

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 3rd May 2022 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall.

Present: Cllr B Bax (Chair at start), Cllr G Bocking, Cllr S Bocking, 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.

2022.05.03.01 – Election of Chairman and Vice-Chairman

- a) Cllr Tom de Winton was elected as Chairman for the Council Year 2022/23. [Cllr Thompson was nominated by Cllr S Bocking, but declined to stand.]
Prop: Cllr Lawton; 2nd: Cllr Roberts; 6-1 (1 abst)
- b) Cllr de Winton read and signed his Acceptance of Office Form and duly took his seat as Chairman.
- c) Cllr Richard Roberts was elected as Vice-Chairman for the Council Year 2022/23. [Cllr Cotton inquired if Cllr G Bocking would stand, but he declined.]
Prop: Cllr de Winton; 2nd: Cllr Bax; unanimous
- d) Cllr Roberts read and signed his Acceptance of Office Form and duly took his seat as Chairman.
Cllr de Winton thanked Cllr Bax for her work as Chair [applause], stating that she would be a "hard act to follow".
Cllr Roberts expressed his commitment and thanked Cllr G Bocking who had been a "wonderful Vice-Chair". [Applause]

2022.05.03.02 - Declarations of Interest

- a) There were no declarations of Interest on Agenda Items.

2022.05.03.03 - Apologies for absence

- a) Apologies for Absence were received from Cllr Borthwick and Carpenter.

2022.05.03.04 – Minutes

- a) The minutes of the meeting on 5th April 2022, having been previously circulated, were agreed as a true record and duly signed.
Prop: Cllr Lawton; 2nd: Cllr Cotton; none opposed
- b) Arising from the minutes a question was asked about the Bus Stop at the Burnham Surgery – it was believed this had been escalated to the local MP. It was noted that the dates agreed for meetings had not been appended to the minutes – they were online and in the pack.

2022.05.03.05 - Reports

- a) Outgoing Chair's report. Cllr Bax commented on the success of the Parking Meeting the previous week. She urged people to fill in the Questionnaire. She said that she had worked to be communicative, collaborative and constructive, and that relations with external groups were very positive. The challenge had been with SHADCRA and had included threats and abuse, including Police warnings before meetings. She noted that residents had the power to change

Signed:

(Chair)

Date: 14/6/22

this, and hoped that improved conduct was the way forward. She thanked all for their support.

- b) Report from Borough Councillor: Cllr Lawton reported that there were still staffing issues at Borough Planning, and that working from home was not helping.
- c) No Report from County Councillor.
- d) For the Parking and Safety Team, Amy Loose commented on the good meeting. The plans presented were now on the BPC website and the BPST facebook page. She urged residents to complete the feedback form (deadline Jubilee weekend) and noted that residents in some areas had been approached over specific issues. It was suggested to contact the Newsletter Team to promote this further.
- e) No Report from Clerk.

2022.05.03.06 - Finance

- a) The Clerk reported that the end of year figures for 2021/22 showed a balance of £181,198.01 of which c.£96K was general reserves. Once the Asset List was approved in item c, these would be sent to the Internal Auditor and then presented to Council for formal approval in June. Current balance was £186,041.83, following receipt of CIL and Precept, and a further c.£1,700 would be coming soon for VAT reclaim for 2020-22 financial years. There were no items of concern on spending against budget, being so early in the year, and he proposed to change the layout of the budget sheet to move the Car Park line out of the budgeted spending section to avoid this distorting the overall figures. The Chair suggested that it would be good to pursue projects, and have "vision" – some suggestions were raised including solar powered street lights, environmental measures and work on Brancaster Staithe Village Green.
- b) Clerk noted that it was six weeks until the next meeting, and requested payment of three invoices not in the pack (two for grounds works, and one from solicitors). With these additions, all expenditure was approved¹.
Prop: Cllr Cotton; 2nd: Cllr Roberts; unanimous
- c) The Clerk presented a draft Asset List, collated from previous lists and including figures for 20/21 Audit Year (revised), 21/22 Audit Year and Insurance values. He explained the correct procedure for such lists. There was discussion on items removed from previous lists, but no proposals for amendments. The Clerk was thanked for his efforts. The Asset List proposed was agreed by Council².
Prop: Cllr Bax; 2nd: Cllr Lawton; unanimous
- d) Council was in the last year of a three-year insurance policy. It was agreed to continue the current insurance provision.
Prop: Cllr Cotton; 2nd: Cllr G Bocking; unanimous

2022.05.03.07 – Planning

- a) There were no public comments on planning applications.
- b) PA 22/00506 (alterations, additional bedroom – building west of Marshlands, Cross Lane, Brancaster). It was agreed not to object to this application, but to note that there were concerns over the design given the sensitive location.
- c) Late application: 22/00728 (single storey extension – 2 Coffee House Yard, Deepdale). It was agreed to object to this application on the basis that it

¹ Listed at end.

² This will be posted online.

appeared that it breached Policy 3 of the Neighbourhood Plan (proportion of plot developed).

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

- d) The Clerk noted that an Appeal had been turned down on 20/02057 (pavilion dwelling – West of Rectory, Broad Lane, Brancaster). A further planning application had been received a few hours before the meeting, too late for inclusion – this issue would be addressed later.

2022.05.03.08 - Delegated decisions etc.

- a) As noted in the pack, following a meeting at the Golf Club where they were shown the plans, Cllrs agreed not to object to PA 22/00500. It was noted that the application was “very well-presented”.

2022.05.03.09 – Other matters

- a) Cllr G Bocking noted that the state of the Cemetery was not good – it was agreed that the Clerk should write. Cllr de Winton commented on concerns over the Church.

a. Membership of Council Groups and External Representation was agreed³, the Asset group to be incorporated into a combined Asset and Strategic Planning Group.

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

During these discussions the issue of deer fencing at the allotments was raised. It was confirmed that there was landowner permission, but the Allotment Committee would have to approach Council formally if they wished for financial assistance (Clerk to check if CIL could be used for this). The beacon for the Jubilee was to be installed soon. The 2026 deadline for registering footpaths had been cancelled.

- b) Cllrs Bax and the Clerk reported on recent developments regarding the proposed Car Parks: the Borough and former Highways Engineer had not been interested in the Project Manager position, so Jordan Cribb had been approached. The Clerk was liaising with him on details. The Planning Application had not yet been submitted. Highways were on standby for when Planning Approval was granted.
- a. The Clerk noted that he had had to arrange meetings and hold discussions without prior Council approval. It was agreed to approve these actions formally to expedite the process.
- c) Cllr Bax went through the arrangements for the Jubilee weekend, with events each day in several locations and organised by many groups. There was a brochure – thanks expressed to Juliet Webster for this – to be posted online and available at shops etc.
- a. Street Parties were being arranged in London St and in Deepdale. It was agreed to donate £450 from the Jubilee Budget for Band in London St, with discretion to the Clerk for a similar sum should Deepdale request it.
- Prop: Cllr Bax; 2nd: Cllr G Bocking; unanimous*
- b. Smaller items of expenditure may be required before the next meeting. It was unanimously agreed to delegate £500 of such spending within the Jubilee Budget to the Clerk.

³ Listed below.

- d) The Clerk noted that there were some changes required to Standing Orders due to recent advice.
- No other specific changes were requested by Cllrs, so subject to above changes by the Clerk, to be presented at a future date, Policies remain as current⁴.
 - A draft Car Park Policy was considered. With one change (passes applying to the Beach Car Park and future Cherry Tree CP) this Policy was agreed⁵.

Prop: Cllr Thompson; 2nd: Cllr G Bocking; 6-0 (2 abst)

Thanks were proposed to Amy Loose for her work on the passes, which had been "awesome" [applause].

- Council noted recommendations of the Clerk for a Planning Policy. It was agreed that he should produce this formally, based on a Planning Meeting taking place by Zoom, between ordinary meetings. Such a meeting to take place in late May.

Discussion took place on the poor quality of several planning applications which rendered it difficult to make comments. Clerk to pursue with the Borough.

There was brief discussion on cheques and problems with Council email addresses. The latter to be completely in place by the next meeting, with appropriate info and support.

- Delegated powers to the Clerk, as currently in place formally or by convention were agreed, with no limit on the level of transfers between PC accounts⁶.

2022.05.03.10 - Correspondence and requests

- The Clerk noted he had received an email from the Borough relating to help with heating costs in London St (1-5) and some houses in Dale End. Cllr Bax noted an email from Cllr Carpenter referring to the election of Chair, which had been circulated to all Cllrs.

2022.05.03.11 - AOB and agenda requests

- Points raised were: progress on Brentwood – report to Council by Freebridge on 13/6/22; Marsh Drove/London St footpath condition – Clerk to write to relevant people; FP7 (adjacent to Playing Field, Brancaster) one side overgrown – Clerk to write to NCC; reference in previous meetings to FP9 not being done due to Environment Agency not correct – relates to adjacent property owners; absence of traffic cones – this being sorted.
- No future agenda requests from Councillors.

2022.05.03.12 - Public Questions

- Issues raised:
 - Position of Ice Cream Van on the Hard dangerous – Clerk to write to National Trust, and Chair to address in person.
 - An apology was made on behalf of Common Rights Holders [CRH] from the SHADCRA Chairman to the outgoing Chair for treatment she had received from an individual and which was not sanctioned by the group. He expressed

⁴ All available online.

⁵ To be circulated to Cllr and posted online.

⁶ To be formally written up and posted online.

Signed:

(Chair)

Date: 14/6/22

a hope that there was a way to move forward, stating that BPC had in the past acted in error for CRH, and suggested BPC take legal advice. Cllr Bax thanked him fulsomely for the apology.

- A request was made to get the letter ref CIL funding for the moorings (Fairways Ctte) asap – Clerk to send by 10/5
- A suggestion was made to approach local supermarket for support with the Jubilee – Cllr Bax to ask.
- Suggestion of AV equipment for the Village Halls as part of project spending – Clerk to look at Brancaster Village Hall equipment at next meeting.

2022.05.03.13 - Next meeting

- a) The next meeting was confirmed as at 6.30pm on Tuesday 13th June, 2022, in Brancaster Village Hall.

Meeting ended at 8.50pm

Council representatives on external groups

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

Brancaster Beach Car Park: C Borthwick, B Bax

Brancaster Village Hall & Bar 71: J Thompson

Brancaster Detached Cemetery: G Bocking

Brancaster Staithe & Deepdale Village Hall: C Borthwick

Brancaster Commons Committee (Salt Marsh): T de Winton (dep R Roberts)

Bell's Charity: C Borthwick

Sea Defence Committee: R Roberts, J Thompson

Barrow Common Management Committee: B Lawton, Vacancy⁷

Brancaster Community Sports Club: B Bax, R Roberts

Brancaster Allotment Society: G Bocking

Saxon Shore Parish Forum: B Bax – T de Winton dep

Council internal group membership

Assets/Strategic Planning	BB, RR, JT
Finance	BB, JT, TdW
Governance etc	BB, TdW
Highways	CB, CC, RR
Communications	BB
Tourism	GB, RR, JT
Footpaths	BB, GB, CC, JT
Car Park Passes	GB, BL, TdW
Car Park Plans	BB, GB, VC, RR

These are not committees, and have no powers other than advisory. Clerk to be on Car Park Plans, Assets/SP, Finance and Governance as of right – others by invitation.

⁷ A Cllr was nominated, but has since declined

Signed:

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Expenditure:

Date	Ref	To	For	Amount	of which VAT	budget
15/4/22	<u>DD</u>	npower - Jan 22	Street Lights	£243.50	£40.58	utilities
15/4/22	<u>DD</u>	npower - Feb 22	Street Lights	£176.98	£8.43	utilities
15/4/22	<u>DD</u>	npower - Mar 22	Street Lights	£186.87	£8.90	utilities
3/5/22	<u>meeting</u>	Heronwood	Grass Cutting	£133.00	£0.00	open spaces
	<u>DD</u>	ECS - contract	Computer	£3.00	£0.50	admin
3/5/22	<u>meeting</u>	Brancaster Village Hall	Meetings	£160.00	£0.00	admin
3/5/22	<u>meeting</u>	Amy Loose	Car Park Passes	£352.50	£0.00	admin
	<u>DD</u>	Westcotec	Street Lights	£23.75	£3.96	utilities
3/5/22	<u>meeting</u>	NCC	Parish Partnership	£13,100.00	£0.00	reserves?
	<u>DD</u>	npower - Apr 22	Street Lights	?		
3/5/22	<u>meeting</u>	Marcus Townshend	Grass Cutting	£245.00	£0.00	open spaces
3/5/22	<u>meeting</u>	Kevin Crompton	Grass Cutting	£300.00	£0.00	open spaces
3/5/22	<u>meeting</u>	Howes Percival	Legal Fees (CP)	£2,522.40	£420.40	car parks
31/5/22		Salaries - May collated	Salaries	£1,500.64	£0.00	salaries

Income:

Date		From	For	Amount	of which VAT	budget
1/4/22	BACS	RWNGC	Wire Money	£100.00	£0.00	misc
7/4/22	BACS	BCKLWN	Precept	£23,159.05	£0.00	precept
20/4/22	BACS	CIL	1 prop	£1,101.35	£0.00	CIL

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Date: 14/6/22

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday, 14th June 2022 at 6.30pm

The meeting was held in Brancaster Village Hall.

Present: Cllr T de Winton (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr V Carpenter, Cllr C Cotton, Cllr R Lawton, Cllr R Roberts (p/t), Cllr J Thompson.

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

Meeting began at 6.31pm

2022.06.14.01 - Declarations of Interest

- a) No declarations of interest were made relating to agenda items.

2022.06.14.02 -Apologies for absence

- a) Apologies for absence were received from Cllrs Bax and G Bocking, and Cllr Roberts had sent a message apologising for probable lateness.

2022.06.14.03 – Minutes

- a) The minutes of the meeting held on 3rd May 2022, having been previously circulated, were accepted as a true record and duly signed.

Prop: Cllr Cotton; 2nd: Cllr Lawton; 6-0; 1 abst

- b) Arising from the above minutes, Cllr Carpenter commented that an email she had written about the harassment of Cllr Bax had not been read out, which explained why she would not have voted for any Chair had she been present. She also noted that she was appointed in her absence as a rep to Barrow Common Management Cttee, but had declined this given the Chair was the same as for SHADCRA, over concerns over her "safety as a woman".

2022.06.14.04 - Reports

- a) Freebridge Housing – Laura Handford from Freebridge Housing spoke regarding the proposed development of the Brentwood site in Brancaster Staithe. She apologised for the delay while plans and personnel had changed, and noted that there would be a nocturnal (bat) survey soon. Due to local commercial circumstances, all 12 properties would be rented – an example rent for two-bed would be £135pw. She mentioned that Planning Permission would likely be sought in July, based on comments received at the previous public event (of which there would be another). Cllr de Winton stated that parking should be adequate. Cllr Lawton asked about properties being sold off under HMG legislation – everything possible would be done to prevent this (s.106 agreements etc.). Cllr Borthwick, and later Cllr S Bocking, commented on the need for more three-bed properties, for families and to release other two-beds elsewhere¹. She also wanted Freebridge to "crack on" – it was noted that demolition could begin before the tender was agreed, but not until Planning

¹ Subsequent email confirmed mix as 1x1, 4x2 and 7x3 beds. Also that boundary was not tight, and the Right to Acquire did not apply.

Signed:

(Chair)

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consent given. A Village Hall trustee sought assurance that there would be no encroachment onto the Village Hall access. Properties planned were in line with national space standards. Cllr de Winton thanked Laura.

- b) Chair – Cllr de Winton commented that the Jubilee events had resulted in a “cracking good four days”. He noted several events (beacon lighting, concert and street parties), and added that attendance from outside the Parish was positive. He thanked Cllr Bax and the Event committee.
- c) Borough Councillor – Cllr Lawton noted that he had referred previously to problems in the Planning Department. The Borough was now recruiting 15 more staff to improve this situation.
- d) No report from County Councillor.
- e) Clerk – noted that he would be talking enough in a moment.

2022.06.14.05 - Finance

- a) The Clerk noted the current balances (total £175K, unrestricted £94K). Expenditure against budget was affected by much of the Open Spaces budget spending being early in the year, and the insurance costs having risen, despite the fixed term arrangements. VAT had been reclaimed for 20/21 and 21/22, which had been received.
- b) Clerk noted that he would be putting together a full statement of the Jubilee spending once all invoices had been received. He added that the list of expenditure included, for information, items from May which had been paid after the Annual Meeting under delegation arrangements, and that he was claiming five hours overtime. He presented the proposed items remaining to be paid, and there were questions over the size of payment for the transport of the cones.
Council agreed to the payment of all expenditure.

Prop: Cllr de Winton; 2nd: Cllr Lawton; 4-3

- c) The Clerk presented the figures for expenditure for 2021/22 to Council, agreed with the Internal Auditor, with an opportunity to ask questions. He noted the large increase in reserves, resulting from Car Park income, money set aside for new Car Parks, CIL and low spend through COVID, and added that he had put these explanations in a covering letter to the auditors. Council noted these figures.
- d) The Clerk went through each statement on the Governance Section of the Audit form, explaining what was meant. In each case Cllrs agreed unanimously that they were happy with them being ticked. The form was thus approved, and duly signed by the Chairman.
- e) Council agreed unanimously to approve the financial figures for the Audit form, and this was duly signed by the Chairman.
- f) Council agreed that Cllr signatories to the Barclays accounts should be Cllrs Bax, G Bocking, de Winton and Roberts².

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

2022.06.14.06 – Planning

- a) There were no public comments on planning applications.
- b) Applications:

² Clerk noted, when asked, that he would remove other signatories once new ones were in place to avoid issues with the bank.

Signed:

(Chair)

Date: 5/7/22

- a. 22/00787/F | Proposed Extension and Alterations to existing dwelling | 4 The Close Brancaster Staithe – no objection.
- b. 22/00905/F | Retrospective Fence in excess of 2m to south side. Remove excess soil build up from rear garden. | 29 Mill Hill Brancaster – no objection.
- c. 22/00830/F | Conversion & Renovation of Workshop/Garage to Self Contained Annexe | 2 Common Lane Brancaster Staithe – no objection.
- d. 21/02379/F | Raising of roof to rear of property | 1 Prospect Place Harbour Way Brancaster (amended) – Council agreed to maintain its objection on the same grounds as previously stated, along with the concern over light pollution.

[7.25pm – Cllr Roberts joined the meeting.]

- c) There were no late-arriving applications.
- d) Cllr de Winton noted that a development in Brancaster Staithe had been reported to enforcement as not being built according the Planning consent.

2022.06.14.07 - Delegated decisions etc.

It was noted that there had been an informal Planning meeting to guide the Clerk's response under delegated powers. The notes were included in the pack, and listed the following:

- a) 22/00653/F | Extension & Alternations | 2 Corner Lodge Main Road Brancaster – Cllrs objected to this application on grounds of Heritage and the Access. It was also requested that Cllr Lawton should call the item in.
- b) 22/00661/F | Conversion of existing barn into residential dwelling | Barn Buildings And Land SE 19 Town Lane And 200M S of 24 Common Lane Common Lane Brancaster Staithe – No objection was raised to this application. It was noted that "clunch" should be used, and a construction management plan should be included. As the developer's agent was present he took these comments on board, suggesting a sample panel of the material.
- c) 22/00728/F | Proposed single storey extension to existing dwelling. | 2 Coffee House Yard Main Road Burnham Deepdale)– correspondence and a revised plan had been received as Council had objected on grounds of the proposal apparently exceeding 50% of the plot. Though the plan showed a clearer view of the plot, Cllrs did not accept that the shared access should be included and therefore there was no change proposed to the previous decision.
- d) 22/00764/F | Proposed single storey rear extension for domestic use at The Hyde, Broad Lane. | The Hyde Broad Lane Brancaster - no objection.
- e) 22/00773/F | Alterations and Extensions to Garden Cottage, including the introduction of a Porch, removal of the chimney stack and to increase the height of the roof eaves and ridge | Garden Cottage Marsh Drove Brancaster - no objection.
- f) 21/01761/F | Erection of no.1 self-build dwelling | The Sailings Main Road Brancaster Staithe - An appeal had been made against the Borough's rejection of this application. It was agreed to write supporting the Borough's decision but not add further comment.
- g) It was also noted that Cllrs were content that the Clerk exceeded his delegated spending authority for the Jubilee, based on them approving this at the next meeting.

Signed:

(Chair)

Date: 5/7/22

2022.06.14.08 - Other matters

- a) Cllr Thompson noted that he attended a Sea Defence Cttee meeting – there were no problems.
- b) Car Parks – it was noted that the suggestions made by Cllrs had been sent to BPC solicitors, and forwarded to the landowners'. A reply was now awaited.
- c) All but two Cllrs were now using "gov.uk" email addresses. The Clerk would liaise with the two remaining to complete the changeover.

2022.06.14.09 - Correspondence and requests

- a) The Clerk noted he had received an email requesting permission to land a helicopter on the Brancaster Playing Field for a Prom. He sought guidance on a reply, which was generally negative.
- b) The Allotment Society were seeking funding for a deer fence, at a cost of £5,813, less £500 from the Society. The Chair allowed Anthony Law to make a brief presentation, in which he noted that other funding sources were not available. The Clerk noted that this could come from BPC CIL funds, but not the Borough fund. Questions were raised over the term of the lease. It was agreed that the Clerk should seek a ten-year guarantee for the lease from Hartop Farms, which may include a rise in the rent – this would require a formal motion at the next meeting. Council was unanimous in its agreement to the principle of the expenditure, which should be commissioned by BPC as the tenant. Clerk to write to supplier noting this, to ensure prompt action once the above lease issues settled.
- c) Cllr de Winton proposed a motion relating to communications with SHADCRA. Cllr Borthwick requested that her comments be recorded in the minutes – Clerk noted they would not be verbatim. She stated that she was not a Common Rights Holder [CRH], and that Common Rights were "property". The PC, for which anyone could stand, should represent the whole community, including CRHs. The Beach Car Park was on Common land and if the PC was incorrect in accepting money, it should acknowledge it. Cllr S Bocking noted that not dealing with SHADCRA directly might mean dealing with all CRHs separately. Further exchanges took place, with the Clerk intervening, as he believed he had been maligned³. Cllr Thompson noted that these issues should be addressed through the Brancaster Commons Cttee. Council agreed that it would not reply to, or acknowledge, any communication from SHADCRA, unless sent by a solicitor, acting on behalf of SHADCRA, that is regulated by the Solicitors Regulation Authority.

A recorded vote having been requested the votes were: For – Cllrs Carpenter, de Winton, Lawton, Roberts, Thompson; Against: Cllrs S Bocking, Cllr Borthwick, Cllr Cotton – carried 5-3.

2022.06.14.10 – AOB and agenda requests

- a) Cllr Carpenter requested consideration be given to a Community Orchard as a Council project – this to go to Project Group. It was noted that this would meet now the Jubilee was over. Cllr Borthwick asked what was happening over the state of the Churchyard – Clerk noted that he had written as requested, and did not believe he had had a response. Cllr Cotton had been asked as an individual to help – this not a matter for Council. Cllr Borthwick also noted problems with the fingerposts at a Deepdale footpath.

³ An apology after the meeting was accepted.

- b) Cllr Cotton asked that a new fence for Brancaster Village Hall Playing Field be added to a future agenda. He also asked for improvements to the footway near Brancaster School to be considered; it was thought a reply from former Highways Engineer ruled this out – Clerk to confirm.

2022.06.14.11 - Public Questions

- a) Items raised by the Public:

Cycles on boardwalk footpath – Clerk to add to Parish News and NCC.

Clerk requested that another Member of the Public reported their expressed concern over a footpath near the Sailing Club directly to NCC.

A question about additional bins was greeted with a resounding “no” from Cllrs on the basis of previous discussions.

2022.06.14.12 - Next meeting

- a) The next meeting was confirmed as at 6.30pm on Tuesday 5th July, 2022.
Meeting to be held in Brancaster Staithe Village Hall.

Meeting ended at c. 8.30pm.

Expenditure:

Date	To	For	Amount	of which VAT	budget
6/5/22	BCKLWN	Dog bins 20/21 !	£659.57	£109.93	open spaces
10/5/22	Howes Percival	Legal Fees (CP)	£12.00	tbc	car parks
12/5/22	Rudd	Marquee	£1,458.00	£243.00	jubilee
12/5/22	Defib Shop	Battery/pads	£480.00	£80.00	contingency
24/5/22	Vex - Band	Jubilee	£450.00	£0.00	jubilee
24/5/22	Heronwood	Grass Cutting	£278.00	£0.00	open spaces
24/5/22	Brancaster Village Hall	Jubilee Prizes	£50.00	£0.00	jubilee
24/5/22	BSBDVH	Jubilee celebration	£350.00	£0.00	jubilee
24/5/22	DNS	Computer help	£67.50	£11.25	contingency
24/5/22	Rob Muir	Jubilee piper	£325.00	£0.00	jubilee
3/6/22	Westcotec	Street Lighting	£23.75	£3.96	utilities
10/6/22	ECS	Computer	£9.00	£1.50	admin
7/6/22	npower - May 22	Street Lights	£159.39	£7.59	utilities
14/6/22	BCSC	Insurance	£269.80	£0.00	s.137
14/6/22	Hartop Farms	Allotment Rent	£480.00	£0.00	misc
14/6/22	Witley Press	Jubilee	£157.00	£0.00	jubilee
14/6/22	Witley Press	Jubilee	£157.00	£0.00	jubilee
13/6/22	Susan Green	Jubilee	£100.00	£0.00	jubilee
14/6/22	Kevin Crompton	Grass Cutting	£300.00	£0.00	open spaces
14/6/22	DNS	Computer help	£54.00	£9.00	contingency
14/6/22	J Taylor	Cones	£240.00	£40.00	contingency
14/6/22	Heronwood	Grass cutting	£509.00	£0.00	open spaces
30/6/22	Salaries + 5hrs o/t	Salaries	£1,624.40	£0.00	salaries

Income:

6/5/22	HMRC	VAT refund	£1,708.19	£0.00	VAT refund
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Signed:

(Chair)

Date: 5/7/22

Brancaster Parish Council

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

The meeting was held in Brancaster Staithe Village Hall

Present: Cllr T de Winton (Chair), Cllr G Bocking, Cllr S Bocking, Cllr C Borthwick, Cllr V Carpenter, Cllr C Cotton, Cllr R Lawton, Cllr R Roberts

Also in attendance: Simon Bower (Parish Clerk) and approximately 13 Members of the Public

Meeting began at 6.33pm

2022.07.05.01 - Declarations of Interest

- a) There were no Declarations of Interest from Cllrs.

2022.07.05.02 - Apologies for absence

- a) Apologies for Absence were received from Cllrs Bax and Thompson.

2022.07.05.03 – Minutes

- a) The minutes of the meeting on 14th June 2022, having been previously circulated were accepted as a true record and duly signed.
- b) Relating to these minutes, Cllr S Bocking noted the comments in Item 3b. and suggested that if someone's safety were an issue, Police should be called. Clerk noted that a meeting with Freebridge had been arranged for Cllrs; their bat survey had proved negative.

2022.07.05.04 - Reports

- a) The Chairman noted that progress, though slow, was being made with parking plans. He observed that the Cemetery on Mill Road had been a "muddle and mess" – Council had provided info to the Church on possible contractors. Cllr G Bocking added it had now been cut but not in line with his suggestion. [Clerk to write to Vicar ref how much had been cut, and ask what is the long term plan.] Problems with local cellphone coverage were mentioned – company aware.
- b) Borough Councillor Lawton stated he had nothing to report.
- c) There was no report from County Councillor Jamieson.
- d) There was no report from Clerk on items which would not arise later

2022.07.05.05 - Finance

- a) The Clerk reported that all Audit paperwork had been completed and sent to the External Auditor and published as required. Current balances totalled c.£172K including an as-yet uncashed £480 cheque. Total expenditure on the Jubilee would be a maximum of £3,428.55 – some invoices still awaited, and this included a £200 grant from the Borough. Open Spaces and Admin budgets were slightly high due to large items early in the year, but this would settle.
- b) Clerk noted that Planning costs had been calculated without the PC discount – this, and a VAT receipt, were being pursued and a rebate would be due. He explained that the Street light power bill was now not known until after agenda preparation, and was more variable. Cllr Borthwick noted her concern over the apparent imbalance between amounts spent on the Jubilee between the three Villages. Cllr Carpenter expressed her concern over the street party, and the

Signed:

(Chair)

Date: 2/8/2022

numbers of Villagers present; there had been a feeling of exclusion. She requested that guidance be issued for future events, stressing the need for inclusion, and including a possible grants policy. Council agreed to all expenditure as listed¹.

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

2022.07.05.06 – Planning

- a) There were no public comments on planning matters at that this point, though some questions were asked of the applicant on PA 22/00936 when that item was discussed.
- b) Planning Applications:
 - a. 22/00900/F | Single storey rear extension | 9 Roman Way Brancaster – no objection was raised to this application. [7-1]
 - b. 22/00936/F | Remove section of front boundary wall and rebuild set back into site to provide off road parking | The Limes London Street – no objection was raised to this application.
- c) There were no late-arriving applications for consideration.
- d) As charging points for Electric Vehicles [EVs] had been raised in an application above, the Clerk noted that he had attended a meeting on this issue. He reported that he had written to the MP expressing concern that: few Councils actually had the power to install these; an option was to rent land to providers, who then made the profit, not Council; Village Halls were often run by independent Trustees whose concern was providing social facilities not implementing Government Policy; grant applications often required responses within a period of time which prevented Councils from applying.

2022.07.05.07 - Delegated decisions etc.

- a) There were no delegated decisions to report.

2022.07.05.08 - Other matters

- a) There were no reports from Council groups.
- b) No formal agreement having been received from BPC solicitors, there could be no vote on this item.
- c) There was lengthy discussion on a proposed extension to the Allotment agreement, with contributions from representatives of the Allotments Society present. Various options were explored². It was noted that the Clerk had given the contractors advanced notice of this work, to be confirmed immediately on this decision being made, as previously agreed. Council agreed that it should accept the seven-year agreement offered by the Landowner, with a rent rise to £1,200pa. It was also agreed that Council should express to the owner a "serious intent" to buy the land³.

Prop: Cllr Borthwick; 2nd: Cllr Roberts 7-0 (1 abst)
- d) A representative of the Brancaster Sports Club noted that he had previously sought quotes for fencing at the Playing Field – this was of the order of £4.1K excluding installation. It was agreed that the fencing should be replaced with recycled materials, and that the Clerk should work with the Sports Club and UKPN on details, returning with detailed plans and quotes.

¹ Listed at end of minutes.

² The question of compulsory purchase of land was raised – Clerk noted that this was not a power of the PC, but would need to be requested of the Borough Council, and would be an extended process.

³ This was added as an amendment by Cllr Borthwick when she proposed the motion.

Signed:

(Chair)

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7-0 (1 abst)

- e) There was extended discussion of the footway south of the A149 east of Market Lane, Brancaster. It was agreed that this should be raised as part of the ongoing work with NCC Highways on parking plans etc. in the Village.

2022.07.05.09 - Correspondence and requests

- a) No correspondence not already reported to Cllrs had been received.
- b) A discussion took place of Hunstanton Tennis Week, and security plans made following a meeting involving Police, organisers and others. It was agreed that a request to use the Playing Field for a marquee for a Tennis Week party should be rejected.
- c) Council noted the Parish Partnership Scheme for 23/24. Requests for such funding should be made to the "Project" Group, in order that they could be formally agreed at or before the November meeting. A zebra crossing was mentioned.
- d) Council noted the July window for applications for CIL funding from the Borough.
 - a. It was agreed that the Clerk should have discretion to apply for such funding as might be appropriate. It was suggested that this should be a formal, general, delegated power, to be considered at a future date.

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

2022.07.05.10 - AOB and agenda requests

- a) Cllr G Bocking noted that no work seemed to be going on at the Boardwalk – after further comments it was agreed that the Clerk should write to Cllr Jamieson expressing Council's "dismay and anger" on this issue. Cllr Lawton repeated a previous request for Police to attend ref speeding; mention was made of a Speedwatch group, which had never got off the ground.
- b) There were no specific agenda requests. In response to a question about works and contractors, the Clerk noted that Council had to agree on what was required, and what priorities there were.
- c) Clerk noted that both SAM signs were now back in the Parish. One was currently operating on the A149, and the other on Mill Road. The latter had recently returned and worked, but there was an issue with batteries. Two more would be purchased to allow continued operation.

2022.07.05.11 - Public Questions

- a) A Member of the Public asked about a point previously raised (cycling on public footpaths) – this had been raised with NCC, and a response awaited.

2022.07.05.12 - Next meeting

- a) The next meeting was confirmed - 6.30pm on Tuesday 2nd August, 2022. Meeting to be held in Brancaster Village Hall.
- b) Dates for Zoom planning meetings were agreed as: July 19th, August 30th, Sept 20th, Oct 25th, Nov 22nd, Dec 20th – all at 5pm, and only if required. Though no date was set for a "Project" Group meeting, it was requested that info on actions required should be sent to them and the Chairman.

Meeting ended at c. 8.10pm

Signed:

(Chair)

Date: 2/8/2022

Expenditure:

Date	To	For	Amount	of which VAT	budget
8/6/22	Westcotec	Street Lights	£23.75	£3.96	utilities
30/6/22	Portal Quest (BCKLWN)	Planning	£494.20	£32.20	car parks
30/6/22	Portal Quest (BCKLWN)	Planning	£494.20	£32.20	car parks
5/7/22	S Bower	expenses	£673.92	£10.00	admin/jubilee
5/7/22	B Bax - expenses	Jubilee	£299.80	£0.00	jubilee
	npower - June 22	Street Lights			utilities
31/7/22	Salaries	Salaries	£1,500.64	£0.00	salaries

Income:

From	Amount	VAT	budget
Allotments	£480.00	£0.00	misc
Jubilee Grant-BCKLWN	£200.00	£0.00	jubilee

Signed:

(Chair)

Date: 2/8/2022

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 2nd August 2022 at 6.30pm

The meeting was held in Brancaster Village Hall

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

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

Meeting began at 6.31pm

2022.08.02.01 - Declarations of Interest

- a) Cllr Borthwick declared a non-pecuniary interest in the Car Park items¹.

2022.08.02.02 - Apologies for absence

- a) There were apologies for absence from Cllrs G Bocking and Roberts.

2022.08.02.03 – Minutes

- a) The minutes of the meeting on 5th July 2022, having been previously circulated, were accepted as a true record and duly signed.

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

- b) Arising from the above minutes, it was noted that contact had been made with the Church who were organising contractor(s); a donation request had been received from them for consideration at the next meeting.

2022.08.02.04 – Reports

- a) As Chairman, Cllr de Winton gave a long, detailed and heartfelt report on the fire in Brancaster Staithe on 19th July². [Applause]
- b) As Borough Councillor, Cllr Lawton thanked neighbouring individuals who had helped, noting that he had been evacuated following the fire. He mentioned Cllr Bax in particular, and was “proud” of the Villagers.
- c) Report from County Councillor – not present.
- d) Ros Isott noted that the parking survey results were now online; around 80 responses had been received, and the desire for restrictions had “softened” slightly. There was no “absolute mandate” for double yellow lines, though it may be that those who didn’t reply were those who were happy with the proposals. Single yellows, with seasonal and time limits, were being looked at. The problems with emergency vehicles accessing the fire was mentioned and supported by several Cllrs. Similar issues elsewhere, parking near the Hard, and the moving of cones were also raised. A stakeholder meeting was to occur soon.
- e) Report from Clerk – nothing not covered elsewhere.

2022.08.02.05 - Finance

- a) The Clerk noted that all Audit paperwork had been sent off and published as required. Total funds were just under £165K, with £84K of that unreserved.

¹ She asked that her abstentions on these issues be mentioned by name. This to confirm that.

² Notes appended for info.

Signed:

(Chair)

Date: 6/9/22

Invoices had been sent to the Finance Group, and agreed by them – he noted that as he was responsible for processing pay, he had proposed that one of the Group went through such processing with him, for transparency (though the Internal Auditor already checked PAYE etc.) – Cllr Bax was to do so. Spending was in line with budgets, except for previously noted cases.

- b) Cllrs were presented with a list of payments to be made (Clerk noting that some had already been paid under delegated powers). Cllr Borthwick commented on the total cost of grass-cutting, particularly in the light of the lack of cutting required recently. [Comments on Beach Rd grass – to raise with NCC.]

Expenditure as listed was approved by Council.

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

2022.08.02.06 – Planning

- a) No comments from Members of the Public on applications³.
- b) PA 22/01236 - Two storey side extension, single storey rear extension and alterations to dwelling (Auckland House, Main Road, Brancaster Staithe)⁴ – Council agreed to object to this application on grounds of the effect on the street scene, and to note parking concerns ref the recent fire and access.
- c) There were no late arriving applications.
- d) The Clerk noted that the proposed commercial development at Saxon Field had been approved at Borough Planning Committee. Cllr Borthwick asked about CIL liability on this and other developments – Clerk to confirm.

2022.08.02.07 - Delegated decisions etc.

- a) As above, some payments had been made. Also, as noted in the pack, following the Planning Meeting, and in consultation with Cllrs, the Clerk submitted an objection to the 2 Coffee House Yd extension, based on the same grounds as previously – house occupying more than 50% of the space.

2022.08.02.08 – Other matters

- a) Cllrs Bax and Borthwick had attended a meeting of the Beach Car Park Committee – no NT rep present. The Golf Club were looking at Number Plate Recognition due to passes being shared. It was possible that this might link with the BPC car parks. Cllrs discussed some safety matters relating to access and speeding.
- b) Cllr Bax noted her frustration that the car park negotiations were taking so long. Issues were wording of contract, signage (including electronic), the float which would provide tide height information etc.
 - a. There was lengthy explanation and discussion of the issue of possible retrospective fines being made on the tenant farmer currently on the car park land. It was agreed that the Clerk should write to the lawyers accepting a maximum liability of £8,000, but with a deadline for this of 31/12/22.

Prop: Cllr Lawton; 2nd: Cllr Bax; 5-0 (3 abst)

Clerk and Chair to discuss and add wording requested by Cllr Thompson.

- b. It was agreed to ask the lawyers to do a proper search, ensuring that there were no restrictions on the use of the land, with associated expenditure.

³ See public questions later.

⁴ This had been discussed at the Planning Meeting on 17th July, aborted due to the fire.

Signed:

(Chair)

Date: 6/9/22

Prop: Cllr Bax; 2nd: Cllr Carpenter; 7-0 (1 abst)

- c) It was agreed that the Clerk should draft a Donations Policy, based on suggestions made. This should be in the form of guidelines, as much as possible.
- d) The Communications Policy was up for review, having been in place for a few months. It was agreed that this should continue as a substantive policy.

Prop: Cllr Bax; 2nd: Cllr Carpenter; 5-0 (3 abst)

- e) Anthony Law spoke on the costs of various options of materials for the Playing Field fence. It was agreed to continue with the plan to use recycled plastic (one quote being c.£7.8K), and that the Clerk should work with Anthony Law on further information, with delegated powers to approve the work, in consultation with Cllrs⁵.

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

2022.08.02.09 – Response to fire on 19th July

- a) It was agreed that the Clerk should work to set up an independent emergency committee, which may or may not include Cllrs. This should report to Council.
 - a. The Clerk was unanimously given £500 of delegated spending on equipment required to support such a committee.
- b) It was agreed to use some of the funds remaining in the Jubilee Budget, as required, for refreshments at the commemorative event on 12th August.
- c) A possible date of 11th October was agreed for a public meeting, subject to Brancaster Staithe Village Hall being available⁶.
- d) The Clerk noted that he had supported the response as he felt necessary, even when this was not specifically Council business. He sought approval that Cllrs were content with this, which they were. He suggested that some wording be added to his job description to cover this at his upcoming appraisal.

2022.08.02.10 - Correspondence and requests

- a) The Clerk noted that information had been received about a consultation on funding for coastal parishes from the proposed North Sea wind farm. Cllr Bax and Carpenter had expressed an interest, and had been provided with further information – Cllr Bax having responded to a survey.

2022.08.02.11 - AOB and agenda requests

- a) There had been no formal applications for contractor positions – even if a single contractor not appointed, the Clerk still needed to have a list to approach for works required. Cllr Borthwick asked about the Freebridge meeting, which she had been unable to attend – this had shown more three-bed houses, and the response from Freebridge had been viewed positively by those Cllrs attending. Cllr Carpenter shared leaflets from the Borough regarding asbestos etc. Cllr Thompson asked ref drainage at Dormy Triangle – Clerk to approach Cllr Jamieson. Cllr Bocking asked about the condition of the Village Green at the Hard – Cllr de Winton noted things were moving. Cllr Lawton asked about Police speed checks – Clerk had written; awaiting response.

2022.08.02.12 - Public Questions

- a) A question⁷ was asked about second homes, referring to Heacham as having measures to restrict this. It was noted that this was included in their Neighbourhood Plan, which was the only way for a Parish to require this. There

⁵ To expedite the process and avoid any rising costs.

⁶ As Hall not available, this confirmed as Friday 7th October.

⁷ Resident had attempted to ask this in the Planning item – Clerk to amend the agenda blank.

was a lengthy discussion, concluding with a request for an agenda item – Clerk to check with Neighbourhood Plan team if this had been considered. A comment on the height of the Playing Field fence being raised to restrict muntjac movement was answered with the fact that this was to protect those using the Field. Parking of White Horse staff at Brancaster Staithe Village Hall car park was mentioned – Clerk to write to the pub, noting this was not being used. There was a lengthy discussion on parking restrictions, with two residents speaking against them.

2022.08.02.13 - Next meeting

- a) Though not formally confirmed, the next meeting had been agreed previously as 6.30pm on Tuesday 6th September⁸.

The meeting ended at 8.52pm

Expenditure:

Date	To	For	Amount	of which VAT	budget
8/7/22	Westcotec - July	Street Lights	£23.75	£3.96	utilities
10/7/22	ECS - July	Computer	£9.00	£1.50	admin
20/7/22	npower - June 22	Street Lights	£142.63	£6.79	utilities
2/8/22	Kevin Crompton	Grass Cutting	£200.00	£0.00	open spaces
2/8/22	DNS	Computer help	£54.00	£9.00	cont
2/8/22	NALC	Conference	£25.00	£0.00	admin
2/8/22	Morris - exp	Lock	£37.99	£0.00	cont
2/8/22	Vertex	Planning	£600.00	£100.00	car parks
2/8/22	Heronwood	Grass Cutting	£278.00	£0.00	open spaces
2/8/22	Dodd	Deer Fencing	£3,840.60	£640.10	res (CIL)
2/8/22	David Bracey	Play Inspection	£102.00	£17.00	open spaces
2/8/22	Marcus Townshend	Grass Cutting	£245.00	£0.00	open spaces
2/8/22	NPTS	Training	£52.00	£0.00	admin
?	npower - July 22	Street Lights	?		utilities
31/8/22	Salaries	Salaries	£1,501.08	£0.00	salaries

Chairman's report 2nd August 2022 - Brancaster Staithe Fire 19th July 2022

The Fire started on the South side of the Main Road at approximately 5pm and spread quickly due to dry conditions.

Residents and neighbours fought fires to prevent them engulfing their houses. Parishioners and members of the public pitched in to help with hose pipes, washing up basins and buckets. Fences were pulled down and fire breaks set up.

Whilst others fought the fire, other parishioners were cordoning off the village to prevent traffic from blocking the road and to prevent sight seers. They guided away tourists, emptying the pubs and delivering families to safety. An evacuation centre was set in Brancaster Village Hall and meals, drinks and comfort were provided by the Clergy and Parishioners helping people who fled the fire.

⁸ Clerk awaiting confirmation that this will be at Brancaster Staithe Village Hall. Subsequently confirmed.

Signed:

(Chair)

Date: 6/9/22

At about 5.45pm the fire brigade arrived and started to fight the fire which had been held at bay from properties by the householders and their companions. As a strong wind was blowing East to West the Fire Brigade struggled to contain the fire. The fire jumped the main road and started to burn the marsh and gardens on the North side but as the Fire Brigade was fully committed to the South side of the road it was up to householders, parishioners and members of the public to control the fires on the North side.

The fire raged as the wind and the dry conditions made it difficult and there was danger of further spreading. Tractors appeared in the fields to create fire breaks to prevent the fire spreading to dry crops and hedgerows. The Fire Hydrant system struggled to provide enough water for eight Fire engines so Local Farmers opened their reservoirs and set up an irrigation head as close as they could reach so the Fire Engines could fill up. Swimming pools were pumped. Brancaster town taps stopped working due to the amount of water being sucked out of the system.

The Fishermen filled as many IBCs and containers with water as they could to help supplement the efforts of the Fire Brigade and helped in the areas where the Fire Brigade did not go.

As the fire raged it was decided by the Fire Brigade that houses close to the blaze should be evacuated. Evacuees were sent to the Brancaster Village Hall to be organised as to what help they needed. In the end 22 people had to spend the night in alternative accommodation. Those who could not go to family and friends locally were offered beds in local houses and taken in by Parishioners.

Fortunately the wind dropped at about 8.30pm and the fire brigade managed to get on top of the blaze and put the fire out. Damping down and small flare ups continued for the next 48 hours.

During the night whilst the fires were being damped down the Plymouth Brethren appeared and provided 110+ meals for the Fire Fighters and helpers. The pubs opened their doors and provided refreshment and food as they could.

At the end of the night Brancaster Staithe lost 5 houses, fortunately 4 were empty and due for demolition but sadly one occupied house was destroyed. Fortunately no-one was hurt. 15 Houses on the South side of the Main Road suffered damage to their property and 6 houses on the North side of the Main Road suffered damage to their property. The fire burnt from Dale End to Brancaster Staithe Village Hall and from the South Side of the Main Road to the Marsh on the North Side.

If the fire had been blowing West to East I do believe we would have lost Dale End.

The aftermath

The next days were occupied in assessing the damage and seeing who needed assistance.

Householders who had left their homes on the night of the fire returned to their houses and the clean up began. The Borough Council put a good appearance in on the Friday afternoon. Their Emergency Officers and Environmental Health teams visited the site and talked to residents and gave them advice and identified any hazards. Fortunately we only had one minor situation of asbestos which will be dealt with by the insurance company. The Environmental Health teams also advised the fishermen in case their stocks of shellfish had been effected. The Tree / Habitat Advisor has also visited to give guidance on the damage to trees and hedges. Our Member of Parliament visited with our County Councillor.

By Saturday all householders had contacted their Insurance Companies and the Claims Process had started. Once the Insurance Companies have done their clean up we shall see what's left and needs to be done.

Volunteers including the Clergy, members of the Public and some Parish Councillors formed a Well Being group to help people suffering from the trauma of the fire and have been providing guidance and sign posting as to where people can get help should they need it.

Signed:

(Chair)

Date: 6/9/22

We have had to deal with a lot of Press interest. The best way of dealing with the press is to manage them and help shape the best reflection on what went on and keep a degree of control. I hope we did it to your satisfaction.

By popular demand by the public - A Just Giving Fund has been set up which is intended to help where items or situations do not merit an insurance claim. For example, the fence at Brancaster Staithe Village Hall against Brentwood was uninsured. The fund may help there. It is intended to assist — not replace. Many people who were not in village at the time of the fire wanted to feel they are doing something to help. It is as much about the giver as well as the receiver. There is a form available for anyone or organisation wishing to be considered to receive from the Just Giving fund in due course.

Any surplus will be dispersed to good causes such as the Fire Brigade Benevolent Fund and the Plymouth Brethren who provided the 110+ meals.

It is now time to return to some degree of normality.

Since the night of the fire your Parish Council has been focusing on giving assistance and advice where it has been asked for or needed. Liaising between the Borough and County Councils as well as the Emergency Services and representing the Parish as necessary.

I would like to give my condolences to those whose property was touched and damaged by the fire and particularly to the lady whose house was destroyed.

I would like to thank the:

- The Fire Brigade
- The Police
- The Coastguard
- The Electricity Board
- The Plymouth Brethren
- The Pubs
- The Brancaster Village Hall
- The Wellbeing Group — Not a Parish Council body but has done good work in helping people.
- Our Parishioners for their courage, ability and willingness to get stuck in and help. Before the fire brigade arrived it was the Parishioners and the Public fighting the fire with the Householders. Everyone doing what they could. For the kindness showed by Parishioners to others being evacuated and those in distress.

Although the Emergency Services were doing their job there was a whole activity going on behind them: Providing local information, organising things and taking the problems and minor jobs off their hands so they could focus on the fire and do their job unimpeded. This was all done by Parishioners supporting the Emergency Services to save our village.

Brancaster Staithe was unlucky to have such a fire but we were lucky it was no worse and we did not lose a lot more.

I could say a lot more on this event and I have purposely not mentioned any names. I have also probably missed bits out.

On a personal note, I am incredibly proud of what we did as a Parish that night under difficult circumstances and in the days following. I feel very privileged to be the Chairman of your Parish Council for such a gallant village.

There is Event of Thanksgiving on 12th August starting at Brancaster Staithe Village Hall at 4pm and afterwards at the Sailing Club.

Signed:

(Chair)

Date: 6/9/22

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 6th September 2022 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

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

Also in attendance: Simon Bower (Parish Clerk) and approximately 24 Members of the Public

Meeting began at 6.30pm

2022.09.06.01 - Declarations of Interest

- a) Councillor Borthwick declared a non-pecuniary interest in the Car Parks

2022.09.06.02 - Apologies for absence

- a) An apology for absence was received from Cllr Roberts.

2022.09.06.03 – Minutes

- a) The minutes of the meeting on 2nd August, having been previously circulated, were accepted as a true record and duly signed.

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

- b) There were no matters raised arising from those minutes.

2022.09.06.04 -Reports

- a) As Chair, Cllr de Winton noted it had been quiet during August. There had been a good event with the residents "coming together" to commemorate the July fire. There had been another fire on Scolt Head, and tennis week had been eventful.
- b) As Borough Councillor, Cllr Lawton noted that planning was now working more effectively.
- c) Report from County Councillor – none received
- d) The Clerk noted the invitation to a civic function; Cllrs Bax and Carpenter had indicated a wish to attend, but no others did so; Cllrs agreed the Clerk could attend if desired. Cllr Thompson asked after Dormy Triangle – had been chased but would again, copying him in.

2022.09.06.05 - Finance

- a) The Clerk noted that total balance was c.£155.5K, with unrestricted balance being just under £75K. There were no budget lines with serious overspends.
- b) The Clerk went through the expenditure items, noting that one appeared to have been invoiced twice; he proposed reducing this by £120 and writing to confirm.
Council agreed to all expenditure as listed, and amended as above¹.

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

- c) Council agreed to use the Government suggested External Auditor from 2023/24

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

2022.09.06.06 – Planning

- a) There were no public comments on planning items.

¹ See list at end of minutes

Signed:

(Chair)

Date: 4/10/2022

- b) Council agreed to object to PA 22/01522 (10 Branodunum) on grounds of: percentage of site developed exceeding 50% (NP), parking, overdevelopment, and effect on street scene.
- c) No late arriving applications were considered
- d) The Clerk noted that an application (Auckland House, Brancaster Staithe) had been approved by a Borough Officer, despite Council having objected. It appeared that the rules on sifting had changed. He was pursuing this with Borough Cllrs in the first instance. There was a discussion of the issues raised, and others, with a suggestion of a meeting with Planning.

2022.09.06.07 - Delegated decisions etc.

- a) The public pack contained notes of the planning meeting held on 30/9/22. At this, no objection was raised to PA 22/01164/F (Side and Rear Extensions to existing dwelling house – Brancote, Market Lane Brancaster) or PA 22/01344/CU (Change of use from agricultural land to car park, Land West of Brancaster Garage, Brancaster). Clerk to write with further explanatory comments on PA 22/01163/CU (Change of use from agricultural land to car park, Land W of Brambles, Main Road, Brancaster Staithe)
- b) It was agreed to add the Clerk's delegated powers: permission to apply at any time for grants for actual or possible projects, and to be a signatory on bank mandate changes.

2022.09.06.08 - Other matters

- a) There were no reports from Council Groups or Representatives
- b) Car Parking – summary of latest position given.
 - a. It was agreed to consider the detail of the latest solicitor correspondence on the Car Parks to private session.
Prop: Cllr Bax; 2nd: Cllr Thompson; 1 abst (per item 1)
 - b. It was agreed to defer the item on funding electronic signs – the quote did not provide for what was needed. Cllr de Winton had sought further quotes. Lynx had offered sponsorship.
- c) It was agreed that the trial planning policy should be adopted as a formal Council Policy.
- d) It was agreed to adopt the proposed Donations Policy. There was a lengthy intervention on these being guidelines – Clerk noted that, in that sense, all policies were guidelines, and could be over-ridden if noted at the time.
6-0 (3 abst)
- e) A confused discussion took place on the proposal to lift the sanction on Cllrs Cotton and S Bocking not representing Council. This item to be deferred.
Prop: Cllr Lawton; 2nd: Cllr Borthwick
- f) It was agreed to fund the repair of the children's swing at Brancaster Play Area, cost c.£1,000².
Prop: Cllr Thompson; 2nd: Cllr Bax: unanimous
- g) Tennis Week: a lengthy discussion of the issues raised took place, including comments from the Public. This included responsibility, sale/provision of alcohol, thanks to "clearers-up", events, policing, changes of age range, co-operation with Hunstanton TC and Saxon Shore PCs etc. Cllr de Winton to progress the resurrection of the group previously existing.

² It was noted that this was on one quote, but this was the original supplier

- h) There was extended discussion of the National Civility and Respect Pledge.
Council agreed to sign this Pledge.

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

- i) Council unanimously agreed to support the continued provision of mobile library services to the Village, as at present, and to write to Cty Cllr and NCC Leader to this effect³.
- j) A discussion took place on a proposal to look at provision of outdoor gym equipment. It was suggested this should be left to the Sports Club and Village Hall(s), and Council moved on.

2022.09.06.09 - Correspondence and requests

- a) The Clerk noted a request for a second attendee at the Barrow Common MC meeting on 14/9. No one was willing to take this on.
- b) A discussion took place on the advantages and disadvantages of second/holiday homes (including the need to consider them as separate groups). The need for this to be an amendment to the Neighbourhood Plan with consequent time, and public involvement, led to the suggestion that this was best dealt with by the new Council after May. This seemed to be supported without a vote.
- c) Council agreed to donate £2,000 to each of the two Churches, for maintenance of public amenity areas, Council noting that this exceeded the limit agreed in the new policy in item 8d. A proposal to limit this to 50% of the costs was not seconded.

Prop: Cllr Borthwick; 2nd: Cllr Cotton; 7-0 (2 abst)

2022.09.06.10 - AOB and agenda requests

- a) Cllr S Bocking offered to take all the cones back to NCC in return for a donation to an unspecified group. Clerk noted that Council should know the group. It was "agreed" that the best date for the return of the cones was after half term. Cllr Borthwick noted issues with the fingerpost in The Drove – she, Cllr Bax and Clerk to liaise. Cllr Lawton asked about speeding – a response had been received. Cllrs S Bocking and Lawton asked after maintenance issues – Clerk requested this be raised in the private session.

2022.09.06.11 - Public Questions

- a) Parking of the White Horse Staff was raised again – Clerk to inform resident on receipt of contact details. A series of questions on proposed Car Park at Brancaster Staithe (when/where details available, effects on heritage, budgeting) was made by one Member of the Public – a long response from various Cllrs referring to future consultation, need for traffic management, rumour and misinformation, budget info. On electronic signage, it was stated that the PC would not be spending unnecessarily.

2022.09.06.12 - Next meeting

- a) The next meeting was confirmed as 6.30pm on Tuesday, 4th October at Brancaster Village Hall.
- b) The date of the public meeting at Brancaster Staithe Village Hall was noted – Friday 7th October at 6.30pm. This to review the fire at Brancaster Staithe.

The main session ended at 9.15pm

³ This following consultation document on proposed NCC budget cuts.

After a short break, Cllrs resumed

2022.09.06.13 - Private session

- a) Council agreed to go into private session as suggested on the agenda due to the nature of the discussions.
- b) It was agreed that the Clerk's appraisal should be conducted, where possible, by the Chairman and his/her predecessor. This for both this and future years.
- c) It was noted that there would be a discussion with representatives of the Car Park landowners soon. The proposed amendments for the lease to be left until that point. No Cllr raised any concerns over the issues raised by the letter. Cllr Bax noted her resignation from the Project Group.

This final session ended at 9.53pm

Expenditure:

Date	To	For	Amount	of which VAT	budget
10/8/22	ECS - Aug	Computer	£9.00	£1.50	admin
11/8/22	Dodd and Co	PF Fence	£6,728.80	£1,121.47	res (CIL)
17/8/22	npower - July 22	Street Lights	£144.63	£6.89	utilities
23/8/22	Westcotec	Labour - SAM	£35.40	£5.90	repairs
23/8/22	Westcotec	Battery	£96.00	£16.00	repairs
?	Westcotec - August	Street Lights	£23.75	£3.96	utilities
?	Westcotec	Battery	£201.60	£33.60	repairs
6/9/22	BSBDVH	Hall Hire	£40.00	£0.00	admin
6/9/22	Marcus Townshend	Hedge	£290.00	£0.00	open spaces
6/9/22	Norman Raynore	SAM moves	£720.00	£0.00	utilities
6/9/22	Comm Action Norf	Training - Play Eq	£60.00	£0.00	open spaces
6/9/22	Briony Bax - expenses	BS fire gathering	£351.30	£0.00	jubilee
?	npower - September				
30/9/22	Salaries	Salaries	£1,500.64	£0.00	salaries

Signed:

(Chair)

Date: 4/10/2022

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 4th October, 2022 at 6.30pm

The meeting was held in Brancaster Village Hall

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

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

Before the meeting there was a brief period of silent reflection following the death of Her Late Majesty Queen Elizabeth II

Meeting began at 6.33pm

2022.10.04.01 - Declarations of Interest

- a) Cllr Borthwick declared an interest ref car parks, and Cllr Cotton as a Common Rights Holder. There was discussion of further declarations but none were made.

2022.10.04.02 - Apologies for absence

- a) There were apologies for absence from Cllr Thompson, and for lateness from Cllr Roberts. The Chair noted the resignation of Cllr Gary Bocking, thanking him for his time on Council. There was a brief discussion of the rules pertaining to casual vacancies¹.

2022.10.04.03 – Minutes

- a) *The minutes of the meeting held on 6th September 2022 were approved as a true record and duly signed.*

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

- b) Regarding the above minutes, Cllrs expressed concern that the deferred item on sanctions was not included on the current agenda, and there was no item on repainting the phone boxes – add next time. Cllr Carpenter registered her surprise at the number not voting for the Civility and Respect Pledge. The traffic cones needed to be returned to NCC – Cllr Lawton to let Clerk know when these were collected.

2022.10.04.04 - Reports

- a) Chair's report: Cllr de Winton noted that the death of the Queen had been an emotional time. Cllrs had been working on the car parking issues and there had been a lot of "back and forth", including a meeting with Cruso Wilkin (Cllrs de Winton and Bax). It was noted that the Borthwick family wished their name to be used in public.
- b) Report from Borough Councillor: Cllr Lawton noted "argy-bargy" in the ruling party.
- c) Report from County Councillor: none given.
- d) Report from Clerk: nothing not covered elsewhere.

¹ Keys held by Cllr G Bocking were returned to the Clerk.

Signed:

(Chair)

Date: 8/11/2022

- e) Report from Parking and Safety Team: Amy Loose noted that amendments were still being added to the plans, and that these would soon be available on their facebook page and PC website. A meeting to engage further on these would take place on Sat 22nd Oct at Brancaster Village Hall from 10-12.

2022.10.04.05 - Finance

- a) The Clerk presented financial figures – total balances c.£144,700. Spending was high for s.137 (two large donations last month) and utilities (some of 21/22 payments made this year); no other concerns. An interim audit had been received as the previous year was still incomplete due to the challenge referred to the Police – there had been no questions raised on the accounts for 21/22. He presented payments for approval, including those made after the last meeting. He proposed that the cheque for legal services relating to car parks be considered separately in the relevant item below.
- b) All payments listed in the public pack, apart from that noted above, were agreed.

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

2022.10.04.06 – Planning

- a) There were no public comments on planning matters. Cllr Lawton asked for planning reasons relating to an item he had agreed to call in – parking and noise/nuisance were mentioned.
- b) Planning Appeal on 21/01457 (Little Saltings). It was agreed that the Clerk should write maintaining Council objection.
- c) Late application: 22/01589/F (new swimming pool and pool house, First Staithe Field, Main Road, Brancaster Staithe). Council agreed to object to this application on grounds of proximity of the pool to neighbours with consequent noise and nuisance, the need for vernacular design, and concerns over heritage.
[Concerns over certain enforcement matters were also raised relating to the occupancy of the boathouse.]
- d) It was noted that there were planning updates coming up at the Borough, and Cllr Bax was asked to address recent concerns from Council.

2022.10.04.07 - Delegated decisions etc.

- a) The notes of the recent planning meeting, included in the pack, were noted. These included the following delegated decisions:
- Cllrs agreed to raise no objection to PA 22/01586/RM (Reserved Matters: Construction of 1 new dwelling. Land At Marsh Side Brancaster)*
- PA 22/01430/F (Variation of Condition 2 of Planning Permission 21/01108/F: Demolition of walls and garden structures and the erection of hotel accommodation with associated hard and soft landscaping. The Ship Hotel Cllrs discussed this at length. Object on grounds of:*
- the continued inclusion of hot tubs (consequent noise, potential public nuisance etc.);*
 - parking – loss of space currently, with an increase in accommodation; particularly in the light of likely additional on-street restrictions, and possible future loss due to EV power installations;*
 - also, that a traffic management plan note the specific problems associated with the location for any construction that might be agreed*
 - Clerk should also note that if to be agreed by delegated powers, Council must be informed first*

Signed:

(Chair)

Date: 8/11/2022

2022.10.04.08 - Other matters

- a) Cllr Carpenter noted that she had attend a meeting of NALC on Communicating with the Community. It was agreed that she and Cllr Bax should work on possible ways to improve this, and present a paper to Council. Cllr Borthwick stressed that not everyone was online – this should be additional to what is already in place. No Cllr had been present at the Barrow Common Management Committee – Clerk to check if minutes were available. The Clerk noted he had attended a Networking meeting which had been well-attended and useful.
- b) Car parking discussion to take place in private – item 13

2022.10.04.09 - Correspondence and requests

- a) No correspondence reported that had not already been sent to Cllrs.
- b) Council agreed to donate £200 in response to a request from the National Coastwatch Team, Brancaster.

Prop: Cllr Bax; 2nd; Cllr Borthwick: 6-0 (1 abst)

2022.10.04.10 - AOB and agenda requests

- a) Cllr Carpenter asked after the Fire Fund; this not directly a PC matter. Clerk noted the meeting on Friday 7th at Brancaster Staithe Village Hall, at which forms would be available. [Cllr Roberts arrived 7.30pm.] Various other matters were raised: phone boxes, wall opposite the Ship (report to Rangers), boardwalk still closed; the Rangers new way of operating, flowers at the Village gates, pruning of Village Green, Project group and membership, Christmas lights. Cllr Bax noted her concern that complaints were made about things not being done but very few Cllrs were involved.
- b) No additional future agenda requests received from Councillors.

2022.10.04.11 - Public Questions

- a) Points raised were: sign on church ref parking – BPST to remove with help from questioner; the boardwalk had been strimmed; Coastwatch were active; boardwalk had been closed for four months and was on Common land; Thornham footpath had been repaired.

2022.10.04.12 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 8th November² at 6.30pm, in Brancaster Staithe Village Hall.

2022.10.04.13 -Private session

- a) Council agreed to go into private session under relevant legislation and as noted on the agenda for the remaining items. It was also agreed that Amy Loose be invited to stay for the car parking item as a member of the Council group. [Members of the Public left at 7.46pm with the meeting recommencing at 7.53pm]
- b) [Taken after c]. It was agreed that the Clerk should respond to a letter from SHADCRA noting its receipt and directing further correspondence to Council's insurers.
- c) Car parks: each Cllr was given an opportunity to state their views on the current position and what they wanted relating to the car parks. It was agreed that:
 - a. Council should proceed as planned with the car parks at Cock Martin and Cherry Field
 - b. The payment be made to Council's solicitors

² It was stressed that this was not the first Tuesday.

- c. In principle Council was happy with the leases as currently proposed, but that a one item Extraordinary Meeting would be required formally to approve these being signed.
- d. The Clerk engage Premier Park Ltd to produce tender documents for the day-to-day requirements of car parks as required³. Max expenditure £5,000.

The meeting ended at c.9pm.

Expenditure:

Date	To	For	Amount	of which VAT	budget
6/9/22	B. Deepdale Church	donation	£2,000.00	£0.00	s.137
6/9/22	Brancaster Church	donation	£2,000.00	£0.00	s.137
12/9/22	ecs - sep	Computer	£9.00	£1.50	admin
27/9/22	npower - Aug 22	Street Lights	£144.44	£6.88	utilities
?	Howes Percival	Car parks	£1,788.00	£298.00	car parks
?	Kevin Crompton	Dog bin	£120.00	£0.00	open spaces
?	ESPO	Stationery	£55.14	£9.19	admin
?	ActionPlay&Leisure	Swing	£1,158.00	£193.00	res (CIL)
?	Marcus Townshend	Grass cutting	£122.50	£0.00	open spaces
?	Dodd	Deer fence - bal	£2,118.00	£353.00	res (CIL)
?	Westcotec - Sept	Street Lights	£23.75	£3.96	utilities
?	npower - Sept	Street Lights	?	?	utilities
31/10/22	Salaries	Salaries	£1,500.64	£0.00	salaries

³ This under professional services as in Financial Regs.

Signed:

(Chair)

Date: 8/11/2022

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 8th November, 2022 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

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

Also in attendance: Cllr A Jamieson (NCC), Simon Bower (Parish Clerk) and approximately 30 Members of the Public

Prior to the meeting, a public presentation of the latest plans for parking restrictions across the Parish took place.

Meeting began at 6.38 pm

2022.11.08.01 - Declarations of Interest

- a) Declarations of interest were noted by Cllrs Roberts (Golf Club), Cllr Borthwick (car parks), Cllr Cotton (Common Rights) and Cllr Thompson (allotments).

2022.11.08.02 - Apologies for absence

- a) There was an apology for absence from Cllr Carpenter. Cllr de Winton noted that, as a result of an unopposed election to take place on 1st December, Christopher Pratt would be joining Council at the next meeting.

2022.11.08.03 – Minutes

- a) The minutes of the meeting on 4th October, 2022, having been previously circulated, were accepted as a true record and duly signed.

Prop: Cllr Lawton; 2nd: Cllr Cotton; 7-0 (1 abst)

- b) Cllr Thompson asked again after flooding concerns at Dormy Triangle, and it was noted that Anglian Water had been seen there.

2022.11.08.04 - Reports

- a) Chair's report: The Chair noted that there had been much focus on parking – many had attended meetings, and there had been good discussion.
- b) Report from Borough Councillor: Cllr Lawton noted that the Borough was having two additional planning meetings to cover a backlog.
- c) Report from County Councillor: Cllr Jamieson covered parking – this was not restricted to Brancaster, and he was pleased at the input to what had to be a community-led process; he urged participation to ensure voices were heard. He noted that there will be further footpath work along the Coast with safety closures. He urged people to contact the Clerk for details of how to attend NCC budget planning meetings. He added that the avian 'flu problem was worse than people had been led to believe, but this had been lost in the political turmoil of recent weeks.
- d) Report from Brancaster Parking and Safety Team [BPST]: Amy Loose thanked those who attended recent meetings. She noted there was negativity towards the Brancaster Staithe/Deepdale proposals, and the Group supported there being a separation between the two Villages' plans to allow the Brancaster process to

Signed:

(Chair)

Date: 6/12/2022

continue smoothly. There would be updates in the Parish News for those not online. Cllr Thompson added that the car parks were trials, and he was not convinced Cherry Field would be a success; Cllr Jamieson disagreed, again commenting that they were needed to allow NCC to proceed with the yellow lines etc. Cllr de Winton added that Council was "98% there" on the licences.

- e) Report from Clerk. The Clerk noted he was receiving a lot of information relating to the cost of living and fuel prices. He was passing this on via Facebook, and requested that people pass this on to those not online. He was also passing on comments on car parking to the BPST.

2022.11.08.05 - Finance

- a) The Clerk noted that current balances totalled just over £138K, of which £57K was general reserve. Spending against budget was in line with previous months; there were no questions.
- b) The Clerk outlined expenditure made between meetings, and noted donations from the Brancaster Sports Club (ref petanque court) and Allotments (deer fence). The picket fence at Brancaster Village Hall would be arriving soon – hold up with import of materials. All expenditure listed for payment in November was approved as listed¹.

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

2022.11.08.06 – Planning

- a) Comments from the public were made before the relevant planning applications below:
- b) 22/01638/F - Conversion of existing barn into residential dwelling, The Big Barn Common Lane Brancaster Staithe. Council agreed not to object to this application.
- c) 22/01733/F - Proposed extension and alterations to dwelling (Redesign), Birstgate House Market Lane Brancaster. Council agreed not to object to this application.
- d) 22/01864/F - Variation of condition 2 of Planning Permission 19/02000/F: Replacement dwelling following partial demolition, The Smithy Main Road Brancaster Staithe. Council agreed to object to this application on the grounds that they had been informed by a Member of the Public that the plans were not correct. The response should quote the details.
- e) 22/01764/F - Single storey rear extension to dwelling, and single storey extension to garage - Beach House 6 Town Farm Close Brancaster. Council agreed not to object to this application.
- f) 22/01606/F - Replacement dwelling, garage and outdoor dining area following demolition of existing structures - Birch Trees Broad Lane Brancaster. Council agreed not to object to this application.
- g) 22/01902/F - Replacement Outbuilding - 4 Harbour View Terrace Main Road Brancaster Staithe. Cllrs expressed concern that it was odd that a store should have two double patio windows. It was agreed to object to the application unless a condition was inserted to prevent future conversion to accommodation.
- h) 22/00506/F - Alterations of the existing roof structure to accommodate 1st floor bedroom and ensuite and alterations to the ground floor - Building W of

¹ Expenditure list at end of minutes.

Marshlands Cross Lane Brancaster. Council agreed not to object to this application.

- i) 22/01912/F - Loft Conversion and Installation of new rear dormer, new gable windows on new upper floor - 12 Sawyers Yard Brancaster. Council agreed to object to this application on grounds of an increase in bedrooms beyond that allowed under the Neighbourhood Plan.
- j) 22/01916/F - Extension and alterations to bungalow - 4 Old Roman Walk Brancaster. Council agreed not to object to this application.
- k) 22/01845/F - Proposed Rear Extension - 25 Dale End Brancaster Staithe. Council agreed not to object to this application.
- l) There were no additional late applications.
- m) Cllr Lawton noted that the recent application by The Ship in Brancaster had been allowed by committee.

2022.11.08.07 - Delegated decisions etc.

- a) Other than payments made between meetings, there were no delegated decisions made.

2022.11.08.08 - Other matters

- a) Cllr Lawton had attended a consultation on the Brentwood housing proposals – very nice, 12 houses, all for rent. Cllr Bax had attended a planning update (info passed to Cllrs), a civic reception for the emergency services involved in the July fires, a Saxon Shore meeting, the parking meetings and had joined Cllr de Winton in the Clerk's appraisal. Cllr Roberts had met on an impromptu basis with a representative of Premier Parking to look at the car parks sites. Cllr Bocking asked about cones. Cllr Thompson had attended a meeting of Brancaster Village Hall – notes had been circulated.
- b) No further info about the car park/parking plans was added.
- c) It was noted that the parking proposals included resident parking bays. Council agreed in principle that it should pay for some of the permits, with exact details to be agreed at a later date.
- d) There were no proposals for Parish Partnership scheme funding. The Clerk noted that he had delegated powers to apply for funding – he may use this for car park matters, if appropriate. Cllr Thompson asked about the possibility of ensuring a footway at the turn in Beach Rd – to provide the Clerk with details; Cllr Jamieson suggested this would be a good application.
- e) Cllr Bax noted that Cllr Carpenter had agreed to work with her on Coronation Planning. It was agreed to form a Group and allot a budget of £3,000² for events.
- f) It was agreed that two artificial Christmas trees, each with two sets of 100 solar powered lights should be purchased. A Cllr would be needed to co-ordinate installation etc.

Prop: Cllr Bax; 2nd Cllr Thompson; unanimous

2022.11.08.09 - Correspondence and requests

- a) No correspondence not already circulated to Cllrs was raised.
- b) Cllr Lawton commented that he wished Cllr Bocking and Cotton be given a chance to explain the circumstances leading to their sanction in 2021. Cllr Cotton

² It was noted there was £1,400+ remaining in the Jubilee budget. This should be incorporated into reserves, and the new budget being a "fresh" item.

commented on the podcast, anonymous letter, confidence vote and “mess” he felt Council was in. Cllr Bocking said he couldn’t “be bothered”, adding he felt it was an attempt to remove them. He again mentioned cones. Cllr Lawton said it was clear they felt they had nothing to apologise for. An amendment to the motion by Cllr Borthwick to “rescind” the vote of no confidence was not supported, [Clerk advising since it was not a legally binding vote the situation was unclear]. Cllr Bax requested a recorded vote. It was agreed to lift the sanctions on Cllrs Cotton and Bocking.

For: Cllrs de Winton, Bax, Borthwick, Lawton, Roberts, Thompson. No vote: Cllrs Cotton and Bocking

- c) Council was asked if it wished the phone boxes to be refurbished or removed. As a member of the Public agreed to manage them, it was agreed to go ahead. A further comment on things not getting done led to the Clerk forcefully expressing displeasure with that view. The Clerk apologised for late delivery of the quotes for work on the phone boxes. It was agreed to delegate a decision on refurbishment of the phone boxes to him, based on email correspondence with Cllrs in coming days.
- d) It was noted that the length of the allotment lease had been raised when the deer fence was to be installed, with Council requesting a longer term. This had been agreed by the landowner, based on one day short of seven years for legal reasons, with an increase in the rent to £1,200pa. Council agreed the amendments to the lease, which was signed by the Clerk.

6-0; 2 abst

2022.11.08.10 - AOB and agenda requests

- a) Cllr Lawton again raised speeding; there was discussion of how to get Police presence, including Speedwatch, with Amy Loose noting regular complaints encouraged their attendance. Cllr Bocking raised with Cllr Jamieson concerns over planning and sewerage capacity; though not NCC, this came under the Norfolk Flood Alliance, which had the River Burn as one of its priority areas.
- b) There were no agenda items proposed, with the Chair requesting that any such should be put in writing to the Clerk.

2022.11.08.11 - Public Questions

- a) Issues raised by the public were:
 Volunteers to refurbish phone boxes – best to get done first and then volunteers to maintain.
 Dark Skies events ongoing.
 Play equipment at Brancaster Staithe – PC has no land; best raised with Village Hall Committee; grants/funding might be available.
 Hedge at Broad Lane – referred to NCC.
 Fire fund – not PC, but meeting taking place, with possible donation to Emergency Service funds.
 Request for greater clarity when speaking as not easy to hear.

2022.11.08.12 - Next meeting

- a) The date for the next meeting was confirmed as Tuesday 6th December at 6.30pm in Brancaster Village Hall.

2022.11.08.13 - Private session

- a) As per the agenda, Council agreed to go into private session for the following item. [A break of several minutes while the Public left.]

Signed:

(Chair)

Date: 6/12/2022

b) The Clerk's appraisal had taken place. *It was agreed to grant an additional increment from October 1st, 2022.*

The Clerk sought confirmation from Cllrs that they would be happy if he responded to the latest information regarding the car park leases requesting a formal final draft based on the proposals – Cllrs confirmed that this was the case.

Meeting ended at c.9pm

Expenditure:

Date	To	For	Amount	of which VAT	budget
1/10/22	ECS - oct	Computer	£9.00	£1.50	admin
11/10/22	Coastwatch	Donation	£200.00	£0.00	donation
11/10/22	Hammond - deposit	Petanque Court	£937.50	£156.25	res (CIL)
11/10/22	Dodd	Deer fence - correct	£1,722.60	£640.10	res (CIL)
5/10/22	npower - Sep 22	Street Lights	£149.20	£7.10	utilities
6/10/22	Westcotec - October	Street Lights	£23.75	£3.96	utilities
8/11/22	Kevin Crompton	Grass Cutting	£200.00	£0.00	open spaces
8/11/22	NALC	Training	£42.00	£7.00	admin
8/11/22	Heronwood	Grass Cutting	£278.00	£0.00	open spaces
8/11/22	Marcus Sands	Bus Shelter/sign	£450.00	£0.00	reserves
8/11/22	Hammond - remainder	Petanque Court	£2,812.50	£468.75	res (CIL)
8/11/22	Marcus Townshend	Grass Cutting	£152.50	£0.00	open spaces
8/11/22	BSBDVH	Meeting - rds	£30.00	£0.00	admin
8/11/22	Norman Raynore	SAM Sept	£40.00	£0.00	utilities
30/11/22	Salaries	Salaries	£1,495.60	£0.00	salaries
INCOME	From	For	Amount	of which VAT	budget
28/10/22	BCSC	petanque ct - donation	£1,562.50	£0.00	reserves
1/10/22	Allotments	fence - donation	£500.00	£0.00	reserves

Signed:

(Chair)

Date: 6/12/2022

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday December 6th, 2022 at 6.30pm

The meeting was held in Brancaster Village Hall

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

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

Meeting began at 6.34pm, following an informal presentation of revised parking plans. Cllr de Winton welcomed Cllr Christopher Pratt following the uncontested election.

2022.12.06.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllr Borthwick (car parks).

2022.12.06.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Bax and Carpenter.

2022.12.06.03 - Minutes

- a) The minutes of the meeting on 8th November were accepted as a true record and duly signed.

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

- b) There were no matters arising raised from the above minutes.

2022.12.06.04 - Reports

- a) Chair's report. Cllr de Winton noted that his Council time had been spent mainly on dealing with the licences for the proposed car parks.
- b) Report from Borough Councillor. Cllr Lawton noted the appointment of new staff to the Planning department, and that things were improving.
- c) Report from County Councillor. Cllr Jamieson had written apologising for his attendance elsewhere.
- d) Report for Parking & Safety Team. Amy Loose noted that a Brancaster Staithe Group had been set up. A Stakeholder meeting was taking place on 9/12/22 and comments from the presentation earlier would be passed on. She would report back in due course. The Chairman noted that the earlier presentation would be the last informal consultation.
- e) Report from Clerk. The Clerk noted he had attended networking sessions. He apologised for the lack of movement on the phone boxes. He had the Christmas Lights, and the trees would be purchased and a contractor had been engaged.

2022.12.06.05 - Finance

- a) The Clerk presented the finance figures, including a list of CIL expenditure for the year to date – c£29K. Balances totalled c.£134K to end of December. He was asked ref the non-CIL ring-fenced funds, and would confirm this¹.
- b) All expenditure as listed in the pack was approved for payment².

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

¹ Broken spreadsheet link – correct figure £10,398.48, leaving £82,470.91 unallocated (7/12/22)

² See below

Signed:

(Chair)

Date: 10/1/2023

- c) The Clerk went through each budget line in the figures in the public pack. He gave likely end of year figures, and a suggested operating budget for 23/24 (totalling c.£56K, around £3k more than this year). Cllrs were asked to comment to him before the next meeting on any concerns – he would have more accurate figures at the January Meeting, at which point the budget and precept would be set. It was agreed that he should pursue the possibility of the street lights being turned off in the small hours for savings on fuel.

2022.12.06.06 - Planning

- a) The applicant spoke on Application a. below. This related to the exception clause on number of bedrooms in the Neighbourhood Plan.
- b) The following applications were considered:
- a. 22/01912/F (Loft Conversion and Installation of new rear dormer, new gable windows on new upper floor, 12 Sawyers Yard). Council agreed to raise no objection to this application.
 - b. 22/02120/F (Conversion of a triple garage into a games room, together with the erection of a new timber clad double garage, First Staithe Field Main Road Brancaster Staithe). Council agreed to raise no objection to this application.
 - c. 22/02063/F (Conversion of garage loft to a work from home office. Erection of external staircase and fenestration, Tayberry, 12 Branodunum, Brancaster). Council agreed to raise no objection to this application.
- c) There were no late-arriving applications.
- d) Cllr Lawton noted that the Appeal against the refusal of permission by BCKLWN on 21/01457 (Little Saltings, Broad Lane) had overturned the decision.

2022.12.06.07 - Delegated decisions etc.

- a) Planning recommendations made by the Clerk under scheme of delegation following discussion with Cllrs:
- a. 22/01927/F (Single storey front extension etc., Courtyard, Main Road, Brancaster Staithe). No objection.
 - b. 22/01977/F (Conservation Project including change of use of existing aviary, New aviaries and associated dwelling for warden/conservation officer, Marsh Farm, Main Road, Burnham Deepdale). Support, noting conservation, additional facilities and employment.
 - c. 22/01796/FM (Construction of 12 affordable dwellings, Brentwood, Main Road, Brancaster Staithe). No objection, but to make strong request for footway from A149 access to Village Hall entrance.
 - d. 22/01992/F (Remove section of front boundary wall and rebuild set back into site to provide off road parking, The Limes, London Street, Brancaster). No objection.
 - e. 22/01522/F (Two storey extension and alterations, 10 Branodunum, Brancaster). Object on ground of effect on the street scene, overbearing nature, more than 50% of the plot being developed, and concerns over parking.
 - f. 22/01864/F (Variation of condition 2 of Planning Permission 19/02000/F, The Smithy, Main Road, Brancaster Staithe). This had been subject of a question to BPC from BCKLWN regarding BPC response. It was agreed not to object to the variation of Planning Condition 2 – the subject of the application. However, the concerns of a resident, expressed to BCKLWN, should be supported with a request for enforcement to be involved.

Signed:

(Chair)

Date: 10/1/2023

2022.12.06.08 - Other matters

- a) Cllrs Thompson [JT] and Roberts had attended the Sea Defence Ctte – plans to restore flow of water off practice area; recycled Christmas Trees to build up defences. JT had also attended Brancaster Village Hall meeting – looking at CCTV [Clerk had been liaising with them – on next agenda.] JT - a Tourism Forum, and a meeting with UKPN to look at the proposed works ref the substation. Cllr Borthwick had attended a meeting of Brancaster Staithe Village Hall – concern over finances following the fire. [Clerk to check if minutes circulated.]
- b) No further info on parking plans was given.
- c) The licences (n.b. not “leases”) for the Cherry Field and Cock Martin car parks were put to Council for final approval. There was concern expressed over risks to Council (amendment made), and on the clause relating to the use of Cock Martin. Clerk clarified that although the wording allowed car parking, Council had always stated there would only be parking for cars with trailers. A separate vote was taken on each licence³.

a. Cherry Field: Council agreed to approve the signing of the licence, subject to confirmation from BPC’s solicitor that there were no specific concerns on this being a licence not a lease.

Prop: Cllr Cotton; 2nd: Cllr Roberts; 6-0 (2 abst)

b. Cock Martin: Council agreed to approve the signing of the licence, subject to confirmation from BPC’s solicitor that there were no specific concerns on this being a licence not a lease, that it was noted in the minutes that Council had no intention of allowing use as park for unaccompanied cars, and a note that 1.1 should be amended to align the definition of the Hard with the map, which was correct.

Prop: Cllr Cotton; 2nd: Cllr Thompson; 6-0 (2 abst)

Both licences were signed by the Chair, with the Clerk to sign and exchange once the assurances above were received. Clerk noted the text would be made public.

- d) A lengthy discussion on the storage of documents took place, the Clerk reminding Council that it had adopted a retention policy. To allow for storage and sorting of documents, a space was needed. Council agreed to rent space in Valentine Road from the Borough Council, on a temporary basis, at £1,000pa for storage and sorting of Council documents.

Prop: Cllr Thompson; 2nd: Cllr Cotton; 5-2 (1 abst)

- e) Clerk noted that he would like to organise a meeting to encourage people to stand for election, explaining the Cllr role and how to apply etc. It was agreed to allow £100 for such a meeting, including refreshments⁴.

2022.12.06.09 - Correspondence and requests

- a) No correspondence not already referred to or sent to Cllrs was mentioned.
- b) It was agreed that a meeting⁵ with the National Trust should be organised to make specific requests relating to the maintenance of Brancaster Staithe Village Green, under the terms of the management agreement.

³ Cllr Borthwick, having declared an interest in this item, requested that her abstention in both votes be recorded by name.

⁴ Cllr Borthwick offered to assist.

⁵ All Cllrs to be invited.

Signed:

(Chair)

Date: 10/1/2023

2022.12.06.10 - AOB and agenda requests

- a) Cllr Lawton raised his concerns over speeding – Clerk to write to PCC. It was noted that the many recent diversions on the roads had conflicted – this was due to people not following the official diversions; where there had been a legitimate conflict, it had been sorted promptly. Cllr Cotton again raised the phone boxes.
- b) No new agenda items were proposed. Cllrs were reminded they could request this in writing up to a week before a meeting, but should be prepared to provide supporting documentation if appropriate.

2022.12.06.11 - Public Questions

- a) Subjects raised were:
 - Car Parking – feeling of not being listened to.
 - Speeding – concern that yellow lines would allow more.
 - Streetlights – request not to be switched off on Main Road.
 - Cock Martin car park – not needed or wanted.
 - Footpath in Brancaster from Cherry Field not wide enough.
 - Parking restrictions not being “welcoming”.
 - Movement of trailers creating more problems.
 - A comment from the Chair being “unwelcoming” – apology made.
 - CIL funding for moorings – NT should apply to BCKLWN in January. BPC letter of support in place.

In reply to parking questions, there were lengthy responses expanding on previous statements with additional comment that this was a trial.

2022.12.06.12 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 10th January, 2023 at 6.30pm in Brancaster Staithe Village Hall.
- b) It was noted that that the Planning Meeting on 20/12/22 could not proceed, and the Clerk should arrange an alternative time if applications merited a meeting.

Meeting ended at 8.20pm

Expenditure:

Date	To	For	Amount	of which VAT	budget
3/11/22	nPower - Oct 22	Street Lights	£163.00	£7.76	utilities
30/11/22	Salaries - revised	Salaries	£2,306.96	£0.00	salaries
DD	ECS - dec	Computer	£9.00	£1.50	admin
6/12/22	Hartop Farms	Allotment Rent	£480.00	£0.00	misc
6/12/22	Heronwood	Grass Cutting	£278.00	£0.00	open spaces
6/12/22	Norman Raynore	SAM Oct	£40.00	£0.00	utilities
6/12/22	Westcotec - Oct?	Street Lights	£23.75	£3.96	utilities
6/12/22	Cloudy IT	Hosting etc	£119.98	£19.99	admin
6/12/22	Kevin Crompton	Grass Cutting+	£200.00	£0.00	open spaces
6/12/22	Simon Bower	expenses	£394.80	£0.00	op.sp/admin
DD	nPower - Nov 22 corr	Street Lights	£179.83	£8.56	utilities
31/12/22	Salaries	Salaries	£1,628.92	£0.00	salaries

Signed:

(Chair)

Date: 10/1/2023

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 10th January 2023 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

Present: Cllr T de Winton (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr V Carpenter, Cllr C Cotton, Cllr R Lawton, Cllr C Pratt, Cllr J Thompson

Also in attendance: Simon Bower (Parish Clerk) and approximately 12 Members of the Public

Meeting began at 6.32pm pm after welcome and "Happy New Year" from Chairman

2023.01.10.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllrs Bocking and Cotton (Common Rights) and Borthwick (car parks¹).

2023.01.10.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Bax and Roberts.

2023.01.10.03 - Minutes

- a) The minutes of the meeting on 6th December 2022 were accepted as a true record and duly signed.

Prop: Cllr Lawton; 2nd: Cllr Thompson; no objections

- b) Question raised re progress on phone boxes – Clerk to send info to Cllrs again.

2023.01.10.04 - Reports

- a) Chair's report. Cllr de Winton noted that he had had a pleasant Christmas, but had also been busy with car park issues, and had attended a meeting of the Commons Committee.
- b) Report from Borough Councillor. Cllr Lawton noted that things were "ticking along" but that many at the Borough were in election mode. Question on time taken to agree planning applications – not always the official eight weeks.
- c) No report from County Councillor.
- d) For the Parking and Safety Team, Amy Loose noted that the plans for traffic regulations had been extensively reviewed. A drop in was in place for the following day.
- e) Report from Clerk. The Clerk noted he had begun to receive questions about the parking permits for Beach Car Park. Process to begin after next meeting, with any issues raised then. A letter ref car parks had been sent to all Cllrs.

2023.01.10.05 - Finance

- a) The Clerk presented the finance figures. Total balances just under £132K, of which £80K were unallocated reserves. Spending against budget was in line with previous notifications with no new concerns.
- b) All expenditure as listed in the pack was approved for payment².

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

¹ Requesting her name be noted as abstaining on relevant item – 8.b.a

² See below

Signed:

(Chair)

Date: 7/2/2023

- c) Council agreed the proposed budget for 2023/24 of £61,937.50.

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

It also agreed, without objection, to change allocated reserves: add £3,000 to each of 22/23 and 23/24 figures for playground equipment, increase amount set aside for legal expenses to £20,000, and remove two smaller amounts³.

- d) Council agreed to make no change in the Band D rate for the 2023/24 precept⁴. This required a precept request of £23,321.06.

Prop: Cllr Thompson; 2nd: Cllr Pratt; no objections

2023.01.10.06 - Planning

- a) No member of the Public spoke on Applications below.
- b) PA 22/02229 (First Floor rear extension to dwelling house (including single storey rear extension as approved under 21/02236), 32 The Close Brancaster Staithe) – Council agreed unanimously to raise no objection to this application.
- c) PA 22/02279 (variation of conditions 2 and 4 of planning permission 21/00455: Extension to the side of the property, Sanderlings, 10 Anchorage View Brancaster) – Council, with one abstention, agreed to raise no objection to this application.
- d) There were no other planning matters reported or late applications to consider.

2023.01.10.07 - Delegated decisions etc.

- a) There had been no delegated decisions since the last meeting.

2023.01.10.08 - Other matters

- a) Cllr Borthwick noted she had attended: a meeting of the Bell's Charity (minutes to be sent, response to Clerk questions on representation of Council to be discussed, donations made well-received); RWNGC Car Park Committee (revamp of toilets, new dog bin, charges up to £10 per day and £5 rise in season ticket, money to PC £52,318); Brancaster Staithe Village Hall meeting (new secretary, fire damage repaired, need for more bookings, possible play equipment to be discussed further). Noted by others: parking on side of Beach Rd, PC input into car park management (e.g. Health and Safety), work on substation at Brancaster Village Hall.

a. Council agreed, with two abstentions, to adopt a draft paper on Council representation on external groups and internal group structure⁵.

b. Changes were agreed to Council reps: Coronation – Cllr Carpenter expressed reluctance to serve on this⁶; Cllr Pratt to be added for Cemetery and Barrow Common.

There was mention of a previous Footpath Group report – Clerk requested an electronic copy be sent to him.

- b) It was noted that the landowners had not agreed to sign the licence sent to BPC by their solicitors and previously agreed by Council.
 - a. Council agreed that the Clerk should write, via solicitors, to state that Council would regard the process as ended by the landowners should a response not be received by the 20th January.

³ Full details below. Also to note the fact that the legal provision was ring-fenced funds rather than a separate budget line, and that, should car parks go ahead, a sum for these could be added at a later date. Allocated reserves for appropriate/allowed projects may be taken from CIL, with relevant adjustments then being made.

⁴ Full details below

⁵ This will be on website with other Policies

⁶ Leaving Cllr Bax alone; Clerk requested public get in touch if they wished to be involved

Signed:

(Chair)

Date: 7/2/2023

- b. There was a very lengthy discussion of the revised traffic management plans, with contributions from Public involved in the process. Council agreed, with two abstentions, that it should agree to the latest plans.
- c. Another lengthy discussion took place on the details of the (previously agreed) proposal to contribute to parking permits. Noting that a new Council might change this, it was agreed to defer until May.
- d. Council agreed, with one abstention, to request that NCC proceed with the formal process of consultation on the traffic management proposals following the stakeholder meeting on 13th January.

2023.01.10.09 - Correspondence and requests

- a) Moved later by Chairman.
- b) Brancaster Village Hall had proposed CCTV at the Hall, and were seeking grants. Clerk noted they had ensured all administrative requirements were in place.
 - a. Council agreed to write a letter of support for BCKLWN CIL application.
 - b. Council agreed unanimously to provide £1,000 of funding for the CCTV.
- c) It was agreed that the Clerk⁸ should write a "strongly-worded letter" to NCC over the continued delay in re-opening the FP5 Boardwalk.
Prop: Cllr Borthwick; 2nd: Cllr Carpenter; unanimous
- d) An extended discussion on provision of grit bins in the Parish took place. With only one Cllr wishing to pursue this, the process was not pursued.
- e) Clerk noted the need for a new website⁹, due to accessibility requirements etc. Council agreed expenditure of up to £1,200 for a new website, with the Clerk to organise the detailed provision.
- f) It was noted that Clerk had a new printer – expenditure agreed retrospectively above.
- a) It was noted that a claim had now been made against Council by SHADCRA, under small claims provisions, regarding car park receipts. An extension for BPC response had been requested and granted. This was in the hands of insurers, and Clerk, as legal officer, in association with Chair, would be responding.

2023.01.10.10 - AOB and agenda requests

- a) Cllr Borthwick commented on the state of the noticeboards. Clerk to send quotes etc. with a view to replacement being on a future agenda. Further requests to discuss matters not in Council's areas of responsibility were made – Clerk requested that these be reported directly to the relevant bodies. Council to request Cllr Jamieson attend to be asked about issues such as flooding. A reminder was made of a meeting with the National Trust on 13/1/23 ref the Village Green.

2023.01.10.11 - Public Questions

- a) A question regarding the tie between double yellow lines and car parking provision was asked – this not absolutely necessary.

⁷ Clerk noted this was under other powers – i.e. not a donation under s.137, 1972 LGA.

⁸ In conjunction with Cllr Bax

⁹ Council had previously agreed £750 for this process. Three quotes not pursued under Financial Regs (professional services) and to link with domain provider etc.

Signed:

(Chair)

Date: 7/2/2023

2023.01.10.12 - Next meeting

a) The next meeting was confirmed as being on Tuesday 7th February 2023 at 6.30pm in Brancaster Village Hall.

Meeting ended at c.8.50pm

Income and Expenditure:

Date	To	For	Amount	of which VAT	budget
15/12/22	Simon Bower - add expenses	Christmas Trees	£280.00	£0.00	contingency
	nPower - approx	Street Lights	£179.83	£8.56	utilities
	ECS - jan	Computer	£9.00	£1.50	admin
10/1/23	BVH - rem 22/23	Room hire	£52.50	£0.00	admin
10/1/23	Heronwood	Grass Cutting	£139.00	£0.00	open spaces
10/1/23	Kevin Crompton	Tree Install	£100.00	£0.00	contingency
10/1/23	ECS	Printer	£312.00	£52.00	admin
31/1/23	Salaries	Salaries	£1,628.92	£0.00	salaries
INCOME					
9/12/22	Allotments	Rent	£480.00	£0.00	miscellaneous

Budget/precept on following sheet

Signed:

(Chair)

Date: 7/2/2023

Budget etc.

BUDGET AREA	22/23 budget	23/24 budget
s.137	£5,500.00	£5,500.00
Open Spaces	£7,500.00	£6,500.00
Projects	£3,500.00	£3,500.00
Utilities	£3,200.00	£6,500.00
Admin	£4,525.00	£7,650.00
Salaries	£19,000.00	£21,000.00
Insurance	£1,100.00	£1,600.00
Repairs/Fees	£500.00	£500.00
Legal	£1,000.00	£0.00
Jubilee/Coronation	£5,000.00	£3,000.00
Allowances		£3,500.00
Contingency	£2,266.25	£2,687.50
Miscellaneous	£0.00	£0.00
Total - excl VAT	<u>£53,091.25</u>	<u>£61,937.50</u>
PRECEPT		
Precept 22/23	£23,159.05	<u>£23,321.06</u>
Tax base	771.90	777.30
per band D - unchanged	£30.00	£30.00
OTHER INCOME		
Car Park (exact unconfirmed)	£52,000.00	
ALLOCATED RESERVES		
Legal Fees	£10,000.00	£20,000.00
Play equipment	£3,000.00	£6,000.00
Ring fenced CIL (at 11/1/23)	£41,019.39	£41,019.39
Total	<u>£54,019.39</u>	<u>£67,019.39</u>

Signed:

(Chair)

Date: 7/2/2023

Brancaster Parish Council

Minutes of the additional meeting of Council held on Tuesday 24th January 2023 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

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

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

Meeting began at 6.33pm

2023.01.24.01 - Declarations of Interest

- a) Declaration of Interest was received from Cllr Borthwick (car parks).

2023.01.24.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Lawton and Thompson.

2023.01.24.03 – Finance & Legal

- a) Clerk and Chair outlined latest position: a “final” licence had been agreed by Council, but the landowners were then not prepared to sign this. Council had agreed to give until 20th January for further correspondence, but no such response had been forthcoming via solicitors. A decision was therefore required as to whether to regard the process as concluded. Each Cllr was given the chance to express their views¹ – these included sadness, frustration, lack of trust, concerns over process and intent, waste of time and money, and learning from this. Council agreed that, in light of the landowners’ actions regarding the issues of car parking at Cherry Field and Cock Martin, it considered the matter closed, and would be taking no further action. A recorded vote was requested.
For: Cllrs de Winton, Bax, Bocking, Carpenter, Cotton, Pratt, Roberts; Abst: Cllr Borthwick; 7-0
- b) Following from the above, external bodies needed to be informed. It was agreed that the Clerk should contact: Solicitors, Land Agent, Highways, Planning/Planning Consultant, Parking and Safety Team and potential contractors. Also that a public statement should be prepared by Cllr Bax and the Clerk.

Clerk noted the issue of electronic signs. These may now be simpler and cheaper – to contact Highways on this. A question was asked as to the solicitor’s costs of the car park process: £5,895, of which £4,332 had been paid (including VAT).

Planning

- a) No member of the Public spoke on Applications below.
- b) Responses to Planning Applications:
 - a. 22/02285 (Construction and installation of swimming pool, 11 Sawyers Yard, Brancaster) – no objection raised.
 - b. 22/00905 (Retrospective fence in excess of 2m to the south, etc., 29 Mill Hill, Brancaster) – no objection raised.

¹ Cllr Borthwick did not comment or vote, having declared an interest.

Signed:

(Chair)

Date:

Public Questions

- a) Question asked about yellow lines at Harbour Way – these to be single yellows, for July and August only. It was noted by the questioner that this was sensible.

Next meeting

- a) The next meeting was noted as being on Tuesday 7th February 2023 at 6.30pm in Brancaster Village Hall. It was also noted that there would be a Coronation Planning session before this, starting at 5.30pm – residents were encouraged to attend and spread the word.

Meeting ended at 7.08pm

Signed:

(Chair)

Date:

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 7th February 2023 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr R Roberts (Chair), Cllr B Bax, Cllr S Bocking, Cllr V Carpenter, Cllr C Cotton, Cllr R Lawton, Cllr C Pratt, Cllr J Thompson

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

Meeting began at 6.33 pm

2023.02.07.01 - Declarations of Interest

- a) No Declarations of Interest were received.

2023.02.07.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs de Winton and Borthwick.

2023.02.07.03 - Minutes

- a) The minutes of the meeting on 10th January 2023 were accepted as a true record and duly signed.
- b) The minutes of the additional meeting on 24th January 2023 were accepted as a true record and duly signed.
- c) Cllr Thompson suggested that the lawyers dealing with the SHADCRA claim should be referred to the Golf Club and National Trust – Clerk noted they had been given Golf Club details.

2023.02.07.04 - Reports

- a) Chair's report. Cllr Roberts did not add report – Clerk noting he would be dealing with more.
- b) Report from Borough Councillor. Cllr Lawton noted he had £250 remaining in his Member's Fund for local organisations. There would be a meeting relating to the Wash Barrier on 19/4 at the Princess Theatre.
- c) No report from County Councillor¹.
- d) The Clerk noted the following:
- SHADCRA had launched a small claim against Council for Car Park income based on their one Common Right. Insurers had responded by the deadline with a "robust" defence.
 - A letter had been received complaining of an abusive reception by Member of Public at Brancaster Staithe Harbour on publicly accessible land; also area messy.
 - Cllrs should take care not to mention Public by name, and with what is said.
 - Detailed response to the Boardwalk issues had been received from NCC – decision made by NCC to replace entirely.
 - Elections – nomination period 21st March to 4th April; meeting for prospective Cllrs in Brancaster Village Hall on 28th Feb. "In person" voters need Photo ID.

¹ Cllr Jamieson had sent a report which was not received by the Clerk prior to the meeting.

Signed:

(Chair)

Date: 7/3/23

- Website – site plan agreed, mock-up ready. Training and meetings undertaken.
- Training – had attended Interests and Leadership sessions; VAT and networking coming up.
- Banking – issue with Barclays seeking information and not understanding Councils. Had written from elsewhere to MP and NALC. Brancaster sorted, but took time.

2023.02.07.05 - Finance

- The Clerk presented the finance figures. No new issues to report – balances just over £125K. The Audits for 20/21 and 21/22 were now complete. A challenge by SHADCRA had been made (costing BPC £1,242.50), and when they involved the Police, the Audit process was suspended. This having gone nowhere, Littlejohn had completed the Audits. 20/21 had the expected “failures” (Auditor noted that BPC had addressed these in the report and what was being done, so no further action). The 21/22 report was “clean”, though both years’ reports referred to the SHADCRA claim in “other matters”. All information available on website or on request.
- Clerk requested additional payment of £400+VAT for Audit for 21/22 – received after pack prepared. He also noted that two deposits of £231 would be coming in (car park planning refunds had been chased). *All expenditure as listed in the pack, and with addition noted above, was approved for payment².*
- Council agreed the updated Risk Management Strategy as presented³.*
- Council agreed to add key person cover to the insurance provision – cost £22pa from May.*

2023.02.07.06 - Planning

- No member of the Public spoke on Planning Applications.
- PA 23/00048/F (Installation of solar panels to southern and western roof facades of The Ship Hotel, Main Road Brancaster). *Council agreed to make no objection to this application.*
- No late applications to consider.
- Cllr Lawton noted that the recent Barn to Dwelling application on Common Lane, Brancaster Staithe, had been approved by Committee.

2023.02.07.07 - Delegated decisions etc.

- No decisions required due to additional meeting in January.

2023.02.07.08 - Other matters

- Cllr Bax had attended a Saxon Shore meeting – Port Evo to follow in agenda. She and Cllr Carpenter had attended a presentation of the Hornsea Wind Farm, providing info sheets and noting that one application per Parish was best.
 - They had also met as the Communication Group, and Cllr Carpenter outlined their recommendations: logo and branding for BPC; a “big-tent” event to seek public input on Council activities; seek email newsletter via website; new notice boards; contact Parish News to avoid duplication etc.
 - It was agreed to delegate spending of up to £100 to the Clerk for logo/branding.* Clerk showed some options for notice boards, and Cllrs expressed a preference, to allow detailed quotes to be obtained – Clerk noted that a possibility existed of a “bulk” order with Bircham PC.

² See below

³ This will be posted online

Signed:

(Chair)

Date: 7/3/23

- b) Clerk noted the decision of the previous meeting not to pursue Car Parks. Outstanding parking issues were the NCC consultation on Traffic Orders (plans now finalised, date tbc) and the electronic signs (simpler ones were now possible, connection to a "float" on Beach Rd possible – back with NCC). Cllr Lawton requested that compulsory purchase be revisited for Car Parks – to be added to future agenda. Cllr Thompson referred to keeping car parking sites "reserved" in local plans.
- c) A Coronation planning meeting had been held just prior to this meeting with around 25 present. General plans were discussed and a timetable begun.
 - a. Suggestion of a marquee was not to be pursued following c) above.
 - b. It was agreed to pursue engaging a piper, maximum cost £350, for the Beacon-Lighting/Picnic event.
 - c. Suggestion of providing portaloos was not to be pursued following c) above.
 - d. To allow flexibility, £1,000 of Coronation spending was delegated to the Clerk without reference back to Council, maximum for any one event £150.

2023.02.07.09 - Correspondence and requests

- a) No additional correspondence not already reported.
- b) An extensive discussion took place surrounding the Port Evo project, and how/whether Council should express a view. As there was yet no formal consultation, it was agreed that the Public should be informed of the project, and asked to contact Council with their views at the stage of such consultation, which Council could then use to inform its response.
- c) A meeting of several Cllrs and Clerk with the National Trust had taken place to look at proposals for the Village Green at Brancaster Staithe. An extensive discussion took place, the Clerk noting forcefully that there was an agreement in place between BPC and the Trust covering its responsibilities. An approach was suggested and agreed to keep all sides happy:
 - a. Clerk to write to NT, approving the general idea of such improvements and urging them to begin as soon as practical;
 - b. To note that Council looked forward to receiving detailed proposal(s) in due course to consider;
 - c. Council would look favourably on any funding request by the Trust.

Prop: Cllr Thompson; 2nd: Cllr Bax; unanimous
- d) Clerk noted the time had come for Beach Car Park passes to be organised. The current Policy was presented and Cllr views on the process sought.
 - a. It was agreed to amend the current Policy. This to state that two passes per property would be allowed, and that these would be by registration number, not for individuals. The references to Cherry Field and Cockmartin to be removed. Other "knock-on" changes that may be required by these amendments to be adjusted by Clerk. Cllr Roberts to be added to the relevant Group.
 - b. It was agreed, with one objection, to appoint Amy Loose to co-ordinate the passes as last year, at £16ph on a contractor basis.

2023.02.07.10 - AOB and agenda requests

- a) Clerk to arrange cleaning of bus shelters. A request for the kissing gate on the Marsh Drove to be fixed – Clerk asked that exact location and photo be provided to report to NCC.

Signed:

(Chair)

Date: 7/3/23

- b) Cllr Lawton requested that an item to appoint a handyman be added to the next agenda - Clerk noted it was already on the draft.
Clerk noted that he had now had five responses to his request for advice on contractors for the telephone boxes. He would therefore be going with the quote from Matt Tidd, based on a 3-2 split. He expressed his reservations about the issue, noting that he would be minuting his objections to a process where quotes were sought without an agreed specification, not via the Clerk, and which were not like for like, or even actually presented formally.

2023.02.07.11 - Public Questions

- a) Subjects raised were:
- Possibility of donation to the Turkish earthquake – not allowed as out of area.
 - The timeline for the Boardwalk works – Public urged to write to NCC.
 - Clerk asked if Allotments might be able to help with planting for Coronation – those present agreed to talk.

2023.02.07.12 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 7th March at 6.30pm in Brancaster Staithe Village Hall.
- b) It was agreed that the Annual Parish Meeting be, as in previous years, a short session to meet legal requirements, and be appended to a future Council meeting⁴. Clerk also noted the meeting on 28th Feb for prospective Cllrs at Brancaster Village Hall.

Meeting ended at c.8.20pm

Expenditure & Income

Date	To	For	Amount	of which VAT	budget
?	ECS - feb	Computer	£9.00	£1.50	admin
?	nPower - approx	Street Lights	£247.37	£41.23	utilities
7/2/23	BSBDVH	Meetings	£60.00	£0.00	admin
7/2/23	SLCC	Training	£36.00	£6.00	admin
7/2/23	Norman Raynore - Nov/Jan	SAM sign	£80.00	£0.00	utilities
7/2/23	Littlejohn - extra audit	20/21 Audit comp	£1,491.00	£248.50	reserves
7/2/23	Howes Percival	Car Parks	£1,573.20	£262.20	car parks
7/2/23	Aubergine	Website	£1,318.80	£219.80	admin
7/2/23	Littlejohn	21/22 Audit	£480.00	£80.00	admin
?	Westcotec - January	Street Lights	£23.75	£3.96	utilities
28/2/23	Salaries	Salaries	£1,628.92	£0.00	salaries
?	ICO	Data Protection	£35.00	£0.00	admin
INCOME					
17/1/23	UKPN	Wayleave	£1,000.00	£0.00	reserves

⁴ No date agreed, but Clerk to arrange prior to 7th March meeting.

Signed:

(Chair)

Date: 7/3/23

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 7th March 2023 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall, immediately after the Annual Parish Meeting (hence delayed start).

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

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

Meeting began at 6.38 pm

2023.03.07.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllrs Bocking and Cotton [Common Rights].

2023.03.07.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs de Winton, Lawton and Pratt¹.

2023.03.07.03 - Minutes

- a) The minutes of the meeting on 7th February, 2023 were accepted as a true record and duly signed.
- b) There were no matters arising from the above.

2023.03.07.04 - Reports

- a) Chair's report. Cllr Roberts noted that there were no notes from Cllr de Winton, but that Clerk would give a fuller report.
- b) Report from Borough Councillor. No report from Cllr Lawton.
- c) Report from County Councillor. No report from Cllr Jamieson.
- d) Report from Clerk. The Clerk covered the following areas:
 - Elections – one non-Cllr and three Cllrs had attended the meeting the previous week to outline process etc. for those standing for election. All info was available on BC and PC websites. Photo ID was required to vote, and he noted the various ways to ensure Public could have such ID.
 - A defibrillator training session would be taking place on Wed 19th April at 1pm in Brancaster Village Hall. Those interested urged to contact him asap – similar session at Bircham at 11am same day.
 - Barclays – a long process involving MP and many emails/phone calls seemed to have resolved the problem regarding provision of information. Despite this another threatening letter had been received...
 - Website etc. – he had attended the College of West Anglia to see if students could provide a logo as part of their work experience. This was going ahead – no cost though suggestion of a donation of some sort. Website draft prepared, ready to go online soon – Comms Group had seen and approved of the design etc. He requested photos and information from the Public.

¹ This had been received but was omitted at the meeting.

Signed:

(Chair)

Date: 4/4/23

- Works – phone boxes (contacted but no reply yet), bus shelters (contact and agreed).
- Boardwalk – thanks to Member of Public who had been in touch with NCC. Response indicated work would be much more extensive, and possible cost around £1m.

2023.03.07.05 - Finance

- The Clerk presented the finance figures. Current balances £135,797.83. Spending against budget in line with previous months, and no new areas of high/concerning spending.
- Council agreed by consensus to continue membership of Norfolk Parish Training and Support – cost £233 for year.
- All expenditure as listed in the pack was approved for payment².
- There was discussion on the subject of a Village "Handyman". It was agreed to approach Kevin Crompton to see if he would take the role on. This would be on a contracted basis, with the role being similar to a project manager when required. A meeting with him to be arranged to go through the role, which should not be called Handyman.
- Clerk noted the need to review policies periodically. A legal change in tendering requirements (lower limit raised from £25,000 to £30,000) needed to be included. Council agreed to make the relevant changes to Financial Regulations, but leave the remainder as previously adopted.
- Clerk noted that SLCC/NALC etc. had agreed a new Code of Conduct some time ago, but the BCKLWN had been slow to introduce this. In order to be ready for the election, he recommended adoption of the new Code. Council agreed to adoption of the Code as presented in full in the Public Pack. Cllr Bax noted that it was important that this should be followed by Cllrs after a contentious email earlier in the day. Cllr Bocking provided a contact number for the Monitoring Officer, but it was pointed out this was County not Borough.
- Clerk noted that with the volatility in the price of utilities, it did not seem sensible to pursue a fixed price at this point – contract ended in May. Cllrs agreed that this should be delayed, and they would request Clerk to pursue at a future date.

2023.03.07.06 - Planning

- Three members of the Public and one developer spoke on Applications below as they arose.
- Council considered the following Applications:
 - 23/00216 (Single storey rear extension with balcony, Chimneys, Cross Lane, Brancaster). Council agreed to raise no objection.
 - 22/02318 (Residential Development Following Demolition Of Existing Bungalow, Kia Ora, Main Road, Brancaster Staithe). There was a lengthy discussion. Council agreed to object to this Application on grounds of overdevelopment and loss of light to affected neighbour.
 - 22/01864 (Variation of condition 2 of Planning Permission 19/02000: Replacement dwelling following partial demolition, The Smithy, Main Road Brancaster Staithe). Another lengthy discussion took place. Council agreed to object to this Application: first on basis of concerns expressed by neighbour,

² See below

already on the portal, second as a rejection of retrospective applications, with a request for enforcement to be involved.

- d) Council agreed by majority with the principle of the proposed Tree Preservation Order (2/TPO/00649 – March House, Cross Lane, Brancaster) though requesting that the Apple and Leylandii trees listed as T1 and T2 be removed from the TPO.

A brief mention was made of possible issues with air source heating (noise).

- c) There were no late applications.
d) Clerk noted that Cllrs had received an up-to-date copy of his planning log. This showed a limited likely CIL income in the next period. Cllr Bax noted that a recent development where CIL exemption had been given, due to self-build status, appeared to be being let – she to provide address, with Council agreeing that Clerk should write to Borough.

2023.03.07.07 - Delegated decisions etc.

- a) There had been no delegated decisions.

2023.03.07.08 - Other matters

- a) Cllr Roberts noted he would be attending the Flood Alliance meeting on 10/3/23 – other Cllrs were also attending though not in their Cllr capacity.
b) Clerk noted he had attended a meeting at the Police Station ref Tennis Week. Plans were in place, and Cllrs had had notes. Difficult to react in the time available should issues arise, hence:

- a) Council agreed £250 of spending delegated to the Clerk in the event that such was required during Tennis Week.

- c) Cllr Bax reported on the Coronation planning meeting which had taken place earlier. Council agreed in principle to allow three trees to be planted in various sites³ in the Villages, but there were concerns about exact locations. Clerk to arrange a meeting with Cllrs and Member of Public to look at.

- d) Council agreed to purchase four new noticeboards, total cost c.£3,750, from the Noticeboard Company, with associated installation and removal of old boards.

2023.03.07.09 - Correspondence and requests

- a) No additional correspondence reported.
b) Council agreed a £250 donation to Age UK Norfolk.
c) The item relating to compulsory purchase of car park land was deferred in the absence of the proposing Cllr.

2023.03.07.10 - AOB and agenda requests

- a) Cllrs Carpenter and Bax wished to record their thanks to the Clerk on his skills and advice. Cllr Bocking raised concerns over provision of sewerage capacity and wished the Borough to be aware – he agreed to write a letter and submit to Council for approval. Cllr Borthwick noted the very large number of road closures, some of which did not even close the roads.

2023.03.07.11 - Public Questions

- a) Subjects raised were:
- Member of the Public noted that at the meeting on 10/1/23 a Cllr had erroneously observed that flooding had been caused by tarmac from the Marine Centre on Main Rd in Brancaster Staithe – this was not the case and she sought to correct it.

³ Subject to approval from landowners/those affected.

- The developer who had commented on planning above wanted to know the best way to engage with Council to avoid issues arising later. Clerk agreed to put together a paper touching on the issues raised for approval by Council.
- What was the material for the new boards? – metal.

2023.03.07.12 - Next meeting

- The next meeting was confirmed as being on Tuesday April 4th 2023, at 6.30pm in Brancaster Village Hall.*
- It was noted that an additional meeting may be required in late April – this to approve accounts before the arrival of the new Council.
- Council agreed provisional dates for meeting in 2023/24 to allow Clerk to book Halls⁴.*

Meeting ended at 8.36pm

Income and Expenditure:

Date	To	For	Amount	of which VAT	budget
?	ICO	Data Protection	£35.00	£0.00	admin
?	ECS - mar	Computer	£9.00	£1.50	admin
?	nPower - Feb 23 (actual figure)	Street Lights	£176.39	£8.40	utilities
7/3/23	NPTS	Subscription	£233.21	£0.00	admin
7/3/23	Simon Bower	Expenses	£389.99	£33.98	admin
31/3/23	Salaries - collated	Salaries	£1,628.92	£0.00	salaries
INCOME					
1/3/23	Car Parks - Howes Percival refund		£7.20	£0.00	car parks

⁴ Will be published once Hall bookings arranged.

Signed:

(Chair)

Date: 4/4/23

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday, 4th April 2023 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr T de Winton (Chair), Cllr B Bax, 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 12 Members of the Public

Meeting began at 6.31pm

2023.04.04.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllrs Bocking and Cotton (Common Rights) and Cllr Borthwick (Planning 6b.c).

2023.04.04.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Carpenter and Pratt.

2023.04.04.03 - Minutes

- a) The Chairman noted his thanks to Cllr Roberts for Chairing the previous two meeting. *The minutes of the meeting on 7th March were discussed briefly, and were accepted as a true record and duly signed.*

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

- b) No matters arising from the above minutes were raised.

2023.04.04.04 - Reports

- a) Chair's report. Cllr de Winton commented that it had been a "remarkable" year. The discussions on car parks had involved a lot of "toing and froing". NCC would be presenting the Traffic Regulation Orders in a couple of months. The fire in Brancaster Staithe had brought Villagers together in a remarkable way, and he had been proud to be Chairman.
- b) Report from Borough Councillor. Cllr Lawton noted that the Borough was in election mode.
- c) Report from County Councillor. Cllr Jamieson had apologised for not being present.
- d) Report from Clerk. The Clerk noted that nominations had closed for the 4/5/23 elections – no formal announcement of PC candidates yet, but Bob Lawton and Tom de Winton nominated for Borough Council Ward. The training for the defibrillator on 19/4/23 had only two signed up, and he would consider cancelling if numbers remained low. He had been in contact with Kevin Crompton ref the "handyman" post, and would be meeting soon to arrange details. He noted the huge number of pot-holes, particularly in Thornham which he had reported; NCC confirmed that those in Brancaster were on the schedule. He advised those present of the drop-in session ref the Boardwalk on 18/4/23. He had met with two of the Brancaster Staithe/Burnham Deepdale Village Hall Committee to look

Signed:

(Chair)

Date: 16/5/23

at options regarding possible Children's Play Equipment¹. He concluded by thanking all Cllrs past and present for their work during the Council term.

2023.04.04.05 - Finance

- a) The Clerk presented the finance figures for 2022/23 as the likely final figures ready for audit – balances totalled £192,082.70. He noted that he would be meeting the auditor in w/c 10th April, before formally seeking approval for the accounts etc. at a meeting (probably on 25th April). He had presented the new year figures with precept included – this left balance of £206K. Some budgets had large items at start of year (dog bins etc.) so spending against budget was not a reliable guide at this point. He went through the expenditure line by line.
- b) Council agreed to continue membership of the Norfolk Association of Local Councils.
Prop: Cllr Cotton; 2nd: Cllr Bax; unanimous
- c) All expenditure as listed in the pack was approved for payment².
Prop: Cllr Cotton; 2nd: Cllr Bax; unanimous
- d) Clerk noted that the Asset List needed to be approved for the audit. This was agreed with one amendment - to include an additional bench on the Marsh Common leaving the total for the AGAR form at £97,561.

6-0 (2 abst)

2023.04.04.06 - Planning

- a) Two Members of the Public spoke on Application e. below – they mentioned parking on the grass at the entrance of the Freebridge site, and the continued omission of a footway at the entrance on to the A149.
- b) Planning Applications were considered:
 - a. 23/00384 (Proposed extension, an increase of ridge height for loft conversion and renovation of the existing dwelling, Quexcroft, Cross Lane, Brancaster). A lengthy discussion took place ref the original design of Branodunum, Neighbourhood Plan Policy 4, scale of development etc. It was agreed to object to this application on grounds of inappropriate development and that Cllr Lawton would call the application in.
 - b. 22/01606 (Replacement dwelling, garage and outdoor dining area following demolition of existing structures, Birch Trees, Broad Lane, Brancaster). No objection was raised to this application.
 - c. 23/00467 (2 Storey Extension, Tangle Pickers, Main Road, Brancaster Staithe). No objection was raised to this application.
 - d. 23/00436 (Conversion of former garage to annex and insertion of roof-light to kitchen roof in house, Corner Cottage, Dalegate Road, Burnham Deepdale). No objection was raised to this application.
 - e. 22/01796 (Construction of 12 affordable dwellings with associated external works and access, Brentwood, Main Road, Brancaster Staithe). A lengthy discussion ensued. It was agreed that Council should not object to this application, but that the Clerk should note (since the vote was close – four for, three against and one abstention) concerns over car parking being squeezed in. It was unanimously agreed that a request for a footway at the entrance should be insisted upon.

¹ Mentioned later in meeting as omitted at the time.

² See below

Signed:

(Chair)

Date: 16/5/23

- c) Correspondence had been received regarding a previously considered application at the Smithy in Brancaster Staithe. It was agreed that the Clerk should write to Borough Cllr requesting enforcement be asked to ensure that all development at and around the site was in line with approved plans.
- d) No late arriving applications.
- e) The draft policy on working with developers on planning matters was agreed without amendment without objection.
- f) Cllr Bocking had written regarding infrastructure issues relating to planning, as requested. It was agreed to send this to Planning, with an added paragraph; this to state that, if the Borough view was that it was not a planning consideration, Council wished to know the best way to ensure infrastructure kept up with development. It was also agreed to invite Anglian Water to present their position.
- g) No other planning matters raised.

2023.04.04.07 - Delegated decisions etc.

- a) No decisions were reported to have been made under scheme of delegation.

2023.04.04.08 - Other matters

- a) Cllr Roberts noted that he had attended the Strategic Flood meeting (along with Cllrs Bocking and Cotton) and that he had found it eye-opening and concerning.
- b) Cllr Bax noted the events that would be taking place over the Coronation Weekend.
 - a. Council agreed to the purchase of two oak trees to be place on Brancaster Playing Field and Brancaster Staithe Village Green. Cost of trees, delivery and installation c.£600.
 - b. Additional requests had been made (and circulated to Cllrs prior to the meeting). It was agreed to grant £500 to Brancaster Village Hall, and £300 to Brancaster Staithe Village Hall for their events and to fund 20 litter-pickers (to be PC property) costing c.£150 for the Bank Holiday volunteering session. There was discussion of providing circular benches for each tree, with quotes being put for consideration at the additional Finance Meeting.
- c) Cllr Bax noted the Clerk had sought a logo prepared by College of West Anglia students. The Clerk presented three preferred designs³, and Council picked two for further work.

2023.04.04.09 - Correspondence and requests

- a) No additional correspondence reported.
- b) This item (potential compulsory purchase of car park sites) deferred until after the election.
- c) Council agreed, on an annual review basis, to the use of part of the Brancaster Playing Field for overflow parking for Brancaster Village Hall events, as in previous years.

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

- d) NCC were proposing lowering the speed limit on the A149 where the national limit applied. Clerk asked to be allowed to speak personally – granted. Council agreed to respond by requesting justification and evidence for the proposals.

³ Chosen by Communication Group and Clerk.

2023.04.04.10 - AOB and agenda requests

- a) The work on, and condition of, the Hard was raised – Clerk to write to National Trust for update. Cllr Bax noted the Community Choir rehearsals on Fridays for the Coronation event. It was asked why a beacon lighting was happening as the King had requested they should not – this was because it was not part of an official lighting, and people wanted it. Request for UKPN to be asked for proper reinstatement after work at Brancaster Village Hall completed – to be monitored.
- b) Cllr Bax requested the tree bench item, as above, be included on the Finance Meeting agenda.

2023.04.04.11 - Public Questions

- a) Subjects raised were:
 - Pressuring NCC on the Coastal Footpath – referred to the drop in sessions above.
 - Anglian Water reporting that problems partly due to the surface water being sent into sewage system against plans.
 - Some comments on Planning Applications received.
 - The proposed 40mph limit – against.
 - Concern over NHS (waiting times, ambulances etc.) – not a PC issue, but raise with Cllrs to suggest pressuring the relevant authorities.

2023.04.04.12 - Next meeting

- a) The probable additional meeting on 25th April (tbc) noted.
- b) *The Annual Parish Council Meeting was confirmed as being on Tuesday May 16th at 6.30pm in Brancaster Staithe Village Hall.*
- c) Meeting dates and locations for 2023/24 were noted.

Meeting ended at c.8.45pm

Signed:

(Chair)

Date: 16/5/23

Expenditure⁴:

Date	To	For	Amount	of which VAT	budget
?	ECS - apr	Computer	£9.00	£1.50	admin
?	nPower - mar ⁵	Street Lights	£194.46	£9.26	utilities
?	Westcotec - mar	Street Lights	£23.75	£3.96	utilities
4/4/23	NPTS	Training	£54.00	£0.00	admin
4/4/23	BCKLWN	Dog Bins	£1,132.00	£188.67	open spaces
4/4/23	ESPO	Office supplies	£74.64	£12.44	admin
4/4/23	BVH	Room hire	£175.00	£0.00	admin
4/4/23	BSBDVH	Room hire	£150.00	£0.00	admin
4/4/23	Billy James	Bagpipes	£400.00	£0.00	coronation
4/4/23	NALC	Training	£52.04	£8.67	admin
4/4/23	NALC	Sub 23/24	£289.68	£0.00	admin
4/4/23	SHADCRA	Wire Money	£200.00	£0.00	misc
4/4/23	Noticeboard Company	Noticeboards	£4,464.12	£744.02	reserves
4/4/23	Amy Loose	Car park passes	£288.00	£0.00	admin
4/4/23	BVH	Coronation	£500.00	£0.00	coronation
4/4/23	BSBDVH	Coronation	£300.00	£0.00	coronation
28/4/23	Salaries	Salary	£1,622.63	£0.00	salaries
INCOME					
?	RWNGC	Wire Money	£100.00	£0.00	misc
?	BCKLWN	Precept	£23,321.06	£0.00	precept

⁴ Including known amounts agreed for Coronation during meeting

⁵ Approximate figure only in pack – this corrected figure received on day of meeting

Signed:

(Chair)

Date: 16/5/23

Brancaster Parish Council

Minutes of the additional meeting of Council held on Tuesday 25th April 2023 at 6.30pm

The meeting was held in Brancaster Staithe Village Hall

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

Also in attendance: Simon Bower (Parish Clerk) and one Member of the Public

Meeting began at 6.31pm

2023.04.25.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllr Borthwick (item 5b) and Cllr Bocking and Cotton (Common Rights).

2023.04.25.02 - Apologies for absence

- a) Apologies for absence were received from Cllr Bax, Cllr Pratt and Cllr Thompson.

2023.04.25.03 - Finance

- a) The Clerk presented the figures on which he had based the accounts for 2022/23. This included¹ bank statements and reconciliation, expenditure lists, budget spending, reserves list etc. He noted that the Internal Auditor had now confirmed both the figures and his agreement with the statements on his section of the form – signed copies given to all Cllrs.
- b) Clerk answered one or two questions relating to payments, including the total costs of grounds contracts – this to be revisited by the new Council. There was discussion of the Beach Car Park income – some Cllrs were concerned that there had been no paperwork supporting the payment from the Golf Club for this. The Clerk noted this was not part of BPC accounts process.
- c) A vote was called to approve the accounts. This was two in favour, three against and one abstention. There was a heated exchange, during which the Clerk noted that this was in essence an accusation of impropriety; Cllrs were asked if they believed the figures were accurate, and they concurred. He noted that paperwork relating to the money received from the Golf Club was not part of that process, and that it had long been held that Council would have no recourse should money not be forthcoming – Council did not invoice for this payment. He requested a short adjournment to consider his position. [Break.]
On his return after five minutes, he explained the ramifications of the above decision, and sought (with Cllr Borthwick in particular) to find a form of words reflecting the actual view of Council: Council accepted the figures presented by the Clerk as the Accounts for 2022/23. There was discontent from some Cllrs about the paperwork relating to income from the Beach Car Park. A recorded vote was requested by Cllr Lawton.

¹ All of which had been included in the public pack.

Signed:

(Chair)

Date: 16/5/2023

Prop: Cllr Carpenter; 2nd: Cllr Lawton; unanimous, Cllrs Bocking, Borthwick, Cotton and de Winton also being in favour

- d) All figures had been provided to Cllrs in time, but the Internal Audit had not been completed until earlier in the day². The agenda provided for Council to recommend to the new Council approval of the forms, or to allow approval then and there, should they be happy that the Audit reflected and supported the figures etc. – Council agreed to follow the latter course.

The Clerk summarised and explained the Governance statements in turn. Council agreed unanimously that all boxes on the AGAR Governance Form should be ticked. The form was duly signed. Council unanimously approved the Accounting Statements as an accurate record. This form was duly signed.

- e) All expenditure as listed in the pack was approved for payment³.

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

The Clerk noted that a large sum of expenses had been incurred by him recently, and requested payment of around £400, subject to details being provided to Cllrs. Council also unanimously agreed to payment of Clerk expenses on this basis.

Surprise was expressed at the use of the Clerk's personal card, and it was agreed that pursuit of an alternative method should be pursued asap.

- f) There was discussion of adding circular benches to the Coronation Trees, for which quotes had been obtained. There was no agreement to pursue this at this point.
- g) A report on the defibrillator training on 19/4 was made, and various suggestions were made for donations varying from £100 to £1,000. Council agreed a donation of £250 to the East Anglian Air Ambulance. It was noted that Brancaster Staithe Village Hall might pursue the purchase of a defibrillator for the Hall.

2023.04.25.04 - Public Questions

- a) A question was asked about regular donations – it was explained that there were no such automatic donations; Clerk noted that on receipt of a request from an outside organisation he forwarded this to Cllrs for one of them to propose.

2023.04.25.05 - Planning

- a) Planning Applications were considered:
- a. 23/00456 (Reform existing roof to facilitate new inset balcony, Woodthorpe Villa, Main Road Brancaster Staithe) – Council agreed to raise no objection to this application.
 - b. 23/00467 (2 Storey Extension, Tangle Pickers, Main Road, Brancaster Staithe) – Clerk explained he had complained about documents not being available, and backdated when finally posted. Council agreed to defer a view.
 - c. 23/00665 (Proposed annexe replacement. Revised design to planning consent 21/02317/F, Dormy Cottage, London Street, Brancaster) - Council agreed to raise no objection to this application.
- b) There were no late-arriving applications

² This had been emailed to all Cllrs and a paper copy available at the meeting.

³ See below

20223.04.25.06 - Next meeting

- a) The next meeting – the Annual PC Meeting - was noted as being on Tuesday 16th May 2023, at 6.30pm in Brancaster Staithe Village Hall.

The Clerk wished to add his thanks to all Cllrs who had served during the 2019-23 Term; he would be writing personally to those not returning in due course.
Cllr Carpenter thanked the Clerk.

Meeting ended at c.7.45 pm

Expenditure:

To	For	Amount	of which VAT	budget
Heronwood	Grass Cutting	£144.50	£0.00	open spaces
Marcus Townsend	Grass Cutting	£122.50	£0.00	open spaces
Westcotec - apr	Street Lights	£23.75	£3.96	utilities
East Anglian Air Ambulance	Donation	£250.00	£0.00	s.137
Simon Bower	Expenses	£432.92	£23.20+	various

Signed:

(Chair)

Date: 16/5/2023