

BRAMERTON PARISH COUNCIL

1 Meadow Cottages, Gull Lane, Framingham Earl, Norwich, NR14 7PN

Tel: 01508 493134 Email: clerk@bramertonparishcouncil.gov.uk

Clerk to the Council: Mrs Yvonne Wonnacott

Chair: Duncan Butler

NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend the Annual Parish Council meeting of Bramerton Parish Council at 7.30pm on Monday 11th May 2026 at Bramerton village hall.

Parishioners are welcome to contact the Parish Clerk and/or members of the Parish Council prior to the meeting if they wish to raise an item at the meeting.

The business to be transacted is as follows:

1. To elect the Chair of the Parish Council

Chair to sign the Declaration of Acceptance of Office

2. To elect the Vice-Chair of the Parish Council

3. To receive any apologies for absence for approval

4. To receive declarations of interest

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed.

5. To approve a time limit for the meeting

6. To agree minutes of the Parish Council meeting held 16th March 2026

7. Matters arising from the minutes of the Parish Council meeting held 16th March 2026

Not covered by specific items on the agenda.

8. Adjournment for public participation

Resolution to suspend the meeting to invite members of the public to speak and for annual reports. Presentation/update from Allotments Association.

9. Annual reports

To receive reports from:

- a) Bramerton Helping Hand
- b) Speeding advisory group
- c) Bramerton Village Hall
- d) St Peter's Church Bramerton – Parochial Church Council
- e) Any other local groups

10. Finance matters

- a) Financial statement as of 31st March 2026 – to be noted
- b) Annual internal audit report – to be noted
- c) AGAR – Section 1 – Annual Governance Statement 2025/26 – for approval and sign off by Chair and Clerk

- d) AGAR – Section 2 – Accounting Statements 2025/26 – for approval and sign off by Chair
- e) Expenditure for approval/to be noted
- f) Insurance renewal – to be agreed
- g) Reserves: Policy and earmarked reserves – to review and agree
- h) Replacement of noticeboards - update.

11. CityFibre – Works undertaken on The Common

12. Planning

- a) Applications received to date for consideration
- b) Decision notices received to date

13. Administrative matters

- a) LGA Code of conduct – agreement for all Councillors to adopt and adhere to
- b) Representatives and responsibilities – to be agreed
 - Allotments
 - Bank signatories
 - Bramerton Relief of Need/Helping Hand
 - Bugle – to edit and organise distribution
 - Conservation (SSSI)
 - Common and moorings
 - Footpaths
 - Hard assets (including bus shelter, telephone box)
 - Land registration
 - Planning
 - Recreation Ground, play area and pond
 - Tree Warden
 - Village hall committee
 - Website
- c) Delegation arrangements to Parish Clerk – to review and confirm
- d) General Power of Competence – to be noted
- e) Governance documents
 - i. Financial regulations
 - ii. Risk management scheme
 - iii. Bullying and harassment policy.

14. Parish land and environmental matters

- a) Signage around parish – update, to include review of signage at bottom of Mill Hill
- b) Tree Warden report
- c) Footpath Warden report – update, to include correspondence from Norfolk Area Ramblers, Parish Footpath Audit
- d) Update on ponds
- e) Recreation ground – to include proposed working party and annual inspection
- f) Allotments – to include consideration of risk assessment and regular inspections
- g) Bramerton Common

15. Speeding Advisory Group

Update.

16. Correspondence and consultations

17. Date of next Parish Council meeting (15th June 2026) and items to be considered for agenda

18. Chair's announcements

Dated: 30th April 2026

Parish Clerk: Yvonne Wonnacott