

Full Council Agenda

Minutes of a meeting of Brancaster Parish Council held on Tuesday, 10th December 2024 at 6.30pm at Brancaster Village Hall

Present: Cllrs, De Winton (Chair), Bax, Ullswater, Sullivan, Dovey, Gardiner, Osborn

In attendance: Philip Stone (Parish Clerk) Simon Bower (Parish Clerk) and 5 members of the public

Meeting began 6.37pm

AGENDA

1. 2024.12.01 Declarations of Interest

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest
None received.

2. 2024.12.10.02 - Apologies for absence

- a) To receive apologies Cllrs Carpenter, Borthwick, Bocking, O'Sullivan
Proposed to accept, seconded, unanimously resolved.

3. 2024.12.10.03 - Minutes

- a. Consider approving minutes of the meeting held on 5th November 2024
Proposed to approve, seconded, unanimously resolved.
- b. Matters arising from the above minutes – for information only
Registration of Village Green application to be drafted and submitted by new clerk.

4. 2024.12.10.04 - Public Comments – 1

- a. Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.
Parishioner comment: Member of the public raised concern over the condition of Roads and pavements in the parish. Cllr De Winton confirmed all issues relating to roads or paving need to be directed to Norfolk County Council <https://www.norfolk.gov.uk/article/39652/Report-a-highways-problem>
- b. Cllr De Winton gave the councils formal thanks to Simon Bower for the support help, assistance and guidance he has given to the Council and the Parish in his position of parish clerk. Recommendation from clerk to award Simon Bower Freedom of the Parish in light of service above and beyond. Proposed Cllr De Winton, seconded Cllr Bax, unanimously resolved. Clerk to deal with obtaining Freedom scroll and framing.

Signed:

(Chair) Date: 7.01.2025

5. 2024.12.10.05 - Reports

- a. Chairman's report:
 - Attended court with clerk Simon Bower following assault, accused found guilty and awarded a 6-month suspended sentence and fine.
 - Dealing with clerk sickness visiting Simon in hospital.
 - Making arrangements for council clerk support and handover.
- b. Report from Borough Councillor De Winton. (2 items reported by the EDP following comments made by Cllr De Winton)
 - Article 1: Appeared in EDP week commencing 2nd December following comments made some time ago relating the Brancaster church and benefice and the lack of service and pastoral support, which has resulted in a public meeting being called for 30th December at the Brancaster Village Hall at 5pm of 6 benefices to have a general conversation about the current situation and general pastoral service and support.
 - Article 2: Appeared in EDP week commencing 2nd December concerning millionaires row Woodhouse Road Hunstanton, referring to not liking planning officers being bullied by developers.
 - Also appointed to the Conservancy Board, which is the Port and Pilotage Authority for Kings Lynn.
- c. Report from County Councillor to hand previously circulated by email, contents noted no questions raised.
- d. Report from Clerk, Early days (4) access obtained to emails and handover in progress with Simon Bower.

6. 2024.12.10.06 - Finance

- a. To receive financial report from Clerk.

Finance summary December balance £161,365.10 Noted (deductions of salaries and Tomao lighting invoice of £540, still to be made). Summary of bank balances received and noted savings account £152,555.39 and current account £8,809.71
- b. Consider expenditure items (listed in document pack). Expenditure items noted, (salaries to be added), Cllr Dovey, proposed to approve, seconded Cllr Gardiner, unanimously resolved.

Cllr Comment the need for additional authorised signatories for the bank account was noted Clerk to endeavor to obtain authorisation for Cllrs Carpenter, Bovey, Osborn and Gardiner to be added.

Signed:

(Chair) Date: 7.01.2025

- c. Note, consider, and amend, if necessary, draft budget for 25/26 proposed to approve seconded, unanimously resolved.

Cllr Bovey: Comment asked for an additional £2,000 to be allocated to S137 budget for future children enrichment issues. **Clerk clarification** S137 unable be increased at will but money in the existing figure stated in the budget can be used for child enrichment should council wish to do so.

7. 2024.12.10.07 - Planning

- a. Consider planning applications:

- a. [24/02040/F | Replacement dwelling and garage | Barnagh Town Lane Brancaster Staithe](#)

Proposed to support the application, and to comment that the use of render as a wall covering is considered inappropriate to the external elevation and not in keeping with the general appearance or character of buildings within the parish.

- b. [24/01377/F | 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](#)

Proposed no objection, second, unanimously resolved.

- c. [24/02118/F | VARIATION OF CONDITION 1, 6 AND 14 OF PLANNING PERMISSION 24/01138- VARIATION OF CONDITION 2 PLANNING PERMISSION 22/01796/FM: Construction of 12 no. affordable dwellings with associated external works and access. | Brentwood Main Road Brancaster Staithe](#)

Proposed to support, seconded, unanimously resolved.

Comment made by Cllr De Winton that shared ownership had not proven ideal for all people in the parish.

- b. Consider any late arriving planning applications
Brancaster sailing Club License application (Ten) for opening time extension from 12 to 2pm Noted for a private event, council comment would prefer to see an event open to the whole community.
- c. Note request for consideration of possible amendments to the Neighbourhood Plan.

Signed:

(Chair) Date: 7.01.2025

Being dealt with by Edward Gould.

- d. Receive report on any other planning matters, Appeal on 24/01215, noted, no opinion given.

8. 2024.12.10.08 - Delegated decisions etc.

- a. To note delegated decisions made.
None
- b. Consider a temporary scheme of delegation to new Clerk bearing in mind incomplete agenda and handover due to illness. Proposed Scheme of delegation 5.03.2022 applies to new clerk, together with the ability to take such action as is reasonably required to ensure the council is legally compliant in its actions in respect of all its assets and responsibilities should the need arise. (£500 Limit of delegated authority to spend for any one item or occurrence), seconded, unanimously resolved.

9. 2024.12.10.09 - Other matters

Brancaster fair and community choir Friday 19th singing 6pm village hall.

- a. Receive reports from Council groups and representatives
 - Cllr Osbourne attended meeting in respect coastal of sea defences for the beach.
 - Cllr Borthwick attended car park meeting with National Trust. Items National trust wish to discuss in New Year relating to village green and update on mains connection underground project. **Comment** made by Cllr Ullswater that the appointed representatives of the council being herself and Cllr Gardiner do not receive emails or invites from the National Trust to meetings. Clerk to write to Victoria Egan at the National Trust confirming the council's representatives and contact details for correspondence and meetings.
 - National Trust, chain process has worked well for 2024, 90% have renewed and drop out replaced by those on waiting list, still no charge for parishioners but donations gratefully received.
 - Cllr Bax, thank you Brancaster Village Fair
 - Cllr Bax announcement the Brancaster Community Choir singing in the Village Hall on Thursday 19th December at 6pm

Signed:

(Chair) Date: 7.01.2025

- b. Update on School closure/merger
Latest information suggests the school will remain open until the end of the summer term.
 - a. Consider approval (retrospective) of payment for printing.
Proposed, seconded, unanimously resolved.
 - b. Consider delegated expenditure for future issues
(Not considered in light of correspondence item under item 10 of the agenda.)
- c. Update on Parking Area at Brancaster Village Hall
Clerk to make contact and liaise with Stephen Sharpe Atelier Associates re current situation to enable a planning application to be submitted.

Comment: Cllrs noted that the container to the car park had still to be emptied. clerk to liaise with Cllr Borthwick as a matter of urgency to enable the remainder of the contents to be emptied or skipped.
- d. Review Council's Mission Statement, in line with Equalities and other Legislation. Proposed to defer to a future meeting, seconded, unanimously resolved.

10. 2024.12.10.10 - Correspondence and requests

- a. To note any correspondence reported by the Clerk
Request from school for help to repair and reinstate for use play equipment total cost £1,315. Clerk confirmed school has been asked to complete a grant application and to provide full details of work required, together with costings and confirmation of the full sum requested. (The school is holding a Christmas fund raiser towards the repair) General discussion took place which viewed the request favorably, clerk to confirm sum required once formal request to hand from the school.

11. 2024.12.10.11 - AOB and agenda requests

- a. To receive any further comments from Councillors – information only
 - Comment: Cllr Dovey and Cllr Bax the Beacon on Barrow Common requires replanting and consideration given if a metal pole would be more appropriate than a wooden one. Clerk look into the situation in consultation with Kevin Compton (handy man) and Simon Bower (Clerk noted the Beacon does not belong to the council).

Signed:

(Chair) Date: 7.01.2025

- b. To receive future agenda requests from Councillors.
 - Cllr Dovey Christmas tree planning and funding.
 - Cllr Dovey & Cllr Bax school equipment grant funding.

12. 2024.12.10.12 - Public Questions - 2

- a. Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.

Parishioner comment: fully supporting the idea of shared ownership housing schemes within the parish.

13. 2024.12.10.13 - Next meeting

- a. Consider confirming the date of the next meeting as 6.30pm on Tuesday 14th January, 2025. Meeting to be held in Brancaster Staithe Village Hall.

Proposed future meetings be held on the first Tuesday of the month and not the second. Motion seconded, unanimously resolved. Next meeting 7th January 2025 630pm Brancaster Staithe Village Hall.

14. 2024.12.10.14 - Private session

- a. Consider closing the meeting to the public under relevant legislation and standing orders.

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 8.10pm)

Proposed, clerk to make key person insurance claim for sickness for clerk Simon Bower, seconded, unanimously resolved.

Consider any changes to staffing/contracts etc.
Deferred for future agenda.

Meeting Closed 8.15