

Full Council Agenda

Annual Parish Council Meeting

Tuesday 6th MAY 2025 at 6.30pm

Councillors are summoned to attend the above meeting at Brancaster Staithe & Burnham Deepdale Village Hall on Tuesday, 6th May 2025 at 6.30pm

The meeting is open to the public. Any parishioner wishing to raise a matter on the agenda should speak when invited by the Chair during the time set aside for this.

Philip Stone

Philip Stone, Parish Clerk, 30.04.2025

1. Election of the Chair of Council.
2. Election of Vice-Chair.
3. Acceptance of office for Chair and Vice Chair.
4. **Declarations of Interest.**
5. **Apologies for absence.**
6. **Minutes** Consider approving the minutes of the meeting held on April 2025.
7. **Public Comments – 1** Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.
8. **Appointment of members to internal groups.**
 1. Assets,
 2. Event Planning,
 3. Emergency,
 4. Finance/Staffing,
 5. Governance,
 6. Communications,
 7. Car Park Passes,
 8. BVH car park.
9. Review and adoption of Standing Orders.
10. Review and adoption of Financial Regulations.
11. **Review and appointment of Councillor representation with external bodies** and arrangements for reporting back.

1. Brancaster Beach Car Park,
 2. Brancaster Village Hall & Bar,
 3. Brancaster Staithe & Burnham Deepdale Village Hall,
 4. Brancaster Commons committee,
 5. Bells Charity,
 6. Sea Defence Committee,
 7. Barrow Common Management Committee,
 8. Brancaster Community sports Club,
 9. Brancaster Allotment Society,
 10. Saxon Shore Parish Forum,
 11. Utility undergrounding at Beach
12. Review and adoption of inventory of land and other assets.
13. Confirmation of arrangements for insurance cover in respect of all insurable risks.
14. Review of the Council's and/or staff subscriptions to other bodies. NALC, NPTS & SLCC
15. Review of the Council's complaints procedure 24.
16. **Review of the Council's policies, procedures and practices** in respect of its obligations including: Biodiversity 23, Car Park Passes 25, Co-option 23, Code of Conduct 23, Contract for Services 21, Councillor Allowances 24, Data Protection 24, Dignity at Work, Document Retention 24, Donations 24, member officer Protocol 23, Membership & Representation 23, Pension Policy 24, Planning 24, Planning Developer 23, Public Questions at Meetings 24, Risk Management 24, Safeguarding 24, Training 23, Website Accessibility 23 Publication Scheme 24
17. Review of the Council's policy for dealing with the press/media Communications 22.
18. Time date and place of ordinary meetings of Council up to and including the next annual meeting.
19. **Reports**
- a. Chairman
 - b. Borough Councillor
 - c. County Councillor
 - d. Community Housing Champion, Cllr Carpenter
 - e. VE & VJ Day Cllr Bax
 - f. Car Park Passes Cllr Dovey
20. **Finance**
- g. To receive financial report from Clerk.
 - h. To approve monthly items of expenditure.
 - i. To note and accept the internal Auditors Report 24/25.
 - j. To receive and approve accounts for 24/25.

k. **AGAR (Audit) Form 24/25,**

Consider approving/signing each declaration on the Governance Form.

Consider approving/signing finance figures on the Accounting statements.

21. **Planning** (right click link & press open hyperlink to go to planning application)

APPLICATION: 25/00662/F 14 April 2025 PROPOSAL: Erection of hotel accommodation with associated hard and soft landscaping. LOCATION: The Ship Hotel Main Road Brancaster King's Lynn Norfolk PE31 8AP

<https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SUQ7R9IVKJC00>

APPLICATION 25/00630/F Householder: New Boundary Wall and New Porch under 3m2 (would be Permitted development). Location: 4 The Close Brancaster Staithe King's Lynn Norfolk PE31 8BS

<https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SUD951IVK2C00>

APPLICATION 25/00404/F Householder Alterations to garage, Location Redshanks Whitley Road Burnham Deepdale
The Planning Committee will be considering the above application at its meeting to be held on 6 May 2025.

<https://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SSO80ZIVHG200>

22. **To confirm any delegated decisions made**

23. **To consider and resolve:**

Parish amalgamation.

Village Green.

Green Day initiative.

Heating grant application Brancaster Staithe & Burnham Deepdale Parish Hall.

24. **Other matters:**

Receive reports from Council groups and representatives.

Update Village Hall car park.

Update Flood Warning Signs.

Update Brancaster Staithe village green works.

Cllr Allowances.

25. **Correspondence and requests**

To note any correspondence of note.

26. **AOB and agenda requests**

To receive any further comments from Councillors – information only

To receive future agenda requests from Councillors

27. Public Questions - 2

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

28. Next meeting

To confirm place, date and time of May meeting.

