

Brancaster Parish Council

Minutes of the Annual Meeting of Council held on Tuesday 16th May 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 A Dovey, Cllr W Gardiner, Cllr S Osborn, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and approximately 17 Members of the Public

Meeting began at 6.33 pm after those Cllrs present had completed relevant paperwork, including Declarations of Office.

2023.05.17.01 – Elections of Chairman and Vice-Chairman

- a) Cllrs de Winton and Cllr Carpenter were proposed as Chairman. *Cllr de Winton was elected as Chairman for the Year 2023/24, by four votes to two, with two abstentions.*
- b) Cllr de Winton signed the Declaration of Acceptance of Office as Chairman.
- c) Cllrs Bax and Borthwick were proposed as Vice-Chairman, but only Cllr Bax was seconded. *Cllr Bax was elected as Vice-Chairman for 2023/24¹.*

2023.05.17.02 - Declarations of Interest

- a) Declarations of Interest were received from Cllrs Bocking (Common Rights, Planning App c)) and Borthwick (Planning Apps a, c, and d).

2023.05.17.03 - Apologies for absence

- a) Apologies for absence were received from Cllrs Bax and O'Sullivan
- b) *Council agreed that Cllr O'Sullivan should be permitted to sign his Declaration at a later date.* It was noted that Cllr Bax had already signed.

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

2023.05.17.04 - Minutes

- a) *The minutes of the meeting on 4th April 2023 were accepted as a true record and duly signed.*
- b) *The minutes of the additional meeting on 25th April 2023² were accepted as a true record and duly signed.*
- c) Relating to the above, Cllrs asked questions about the Village Contractor (agreed, but not formally engaged), the letter to BCKLWN Planning about infrastructure (no reply) and the vote on the circular benches (Clerk to check status of this).

2023.05.17.05 - Reports

- a) Chair's report. Cllr de Winton noted that Coronation celebrations had gone "really well". Elections had occurred.
- b) Report from Borough Councillor. Cllr de Winton noted the leadership of BCKLWN was still undecided following the Elections. He commented on the magnanimity of former BCKLWN Cllr Lawton.

¹ Cllr Bax to sign her Declaration at a later date.

² A typo on the date was corrected, though minute references were correct.

Signed:

(Chair)

Date: 6/6/2023

- c) Report from County Councillor. Cllr Jamieson had sent a lengthy written report which had been circulated to all Cllrs. Cllr Bocking commented that he had thanked him for this.
- d) Report from Clerk. The Clerk commented on the Elections, noting that he would be thanking all outgoing Cllrs. He noted that a laptop would be useful for security, succession planning and to help with Planning Applications; a previous decision to proceed from July 2020 had never been pursued and he proposed to do so – no one objected. He had spent a considerable amount of time working on the new website, which he hoped would be live in a week; this may require an overtime request at a future meeting.

2023.05.17.06 - Finance

- a) The Clerk presented the finance figures, noting balances at just under £212K. Some budgets had large items early in the year, so appeared to be highly spent – no concern. Council had received large CIL payment and VAT return.
- b) Noting that obtaining three quotes had proved impossible, due to ongoing SHADCRA legal action, Council agreed to a three year Insurance contract with BHIB for £1517.47.
Prop: Cllr Carpenter; 2nd: Cllr Borthwick; unanimous
- c) All expenditure as listed in the pack was approved for payment³.
Prop: Cllr Osborn; 2nd: Cllr Carpenter; unanimous
- d) It was agreed unanimously that Cllrs Carpenter and Osborn should be added as signatories.
- e) It was agreed that the Clerk should arrange a credit card for Council, noting that this would only require the Clerk to authorise. It should have a limit of £1,000 and be paid monthly.
- f) It was agreed to purchase a £100 Amazon voucher for the College of West Anglia student who had designed the Council logo.
- g) It was noted that NCC had requested payment of £20,000 to proceed with the Traffic Regulation Orders and works, though Cllr Jamieson had indicated NCC would cover some of this cost. Council agreed to this payment, subject to Council's contribution being a maximum of £20,000.

Prop: Cllr Carpenter; 2nd: Cllr Ullswater; 6-0 (2 abst)

2023.05.17.07 - Planning

- a) Members of the Public spoke on Application c below. The applicants for the late Application were present if questions were raised.
- b) Planning Applications were considered:
 - a. 23/00467 (2 Storey Extension - Tangle Pickers, Main Road, Brancaster Staithe) – Council agreed to raise no objection to this application.
 - b. 22/00905 (Retrospective fence in excess of 2m to the south, etc. - 29 Mill Hill Brancaster) - Council agreed to raise no objection to this application.
 - c. 22/02318 (Proposed Residential Development Following Demolition Of Existing Bungalow - Kia Ora, Main Road, Brancaster Staithe) – Council agreed to object to this application on grounds of overdevelopment, the belief that the parking provided was too cramped, reference to point 3.6 in the Neighbourhood Plan – like for like, concerns over loss of light/privacy and

³ See below

overlooking, particularly from Plot 3, storage within the properties and therefore their sustainability.

- d. 23/00739 (Conservation project including change of use of existing aviary, new aviaries and associated dwelling for warden/conservation officer - Marsh Farm, Main Road, Burnham Deepdale) – Noting that the item was being called in by Borough Cllr, Council agreed to raise no objection to this application.
- e. 23/00749 (Single storey rear extension to form kitchen/dining and snug. Re ordering plan. Single storey boat store – Fairways, 14 The Cricket Pasture, Burnham Deepdale) - Council agreed to raise no objection to this application, though it requested that any trees removed should be replaced elsewhere on the plot.
- f. 23/00644 (Proposed Rear Extension - 14 Common Lane, Brancaster Staithe) - Council agreed to raise no objection to this application.
- c) A late application had been received (23/00384 - Proposed extension, an increase of ridge height for loft conversion and renovation of the existing dwelling – Quexcroft, Cross Lane, Brancaster) - Council agreed to raise no objection to this application.
- d) There were no more planning matters to report.

2023.05.17.08 - Delegated decisions etc.

- a) None had been taken.

2023.05.17.09 - Other matters

- a) On invitation, Bob Lawton reported that he had attended the Barrow Common Management Cttee, while still a Cllr; things running smoothly, proposals to remove some trees, reference to alleged “illegal works”. Cllr Borthwick had attended a Staithe Village Hall meeting.
 - a. Explanation of the roles and requirements for groups was made, with some being removed/amended. Council agreed representation and membership as appended below. It was noted that Cllr O’Sullivan being absent meant he should have the option to be added in, with Clerk negotiating such changes.
- b) The Clerk noted that Policies should be reviewed at the Annual Meeting. Several had been during the year, but this should be priority for the Governance Group. Standing Orders would have been revisited, but NALC were revising the model.

2023.05.17.10 - Correspondence and requests

- a) The Clerk noted he had received an email complaining that there was no indication of the tide times for drivers on Beach Rd.

2023.05.17.11 - AOB and agenda requests

- a) Cllr Carpenter requested agenda items on removing the warding of the Parish for elections, the Pledge (Civility and Respect project) and emergency preparedness. Cllr Dovey requested information on how groups operated – Clerk to send details. Cllr de Winton commented on the difficulties encountered by emergency response teams – Clerk to add to note to Borough regarding infrastructure. Cllr Bocking noted lack of progress on two issues raised with NCC pre-COVID; details given to Clerk. The state of the Mill Rd Cemetery was raised – in the absence of Vicar etc. Clerk to write to Bishop.

2023.05.17.12 - Public Questions

- a) Subjects raised were:
 - Projection options for Planning Applications – ref Holme PC.
 - Cemetery actually had been cut.

Signed:

(Chair)

Date: 6/6/2023

- “Infringement” on Barrow Common – letter on its way.
- Problems with Fire Engine accessing Village; cars in way – part of Traffic management proposals.
- Traffic warden.

2023.05.17.13 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 6th June at 6.30pm in Brancaster Village Hall.

Meeting ended at 8.38 pm

Expenditure:

Inv Date	To	For	Amount	of which VAT	budget
1/5/23	ECS - may	Computer	£10.20	£1.70	admin
	nPower - approx - apr	Street Lights	£194.46	£9.26	utilities
	Westcotec - apr	Street Lights	£23.75	£3.96	utilities
21/4/23	BSBDVH	Extra Meeting	£25.00	£0.00	admin
29/4/23	Kevin Crompton	Grass Cutting	£240.00	£0.00	open spaces
24/3/23	BCSC	Insurance	£294.49	£0.00	open spaces
	BHIB	Insurance	£1,517.47	£0.00	insurance
31/5/23	Salaries	Salary	£1,622.63	£0.00	salaries
INCOME					
24/4/23	HMRC	VAT rtn	£6,651.11	£0.00	reserves
27/4/23	BCKLWN	CIL	£3,988.18	£0.00	reserves

Council representatives on external groups

Brancaster Beach Car Park: C Borthwick, V Carpenter
 Brancaster Village Hall & Bar 71: S Ullswater
 Brancaster Staithe & Deepdale Village Hall: C Borthwick
 Brancaster Commons Committee (Salt Marsh): T de Winton (dep A Dovey)
 Bell's Charity: C Borthwick
 Sea Defence Committee: A Dovey, S Osborn
 Barrow Common Management Committee: S Bocking, W Gardiner
 Brancaster Community Sports Club: B Bax, S Ullswater
 Brancaster Allotment Society: Cllr Gardiner
 Saxon Shore Parish Forum: B Bax, V Carpenter, T de Winton (all invited as depts)

Council internal group membership

Assets/Strategic Planning	CB, WG, TS(?)
Event Planning	BB, AD
Finance	BB, TdW, SO
Governance etc	BB, TdW
Communications	BB, VC
Car Park Passes	VC, TdW, SU

Signed:

(Chair)

Date: 6/6/2023

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 6th June 2023 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr B Bax (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr V Carpenter, Cllr A Dovey, Cllr W Gardiner, Cllr T O'Sullivan, Cllr S Ullswater

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

Meeting began at 6.30 pm

2023.06.06.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllr Gardiner (item 9.c.c).

2023.06.06.02 - Apologies for absence

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

2023.06.06.03 - Minutes

- a) The minutes of the Annual Meeting on 16th May 2023 were accepted as a true record and duly signed.
- b) There were no matters arising from the above minutes.

2023.06.06.04 - Reports

- a) Chair's report. No report from Cllr de Winton.
- b) Report from Borough Councillor. No report from Cllr de Winton.
- c) Report from County Councillor. No report from Cllr Jamieson.
- d) Report from Clerk. The Clerk noted the website would be live by the end of the week, and that the laptop was now ready for collection. He had received a press inquiry relating to the A149 speed limit consultation and provided responses. There had been the usual admin correspondence/requests etc. Due to it being a "short" month since the last meeting, there were still some tasks outstanding. He wished to report to Cllrs on the latest legal position on SHADCRA claim. He requested a private session for this – Cllrs Carpenter and Bax proposed/seconded this – agreed unanimously. Hence item 13 below.

2023.06.06.05 - Finance

- a) The Clerk presented the finance figures. Balances were c.£185.5K. Large outstanding transaction figure due to NCC payment info not yet available. Budget lines over 25% were due to these being loaded towards the start of the year – no concerns. He noted the Npower bill being larger than usual (c.£400) and reminded Cllrs this was due to the end of the fixed-price contract and that Council had agreed to wait on a new contract until prices were more settled.
- b) The Finance Group had been sent invoices (which were always available at meetings for inspection). All expenditure as listed in the pack was approved for payment¹.

¹ See below

Signed:

(Chair)

Date: 4/7/2023

2023.06.06.06 - Planning

- a) Members of the Public spoke on Application 23/00698 below.
- b) Planning application on agenda:
 - a. 23/00698 (Extensions and alterations including relocated garage and new boundary walls etc., Redshanks, Whiteway Road, Burnham Deepdale) – Council agreed to object to this application due to concerns over the access (splays and visibility – request that NCC Highways be asked to visit), loss of current external wall, and the new external wall narrowing the road and loss of more open street scene.
- c) Late-arriving applications:
 - a. 23/00665 (Proposed annexe replacement. Revised design to planning consent 21/02317, Dormy Cottage, London Street, Brancaster) – Council agreed to make no comment on this application. It was noted that Cllrs felt disrespected by such plans being so hard to read, which made it less likely that they would view such applications in a positive light.
 - b. 23/00809 (Two storey extension & alterations, 10 Branodunum, Brancaster) – Council agreed to object to this application on grounds of overdevelopment, and concerns that the built area exceeded 50% of the plot.

2023.06.06.07 - Delegated decisions etc.

- a) No such decisions reported.

2023.06.06.08 - Other matters

- a) It was noted that Cllr Osborn had attended a Sea Defence Committee meeting. Cllr Dovey (unable to attend) noted that the minutes showed good progress.
- b) Some amendments were agreed to Council Groups/ reps².
 - a. It was agreed that Cllrs Carpenter and Gardiner form an "Emergency Group"³.

2023.06.06.09 - Correspondence and requests

- a) No additional correspondence reported by the Clerk.
- b) It was agreed (6-0, 2 abst) to investigate the provision of circular benches around the Coronation Trees. Quotes etc. to be provided to future meeting.
 - a. It was agreed to allow the National Trust to replace the Brancaster Staithe Tree, at their expense, providing the tree guard was returned with the Council Tree. Request to be made that they might replant the "spare" one – location tbc.
- c) Three grant requests totalling c.£20K had been received from the School, the Churches and National Coastwatch. The Clerk described the position on such funding, S.137 etc. Each Cllr was asked to give a view. There was extended discussion of public consultation, role of Parish Meetings etc. Clerk was asked to put revised timings of public participation in PC meetings on future agenda. It was agreed that a Public Meeting ("Town Hall") be organised to garner views on a range of subjects, and that this should then inform the Finance Group to make recommendations on such grants. It was further agreed that the Clerk could write letters of support for those applying, should they be needed for outside applications.

² Revised list shown at bottom of these minutes.

³ This to make arrangements for a non-Cllr emergency response team/group.

- d) A selection of names was proposed for the "Community Champions Tribute" at the Norfolk Show. Clerk to use a "first-out-of-the-hat" process, suitably witnessed.
- e) It was agreed that the Clerk should write to BCKLWN requesting that consideration be given to "unwarding" the Parish. It was noted that this would require a formal consultation, and that there was not a clear majority of Council in favour of doing so at this point, merely that it should be considered (3-3, 2 abst; casting vote by Cllr Bax to proceed).
- f) Cllr Borthwick agreed to help Clerk with checking of the defibrillator at Brancaster Village Hall

2023.06.06.10 - AOB and agenda requests

- a) Cllr Carpenter asked if the Governance Group could look at a Training Policy. Cllr Bocking asked about cones – Clerk to investigate, with Cllr Borthwick asking if the cost of collection could be less, assuming a suitable volunteer could not be found. Cllr Bocking also noted receipt of an election leaflet which had been defaced by hand, asking if this should be investigated.
- b) Cllr Borthwick requested that an item on reviewing the Neighbourhood Plan (second/holiday homes issue) be added to the next agenda. Cllr Bocking asked about getting things done – this for Asset Group to sort priorities.

2023.06.06.11 - Public Questions

- a) Subjects raised were:
 - Representation of Council on Sports Club – one would be fine;
 - Community Meeting – support;
 - More public consultation – e.g. ref Brancaster Staithe parking;
 - Defibrillator locations – Clerk to add info to Newsletter on how things happen in emergency situation;
 - Timing of public sessions in meetings (2) – maybe one each at beginning and end;
 - Emergency response to nuclear war;
 - Footpath group (2) – 2026 deadline for registration;
 - Police speed checks;
 - Difficulty of hearing at meetings – sound system?
 - Fencing around UKPN unit for protection – Clerk noted completed yet, but UKPN on the case and had agreed to compensate volunteer for work on drive;
 - Noted that School was part of a Trust;
 - Disengagement of Brancaster Staithe, and effect worse if re-warded;
 - Support for School for the future;
 - Election leaflet concerns (2);
 - Use of large reserves for donations;
 - Problems with communication.

2023.06.06.12 -Next meeting

- a) The next meeting was confirmed as being on Tuesday 4th July 2023 at 6.30pm in Brancaster Staithe Village Hall.

2023.06.06.13 - Private session

- a) Following the decision made in item 4d above, the Public left at 8.37pm, along with Cllr Bocking (having a declarable interest). The Clerk reported on

Signed:

(Chair)

Date: 4/7/2023

correspondence relating to the legal dispute with SHADCRA. There was a lengthy discussion on this, but no decisions were taken.

Meeting ended at c.9.20pm

Expenditure:

Inv Date	Ref	To	For	Amount	of which VAT	budget
	DD	ECS - jun	Computer	£10.20	£1.70	admin
	DD	nPower - may	Street Lights	tbc	tbc	utilities
	DD	Westcotec - jun	Street Lights	£23.75	£3.96	utilities
30/4/23	M-6/6	Heronwood	Grass Cutting	£345.00	£0.00	open spaces
22/5/23	M-6/6	Hartop Farms	Allotments	£600.00	£0.00	misc
28/5/23	M-6/6	Dodd & Co	Picket Fence	£2,118.00	£353.00	reserves
31/5/23	M-6/6	Simon Bower	Expenses	£223.23	£8.48	admin
	contract	Salaries	Salary	£1,622.63	£0.00	salaries

Groups:

Council representatives on external groups

Brancaster Beach Car Park: C Borthwick, V Carpenter

Brancaster Village Hall & Bar 71: S Ullswater (dep: T o'Sullivan)

Brancaster Staithe & Deepdale Village Hall: C Borthwick (dep: B Bax)

Brancaster Commons Committee (Salt Marsh): T de Winton (dep A Dovey)

Bell's Charity: C Borthwick

Sea Defence Committee: A Dovey, S Osborn

Barrow Common Management Committee: S Bocking, W Gardiner

Brancaster Community Sports Club: S Ullswater

Brancaster Allotment Society: W Gardiner

Saxon Shore Parish Forum: B Bax, V Carpenter, T de Winton (all invited as deps)

Council internal group membership

Assets/Strategic Planning	CB, WG, ToS
Emergency	VC, WG
Event Planning	BB, AD
Finance	BB, TdW, SO
Governance etc	ToS, TdW
Communications	BB, VC
Car Park Passes	VC, TdW, SU

Signed:

(Chair)

Date: 4/7/2023

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 4th July 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 V Carpenter, Cllr A Dovey, Cllr S Osborn, Cllr S Ullswater

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

Meeting began at 6.31pm

2023.07.04.01 - Declarations of Interest

- a) A Declaration of Interest were received from Cllr Bocking (Common Rights).

2023.07.04.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Borthwick, Gardiner and O'Sullivan.

2023.07.04.03 - Minutes

- a) *The minutes of the meeting on 6th June 2023 were accepted as a true record and duly signed.*

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

- b) Arising from the above minutes: Cllr Carpenter referred to the defaced election leaflet – Police advised a civil not criminal matter; Cllr Bax noted that the deadline for the Norfolk Show invitation had been missed – apologies made to the individuals named last month; alternative location for the Coronation Tree to be moved – probably opposite corner of Brancaster Playing Field – tbc.

[Item 08.h taken at this point but recorded in numerical order]

2023.07.04.04 - Reports

- a) Chair's and Borough Cllr's report. Cllr de Winton noted he had attended the Saxon Shore meeting and the Beach Car Park Committee. He had also attended his first Borough Planning Committee meeting – a s.106 requirement had been placed on a new development in Holme regarding principal residence conditions. He directed attention to the new hose/attachment which had been purchased to help the Fire Service draw water from farms if required.
- c) Report from County Councillor. Cllr Jamieson had sent apologies.
- d) Report from Clerk. The Clerk noted he had visited the School, offering advice on grant applications, funding etc. He had viewed the projection facilities at Brancaster Village Hall, which would work with the new laptop. He had attended Risk Management training, and would be at both the SLCC County conference and Clerk networking in the next week. The credit card agreed previously had arrived, but work on updating the mandate was progressing slowly.

2023.07.04.06 - Finance

- a) The Clerk presented the finance figures, showing a balance of c.£191K following July payments. There was nothing of concern in the budgetary spending.

Signed:

(Chair)

Date:

b) All expenditure as listed in the pack was approved for payment¹.

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

c) Clerk had received and forwarded by email a second quote for streetlight maintenance. This was higher than the one referred to in the pack, which was 52 pence p.a. more than the long-standing current one. Council unanimously agreed to use T.T. Jones for streetlight maintenance from September 1st for three years, at £238² p.a.

2023.07.04.06 - Planning

- a) No member of the Public spoke on the Applications below, though the Developer was present for 23/00952, and answered questions on that item.
- b) 23/00539 (To replace the existing metal up and over garage door. Holmefield House, Cross Lane, Brancaster). Council agreed to make no objection to this Application.
- c) Late-arriving Application:
 - a. 23/00952 (Demolition and replacement of existing single-story extensions, reconfiguration of internal layout and vernacular of the existing dwelling. Demolition of existing shed/garage and garden room, construction of replacement garage and garden room. New access onto Broad Lane. Construction of new pool. Broad Lane House, Broad Lane, Brancaster). Council agreed to make no objection to this Application.
- d) There were no further planning matters reported.

2023.07.04.07 - Delegated decisions etc.

- a) The connector mentioned previously had been purchased on the Clerk's authority, following consultation with Cllrs.

2023.07.04.08 - Other matters

- a) Reports on meetings etc.
 - a. Cllr Bax had attended a Finance Group meeting, and visited Coastwatch site. She had also attended the Saxon Shore meeting – a presentation was made about provision of special equipment to assist older people who fall (how this might be achieved to be discussed); Port Evo Barrier Project had also been discussed.
 - b. Cllr Carpenter had attended (with Cllr Borthwick) the Beach Car Park Committee meeting – use of ANPR, a new exit and priority during works were raised. She and Cllr Gardiner had worked on emergency planning, with text for the August newsletter, and the expectation of a meeting in September.
 - c. Cllr Dovey had attended the Brancaster Commons Committee meeting – SHADCRA and the NT were in discussion on gates and boats. [As Cllr de Winton would be attending as a Borough Cllr, it was agreed that Cllr Ullswater would be the PC deputy on this group.]
- b) Council had received a report from the Finance Group as agreed at the last meeting, and considered grant applications:
 - a. Council agreed to fund³ the School trip to the Norfolk Show at a cost of £600.

Prop: Cllr Carpenter; 2nd: Cllr Osborn; unanimous

¹ See below

² Yearly cost less than the £500 requiring more than one quote

³ Using s.137 funding

Signed:

(Chair)

Date:

- b. Council agreed to grant⁴ £4,400 equally to the two Churches⁵, for grounds maintenance of the public cemetery/graveyard areas⁶. There was discussion of the re-organisation of the Benefice⁷. Clerk suggested that two deadlines per year might be looked at for donation requests.

Prop: Cllr Bocking; 2nd: Cllr Ullswater; 6-1

- c. It was agreed that Council would support National Coastwatch financially, with a figure to be agreed as a "top-up" following their external grant applications.
- c) In the absence of all three members of the Asset Group, Council did not consider their recommendations for maintenance work.
- d) Cllr Carpenter proposed the setting up of a Group to look at road safety issues (e.g. barriers). There was a brief discussion of how this might best be done, with no conclusion reached.
- e) A draft Training Policy was unanimously agreed by Council.
- f) The Clerk noted his work on audio-visual equipment for the two Village Halls. As above Brancaster was suitable, and Brancaster Staithe were looking further. He would continue to investigate microphones with assistance from a Member of the Public. Council was content with this approach.
- g) It was agreed that Council should proceed with a "Town Hall" style meeting, details to be confirmed. It was raised that there should be a "virtual" component to this to encourage engagement.
- h) [Taken earlier.] Victoria Egan of the National Trust was invited to speak. She outlined the issues which the Trust wished to address relating to various management matters at the Hard in Brancaster Staithe. These related principally to the Chain⁸, and followed consultation with users. She answered questions. The Trust were seeking agreement to this approach from Council under terms of agreements between the Trust and Council. This approach would be rolled out for 2024, with information provided in the meantime. Council agreed that it was content with this approach.
- Prop: Cllr Ullswater; 2nd: Cllr Bax; 6-1*
- i) Council noted the fire connector as above. There was a need to visit the BPC container and look at options for storage, as well as investigating current contents.

2023.07.04.09 - Correspondence and requests

- a) Clerk noted a letter relating to home improvement schemes. He had suggested this might go via the Saxon Shore route, with information in the Newsletter.
- b) A suggestion to the previous Council regarding a Neighbourhood Plan amendment regarding "principal residences" had been deferred to the new Council. There was no great appetite for this to be pursued, and a suggestion from Edward Gould (previous Plan co-ordinator) was taken on board – this to view applications in this light, and consider what Council might define as such a residence.

⁴ Under s.137

⁵ Clerk had requested that Council note that the position regarding such donations was unclear, having never been legally tested.

⁶ Clerk noted that this exceeded the 50% of the s.137 limit specified in the Donations Policy.

⁷ Clerk sought assurance that given this uncertainty, money would be spent as intended – confirmed.

⁸ The aims are listed below. The full document was publicly available online prior to the meeting.

Signed:

(Chair)

Date:

- c) Council noted the Armed Forces Pledge, and, while not agreeing to sign up to it formally, expressed its support for the aims.
- d) It was agreed that Cllr Bax should make enquiries about a possible D-Day commemoration, including beacon etc.
- e) There was discussion of the lack of cones restricting parking while the TRO was awaited. It was agreed that Cllr de Winton should approach Cty Cllr.

2023.07.04.10 - AOB and agenda requests

- a) Cllr Ullswater asked about the circular seats for the Coronation Trees. This would be on next agenda. She also asked about the possibility of “collars” to protect play equipment from strimming – these may be in container; to be checked. She asked about EV charging points – Clerk noted that this had been a long-standing project of his, but Council (in common with most in Norfolk) did not have the powers to provide – he had been advising the Village Halls, who did. Cllr Bocking asked after asset maintenance and was informed that this had earlier been deferred.

2023.07.04.11 - Public Questions

- a) It was agreed that in future Public Participation would be two equal sessions, early and late in the meeting. Total time and individual limits to remain the same.
- b) Subjects raised were:
 - Contents of the BPC container, locks, and access for Hose;
 - Use of Village Greens by local inhabitants only, ref NT proposals;
 - Funding of Primary School – money goes direct from HMG to the Trust, not via NCC;
 - Need for questionnaire type input to encourage attendance/involvement in Open Day – contact via Parish News;
 - Concern over the amount of paper used at meetings – being reduced via projection;
 - Parking concerns – incidents noted involving access for emergency services;
 - Questions over the order of items in the Agenda – no priority, sections determined by Clerk;
 - How voting is done – not always needed if clearly unanimous, finance often treated differently;
 - Support expressed for School and Town Hall;
 - Offer of information regarding fire connector to be shared among farmers;
 - Speeding – further request for Speedwatch in Parish News; further request to be made to Police.
 - Clerk noted the cancellation of plans for the A149 to be completely 30mph.

2023.07.04.12 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 1st August 2023 - at 6.30pm in Brancaster Village Hall.
- b) Diary dates for possible Planning Meetings were noted.

2023.07.04.13 - Private session

- a) As noted on the Agenda, Council agreed to go into Private Session. The Public and Cllr Bocking left during a short break, and Council resumed at 8.43pm.
- b) Council agreed to advise its Insurers on an approved way forward in the legal case brought against it by the Scolt Head and District Common Rightholders' Association.

Signed:

(Chair)

Date:

Meeting ended at c.9.15pm

Expenditure:

Inv Date	To	For	Amount	of which VAT	budget
	ECS - jul	Computer	£10.20	£1.70	admin
	nPower - jun	Street Lights			utilities
	Westcotec - jul	Street Lights	£23.75	£3.96	utilities
1/6/23	Kevin Crompton	Grass Cutting	£200.00	£0.00	open spaces
4/6/23	Marcus Townshend	Grass Cutting	£122.50	£0.00	open spaces
5/6/23	NPTS	Training	£48.00	£0.00	admin
9/6/23	ECS	Laptop	£910.19	£151.70	reserves
31/5/23	Heronwood	Grass Cutting	£545.00	£0.00	open spaces
20/6/23	Marcus Townshend	Grass Cutting	£122.50	£0.00	open spaces
23/6/23	AJ Freezer Water Servs	Connector - Fire	£593.62	£98.94	contingency
31/7/23	Salaries	Salary	£1,622.63	£0.00	salaries

National Trust Aims ref Brancaster Staithe Hard:

Taking into account the problems we wish to resolve and the views shared by those we spoke with, National Trust are seeking to achieve the following outcomes:

- a) We'd like to ensure that boats are not being parked on the chain before the 1st March.
- b) We'd like to ensure that priority is given to local people and tenders
- c) We'd like to know who owns the boats that are stored on the chain, so we can contact them directly if there is a problem
- d) We'd like those using the chain to agree to abide by the rules of the harbour and insure their craft.
- e) We'd like those who use the chain to contribute to the cost of running the harbour

Signed:

(Chair)

Date:

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 1st August 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 V Carpenter, Cllr W Gardiner, Cllr S Osborn, Cllr T O'Sullivan, Cllr S Ullswater

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

Meeting began at 6.31pm

2023.08.01.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllr Borthwick (Barrow Common Rights) and Bocking (Common Rights).

2023.08.01.02 - Apologies for absence

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

2023.08.01.03 - Minutes

- a) The minutes of the meeting on 4th July 2023 were accepted as a true record and duly signed.

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

- b) Cllr Gardiner asked which gates were referred to in the minutes above – those adjoining the Common - and Cllr Bax noted she had contacted the landowner re a possible event at Barrow Common for VE Day Commemoration.

2023.08.01.04 – Public Comments 1

- a) Subjects raised were:
 - Planning App d. below – traffic concerns and loss of turning area.
 - (x4) Concerns over National Trust Terms and Conditions at Hard, charging for use of the Chain, Village Green law.
 - Planning App e. below – applicant present if questions.
 - Planning App c. below – applicant informed this was last amendment: wall not glass, with varied heights.

2023.08.01.05 - Reports

- a) Chair's report. Cllr de Winton noted time spent on the SHADCRA legal claim. He had met with members of the Fire Brigade and discussed the new connector.
- b) Report from Borough Councillor. Cllr de Winton continued noting he had attended BC Planning meeting, and felt the Council was still in "disarray". He was working with Old Hunstanton on their Neighbourhood Plan which would mean the whole local Coast would have such Plans.
- c) Report from County Councillor. Cllr Jamieson had sent apologies for absence.
- d) Report from Clerk. The Clerk noted that several Cllrs had visited the container prior to the meeting. There was consensus that as much as possible should be donated/recycled – possibly at the Open Meeting. He added that the

Signed:

(Chair)

Date: 5/9/23

Noticeboards were likely to be installed in the next ten days or so. He had received a response from Planning re the letter sent in April, and Anglian Water had also now acknowledged, but only after a copy had been sent to local MP. [Clerk and Chair possibly to meet with Planning.] He had attended SLCC meetings and Clerk Networking event.

2023.08.01.06 - Finance

- a) The Clerk presented the finance figures. The balances were c.£183.7K including all items on the expenditure list. There were no new budgetary concerns. He noted that the External Audit had been received¹, this was "clean" with a note that allocated reserves should be clearer – this on next agenda.
- b) The Clerk noted two additional items of expenditure which he asked to be added to the list for payments. Also that the £10K payment to NCC had been agreed, and included in expenditure, but the invoice had only just been received. All expenditure as listed in the pack, and with these additions, was approved for payment².

Prop: Cllr Gardiner; 2nd: Cllr Osborn; unanimous

Cllr Borthwick asked about Grass-Cutting expenditure – Clerk to prepare paper for Asset Group. Cllr Carpenter noted her "disquiet" about the relative amounts donated to the Cemetery grass-cutting and the School – possibly raise at Open Day.

- c) Clerk noted the £85K limit on bank guarantee, current interest rates etc. and suggested possible investment in the CCLA fund. Council agreed that an account should be opened with CCLA, and £85K deposited therein.

Prop: Cllr Gardiner; 2nd: Cllr Carpenter; unanimous

- d) Council agreed an increase to payments for the moving and charging of the SAM2 speed signs from £40pm to £50pm.

2023.08.01.07 - Planning

- a) Planning Applications were considered:
 - a. 23/00698 (Extensions and alterations including new boundary walls - Redshanks, Whiteway Road, Burnham Deepdale). Council agreed to make no objection to this application.
 - b. 23/01039 (Extension & alterations to dwelling - Apple Store Cottage, Common Lane, Brancaster Staithe). Council agreed to make no objection to this application.
 - c. 23/01087 (Variation of Conditions 1 and 6 of Planning Permission 22/01864/F: Variation of condition 2 of Planning Permission 19/02000/F: Replacement dwelling following partial demolition - The Smithy, Main Road, Brancaster Staithe). Council agreed to make no objection to this application.
 - d. 23/01084 (variation of conditions 2 and 12; and removal of conditions 4, 5 and 13 of planning permission 22/01638: Conversion of existing barn into residential dwelling - Barrow Hill Barn, 40 Common Lane, Brancaster Staithe). Council agreed to make no objection to this application.
 - e. 20/01672 (outline application some matters reserved: Demolition of existing dwelling and construction of up to 7 dwellings - Cherry Trees, 12 Town Lane,

¹ All available on website

² See below

Signed:

(Chair)

Date: 5/9/23

Brancaster Staithe). There was discussion over concerns relating to density, traffic turning etc. Cllr de Winton agreed to "call in" this item.

- f. 23/01326 (Brancaster Footpath 5, boardwalk replacement and resurfacing works, including provision of passing bays, viewing platforms and associated works - Brancaster footpath 5). Council agreed to make no objection to this application.
- b) No further Planning Matters were reported.
 - a. The Clerk noted that he had received a request for a letter of support from NCC for CIL funding for the Boardwalk. Based on previously expressed views he had written this letter³, including reference to Public support.

2023.08.01.08 - Delegated decisions etc.

- a) Other than in 7.b.a above, none had been taken.

2023.08.01.09 - Other matters

- a) Cllrs reported the following meetings attended:
 - [Gardiner/Bocking] - Barrow Common Management Cttee: talk of encroachment, new benches, mowing. Cllr de Winton noted that the Fire Brigade would be looking at the Common. Comments about the Chairman were closed down.
 - [Carpenter/Bax] – Communications Group: Open Day.
 - [Ullswater] – Brancaster Village Hall: Post Office to be open two days one week, three the next, during training; Hall well-booked, and bar supported; Tennis Week plans in place. [email ref Tennis Week noted].
 - [Carpenter] – had visited National Coastwatch site; interesting. Had spoken to Golf Club and National Trust ref Active Travel plans for charging points for E-Bikes. With Cllr Gardiner had arranged meeting on 6/9/23 in Brancaster Staithe Village Hall at 6.30 to discuss local emergency plans. Had attended NALC drop-in, noting comments on behaviour in meetings, how to progress projects, greening/rewilding of cemeteries, minuting of Interests, and availability of Chairman training.
 - [Osborn] – noted Sea Defence Cttee in November.
 - [Borthwick] – Brancaster Staithe Village Hall; minutes given to Clerk, Hall could be used more, possible Play Equipment (support and involvement needed from Community).
- b) NCC: still no formal date for Traffic Regulation Order consultation – staffing issues.
- c) Agreement with National Trust on management of the Hard – deferred.
- d) Various quotations for two circular benches for Coronation trees looked at. Council agreed expenditure of up to £3,300+VAT on two circular benches with Rattan and Teak. [Noted that this required consultation with NT over their new tree.]

Prop: Cllr Bax; 2nd: Cllr Carpenter; 1 abst
- e) Clerk noted that several maintenance items raised by Asset Group had already been given to contractor for action. Cllrs agreed that any work on gates to Common should be co-ordinated with the Boardwalk works, and that the Telephone Boxes should be kept and improved, and a detailed spec produced to be operated as libraries.

³ Was included in Public Pack for meeting

- f) Council noted the Accessibility Statement as on the website with no comment.
- g) Clerk presented the current s.137 spending figures, budget and limits.
 - a. It was agreed that deadlines of June 1st and November 1st should be set for applications for grant funding from Council.
- h) There was discussion of the proposed questionnaire for the Open Day. It was agreed to insert "what is your connection with the Parish of Brancaster?" as a neutral way to establish status of those responding.
- i) Delegated powers: It was unanimously agreed to include in the Scheme of Delegation: "The Clerk to be allowed to respond to urgent decisions required in legal matters based either on previously agreed statements of position, or after email consultation with those Cllrs not subject to any declared interests."

2023.08.01.10 - Correspondence and requests

- a) Correspondence reported:
 - a. Letter from Baldwin's Gate Council, Staffordshire, ref Neighbourhood Plan. It was agreed that the Clerk should respond, noting their concerns, and expressing support for their efforts to maintain the importance of such Plans.
- b) Christmas arrangements deferred.

2023.08.01.11 - AOB and agenda requests

- a) Cllr Bax thanked the Clerk for his work on the website.
- b) Cllr Ullswater requested that arranging a meeting with Anglian Water be added to the next agenda – noted that this was part of the correspondence referred to in Clerk's report. Also possibly widen to Saxon Shore forum.

2023.08.01.12 - Public Comments 2

- a) Subjects raised were:
 - Objection to implied criticism by Cllrs when saying a "better place to live" as Brancaster could not be any better.
 - Lime Trees by Brancaster telephone box: need for work – belonged to Highways, Clerk to contact.
 - A question about BPC meeting with SHADCRA was ruled inappropriate – such contact must be via legal route.
 - One gate adjacent to Boardwalk proposed to be moved – this contradicting contact with NCC that Clerk had had.
 - Reference to gates and fences being Parish Property for many years.
 - Lack of water during fire – add to meeting with Anglian Water.
 - Agreement with National Trust (as above) raised again.

2023.08.01.13 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 5th September 2023 at 6.30pm in Brancaster Staithe Village Hall.

The Public left the meeting at c.8.45pm

2023.08.01.14 - Private session

- a) Council agreed to close the meeting to the Public under Standing Orders and relevant legislation due to the nature of the subjects to be discussed.
- b) Council agreed that the Chairman and Lead of the Finance Group should conduct the Clerk's Annual Review at a mutually convenient time. [Clerk left the room.]
Cllrs discussed matters to be raised. [Cllrs Borthwick and Bocking left the meeting. Clerk returned.]

Signed:

(Chair)

Date: 5/9/23

- c) Council discussed the latest position regarding the SHADCRA lawsuit. *It noted actions taken to date, and agreed that, if required, Cllrs Bax and de Winton, with the Clerk, should represent Council in court.*

Meeting ended at c.9.35pm

Expenditure:

Inv Date	Ref	To	For	Amount	of which VAT	budget
4/7/23	M-4/7	Brancaster School PTA	Donation	£600.00	£0.00	s.137
4/7/23	M-4/7	Brancaster Church PCC	Donation	£2,200.00	£0.00	s.137
4/7/23	M-4/7	Burnham Dpdale Church PCC	Donation	£2,200.00	£0.00	s.137
	DD	ECS - aug	Computer			admin
	DD	nPower - jul	Street Lights			utilities
	DD	Westcotec - aug	Street Lights			utilities
2/7/23	M-1/8	Kevin Crompton	Grass Cutting	£100.00	£0.00	open spaces
30/6/23	M-1/8	Heronwood	Grass Cutting	£298.00	£0.00	open spaces
	M-1/8	Norman Raynore - mar/apr	SAM moves	£80.00	£0.00	utilities
	M-1/8	Norman Raynore - may/jun	SAM moves	£80.00	£0.00	utilities
8/7/23	M-1/8	David Bracey	Play Area Insp	£132.00	£22.00	open spaces
11/7/23	M-1/8	NCC - note payment now inv	TROs etc			
12/7/23	M-1/8	Jo Morris	Expenses	£24.49	£0.00	admin
17/7/23	M-1/8	ESPO	Stationery	£88.86	£14.81	admin
22/7/23	M-1/8	BSBDVH	Meeting	£20.00	£0.00	admin
27/7/23	M-1/8	PKF Littelljohn *	Audit	£504.00	£84.00	admin
21/7/23	M-1/8	Kevin Crompton *	Works	£420.00	£0.00	open spaces
31/8/23	contract	Salaries - incl 10 hrs O/T	Salary	£1,888.58	£0.00	salaries

Notes – NCC payment previously agreed, donations paid since last meeting, asterisked items added to figures originally presented, as above.

Signed:

(Chair)

Date: 5/9/23

Brancaster Parish Council

Additional Minutes of the meeting of Council held on Tuesday 5th September 2023 at 6.30pm

The meeting was held in Brancaster Village Hall

It was agreed that this statement relating to CCLA and banking arrangements should be signed at the meeting as a formal minute, and be appended to the full minutes in due course.

Council agreed:

Banking Arrangements:

- £85,000 to be paid into a new CCLA account;
- Signatories to be at least two in the first instance, and eventually all, of: Clerk, Cllrs Bax, Carpenter, de Winton and Osborn;
- Interest payments to be re-invested in the CCLA account;
- Payments from the account only to be transferred into Council's Barclays current account;
- Clerk to have authority to transfer funds as above, without a second signature;
- All actions relating to the CCLA account to be noted to all Cllrs by email prior to each occasion.

Signed at the meeting and with the approval of Council – date 5/9/23

Tom de Winton, Chairman

5/9/23

Signed:

(Chair)

Date:

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 5th September 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 V Carpenter, Cllr A Dovey, Cllr W Gardiner, Cllr S Osborn, Cllr T O'Sullivan, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and approximately 17 Members of the Public

Meeting began at 6.34pm

2023.09.05.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllr Bocking (Item 7a.c and Common Rights) and Cllr Dovey (National Trust).

2023.09.05.02 - Apologies for absence

- a) All Cllrs were present.

2023.09.05.03 - Minutes

- a) The minutes of the meeting on 1st August 2023 were accepted as a true record and duly signed.

Prop: Cllr Dovey; 2nd: Cllr Ullswater; 8-0 (2 abst)

- b) No matters raised arising from the above.

2023.09.05.04 – Public Comments 1

- a) Matters raised:

- Concerns over the NT agreement, and charging; DEFRA guidance; NT accounts
- Planning – Item 7.a.a: history and description; involvement of planning officers
- Planning – Item 7.a.c: objection to “eyesore”

2023.09.05.05 - Reports

- a) Chair's report. Cllr de Winton noted that August had been busy. He had been generally pleased with Tennis Week, and noted efforts of Police, with whom he had met; he sensed that others had felt similarly.
- b) Report from Borough Councillor. Cllr de Winton noted that the Planning Committee had spent much time on the Town Lane proposal – number of properties likely to be reduced.
- c) Report from County Councillor. No report from Cllr Jamieson.
- d) Report from Clerk. The Clerk apologised for any offence caused at previous meeting.

2023.09.05.06 - Finance

- a) The Clerk presented the finance figures. Balances totalled c.£176K for end of September, though some direct debits were unknown at this point. No changes for budget lines which appeared overspent – payments early in year.
- b) All expenditure as listed in the pack was approved for payment¹.

Prop: Cllr Gardiner; 2nd: Cllr Carpenter; unanimous

¹ See below

Signed:

(Chair)

Date: 3/10/2023

- c) Clerk noted that External Audit had commented on need for reserves to be earmarked. Brief discussion of possible projects, and that such earmarking was a statement of intent, not an agreement to spend. Council agreed to earmark £20K for possible Brancaster Staithe Play Equipment and £10K for general "beautifying" of the Parish.
Prop: Cllr Bax; 2nd: Cllr Dovey; unanimous, and Cllr Carpenter; 2nd: Cllr Dovey; unanimous
- d) It was noted that the agreement with UKPN for the substation on Brancaster Playing Field was due for renewal. It was unanimously agreed that the Clerk should sign based on no changes other than the inflation increase in the payment to Council, but should ask for a breakdown of the figures.
- e) It was noted that certain decisions were required for setting up the CCLA investment, which the Clerk felt unable to approve alone, along with clarification on signatories. A minute was agreed based on this, and the Chairman authorised to sign at the meeting as a true record².
Prop: Cllr Ullswater; 2nd: Cllr Gardiner; unanimous
- f) It was noted that a new Internal Auditor was required, and the importance of monitoring Governance as well as figures in this role. Clerk request additional two hours of time for the Auditor, to allow for mid-year update to which Cllrs would be invited.
- a) It was agreed to appoint Sonya Blythe as Internal Auditor, at £190pa, with the additional time as above.
Prop: Cllr Dovey; 2nd: Cllr Osborn; unanimous

2023.09.05.07 - Planning

- a) Council considered the following Planning Applications:
- a) 23/01087 (Variation of Conditions 1 and 6 of Planning Permission 22/01864/F: Variation of condition 2 of Planning Permission 19/02000/F: Replacement dwelling following partial demolition, The Smithy, Main Road, Brancaster Staithe) A long discussion took place. Council agreed to object to this Application on the basis of the loss of privacy.
Prop: Cllr Dovey; 2nd: Cllr Ullswater; unanimous
- b) 23/01234 (variation of condition 2 of planning permission 21/02116/F: Dwelling and garage following demolition of existing structures, Seahenge, Town Farm Close, Brancaster) Council agreed to raise no objection to this Application.
- c) 23/01295 (Rear extension & alterations to dwelling, 2 Harbour View Terrace, Main Road, Brancaster Staithe) Council agreed to object to this Application on grounds of: inappropriate materials, effect on street scene and being out of character in an AONB, along with concerns over possible loss of light and privacy, especially given the addition of a full third storey.
- d) 23/01468 (Create opening within front boundary wall and rebuild set back into site to provide off road parking to allow for electric vehicle charging, The Limes, London Street, Brancaster) Council agreed actively to support this Application as it made a positive contribution to resolving parking problems in the area.
- e) 23/01264 (Replacement dwelling, Kia Ora, Main Road, Brancaster Staithe) Council agreed to raise no objection to this Application, provided the new dwelling could be moved back further in the plot to allow more room for parking at the front.
- b) Council considered the following late-arriving Planning Applications:

²Text, as amended, appended below

- a) 23/01326 (Brancaster Footpath 5 boardwalk replacement and resurfacing works, including provision of passing bays, viewing platforms and associated works, FP5, Brancaster) Council agreed to raise no objection to this application, though concern was expressed by some over the number of benches.
- b) 23/01310 (Two-storey extension and alterations to dwelling, 10 Branodunum, Brancaster) There was concern over the proportion of the plot taken up – Clerk to measure, and object if over 50% as per Neighbourhood Plan. There was also concern about the lack of parking spaces forcing on-road parking.
- c) No additional Planning items reported.

2023.09.05.08 - Delegated decisions etc.

- a) No such decisions to report.

2023.09.05.09 - Other matters

- a) Cllr Gardiner noted a meeting of the Assets Group – he asked about approval of works; these should all go through the Clerk, though the Group could meet with contractors to discuss possible works.
- b) Cllrs Carpenter, Bax and Dovey noted work on the “Big Tent” meeting on 23rd September, now renamed “Big Community Chat”; this to listen, learn and get to know. A leaflet advertising the event was available, and it was noted that 50 people had responded to the questionnaire – availability of this noted and how to access if not online. Involvement of local groups encouraged.
- a) Council agreed a budget of £200 for the meeting.

Prop: Cllr Bax; 2nd: Cllr Ullswater, unanimous

- c) There was discussion of the proposed extension and amendments of the Agreement between BPC and NT on the management of the Hard, the arrangements for the Chain at Brancaster Staithe Harbour and Repairs on the Brancaster Staithe Green. In order to discuss details and other relevant matters a meeting was proposed. It was agreed that a meeting should be arranged between BPC (all Cllrs to be invited) and the National Trust.
- d) It was agreed³ that the word “donation” could be used to describe the Beach Car Park income received from Royal West Norfolk Golf Club.

Prop: Cllr Ullswater; 2nd: Cllr Gardiner; 8-2

- e) It was agreed that two trees should be placed at Brancaster and Brancaster Staithe Village Greens for Christmas. Operation of solar lights to be checked.
- f) It was agreed to seek registration for Brancaster Beach as a formal Bathing Site. A suggestion was made that National Coastwatch might be asked to do the surveys and photography required for this process.
- g) Council agreed to be a “Lead Council” for the siting of Razor/Manger chairs to assist those who have fallen. It was noted that the White Horse had agreed to house the equipment.
- h) Council agreed unanimously to adopt the draft Co-option Policy.
- i) Council agreed unanimously to adopt the draft Dignity at Work Policy.

2023.09.05.10 - Correspondence and requests

- a) No additional correspondence reported.
- b) Council noted the invitation to attend a meeting in October at Hunstanton to discuss the Wash Barrier scheme. Cllr Dovey expressed an interest in attending.

³ This reversed the decision made in Oct 2021

Signed:

(Chair)

Date: 3/10/2023

It was stressed that Cllrs attending would not be expressing a Council view, as none had yet been agreed.

- c) Council agreed that it supported the proposals for the "undergrounding" of utilities to the Beach at Brancaster proposed by the National Trust.

2023.09.05.11 - AOB and agenda requests

- a) Anglian Water were mentioned, and Clerk confirmed that he had heard from them – this had been forwarded to the Saxon Shore group for a possible meeting. Cllr de Winton noted an invitation to a "Fire Award" ceremony – Cllrs to contact him if they wished to attend. A request was made for Council to address hedges – Clerk asked that problems be reported to NCC as the relevant authority. It was noted that two of the four noticeboards had been fitted.
- b) No agenda requests.

2023.09.05.12 - Public Comments 2

- a) Subjects raised were:
- Parking at the Smithy – Cllr de Winton to pursue as BCllr.
 - Further comments on NT ownership and management of the Brancaster Staithe Green, and possibility of public involvement in discussions.
 - Notes of Council private sessions – SHADCRA case *sub judice*. Contractual and staffing matters dealt with similarly and a summary minute provided.
 - Correspondence – letters forwarded to Cllrs, not always referred to in meetings.

2023.09.05.13 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 3rd October 2023 at 6.30pm in Brancaster Village Hall.

2023.09.05.14 - Private session

- a) Council agreed to close the meeting under Standing Orders and relevant legislation due to the nature of the subjects to be discussed.

Prop: Cllr Dovey; 2nd Ullswater: Cllr; 8-2

- b) [Members of the Public and Cllrs Bocking and Borthwick left the meeting, which resumed shortly thereafter]. The current legal position of the SHADCRA claim was described, and Cllrs were content with the approach being followed.

Meeting ended at c.9.30pm

Signed:

(Chair)

Date: 3/10/2023

Expenditure:

Inv Date	To	For	Amount	of which VAT	budget
	ECS - sep	Computer			admin
	nPower - aug	Street Lights			utilities
	Westcotec - sep	Street Lights			utilities
28/7/23	Barclaycard	various	£39.22	£6.54	admin
8/8/23	NALC	Guides	£17.40	£0.00	admin
31/7/23	Heronwood	Grass Cutting	£298.00	£0.00	open spaces
1/4/23	Rattan and Teak	Benches	£3,787.44	£631.24	reserves
23/8/23	Marcus Townshend	Hedge	£290.00	£0.00	open spaces
23/8/23	Marcus Townshend	Grass Cutting	£245.00	£0.00	open spaces
29/9/23	Salaries	Salary	£1,622.63	£0.00	salaries

Banking Arrangements – wording agreed and signed as above:

- £85,000 to be paid into a new CCLA account;
- Signatories to be at least two in the first instance, and eventually all, of: Clerk, Cllrs Bax, Carpenter, de Winton and Osborn;
- Interest payments to be re-invested in the CCLA account;
- Payments from the account only to be transferred into Council's Barclays current account;
- Clerk to have authority to transfer funds as above, without a second signature;
- All actions relating to the CCLA account to be noted to all Cllrs by email prior to each occasion.

Signed:

(Chair)

Date: 3/10/2023

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 3rd October 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 V Carpenter, Cllr W Gardiner, Cllr S Osborn, Cllr T O'Sullivan, Cllr S Ullswater

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

Meeting began at 6.31pm

2023.10.03.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllr Borthwick (planning b and d) and Cllr Bocking (c on late planning).

2023.10.03.02 - Apologies for absence

- a) Apologies for absence were received from Cllr Dovey, and NCC Cllr Jamieson.

2023.10.03.03 - Minutes

- a) *The minutes of the meeting on 5th September 2023 were accepted as a true record and duly signed.*

Prop: Cllr Gardiner; 2nd: Cllr Carpenter, unanimous

- b) A question was asked about the vote on one item in the above minutes. Votes do not need to be recorded – a majority is a Council decision.

2023.10.03.04 – Public Comments 1

- a) Issues raised were:
- Where can information about the Hard be seen – a meeting with NT taking place on 27/10/23.
 - Will there be a public meeting – certainly not before the above meeting.
 - Smithy plans coming back to Council – developer present for questions.
 - Recording of votes in minutes.

2023.10.03.05 - Reports

- a) Chair's report. Cllr de Winton noted he had spoken to Coastwatch about mention of electronic signs at the Beach – this had come up in a casual conversation; NCC chased up on the TRO consultation. Had attended a meeting of PC chairmen at BCKLWN – planning a major concern (praised BPC's understanding of planning), along with vexatious correspondence and litigation.
- b) Report from Borough Councillor. Cllr de Winton noted he had been involved in much correspondence with Planning Officers.
- c) Report from County Councillor. No report.
- d) Report from Clerk. No report.

2023.10.03.06 - Finance

- a) The Clerk presented the finance figures. Balances approx. £173K. No concerns on spending against budgets (total 51% in 58% of year). He outlined the budget and precept setting process, requesting spending suggestions by mid-November.

Signed:

(Chair)

Date: 7/11/2023

- b) Clerk noted an invoice from Kevin Crompton had just come in, and requested payment, and also one from the new Streetlighting contractor. These two, and all other expenditure as listed in the pack were approved for payment¹.

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

2023.10.03.07 - Planning

- a) Planning applications were considered:
- a. 23/01554 (Proposed rear single-storey extension, 2 Stokers Row, Main Road, Brancaster) – Council agreed to raise no objection to this application.
 - b. 23/01611 (Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM: Construction of 1 new dwelling, Land Adjoining Floyd House, Marsh Side, Brancaster) – Council agreed to raise no objection to this application.
 - c. 23/01627 (Proposed conversion of integral Garage and with new build detached Garage/Boatstore, The Well House, Main Road, Brancaster) – Council agreed to object to this application on the basis of lack of information on number of bedrooms.
 - d. 23/01662 (Proposed alterations, reconfiguration and extensions to the existing dwelling, Holly Bank, The Drove, Brancaster Staithe) – Council agreed to object to this application on grounds of it introducing a third floor, contrary to the Neighbourhood Plan.
 - e. 23/00384 (Proposed extension, an increase of ridge height for loft conversion and renovation of the existing dwelling, Quexcroft, Cross Lane, Brancaster) – Council agreed to raise no objection to this application.
- b) The following applications, received after the production of the main agenda, were considered:
- a. 23/01690 (Variation of condition 3 of planning permission 21/01603/F: Retrospective application for the seasonal erection and use of temporary buildings including a marquee, mobile bar and kitchen to provide an outdoor & covered eating & drinking areas for customers, The White Horse, Brancaster Staithe) – there was an extended discussion of several matters. Council agreed not to object to the marquee remaining in place as long it was indeed only used for storage outside the original agreed period. Further it was agreed that, should this be breached, the Clerk should pursue enforcement on the request of any individual Cllr, and that the Clerk should write reminding that staff should use the allocated parking at Brancaster Staithe Village Hall.
 - b. 23/01087 (Variation of Conditions 1 and 6 of Planning Permission 22/01864/F: Variation of condition 2 of Planning Permission 19/02000/F: Replacement dwelling following partial demolition, The Smithy) – An extended discussion took place, involving contributions from the applicant and developer. Council agreed to make no further comment on this application.
 - c. 23/01264 (Replacement dwelling, Kia Ora, Main Road, Brancaster Staithe) – Council agreed to raise no objection to this application.
- c) No other planning matters to report.

2023.10.03.08 - Delegated decisions etc.

- a) No delegated decisions taken.

¹ See below

Signed:

(Chair)

Date: 7/11/2023

2023.10.03.09 - Other matters

- a) Several Cllrs reported attendance at external meetings: Cllrs Gardiner and Bocking [Barrow Common Management Cttee – progressing slowly; benches being pursued; boundary stakes being introduced; should PC to continue to be represented?]; Cllr Bax [Saxon Shore – reference to insulation grants Bands A-D or income under £31K; possible involvement of Brancaster Housing Society – info requested for Clerk]; Cllr Carpenter [NALC meeting on women Cllrs; she described purpose of White Ribbon scheme ref bullying and abuse, and requested an agenda item for next meeting – info to be provided]
- b) Cllr Carpenter reported on the Big Community Chat, as an “exciting” event. Over sixty had responded to the questionnaire, and thirty plus attended. Groups discussed housing/development, facilities/amenities, roads/parking. Things to look at arose: Youth facilities/club (YMCA can provide); children’s play area in Staithe; PC to promote info ref applying for social housing; Beat the Bills project; better communications (use of notice boards etc. some debate on this). Report going out to public. Cllr Bax thanked Cllr Carpenter, Cllrs who attended, and the bakers.
- c) A meeting had been arranged with the National Trust on 27/10/23 – exchange of views, no decisions to be made.
- d) It was noted that a certificate had been received as Council had signed up to the Civility and Respect Pledge. Chairman to sign when convenient.
- e) Cllr Borthwick noted her attendance at the Brancaster Staithe Village Hall Cttee meeting. It had been agreed to pursue a Play Area, and quotes were being sought. UKPN were being helpful with regards to the overhead power lines. The Clerk noted his communications with the Hall Cttee, and explained the regulations regarding VAT etc. He stressed the importance of the PC being involved from the start if problems were to be avoided.

2023.10.03.10 - Correspondence and requests

- a) No correspondence not already reported was raised.

2023.10.03.11 - AOB and agenda requests

- a) Cllr Bax noted eight or more people had approached her with concerns over charging at the Hard, which Cllr de Winton echoed. Cllr Borthwick noted her concerns about the reporting to Council of communication from the public – Clerk expanded – agenda request made. Cllr Ullswater expressed concerns over delay to the installation of the circular benches – Clerk to write asking contractor to install, get a date, and let the National Trust know. Cllr Gardiner noted that Coastwatch were happy to help with the application for Bathing Beach status.
- b) As above requests made for items on communication to Council and White Ribbon scheme. Item on nominations for possible Blue Plaques requested.

2023.10.03.12 - Public Comments 2

- a) Subjects raised were:
 - Parking at White Horse.
 - Procedure for Planning enforcement – make public.
 - State of the Hard.
 - Assets maintenance, flailing of hedge area around Playing Field.
 - Collision of motorcycle with pedestrian on pavement.

Signed:

(Chair)

Date: 7/11/2023

2023.10.03.13 - Next meeting

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

2023.10.03.14 - Private session

- a) Council agreed to close the meeting under Standing Orders and relevant legislation due to the nature of the subjects to be discussed. [Public left at 8.25pm]
- b) Cllrs Bax and De Winton reported on the Clerk's Appraisal. Council agreed an additional increment, and a return of the Home Working Allowance to the full level allowed without tax by HMRC, with suitable backdating.

Meeting ended at 8.45pm

Expenditure:

Inv Date	Ref	To	For	Amount	of which VAT	budget
22/9/23	DD	Barclaycard	various	£71.62	£9.74	various
	DD	ECS - oct	Computer			admin
	DD	nPower - sep	Street Lights			utilities
26/9/23	M-3/10	TT Jones	Street Lights	£95.20	£15.87	utilities
3/9/23	M-3/10	Kevin Crompton	Grass Cutting+	£230.00	£0.00	open spaces
31/8/23	M-3/10	Heronwood	Grass Cutting	£447.00	£0.00	open spaces
19/9/23	M-3/10	Parish Online	Mapping	£67.20	£11.20	admin
20/9/23	M-3/10	Cloud Next	Domain	£132.00	£22.00	admin
3/10/23	M-3/10	Kevin Crompton	Noticeboards	£400.00	£0.00	reserves
31/10/23	contract	Salaries	Salary	£1,622.63	£0.00	salaries

Signed:

(Chair)

Date: 7/11/2023

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 7th November 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 S Ullswater

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

Meeting began at 6.30 pm

2023.11.07.01 - Declarations of Interest

- a) A Declaration of Interest was received from Cllr Bocking as a Common Right Holder.

2023.11.07.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Borthwick, Carpenter, Dovey, Gardiner, Osborn, O'Sullivan; also from NCC Cllr Jamieson.

2023.11.07.03 - Minutes

- a) *The minutes of the meeting on 3rd October 2023 were accepted as a true record and duly signed.*

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

- b) Ref the parking at Staithe Village Hall for the White Horse, it was noted this was not year-round; membership of the Barrow Common Management Committee to be discussed at Annual Meeting.

2023.11.07.04 – Public Comments 1

- a) Subjects raised were:
- Planning – 7.a.c below.
 - Noticeboards – access and rules.
 - Telephone Boxes.
 - National Trust – residents free on Chain good; meeting with BPC; lack of communication (NT website) – Clerk to write.
 - Legality of agreement with NT.

2023.11.07.05 - Reports

- a) Cllr Winton as Chair and Borough Cllr noted: his attempts to push Brancaster's position in Planning matters, adding BPC was very good at Planning; his attendance at the Centre Port (formerly Port Evo) presentation in Hunstanton – nothing new learned.
- b) As above.
- c) Report from County Councillor – none presented.
- d) Report from Clerk. Nothing raised.

2023.11.07.06 - Finance

- a) The Clerk presented the finance figures. Balances were just under £174K; he had established that the TRO payment of £10K, plus Coronation trees, could be included in CIL figures; mandate changes still proving difficult; 23/24 Local Government pay award had been agreed and £1ph rise would be implemented in

Signed:

(Chair)

Date: 5/12/2023

Dec with back pay made when calculated; invoice from BCKLWN had been received for Staithe Election costs, but not yet Brancaster – likely c.£1.5K; spending against budget all in line with expectations or lower. One additional payment requested to Amy Loose.

- b) All expenditure as listed in the pack, with the addition above, was approved for payment¹.

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

- c) The Clerk outlined the Borough Polling District Review, and the possibility of requesting re-Warding. Council agreed not to comment on the main proposals, or to add any comment about the Warding of the Parish.
- d) The Clerk noted the s.137 limit available for donations, and the recommended amounts in the Donations Policy. Council agreed to a donation of £2,000 to the Robert Smith Trust for insulation of properties.

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

2023.11.07.07 - Planning

- a) Applications were considered:

- a. 23/01761 (Proposed Glazed balustrade to flat roof area with staircase access to balcony - Saxons 22 Dale End Brancaster Staithe) – Council agreed to object on grounds of: loss of privacy; design, form and character being inappropriate; effect on the street scene.
- b. 23/01818 (Proposed two storey rear extension to dwelling house - 29 The Close Brancaster Staithe) – Council agreed to raise no objection if the built area was less than 50% of the plot – Clerk to confirm.
- c. 23/01084 (variation of conditions 2 and 12; and removal of conditions 4, 5 and 13 of planning permission 22/01638: Conversion of existing barn into residential dwelling - Barrow Hill Barn 40 Common Lane Brancaster Staithe) – Council agreed to raise no objection.
- d. 23/01792 (Extension and alterations to dwelling - 6 Old Roman Walk Brancaster) - Council agreed to raise no objection if the built area was less than 50% of the plot – Clerk to confirm.
- e. 23/01865 (Proposed covered kitchen and bar - The Ship Hotel Main Road Brancaster) Council agreed to raise no objection.
- f. 23/01662 (Proposed alterations, reconfiguration and extensions to the existing dwelling - Holly Bank The Drove Brancaster Staithe) – Council agreed to object to this based on the wording of the Neighbourhood Plan ref 2.5 storey buildings.

- b) Late arriving application was considered:

- a. 23/01611 (Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM: Construction of 1 new dwelling - Land Adjoining Floyd House Marsh Side Brancaster) - Council agreed to raise no objection.

- c) No other Planning matters raised.

2023.11.07.08 - Delegated decisions etc.

- a) Two planning applications had been discussed by email, and the Clerk responded under delegated powers in line with previous Council discussions. The NCI hut was a “no objection” (23/01647), and no further comment was made on the Smithy (23/01087).

¹ See below

2023.11.07.09 - Other matters

- a) Cllr Ullswater noted that the seats around the Coronation Trees were in place; plaques were being researched. The NT did not now propose to replace the Staithe Tree. Cllrs Ullswater and Bax had also attended the Wash Barrier meeting; there were items of interest, but it seemed to be information gathering for the developers. Cllr de Winton noted the change of date for the Fire Service award evening he would be attending. Cllr Bocking raised the height of the noticeboards.

2023.11.07.10 - Correspondence and requests

- a) Clerk did not raise any correspondence not already covered.
 - a. Cllr Bax commented on the Norfolk Falls project; chair to be located at the White Horse. Clerk noted prior approval to act as a Lead Council – this had been communicated and Council now sought to recruit volunteers – publicity to be arranged.
- b) Brief discussion of Climate and Ecology Bill. Council agreed no further action. Clerk noted the Biodiversity requirements in new legislation; on agenda for December.
- c) Brief discussion of how correspondence is communicated to/within Council. Council unanimously agreed no change.
- d) Item on White Ribbon Scheme deferred at request of Cllr Carpenter who proposed it.
- e) The motion requesting discussion of the Blue Plaque Scheme was withdrawn.
- f) Council agreed that Cllr Bax should lead Community involvement in the D-Day² 80 Commemoration; a Beacon to be lit; £1,000 budget to be set aside. A local historian and the School should be approached.
- g) A 20mph extension in The Close, Staithe, was noted, with no comment proposed.
- h) Cllr de Winton noted the meeting with the National Trust and read the revised text of the proposed agreement with the Trust on management of the Staithe Village Green. The Clerk noted that the NT and he proposed that this should be a Memorandum of Understanding, for clarity. Cllr Bocking referred to a NALC document which he claimed showed this was not legal – Clerk went through. Requests were made for a better map – possible future survey, though this was official NCC one. Cllr Bax requested the public be allowed to comment; supported, so the meeting was temporarily suspended [8.12 to 8.33pm] for contributions. Council agreed to adopt the Memorandum of Understanding. Cllr Bocking requested a recorded vote – Cllrs Bax, de Winton and Ullswater in favour, Cllr Bocking against.
- i) Lengthy discussion on a quote for the phone boxes, including an explanation of the need for process before quotes sought. Deferred.

2023.11.07.11 - AOB and agenda requests

- a) Cllr Bax commented on problems with Electric Vehicle charging cables crossing pavements.
- b) Clerk requested proposed agenda items be emailed to him.

2023.11.07.12 - Public Comments 2

- c) Subjects raised were:

² Typo in agenda noted – not VE Day.

- EV cables problem.
- Phone boxes – volunteers; possible company for works
- Norfolk Falls – more details.
- Maintenance works.
- Wash Barrier and NCC consultation on land north of A149.
- Housing info – would be added to website.
- CIL uses.

2023.11.07.13 - Next meeting

a) The next meeting was confirmed as being on Tuesday 5th December 2023 at 6.30pm in Brancaster Village Hall.

Meeting ended at c.9pm

Expenditure:

Inv Date	Ref	To	For	Amount	of which VAT	budget
1/10/23	DD	ECS - oct	Computer	£38.40	£6.40	admin
4/10/23	DD	nPower - sep	Street Lights	£439.16	£20.91	utilities
23/10/23	DD	Barclaycard	various	£194.64	£22.53	admin
	DD	ECS - nov	Computer			admin
	DD	nPower - oct	Street Lights			utilities
	M-7/11	Simon Bower	Expenses	£543.54	£0.00	admin
30/9/23	M-7/11	Heronwood	Grass Cutting	£298.00	£0.00	open spaces
16/10/23	M-7/11	BCKLWN	Election-Staithe	£54.60	£9.10	admin
24/10/23	M-7/11	Marcus Townshend	Grass Cutting	£265.00	£0.00	open spaces
30/11/23	contract	Salaries incl tax/NI/pension	Salary	£1,671.76	£0.00	salaries
	late	Amy Loose	Car Park passes	£48.00	£0.00	admin
INCOME						
30/10/23		BCKLWN	CIL	£4,402.07	£0.00	reserves

Signed:

(Chair)

Date: 5/12/2023

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 5th December 2023 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 A Dovey, Cllr W Gardiner, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and approximately 11 Members of the Public

Meeting began at 6.32pm

2023.12.05.01 - Declarations of Interest

- a) A Declaration of Interest was received from Cllr Borthwick (Planning – TPO).

2023.12.05.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Bax, Osborn and O’Sullivan. Also from Cty Cllr Jamieson.

2023.12.05.03 - Minutes

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

2023.12.05.04 – Public Comments 1

- a) Subjects raised were:
 - Wish to comment on Planning Application – see below.

2023.12.05.05 - Reports

- a) Chair’s report. Cllr de Winton noted he had attended the Fire and Rescue Service Awards ceremony. A donation had been made from the online collection after last year’s fire, and this sponsored the event, for which they were grateful. He had spoken, and was pleased that they were adopting the approach of using water from farms etc. county-wide.
- b) Report from Borough Councillor. Cllr de Winton – nothing as Borough Cllr.
- c) Report from County Councillor. None.
- d) Report from Clerk. The Clerk noted that he had received correspondence from Norfolk Falls, and repeated their request for volunteers.

2023.12.05.06 - Finance

- a) The Clerk presented the finance figures. Balances c.£167K. Nothing of significance to report on spending against budget – no questions. Since figures prepared a £1.8K VAT refund had been added, and the Npower bill was c.£580. He noted that the mandate position was clearer – there were rules for PCs which Barclays never explained. Once this done the payment into CCLA account would be made.

Signed:

(Chair)

Date: 9/1/2024

- b) All expenditure as listed in the pack (with addition of Allotment rent - £600) was approved for payment¹.

Prop: Cllr Carpenter; 2nd: Cllr Gardiner; unanimous

- c) The Clerk went through the draft budget explaining budget lines and reasoning behind suggestions. This included possible ring-fencing sums. Budget increase proposed c.1%. General agreement expressed. Cllrs were asked to submit any suggestions or questions prior to the budget and precept being formally set next month.

2023.12.05.07 - Planning

- a) Applications were considered:

- a. [Applicant outlined plans.] 23/01295 (Rear extension & alterations to dwelling, 2 Harbour View Terrace, Main Road, Brancaster Staithe). Council agreed to raise no objection to this application.
- b. Proposed Tree Protection Order 2-TPO-00680 (ref Construction of 1 new dwelling. Land Adjoining Floyd House, Marsh Side, Brancaster). It was agreed accept the proposed TPO, if the tree group (sycamores – "G1"), was removed.

Prop: Cllr Ullswater; 2nd: Cllr Dovey: 5-1, 1 abst

- b) No late arriving applications.
- c) Cllr de Winton noted that there would be a notice to quit, from the Borough, served on a person living in a caravan on Freebridge land in Marsh Side. Clerk to write to Freebridge asking if they had any plans for the land. Also, ref applications considered last month where the response was conditional on the proportion of the plots used – Clerk had established that both were under 50% prior to responding.

2023.12.05.08 - Delegated decisions etc.

- a) As noted in the Planning Meeting report, two applications had produced "no objection" responses: 23/01976 (Proposed single storey extension and installation of PV solar panels to existing Garage roof. Tangle Pickers, Main Road, Brancaster Staithe), 23/01972 (Extension & alterations to dwelling, The Nook, 6 Common Lane, Brancaster Staithe)

2023.12.05.09 - Other matters

- a) Cllrs Carpenter and de Winton (with Clerk) had attended a stakeholder meeting with NCC regarding the proposed Traffic Regulation Orders [TROs]. There was strong disappointment that after all the meetings, consultations and time spent on this so far, there appeared to have been a lack of internal communication which meant that so much had not been taken on board in the NCC proposals. Cllr Carpenter requested it be noted that BPC had re-established that those in the worst position in terms of parking and resources would not be penalised financially.
 - a. It was agreed to add Cllr Dovey to the Communications Group.
- b) The responses to the Big Chat event were included in the pack. It was agreed that Cllr Dovey should break down Council reactions to these into three categories: those not BPC issues (with appropriate sign-posting); ones which BPC

¹ See below

was dealing with; ones which BPC had not dealt with, but may do so. This to be presented next month.

- c) Council agreed to the refurbishment of the telephone boxes including glazing, shelving and painting at a total cost of £2,329+VAT.
- d) [Anthony Law from the Sports Club was invited to speak, describing the reasons for resurfacing the tennis court, the materials and offering 50% of the cost as a donation.] Council agreed to expenditure of £23,470 on resurfacing the Tennis Court, agreeing to suspend Financial Regulation 11.h.i regarding need for three quotes to allow this².

Prop: Cllr Carpenter; 2nd: Cllr Gardiner; unanimous

- e) The draft Member/Office Protocol was formally adopted.

Prop: Cllr Carpenter; 2nd: Cllr Ullswater; unanimous

- f) Cllr Carpenter described the White Ribbon scheme dealing with violence and abuse directed at Women and Girls, expressing concern at the reports of the extent this in Councils via NALC. There was some discussion and dissent. Council agreed to sign up to the White Ribbon scheme.

Prop: Cllr Carpenter; 2nd: Cllr de Winton; 5-2

2023.12.05.10 - Correspondence and requests

- a) Clerk did not report any additional correspondence.
- b) Council agreed to request four bicycle racks under the Borough scheme for such provision.
- c) Clerk outlined the requirement for a Biodiversity Policy, presenting a draft first step. Mention was made of slug pellets. Council agreed, with one abstention, to adopt this Policy as presented, and refer it to the Communications Group for the next stage.

2023.12.05.11 - AOB and agenda requests

- a) Cllr Bocking commented on problems in Castle Rising Council. Cllr Dovey referred to issues with responses to correspondence (to discuss with Communications Group). Cllr Bocking referred to Register of Interests on Borough site being incomplete – Clerk to chase those for Cllrs Borthwick and O’Sullivan. Cllr Borthwick noted that she and the other Staithe Cllrs had received a letter about the NT Agreement [discussion of this regarding Policy on forwarding correspondence]. She also requested that Council should seek external advice on legal and planning matters.
- b) Cllr Ullswater requested that an item on the plaques for the Coronation seats be added to the next agenda. Clerk was requested to write to NT asking about progress on the proposed work on Brancaster Staithe Village Green, east of Harbour Way.

2023.12.05.12 - Public Comments 2

- c) Subjects raised were:
 - Budget – utilities line; this mainly street lighting and SAM signs.
 - Budget – projects line; clarification.
 - Powers and responsibilities – explanation ref donations and grants etc.
 - Picket fence on Brancaster Playing Field – problem. Sports Club addressing.

² This based on use of known contractor, speed of work being completed, and likely additional expense should different materials be used.

- Phone boxes – previous comments not noted.
- Electronic signs ref the Beach – raised at Stakeholders Meeting.

2023.12.05.13 - Next meeting

a) The next meeting was confirmed as being on Tuesday 9th January 2024 at 6.30pm in Brancaster Staithe Village Hall.

Meeting ended at c.8.30pm, with the Chair wishing everyone a Merry Christmas.

Expenditure:

Ref	To	For	Amount	of which VAT	budget
DD	ECS - nov	Computer			
DD	nPower - oct	Street Lights			
M-5/12	Kevin Crompton	Grass Cutting +	£425.00	£0.00	open spaces
M-5/12	Heronwood	Grass Cutting	£298.00	£0.00	open spaces
M-5/12	BCKLWN	Election-Branc	£1,071.37	£0.00	admin
M-5/12	Hartop Farms	Allotment Rent	£600.00	£0.00	misc
contract	Salaries incl tax/NI/pension	Salary	£2,088.74	£0.00	salaries

Signed:

(Chair)

Date: 9/1/2024

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 9th January 2024 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 A Dovey, Cllr W Gardiner, Cllr S Osborn, Cllr T O'Sullivan, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and approximately 11 Members of the Public

Meeting began at 6.31pm

2024.01.09.01 - Declarations of Interest

- a) Cllr de Winton wished all present a Happy New Year. A Declaration of Interest was received from Cllr Borthwick (Item 7.a.b).

2024.01.09.02 - Apologies for absence

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

2024.01.09.03 - Minutes

- a) *The minutes of the meeting on 5th December 2023 were accepted as a true record and duly signed.*

Prop: Cllr Carpenter; 2nd: Cllr Ullswater; unanimous

- b) Clerk noted that work had begun on the Tennis Court.

2024.01.09.04 – Public Comments 1

- a) Subjects raised were:
 - Member of the Public had been approached for a view on “second homes” and the Neighbourhood Plan by reporter – Clerk and Chairman had had similar approaches. Chairman noted current position ref definition – would chase Borough.
 - The Hard at Brancaster Staithe – condition, wearing away. Cllr Dovey to take up with Fairways Ctte.

2024.01.09.05 - Reports

- a) Chair's report. Cllr de Winton noted that he and Cllr Bocking had visited the man living on Brancaster Playing Field, giving possible options for him – none accepted.
- b) Report from Borough Councillor. Cllr de Winton noted the Borough had not done much over Christmas.
- c) Report from County Councillor. Cllr Jamieson had sent apologies – no report.
- d) Report from Clerk. The Clerk had nothing to report not dealt with elsewhere.

2024.01.09.06 - Finance

- a) The Clerk presented the finance figures. Balances c.£160K. No changes to note on spending against budgets. He went through payments proposed, noting receipts.

Signed:

(Chair)

Date: 6/2/2024

- b) All expenditure as listed in the pack was approved for payment¹.
Prop: Cllr Osborn; 2nd: Cllr Gardiner; unanimous
- c) There was discussion of NALC not replying to individual Cllr enquiries – Clerk to confirm procedure. Council agreed to continuing membership of both NALC and NPTS, subject to satisfactory response.
- d) The Budget for 2024/25² was agreed as £63.6K. Ring-fenced funds were also confirmed³.
Budget: Prop: Cllr Dovey; 2nd: Cllr Carpenter; unanimous. Ring fencing by consensus.
- e) The precept⁴ for 2024/25 was agreed as £23,320.
Prop: Cllr Borthwick; 2nd: Cllr Carpenter; unanimous

2024.01.09.07 - Planning

- a) Planning Applications were considered:
- 23/02103 - variation of condition 2 of planning consent 23/00952: Various works. (Broad Lane House, Broad Lane, Brancaster). Council agreed to raise no objection to this application.
 - Tree Protection order relating to 23/01611 - construction of 1 new dwelling. (Land Adjoining Floyd House, Marsh Side, Brancaster). Council considered the additional comments by the Tree Protection Officer, but did not propose a change to its position on removing the sycamores from the Order. Cllr de Winton to call this in to Committee.
- b) Late arriving applications considered:
- 23/02285 – variation of Condition 2 attached to 23/00384: Proposed extension, increase of ridge height etc. (Quexcroft, Cross Lane, Brancaster). Council agreed to raise no objection to this application.
 - 23/02267 - variation of conditions 2 and 4 of planning consent 23/00665: Proposed annexe replacement. Revised design to planning consent: 21/02317. (Dormy Cottage, London Street, Brancaster). Council agreed to raise no objection to this application.
- c) Ref Neighbourhood Plan: Cllr de Winton to press on definition from the Borough. Once received Cllr Dovey to request an agenda item to consider adding “second homes” proviso. It was agreed not to withdraw previous comments on PA relating to moving wall at The Limes, London St, currently on Appeal. [No additional comments allowed.]

2024.01.09.08 - Delegated decisions etc.

- a) No Delegated Decisions were reported.

2024.01.09.09 - Other matters

- a) Cllrs were invited to report on meetings attended.
- Cllrs Dovey and Ullswater had attended the Commons Ctte – this had been ended early due to misogynistic comments [concerns on this should be addressed to the Ctte, not BPC].
 - Cllr Carpenter and Borthwick (Beach Car Park Ctte): underground piping for WCs, accessible pathway, usual winter works, rise in ticket prices, use of

¹ See below

² Below – with £1K moved from ring-fenced funds to budget, for Biodiversity, compared to draft presented

³ Full updated list below

⁴ Details below

ANPR, accesses etc. all discussed. Likely donation to PC c.£47K – numbers down, price up. Questions asked on H&S and minutes (to request now).

- Cllr Gardiner had attended Barrow Common meeting.
 - Communications Group had met: Biodiversity (sharing of information), need to work with Asset Group, possible Green Day with info and workshops, seed bombing, orchard, process for contact with Council all mentioned. Clerk and Cllr Dovey to meet ref Facebook access.
- b) It was agreed to hold a Zoom meeting to look at the Big Chat responses at 4pm on 23rd January – possibly following a Planning Meeting, if needed.
- c) Cllr Carpenter noted her and BPST's dissatisfaction over changes in NCC's latest proposals regarding the Traffic Regulation Orders – previous proposals now being described as impossible etc. Cllr de Winton expanded on this. A meeting of BPST on Zoom at 4pm on 11/1/24 was being arranged, Cllrs to be invited.
- d) With one amendment⁵, Council agreed to adopt the draft Standing Orders.
Prop: Cllr Carpenter; 2nd: Cllr Gardiner; unanimous
- e) Council agreed to adopt the draft Allowances Policy.
- a. Council agreed to using NALC as a payroll provider if numbers exceeded the limit on current payroll system. Cost c.£250pa.
Prop: Cllr Dovey; 2nd: Cllr Ullswater; unanimous
- f) Clerk noted the requirement for a Publication Scheme. Council noted the current working Scheme on the website.
- g) A proposed protocol for dealing with incoming resident correspondence was in the pack. This to be trialled. Clerk to meet with Cllr Dovey.
- h) Cllr Ullswater noted that she awaited final design and costs for plaques for the Coronation Benches. It was noted that, under £500, only one quote was needed. Expenditure of up to £400 on this agreed.
- i) It was agreed to make the £150 one-off payment for full support of the White Ribbon Scheme, previously agreed, with associated briefing session.
Prop: Cllr Carpenter; 2nd: Cllr Ullswater; 7-0, 2 abst
- j) A "Green Day" (date tbc) to be arranged in Brancaster Staithe Village Hall.
- a. A Budget of £250 was agreed for the above.
Prop: Cllr Dovey; 2nd: Cllr Carpenter; 8-0, 1 abst

2024.01.09.10 - Correspondence and requests

- a) Clerk noted no correspondence not already forwarded or on agenda.
- b) A draft letter of support for Brancaster Staithe Village Hall plans for Play Equipment was approved.

2024.01.09.11 - AOB and agenda requests

- a) Cllr Gardiner asked about reporting flooding – directed to "Who Does What" page on BPC website. It was asked if there was a counter on the website – Clerk to check. Question on capacity of sewerage system ref WCs at Beach – Anglian Water stating there was such capacity.
- b) Cllr Dovey requested (later in meeting) that an item on AV needs for Council meetings be included.

2024.01.09.12 - Public Comments 2

- a) Subjects raised were:

⁵ Requests for named ("recorded") vote to be made prior to the vote. New S/Os to be on website once amended.

Signed:

(Chair)

Date: 6/2/2024

- Suggestion that BPC employ a Planning Expert – to be added to future agenda.
- Sports Club representative noted the horse on the Playing Field – they had contacted insurers.
- Boardwalk works – on track and looking good.
- Difficulty in hearing at meetings.

2024.01.09.13 - Next meeting

- The next meeting was confirmed as being on Tuesday 6th February at 6.30pm in Brancaster Village Hall.*
- Council agreed the dates listed⁶ for meetings in 2024/25. However, this included the 2025 Annual PC Meeting being at Brancaster rather than Brancaster Staithe. No date set for Annual Parish Meeting.*
- Dates for Council Training session discussed – including setting a yearly date for such. Proposed date 16/4/24, with subsequent meetings being after Annual Parish Council Meetings.

[Council agreed to extend the meeting beyond two hours.]

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

2024.01.09.14 - Private session

- Council agreed to close the meeting under Standing Orders and relevant legislation due to the nature of the subjects to be discussed. [Members of the Public left.]*
- Council considered the position of the occupancy of Brancaster Playing Field by a gentleman and animals. *A "sympathetic" legal letter - notice to quit – to be sent.* [Cllrs Borthwick and Bocking left.]
- Council received an update on the position in the SHADCRA legal case. *It confirmed its consent to proceed as outlined.*

Meeting ended at c.9.30pm

Expenditure:

Inv Date	To	For	Amount	of which VAT	budget
8/12/23	En Tout Cas	Tennis Court	£6,000.00	£1,000.00	reserves
1/1/24	ECS - jan	Computer	£38.40	£6.40	admin
	nPower - dec	Street Lights			utilities
	Brancaster Village Hall	Meetings	£25.00	£0.00	admin
18/8/23	NPTS	Training	£54.00	£0.00	admin
19/12/23	TT Jones - jan to mar	Street Lights	£71.40	£11.90	utilities
22/12/23	West Norfolk Glass	Phone Boxes	£301.22	£50.21	projects
	Barclaycard	Various	£332.47	£16.13	open s/admin
31/1/24	Salaries incl tax/NI/pension	Salary	£1,761.05	£0.00	salaries
INCOME					
19/12/23	UKPN	wayleaves	£265.02	£0.00	reserves
27/12/23	allotments	rent	£600.00	£0.00	misc

⁶ See below

Signed:

(Chair)

Date: 6/2/2024

Meeting Dates:

7 th May 2024	Brancaster Staithe - Annual Parish Council Meeting
4 th June 2024	Brancaster
2 nd July 2024	Brancaster Staithe
6 th August 2024	Brancaster
3 rd September 2024	Brancaster Staithe
1 st October 2024	Brancaster
5 th November 2024	Brancaster Staithe
3 rd December 2024	Brancaster
14 th January 2025	Brancaster Staithe
4 th February 2025	Brancaster
4 th March 2025	Brancaster Staithe
1 st April 2025	Brancaster
6 th May 2025	Brancaster - Annual Parish Council Meeting - Hall tbc

Ring-fenced funds:

added/amended			spending in 23/24 year	total end 23/24
22/23	Legal Fees	£20,000.00	£0.00	£20,000.00
to 24/25	Play equipment	£9,000.00	£0.00	£9,000.00
23/24	Brancaster St. Play Equipment	£20,000.00	£0.00	£20,000.00
23/24	General Beautifying	£9,000.00	£0.00	£9,000.00
24/25	Recruitment	£2,500.00	£0.00	£2,500.00
24/25	Elections	£1,500.00	£0.00	£1,500.00
	allocated reserves			£62,000.00
12/01/2024	Current remaining CIL			£37,730.68
	total restricted reserves	£62,000.00	£0.00	<u>£99,730.68</u>

Signed:

(Chair)

Date: 6/2/2024

Budget/Precept:

2024/25 FINAL BUDGET AND PRECEPT

Budget Area	23/24 budget	24/25 agreed
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s.137	£5,500.00	£8,000.00
Open Spaces	£6,500.00	£8,000.00
Projects	£3,500.00	£0.00
Utilities	£6,500.00	£6,500.00
Admin	£7,650.00	£6,500.00
Salaries	£21,000.00	£23,000.00
Insurance	£1,600.00	£2,500.00
Repairs/Fees	£500.00	£0.00
Coronation	£3,000.00	£1,000.00
Allowances	£3,500.00	£4,500.00
Biodiversity	£0.00	£1,000.00
Contingency	£2,687.50	£2,600.00
Miscellaneous	£0.00	£0.00

Total - excl VAT	<u>£61,937.50</u>	<u>£63,600.00</u>
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Increase in budgeted figure	2.68%
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Precept total	£23,321.06	£23,320.00
Tax Base	777.3	£777.40
Band D	£30.00	£30.00
Band D weekly	£0.58	£0.58

No change to precept rate per household

contingency - 5% of total operating budget (excl s.137/Biodiversity)

Signed:

(Chair)

Date: 6/2/2024

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 6th February 2024 at 6.30pm

The meeting was held in Brancaster Village Hall

Present: Cllr B Bax (Chair), Cllr S Bocking, Cllr C Borthwick, Cllr V Carpenter, Cllr W Gardiner, Cllr S Osborn, Cllr S Ullswater

Also in attendance: Simon Bower (Parish Clerk) and approximately 10 Members of the Public

Prior to the meeting a period of silence was held in memory of former Cllr Brian Everett

Meeting began at 6.30pm

2024.02.06.01 - Declarations of Interest

- a) A Declaration of Interest was received from Cllr Borthwick on item 7.a.a.

2024.02.06.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs de Winton, Dovey and O'Sullivan.

2024.02.06.03 - Minutes

- a) The minutes of the meeting on 9th January 2024 were accepted as a true record and duly signed.

Prop: Cllr Gardiner; 2nd: Cllr Carpenter; 6-0 (1 abst)

- b) Cllr Bocking noted concerns over the lack of the word "alleged" in one item, and also reference to the Fairways Committee, which he felt was not the appropriate forum. There was a brief discussion on how minutes were prepared/amended.

2024.02.06.04 – Public Comments 1

- a) Subjects raised were:
- Proposed Borough Council levy on second homes. No detail yet received from the Borough.

2024.02.06.05 - Reports

- a) Chair's report. Cllr de Winton had provided a written report, from which the Clerk read. This referred to the rough sleeper, serving of notice, and assault on Chairman and Clerk. Bryan Lecoche had been contracted to arrange his eviction. He was subsequently arrested for the assault, and the Police accompanied him to remove his belongings and the horse, with subsequent cancellation of the second eviction team visit. Bail conditions include not visiting the Field or Village Hall/Shop, and no contact with Chairman or Clerk. Need to remove abandoned items and waste.
- b) Report from Borough Councillor. Cllr de Winton had provided a written report to his parishes, from which the Clerk read. It mentioned the second homes vote at the Borough, and his concerns over the effects of this and its administration. He felt this was "milking the Coast", which contributed 40% of Village Council Tax. He also asked if parishes had made progress on what they felt a second home was.

Signed:

(Chair)

Date: 5/3/2024

- c) Report from County Councillor. It was noted that Cllr Jamieson was attending a meeting in Burnham Market relating to flooding; he had been asked to report back.
- d) Report from Clerk. The Clerk commented on:
 - Flooding report/sewage: this in Broad Lane. Resident had written to Anglian Water, with no joy. Had been referred back to MP, Cty Cllr, Flooding Hotline, press and insurers. Agreed that Clerk should write in her support to MP, mentioning other concerns, after report from Burnham Market meeting.
 - Note from former Chairman ref glazed tiles in bus stop. For Cllrs to consider.
 - Response from Lynx buses about evening service – this based on commercial factors.
 - Note from Cllr Dovey ref National Trust (Brancaster Staithe Village Green etc.): seeding (quotes in), repair of Hard (CITB involved to look at methodology). Bike racks fine, locations tbc. NT have queried capacity of system with Anglian Water ref the Beach WC project – confirmed by them as OK. This also reported by NT directly as per EDP.

2024.02.06.06 - Finance

- a) The Clerk presented the finance figures. Balances c.£134.7K, spending against budgets - no concerns.
- b) *All expenditure as listed in the pack was approved for payment¹.* It was requested that the Clerk provide Barclaycard statements to the Finance Group.
- c) It was noted that there had been additional expenditure relating to the removal of the rough sleeper from Brancaster Playing Field. *This action undertaken by the Clerk was retrospectively approved.* Cllr Borthwick noted that she had warned of the need for care in approaching the gentleman.

2024.02.06.07 - Planning

- a) Planning Applications were considered:
 - a. 23/01611 - Variation of Conditions 1 and 3 of Permission 22/01586/RM: Construction of 1 new dwelling (Land Adjoining Floyd House, Marsh Side, Brancaster). *Council objected to this on the basis of noise from the proposed changes to the tennis court, following comments from neighbours. Should the Borough be minded to approve the new court as proposed, it is requested that an 8pm cut-off for its use is insisted upon.*
 - b. 23/02253 - Two storey rear extension and alterations to dwelling (Marshlands, Cross Lane, Brancaster). *Council agreed to raise no objection.*
 - c. 24/00095 - Demolition of existing adjoining outbuildings, erection of new extension and new garage and workshop (2 Corner Lodge, Main Road, Brancaster). *Assuming that suitable access is in place, not on the A149, and that Historic England are content, Council agreed to raise no objection.*
- b) Two applications [24/00126 and 24/00144] which had arrived too late to give Cllrs time for consideration were deferred to a Planning Meeting – 5.30pm on 20th February. The Public were reminded that these virtual meetings were open to the Public.
- c) There were no additional planning items to report.

¹ See below

2024.02.06.08 - Delegated decisions etc.

- a) A Planning item had been discussed at a meeting²: 24/00010 Removal/variation of conditions and design ref planning permissions 20/00819, 14/01681 & 09/01846 (Lynwood House Main Road Brancaster Staithe). Cllr de Winton had agreed to call the item in to Committee. The developer had commented to Cllrs based on this, but Council agreed to the "call-in" being maintained.

2024.02.06.09 - Other matters

- a) It was noted that the Communications group had held a Zoom meeting.
 - a. It was agreed that Cllrs Gardiner and Ullswater should represent Council on the proposed group looking at the undergrounding of utilities on Beach Rd.
- b) It was agreed that Council should seek paid individuals to erect and decorate Christmas Trees from this year. This with a view to possible additions in future. Two individuals were mentioned, along with the need to ensure electric supply, particularly at Brancaster.
- c) The Beach Car Park Policy was confirmed as for last year. Amy Loose to continue as administrator, at a rate of £17ph. (Agreed with two abstentions) The period for applications to be four weeks from publication of paperwork.
- d) The draft Risk Management Scheme was accepted.
- e) The draft Asset List was noted – corrections to be made following Asset Group visit, and confirmed next month.
- f) A revised Complaints Policy was agreed. It was noted that the policies etc. were available on the website and the Clerk was thanked for his work on producing this.
- g) The Clerk in turn thanked Cllrs (particularly Carpenter and Dovey) for the time spent on going through the Big Chat responses. Arising from those meetings items were requested for consideration:
 - a. It was agreed to purchase a second dog bin to be placed adjacent to the current one at Dormy House.
 - b. It was agreed to contact Highways with a view to a meeting ref. footway on South of A149 near Brancaster crossroads, and pedestrian safety concerns on Beach Rd.
 - c. It was agreed (4-2, 1 abst) that provision should made for live-streaming meetings.
 - d. It was agreed to contact the Borough Council Leader to request confirmation of the definition for its proposals on "second homes", and also inquire whether any of the funding raised would be available to parishes. There was no proposal at this stage to engage a consultant on this issue.
 - e. It was agreed to delegate authority to the Clerk to engage a planning expert, should this be requested by email by a majority of serving Cllrs, within a week of an application being received.
- h) Due to pressure of time, detailed work on Audio-Visual provision had not been done. This would now include the streaming as above, plus hearing loops and microphones as appropriate. Item deferred.

2024.02.06.10 - Correspondence and requests

- a) No further correspondence was mentioned by the Clerk, some having been covered in his report, and in the pack³.

² Responded to by the Clerk based on this; notes included in the pack.

³ This did not contain any requests, mainly correspondence from BVH concerning the rough sleeper.

- b) It was agreed to wish Great Ringstead Parish Council well with their Neighbourhood Plan.
- c) Council noted a letter relating to accessibility of play equipment. Brancaster Staithe/Deepdale Village Hall were mindful of this, and Anthony Law was attending the meeting on behalf of the Sports Club and Council for Brancaster.

2024.02.06.11 - AOB and agenda requests

- a) Cllr Bax noted that she was "thrilled" with the Boardwalk progress.
- b) Cllr Bocking requested that an item on pressing NT to proceed with work on Brancaster Staithe Village Green be added to the next agenda.

2024.02.06.12 - Public Comments 2

- a) Subjects raised were:
- Possible advice from Duncan Baxter MP on second homes.
 - Request for two good Christmas trees, done well.
 - Possible dog bins on Main Rd.
 - Better response when car registration numbers are changed for passes.
 - Concerns over car park administrator appointment – clarified that this is contractor role.
 - Is the car park pass definition not suitable for second homes?
 - Difficulty of accessing housing and qualifications for this – Cllr Bax to investigate.

2024.02.06.13 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 5th March 2024 at 6.30pm in Brancaster Staithe Village Hall.
- b) The "Green Day" on 16th March at Brancaster Staithe Village Hall was noted. It was agreed that the Clerk should invite the Borough to attach a "Beat the Bills" information stand to this event.

Meeting ended at 8.23pm

Expenditure:

Inv Date	To	For	Amount	of which VAT	budget
12/1/24	En Tout Cas	Tennis Court2	£18,000.00	£3,000.00	reserves
19/1/24	SJP Solicitors (VAT tbc)	Eviction notices	£612.60	£102.10	contingency
	ECS - jan	Computer	£38.40	£6.40	admin
	nPower - dec	Street Lights	tbc		utilities
16/1/24	Kevin Crompton	Trees	£120.00	£0.00	open spaces
26/1/24	En Tout Cas - final	Tennis Court3	£4,164.00	£694.00	reserves
	Bryan Lecoche	Rough Sleeper	tbc		
29/1/24	BSBDVH	Green Day	£37.50	£0.00	admin
	Barclaycard	Various	£351.08	£59.18	admin/cont
29/2/24	Salaries inc tax/NI/pension	Salary	£1,761.05	£0.00	salaries

Signed:

(Chair)

Date: 5/3/2024

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 5th March 2024 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 W Gardiner, Cllr S Osborn, Cllr S Ullswater

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

Prior to the meeting some Cllrs took the opportunity to look at AV equipment – this slightly delayed the start, and some filming was done during the meeting.

Meeting began at 6.34pm

2024.03.05.01 - Declarations of Interest

- a) Declarations of Interest were received from Cllrs Borthwick (7.a.b) and Osborne (7.a.f).

2024.03.05.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Dovey and O'Sullivan.

2024.03.05.03 - Minutes

- a) *The minutes of the meeting on 6th February 2024 were accepted as a true record and duly signed.*

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

- b) No matters arising from these minutes were raised.

2024.03.05.04 – Public Comments 1

- a) Subjects raised were:
 - Planning – asked to contribute at appropriate item.

2024.03.05.05 - Reports

- a) Chair's report. Cllr de Winton noted much time had been spent on flooding matters – to be covered later. The rough sleeper had pleaded not guilty to the assault charge – case in November. Another charge had been made.
- b) Report from Borough Councillor. Cllr de Winton noted that the Planning Committee had approved the aviary application in Deepdale. The Borough budget had not included the staff pay rise, and he expressed scepticism over it. There had been few meetings, but the Council Tax rise for second homes had been approved.
- c) Report from County Councillor. Cllr Jamieson was not present.
- d) Report from Clerk. The Clerk noted that he had received concerns about the horse belonging to the rough sleeper, but it was difficult to report – he requested that all such reports be made direct. [Cllr Borthwick noted that the horse appeared well-cared for and in good condition.] On second homes, he had received a first response from the Borough Leader, but no follow up – it was clear there were problems determining which properties the increased charge would apply to.

Signed:

(Chair)

Date: 2/4/2024

2024.03.05.06 - Finance

- a) The Clerk presented the finance figures, which, with one or two exceptions, would be those for the end of year audit. Balances were just under £184K, with donations from the Sports Club (£11.7K) and Golf Club (£47.2K) received. Barclaycard figures were being sent to the Finance Group as requested. Not all Cllrs would be taking the Allowances, so this figure would be lower. The electricity account could not be converted to a fixed tariff with nPower, so Clerk had sought help from Cardinal Energy (price comparison company) – he sought approval for Delegated Power to agree this – Cllrs asked about renewable energy. It was agreed that the Clerk, in consultation with Cllrs, could register for a fixed tariff if totalling at least 10% less than current charges.
- b) All expenditure as listed in the pack was approved for payment¹.
Prop: Cllr Osborn; 2nd: Cllr Carpenter; unanimous
- c) The draft Asset List was approved. Clerk suggested that it might be appropriate to seek a formal valuation of assets for insurance purposes – general consent².

2024.03.05.07 - Planning

- a) Planning Applications were considered:
- 24/00144 - First floor extension to rear of dwelling to provide a bedroom and shower room (Pump Cottage, Main Road, Brancaster Staithe – amended). Council agreed to object on grounds of overdevelopment. It also noted concerns over the drawings, and car parking.
 - 24/00136 - Variation of condition 2 attached to planning permission 21/00214/F: Extension to the west of the property (September House, Main Road, Brancaster Staithe). Council agreed to raise no objection.
 - 24/00232 - Side extension, with new roof finishes, new external cladding and new timber windows (Stranraer, 17 Town Lane, Brancaster Staithe). Council agreed to object on grounds of overdevelopment and the number of bedrooms being against the Neighbourhood Plan.
 - 24/00239 - Extension and alterations to dwelling, and first floor extension to garage (Redshanks, Whiteway Road, Burnham Deepdale). Council agreed to raise no objection. Council noted that work appeared to have started on the site.
 - 24/00257 – Proposed cart shed and store (Barrowdale, Orchard Close, Brancaster Staithe). Council agreed to raise no objection.
 - 24/00280 - Reserved Matters application: Construction of one dwelling (Land At Cross Lane, Brancaster). The applicant and developer spoke, and a lengthy discussion took place. Council agreed to raise no objection.
4-4; decision taken by Chairman's casting vote
- b) No late applications were submitted.
- c) Mention was made that there was an Appeal in progress relating to 10 Branodunum – the process did not allow further submissions.

2024.03.05.08 - Delegated decisions etc.

- a) The pack listed the following Delegated Decisions (no objection) following an abortive Planning Meeting (Portal down):
- 24/00126 - Alterations to dwelling & Proposed car port (5 School Pastures

¹ See below

² Will need formal approval

Signed:

(Chair)

Date: 2/4/2024

- Burnham Deepdale)
 - 23/01611 - Variation of Conditions 1 and 3 of Planning Permission 22/01586/RM: Construction of 1 new dwelling (Land Adjoining Floyd House Marsh Side Brancaster)
 - 24/00132 - Replacement of an existing part brick part UPVC conservatory with a brick and tiled roofed summer room using the same footprint (6 The Cricket Pasture Burnham Deepdale)
- 24/00144 and 24/00136 were responded to with holding objections (dealt with as above).

2024.03.05.09 - Other matters

- a) Cllr Bax noted that she had attend the Sports Club Committee Meeting – pickleball had arrived! The Sailing Club were doing a litter pick, using PC pickers.
- b) Flooding – Clerk and Chairman reported on response from MP, meeting (date tbc) at Thornham to look at concerns over Anglian Water capacity etc., reporting of specific flooding in Broad Lane, Flood Alliance involvement and support from NALC, limits of PC powers etc.
- c) Cllr Carpenter spoke regarding the Green Day – flyers available. There would be activities, wildflower seeds, Master Composters, Beat the Bills and other information.
 - a. Council agreed that wildflower planting could be done around the margins of Brancaster Playing Field.
- d) Council noted the presence of the AV equipment – the wifi speed was a possible concern.
- e) Anthony Law was invited to speak on the recent meeting on accessibility of playground equipment. He suggested a 3-to-5 year plan for Brancaster might now include this, as some equipment was aging. Brancaster Staithe Village Hall was also aware of this initiative.
 - a. Council agreed to sign the "Everyone has the Right to Play" Pledge.

At this point the Chairman signed the Civility and Respect Pledge Certificate, approved at a previous meeting.

2024.03.05.10 - Correspondence and requests

- a) The Clerk noted general correspondence consisting of Car Park pass requests, flooding reports, but no specific issues needing reporting.
- b) Council agreed to press the National Trust for progress on the Village Green at Brancaster Staithe, including details of programme, start date and possible timeline.
- c) A free portrait of HM The King had been requested, with both Halls wishing to accept. A discussion on constitutional matters ensued with varied opinions ("niche interest", bringing the Community together etc.). Council agreed to purchase a second portrait when they become available.

6-1; 1 abst

2024.03.05.11 - AOB and agenda requests

- a) Cllr Bax noted that she had two enthusiastic volunteers to assist with D-Day Commemoration, and plans were underway for history display, tea, and beacon, with Community Choir. Sue Green was invited to describe the work of Community First Responders. These supported the 999 system, and she would be working along the Coast, possibly as far inland as Docking. She described the equipment in the "bag" noting the cost of c.£3.5K. Donations would be being

Signed:

(Chair)

Date: 2/4/2024

sought (it was noted that the next BPC window was June) and Cllrs asked that all Councils in the area be asked to contribute, though there was general assent that BPC would do so when formally requested.

- b) Cllr Carpenter asked about the Youth Club progress – possible future agenda item.

2024.03.05.12 - Public Comments 2

- a) Subjects raised were:
- Bus service – Lynx had confirmed this was decided on commercial grounds.
 - Where was rough sleeper from? – not local originally, but Wells had been location for a while.
 - Royal events – no wish for a President...
 - Hedge round Brancaster Playing Field – need for smaller equipment; reference to Asset Group.

2024.03.05.13 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 2nd April, 2024, at 6.30pm in Brancaster Village Hall.

Clerk noted that Agenda requests needed to be earlier than usual due to Easter weekend.

2024.03.05.14 - Private session

- a) Council agreed to close the meeting under Standing Orders and relevant legislation due to the nature of the subjects to be discussed.
- b) [Public and Cllrs Bocking and Borthwick left – 8.23pm]. Remaining Cllrs were advised of the latest in the SHADCRA legal case – hearing delay due to Judicial absence. Discussion took place, with agreement, on ongoing legal representation.

Meeting ended at 8.45pm

Expenditure:

Inv Date	To	For	Amount	of which VAT	budget
20/2/24	Bryan Lecoche	Rough Sleeper	£2,444.26	£407.38	reserves
await	ECS - mar	Computer	£38.40	£6.40	admin
await	nPower - feb	Street Lights			
email	Anthony Law	Petrol Exp	£36.00	£0.00	admin
18/2/24	Kevin Crompton	Rubbish Removal	£120.00	£0.00	contingency
29/2/24	TT Jones - apr-jun	Street Lights	£71.40	£11.90	utilities
await	Glasdon	Dog Bin	£302.63	£50.44	contingency
resolution	Members (£375.90)	Allowances up to	£4,134.90	£0.00	allowances
28/2/24	Barclaycard	Various	£109.20	£3.20	admin/reserves
15/3/24	ICO	Data Protection	£35.00	£0.00	admin
28/3/24	Salaries incl tax/NI/pension	Salary	£1,761.05	£0.00	salaries
INCOME					
8/2/24	BCSC	donation	£11,735.00	£0.00	reserves
22/2/24	RWNGC	Car Park	£47,233.55	£0.00	reserves

Signed:

(Chair)

Date: 2/4/2024

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 2nd April 2024 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 A Dovey, Cllr W Gardiner, Cllr T O'Sullivan

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

Prior to the meeting there was a presentation by a representative of the Community First Responders. This focused on personnel, geography, equipment, costs etc. The kit bag cost c.£3.5K, and the Raizer lifting chair¹ £4K. An improved phone system provided mapping and location information. Support was needed – financial and volunteers. Full extensive training provided.

Meeting proper began at 6.47pm

2024.04.02.01 - Declarations of Interest

- a) A Declaration of Interest was received from Cllr Borthwick on item 7.a.b.

2024.04.02.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs V Carpenter, S Osborn and S Ullswater

2024.04.02.03 - Minutes

- a) The minutes of the meeting on 5th March 2024 were accepted as a true record and duly signed.

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

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

2024.04.02.04 – Public Comments 1

- a) It was indicated that all comments related to Planning, and the Chair invited those wishing to speak to the items as they came up below.

2024.04.02.05 - Reports

- a) Chair's report. Cllr de Winton commented that he had had a nice Easter.
- b) Report from Borough Councillor. Cllr de Winton noted that the Borough had been quiet. He noted that he (and others) had attended a meeting on flooding hosted by Cllr Jamieson and others; issues raised had been sewerage capacity, surface water using this and the high water table. Cllrs Borthwick, Bocking and the Clerk noted pipe sizes and flow issues, ongoing work and the desire of "higher" authorities to involve Parish Councils inappropriately.
- c) No Report from County Councillor. It was noted that written reports often received after BPC meetings.
- d) Report from Clerk. The Clerk noted the continued arrival of Car Park Pass applications seven weeks after the deadline. Though many had been processed, those remaining would wait until a probable June window. Three had arrived

¹ It was noted that this might not be the same as Norfolk Falls were proposing to install – Clerk to check.

Signed:

(Chair)

Date: 7/5/24

without stamps and were not being collected from the sorting office in line with Policy. He also expressed concern over an item of correspondence with Planning being made public² – had raised with Officers.

2024.04.02.06 - Finance

- a) The Clerk presented the finance figures. As the first figures of the new year, spending against budget not really relevant. He had been in touch with the new Internal Auditor several times, dealing mainly with paperwork for the Governance side of the Audit. Figures for 23/24 were complete, and he hoped the process could be signed off at the May meeting.

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

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

- c) A grant application had been received for the Coffee Mornings. Council agreed to contribute⁴ £400 to the Wednesday Coffee Mornings, requesting that Brancaster Village Hall be the holder of the funds in the absence of a group bank account.

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

2024.04.02.07 - Planning

- a) Planning Applications were considered, with comments from the floor on items b, e and g:

- a. 24/00325 - Proposed oak framed rear extension (Keepers Lodge, Dalegate Road Brancaster). Council agreed to raise no objection to this application.
- b. 24/00254 - Change of use of area at Deepdale Farm, to become a permanent part of the existing campsite on the farm, providing additional pitches. Council agreed to raise no objection to this application.
- c. 24/00342 - Conversion of existing ground floor garage to bedroom and ensuite, with new first floor extension for bedroom and ensuite, replace conservatory to insulated sunroom (2 Anchorage View, Brancaster). Council agreed to raise no objection to this application, though reluctantly, on grounds of design.
- d. 24/00340 - Proposed shed in front garden (1 Prospect Place, Harbour Way, Brancaster). Council agreed to raise no objection to this application.
- e. 24/00435 - Outline Application: Demolition of existing single storey farm workers cottage and replacement Two Storey dwelling on same footprint (School Farm, Choseley Road, Brancaster). Council agreed to support this application.
- f. 24/00396 - Rear extension and alterations to dwelling (2 Harbour View Terrace, Main Road, Brancaster Staithe). Council agreed to raise no objection to this application.
- g. 24/00010 - Removal and variation of conditions attached to permissions 20/00819 & 14/0168. Revised design to planning permission 09/01846. To allow for the erection of one dwelling only in the grounds of plots 2 and 3 and increase garden land to plot 1 (Lynwood House, Main Road, Brancaster Staithe). Council agreed to raise no objection to this application.

- b) There were no late-arriving applications.

- c) Cllr de Winton noted there was no news on ongoing Appeals.

² This despite request, as it stated when he was away.

³ See below.

⁴ It was noted that this was outside the window specified in the Policy, but the need was urgent, hence the approval.

Signed:

(Chair)

Date: 7/5/24

2024.04.02.08 - Delegated decisions etc.

- a) Clerk noted that he had accepted a quote for electricity (streetlights) in line with the decision last month – this would reduce by £2.5K to £3K; yet to be signed.

2024.04.02.09 - Other matters

- a) Cllr Gardiner reported on his attendance at the Commons Committee meeting – there was a need for more money to run the Harbour (£6K loss) hence the moorings issue; the Hard was not in their orbit; no report had been received from Natural England. Cllr Bax noted the events to commemorate D-Day on 6th June: presentations and talks (Messrs Wingrove and Wakefield), tea/cake (incl. "bake-off"), music (Brancaster Community Choir), dressing up, photos and aural remembrances; Barrow Common from 8pm with Beacon at 9pm. Exhibition continues to 11th June, with information transferring to BPC website.
- b) Cllr Bax reported that Green Day on 16th March had been well-attended. Several groups present including the School who presented photos. Positive feedback especially from the young. To become an Annual event. Thanks were given to Fiona Borthwick among others. Planting of wild-flower seeds needed to be completed – being organised to allow School to be involved.
- c) A report on Audio-Visual equipment had been received. It was felt that wider inquiry was needed particularly on audio-loop provision at Brancaster Staithe Village Hall. It appeared that this did exist at Brancaster Village Hall – info on access and microphone requirements needed.
- d) It was noted that the provision of three electronic signs linked to a float, and one manual flip sign, to advise of Beach Rd tidal flooding, would cost approximately £25K. Of this NCC and Cllr Jamieson would provide c.£13K. Borough Cllr and general fund grants to be sought (Borough CIL/Parish Partnership too late at this point). It was agreed to pursue but only with full information on: exact cost, appearance, wording allowed, maintenance, ownership, guarantee/life expectancy etc. This to be requested, and item added to next agenda.

2024.04.02.10 - Correspondence and requests

- a) Clerk noted the volume of correspondence received while on leave, but there were no specific items to bring to the meeting.

2024.04.02.11 - AOB and agenda requests

- a) Cllr Bocking asked about the work at the Hard – NT had replied. Progress on yellow lines etc. – Parking and Safety Team members had expressed concern over the "final" proposals; meeting soon. Likely timescale shared⁵, looking as if completion August 2025.
- b) No additional items requested for next agenda.

2024.04.02.12 - Public Comments 2

- c) Subjects raised were:
 - Brancaster Staithe Village Green.
 - Electronic signs – costs compared with manual ones.
 - Traveller now selling doormats made from tennis court off-cuts – contact to be made with Highways, Police and BT.
 - Coastwatch station now active – very nice.
 - Refunds from Anglian Water if soakaways etc. used.

⁵ To be added to website.

- Size of Borough Cllr grant (previously £1,000 spread across all parishes in Ward.)
- Planting of wildflower seeds – adjacent to daffodils.
- Telephone boxes – contractor has info; to chase.
- Freebridge housing – digger on site, timescale to completion 18 months?
- Affordable housing access – Clerk and Cllr Bax to liaise.
- Boardwalk “looking good”.

2024.04.02.13 - Next meeting

- a) The next meeting, the Annual Meeting of Council, was confirmed as being on Tuesday 7th May 2024, at 6.30pm in Brancaster Staithe Village Hall.

2024.04.02.14 - Private session

- a) Council agreed to close the meeting under Standing Orders and relevant legislation due to the nature of the subjects to be discussed.
- b) There was a brief discussion relating to the method of communicating with contractors.

Meeting ended at 8.45pm

Expenditure:

Date	To	For	Amount	of which VAT	budget
	ECS - apr	Computer	£38.40	£6.40	admin
	npower - mar	Streetlights			utilities
21/3/24	Norman Raynore - jul23-mar24	SAM sign	£390.00	£0.00	utilities
14/3/24	Val Carpenter	Expenses	£9.53	£0.00	biodiversity
	Barclaycard - approx	Various	£315.76	£41.90	admin/events/cont
30/4/24	Salaries - approx	Salaries	£1,760.00	£0.00	salaries

Signed:

(Chair)

Date: 7/5/24

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 23rd April 2024 at 6.15pm

The meeting was held in Brancaster Village Hall – an additional meeting to consider Planning matters.

Present: Cllr C Borthwick, Cllr V Carpenter, Cllr W Gardiner, Cllr S Ullswater

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

Meeting began at 6.18pm – in the absence of a Chair, the meeting proceeded as agreed by Cllrs collectively.

2024.04.23.01 - Declarations of Interest

- a) No Declarations of Interest were received.

2024.04.23.02 - Apologies for absence

- a) Apologies for absence were received from Cllrs Bax, Bocking, Dovey and Osborn.

2024.04.23.03 – Public Comments

- a) None.

2024.04.23.04 - Planning

- a) The following applications were considered:
 - a. 23/02267 (variation of condition 2 and 4 of planning consent 23/00665/F: Proposed annexe replacement. Revised design to planning consent 21/02317/F - Dormy Cottage, London Street, Brancaster). Council agreed to raise no objection to this application.
 - b. 24/00543 (Proposed Construction of Outdoor Kitchen, Shed and Sauna - Lobster Pot, Main Road, Brancaster Staithe). Council agreed to raise no objection to this application.
 - c. 24/00144 (First floor extension to rear of dwelling to provide a bedroom and shower room - Pump Cottage, Main Road, Brancaster Staithe). Council agreed to maintain its objection to this application, on the basis of what it considered to be unsatisfactory drawings.

The difficulty of properly considering applications where repeated changes were made, and where the numbering was inconsistent and unclear, was stressed. Clerk to write.

2024.04.23.05 - Next meeting

- a) The next meeting was noted as being on Tuesday 7th May, 2024 at 6.30pm in Brancaster Staithe Village Hall.

Meeting ended at 6.32 pm, after which Cllrs received a training session delivered by Norfolk ALC.

Note – during this training it was suggested that the Clerk's Planning log be published in some form. This to show Council's responses and the final outcomes of such applications.

Signed:

(Chair)

Date: