

Brancaster Parish Council

Minutes of the meeting of Council held on Tuesday 5th November 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 A Dovey, Cllr T O'Sullivan, Cllr S Ullswater

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

Meeting began at 6.30pm

2024.11.05.01 - Declarations of Interest

- a) No Declarations of Interest were received.

2024.11.05.02 - Apologies for absence

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

2024.11.05.03 - Minutes

- a) *The minutes of the meeting on 1st October 2024 were accepted as a true record and duly signed.*

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

- b) Cllr Borthwick noted continued issues with dog waste bins – Clerk to chase.

2024.11.05.04 – Public Comments 1

- a) Chair asked the nature of questions so they could be allowed at the appropriate juncture. Other subjects raised were:
- “plugging” of phone boxes.

[Item 9b was taken here, but minuted below in agenda order.]

2024.11.05.05 - Reports

- a) Chair's report. Cllr de Winton noted he had been heavily involved with issues surrounding the School closure. The rough-sleeper had moved, possibly to Choseley Rd. and there was a court case relating to the assault of him and the Clerk on Nov 12th. He had been in touch with the Sailing Club ref the Hard at Brancaster Staithe, and was awaiting contact from the National Trust.
- b) Report from Borough Councillor. Cllr de Winton noted planning matters. He also noted that BCKLWN had only recently adopted the White Ribbon pledge – BPC being ahead of the game.
- c) Report from County Councillor. Cllr Jamieson had sent a copy of the NCC letter ref the School closure; this was available to those present.
- d) Report from Clerk:
- Flood signs – NCC had not agreed to any of the suggested changes; a quote was awaited.
 - TROs (“double yellow” lines etc.) – no update on timing of consultation.
 - Enquiry received about dedicated parking at Boardwalk – reply saying none.
 - Letter Box and Shelving for phone boxes now received – co-ordinating with contractor.

Signed:

(Chair)

Date: 10/12/2024

- Attending court with Chair. Noted that National Trust had locked the field to prevent return of horse – the footpath there was permissive rather than a formal Right of Way.
- Streetlights all now done (i.e. the replacements agreed last month). One fault had been reported since, and Clerk was reminded of one, mentioned at previous meeting.
- Had met with UKPN looking at electricity supply to Village Greens for Christmas Trees etc. – too expensive (£8,000 or so for both installations, plus standing charges all year round). Possible permission had been agreed to take power from property adjacent to Brancaster Village Green. Cllr Dovey noted fault on box already there – suggestion to get electrician to look at.
- While checking ownership he had discovered that Brancaster Village Green (VG62, "Pond End") was not listed with the Land Registry. He also described the location of VG55, of which he was not previously aware.
- Government consulting on remote meetings and proxy voting. He urged all to respond. Nature of consultation made responding as a body very difficult. Future issues being raised were protection of Cllrs and possible sanctions for inappropriate behaviour.
- Had received an aggressive and unwelcome letter relating to non-Council matters. Had responded robustly.

2024.11.05.06 - Finance

- The Clerk presented the finance figures. Balances c.£162K. No concerns on spending v budgets. £17,026.47 of CIL had been received and a list of CIL spending was presented to Cllrs; what was included on CIL spending was up to Council/RFO, and the figures showed £12,043.95 remaining. Current proposed budget for 25/26 was presented. There was no appetite for a limit on non-s.137 donations.
- All expenditure as listed in the pack was approved for payment¹.
- A s.137 donation was agreed to the Baby and Toddlers Group. This was for equipment totalling £741, but Council to purchase and gift the items.

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

2024.11.05.07 - Planning

- Planning Applications were considered:
 - 24/01407 - New Dwelling to be used as holiday let (The Nook, 6 Common Lane Brancaster Staithe). Council agreed to raise no objection to this application. It continued to note that the parking did not seem sufficient.
 - 24/01377 - SELF BUILD: Demolition and construction of a self-build replacement dwelling, with re-located replacement swimming pool, new pool house, garage and store (Broad Lane House, Broad Lane, Brancaster). Council agreed to raise no objection to this application.
 - 24/01700 - A single storey extension to create additional space (Sky Lark, 9 Field House Farm Cottages, Mill Road, Brancaster). Council agreed to raise no objection to this application.
- No late applications.
- A Member of the Public commented on limitations to the number of non-occupied properties. There were also personal planning issues which should be taken up

¹ See below

with Borough Cllr. A future agenda item on any potential amendments to the Neighbourhood Plan to be added.

2024.11.05.08 - Delegated decisions etc.

- a) No delegated decisions had been taken, though it was noted in the pack that a virtual meeting of Cllrs had taken place to meet a developer, and look at the wording of the letter relating to the School closure.

2024.11.05.09 - Other matters

- a) Cllr Borthwick noted issues with the replacement locks for Noticeboards. Clerk to pursue, as with hearing loop at Brancaster Staithe Village Hall. Cllrs Bax and Carpenter would attend meeting at the School. Cllr Bax noted that VE and VJ Day projects progressing: Choir at VE, and VJ involving lecture due to clashes with other events.
- b) There was extended discussion of matters concerning the School. These included the lack of both a School and Vicar (effects on community cohesion), lack of encouragement, previous closure of Deepdale School (and its effects), funding, safeguarding, statistics, governance, human effects, and more. A draft letter was read out by the Chair. The draft letter to DNEAT was approved unanimously, with three suggested additions².

Prop: Cllr Dovey; 2nd: Cllr Carpenter

- c) It was agreed that the old website should be continued, and be used for local history³.
- d) Clerk noted that the transfer of documents from the old website was complete, and, to ensure all information on the new one was current, some Policies needed reviewing/amending.
 - a. Council agreed to adopt draft Safeguarding and Privacy Policies⁴.
 - b. Clerk reminded Cllrs of the importance of GDPR rules, and suggested ways to minimise the considerable risks. This included periodic housekeeping of email accounts, suitable redaction etc.
- e) Brancaster Village Hall/Playing Field car parking:
 - a. After lengthy discussion it was resolved that Cllr Borthwick would have "first dibs" on the purchase, removal and emptying of the container. Should this not be practical, Clerk to arrange removal of container and contents. [Note Cllr Borthwick took no part after making the offer.]
 - b. It was formally agreed that the proposed area for parking should include a move of the current fencing marginally to the north, if required, in order to allow the fencing to continue straight across the entire area. This only if required to make the area currently occupied by the container sufficient. This to be measured accurately with any surveyor/contractor for detailed plans for Planning Application and quotes for car park work.
 - c. Agreed for a surveyor to be commissioned for the above work.

Prop: Cllr de Winton; 2nd: Cllr O'Sullivan; 1 abst

Cllr Borthwick raised issues with things being on the PC owned portion of the access road to the Hall.

² These were: to note and support NCC's objection, object to the lack of other options being explored (specialism and site-sharing) and note the numbers at the Baby and Toddler Group. The final version will be online.

³ This allowed separate access and maintenance. It would include D-Day, Women's History etc. from recent events.

⁴ Available on website.

Signed:

(Chair)

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- f) [Agreed during Clerk report above] – Council authorised the Clerk to register Brancaster Village Green (VG62) with the Land Registry.
- g) Council agreed to seek electrician to repair power connection at Brancaster Village Green, or direct from neighbours, and use solar lights at Brancaster Staithe.

2024.11.05.10 - Correspondence and requests

- a) No additional correspondence reported.
- b) Council noted its continued support for the White Ribbon scheme relating to violence against women and girls. As concerns were raised about misandry, as well as misogyny, it was agreed to consider this in a future agenda, in order to avoid diluting the focus on the latter in the first instance, but ensure Equalities compliance.

2024.11.05.11 - AOB and agenda requests

- a) Cllr Bocking urged that action be taken on the Brancaster Staithe Village Green/Hard. A meeting to be organised with the National Trust.
- b) No agenda items requested.

2024.11.05.12 - Public Comments 2

- a) Subjects raised were:
 - Freebridge – issues with individual applications; referred to Cllr de Winton as Borough Cllr.
 - Maintenance matters – should be raised directly with the Clerk.

2024.11.05.13 - Next meeting

- a) The next meeting was confirmed as being on Tuesday 10th December⁵ 2024 at 6.30pm in Brancaster Village Hall.

2024.11.05.14 - 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. [Public left at c.8.40pm]
- b) **Note:** There was discussion relating to the appointment of a Clerk. The draft minutes will not show the outcome of this until further discussions have taken place.
- c) The Clerk noted⁶ that there continued to be concerns about Norfolk ALC. Council noted its understanding that the Clerk, as its legal representative and sole officer, has the right at any time to request on its, or his, behalf, any information he feels appropriate from Norfolk ALC. It was also suggested that there be a short gathering after the December meeting.

Meeting ended at c.9.35 pm

⁵ Note this is different from the agreed schedule of meetings for the year.

⁶ Clerk apologised for his omitting this in item 5d, i.e.in Public. As it was intended to note this at that point it has been minuted in detail since the Public had left.

Signed:

(Chair)

Date: 10/12/2024

Expenditure:

Date	Ref	To	For	Amount	of which VAT	budget
22/10/24	M-1/10	TT Jones - tbc	Streetlights	£2,571.84	£428.64	gen reserve
20/10/24	M-1/10	AD Masters	Hedge Cutting	£432.00	£72.00	open spaces
7/10/24	DD	Tomato -sep	Streetlights	£302.34	£14.39	utilities
Date	Ref	To	For	Amount	of which VAT	budget
	DD	ECS - oct	Computer	£38.40	£6.40	admin
	DD	Tomato - oct - tbc	Streetlights			utilities
28/10/24	M-5/11	CloudNext	Website hosting	£119.98	£19.99	admin
30/9/24	M-5/11	Heronwood	Grass Cutting	£208.00	£0.00	open spaces
	DD	Barclaycard	various	£109.20	£17.70	admin/cont
29/11/24	contract	Salaries - incl tax/Nl/pens/adj	Salaries	£2,232.29	£0.00	salaries
INCOME				£2,232.29		
21/10/24		BCKLWN	Bike grant	£930.00	£0.00	misc
24/10/24		BCKLWN	CIL	£17,026.47	£0.00	all reserve

Signed:

(Chair)

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