

**Minutes of the Bramerton Parish Council meeting which was held
on
22nd May 2017 at Bramerton Village Hall**

Present Mr. K.Wheeldon(Chairman), Mr D. Blake,Mrs V. Knowles, Mr R. Simmonds, Mr R. Smith and Mr B Ansell (Clerk).

In attendance, Mrs J. Wheeldon – Tree Warden, Mr V. Thomson District & County Councillor.

Apologies – M/s G. McArthur & Mr G.Shaw

17.39 Declaration of Office - All Councillors were reminded to declare any changes since the Declarations made at the previous AGM.

17.40 Appointment of Chairman

On a proposal from Richard Simmonds, seconded by Veronica Knowles, Keith Wheeldon was appointed Chairman.

Keith Wheeldon in the Chair.

Appointment of Vice Chairman – On a proposal from David Blake, seconded by Roger Smith, Richard Simmonds was appointed Vice Chairman.

David Blake thanked the Chairman for guiding the new Council through the previous year.

17.41 Appointment of Representatives

The Bugle / Grazing Land –David Blake (distribution of The Bugle is shared by all Councillors -Geoff Shaw to arrange).

Web Site – Gillian McArthur

Common & Moorings – Keith Wheeldon

Footpaths–Richard Simmonds

Bramerton Relief of Need /Helping Hands–Tony Darwood (The Clerk to inquire whether he wished to continue in the role).

Village Hall Liaison –Veronica Knowles & Geoff Shaw

Village Ponds – Gillian McArthur

Tree Warden - Jane Wheeldon

Bus Shelter & Bus Service, Recreation Ground including Play Area, & Telephone Booth–Roger Smith

Council Finances, Land Registry –Geoff Shaw

Allotments – Veronica Knowles

Appointment of Auditor –Chris Jay.

Bank signatories -Richard Simmonds, Roger Smith & Geoff Shaw.

17.42 Declaration of Interests – Mr K. Wheeldon (Bramerton Society). Mr R. Smith (Bramerton Helping Hands).

17.43 Minutes of the previous meeting held on 27th March 2017,which had been circulated, were approved.

Matters arising:

17.44 Standing Financial Instructions

The Chairman noted that the model Standing Financial Instructions had been revised since their adoption by Bramerton Parish Council on 5th July 1999. It was suggested that a small working party consisting of Roger Smith, Geoff Shaw, Richard Simmonds and the Chairman should meet to redraft the Financial Instructions and bring them for comment at a forthcoming meeting.

17.45 Lease of Moorings – discussion with Broads Authority

Correspondence had been copied to Councillors between Geoff Shaw and Mills & Reeve. The suggestion from Mills & Reeve that the lease should just be extended, albeit from July 2016 for 25 years, with 5 year breaks, commencing with the uplift at July 2016, had much to commend it. The Broads Authority had continued to manage the moorings and had repaired the Parish Moorings as requested as though the Agreement/ Lease was still in operation. It was proposed that the lease be renewed as above and Mills & Reeve be requested to conclude the discussions.

17.46 Asset Schedule – changes in valuation

It was agreed to list the assets of the Council as follows:-

Bramerton Common (Green) - £1

Recreation Ground -£5000

Allotment/ orchard/ Grazing land - £1

Street Pond - £1

Street Furniture including

Notice Boards -at Easthill Lane & The Street,

Bus Shelter

Phone Box (Information)

Village Sign

Benches – Recreation Ground, Jubilee Bench & 4 others – Common.

Signs –Maps – Bramerton Common. Total £17,081-12

Play equipment including:-

Slide,

Climbing Frame,

Swings (2)

Picnic Table & Bench

Tyre trail

Total £12,664-39

It was agreed to add the new benches in the Orchard to the list of Assets.

17.47 Annual Parish Meeting – Mon 24th April –The meeting had been well attended and Michael Brett's talk on "What Keeps the Albion Wherry afloat" had been well received.

The Bugle had been published prior to the APM and had printed reports of the Chairman, Tree Warden and Footpath Officer which had been particularly well received.

17.48 District Councillors report

Vic Thomson noted no change from the APM.

17.49 County Councillors report

Vic Thomson was congratulated on his election to County Councillor replacing Roger Smith.

He noted that a "Peer Review" of the Broads Authority would take place in the Autumn and Parish Councils would be invited to take part.

17.50 SNDC Community Governance Review

Following the discussion at the APM, it was proposed and resolved to keep to the "status quo", and the Clerk would respond accordingly.

17.51 Village Sign

Bramerton Society (Jane Wheeldon -Chairman) stated that she hoped the sign would re appear within 2 months. David Blake questioned whether the sign should be protected by an appropriate barrier? Since funds existed to do so.

17.52 Parishioners Questions

None.

17.53 Correspondence

Clerk & Councils direct

Correspondence from Simon Mitchell regarding trees & hedge by Staithe Cottage stating his concerns regarding the trees but willing to move the down pipe.
Correspondence regarding access to Holly Cottage appeared to support the Council's view that such access was limited to the Council's discretion. It had been suggested to the owners that evidence of any other "right or deeds" should be produced - none submitted.

17.53 Planning,

Church Farm Close – applications remain unresolved.

2017/0992 - Orchard house – change of lawful use from agriculture to residential – no comment,

2017/0401Mr & Mrs Longs – Framingham Lane -Porch and garage approved.

17.54 Finance

Balance @ 11/05/2017 - £11,549-85

Receipts – vat refund £1318-12, Precept £5762-00, Moorings £840.

Allotments £223-00, Donation £45-00, Dividends Lloyds 95p

Grants - none

Payments

101054 Steelmasters (Norwich) Ltd Village sign -	£108-00
101055 NALC Subs -	£ 115-22
101056 David Blake The Bugle -	£36-35
101057 Norse Eastern Grass cutting	£515-83
101058 Norse Eastern Churchyard	£563-39
101059 The Wherry Trust – APM Speaker -	£25-00
101060 Zurich Municipal – Insurance -	£535-26
101061 - Cancelled	
101062 HMRC – PAYE -	£102-60
101063 B. Ansell – Clerks sal/expenses	£486-50
101064 Mills & Reeve Professional charges	£1080-00

The payment schedule was proposed by Richard Simmonds, seconded by Roger Smith, and passed for payment.

Statement of Accounts

Statement of Accounts 2015/16

Annual Governance Statement – The Chairman read out the 9 statements which were agreed by the Council and duly signed by the Clerk and Chairman

On a proposal from Richard Simmonds, seconded by Roger Smith, the Accounting statements for 2016/17 were adopted and both the Clerk & Chairman duly signed off the Accounts under Section 2.

Internal Auditor Chris Jay would complete Section 4 and External Auditors - Mazars- would now complete Section 3.

PAYE to HMRC would now be via the Post Office as requested by HMRC.

17.55 Parish Land & property-.

Footpath Report –Richard Simmonds noted that all the paths were walkable and was pursuing missing signs. The river path had deteriorated and would require remedial work by the Highways trail team.

Tree Warden – A further update and report from Jane Wheeldon was received. Some work was outstanding.

Street Pond – In the absence of Gillian McArthur there was no update

Moorings – Parish – all moorings had been let.

Allotments – A request for water to the allotments was discussed and could be expensive to provide and increase tenant rentals. Tenants would also be encouraged to mow paths and keep them clear.

Community Orchard –It was hoped to hold an event on 23rd June – David Blake to arrange with Tony Gotts to cut grass etc..

Notice boards required either repairs or replacements – Roger Smith to action.

Common Car park – bollards – one damaged and padlock changed. Reported to the Police as criminal damage – will require removal and replacement of padlock for access by Norse grass cutting team.

Play Area – Clerk to arrange annual inspection.

17.56 Next Meeting

Date of Next Meeting – Monday 24th July 2017 – 7-30pm

Meeting closed at 22-00 hrs.

Chairman