

**Bramerton Parish Council held on 23rd July 2018
at Bramerton Village Hall – Unadopted minutes**

Present Mr. K.Wheeldon(Chairman), Mrs V. Knowles. M/s G. McArthur, Mr G.Shaw, Mr R. Smith and Mr B Ansell (Clerk).

In attendance Mrs J. Wheeldon – Tree Warden & 1 parishioner.

Mr V. Thomson District & County Councillor & Mr S Beckett Conservation Officer for first item.

Apologies Mr D. Blake & Mr R. Simmonds

18.50 Declaration of Interest -None

18.51 Minutes of the previous meeting held on 21st May 2018 which had been circulated, were approved.

Matters arising:

18.52 Community Led Planning

The Chairman and Gillian McArthur had attended the initial 2 meetings and the next meeting was expected to look to evidence gathering.

18.53 General Data Protection Register

The Clerk reported that he had registered too early (before 25th May) with the Information Commissioners Office (Fee £35) and this had now been returned. It was agreed that he should make a fresh submission to the Information Commissioner.

Open Forum.

18.54 Conservation Area –Steve Becket – Conservation Office had provided and manned a display of the draft proposals in the Village hall prior to the meeting and had met and discussed the draft with a number of parishioners (25+). Most had been positive about retaining and adding areas to protect the treescape throughout the village. Mr Becket was again thanked for his attendance and left the meeting.

It was agreed that a response would be drafted by Gillian McArthur, and emailed to councillors for comment before the final version is sent by her to South Norfolk DC. A copy of the comments & views of the Council is appended.

18.55 Parishioner questions –

Mr Neil Walker having noted that his planning application had been turned down by SNDC-explained to Councillors the history of both Orchard House and the gardens, and possible misconceptions in the discussions on his application. He stated that he would appeal.

South Norfolk District Councillor – Vic Thomson gave his report covering co-working between South Norfolk and Broadland District Councils and the appointment of a Managing Director; South Norfolk Show on 1st July; latest developments in broadband including the potential use of the Church Tower to cover parts of Bramerton, and the Community Planning for villages to develop their own plans. County Councillor Report-Vic Thomson's report had also been circulated and noted the development of a radial network of cycle routes from Norwich and a map using the London Tube colour coded format for the various routes. Unfortunately the Yellow cycle hire scheme had also announced that it coming to an end.

Tree Warden's report. – Jane Wheeldon's reported that SN had granted permission for the felling of a dead chestnut tree at Oak Lodge, The Street. Nothing else to report at this time.

Footpath Warden's report had been circulated before the meeting – all footpaths usable

18.56 Finance

Update – Balance at 13th July - £10,601-91

Receipts – allotments £20, UK power networks (5yrs) £189-60, SNDC

Litter pick £20, Lloyds dividend £0.88p

Grants made – none

Payments

101111 NGF PlayEquipment £943-98

101112 B.Ansell Clerk Clerk salary/expenses £418-06

101113 HMRC PAYE £76-80

101114 Information Commissioner – registration £35-00

Following a proposal from Gillian McArthur, seconded by Veronica Knowles, the payment schedule was approved.

18.56 Correspondence

SNDC Community led planning meetings .

SNDC –Collaborative work between SNDC & Broadland DC

NALC – News Letters

18.57 Planning

2018/1591 Church farm Barns – Orangery – It was agreed we would make no comment

2018/1246 Large scale greenhouse development at Kirby Bedon

A number of concerns raised relating to scale, access, visibility, and the effect of increased traffic on a minor road. It was agreed the Chair would draft a response and email to other councillors for comment before the Clerk submits our response.

18.58 Parish Land & property

Bramerton Common

A number of unauthorised events had been held on the Common and the Chairman had prepared a paper setting out a number of ways such events could be controlled either by South Norfolk or the Broads Authority. The Constabulary were not likely to respond given other priorities. Vic Thomson would make inquiries as to both authorities to see whether any action could or would be taken

Moorings –Geoff Shaw reported that “NPlaw”, representing the Broads Authority, had finally responded to his letter dated 2nd August 2017, and had recommended that the lease be reduced to 7 years, dispensing with any requirement to register the land.

The lease to commence on 30th July 2016 and end 29th July 2023. The 5 yearly reviews would remain – 2021- underpinned by the existing lease, with changes reflecting the new term.

Geoff Shaw would examine the lease in more detail but the basis of an agreement would appear to be acceptable to the Council. Geoff Shaw would draft a response and circulate for comment before the Clerk sends our reply.

Allotments – A further allotment had been let (no 6) – it was agreed the tenant would have it rent free next year to bring it back to cultivation.

A new Allotment Agreement (6 pages including map) had been circulated. It was felt to be too long – Roger Smith would review it for the next meeting.

Recreation Ground –Play area –Work completed – Inspection Report awaited.

Working parties – work to Benches, Bus Shelter, Telephone box, and Play Area was required in the coming months – Roger Smith Co-ordinator.

18.59 Village Hall Car park – repairs to surfacing required – costs to be shared and discussed with Village hall

1859 As further business related to the Clerk’s terms and conditions of employment it a resolution was passed to exclude the public (under the Public Admission to Meetings Act 1960) - Clerk and public left the Hall.

18.60 Clerk’s hours

The Council agreed in principle to increase the hours of the Clerk from 16 to 20 per month. The likely cost of this increase was thought to be under £600 per annum. As the increase had not been placed in the Budget for 2018/19. It was agreed that at the next meeting, once they had reviewed the financial report, Councillors would consider when the increase might be implemented.

18.61 Clerk’s equipment.

In light of data protection legislation it was agreed that in the 2019/20 budget the Council should consider including the provision of standalone computer equipment

(hardware, software and a dedicated email address) for use by the Clerk. This would be discussed with the Clerk before any commitment is made.

18.62 Appraisal

In line with best practice it was agreed that the Chair would agree a date for the Clerk's appraisal in the next few weeks and that the appraisal would be carried out by the chair and vice-chair. If the vice-chair is not available Gillian McArthur will take his place.

18.62 Data Protection Officer

The requirement for the Council to appoint a data protection officer has now been rescinded.

18.63 Date of Next Meeting

Monday 24th September 2018 at 7.30 pm at Village Hall
Meeting closed.

Response to Conservation area review sent to South Norfolk by Bramerton Parish Council on 7 August 2018

Further to the Bramerton Parish Council meeting of July 23, we would like to respond to the proposed revisions to the Bramerton Conservation Area with the following comments.

The view of the PC is that the characteristic landscape of the village noted in the existing 1999 appraisal is one of trees, hedges and green boundaries. As noted in the current document, the addition of close boarded fences and removal of hedges in a small area of the village has led to a change of character from rural to suburban. In order to retain this rural character, and to retain some control on the village landscape, the PC suggests that the Conservation Area is retained in the area of Bramerton Lodge as existing with the inclusion of the trees and hedgerow along opposite the entrance and leading to Hill House Road and the junction of Surlingham Road. The landscape changes from hedgerow and open farmland to mature trees and gardens with predominantly hedge boundaries at the entrance to the village from Framingham Lane and Bullockshed Lane. This is an important gateway to the village which the PC would like to see included in the Conservation Area plan.

The architecture here is mostly mid-20th Century, of a style included in conservation areas elsewhere, such as Charles Close, with extensive gardens bordering onto Framingham Lane. There are many fine specimens of mature trees here which the PC would wish to afford the protection of inclusion within the Conservation Area.

We understand that residents from Framingham Lane who attended the open evening to view proposals were both for and against changes to the boundary here. We propose that they be re-consulted on any proposed boundary changes. The PC would comment on the boundary treatments which have had recent planning approval, notably Church Farm Close. The close boarded fence to the development is visible from some distance from the village and would be better assimilated and be of appropriate character for the village if the landscape proposals for the development had included hedge and tree planting. We would suggest that this be a requirement for any new development for the village.