

4th November 2025 at 6.30pm

Councillors are summoned to attend the above meeting at Brancaster Staithe & Burnham Deepdale Village Hall, PE31 8BX.

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 29.10.2025

Tel: 07519163895

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AGENDA

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 7TH October 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 telephone box signs and tree works.
- e) Cllr Dovey, Christmas lights and Brancaster Staithe proposed works.
- f) Cllr Gardiner. To receive car park extension report and recommendations.
- g) Cllr Bax, welcome baskets.
- h) Clerk, Barrow Common, Rangers

6. Finance

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

7. To consider and resolve:

- a) Request for 50% funding of replacement play equipment Brancaster Playing field.
- b) Car park working groups recommendations as per report agenda item 5 f) :
 - 1) To reverse existing decision for car park specification and retender a revised grass mesh system (specification to follow).
 - 2) Adopt ungated access (unless doing so alters planning permission requirements, insurance coverage, or liability — in which case, retain the gate and fence and install a second gate at the bottom.)
 - 3) To agree to fund signage welcome and overflow carparking signs.
 - 4) To note plans for future project for existing car park.
- c) To receive proposed specification for works Brancaster Staithe. (Cllr Dovey)
- d) To approve the use of the Brancaster playing field by Docking football club.

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.

- a) Brancaster Staithe and Deepdale Village Hall request for assistance with water system and action taken by the clerk.
- b) Letter from parishioner.

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 meeting 2nd December Village Hall Brancaster 6.30 pm.

Cllr Information pack 4.11.25

3. Minutes Consider approving the minutes of the meeting held on 7TH October 2025.

Brancaster Parish Council

Minutes of a meeting held on Tuesday 7th October at 6.30 pm.

Venue: Brancaster Village Hall, Main Road, Brancaster, Norfolk PE31 8AA

Present

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

In Attendance: Philip Stone (Parish Clerk), and seven members of the public.

Minutes taken by: The Parish Clerk

1. Declarations of Interest.

No declarations of pecuniary or other interests were received.

2. Apologies for absence.

All present.

3. Minutes

Minutes of the meeting held on 2nd September 2025 were reviewed.

Resolution: Proposed to approve; seconded; unanimously agreed.

Matters arising for information only:

- Four drawer filing cabinet received and in situ at the Village Hall Brancaster Staithe.

4. Public Comments – 1

- a) Comments and questions are welcome. Maximum time ten minutes, three minutes for each person.
- The Chair reiterated if there are items that members of the public require a reply to at the meeting then such questions should be emailed to the clerk prior to the meeting.

5. Reports

- a) Chairman.
 - Attended the launch of the Freebridge properties at Brancaster Staithe.
 - Chair and Cllr Carpenter due to meet with Freebridge and Home choice to see what can be done to enhance parishioners' ability to be prioritised for social Housing in the Parish.

- b) Borough Councillor
 - Attended Planning Committee.
 - Attended Audit Committee.
- c) County Councillor.
 - None received.
- d) Cllr Ullswater, Restorative Justice community works.
 - Ongoing weekly attendance and works taking place to playing field hedges, clearance of ivy from pump house completed.
- e) Cllr Bax Green Day
 - 27th September, thanks given to all volunteers, good community event unfortunately with poor attendance.
- f) Cllr Dovey attended, Brancaster Commons meeting.
- g) Clerk, Asset of community value.
 - Registration of Brancaster School as an Asset of Community Value, clarification received from NP Law who act on behalf of the Borough that unless considerable further evidence showing the buildings use by the wider community that the application will be rejected. The Clerk confirmed he had sort assistance from County Cllr Jamieson who had confirmed there was nothing further he could do to bolster the case for listing.

6. Finance

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

Balances as of meeting date:

- Current Account: £7,144.55
- Instant Access Account: £172,987.77

Payments

1. Unity Trust A/C service Charge - £6.00
2. Kevin Compton Grass Cutting - £150.00
3. Philip Stone Filing Cabinet - £198.99
4. BBT Construction - Play equip maintenance £145.00
5. BBT Construction – Play equip maintenance £275.00
6. Parish Online – Renewal £67.20
7. DND Cllr Computer Services - £132.00
8. Whitley Press – Printing £39.00
9. Simms Reeve Institute – Room rental £90.00
10. Cllr Borthwick refund- £21.84
11. Cllr Borthwick refund - £4.99
12. Philip Stone Clerk Salary - £1,244.36
13. HMRC Tax - £243.88
14. Norfolk Pension Fund - £384.19

- 15. Tomato Energy Lighting - £28.51
- 16. ECS Computers - £30.60
- 17. Farmland Forestry pollarding limes - £594.00
- 18. Sign force Limited Bus sign delivery & erection -£252.00
- 19. Sign force Limited manufacturing of bus stop sign - £410.40
- 20. Philip Stone Clerk WFH & internet Allowance - £38.00

Total monthly expenditure £3,971.77

Proposed to approve, seconded, nine in favour, one against Cllr Borthwick item 17. (works not required).

7. To consider and resolve:

- a) Completion of role of Housing Champion October 25. Council gave their formal thanks to Cllr Carpenter in completion of her role as housing Champion. Proposed the role should come to an end upon the allocation of the Brancaster Staithe houses in mid-October, seconded unanimously resolved. Cllr Bax suggested an ongoing housing group should be formed at the next meeting.
- b) Plastic bench, bus stop Brancaster. Proposed Cllr Gardiner bearing in mind the recent works to the limes that this was no longer required as the existing bench below the limes is adequate for people awaiting a bus. Seconded, unanimously resolved.
- c) Signage for telephone boxes Library or book exchange? Considered, the public's opinion was requested and a preference for plastic stickers reading Book Exchange confirmed. Proposed to obtain 8 signs, same size and font as the existing telephone sign, Cllr Ullswater to organise, seconded, unanimously resolved.
- d) Application for registration of Brancaster Playing field as a Village Green. General discussion of the advantages and disadvantages, main concern being the ability to restrict dogs from the field be it a playing field or Village Green. Proposed the clerk should investigate further, confirm the situation and refer back to council at the next meeting for a decision, seconded, unanimously resolved.
- e) Authorisation of Parish tree works, Cllr Ullswater. Confirmed under item 6 (17)
- f) Authorisation of works hedges etc. Village Green Brancaster Staithe. Proposed to approve restorative Justice to cut back and tend as required, seconded, unanimously resolved.

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**
Proposed to object on the basis that no alteration or consideration to the original design has taken place to alleviate the noise to the immediate neighbour, seconded, unanimously resolved.
- 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** Noted.
- 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** Proposed no objection, seconded, unanimously resolved.

8. To confirm any delegated decisions made None made.

9. Other matters:

- Receive reports from Council groups and representatives.
- Cllr de Winton, confirmed Titchwell have decided to not pursue incorporation into the Parish of Brancaster.
- Cllr Bocking, Barrow Common meeting required, Clerk confirmed he would make enquiry as to when the next meeting is due to be held.
- Cllr Gardiner, fallen fence blocking public footpath from a private house at the side of Brancaster Village Hall, reported to Norfolk County Council by Cllr Ullswater. Property tenant has confirmed fence will be removed and reinstated on the 9th October.
- Cllr Gardiner, confirmed he had met the car park contractor and having done so on behalf of assets questions the need for a grid system and recommends further consideration is given to a gravel carpark with hardcore base.
- Cllr Borthwick, can further enquiry be made of the availability of the Rangers?
(Clerk to Clarify).

10. Correspondence and requests

- To note any correspondence of note.
- None.

11. AOB and agenda requests

- To receive any further comments from Councillors – information only
- None.

- To receive future agenda requests from Councillors
- Cllr Gardiner, to confirm if the proposed carpark should be a permanent extension or occasional car park as the current need suggests a permanent need.
- Cllr Gardiner, consideration of remedial works to the Village Green Brancaster Staithe, quote for suggested works requested.
- Registration of the playing field Brancaster as a village green.
- Cllr Bax formation of an ongoing housing group.

12. Public Questions - 2

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

- What can be done to stop the bad language and abuse that is observed from people stuck in traffic. Nothing can be done to stop people ignoring signage or advice

13. Next meeting

Date: Tuesday 4th November 2025 at 6.30 pm

Venue : Brancaster Staithe & Burnham Deepdale Village Hall

5. Reports

- g) Cllr Gardiner. To receive car park extension report and recommendations.
SENT BY SEPARATE EMAIL

- h) Clerk, Barrow Common

COPY EMAIL SENT FROM COUNCIL TO TREASURER AND CHAIR

Members of the public have raised concerns that there has not been a management committee meeting for some time.

As a member of the formal management agreement of 6th February 2004, the Council would like to know when the next meeting is due to take place, so that they may actively participate.

REPLY FROM TREASURER

We have not had a meeting for some time. I am the Treasurer and all is well with the accounts in spite of no support whatsoever from the Government who are simply not interested so it would seem.

is the Chairman so presumably will call a meeting as appropriate.

6. Finance

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

BALANCES CURRENT ACCOUNT	£3,114.77
SAVINGS ACCOUNT	£175,969.56
TOTAL HELD	£179,084.33

Draft Payments:

1.	Unity Trust A/C service Charge -	£6.00
2.	Heronwood Grass Cutting -	£150.00
3.	Philip Stone Clerk Salary -	£1,246.61
4.	HMRC Tax -	£243.88
5.	Norfolk Pension Fund -	£381.94
6.	Tomato Energy Lighting -	£40.71
7.	Tomato Energy Lighting-	£27.58
8.	Tomato Energy Lighting-	£242.24
9.	Tomato Energy Lighting-	£27.58
10.	ECS Computers -	£30.60
11.	Philip Stone Clerk WFH & internet Allowance -	£38.00

- b) To receive draft budget. (COVER OF SEPARATE EMAIL).

7. To consider and resolve:

- a) **Request for 50% funding of replacement play equipment Brancaster Playing filed.**

BRANCASTER COMMUNITY SPORTS CLUB - REPLACEMENT MULTIPLAY & NEW NEST SWING

Background

After some 20 years it became apparent following the annual inspection that the Multiplay unit was no longer fit for purpose and required major repairs which was not cost effective to carry out and we would be best served by replacing it with something along the same lines. In addition the BCSC have been looking into including a nest swing as an additional item on the playground. In September we contacted 3 well known firms and have had site visits from them all and received quotes.

NGF Action Play & Leisure Playdale

Multiplay & swing-NET	£19,218	£27,444	£27,442
VAT	£3,843	£5,488	£5,488
TOTAL	£23,061	£32,932	£32,930

Please refer to attached quotes for full details

Subject to BPC being willing to progress with NGF BCSC would provide a donation to BPC of 50% of the NET figure approximately £9,500.

Anthony Law, Chair Brancaster Community Sports Club 28/10/2025

- b) To reverse existing decision for car park specification and retender a revised grass mesh system (specification to follow).

Officer recommendation to reverse previous decision and retender once specification confirmed.

Cost considerations:

BRANCASTER OVERFLOW CAR PARK

SHINGLE

LABOUR £4,710

- Dig out and remove old turf and top soil.
- Lay in weed membrane.
- Lay in 150mm hardcore and roll in to compact top with 14mm shingle.
- Continue new fence around perimeter with access gate to field at far end.

SALES £6,810

- Plant hire £550
- Muck away £750
- Membrane £640

- Hardcore £1500
- Shingle £800
- Gate £250
- Post mix £320
- Fence £2000

Combined total £11,520

VAT £2,303

Total **£13,823**

(please note I have allowed £50 pm for fencing, ideally need to know supplier of existing fence to match.)

GRASS

LABOUR £4,180

- Dig out and remove old turf and level out existing top soil (please note if more topsoil is needed to further make good this will be charged at £25 +vat per ton) lay grass reinforcement mats to new parking area and seed continue new fence around perimeter with access gate to field at far end.

SALES £9,270

- Plant hire £550
- Muck away £500
- Grass reinforcement mats £4850
- Fixings £600
- Seed £200
- Gate £250
- Post mix £320
- Fence £2000 (please note I have allowed £50 pm for fencing, ideally need to know supplier of existing fence to match)

Combined total £13,450

VAT £2,690

Total **£16,140**