

# BRAMERTON PARISH COUNCIL

## MEETING

Minutes of the Annual Parish Council meeting held on  
Monday 12th May 2025 at 7.30pm

**Present:**

Cllr Duncan Butler (DB) – Chair, Cllr Teena Mason (TM), Cllr Sally-Ann Meadows (SM), Cllr Richard Simmonds (RS), Cllr Keith Wheeldon (KW), Yvonne Wonnacott – Parish Clerk (YW), M Cooper – Bramerton and District Bowls Club and R Smith – Parochial Church Council (PCC).

**Apologies:** Cllr Middleton (JM), Cllr Kirstie Perfitt (KP) and County/District Cllr Vic Thomson (VT).

**Members of the Public:** One.

**2025/001 To elect the Chair of the Parish Council**

Cllr Butler was proposed for the position of Chair by Cllr Wheeldon, and this was seconded by Cllr Meadows. Cllr Simmonds supported the proposal. Cllr Butler accepted position of Chair. Declaration of Acceptance of Office completed by Chair.

**2025/002 To elect the Vice-Chair of the Parish Council**

Cllr Meadows was proposed for the position of Vice-Chair by Cllr Wheeldon, all the other Councillors supported the proposal. Cllr Meadows accepted position of Vice-Chair.

**2025/003 To receive any apologies for absence for approval**

Apologies received and approved from Cllr Middleton, Cllr Perfitt, and County/District Cllr Thomson.

**2025/004 To receive declarations of interest**

None.

**2025/005 To approve a time limit for the meeting**

Chair proposed aim for meeting to finish by 9.00pm, all agreed.

**2025/006 To agree minutes of the Parish Council (PC) meeting held 17<sup>th</sup> March 2025**

The amended minutes of the PC meeting held 17<sup>th</sup> March 2025, as previously circulated, were unanimously approved as correct and signed by Chair.

**2025/007 Matters arising from the minutes of the PC meeting held 17<sup>th</sup> March 2025**

Barbecue slabs

Noted barbecue slabs and signage now in place on Common.

Metal teeth, footpath

Noted that the 2 metal teeth protruding on the footpath that runs along bottom of Hill House Road had been removed by the Trails Team as per PC's request.

**2025/008 Councillor vacancy**

Chair advised that originally two interested candidates were due to attend meeting, however one candidate had withdrawn their interest. Chair introduced Teena Mason to meeting who

provided brief presentation. It was unanimously agreed to co-opt Teena Mason onto PC with immediate effect, Cllr Mason completed Declaration of Acceptance of Office, Parish Clerk to email Cllr Mason required paperwork for completion and background information – YW.

## **2025/009      Adjournment for public participation**

None.

## **2025/010      Annual reports**

Reports noted from following village groups.

- Speeding advisory group
- Bramerton village hall
- St Peter's Church Bramerton – PCC
- Bramerton and District Bowls Club
- Norfolk/County Councillor

Cllr Meadows advised that Bramerton Helping Hand had not received email that was sent requesting report, however they would submit a report to the PC. R. Smith provided additional update to meeting on behalf of St Peter's Church, key points summarised as follows.

- Scaffold remains in place.
- Works were required to the Chancel, Nave, and wall.
- Final completion date for works, 20<sup>th</sup> June 2025.
- Gift Day 12<sup>th</sup> July 2025 with view to redecorating inside of church.

M. Cooper provided additional update to meeting on behalf of Bramerton and District Bowls Club, key points summarised as follows.

- At present time only four members contribute to running the club.
- Forecast a decrease in revenue, which could result in an increase in fees and possible loss of members.
- Concerns club may be unable to operate next year due to lack of funds and members.
- Several clubs are experiencing similar problems.

R. Smith left meeting at 7.54pm.

## **2025/011      Finance matters**

### Finance and admin report

Finance and admin report with financial summaries unanimously approved.

### Financial statement as of 31<sup>st</sup> March 2025

Received and noted.

### Annual internal audit report

Noted internal audit report as previously circulated. As per the observations/recommendations, the Risk management scheme and Standing orders had been reviewed and amended for approval at meeting. Noted as per Risk management scheme, former Chair telephoned internal auditor 02/05/25, who confirmed that they had undertaken audit.

### AGAR – Section 1 – Annual Governance Statement 2024/25

Statement agreed and signed by Chair and Parish Clerk.

### AGAR – Section 2 – Accounting Statements 2024/25

Statements approved and signed by Chair.

### Certification of Exemption – AGAR 2024/25 Form 2

Approved and signed by Parish Clerk and Chair.

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

Following items of expenditure for financial year 2024/25 were formally noted and/or approved.

- Amitola Ltd @ £900.00 + vat, tree works

- Parish Clerk expenses, March @ £125.78, includes £3.23 vat & £60.00 SLCC membership renewal, as previously agreed

Following items of expenditure for financial year 2025/26 were formally noted and/or approved.

- Parish Clerk, expenses April @ £36.74, includes £2.22 vat
- Parish Clerk, gross pay, May @ £432.90
- Nest pension, Parish Clerk, May @ £34.63
- Mrs C Moore @ £100, internal auditor
- Reimbursement to Cllr Butler @ £114.26, BBQ area materials on the Green.

#### Insurance renewal

Policy due for renewal 31/05/25, with existing 3-year LTA (Long Term Agreement) expiring. Three quotes had been requested, one provider was unable to offer a competitive quote, second provider failed to quote and current provider quoted £828.69. PC agreed to renew with existing provider on a three-year LTA – YW.

#### Reserves policy

PC agreed to proposed amendment to policy, with the PC agreeing to keep between 8-12 months of net revenue as general reserves. PC agreed to proposed changes as per Finance and admin report re earmarked reserves, bringing revised earmarked reserves as of 1<sup>st</sup> April 2025 @ £16,437.

#### CIL (Community Infrastructure Levy)

Noted CIL payment received @ £3,079.05 in relation to planning application 2021/2275, The Homestead, The Street. Cllr Wheeldon referred to previously circulated email from Norfolk County Council (NCC) and the launch of a new £800,000 funding scheme to support the installation of up to 100 new and improved bus shelters in town and parish council areas across Norfolk during 2025/26. Under initiative NCC would contribute up to 80% of total project costs. Cllr Wheeldon obtained quote from Westcotec for replacement shelter with solar lighting @ £7,500, quote included cost of traffic control. Agreed CIL to be added to June agenda, to consider possible future projects including replacement bus shelter –

YW/ALL.

#### Savings account

Agreed to transfer of £11,000 from Community Account to Cambridge savings account – YW/DB, with the provision funds in each account are reviewed on a regular basis.

M. Cooper left meeting @ 8.15pm.

#### Norfolk Parish Training and Support (NPTS) email, free gov.uk email address

NPTS selected by Parish Online for launch of their free gov.uk email address service. PC agreed for Parish Clerk to sign up for one free gov.uk email address for Parish Clerk – YW. PC to consider email addresses for full PC at June meeting – YW.

### **2025/012 Planning**

#### Applications received to date

2025/1020, Rectory Meadow, The Street. PC to respond no objection to application however we wish to state we would not want this to be used as an independent dwelling space, either as an annex to the main dwelling or as a separate dwelling, now or in the future. In addition, the PC supports the Environmental Quality Team's observations with regard to external lighting – YW.

#### Decision notices received to date

2025/0071, Garden House The Street. Approval with Conditions (Delegated).

2025/0307, Fairfield, The Street. Approval with Conditions (Delegated).

### **2025/013 Administrative matters**

#### Local Governments Association (LGA) Code of Conduct

PC formally noted and agreed the adoption of the LGA Code of Conduct.

#### Representatives and responsibilities

Agreed to defer to June meeting as there was a new councillor and two members were absent – YW. Cllr Simmonds unable to attend June meeting, however advised that he would be happy to continue as Footpath Warden.

#### Delegation arrangements to Parish Clerk

PC unanimously agreed that the adopted Standing orders and Financial regulations adequately cover delegation arrangements.

#### General Power of Competence

Noted that resolution was passed at Annual PC meeting on 15<sup>th</sup> May 2023 to re-adopt The General Power of Competence.

#### Four-year plan

Agreed to defer to June meeting – YW.

#### Governance documents

Financial regulations – Proposed NPTS template Financial regulations aimed at PC's up to £25,000, amended version as previously circulated, approved and agreed to be adopted with immediate effect.

Standing orders – Proposed amended Standing orders as previously circulated, approved and agreed to be adopted with immediate effect.

Risk management scheme - Proposed amended version as previously circulated, approved and agreed to be adopted with immediate effect.

Biodiversity policy – To be deferred to June meeting for review – YW.

IT policy to be drafted for June meeting – YW.

### **2025/014 Parish land and environmental matters**

#### Tree Warden report

Chair referred to report as previously circulated. Tree Warden summarised key points as follows.

- Tree experts are commenting on heavy leafing of trees this spring. In addition, if there is sudden heavy rainfall instances of 'Sudden Branch Drop' are likely. Oaks are especially prone to this. There is currently no way of telling which trees, branches are likely to be susceptible to this. It is not related to previously damaged or unhealthy limbs. Agreed Tree Warden to draft article for website, noticeboard, and village hall noticeboard – SM.
- Planning application, 2025/1118, Annexe at 4 Church Farm Barns, The Street. Agreed PC to respond no objection but preferably works not to be carried out during nesting season – YW.
- At recent AGM of the South Norfolk Tree Warden Network, the issue of insurance for Tree Wardens was raised. Former Chair confirmed that Tree Wardens activities are covered by PC insurance.

#### Footpath Warden report

Chair referred to report as previously circulated. Key points summarised as follows.

- All paths within parish are walkable at present time.
- Sheep and lambs in field of Hills and Bump walk.
- Walk from the bottom of Hill House road through to the common has had the steel parts removed. PC previously contacted NCC Trails Team to request path from the common to bottom of Hill House Road to be dug out at the side where the hill meets it, as path has become narrow and no longer has a level flat path surface. To date no response or works conducted, PC to hasten, reference 3906-2915-7660-3302 – YW. Parish Clerk to contact owner requesting for hedge to be trimmed – YW.
- Footpath 5 remains officially closed, awaiting works.

#### Pond (The Street)

Noted PC has not received any response from NCC with regards to register of culverts and who owns them, Parish Clerk to hasten – YW.

Pond (recreation ground)

Norfolk Wildlife Trust visited site, suggested small areas of thicker bramble, this is happening organically around log piles. Possibility of levelling out, to be reviewed in two months' time, with possibility of works to entrance to recreation ground play area being carried out at same time.

Recreation ground

Annual inspection booked for June 2025. Agreed for softwood grade play chip to be ordered from TMA Bark Supplies, same quantity and product as ordered May 2024, to request notification of delivery date in advance to allow a working party to apply it – YW.

Allotments

No expressions of interest received for vacant plot, agreed at present time PC not to offer to members of public who reside outside of parish. PC to monitor and review. Requests received from plot holders 10 and 12 to plant trees within their plots, PC approved requests. Parish Clerk to notify tenants accordingly – YW. Request received for water at allotment site.

Agreed PC to send letter to allotment holders, outlining possible options and implications, such as a signed contract with Anglian Water, would need to consider cost implications, or onsite water bowser. In addition, to suggest future meeting of tenants in village hall to discuss options further – DB/YW.

Bramerton Common

No update with regards to parishioner repair to bench, Parish Clerk to request update and expected date for completion of repairs – YW.

**2025/015      Speeding Advisory Group**

Data noted as previously circulated.

**2025/016      Correspondence and consultations**

Able Community Care

Noted, no further action.

Age UK Norfolk

Noted, no further action.

Public Spaces Protection Order (Dog Fouling and Dog Control) Renewal Consultation

Noted, PC to respond advising support renewal – YW.

Norfolk Nature Recovery Consultation

Noted.

Local Government Reorganisation

Parish and Town Council engagement events and consultation. Any responses to consultation required by 13<sup>th</sup> June 2025.

Broadland and South Norfolk Design Code – 3<sup>rd</sup> stage public and stakeholder engagement

To be deferred to June meeting – YW.

**2025/017      Date of next meeting**

Next Parish Council meeting, 16<sup>th</sup> June 2025. Councillors to notify Parish Clerk of any items for agenda – ALL. Cllr Simonds submitted apologies.

**2025/018      Chair's urgent business**

PC formally thanked Cllr Wheeldon, for all their contributions, time, and dedication during the many years they undertook the role of Chair.

Meeting closed at 9.05pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 13/05/25

Approved:

Date: