - none received.
- c) Report from County Councillor - none received.
- d) Report from Clerk - none received.

2021.12.07.05 - Finance

- a) Finance delayed and will be dealt with at the January meeting¹.

2021.12.07.06 - Planning

- a) Public Planning Comments:
 - Member of Public raised regarding outdoor lighting not to be on all day and night.
 - 32 The Close, neighbours have no concerns.
 - If an increase in bedrooms, could an increase in parking for cars be included.
- b) PA 21/02236 - 32 The Close, Brancaster Staithe single storey extension – No Objections.
- c) PA 21/02226 – Duffields Main Road, Brancaster dormer and alterations to dwelling/outbuilding – It was discussed regarding previous alterations. No Objections.
- d) PA 20/02057 – Pavilion as single dwelling with parking, Lane West of The Rectory, Broad Lane, Brancaster Appeal based on Borough Council rejection – Agreed to Object.
- e) PA 21/02115 – 28 The Close, Brancaster Staithe – No adequate parking spaces. Agreed to Object.
- f) Late planning applications for delegated decision: 21/02116/F The Lodge, Town Farm and 21/02267/F 4 The Close, Brancaster
- g) Other planning matters: None

2021.12.07.07 - Delegated decisions etc.

- a) PA 21/02033 - 62 Dale End - garage/carport – application withdrawn
- b) PA 21/02125 - Marsh Ho, Cross Lane – demolish garage, new annexe + 2SX; no objection
- c) PA 21/02110 - Reddings, Main Rd, Staithe-replace Conservatory, decking; studio; no objection
- d) PA 21/02115 - 28 The Close, Staithe - SSX and 2SX at rear; objection (parking)
- e) PA 21/02148 – variation condition 2 – the Old Mill House; no objection
- f) PA 21/02060 – conversion to holiday let – Garden Cottage, Marsh Drove; no objection
- g) PA 21/02151 – extension/alterations/boat store – Birstgate House; objection (more bedrooms, traffic narrow lane and School)

¹ Contractual payments, and previously approved expenditure will be submitted by Clerk for December payment

Signed:

(Chair)

Date: 11/1/22

- h) PA 21/02161 – porch/extension – Mill Hill Cottage; no objection

2021.12.07.08 - Other matters

- a) Reports from Council Groups:
- a. Cllr Roberts and Cllr Thompson was invited to the Sea Defences Committee but unfortunately could not attend. Minutes will be circulated to Councillors. Discussion that if a Councillor could not attend a meeting, then ask another Councillor to represent the Parish Council.
- b) Parking Plans – No update
- c) Car Park Pass Policy: Cllr Borthwick, Cllr de Winton and Cllr Bax worked on the policy. Cllr Bax read out the proposed policy. Amendment to 1b should state “Electoral Roll and demonstrate that they pay residential Council Tax”. Cllr Borthwick explained that it is necessary for councillors to know people personally before giving out the passes. Cllr C Cotton asked if cards could be a different colour each year. Cllr Borthwick, Cllr G Bocking and Cllr de Winton will help with the passes. It was PROPOSED Cllr Thompson SECONDED Cllr de Winton to adopt the policy with amendments. 5 for, 1 Against 1 abstention.
- d) Parish Partnership Scheme requests: Cllr Cotton had sent in proposals to Clerk regarding a pavement on south side of School Lane up to Southerland House. Need to get rid of the mud and could have a pavement. Highways to be asked regarding this pavement and refer to parish partnership scheme. The entrances to the car parks were also to be considered.
- e) Parking Safety Team: Cllr Bax thanked the Parking Safety Team for displaying the times for road closure this week. Survey had a reasonable response but would like more responses. Need permission for A1 signage board to be place on the village green until the 16th December. AGREED for the signage to be placed until 16th December.
- f) Working Groups for Strategic and Small-Scale Projects: Working Party to deal with strategic planning Cllrs Roberts, Cllr Thompson and Cllr Bax. Parking pass working party Cllr Borthwick, Cllr de Winton and Cllr Bocking.
- g) Draft Contract and form for contractors: Cllr Bax read out the Contract for Services. Amendment of “Payments need to be approved at Full Council meeting (First Wednesday of month). If received before the previous Thursday these will be processed promptly.” Wednesday to change to Tuesday and Thursday to change to Wednesday. Discussion on whether this may put costs up as local people might not bid. PROPOSED Cllr de Winton SECONDED Cllr Thompson to adopt the contract for contractors as amended 4 For, 2 Against, 1 Abstention by Cllr C Borthwick (asked to be named)
- h) Approval of amended lease for Playing Field: Cllr Thompson asked for clarification on 1b. AGREED to amend 1b take out “Initially these comprise an all-weather, multi-purpose sports court, a children’s playground and a football pitch.” 2b take out completely. 2c to includeMember of the Public to pass on foot through the leased area.....”. 2k “Not to assign or sublet the property or any part of it” take out “sublet”. 3c to include north boundary as well as west, east and south. The Sports Club Chairman stated this draft lease had been ongoing for several months. It was PROPOSED Cllr de Winton and SECONDED by Cllr Cotton to approve the amended lease. 6 For, 1 Abstention.

Signed:

(Chair)

Date: 11/1/22

- i) Review current grounds work arrangements:
 - a. Consider any changes to current arrangements: Triangle between the two villages is not on the map as being maintained. Discussion on which parts in the parish where Highways maintain.
 - b. Consider actions around Brancaster Playing Field Edge: - Discussion on whether Heronwood could do this or the handyman deal with this. 3 Quotes to be received for this work.
- j) Approval of up to £400 for Christmas Trees/installation: - It was discussed regarding the arrangements with Fleur regarding tree and lights. Fleur are donating the tree. It was PROPOSED by Cllr de Winton SECONDED Cllr Cotton and AGREED to purchase lights and installation up to £400.
 - a. Approving a budget of £1000 for Christmas 2022 with relevant delegation: To place cabling at Brancaster and Brancaster Staithe to have lights and tree 2022. The tree to be positioned by the Village Sign on the village green at Brancaster Staithe. PROPOSED by Cllr de Winton and SECONDED by Cllr Cotton to have a budget of £1000 for the lights/trees - 6 for 1 abstention.

2021.12.07.09 - Correspondence and requests

- a) Cllr Bocking raised the matter of correspondence. Cllr Bax explained that Norfolk ALC had given advice on a matter in which Cllr S Bocking had wanted to place as an agenda item. Norfolk ALC had advised this was not appropriate.
- b) Permission for repairs to surface of entrance to Brancaster village Hall
 - a. Request for financial assistance: Discussion on the repairs needed. Cllr Thompson explained the water needs to be drained off or slopped. A Village Hall representative explained the problems with regard to holes being a safety issue. It was PROPOSED by Cllr de Winton SECONDED Cllr Borthwick to support financially 50% of fee up to £500 - 7 for. AGREED.

2021.12.07.10 - AOB and agenda requests

- a) Further comments from Councillors – None
- b) Agenda request from Councillors –
 - Cllr Bax explained the Covid Plaque will be presented by the Lady Romney at the January meeting. The plaque will be positioned in the middle of the two parishes by the tree.
 - Cllr S Bocking asked for a more transparent report regarding emails between the Councillors for the public to be viewed. Discussion on emails which are sent between Councillors should include all councillors and a response be sent within 48 hours. Cllr Bax has explained the advice given by Norfolk ALC regarding Cllr S Bocking's complaint. This is not a council matter and should be directed to either the Police or the Monitoring Officer.

2021.12.07.11 - Public Questions

- Query regarding contract for contractors. Will this include a standard of behaviour as a problem occurred with a contractor working for the parish council. Cllr de Winton explained they would not be given work again if this happened.
- Concern with the animosity of Councillors. It is bringing the village into disrepute.

Signed:

(Chair)

Date: 11/1/22

- Repairs to the driveway to the village hall, could flat gravel be considered as very hard to walk on at present.
- Baffles are making a considerable difference to the Village Hall. Thanked the Village Hall for putting these in.
- Christmas Lights were discussed and thought there were ones already purchased. Cllr Cotton explained that these were not purchased. Might be some in containers in the Village Hall.
- Gateways into the village are very impressive, thanks given to Cllr Chris Cotton for his work on this.

2021.12.07.12 - Next meeting

- a) Tuesday 11th January 2022 at Brancaster Village Hall.

2021.12.07.13 - Private session

- a) None

The meeting ended at 8.30pm, after which there was a pre-Christmas gathering for Public and Cllrs.

Signed:

(Chair)

Date: 11/1/22

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 11th January 2022 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr B Bax (Chair), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr R Lawton, Cllr R Roberts, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk) and approximately 25 Members of the Public

Before the Meeting, the Countess of Romney, DL, presented a plaque to the Village commemorating work done by volunteers during the pandemic. This was received by the Chair, and photographs of the presentation and all present were taken.

Meeting began at 6.45 pm

2022.01.11.01 - Declarations of Interest

- a) Declarations of interest were made by Cllrs Lawton and Roberts (Village Golf Club), Cllr Borthwick (items 6e and 8b) and Cllrs Cotton and Bocking (Common Rights).

2022.01.11.02 - Apologies for absence

- a) Apologies were received from Cllr de Winton. It was noted that a resignation letter from Cllr Wareham had been received.

2022.01.11.03 – Minutes

- a) For clarity item 4a was amended to read: “– Cllr Bax explained a public meeting took place for footpath F9 which Cllr Cotton and Cllr Borthwick also attended”. With this amendment, the minutes were accepted without objection, and duly signed.
- b) Cllr Thompson asked about flooding at Dormy Triangle, supported by Cllr S Bocking. This to be prioritised, with the Flooding agencies, noting the possible need for CRH permission. Cllr G Bocking would be looking at issues there. Cllr Borthwick noted that she wished not to be involved with car park passes, due to concern over the new policy and abuse received. Cllr Cotton was prepared to take this on (with Cllrs G Bocking and de Winton). Cllr Bax commented that due to sale prices on Christmas decorations it was proposed to purchase new ones now, and Cllr G Bocking explained that the lights had not been on due to an electrical socket failure.

2022.01.11.04 - Reports

- a) As Chair, Cllr Bax noted that there had been a walk on FP9, at which she was joined by Cllr Borthwick. NCC had been able to hear concerns from residents – work to be completed by the end of March. The gate on the Playing Field had been moved. The Parking Stakeholder group had met, both online and in the Village – the latter to confirm possible locations for double yellow lines. Sites had been agreed by the landowners for two temporary overflow car parks –

Signed:

(Chair)

Date: 1/2/2022

Cherryfield and Cockmartin; costs to Council would be legal and practical (fencing etc.). £12.5K was being sought in match-funding for the entrances under the Parish Partnership scheme. She thanked all those who had helped get to this point. She noted she had been informed by the Monitoring Officer of a complaint against her by Cllr Cotton.

- b) As Borough Councillor, Cllr Lawton noted that there would be a site visit by the Planning Committee of the Borough. Comments could be only addressed to officers, not members.
- c) Report from County Councillor – none.
- d) Report from Clerk – none.

2022.01.11.06 – Planning

[Item moved ahead of Finance]

- a) Comments were received from two Members of the Public relating to 14 Roman Way. The applicant noted this was to allow them to remain in the house as their circumstances changed. A neighbour was objecting on ground of overshadowing and loss of light. The applicant came back with further comments.
- b) PA 21/02317 - Dormy Cottage, London St, Brancaster (replacement of annexe). It was noted that the plans were “unreadable”, with no clarity on the number of bedrooms etc. *It was agreed to object on grounds that the plans were insufficient to make an informed decision, but that, should permission be granted, flood protection measures must be included.*
- c) PA 21/02332 – 4 Skippers Piece Close, Brancaster (single storey flat roof extension). *Council agreed to make no objection.*
- d) PA 21/02381 – 14 Roman Way, Brancaster (extension, alterations, remodelling). Reference was made to cladding, orientation of plans etc. *Given that there was a disagreement between neighbours, Cllr Borthwick proposed that Cllr Lawton call this item in, which he agreed to do as Cllrs supported this approach.* Cllr S Bocking requested that neighbours attempt to sort such matters out to avoid contention.
- e) [taken out of order]. PA 21/01813¹ (revisions) – land at Marshside, Brancaster (new dwelling). *It was agreed to refer this to Delegated Decision².*
- f) PA 21/02401 – 27 Mill Hill, Brancaster – (replacement porch). *Council raised no objection to this in principle, but asked that concern be raised about the “shadow line” as the porch extended beyond the line of the front of the dwelling.*
- g) A late application (PA 21/02442) had been received. *It was agreed to refer this to Delegated Decision.*

2022.01.11.05 - Finance

- a) The Clerk noted that cash-book balances were currently just under £135K. Over-budget spending was as previously noted. As full financial figures were not available at the previous meeting, he included expenditure approved in December³ along with that proposed for January⁴.
- b) *Expenditure items as listed were agreed.*

¹ Incorrect number appeared on agenda.

² Cllr Borthwick did not comment on this.

³ Under his powers of delegation, contractual agreements or previous approval.

⁴ Listed below. Cllr Bax noted she had not taken the expenses listed.

Signed:

(Chair)

Date: 1/2/2022

- c) The Clerk outlined the budget proposal, going through each line. Questions were asked. Council agreed to accept the budget for 2022/23 as listed⁵. 6-0; 2 abst
- d) Options for possible precept levels were presented. Cllr Thompson noted that the current level was artificially low, due to car park receipts. He proposed a 5% increase but was not seconded. Cllr Lawton proposed no change, seconded by Cllr Cotton. Cllr Bax proposed an amendment of 2.5%, seconded by Cllr Thompson. This amendment was voted on. Council agreed a 2.5% rise in the precept for 2022/23.

Prop: Cllr Bax; 2nd: Cllr Thompson; 4-3 (1 abst)

2022.01.11.07 - Delegated decisions etc.

- a) The following planning decisions had been made out of meetings:
- 21/02116 – dwelling/garage replacement – The Lodge, Town Farm Lane, Brancaster; object
 - 21/02267 – ground/first floor extension – 4 The Close, Brancaster Staithe; object
 - 21/01672 – 8 new dwellings – Cherry Trees, 12 Town Lane, Brancaster Staithe; object

2022.01.11.08 - Other matters

- a) Cllr Borthwick noted that she had attended a meeting of the Brancaster Staithe and Burnham Deepdale Village Hall, which was being redecorated. She described it as a “vibrant” organisation, who were looking for a new secretary. She noted that they were embracing new technology and wished to work with Council on equipment for presenting information at meetings etc. Cllr Roberts noted that he had attended a meeting of the Brancaster Sports Club, and minutes were being circulated. Cllr Bax added that a Jubilee Choir was to be set up, and the Clerk added that a meeting would be held on 8/2 for the Jubilee planning group.
- b) Cllr Bax summarised the proposed agreement or additional car parks. Cllr Lawton wished it noted that this should not be tied to any other agreements.
- a. Council agreed to go ahead with the agreement for two temporary car parks on a three year basis. Prop: Cllr Cotton; unanimous⁶
- b. It was noted that £12.5K had been applied for under the PPS for entrances. Council agreed a further sum of £5,000 delegated to the Clerk in consultation with Cllrs, if required, for additional items. Prop: Cllr Thompson; 2nd: Cllr Cotton; unanimous
- c. Council authorised the Clerk to pursue banking and staffing arrangements for the car parks. Prop: Cllr Cotton; 2nd: Cllr Roberts; unanimous
- d. Council agreed to submit a full planning application for the car parks, including relevant expenses. e. Prop: Cllr Cotton; 2nd: Cllr Roberts; unanimous
- c) Council agreed expenditure on migration and redesign of the website⁷. Prop: Cllr Thompson; 2nd: Cllr Cotton; unanimous

⁵ Appended below.

⁶ Of those voting for item 8b – Cllr Borthwick having recused herself.

⁷ Based on £750 in year 1, £180 in year 2 and £290 in year 3. Noted that Council was waiving requirement for more than one quote.

Signed:

(Chair)

Date: 1/2/2022

- d) Council agreed expenditure of £90 on adjustments to a streetlight in Choseley Rd.

Prop: Cllr G Bocking; 2nd: Cllr Cotton; unanimous

- e) Council agreed to apply for registration with the Queen's Platinum Jubilee.

Prop: Cllr Cotton; 2nd: Cllr Lawton; unanimous

2022.01.11.09 - Correspondence and requests

- a) No additional correspondence reported by the Clerk.
b) Council agreed by consensus to support a CIL request by St Mary's Church, Burnham Deepdale.

2022.01.11.10 – AOB and agenda requests

- a) Cllr Lawton asked about the Village Handyman. Reference was made to contracts being required. A list to be (re-)compiled of works needing doing and quotes sought – referred to Project Group. Motorbikes had been seen on the Common – times and ID required; this not a PC responsibility. Cllr Borthwick referred to plants on the Village Green, Brancaster – Cllr G Bocking to look at when there. Cllr Lawton referred to boats still being on the Hard, and Cllr S Bocking asked re progress with the meeting regarding the works done recently. It was noted that the representatives on the Beach Car Park Committee should seek accounts for the last two years, and that the Clerk should ask for a meeting of this group.
b) There were no future agenda requests from Councillors.

2022.01.11.11 - Public Questions

- a) The light on Choseley Rd was raised – concerns expressed over whether it would be best to remove. Clerk suggested he wait before arranging the adjustment to see if requests came for such a removal – agreed. Resurfacing was referred to NCC, and reference was made to speeding on the same road. The proposed car park in Brancaster Staithe was mentioned – best wishes were expressed for this, and mention made of working with the Sailing Club and NT. A request was made that planning applications on agendas could be hyperlinked to the Borough website – Clerk to pursue.

2022.01.11.12 - Next meeting

- a) To take place on Tuesday 1st February in Brancaster Village Hall at 6.30pm.

EXPENDITURE:

Date	Ref	To	For	Amount	of which VAT	budget
16/12/21	DD	Eon	Street Lights	£171.02	£8.14	utilities
17/12/21	<u>Meeting</u>	Heronwood	Grass Cutting	£399.00	£0.00	open spaces
17/12/21	<u>Meeting</u>	NALC	Training	£45.60	£7.60	admin
17/12/21	<u>Meeting</u>	Kevin Crompton	Fence	£250.00	£0.00	open spaces
17/12/21	<u>Meeting</u>	Hartop Farms	Allotment rent	£480.00	£0.00	misc
17/12/21	<u>Meeting</u>	Briony Bax - cancelled	Expenses	£0.00	£0.00	n/a
17/12/21	<u>Meeting</u>	Sarah Raven	Locum	£67.50	£0.00	contingency
17/12/21	<u>Meeting</u>	DNS Computer Serv	Visit	£48.00	£8.00	admin
17/12/21	<u>Meeting</u>	Cloud next - two inv	Domain etc	£227.98	£37.99	admin
31/12/21	<u>Contract</u>	Salaries	Salary	£1,705.68	£0.00	personnel
31/12/21	DD	Westcotec	Street Lights	£23.75	£3.96	utilities
11/1/22	<u>Meeting</u>	Piper	Jubilee	£325.00	£0.00	reserves
16/1/22	DD	Eon - approx	Street Lights	£171.02	£8.14	utilities
31/1/22	<u>Contract</u>	Salaries	Salary	£1,465.27	£0.00	personnel

Signed:

(Chair)

Date: 1/2/2022

BUDGET AND PRECEPT:
2022-23 BUDGET & PRECEPT

<u>EXPENDITURE</u>	BUDGET	SPENT	AGREED
	21-22	to 31/12	22-23
s.137 (donations)	£1,932.16	£5,238.44	£5,500.00
Open Spaces	£10,029.75	£4,902.50	£7,500.00
Projects	£0.00	£0.00	£3,500.00
Utilities	£3,512.72	£1,743.46	£3,200.00
Admin	£4,335.00	£2,600.93	£4,525.00
Salaries	£17,698.28	£14,765.49	£19,000.00
Insurance	£1,067.53	£1,083.51	£1,100.00
Repairs/Fees	£1,000.00	£0.00	£500.00
Legal	£1,000.00	£0.00	£1,000.00
Jubilee			£5,000.00
New car parks			£0.00
Contingency	£1,932.16	£971.00	£2,266.25
Miscellaneous	£0.00	£520.00	£0.00
Operating budget (excl.137/cont)	<u>£38,643.28</u>	£25,615.89	<u>£45,325.00</u>
Total budget - excl VAT	£42,507.61	£31,825.33	£53,091.25
Ring fenced funds			
Parish Partnership - car parks	new 22/23		£12,500.00
Total new ring-fenced			<u>£12,500.00</u>
Total required - budgets + r/f			<u>£65,591.25</u>
<u>INCOME</u>			
Income - Beach car park			£35,000.00
total expected non-precept income			<u>£35,000.00</u>
Amount required to cover			<u>£30,591.25</u>
Precept - 21/22	<u>£22,000.00</u>		
Tax base - 21/22	751.60	22/23	771.90
Band D	£29.27		
Agreed precept 2022/23:	total precept		Band D
2.5% increase in Band D	<u>£23,159.05</u>		<u>£30.00</u>

Signed:

(Chair)

Date: 1/2/2022

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 1st February 2022 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr B Bax (Chair), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton, Cllr R Roberts, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk) and approximately 20 Members of the Public

Meeting began at 6.30 pm

2022.02.01.01 - Declarations of Interest

- a) The following declared interests: Cllr Borthwick (car park and one planning app); Cllrs Cotton and S Bocking (Common Rights).

2022.02.01.02 - Apologies for absence

- a) There were no apologies for absence.

2022.02.01.03 – Minutes

- a) One word was inserted into the minutes for clarification – “Village” added to Golf Club in item 1. With this amendment, the minutes of the meeting held on 11th January 2022 were accepted as a true record and duly signed.
- b) Arising from these minutes, Cllr Cotton noted he would no longer serve on any Council groups. The Clerk had written via Cllr regarding Dormy Triangle flooding issues. List of work needed on assets to be discussed later. Cllr Bax had attended the Planning Committee site visit at Sailcraft. Cllr S Bocking raised Dormy Triangle – referred to previous comment.

2022.02.01.04 - Reports

- a) Chair's report. Cllr Bax noted she had attended meetings relating to car parking on 12/2 (Safety Team,) 26/2 (Borough Planning), 27/2 (National Trust, Golf Club, Sailing Club), 28/2 (Stakeholder Group) and 1/2/22 (Highways), with Clerk and/or other Cllrs; a further walk around at Brancaster Staithe was scheduled on 4/2. With Cllr Lawton she had visited Marsh Farm Barn – this a proposed bird breeding centre. She referred to further pejorative posts on social media.
- b) Report from Borough Councillor. Cllr Lawton noted that Borough Planning were extremely short-staffed, causing delays; a contractor was being proposed. Freebridge had informed him they had reduced the number of houses in their proposed development to twelve (more three-bed, fewer one-bed) following further public comments, some stating they did not want “affordable” housing; a further session at a PC meeting was possible. Cllr Thompson requested that they be referred to the Neighbourhood Plan, others agreeing this prioritised family housing. Ref the Bird Centre above, a planning application would include change of use and accommodation for three staff.
- c) Report from County Councillor - none
- d) Report from Clerk – none

Signed:

(Chair)

Date:

- e) A report was received from the Brancaster Parking and Safety Team. Ros Isott noted that the survey had received over 100 replies from full-time, second home and holiday let owners. It was available online¹. In summary there was support for car parking, seasonal approach, yellow lines/permits electronic signs and enforcement (particularly). She noted that this was being covered in the Stakeholder meetings, and stressed the importance of communication so that visitors would be referred to information online. Cllr Bax thanked the team for their work. [Applause.] Cllr Thompson asked if consideration had been given to other parking alternatives on Broad Lane – it had. It was noted that enforcement would not normally ticket wedding and funeral cars, and that normal services did not cause a problem at the Church. Amy Loose added that the 4/2/22 walk around would be looking at double yellows in Brancaster Staithe with NCC. An engineer had visited to confirm signals for the proposed electronic signs were sufficient. A public meeting would be useful to present all the plans. Val Carpenter added the group's intention to continue to work with the PC, sharing learning and experience. Cllr Lawton questioned the need for huts for contractors – Clerk and Chair noting that an overall plan would be developed.

2022.02.01.05 - Finance

- a) The Clerk noted the receipt of just over £50,000 from the Beach Car Park, and that the balance of unallocated reserves was just under £100,000. Spending against budget was in line with previous months.
- b) Expenditure as listed in document pack was approved².

Prop: Cllr Lawton; 2nd: Cllr de Winton; unanimous

Cllr de Winton, noting the large reserves, request that Council think "outside the box" in terms of services and subsidies etc. that might benefit the Parish including help for youngsters.

2022.02.01.06 – Planning

- a) There were public comments on several Applications
- b) Council agreed unanimously to object to PA 21/02438 (demolish & rebuild annexe/extension – 4 Harbour View Terrace, Brancaster Staithe) on grounds of parking difficulties associated with proximity to the pub, and potential flooding issues.
- c) Council agreed unanimously to object to PA 21/02379 (raising of roof to rear - 1 Prospect Place, Harbour Way, Brancaster) on grounds of being out of character in the AONB, effects on the street scene, poor design and the addition of a bedroom without indication of exceptional need.
- d) Council agreed unanimously to raise no objection to PA 22/00048 (porch and single-storey extension at side – Backlands, Main Rd, Brancaster). It also wished to note the "nice drawing".
- e) Council agreed to make no comment on PA 22/00024 (boat storage/garden shed – 12 Anchorage View, Brancaster).
- f) Council agreed to raise no objection to PA 22/00022 (alterations, side/rear extension – 1 Manor Farm Cottages, Main Rd, Brancaster).

¹ PC website, Safety Group social media

² See below

Signed:

(Chair)

Date:

- g) It was noted that two applications had arrived earlier in the day. To give due consideration these to be referred to delegated decision.
- h) Clerk noted that he had spoken to Planning regarding PA 20/02317 (Dormy Cottage). Changes had been made which reduced the impact, and the increase in bedrooms was allowable under the Neighbourhood Plan under the "exceptional" clause. Cllr Lawton noted that he had withdrawn his "call-in" of PA 21/02381 (14 Roman Way) due to the lack of material planning considerations.

2022.02.01.07 - Delegated decisions etc.

- a) Three planning applications had been responded to, each with no objection:
 21/02442 – South Corner – extension/alterations
 21/01813 (amend) – land Marshside – new dwelling
 22/00006 – Fernlea – single storey extension

2022.02.01.08 - Other matters³

- f) With Cllrs S Bocking and Cotton confirming they were "on strike" relating to membership of all groups, it was agreed the Clerk should circulate the current list for Cllrs to consider the revised memberships required. The election call for the one vacancy on Council expires on 2/2/22, after which the Clerk will circulate the co-option information.
 - g) Parking report: Cllr Thompson requested that the MP be approached to help with any DEFRA induced delays. Cllr Borthwick expressed concern over which solicitors were being used – Clerk to come back to Cllrs on this.
 - a. Council unanimously agreed that it would accept the costs of Cruso Wilkin liaising with current tenant farmer, in line with email received.
 - h) Clerk explained that there was a need for first aid cover over the Jubilee weekend; in response to Cllr Lawton's request for St John Ambulance to be involved he noted that this would have to depend on relevant Risk Assessment, and that he had sought recommendations. Council agreed to provide a first aid course for Cllrs and/or volunteers to facilitate provision of cover for the Jubilee weekend (though not exclusively) to a maximum cost of £500.
 - i) Cllr Borthwick spoke emotionally of her work on beach car park passes in the past – she referred to bullying and abuse and what she claimed was a lack of support. She requested that it be minuted that she had stated that as it was a Common "anyone could park on it". Council agreed to appoint Amy Loose on a contract basis to work with the Beach Car Park Pass Team as administrator, at a rate of £15ph.
- Prop: Cllr Thompson; 2nd: Cllr de Winton; 7 for*
- j) This item included by Clerk was withdrawn at his request to provide further background.
 - k) It was agreed by 7-2 majority to tilt the streetlight in Chosely Road, rather than temporarily turn it off.

2022.02.01.09 - Correspondence and requests

- a) Clerk noted receipt of a letter relating to the Hard at Brancaster Staithe, which he would circulate to Cllrs.

³ Numbering error kept in to tally with agenda

Signed:

(Chair)

Date:

2022.02.01.10 - AOB and agenda requests

- a) Cllr S Bocking read an email exchange out. He sought to know who was being referred to Police and others, and was informed that those involved would know who they were. Cllr Borthwick noted how correspondence had been dealt with in the past. Clerk explained his view that this was inappropriate given the quantity of correspondence, and that relevant emails/letters were forwarded to all Cllrs. Cllr Borthwick and Cllr Cotton had visited PC assets and noted 65 or so things that needed attention – the list to be given to Clerk. Cllr Lawton asked about the "Village Documents" - Clerk noted that all which Cllr Cotton had held had been passed on. Cllr Cotton noted much of this had been scanned, and Clerk had this on a hard drive.
- b) Future agenda requests from Councillors: Cllr Bax request the inclusion of an item to appoint a Village Contractor; Cllr S Bocking asked for an item on Dormy Triangle; Cllr de Winton requested to revisit the item on computer provision etc. deferred above.

2022.02.01.11 - Public Questions

- a) Comments were made as follows:
 - First Aiders would be useful for PC meetings to help with blood pressure; behaviour of some at the meeting had been "a disgrace". Council was "dysfunctional", and good work was being ruined by sexism against the Chair. Concern over a "democratic deficit" with two Cllrs not working.
 - The situation was not entertaining, it was embarrassing with the abuse.
 - Car Park at Brancaster Staithe – concern over it being a general car park. Clerk noted suggestion of a public meeting referring to item 12b.
 - Question over training of Cllrs and the need for knowledge of proper procedure – training not compulsory; those on Council had attended a session about a year ago.
 - "Hats off" to the idea of a First Aid course; expression of thanks to Cllr Borthwick.

A further comment from Cllr S Bocking was interrupted by a request for Council to move on by Cllr de Winton, which was agreed.

2022.02.01.12 - Next meeting

- a) The next meeting was confirmed as at 6.30pm on Tuesday 1st March in Brancaster Staithe Village Hall.
- b) It was agreed that the Annual Parish Meeting should be the minimum legally required, as last year. A subsequent Parish Meeting would be held to accommodate consultation on Car Parks and Double Yellow restrictions etc.

Note: The Clerk at one point requested the meeting be closed to allow him to make a personal statement. This would not be minuted in any case. On a second occasion he interrupted the meeting to express forcefully his growing frustration with the conduct of meetings, and the impression given to the Public. He noted that his intervention may be improper but he had to speak as he was "fed up with it". As he was speaking, he was unable to minute the exact comments he made. Both interventions were greeted with applause.

Meeting ended at c.8.45pm

Signed:

(Chair)

Date:

INCOME AND EXPENDITURE:

<u>EXPENDITURE</u>	To	For	Amount	of which VAT	budget
1/2/22	Westcotec	Street Lights	£23.75	£3.96	utilities
16/2/22	Eon - approx	Street Lights	£171.02	£8.14	utilities
28/2/22	Salaries	Salary	£1,585.47	£0.00	salaries
<u>INCOME</u>	From	For	Amount	of which VAT	budget
14/1/22	Allotments	Rent	£480.00	£0.00	misc
27/1/22	RWNGC	Car Park	£50,384.64	£0.00	reserves

Signed:

(Chair)

Date:

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 1st March 2022 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

Present: Cllr B Bax (Chair), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton, Cllr R Roberts, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk) and approximately 20 Members of the Public

Meeting began at 6.30pm

2022.03.01.01 - Declarations of Interest

- a) There were declarations of interest as follows: Cllr Lawton (Village Golf Club), Cllr de Winton (Dormy Triangle), Cllr Bax (Sailing Club, Golf Club), Cllr Borthwick (car parks), Cllrs Cotton and S Bocking (Common Rights).

2022.03.01.02 - Apologies for absence

- a) There were no absences.

2022.03.01.03 – Co-option of Councillor (Brancaster Ward)

- a) John Sutton and Val Carpenter spoke to Council of their reasons for standing for the vacancy. Council agreed to co-opt Val Carpenter by six votes to three.
Cllr Carpenter signed and read the Declaration of Acceptance of Office, and took her place at the table.

2022.03.01.04 – Minutes

- a) An amendment was proposed: removal of "vendetta" (2022.02.01.11). With this amendment, Council agreed to accept the minutes as a true record of the meeting on 1st February, 2022, and they were duly signed.
Prop: Cllr Lawton; 2nd: Cllr de Winton; unanimous
- b) Cllr S Bocking raised the question of the appointment of the Car Park administrator, and the lack of public advertising. Cllr de Winton and Cllr Lawton thanked Amy Loose for her work. There were some teething issues with the Policy which needed adjusting. Cllr S Bocking again raised people being "charged" by the Police – this was not the case; Community reconciliation was being pursued.

2022.03.01.05 - Reports

- a) Chair's report - Cllr Bax noted the following attendance etc.:
- Meeting at Footpath 9 with Cllr Borthwick – impressed with work.
 - 4/2/22 – walking tour of Brancaster Staithe harbour looking at parking restrictions, with Cllrs Lawton and Borthwick, and NT rep.
 - 8/2/22 – meeting of Beach Car Park Committee with Cllr Borthwick at RWNGC. Minutes to be sent to Cllrs when received. Figures were gone through, but not provided, showing an increase of c.50% from 2019-2021.
 - 8/2/22 – Jubilee planning meeting. She outlined the current proposals.
 - 9/2/22 – Chairs' networking session.
 - A complaint to the Monitoring Officer had been considered, and there was no breach on her part.

Signed:

(Chair)

Date: 5/4/2022

- b) Report from Borough Councillor: Cllr Lawton reported that there were still issues with the staffing of the Planning Department; a suggestion that this might be contracted out had been "categorically denied" by BCKLWN Cllr Blunt. Muntjacs... more later.
- c) No report from County Councillor.
- d) Clerk noted that the events outlined by the Chair for the Jubilee were subject to change. There was now a need for a risk assessment for these events.
- e) Cllr Carpenter noted, for the Parking & Safety Team, that there had been a useful meeting of the Stakeholder Group looking at parking restrictions in Brancaster Staithe. There was to be another on 4/3/22 to receive NCC proposals. Cllr Roberts noted that he was putting his traffic consultant colleague in touch with the Golf Club to look at traffic flow, and Cllr de Winton welcomed this.
 - Kate Craven and John Allen were invited to speak (early from item 12b.) Kate spoke of the number of "shouts" the RNLI had had at Scolt Head etc. In association with the National Coastwatch Institute [NCI] and others, they were now in a position to launch a Community initiative based in Brancaster. This would involve two sets of volunteers manning the Beach in the Summer, advising on high tides, risks etc. and general education. They had information leaflets for local hotels etc. – a suggestion was made to contact letting agencies. John, for NCI, described their foundation in 1994 following a death in Cornwall after a local station had been closed. There were now 2,600 volunteers at 56 stations in England; they wanted last year's temporary station locally to become permanent. They were looking for volunteers (with no experience necessary) to help with three hour shifts during daylight.

2022.03.01.06 - Finance

- a) The Clerk reported that the balance after proposed spending for March was c. £181,000. The spending against budget figures were likely to be approximately the year-end figures – these showed a likely underspend of around £10,000. Cllr de Winton suggested that anyone with proposals for projects should contact Council.
- b) The Clerk noted that the Eon figures (streetlight power) were approximate as the company had not sorted its change over to NPower effectively – they were therefore a guide. Also, the Local Government pay award had been announced just after the figures were presented. He asked to be allowed to adjust the latter, in line with contracts, along with making any payments for approved services received in this financial year, should invoices arrive, to help keep figures in the "correct" year. Council agreed payments listed¹ by consensus, and that the Clerk could amend/make payments as above, informing Cllrs.
- c) There was a long list of odd-jobs that needed completing. Council agreed that it should advertise for contractor(s) to do work for Council, including inviting previous "handyman" to apply.

Prop: Cllr Borthwick; 2nd: Cllr de Winton; unanimous

- a. Council agreed that Cllrs Roberts, Lawton and G Bocking should be delegated with powers to appoint contractor(s) to complete odd jobs for Council.

Prop: Cllr de Winton; 2nd: Cllr Cotton; unanimous

¹ See below.

Signed:

(Chair)

Date: 5/4/2022

- d) The Clerk noted that he used his own computer for Council business, and was proposing to upgrade. However, there was no remote support contract in place which was important. Council agreed to accept the quote from ECS for data migration, (possible) software and a monthly support contract totalling c. £130 up-front. It also agreed to pay the computer cost, to be re-imbursed by the Clerk in two payments.

Prop: Cllr de Winton; 2nd: Cllr Lawton; unanimous

2022.03.01.07 – Planning

- a) A Member of the Public spoke of his concerns over the access route to PA 21/01607.
- b) Council agreed to object to PA 21/01607 (additional dwelling, West Lee, 19 Town Lane, Brancaster Staithe) on grounds of overdevelopment, and concerns over safety due to traffic on the access road.

Prop: Cllr Lawton; 2nd: Cllr de Winton; unanimous

- c) Cllr Lawton noted that he had “called-in” PA 22/00264/CU (conversion annexe to dwelling, Garden Cottage, Marsh Drove, Brancaster), due to concerns over it possibly becoming a holiday let. Council agreed to make no additional comment.

Prop: Cllr de Winton; 2nd: Cllr Cotton; unanimous

- d) There were no late-arriving applications for consideration.
- e) There were no other planning matters to report.

2022.03.01.08 - Delegated decisions etc.

- a) Two Planning Applications had been considered under delegation. As these were not noted in the pack the Clerk stated he would add these to the minutes².

2022.03.01.09 - Other matters

- a) Cllr Roberts noted that he would be attending an informal meeting to look at issues surrounding tennis week, with the Sports Club and others. Cllr S Bocking, after asking for info from the Chair to be repeated, asked why the parking charge at the Beach was being increased – this was to be in line with others along the coast, to discourage people coming due to lower charges.
- b) Correspondence had been received relating to the car parking – this would be passed to Cllrs as received just before the meeting.
- c) A draft communications policy was presented, dealing with general and internal communication, relations with the Press and vexatious correspondence. Two specific proposals were taken on board from Cllrs Borthwick and Thompson. With these amendments, it was agreed to accept the Policy, on the basis of a three-month review.

Prop: Cllr Lawton; 2nd: Cllr de Winton; 9-1

- d) Cllr S Bocking commented that work on Dormy Triangle should not have happened. There was extended discussion of responsibilities and ownership; no formal motion was proposed.

2022.03.01.10 - Correspondence and requests

- a) The Clerk noted that SHADCRA had reported Council to the Police. This would be further discussed in 14b. Further correspondence relating to the Car Parks had been received including a long series of questions from a resident.

2022.03.01.11 - AOB and agenda requests

- a) There had been discussion at the Borough of muntjac proliferation following a question from Cllr Lawton. A suggestion of supporting a national cull was to be pursued. Cllr Thompson noted the sheer numbers involved and Cllr S Bocking

² 21/01813 – no objection. 21/02132 – objection.

suggested contraception. Cllr Borthwick commented on potholes, and was advised to use the NCC site to report. She expanded on the Chair's comments about FP9, noting that reports of problems were a result of high tides, and this was clearing. She concluded with a request to the Public to use their own bins for dog-waste, double bagged, to avoid expense on emptying poo-bins.

- b) Cllr S Bocking requested an agenda item on acquiring a Parish Office. Clerk requested paperwork to support this request.

2022.03.01.12 - Public Questions

- a) The following issues were raised:

- The possibility of information relating to CIL funding applications by groups being included on the PC website – this to be looked into.
- Would a meeting relating to parking plans take place? – yes, this to be a separate Parish Meeting, additional to the Annual one. Was there protection against Traveller encampments? – the access would be gated.
- The Common Right of the PC on Dormy Triangle precludes PC ownership of that Common. Relating to the Beacon for the Jubilee, were fires allowed on the Common? – not by Members of the Public, but OK if allowed by owner. Management Committee had also discussed.

2022.03.01.13 - Next meeting

- a) The next meeting was confirmed as being at 6.30pm on Tuesday 5th April in Brancaster Village Hall³.

2022.03.01.14 - Private session

- a) Council confirmed its desire to go into private session, as noted on the agenda, under relevant legislation. [There was a brief "comfort-break" while the public left at 8.35pm.]
- b) The Clerk noted the position regarding SHADCRA's reporting of Council to the Police, and his subsequent actions.
- c) The Clerk noted concerns relating to workload and the functioning of Council groups. Council agreed to look at the way it worked to streamline decision-making. This included Car-Park [Cllrs G Bocking, Carpenter & Roberts] and Planning groups.

The meeting ended at c.9.15pm

EXPENDITURE AND INCOME

Date	To	For	Amount	of which VAT	budget
1/3/22	Westcotec	Street Lights	£23.75	£3.96	utilities
1/3/22	Brancaster Village Hall	Repairs	£500.00	£0.00	s.137
1/3/22	NPTS	Training	£48.00	£0.00	admin
1/3/22	Simon Bower	Expenses	£594.88	£23.98	admin
16/3/22	Eon - approx	Street Lights	£171.02	£8.14	utilities
31/3/22	Salaries	Salary	£1,465.27	£0.00	salaries
8/2/22	Saxon Fld Car Park rcpts		£82.78	£0.00	reserves

³ This to follow the (brief) Annual Parish Meeting.

Signed:

(Chair)

Date: 5/4/2022

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 5th April 2022 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr B Bax (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr V Carpenter, Cllr C Cotton, Cllr T de Winton, Cllr R Lawton, Cllr R Robert,

Also in attendance: Cllr A Jamieson (NCC), Simon Bower (Parish Clerk) and approximately ten Members of the Public

Meeting began at 6.35pm, following the Annual Parish Meeting

2022.04.05.01 - Declarations of Interest

- a) Cllrs noted interests as follows: Cllrs Lawton & Roberts – Village Golf Club; Cllrs S Bocking and Cotton – Common Rights; Cllr de Winton – Golf Club; Cllr Borthwick – Planning 6c; Cllr Bax – Golf Club Spouse.

2022.04.05.02 - Apologies for absence

- a) There were apologies from Cllrs G Bocking and Thompson.

2022.04.05.03 – Minutes

- a) One or two clarifications were sought by Cllr Borthwick. *With slight changes to the wording of the Chairman's Report, the minutes of the meeting on March 1st 2022 were accepted as a true record and duly signed.*
- b) Arising from those minutes, Cllr Carpenter referred to the tone used by Cllrs – she distributed yellow cards which could be used to “recognise” points of concern. The reference to muntjac contraception referred to DEFRA guidance. It was noted that the problems reported on FP9 related to areas under the Environment Agency [EA] not Highways, and were caused by materials washed up at high tides.

2022.04.05.04 - Reports

- a) Chair's report: Cllr Bax noted the following meetings attended:
 - a) With Cllrs G and S Bocking and Cotton to look at a way forward
 - b) With Clerk and Highways looking at Car Park entrances
 - c) Brancaster Commons Committee, which ended when “chaos erupted”
 - d) With Cllr Carpenter and RWNGC rep
 - e) With Police and others regarding tennis week – cameras and events may be organised to avoid issues arising

She urged people to attend the Jubilee meeting on 12/4/22. Noting the retirement of Sally Bettinson, she proposed a vote of thanks to her for her considerable help to Council over the years, which was agreed by all.¹ Noting that several people had offered to help Ukrainian refugees she asked that the web address be advertised². She (and Cllr Carpenter) had been pursuing the lack of a bus stop adjacent to the new surgery in Burnham Market; reference was made to the local car sharing scheme, and Cllr Jamieson was asked to pursue.

¹ A card had been signed by Cllrs/Clerk

² www.gov.uk/register-interest-homes-ukraine

Signed:

(Chair)

Date: 3/5/2022

- b) Report from Borough Councillor: Cllr Lawton noted the continued staffing problems at Borough Planning.
- c) Report from County Councillor: Cllr Jamieson noted the concerns over FP9, and would raise with EA once more. He would also talk to Lynx about the buses. He was pleased the parking issues were moving along, thanking Cllr Carpenter. Cllr Borthwick noted the buses were too big for the local roads.
- d) Report from Clerk: none.

2022.04.05.05 - Finance

- a) The Clerk noted that the year-end balance figures, yet to be finally confirmed, were around £180,000. He had been in touch with the Internal Auditor to arrange a date to go through the accounts, but this would require the updated asset list in place. Figures for expenditure did not include monitoring against budget as they were month 1. Cllr Bax noted that she checked the account balances monthly.
- b) Council agreed by consensus to continue its membership of Norfolk Parish Training and Support.
- c) Council agreed by consensus to continue its membership of Norfolk Association of Local Councils.
- d) Council agreed the expenditure listed on the pack, plus a cheque to Clerk for the computer previously agreed.

Prop: Cllr Lawton; 2nd: Cllr de Winton; unanimous

- e) There was a long discussion on the payment of allowances to Cllrs and Chairman. It was agreed that Allowances for Cllrs and Chairman be set at 5% of the Borough approved figures, to be paid for those joining Council after the May 2023 elections, in lieu of expenses claims other than in exceptional circumstances³.

Prop: Cllr Bax; amended Cllr Carpenter; 3-0 (5 abst)

2022.04.05.06 - Planning

- a) Concern was expressed over the late receipt of application 22/00500 (Golf Club). Cllr Lawton was asked to call this in to enable proper scrutiny, with Cllrs giving him their planning reasons in comments.
- b) Council agreed to raise no objection to PA 22/00339 - single storey extension/alterations/cart shed/annexe – The Nook, 6 Common Lane, Brancaster Staithe.

Prop: Cllr de Winton; 2nd: Cllr S Bocking; 7-1

- c) Council agreed to raise no objection to PA 22/00394 – replacement toilet block – Jolly Sailors, Brancaster Staithe.

7-0; 1 abst

- d) Late arriving applications:
 - a) PA 21/02125 – demolish garage/store, new annexe – Marsh House, Cross Lane, Brancaster: Council agreed to raise no objection to this.
 - b) PA 22/00520 – external lighting – 8 Field House Farm Cottages, Brancaster: Council agreed to raise no objection to this.

2022.04.05.07 - Delegated decisions etc.

- a) Two planning apps had been commented on:
 - 22/0314 – 9 Anchorage View; no objection but concern expressed over being retrospective.

³ These are currently £317pa (taxable). They cannot be paid to co-opted Cllrs, and can be refused.

Signed:

(Chair)

Date: 3/5/2022

21/02442 – 4 South Corner; comments on loss of light as referred to by public.

2022.04.05.08 – Parking matters

- a) Cllr Bax outlined the latest position. There was an extended discussion of the issues involved and how best to proceed, including seeking help from the Borough and County.

a) Council agreed to use a Project Manager to bring together the strands of the Car Parking project, to which end expressions of interest would be sought, and others approached⁴.

Prop: Cllr de Winton; 2nd: Cllr Roberts; unanimous

b) Council agreed to the Heads of Terms letter as presented, dealing with the lease of the land for the Car Parks⁵.

Prop: Cllr Cotton; 2nd: Cllr de Winton; unanimous

c) Expenditure on entranceways – deferred.

d) Car Park Staffing/contract – it was agreed to approach the Borough in the first instance.

e) It was agreed to appoint Any Loose as a volunteer member of the Parking Group⁶.

Prop: Cllr de Winton; 2nd: Cllr Lawton; unanimous

2022.04.05.09 - Other matters

- a) Cllr Lawton had attended meetings of the Barrow Common Management Cttee, and agreement had been reached over the siting of the beacon near the radar station for the Jubilee. Cllr Carpenter distributed leaflets relating to a project looking at the history of service by women in the Parish as part of the Jubilee.

a) There was discussion of Planning matters and how they are dealt with, focusing on late-arriving applications and having a trained Councillor Lead. The Clerk to draw up possible arrangements.

b) Council agreed to the siting of a petanque court on the Playing Field, based on the quote of £3,750 incl VAT received by the Sports Club⁷.

2022.04.05.10 - Correspondence and requests

- a) The Clerk noted a letter from SHADCRA, and requested Council agree to discuss this in private session later. Council agreed to a private session.

b) Council agreed to support in writing an application for Borough CIL funding from the Fairways Committee.

Prop: Cllr de Winton; 2nd: Cllr Lawton; 6-0; 2 abst

2022.04.05.11 - AOB and agenda requests

- a) Cllr Lawton asked after the state of the Hard⁸. Council has not received an invoice or paid for this work. He also volunteered to store the traffic cones temporarily once received⁹. People had been asked to approach Clerk with expressions of interest in doing odd-jobs for Council – as yet none received; hence delay. Clerk noted grass-cutting etc. continued as before. Cllr Borthwick asked that the Borough be reminded to empty poo bins twice weekly. On the question of Declarations of Interest, the Clerk reminded Cllrs that neither he nor

⁴ The appointment would need to be agreed by Council

⁵ Council to use Howes Percival as its solicitors

⁶ Currently Cllrs G Bocking, Carpenter and Roberts.

⁷ This would be Council property and a donation of 50% would be sought from the Sports Club

⁸ Clerk to re-circulate agreement and map

⁹ These to be collected by a contractor

Signed:

(Chair)

Date: 3/5/2022

other Cllrs were responsible for this – it was a matter for the individual Cllr to take up with the Monitoring Officer if concerned, and ultimately for the Public when voting.

2022.04.05.12 - Public Questions

- a) Reassurance was sought that a meeting would take place dealing with Car Park plans etc. – this was given. A question on the Planning number for the Golf Club Planning Application was answered.

2022.04.05.13 - Next meeting

- a) The next meeting of Council (the Annual Meeting) was confirmed as at 6.30pm on Tuesday 3rd May at Brancaster Staithe Village Hall.
 b) A draft list of dates for the meetings in the year 2022/23 was agreed.

Public left at 8.35pm.

2022.04.05.14 - Private session

- a) The Clerk noted the receipt of some complaints relating to Car Park passes. These would be dealt with under the complaints policy. A letter from SHADCRA was unclear – clarification was sought via those members present.

Meeting ended at 9.10pm

Expenditure:

Date	To	For	Amount	of which VAT	budget
1/4/22	Westcotec	Street Lights	£23.75	£3.96	utilities
5/4/22	BCKLWN	Dog bins 21/22	£741.00	£123.50	open spaces
5/4/22	NALC	Subscription	£240.35	£0.00	admin
5/4/22	BSBD Village Hall	Jubilee meeting	£20.00	£0.00	jubilee
5/4/22	BSBD Village Hall	Meetings 22/23	£120.00	£0.00	admin
5/4/22	NPTS	Subscription	£231.59	£0.00	admin
5/4/22	Simon Bower	Expenses	£759.00	tbc	tbc
30/4/22	Salaries - Apr collated	Salaries	£1,500.64	£0.00	salaries

Signed:

(Chair)

Date: 3/5/2022