

## Bramerton Parish Council

Chairman: Keith Wheeldon

Parish Clerk: Yvonne Wonnacott

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### Minutes of the Parish Council Meeting of Bramerton Parish Council held on Monday 14<sup>th</sup> January 2019 at 7.30pm at Bramerton Village Hall.

**Present:** Cllr Keith Wheeldon (KW), Cllr Richard Simmonds (RS), Cllr David Blake (DB), Cllr Veronica Knowles (VK), Cllr Gillian McArthur (GMA), Cllr Geoff Shaw (GS), Cllr Roger Smith (RS), Jane Wheeldon – Tree Warden (JW) and Yvonne Wonnacott - Parish Clerk (YW).

**Apologies:** County / District Cllr Vic Thomson (VT)

**Members of the Public:** Two.

Item		Action By
2018/92	<b>Apologies for absence.</b> Apologies were received and accepted from County / District Cllr Vic Thomson.	
2018/93	<b>To receive declarations of interest in the following items of the Agenda.</b> The following declarations of interest were expressed; <ul style="list-style-type: none"><li>- Cllr Shaw - member of Parochial Church Council and Village Hall Committee.</li><li>- Cllr Blake – member of Parochial Church Council.</li><li>- Cllr Knowles – member of Village Hall Committee.</li></ul>	
2018/94	<b>To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 26th November 2018.</b> The minutes of the Parish Council (PC) meeting held on 26th November 2018 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Wheeldon.	
2018/95	<b>To discuss matters arising from the Minutes not on this Agenda.</b> <u>Conservation Area</u> Parish Council (PC) still awaiting report from South Norfolk District Council (SNDC), Parish Clerk to hasten. Chair to provide contact details to Parish Clerk. <u>Broads Authority Lease</u> Parish Clerk to contact former Parish Clerk to establish if letter was sent to Broads Authority and to obtain copy. <u>Church Farm Close</u> Parish Clerk to contact former Parish Clerk to establish if letter was sent to developer.	YW/KW  YW  YW

	<p><u>Signs</u> All agreed for addition to sign(s) to cover former Parish Clerk numbers and for the new Parish Clerk e-mail address to be added only.</p> <p><u>Footpaths</u> Cllr Simmonds advised that County / District Cllr Thomson had taken outstanding matters on board, no further up-date at present moment.</p>	KW
2018/96	<p><b>Suspension of meeting for Public Participation</b> Planning application 2018/2766 was discussed with two members of public providing their views. PC agreed to take these into consideration when formatting their response.</p>	
2018/97	<p><b>Update from County / District Councillor Vic Thomson.</b> Apologies received from County / District Cllr Thomson, report was circulated via e-mail prior to the meeting.</p>	
2018/98	<p><b>Financial Matters</b></p> <p>a) <u>Finance and Admin Report with financial summaries for approval</u> - Report circulated prior to meeting was approved.</p> <p>b) <u>Expenditure for approval as per Finance and Admin Report</u> – The following expenses were approved:  - Parish Clerks expenses and hours for November and December. Hours @ £99.23, expenses @ £6.50.  - NPFA membership renewal @ £20.00.  - Bramerton PCC (St Peters churchyard) maintenance @ £259.00</p> <p>c) <u>Budget/Precept</u> – All agreed to proposed precept @ £11,892, Band D Charge @ £66.44. Parish Clerk to submit to SNDC.</p> <p><u>Information Commissioners Office Subscription</u> As per Parish Clerks e-mail previously circulated, all agreed for subscription to be renewed via direct debit arrangement at annual cost of £35. Parish Clerk to action.</p> <p><u>Online Banking</u> As per Parish Clerks e-mail previously circulated, all agreed to partial access being set up with immediate effect, allowing access for both Parish Clerk and Chair. Cllr Shaw to contact Barclays on 0345 6052345 and make necessary arrangements.</p> <p><u>Filing Cabinet</u> Cllr Shaw to contact Village Hall Committee to seek agreement of PC having filing cabinet located in Village Hall. Chair advised monies in this year’s budget to purchase fireproof cabinet. Chair to look at filing cabinet Cllr Blake holds.</p>	<p>YW</p> <p>YW</p> <p>GS</p> <p>GS KW/DB</p>

	<p><u>Stationery Costs</u> All agreed to Parish Clerk purchasing initial stationery/office supplies as required.</p> <p><u>Broads Society Membership</u> All agreed to not undertaking membership.</p> <p><u>River Common - Hedge along bottom of Scarp</u> As per Tree Wardens report hedge needs cutting, Chair proposed that Mr.Gotts undertakes work, all in agreement. Chair to provide contact details to Parish Clerk.</p> <p><u>New Bollards to Common</u> Chair presented D.J.Ireland Groundworks &amp; Paving Services quotation to meeting which was well within budget. It was agreed to proceed with works on condition that a hedge is planted at the same time. Cllr McArthur and Cllr Knowles agreed they would organise planting and watering. Cllr McArthur to provide drawing of the bollards and circulate to PC by end of w/c 21/01. Parish Clerk to contact Broads Authority to establish if any funding would be available, and to confirm with D.J.Ireland to proceed with works once emailed drawings have been agreed by councillors.</p> <p><u>Internal Auditor</u> All agreed to use C.Jay as internal auditor for forthcoming year end. Parish Clerk to make necessary arrangements.</p> <p><u>Defibrillator</u> Chair advised of correspondence received from Parishioner asking PC to consider acquisition of defibrillator(s) for Parish. All agreed further research required and item to be included on Annual Parish Meeting agenda. Cllr McArthur to advise parishioner accordingly.</p> <p><u>Norfolk Parish Training &amp; Support (NPTS) Membership</u> All agreed when current NALC membership expires not to renew but to move membership to NPTS instead.</p>	<p>KW/YW</p> <p>GMA/VK GMA YW</p> <p>YW</p> <p>GMA</p>
2018/99	<p><b>Planning Items</b></p> <p>a) <u>Correspondence received to date:</u> - <u>2018/2766, Agricultural Building at Church Farm</u> – All agreed PC to respond to SNC advising as follows “Bramerton Parish Council strongly objects to this application for the following reasons;</p>	<p>YW</p>

	<ul style="list-style-type: none"> <li>- Access – The proposed access/egress onto Rockland Road creates a serious hazard as a result of the narrowness of the road, existing bends, impaired vision and current speed limit. An application in 2010, reference 2010/1804 was refused and Highways advised that unauthorised access should be closed off, this has not been done and the Parish Council requests that SNC enforces this decision with immediate effect.</li> <li>- Drainage – Urge further clarification of drainage and surface water issues from this property and surrounding properties.”  <u>2018/2794, Land North of Church Farm</u> – All agreed PC to respond as follows; “We have no views or comments about this application apart from requesting that the contractor is pressed to keep to the agreed timetable to ensure that the three low cost houses are released as soon as possible.”  <u>2019/0079, Land North of Kirby Road</u> – All agreed PC to respond as follows “We have no views or comments about this application”.  <u>2019/0066, Christadelphian Hall, The Street</u> - All agreed PC to respond as follows “We have no views or comments about this application”.  <u>2018/2178, Gas Booster Station</u> – Parish Clerk to establish point of contact for operational control and arrange a site visit.</li> </ul> <p>b) <u>Decision notices received to date</u> – As follows;</p> <ul style="list-style-type: none"> <li>- 2018/2364, 13 Bramerton Lodge, conservatory – Approval with Conditions</li> <li>- 2018/2397, Church View, The Street, tree work – No Objections</li> <li>- 2018/2178, Gas Booster Station, hedge removal – Deemed Approval.</li> </ul>	<p>YW</p> <p>YW</p> <p>YW</p> <p>YW</p>
2018/100	<p><b>Meetings</b></p> <p><u>Change to Parish Council May Meeting Date</u>  All agreed to revised date of 13<sup>th</sup> May at 8pm. Parish Clerk advised would be unable to attend the April Annual Parish Meeting due to prior commitments.</p> <p><u>Invitations/Speaker – Annual Parish Meeting</u>  All agreed need to consider invitees. Cllr McArthur to speak to Norfolk Wildlife contact to ask if they would be prepared to provide talk.</p>	GMA

	<p><u>Year End Newsletter (The Bugle)</u> All agreed draft required by 25<sup>th</sup> March. Cllr Blake agreed to edit. Councillors to provide any submissions to Cllr Blake by 8<sup>th</sup> March latest.</p> <p><u>Meeting Dates</u> Cllr Shaw confirmed booking of Village Hall for following dates and times;</p> <ul style="list-style-type: none"> <li>- 25<sup>th</sup> March @ 7.30pm</li> <li>- 15<sup>th</sup> April @ 7.30pm</li> <li>- 13<sup>th</sup> May @ 8.00pm</li> <li>- 22<sup>nd</sup> July @ 7.30pm</li> <li>- 23<sup>rd</sup> September @ 7.30pm</li> <li>- 25<sup>th</sup> November @ 7.30pm</li> </ul> <p>Parish Clerk / Chair to agree dates for January and March 2020 and book Village Hall.</p>	<p>ALL</p> <p>YW/KW</p>
2018/101	<p><b>May 2019 Elections</b> Chair advised election pages on SNC website.</p>	
2018/102	<p><b>Parish Land</b> <u>Revised Allotment Contract</u> Four draft documents as circulated previously by e-mail comprising Allotments Gardens Tenancy Agreement, Allotment Gardens Rules and Regulations, Rules and Regulations Relating to Sheds / Greenhouses / Trees and Structure / Tree Permit Form. Agreed all four documents to be implemented from next financial year with agreed minor amendments to the Tenancy and Rules and Regulations documents. Parish Clerk to try and establish if allotments are Statutory.</p> <p><u>Verge Damage</u> Chair advised of damage to verge outside orchard, near community pedestrian entrance. Subcontractor has agreed to make good prior to completion of contract.</p>	<p>YW</p>
2018/103	<p><b>Environmental Matters</b> <u>Tree Warden Report</u> As circulated via e-mail. Trees 101-110 along riverbank were discussed. Agreed Parish Clerk to contact The Broads Authority to express our concerns and request that their work on their plan for Summer 2020 is brought forward to address current issues of poor condition and dead trees. Chair to provide details of document in question to Parish Clerk.</p> <p><u>Footpaths</u> Cllr Simmonds advised matters in hand, nothing further to report.</p> <p><u>Bridle path (Easthill Lane southwards)</u> Cllr Knowles advised of collapsed fence and barbed wire sunk into undergrowth. Parish Clerk to contact Kirby Bedon Parish Council to advise and request corrective action to be taken.</p>	<p>YW</p> <p>KW</p>
2018/104	<p><b>Correspondence</b> <u>Broads Society Newsletter</u> Noted.</p>	

	<p><u>Parishioner Request – Scattering of Ashes</u>  Chair advised of parishioner request for scattering of ashes on Recreation Ground. Parish Clerk to check regulations with regards to scattering of ashes. All agreed recreational ground inappropriate area for scattering of ashes, Chair to advise parishioner accordingly.</p> <p><u>SNC Litter Pick</u>  Parish Clerk to contact SNC to register interest and request information pack. Cllr Smith agreed to take lead on this item.</p>	<p>YW</p> <p>KW</p> <p>YW</p>
2018/105	<p><b>Date of next Parish Council meeting and items to be considered for agenda.</b>  Next PC meeting 25<sup>th</sup> March, items for agenda as follows;</p> <ul style="list-style-type: none"> <li>- Glover review, follow up</li> <li>- Annual Parish Meeting</li> <li>- Village Hall Contract – for initial discussion</li> </ul>	
2018/106	<p><b>To close the meeting</b>  The meeting was closed to the public at this point, 10.22pm.</p>	
2018/107	<p><b>Personnel Issue</b>  In line with guidance provided it was agreed by all that a DRB check was not required as part of the recent recruitment for the post of Clerk.</p>	

Minutes prepared by Yvonne Wonnacott 15/01/19

Approved ..... Date.....