

## **Brancaster Parish Council**

Minutes of the Meeting held on Tuesday 2nd September 2025 at 6.30 pm

Venue: Brancaster Staithe & Burnham Deepdale Village Hall, Main Road, Brancaster, Norfolk  
PE31 8AA

### **Present**

Cllrs de Winton (Chair), Dovey (Vice Chair), Gardiner, Bocking, Borthwick, O'Sullivan,  
Ullswater, Bax, Carpenter

In Attendance: Philip Stone (Parish Clerk)

Public: 15 members of the public

Minutes taken by: The Parish Clerk

Guest Speaker: Verbal report from Oliver Brice (Community Action Norfolk) regarding the procedure and advantages of rural exception site development to create affordable housing.

### **1. Declarations of Interest**

No declarations of pecuniary or other interests were received.

### **2. Apologies for Absence**

Apologies were received from Cllr Osborn.

Resolution: Proposed to accept; seconded; unanimously agreed.

### **3. Minutes of the Previous Meeting**

Minutes of the meeting held on 5th August 2025 were reviewed.

Resolution: Proposed to approve; seconded; unanimously agreed.

Matters Arising (for information only):

- Car parking spaces at The Ship Public House: Clerk confirmed 30 existing spaces.
- Cllr Borthwick expressed thanks for the grant aid provided for new radiators at Brancaster Staithe & Burnham Deepdale Village Hall.

### **4. Public Comments (Session 1)**

- Parishioners raised objections and concerns regarding the proposed Traffic Regulation Order (TRO) from Norfolk County Council.
- A request was made for updated library signage for telephone boxes. Clerk to arrange new signs.

### **5. Reports**

a) Chairman's Report

- Vagrant previously seen in the village has moved on.

- Tennis Week: concerns raised regarding inappropriate behaviour at Brancaster Playing Field.

b) Borough Councillor's Report

- Local Government Reorganisation: discussions ongoing, with the Borough Council supporting a three-unitary solution.
- Water quality at Heacham: swimming tests show water is safe.
- Anglian Water propose halting development due to insufficient infrastructure.
- Ongoing work with Fire Service as Fire Services Champion.

c) County Councillor's Report

- None received.

d) Cllr Ullswater – Restorative Justice Community Works

- Bus stop at Brancaster cleaned, painted, and fitted with a new downpipe.
- Hedge cutting ongoing at Brancaster Playing Field.

e) Clerk's Report

- Flood signs in Brancaster Village Hall car park working effectively.
- Contractor appointed for works commencing April 2026.
- Awaiting confirmation of registration of asset of community value.

## 6. Finance

Balances as of meeting date:

- Current Account: £3,042.32
- Instant Access Account: £170,000

Payments for Approval:

1. Tomato Energy – £79.30
2. Tomato Energy – £492.55
3. Tomato Energy – £28.51
4. Tomato Energy – £250.31
5. Clerk Salary – £1,332.29
6. Clerk WFH & Phone Allowance – £38.00
7. HMRC Tax – £299.92
8. Norfolk Pension Fund – £419.85
9. Clerk Approved Expenses (Cllr Ullswater) – £38.00
10. Sign Force (Bus Stop Sign) – £407.70
11. Delivery & Erection of Sign – £252.00
12. Francesca Farrell (Sign Design, invoice awaited) – £500.00
13. Green Day Flyer, Brancaster Group (Parish News) – £15.00
14. Heronwood Grass Cutting – £408.00
15. ECS Computers (DD) – £30.60

16. PKF External Audit Fee – £378.00

17. Witley Press Printing – £196.00

Total Expenditure: £5,166.03

Internal Transfer: £10,000 transferred from Instant Access to Current Account to meet payments.

Resolution: Proposed to approve payments; seconded; unanimously agreed.

## **7. To Consider and Resolve**

a) Traffic Regulation Order (TRO): Chair confirmed that following closure of consultation, Norfolk County Council will acknowledge objections before re-consulting with the Parish Council.

b) Planning Application (Ref: 25/00765/F): First Staithe Field, Main Road, Brancaster Staithe – Proposed wooden car port.

Resolution: No objection; proposed, seconded, unanimously agreed.

c) Christmas Lights: Proposed budget increased from £1,430 to £2,000.

Resolution: Proposed, seconded, unanimously agreed.

d) Portrait of the King: To be presented to Brancaster Village Hall via Cllr Ullswater.

Resolution: Proposed, seconded, unanimously agreed.

e) Cllr Ullswater Co-option: Co-opted to Assets Group.

Resolution: Proposed, seconded, unanimously agreed.

## **8. Delegated Decisions**

Additional costs incurred by Clerk for delivery and erection of map at bus stop approved (see Payment 11).

## **9. Other Matters**

- Cllr Bax: VJ Day celebrations successful. Thanks recorded to Brigadier Wakefield (speaker) and volunteers Mary, Joan, and Katie for refreshments.

- Green Day event scheduled for Saturday 27th September.

## **10. Correspondence**

- Baby & Toddler Group – Letter of thanks noted.

- PKF External Auditors – Notice of Conclusion of Audit noted.

- EV Charge Points (Norfolk CC) – Clerk forwarded to village halls for consideration.

- Tennis Week Noise Complaint – Chair to liaise with Anthony Law (Playing Field) and

- Brancaster Village hall to evaluate the situation and recommend the way forward.
- Red Roof, Brancaster Staithe – Correspondence and reply noted.

### **11. Any Other Business / Agenda Requests**

- Boat planting, Brancaster Staithe.
- Parishioner concern: graffiti removal needed on boardwalk and pillbox.
- Proposal to register Brancaster Playing Field as a village green.
- Barrow Common Management Group update.
- Installation of seat beside Brancaster bus stop.

### **12. Public Questions (Session 2)**

- Burnham Deepdale bus shelter visibility questioned. Clerk confirmed location and sightlines checked on 02.09.25 and deemed appropriate.
- Trees on London Street require cutting back/canopy lifting – being dealt with by Cllr Ullswater.
- Seat on London Street requires maintenance – noted on Assets Group list.

### **13. Next Meeting**

Date: Tuesday 7th October 2025 at 6.30 pm

Venue: Brancaster Village Hall

### **14. Exclusion of Press and Public**

Council resolved under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public for confidential housing discussions.

Confidential Session:

- a) Housing: Clarification to be sought by the clerk from Freebridge and Home Choice regarding allocation of social housing in Brancaster. Decision deferred pending further information.
- b) Cllr Carpenter (Housing Champion): Proposed meeting with applicants cancelled until Council has sufficient information.
- c) Cllr Carpenter to liaise with Clerk on progress and updates from Freebridge and Home Choice.

Meeting closed at: 8.15 pm

Minutes prepared by:

Philip Stone, Parish Clerk

27.08.2025

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