

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 1st October 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 V Carpenter, Cllr S Osborn, Cllr S Ullswater

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

Meeting began at 6.33pm

2024.10.01.01 - Declarations of Interest

- a) There were no Declarations of Interest on agenda items.

2024.10.01.02 - Apologies for absence

- a) Apologies for absence were received from Cllr A Dovey, Cllr W Gardiner and Cllr T O'Sullivan.

2024.10.01.03 - Minutes

- a) The minutes of the meeting on 3rd September 2024 were accepted as a true record and duly signed.

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

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

2024.10.01.04 – Public Comments 1

- a) No matters were raised.

2024.10.01.05 - Reports

- a) Chair's report. Cllr de Winton noted that he had attended the Boardwalk opening.
- b) Report from Borough Councillor. Cllr de Winton noted that he had attended Planning and the Audit Committee.
- c) Report from County Councillor. Cllr Jamieson had been invited to the meeting, but had not submitted a report.
- d) Report from Clerk. The Clerk noted he had spent much time on sorting out streetlighting issues (later item). He reminded Cllrs of a meeting with a developer/agent on 3rd October – it was agreed to move this to 22nd. The bike racks were installed, and Cllrs were happy with the arrangement (this to allow grant application to be completed). He had delivered a large amount of Council documentation to the Records Office – the scanning of most of these had allowed them to be added to the website. The website now had almost all the info from the old one transferred, and he proposed to close the latter once completed. A letter box had been ordered, and, once installed, the Council address would be changed to Brancaster Village Hall.

2024.10.01.06 - Finance

- a) The Clerk presented the finance figures. Balances were c.£150K, with just under £90K being unallocated. There were no concerns on spending against budgets – total 55% in 58% of the year. A VAT refund of £6.8K had been received, and the

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UKPN payment for the substation. One invoice had been omitted, and it was noted that a payment would be due for the hedge-cutting on the Playing Field.

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

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

[Ref hedge – Clerk to seek quote for cutting area near table tennis table.]

- c) The Clerk noted various matters relating to the budget/precept setting arrangements for 2024/25. This included the need for approval of updated Asset/Risk Management Lists and ring-fenced funds. Cllrs were requested to consider and submit ideas for funding next year prior to November meeting (Nov 15th at latest). He noted large spending from reserves², and suggested it might be helpful to separate such spending where it was for grants – Cllrs thought this a good idea.

2024.10.01.07 - Planning

- a) One Planning Application was considered:
- a. 24/01716 - New dormer (blind), two new roof lights and re ordering internally (Christmas Cottage, London Street, Brancaster) – Council had no objection to this application.
 - b) There were no late applications for consideration.
 - c) Two Appeals were noted: 24/00966 (Balustrade, 22 Dale End, Staithe) – ongoing, no further comment allowed; 22/01922 (Wall move, Limes, London St, Brancaster) - Appeal rejected.

2024.10.01.08 - Delegated decisions etc.

- a) A Planning Meeting had taken place on 17th September³. The Clerk had responded in line with the discussion under delegated powers.

2024.10.01.09 - Other matters

- a) Cllr Bax noted she had attended the Saxon Shore Meeting – a 20mph zone was being proposed for Old Hunstanton; she would seek the name of someone who might be able to look at the Village Signs. A report was presented from the Working Group looking at the possible extended Car Park at Brancaster Village Hall/Playing Field. Many points were raised: e.g. guarantees that this would remain PC property (currently subject to lease to the Sports Club), precision over the exact boundary, possible public consultation, nature of current gravel – difficulties for less mobile, bank by hedge, use and future of container. The consensus was to move forward with the most extensive suggestion, though all would need to be approved formally in due course. Clerk to seek possible “project manager” to move forward with the Group, and prepare relevant documentation – for formal appointment next month.
- b) Council noted the report on possible electronic signs relating to flooding of Beach Rd. Changes to be requested of NCC included moving sign by Church closer to the telegraph pole, and the one on Mill Rd south of Boughey Close. It was also suggested that all signs should say "Flood Beach Rd". This would then allow a definitive quote to be obtained.

¹ See below

² Listed below

³ Notes in pack and online.

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- c) The Clerk noted the recent streetlighting summary, with the addition of three lamps in Saxon Field not previously on the Asset List. It contained recommendations which exceeded his spending powers, which he had already used on approval of one new lamp. Work required was one straightening of a pole, one new bracket and three new lamps. Council agreed to expenditure of between £1,500 and £2,000 on these works.

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

- d) CPRE had requested support for their document on the new National Planning Policies. Council agreed to support the entire document, and express its view that it was an extremely good response.

2024.10.01.10 - Correspondence and requests

- a) Thanks from the Community First Responders for the recent grant were noted. Clerk to advertise their offer of training in Newsletter.
- b) Cllr Bax to work with Clerk on Christmas arrangements, including suggesting appointment of contractor to do the relevant works. Noted issues with solar power for Brancaster Village Green.

2024.10.01.11 - AOB and agenda requests

- a) Cllrs commented on: fallen Beacon (reported to landowner – need for consideration of change in location); Freebridge housing – need for people to apply – links available on PC website, and use Citizens' Advice for help with forms; rough sleeper still in place, concerns over horse noted to NT (court case involving Chair and Clerk in November); Staithe Hard – Chair dealing with NT ref lease and condition; dog waste bins – Clerk to check BCKLWN schedule which seemed erratic.
- b) No specific agenda items requested.

2024.10.01.12 - Public Comments 2

- a) Subjects raised were:
- Shelving for phone boxes.
 - More detail on CPRE reply – Clerk to request bullet points from Cllrs, and advertise to Public on website/Newsletter.
 - Height of electronic signs.
 - Condition of PC assets – benches, village sign(s), holes in base of phone box.
 - Use of audio loop.

2024.10.01.13 - Next meeting

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

2024.10.01.14 - 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 c.8.30pm]
- b) Council considered requested changes to contract by prospective Clerk. It was agreed that the post should be readvertised.

Meeting ended at c.9pm

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Spending from Reserves to date:

To	For	Date paid	Amount
BSBDVH	Play Equipment	13/5/24	£20,000.00
Burnham Deepdale PCC	Grant s.214	14/6/24	£2,000.00
Brancaster PCC	Grant s.214	14/6/24	£3,500.00
Burnham Deepdale PCC	Grant s.214	8/7/24	£200.00
BSBDVH	Room Hire	12/9/24	£30.00
Tony Rout	Phone Boxes	12/9/24	£2,000.00
Marshall & Williams	BVH painting	12/9/24	£2,000.00

Expenditure⁴:

Invoice Date	To	For	Amount	of which VAT	budget
5/9/24	Tomato - A - jul/aug	Streetlights	£77.76	£3.70	utilities
5/9/24	Tomato - B - jul/aug	Streetlights	£419.02	£19.95	utilities
5/9/24	Tomato - C - jul/aug	Streetlights	£53.07	£2.53	utilities
10/9/24	Marshall & Williams	BVH painting	£2,400.00	£400.00	reserves
10/9/24	Noticeboard company	Locks	£32.96	£5.49	contingency
	ECS - oct	Computer	£38.40	£6.40	admin
	Tomato - sep - tbc	Streetlights			utilities
31/8/24	Heronwood	Grass Cutting	£262.00	£0.00	open spaces
	TT Jones – tbc – item 10c	Streetlights			utilities/cont
19/9/24	Parish Online	Mapping	£67.20	£11.20	admin
	Tbc – item 5B	Hedge-cutting			reserves
	Barclaycard (£101.68?)	various			admin
31/10/24	Salaries/tax/NI/pension	Salaries	£1,754.26	£0.00	salaries
INCOME					
	VAT claim	Refund	£6,822.71		VAT refund
	UKPN	Wayleave-substation	£265.02		reserves

⁴ Includes notes of payments made in September under delegation or where exact amounts were not known.

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