

BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 15th
September 2025 at 7.30pm

Present:

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

Apologies: Cllr John Middleton (JM).

Members of the Public: None.

2025/049 Chairs welcome (to include any apologies for absence for approval)

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

2025/050 To receive declarations of interest

Cllr Simmonds and Cllr Perfitt declared an interest with regards to planning application 2025/2421.

2025/051 To approve a time limit for the meeting

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

2025/052 To agree minutes of the PC (Parish Council) meeting held 14th July 2025

The proposed minutes of the PC meeting held on 14th July 2025 as previously circulated were unanimously approved as correct. Chair signed minutes.

2025/053 Matters arising from the minutes of the PC meeting held 14th July 2025

Correspondence received from St Peter's Church, Parochial Church Council (PCC)

Noted correspondence received from PCC as previously circulated in relation to minutes of PC meetings in June and July and PC's Tree Warden reports. Noted PCC's tree surgeon had commented in relation to T3 and the dying back of the leaves *"It's potentially due to the excessive and prolonged drought period we've been having this year as well as a very dry winter and a warm spring. We've seen a lot of sudden tree deaths occurring over the last few months due to this sadly."* . As recommended by the PCC tree surgeon the PC's Tree Warden cleared the ground around it and spreaded Biochar.

CIL (Community Infrastructure Levy)

Cllr Wheeldon awaiting prices for lighting and glazing of bus stop, item in-hand – **KW**.

Noticeboard prices

Cllr Meadows to circulate prices to full PC for consideration when setting next financial years budget – **SM**.

Signage

Chair in process of compiling list of signs situated around parish, to complete, linking to a map and asset register and to circulate to full PC for further discussion – **DB**. Parish Clerk to contact Trails Team to establish what plans they have to replace signage on footpath 5 once works are complete – **YW**.

Working party at recreation ground

Thanks were expressed to all participants. Agreed acquisition of replacement padlock for gate – KW.

2025/054 Adjournment for public participation

None.

2025/055 County/District Council report(s)

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

- Comprehensive list of powers that Mayors of Strategic Authorities will have under the new legislation.
- NCC (Norfolk County Council) cabinet selected a single unitary council as its preferred option, which will be developed into a detailed proposal and submitted to the Government in September.
- The UK government carried out a national test of the Emergency Alerts system on Sunday 7 September at 3pm.
- Government is removing restrictions on prescribing flu medications outside the usual season to reduce winter pressures and allow year-round treatment.
- Norfolk celebrates 2 million journeys on Beryl bikes, e-bikes, and e-scooters.
- NCC is welcoming a set of national recommendations that could make roadworks quicker, better planned, and less disruptive for residents. These suggestions come from a recent Parliamentary review into how street works are managed across the UK.
- Norwich Castle, the refurbished Castle Keep, is now open.

County/District Cllr Thomson left meeting at 7.49pm.

2025/056 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 July @ £24.01, includes £1.15 vat
- Parish Clerk, expenses August @ £13.97
- South Norfolk Council, annual dog bin charge @ £278.00 + vat
- Parish Clerk backdated pay rise (April to August) @ £68.90
- Parish Clerk backdated pension (April to August) @ £5.50
- Reimbursement to Cllr Wheeldon @ £51.57, printing of The Bugle
- Parish Clerk, gross pay September @ £446.68
- Nest Pension, Parish Clerk, September @ £35.73
- Reimbursement to Chair for railway sleeper, Chair to provide paperwork to Parish Clerk for reimbursement - DB
- Parish Clerk online attendance to NPTS (Norfolk Parish Training and Support) autumn seminar @ £6.00 (per PC).

The Local Government Pay Services Agreement 2025

Noted and agreed Local Government Pay Services Agreement 2025 at a 3.2% increase applied to all pay scales/spinal column points from 1st April 2025.

CIL (Community Infrastructure Levy)

Noted current CIL balance @ £3,079.05.

2025/057 Planning

Applications received to date

2025/2421, Bramerton Grange. Agreed PC to respond “no comment” – YW.

2025/2704, 11 Bramerton Lodge. Agreed PC to respond “no objections” – YW.

Application responses submitted

2025/2259, Works to trees in a Conservation Area. Church Farm House, Framingham Lane. PC responded “The Parish Council has no objection to the proposal to fell T1 and reduce the height of T2. But the Parish Council does not support the proposal to reduce the height of T3 & T4 hawthorns, T5 crab-apple or T6 whitebeam. These are all native trees and due to the amount of felling and clearing of native trees and vegetation from this site earlier in the summer during peak nesting time, further removal of habitat at this time is considered excessive.”

BA/2025/0220/FUL, Bramerton Footpath 5. PC responded “Bramerton Parish Council considers the application should be approved. Bramerton Parish Council are supportive of the rapid completion of the proposed remedial works and the reinstatement of this important footpath.”

Decision notices received to date

2025/1518, Approval of Condition Details, Bramerton Grange, Framingham Lane. Approval of details - Approved (Delegated).

2025/1819 Works to trees in Conservation Area, Bramerton Grange, Framingham Lane. No objections (Delegated).

2025/1986, Grange Farm Barns The Street. Withdrawn.

2025/2259 Works to trees in Conservation Area - Church Farm House, Framingham Lane. No objections (Delegated).

2025/058 Administrative matters

Website redevelopment proposal

Agreed in principle to engage consultant to carry out website redevelopment, as per quotation received. Cllr Mason to undertake structure proposal showing existing and future proposed structure for discussion at next meeting – TM.

Governance documents

Document control header: Agreed going forward a document control header as previously circulated to be added to future policies – YW.

IT policy: Chair referred to amended draft policy as previously circulated. Agreed item to deferred to later meeting after Parish Clerk had attended NPTS autumn seminar – ALL.

Disciplinary procedure: Agreed PC to re-adopt policy with no amendment – YW.

Grievance procedure: Agreed PC to re-adopt policy with no amendment – YW.

Complaints procedure: Cllr Wheeldon proposed procedure needs to be combination of existing procedure and NPTS template. Cllr Wheeldon to review and present draft procedure to PC for discussion and approval at October meeting – KW.

Freedom of Information Model Publication Scheme: Agreed scheme as previously circulated to be adopted with immediate effect – YW.

2025/059 Parish land and environmental matters

Signage

Previously discussed under minute reference 2025/053.

Tree Warden report

Report as previously circulated. Key points summarised as follows

- UK Power Networks have identified works to be carried out in relation to power lines through plum tree on allotments. They have advised that BT does not need to be involved, no indication of timescale has been provided.
- Tree condition survey: Noted all parish trees were reviewed in autumn 2023/early spring 2024. Twelve trees listed as high risk in that survey were reviewed again in summer 2024 and work required was completed on those trees in autumn 2024. Tree Warden compiled new database with information from both reports. Due to financial constraints Tree Warden provided list of trees which are most likely to be of concern in terms of public safety/risk rather than on tree health, also includes trees where councillors have noted concern and where review has been recommended within 12 months. Agreed two quotations to be obtained from agreed contractors to carry out tree survey on list as discussed – SM. Quotations to be discussed and tree survey awarded at October meeting – ALL.
- Felling of trees: The felling of the trees in the hedgerow alongside Mill Lane remains a mystery but is assumed to be a utility company as it was not the landowner, tenant farmer, or Highways. Cllr Meadows to contact County/District Cllr Thomson to try to establish who carried out the felling – SM.

Footpath Warden report

Report as previously circulated. Key points summarised as follows.

- Bullock Shed Lane walk: Path continues to be walkable. The new gate now has 2 strong springs to keep it closed. If you should happen to go through the gate and find it not latched please do close it securely. Suggestion made of installation of an additional dog bin near this walk.
- Bramerton Common to Hill House Road: This is passable.
- Hills and Bumps. This is all walkable.
- Footpath 5 along the river: Currently closed, with planning permission being applied for the resurfacing and reopening of this path, BA/2025/0220/FUL. PC noted the concerns that had been raised by parishioners.

Update on ponds

No update.

Recreation ground

Previously discussed under minute reference 2025/053.

Allotments

Cllr Mason provided brief report to meeting. Key points summarised as follow.

- Bramerton allotment gardens plot holder meeting to take place on 25th September, 6.30 to 8.30pm.
- Tenants for plots three and nine have handed in their notice and the tenancy of plot five has been terminated, leaving three plots vacant. Plot one sits dormant at present time.
- Proposed PC considers paying survey fee for allotment water installation at cost of £495.60, through CIL. PC approved in principle to cover cost of survey, subject to the formation of an allotments association including that the key roles of the association, Chair, Secretary and Treasurer are appointed.
- Agreed PC to review and consider existing mowing lines, as part of annual grounds maintenance contract review. To include consideration of mowing to be amended to a monthly basis instead of 6 monthly basis. To be added to October agenda – YW.
- Agreed Cllr Wheeldon to contact contractor and arrange for hedges to be cut – KW.

Bramerton Common

Benches: Noted parishioner had completed refurbishment repairs to bench on Common. Parish Clerk had contacted Ramblers Association to ask if members wish to repair/replace dedicated bench, to-date no response has been received this has been hastened.

Rubbish/litter: As previously circulated prices obtained from District Council (DC) for weekly collection of general waste from Common, prices varied depending on capacity of bin. Noted charges are for collection only DC do not have any delivery or bin rental charges. Parish Clerk to confirm with DC if PC could just have bin for seasonal period, May to September – YW. Parishioner correspondence received advising that dog bin located on Common was full. Agreed PC to review dog bins as part of the 2026/27 budget setting process – ALL. Cllr Wheeldon advised that Chair of Rockland St Mary and Hellington PC had requested copy of PC's lease with The Broads Authority, agreed for Parish Clerk to email copy – YW.

2025/060 Speeding Advisory Group

Noted report as previously circulated with August data. Considering recent data with almost half of vehicles recorded travelling over the 30-mph limit, Parish Clerk to contact Police to request a Police presence – YW.

2025/061 Correspondence and consultations

Local Plan for the Broads - Regulation 19 version consultation

Noted.

Parishioner correspondence

Bouncy castle: Parishioner request received for bouncy castle to be set up on grassed area, as part of birthday party celebrations at village hall. PC agreed to request on the understanding that adequate insurance is in place and PC is provided with copy of insurance prior to event, and castle is not situated under any trees. Parish Clerk to advise parishioner accordingly and thank them for seeking permission – YW.

New footpath south end of The Street: Parishioner correspondence received in relation to map included as part of footpath article in the August edition of The Bugle. PC confirmed that the map was inaccurate and subsequently notified the parishioner accordingly and amended the electronic version of The Bugle.

2025/062 Date of next meeting

Next meeting, 13th October 2025. Councillors to notify Parish Clerk of any items for agenda – ALL. Cllr Perfitt gave her apologies for October meeting.

2025/063 Chair's announcements

None.

The meeting closed at 9.29pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 16/09/25.

Approved:

Date: