

Bramerton Parish Council

Chairman: Keith Wheeldon

Parish Clerk: Yvonne Wonnacott

Email: bramertonpc@outlook.com

Minutes of the Parish Council Meeting of Bramerton Parish Council held on Monday 25th March 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: None.
Members of the Public: Two.

Item		Action By
2018/109	Apologies for absence. None received.	
2018/110	To receive declarations of interest in the following items of the Agenda. The following declarations of interest were expressed; <ul style="list-style-type: none">- Cllr Shaw - member of Parochial Church Council and Village Hall Committee.- Cllr Smith – Bramerton Church.- Cllr Knowles – member of Village Hall Committee.	
2018/111	To approve as a correct record and sign the Minutes of the Parish Council Meeting held on 14th January 2019. The minutes of the Parish Council (PC) meeting held on 14th January 2019 (as previously circulated) were approved as correct and signed by the Chairman, Cllr Wheeldon.	
2018/112	To discuss matters arising from the Minutes not on this Agenda. <u>Defibrillator</u> Chair advised item included on April Annual Parish Meeting (APM) agenda. All agreed if sufficient public interest at APM then item to be considered at May PC meeting after election. Noted item not allowed for in 2019/20 budget therefore sponsorship/subscription would need to be sought.	
2018/113	Suspension of meeting for Public Participation None	
2018/114	Update from County / District Councillor Vic Thomson. None provided.	

2018/115	<p>Correspondence</p> <p><u>Parishioner e-mail – traffic speed on The Street</u> All agreed item to be discussed further at APM, including the suggestion of a SAM2 (speed awareness camera), to obtain public response. In addition at APM to request public to keep PC updated of any problems.</p> <p><u>British Red Cross e-mail</u> As previously circulated via e-mail. All agreed not in position to make financial donation.</p> <p><u>Parishioner letter – land at Bramerton Common</u> As previously circulated via e-mail. All agreed Parish Clerk to respond thanking parishioner for letter and reassure parishioner that there has been no change to arrangements with regards to access to the common.</p> <p><u>E-mail regarding historic link</u> As previously circulated. All agreed Parish Clerk/Chair to respond thanking member of public for their interest.</p>	<p>YW</p> <p>YW/KW</p>
2018/116	<p>Financial Matters</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:</p> <ul style="list-style-type: none"> - Parish Clerks expenses and pay for January, February and March. Pay @ £868.27, expenses @ £184.18. - Reimbursement to M Pfang (bus shelter repairs) @ £50.56 - Reimbursement to former Parish Clerk @ £12.95 (usb stick) - D J Ireland Groundworks & Paving Services, @ £1706.40 - Hedges Direct @ £245 - Amitola Ltd @ £1500 - Reimbursement to Chair @ £37.74 (materials from Signomatic & 200 copies of Bugle) - TCV @ £360 (works to Recreation Ground / Common) - Reimbursement to Cllr McArthur @ £14 (website domain registration) - Reimbursement to Cllr Smith @ £13.61 (closer for Recreation gate). <p>c) <u>Parochial Church Council 2019 grant request</u> – All agreed to request in next financial year of £192.80 towards running expenses of the clock on St Peters Church. Cheque to be raised at May meeting.</p>	

	<p>d) <u>SLCC membership</u> – All agreed to Parish Clerk’s membership to SLCC @ £39.</p> <p>e) <u>Filing Cabinet</u> – As per Finance & Admin Report all agreed to purchase of Phoenix Filing Cabinet @ £1300.80. Parish Clerk to allow for cost in this year’s accounts. Cllr Shaw to liaise with Parish Clerk re delivery date.</p> <p>f) <u>Asset Register</u> – All approved Asset Register with amendment to Village Hall cost of acquisition, Cllr Shaw to advise Parish Clerk accordingly.</p> <p>g) <u>March bank statement</u> – Cllr Smith agreed to obtain bank statement direct from Barclays on 29th March and e-mail to Parish Clerk.</p> <p><u>Norfolk Parish Training & Support (NPTS) Membership</u> All agreed when current NALC membership expires not to renew but to move membership to NPTS instead.</p>	<p>GS/YW</p> <p>GS/YW</p> <p>RS</p>
2018/117	<p>Planning Items</p> <p>a) <u>Correspondence received to date:</u> - <u>2018/2766, Gas Booster Station</u> – All agreed PC to respond expressing PC’s concerns and question why removal of existing hedge is necessary. Chair to liaise with Parish Clerk and formulate a response. <u>2019/0515, Meadow View</u> – All agreed PC to respond “We have no views or comments about this application.”</p> <p>b) <u>Decision notices received to date</u> – 2019/0153, Orchard House – Approval with Conditions.</p> <p>c) Conservation Area – Chair advised website link was included in Easter edition of the Bramerton Bugle.</p> <p><u>Yelverton Gas Booster Station</u> Parish Clerk to contact Cadent requesting site visit at approx. 6pm on either 16th or 17th April, in addition to enquire if members of public can attend alongside representatives of PC.</p>	<p>KW/YW</p> <p>YW</p> <p>YW</p>
2018/118	<p>Annual Parish Meeting Chair advised will be no formal speaker. Traffic speed and defibrillator to be added to agenda. Parish Clerk to provide estimated costs for SAM2. Parish Clerk to provide provisional year end summary of accounts. Refreshments to be provided, Chair to provide alcoholic beverages and Vice-Chair to provide non-alcoholic alterative.</p>	<p>YW</p> <p>YW</p> <p>KW/RS</p>
2018/119	<p>Governance Documents</p> <p>a) <u>Documents Register</u> – Chair requested that Councillors advise Parish Clerk accordingly of any important documents that they hold, for inclusion on register.</p>	<p>ALL</p>

	<p>b) <u>Lone Working Policy</u> – As previously circulated, all approved and to be adopted with immediate effect.</p> <p>c) <u>Data Protection Privacy Notice</u> - As previously circulated, all approved and to be adopted with immediate effect.</p> <p>d) <u>Guide for public attending and speaking at meetings</u> - As previously circulated, all approved and to be adopted with immediate effect.</p> <p>e) <u>Information Audit</u> – As previously circulated, all approved and to be adopted with immediate effect.</p>	
2018/120	<p>Production of newsletter Chair advised of circulation.</p>	
2018/121	<p>May 2019 elections Chair advised closing date for nomination papers 4pm Wednesday 3rd April.</p>	
2018/122	<p>Village Hall <u>Lease</u> Cllr Shaw provided brief overview to meeting. Current lease expires September 2019. Chair proposed item to be carried forward to May meeting at which a working party to be formed to review existing and agree new lease. All agreed.</p> <p><u>Car Park</u> Chair advised T.Gotts cleared gravel. Cllr Shaw advised in principle Village Hall Committee is happy to cover half of T.Gotts costs for this work. All agreed authorisation of costs up to £50. Chair recommended that going forward Village Hall Committee looks into possible drainage solutions.</p>	
2018/123	<p>Glover review Chair referred to letter to the Secretary of State from the Leader of Breckland Council / Chairman of Norfolk Leaders Group dated 19th February 2019, as previously circulated.</p>	
2018/124	<p>Parish Land <u>Revised allotment tenancy agreement and supporting documents</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. All agreed to the adoption of all four documents.</p> <p><u>Proposed sign for allotments</u> Chair proposed small sign by entrance gate advising of ownership of allotments and contact point for enquiries. Chair/Parish Clerk to draft wording for circulation and approval.</p> <p><u>Mooring rental agreement</u> As previously circulated via e-mail, all approved and agreed to adopt. All agreed at May meeting working party to be formed to review rental agreement with aim to produce a more comprehensive agreement next year.</p> <p><u>Common update</u></p>	KW/YW

	<p>Chair advised bollards are in place and hedge has been planted. All unanimously agreed to Chair and Vice-Chair signing formal copies of The Broads Authority lease document. Parish Clerk/Chair to write to boating/sailing clubs advising that official permission from PC is required prior to erection of gazebos and other structures on the Common.</p> <p><u>Recreation ground pond</u> Cllr McArthur advised subcontractor, T.Gotts undertook clearing of brambles. Cllr McArthur to put together timeline of future steps re works to be undertaken.</p> <p><u>The pond (The Street) – Acquisition of life belt</u> All agreed to be deferred to May agenda.</p>	<p>YW/KW</p> <p>GMA</p>
2018/125	<p>Environmental Matters <u>Tree Warden Report</u> Tree Warden advised that Community Orchard hedge has been successfully moved to the edge of Hill House Road. Outstanding issue of kitchen waste being emptied onto SSI site. TPO at Gas Booster Station, ref: SN0519, all agreed Parish Clerk to respond that PC fully supports TPO.</p> <p><u>Footpaths</u> Cllr Simmonds advised bridge had been repaired and now on a 2 yearly cycle for checking.</p> <p><u>Litter Pick</u> Cllr Smith advised litter pick taking place on 20th April and advertised in both the Bugle and on the website.</p>	<p>YW</p>
2018/126	<p>Date of next Parish Council meetings and items to be considered for agenda. Annual Parish meeting 7.30pm, 15th April 2019 and Annual Parish Council meeting on 13th May 2019 at later time of 8pm.</p>	
2018/127	<p>Chairman’s urgent business None.</p>	
2018/128	<p>To close the meeting The meeting was closed to the public at this point, 9.56pm.</p>	

Minutes prepared by Yvonne Wonnacott 26/03/19

Approved Date.....