

Public Agenda Pack Annual Parish Council Meeting

Please note pack maybe subject to being updated as required up to the time of the meeting.

Agenda 6th May 2025 6.30 at Brancaster Staithe & Burnham Deepdale Village Hall

1. Election of the Chair of Council.
To receive nominations and appoint.
2. Election of Vice-Chair.
To receive nominations and appoint.
3. Acceptance of office for Chair and Vice Chair.
Deal with forms of acceptance.
4. **Declarations of Interest.** To receive.
5. **Apologies for absence.** To receive.
6. **Minutes** Consider approving the minutes of the meeting held on April 2025. To consider and approve.

Already provided.
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.

Existing Membership: Please confirm by return of email to me as clerk if you no longer wish to be on any of the below mentioned groups as a representative of the council.

Council internal group membership

Assets/Strategic Planning	CB, WG, ToS
Event Planning	BB, AD
Emergency	VC, WG
Finance	BB, TdW, SO
Governance etc	ToS, TdW
Communications	BB, VC, AD
Car Park Passes	VC, TdW, SU
BVH possible car park	VC, AD, WG, SO, SU plus BVH and BCSC reps

9. Review and adoption of Standing Orders.

<https://www.brancaster-pc.gov.uk/wp-content/uploads/sites/93/2024/01/policy-2024-01-09-standing-orders.pdf>

Recommend adoption of new standing orders 2025

10. Review and adoption of Financial Regulations.

Recommend adoption of updated Financial Regulations 2025

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

Existing Representatives: Please confirm by return of email to me as clerk if you no longer wish to be on any of the below mentioned groups as a representative of the council.

Council representatives on external groups 2024-2025

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): A Dovey (dep: S Ullswater)

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

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Clerk: Philip Stone

clerk@brancaster-pc.gov.uk

Saxon Shore Parish Forum: B Bax, V Carpenter, T de Winton (all invited as deps)
Utility Undergrounding at Beach: W Gardiner, S Ullswater
School Liaison Officer: B Bax

12. Review and adoption of inventory of land and other assets.
As approved at last meeting.

13. Confirmation of arrangements for insurance cover in respect of all insurable risks.

Confirmed:

Existing: Clear Insurance

Policy Number:

Policy Type: Local Councils

Insurer: Aviva Insurance Ltd

Renewal Date: 29 June 2024

Premium: £1,529.57

TOTAL PREMIUM £1,574.57

Public Liability cover £10,000,000

All insured figures to be updated as per current asset review for values declared and insured.

14. Review of the Council's and/or staff subscriptions to other bodies. NALC, NPTS & SLCC

Current membership of all of the above organisations is recommended to ensure the most up to date information is available to the clerk and the council for both administration, operational and employment purposes.

15. Review of the Council's complaints procedure 24.

This has only recently been updated and is recommended to be reviewed May 2026

Right click link below and open hyper link

<https://www.brancaster-pc.gov.uk/the-council/policies-procedures/>

16. Review of the Council's policies, procedures and practices (NUMBER NEXT TO POLICY IS YEAR OF POLICY) 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

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I have no issues with any of these save possibly Car Park Passes being confirmed as correct or requiring revision. I would ask that they are approved on block and will be reviewed INDIVIDUALLY during the year when time allows.

Right click link below and open hyper link

<https://www.brancaster-pc.gov.uk/the-council/policies-procedures/>

17. Review of the Council's policy for dealing with the press/media Communications
22.

I have no issue with this policy in its current form and would ask for it to be approved for another year, should you consider it needs amendment I am happy to deal with this during the year at a future meeting should you wish.

Right click link below and open hyper link

<https://www.brancaster-pc.gov.uk/the-council/policies-procedures/>

18. Time date and place of ordinary meetings of Council up to and including the next annual meeting.

As below:

2025 3rd June, 1st July, 5th August, 2nd September, 2nd October, 2nd November, 2nd December 2nd, 2026, 6th January, 3rd February, 3rd March, 7th April, 5th May.

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

To be received at the meeting.

20. Finance

- g. To receive financial report from Clerk.
To follow
- h. To approve monthly items of expenditure.
To follow subject to transfer of balance from Barclays to new account with Unity.
- i. To note and accept the internal Auditors Report 24/25.

B H Accounting Services

25 Harvest Way
Harleston
Norfolk IP20 9GE
07742327755

27th April 2025

The Chair, Brancaster Parish Council

Internal Audit for the year ending 31st March 2025

I have carried out the Audit in accordance with Section 4 of the Audit Commission Annual Return document and the Governance & Accountability for Local Councils Appendix 9.

I have audited the following on the Council's books and records.

1. Proper Bookkeeping

I checked a sample of payments and receipts from the minutes to the cashbook and invoices/documentation. Also checked a sample of payments and receipts with the bank statements.

Reviewed invoices for unusual items.

Reviewed VAT claimed.

2. Financial Regulations

Reviewed minutes for adoption.

3. Risk Arrangements/Assessment

Reviewed minutes for any unusual items.

4. Budgetary Controls

Use of variance analysis to keep track on actual spending compared with budget, to calculate the annual precept.

5. Income Controls

Reviewed receipt of precept and other income during the year.

6. Payroll Controls

These are being carried out in accordance with HMRC guidelines. Pension and PAYE deductions have been properly addressed.

7. Asset Controls

Reviewed minutes for significant additions. Insurance cover reviewed by the Council.

9. Bank Reconciliation

A bank reconciliation has been carried out in accordance with Section 4 of the Annual

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Return.

I have found the records to be very satisfactory. The Risk assessment is very detailed and the underspend against the budget excellent.

I should like to take this opportunity to thank Philip for his co-operation with the internal audit and the Council for appointing me.

Yours faithfully

Brenda Hoskins

- j. To receive and approve accounts for 24/25.
Please refer to cashbook sent under separate cover 01.05.2025.
- k. **AGAR (Audit) Form 24/25,**
Consider approving/signing each declaration on the Governance Form.
Consider approving/signing finance figures on the Accounting statements.
Sent under separate cover 01.05.25.

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

None

23. To consider and resolve:

Parish amalgamation.

Information provided as per report from Tom.

**Combining of the Parishes of Brancaster, Titchwell and Chosely
2025**

Pros

1. Control of greater and immediate area
2. Greater Voter Base
3. More Political Voice
4. Bigger Precept
5. Talent
6. More Planning Control
7. Better Representation as we will be bigger.
8. Titchwell and Chosely will have more of a voice.

Cons

1. 30 more Beach Passes
2. It will take time to integrate and tidy up administration
3. Review of Neighbourhood Plan to include Titchwell and Chosely

Village Green.

Cllr Dovey to speak.

Green Day initiative.

Cllr Carpenter to present.

Heating grant application Brancaster Staithe & Burnham Deepdale Parish Hall.

Dear Philip

Further our telephone conversation this morning, I confirm that when obtaining a quotation for a new heating system, we were looking for the most appropriate and economic system for our requirements. Our hall is used intermittently, sometimes for fairly short periods of time so it is uneconomic to have it heated all the time. We also need to have the ability to heat it up quickly

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and have good controllability. We looked at options including heat pumps, infra red panels, storage heaters and oil fired boiler heating, none of which were suitable or cost effective. The system we have chosen uses electric powered radiators, the latest models being highly efficient. They can be controlled remotely by WiFi so it is easy to set the timing and temperature of heating exactly when required. I believe the cost, including removal of the old heaters and full installation of the new system is very reasonable and hope that the Parish Council agree and would be prepared to assist us in this project.

Kind regards
Jonathan

Treasurer, Brancaster Staithe & Deepdale Village Hall
www.bsbdvh.org.uk

£4789.85). We would be most grateful if the Parish Council would consider contributing towards the cost of the improvement to our facility in this way and request that our application for financial assistance be put to the Parish Council for consideration. copy emails sent to you under separate cover 30.04.25

24. Other matters:

Receive reports from Council groups and representatives.
Update Village Hall car park. Awaited
Update Flood Warning Signs. Awaited.
Update Brancaster Staithe village green works.
Cllr Allowances.

25. Correspondence and requests

To note any correspondence of note.
Details re common ownership circulated 30.04.25 by clerk email.

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.

Any problems, issues or questions please feel free to call me on 07519163895.

Kind regards

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Clerk: Philip Stone

clerk@brancaster-pc.gov.uk

PHILIP STONE
Parish Clerk

PS.

Ahead of the meeting I would just like to say individually and collectively as the council you are the people that make the difference to the quality of life in Brancaster, Brancaster Staithe and Burnham Deepdale and on behalf of myself and Parishioners I would just like to say thank you, a positive go ahead council can only be commended.

