

7th October 2025 at 6.30pm

Councillors are summoned to attend the above meeting at Brancaster Village Hall, Main Road Brancaster, Norfolk PE31 8AA.

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, 01.10.2025

Tel: 07519163895

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1. Declarations of Interest.

- a) Receive any declarations of interest of a pecuniary or other nature which may involve a conflict of interest.

2. Apologies for absence.

- a) To receive apologies

3. Minutes Consider approving the minutes of the meeting held on 2nd September 2025.

4. Public Comments – 1

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

5. Reports

- a) Chairman.
- b) Borough Councillor
- c) County Councillor.
- d) Cllr Ullswater, Restorative Justice community works.
- e) Cllr Bax Green Day
- f) Cllr de Winton
- g) Clerk, Asset of community value.

6. Finance

- a) To receive financial report from the Clerk and approve monthly items of expenditure.

7. To consider and resolve:

a) Completion of role of Housing Champion October 25.

b) Plastic bench, bus stop Brancaster.

<https://www.maisonandgarden.co.uk/products/winawood-sandwick-3-seat-new-teak>

c) Signage for telephone boxes Library or book exchange?

<https://www.x2connect.com/Shop/K6/Signage/K6%20CUSTOM%20TELEPHONE%20SIGNS>

d) Application for registration of Brancaster Playing field as a Village Green

e) Authorisation of Parish tree works, Cllr Ullswater.

f) Authorisation of works hedges ect Village Green Brancaster Staithe.

Planning:

a) 25/01504/F

RETROSPECTIVE: Retention of 2no. Refrigeration Condensing Units at 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=T2HUFWIVFSR00&documentOrdering.orderBy=documentType&documentOrdering.orderDirection=ascending>

b) 25/00765/F

Application withdrawal: Simple wooden structured car port. at First Staithe Field Main Road Brancaster Staithe King's Lynn Norfolk PE31 8BP

<https://online.west-norfolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

c) 25/01515/F

Conversion of store to study, including replacement of doors to windows. at Fiddamans Barn London Street Brancaster King's Lynn Norfolk PE31 8AS

<https://online.west-norfolk.gov.uk/online->

8. To confirm any delegated decisions made

9. Other matters:

Receive reports from Council groups and representatives.

10. Correspondence and requests

To note any correspondence of note.

11. AOB and agenda requests

To receive any further comments from Councillors – information only

To receive future agenda requests from Councillors

12. Public Questions - 2

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

13. Next meeting

To confirm place, date and time of November meeting 1st November Village Hall
Brancaster 6.30 pm.

DRAFT MINUTES 2ND SEPT 25

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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