

# BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 16th  
June 2025 at 7.30pm

## **Present:**

Cllr Duncan Butler (DB) – Chair, Cllr Teena Mason (TM), Cllr Sally-Ann Meadows (SM),  
Cllr John Middleton (JM), Cllr Kirstie Perfitt (KP), Cllr Keith Wheeldon (KW)  
County/District Cllr Thomson (VT) and Yvonne Wonnacott – Parish Clerk (YW).

**Apologies:** Cllr Richard Simmonds (RS).

**Members of the Public:** One.

## **2025/019      Chairs welcome (to include any apologies for absence for approval)**

Chair welcomed all attendees to the meeting. Apologies received and approved from Cllr Simmonds.

## **2025/020      To receive declarations of interest**

Cllr Wheeldon declared an interest as member of CPRE. Cllr Meadows asked County/District Cllr Thomson if a replacement had been appointed for South Norfolk District Councils Tree and Landscape Officer, County/District Cllr Thomson to raise question and report back to PC – VT.

## **2025/021      To approve a time limit for the meeting**

All agreed to aim for the meeting to finish by 9.30pm.

## **2025/022      To agree minutes of the Annual PC (Parish Council) meeting held 12<sup>th</sup> May 2025**

The proposed minutes of the Annual PC meeting held on 12<sup>th</sup> May 2025 as previously circulated were unanimously approved as correct. Chair signed minutes.

## **2025/023      Matters arising from the minutes of the Annual PC meeting held 12<sup>th</sup> May 2025**

### Councillor co-option

Cllr Mason confirmed that all required paperwork had been completed and submitted to District Council.

### Insurance renewal

Policy renewed with existing provider on a three-year LTA as previously agreed, receipt of payment provided by provider.

### Savings account

Transfer of £11,000 to savings account as previously agreed outstanding as savings account does not allow online banking. Cheque raised and signed at meeting, Parish Clerk to send – YW.

### ‘Sudden Branch Drop’ article

As agreed at May Annual meeting, Tree Warden to draft article for website, noticeboard and village hall noticeboard – SM.

## **2025/024      Adjournment for public participation**

None.

## **2025/025 County/District Council report(s)**

Noted report as previously circulated. County/District Cllr Thomson provided overview to meeting, key points summarized as follows.

- Devolution and change - Up to £29 million per year could be saved by having fewer councils in Norfolk, according to new figures. The county council's initial work suggests that having one council would save the most, followed by smaller savings for two councils. Having three or more would cost more money.
- Residents and visitors to Norfolk are being asked to help reduce the risk of wildfires in the county. To be vigilant and report fires quickly.
- The brand-new Norwich Park & Ride service is set to launch this month with several key enhancements for residents and visitors to enjoy.
- Norfolk County Council's (NCC) annual spring and summer road surface dressing programme will see Norfolk's roads get a new seal to help prevent potholes forming and extending the life of roads with a new skid-resistant surface to reduce the risk of accidents.
- The new government has placed additional housing requirements on Norfolk so the 5-year land supply no longer sufficient and new sites will be needed.
- South Norfolk had previously considered a new town south of Wymondham which could benefit from government support to put road and utilities infrastructure in place prior to development taking place.
- Anglian Water had advised that Whitlingham plant could not take any more foul water, The Environment Agency have advised that this is not correct, NCC awaiting letter from The Environment Agency.
- Conservation Fund - New fund that will fund at least five small and medium scale projects of up to £10k each across South Norfolk that meet the combined goals of nature restoration, carbon sequestration and enhancing public access to our countryside. If successful, this will be rolled out further in 2026.

Cllr Meadows raised frustration that NCC had previously re-surfaced the Kirby Road, for City Fibre to now dig it up again. In addition, the signage for City Fibre was very poor and, in some cases, dangerous. County/District Cllr Thomson advised there are two types of road works, planned and emergency. Any utility company can declare emergency road works and then only have to notify NCC within 24 hours of commencement of works, NCC Street Officer has no powers to object to such works. Cllr Meadows to provide photo evidence of poor/dangerous signage to County/District Cllr Thomson to be taken up with the appropriate parties – SM/VT. County/District Cllr Thomson left meeting 8.13pm.

## **2025/026 Finance matters**

Finance and admin report with financial summaries for approval

Finance and admin report with financial summaries unanimously approved.

Expenditure for approval/to be noted, as per Finance and admin report

The following items of expenditure were formally noted and/or approved.

- Parish Clerk, expenses May @ £25.47, includes £0.43 vat
- Nest Pension, Parish Clerk, June @ £34.63

- TMA Bark @ £348.00 + vat
- Norfolk Parish Training & Support @ £52.00 + vat, induction training for Cllr Mason

#### CIL (Community Infrastructure Levy)

CIL balance @ £3,079.05. Cllr Wheeldon attended onsite visit with Westcotec who advised bus shelter was not in need of replacement, however polycarbonate sheeting will need replacing and timed solar lighting could be added. Three possible future CIL projects identified as follows.

1. Bus shelter – repair/improvement works
2. Signage situated at Common – improvements
3. Allotments – improvements/supply of water to site.

Further investigation into bus shelter works and pricing to be obtained – KW/DB. Further investigation into signage on Common, with thoughts for improvements – TM. Parish Clerk to contact Environmental Team, to seek advice with regards to dealing with human excrement left on Common – YW.

#### Internal auditor

Noted that former internal auditor was unable to commit to carrying out internal audit for current financial year, PC approved for Parish Clerk to engage services of C Bailey, an internal auditor who was recommended by fellow Clerk – YW.

### **2025/027 Planning**

#### Applications received to date

None.

#### Decision notices received to date

2023/2416, Hall House Farm, Surlingham Rd. Application withdrawn.

2025/1020, Rectory Meadow The Street. Proposal: Replace garage doors with windows, form new opening to the rear, replace existing rear door, installation of 2no. roof lights and internal alterations. Approval with Conditions (Delegated).

### **2025/028 Administrative matters**

#### Email and domain name

As previously agreed at Annual May meeting, new gov.uk domain name and one free mailbox at no cost to PC set up for Parish Clerk with Parish Online in conjunction with NPTS, new email not currently in use. Noted all PC correspondence should go through Parish Clerk. Agreed to review emails and consideration of gov.uk email addresses for all members of PC in six months, unless circumstances require for this to be reviewed earlier.

#### Representatives and responsibilities

Representatives and responsibilities agreed as follows.

- Allotments – Cllr Mason
- Bank signatories (Lloyds) – Cllr Wheeldon, Cllr Butler, Cllr Simmonds, and Cllr Meadows
- Bank signatories (Cambridge Building Society) – Cllr Wheeldon, Cllr Butler & Parish Clerk
- Bramerton Relief in Need /Helping Hand – Cllr Meadows
- Bugle - to edit & organise distribution – Cllr Wheeldon and Cllr Mason
- Conservation (SSSI) – Cllr Middleton
- Common & moorings – Cllr Middleton
- Ponds – Cllr Middleton and Cllr Meadows

- Emergency plan – Cllr Perfitt
- Footpaths – Cllr Simmonds
- Hard assets (bus shelter, telephone box, etc.) – Cllr Middleton
- Land Registration – Cllr Wheeldon
- Planning – Cllr Butler
- Recreation Ground, play area – Cllr Middleton
- Tree Warden – Cllr Meadows
- Village hall committee – Cllr Middleton and Cllr Butler
- Website – Parish Clerk and Cllr Mason
- Defibrillator – Cllr Meadows and Cllr Perfitt

Cllr Perfitt to review Emergency plan – **KP**. Cllr Meadows notified meeting of change to defibrillator circuit at source, Cllr Meadows to email PC details – **SM**.

#### Four-year plan

Cllr Wheeldon to email plan to Parish Clerk for updating of governance documents information – **KW/YW**. Item to be added to July agenda – **YW**.

#### Governance documents

Biodiversity policy – Item to be deferred to July meeting – **YW**.

IT policy – PC to review document and provide comments – **ALL**. Item to be deferred to July meeting – **YW**.

### **2025/029 Parish land and environmental matters**

#### Tree Warden report

Report as previously circulated. Key points summarised as follows.

- Recreation ground – All in good order with no current sign of limb drop.
- Community orchard and allotments – Signs of moth caterpillar on most apple trees, moth has been identified and not any danger to trees or fruit.
- 2025/1706, Bramerton Grange. Noted duty under section 211 of the regulations, once the tree is removed, (except where in a woodland classification) for the owner of the land to plant another tree of an appropriate size and species at the same place as soon as reasonably practical.
- 2024/3678 Churchyard, St Peter's. Following approved work Ancient holly [T3] is struggling and appears to be dying.
- Parishioner advised that heavy plant was being used around roots of Austrian Pines in The Street, on the old Homestead site. Tree Warden also witnessed this and spoke with builders who said that had been given permission to prepare the ground for seeding. This is being followed up with District Council. Tree Warden to draft email to District Council with regards to application for widening of the splay– **SM**.

#### Footpath Warden report

Report as previously circulated. Parish Clerk to report onward sign post that is rotted off and laying on the ground, this location is outside Parish, location is after leaving parish over the Beck bridge – **YW**.

#### Pond (The Street)

Noted email received from NCC Highways Engineer advising NCC does not hold records of whom owns private culverts. In addition, advised there are a series of Highway gulleys and offlets along The Street, these eventually discharge into the village pond. The pond has an outfall which is culverted under The Street, this then goes into a chamber on the garden of Oak Farm Lodge, and then into two further chambers within Oak Lodge, before it discharges into another pipe, then an open ditch at the rear of Oak Lodge. The owners of both properties are aware of the outfall within their respective properties, NCC have maintained these

outfalls over a number of years. Agreed no further action to be taken in response to parishioner correspondence.

#### Allotments

Agreed to undertake further research with regards to forming an association and look to set meeting for tenants with Chair and Cllr Mason in attendance – TM/DB. Cllr Mason to try and establish point of contact for Bramerton Instagram – TM.

#### Bramerton Common

Formally noted agreement of Oulton Broad Motor Boat Club request to erect gazebo 16/17<sup>th</sup> July 2025.

#### **2025/030      Speeding Advisory Group**

Noted report as previously circulated.

#### **2025/031      Correspondence and consultations**

##### Broadland and South Norfolk Design Code

Noted, no further action.

##### CPRE Norfolk invitation

Agreed to accept invitation to join CPRE Norfolk Anti Mega Solar Alliance - YW.  
Membership of this Alliance is free.

#### **2025/032      Date of next meeting**

Next meeting, 14<sup>th</sup> July 2025. Councillors to notify Parish Clerk of any items for agenda – ALL.

#### **2025/033      Chair's urgent business**

##### Honorary Freedom of the Parish

Chair thanked former Chair, Cllr Wheeldon, for his many years of dedicated service to the Parish as Chair. Cllr Wheeldon was presented with the Honorary Freedom of the Parish in recognition of his services, in particular the securing for the village of the trod path along Surlingham Road. Cllr Wheeldon continues to serve the Parish as a Councillor.

The meeting closed at 9.30pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 17/06/25.

Approved:

Date: