

BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 15th
June 2026 at 7.30pm

Present: Cllr Duncan Butler (DB) - presiding, Cllr Sally-Ann Meadows (SM), Cllr Teena Mason (TM), Cllr John Middleton (JM), District Cllr Vic Thomson (VT) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies: Cllr Kirstie Perfitt (KP), Cllr Richard Simmonds (RS) and Cllr Keith Wheeldon (KW).

Members of the Public: Two (representatives from Bramerton and District Bowls Club).

2026/020 Chairs welcome (to include any apologies for absence for approval)
Chair welcomed all attendees to the meeting. Apologies received and approved from Cllr Perfitt, Cllr Simmonds and Cllr Wheeldon.

2026/021 To receive declarations of interest
None.

2026/022 To approve a time limit for the meeting
All agreed to aim for the meeting to finish by 9.00pm.

2026/023 To agree minutes of the Annual PC (Parish Council) meeting held 11th May 2026
The proposed amended minutes of the Annual PC meeting held on 11th May 2026 as previously circulated were unanimously approved as correct. Chair signed minutes.

2026/024 Matters arising from the minutes of the Annual PC meeting held 11th May 2026
Internal auditor
Noted as agreed as Annual PC meeting, internal auditor had been engaged to undertake 2026/27 audit.
Insurance renewal
Insurance premium paid.

2026/025 Adjournment for public participation
Representatives from Bramerton and District Bowls Club addressed meeting. Key points summarised as follows.

- The Club reported a decline in membership due to ill health and members transferring to other clubs.
- Annual subscription fee was increased.
- The reduction in membership meant that three of the first six fixtures had to be rearranged.
- It was agreed that some members would pay a reduced subscription fee as they were unable to participate at the start of the season.
- A recruitment campaign was undertaken, including an article in the *Eleven Says* publication. The Club was pleased to report that six new members had joined.

- The Club remains responsible for the maintenance of the clubhouse, fencing and payment of utility charges.
- It was believed that an agreement existed between the Club and the PC. As neither party was able to locate a copy, it was agreed that PC would prepare a draft replacement agreement – **TM**, for approval by both parties.
- Agreed that a PC representative would meet informally with the Club to explore potential grant funding opportunities - **TM**. Parish Clerk to provide the Club with the District Councillors' contact details with view of looking into possible grants – **YW**.

Representatives of Club left meeting 7.48pm.

2026/026 County/District Council report(s)

District Cllr Thomson provided report to meeting, key points summarised as follows.

- The Government has chosen the three new Unitary Councils Option.
- As from 29th June 2026 Parish Councillors will no longer have to publicise their address.
- South Norfolk In Bloom funding, second round now open.
- Community Action Fund grant. The two £500,000 pots, one for community projects and one for facilities, are now open for applications, deadline for submission of applications 16th August 2026.
- Government has recently published draft new national guidance that will significantly change how planning applications are determined. The key change is the introduction of a National Scheme of Delegation, which means that most applications will be decided by professional planning officers, with planning committees focusing only on the most significant or complex cases.
- Greater Norwich Local Plan (GNLP), new call for sites ending mid July 2026.
- Food waste project - Teaser leaflets have been prepared for distribution. Phase 1 properties will now go live on 27/07/26 (28,000 properties), with Phase 2 following on 28/09/26 (41,000 properties). Bramerton will be in phase 2.

Cllr Meadows arrived at meeting 7.56pm, apologised for late arrival, apology accepted.

District Cllr Thomson left meeting 8.00pm.

2026/027 Finance matters

Expenditure for approval/to be noted

The following items of expenditure were formally noted and/or approved.

- Parish Clerk, gross pay, June @ £446.68
- Nest pension, Parish Clerk, June @ £35.73
- Harry Stebbing Workshop @ £3,902.50 + VAT, as previously approved (noticeboards)
- Parish Clerk expenses, May @ £32.22, includes £0.90 VAT

Tree works

Noted that the PC had obtained two quotations for the identified tree works in accordance with the requirements of the Financial Regulations. Both quotations were comparable in cost, considering a small variance in the specification of works. Agreed to award the contract to the contractor previously engaged by the PC on several past occasions. Details of the second contractor to be retained on file for future reference. PC to notify both contractors of its decision - **SM/YW**.

Community Infrastructure Levy (CIL)

Noted £0.00 balance.

Litter bin, Bramerton Common

Noted, Commercial Waste Team, District Council, advised commercial waste bin was not feasible at location because collections only take place fortnightly and access is unsuitable for larger vehicles. Team proposed installation of one/two litter bins beside existing dog bin, as these could be serviced by smaller Streets Team. Approval obtained from the Streets Team Leader for installation of Glasdon Jubilee Duo 220. Agreed PC to order Glasdon Jubilee Duo 220 in black, with “bin-it” graphics in gold, no personalisation logo, subject to approval being obtained from the Streets Team for revised location, the area of hard standing just next to the entrance to Bramerton Common (car park) on Mill Hill/Woods End Bramerton, What Three Words: **whiplash.crunchy.smiled** – YW. Noted delivery would need to be to site and advance notice required so PC member could attend delivery.

2026/028 CityFibre – Works undertaken on The Common

PC approved the CityFibre Permission to Work Agreement relating to the installation of electronic communications apparatus at Bramerton Common. Agreement signed by the Chair and Vice-Chair during the meeting. Signed document to be scanned and emailed to the Delivery Lead at CityFibre and the Director of UpConnect – YW.

2026/029 Planning

Applications

None.

Decisions

BA/2026/0138/NONMAT, Windmill Cottage, Mill Hill. Approve.

2026/030 Administrative matters

Bramerton Allotment Association Management Agreement

Agreement as agreed at May Annual PC meeting was signed by Chair and Vice-Chair with Parish Clerk witnessing signatures.

Records management

Agreed PC to undertake a review of documents currently held at the Village Hall and at the Parish Clerk's residence. Where appropriate, documents will be scanned and digitised to improve records management and accessibility. Working parties would be established to assist with the review and digitisation process.

Governance documents

Noted amendment to Financial regulations as confirmed by Norfolk Parish Training and Support, figure of money to be held in any one bank or Building Society increased from £85,000 to £120,000. Initial review of current emergency leaflet undertaken by Clerk, item to be deferred to July agenda – YW.

Publication of Parish Clerks home address

Noted that there is no legal requirement for the Parish Clerk's home address to be published. PC is required to provide a means of contacting the Clerk, which can be achieved using an official email address and telephone number. Agreed that the Parish Clerk's home address will not be published on any future correspondence, documents, or the PC website. It was further agreed that the Village Hall address will be used as the PC's postal address.

2026/031 Parish land and environmental matters

Replacement noticeboards

Agreed date to be arranged for installation of one of the boards. Location of second noticeboard to be deferred to July meeting – YW. PC to check with Land Registry records to ascertain ownership of the proposed site for second noticeboard – SM. Subject to the proposed location being deemed suitable, PC to liaise with Norfolk County Council (NCC) Highways regarding the installation of the noticeboard - YW.

Parish land, registered and unregistered land

Item to be deferred to July meeting – YW.

Signage around the parish

Noted that the Clerk had contacted the previously identified parties regarding potential contributions towards, or funding for, the replacement of signage on Wherryman's Way due to the poor condition of the existing signs. To date, no responses have been received, with the exception of the District Councillor. Agreed that a follow-up email would be sent to the relevant parties - YW. Noted that Wherryman's Way board on front of village hall was also unreadable, due to the plastic cover becoming cloudy.

Tree Warden report

Previously covered under minute reference 2026/027.

Footpath Warden report

Report as previously circulated. All the paths are walkable, other than footpath 5.

Correspondence with regards to overgrown hedges as raised at Annual PC meeting is in-hand.

Update on ponds

Nothing to report.

Recreation ground

Noted ROSPA had advised of an additional fee of £50.00 if PC wished to meet Inspector during the inspection. PC to write to ROSPA expressing disappointment in additional fee and request justification for this additional charge – YW. Agreed order to be placed with identified contractor for supply of play bark, prior to placement of order PC to confirm exact delivery point of gate on Mill Hill and requirement for advance notice of delivery so Member of PC can be onsite – YW.

Allotments

Noted report as previously circulated. Cllr Mason provided update to meeting, key points summarised as follows.

- Anglian Water survey, charge increased with effect from 1st April 2026 from the cost previously agreed @ £495.60 to £1,096.80. Quotation from survey would be valid for only 6 months or to the next financial year, whichever is soonest.
- Bramerton Allotment Association's (BAA) priorities;
 - o Update rules for website to reflect new management arrangement.
 - o Open bank account.
 - o Apply for charitable status.
 - o Investigate community funds not linked to specific expenditure to gain a working balance.
 - o Agree way forward on water. Arrange and fund mains survey to discover costs and/or seek costs for field shelter for communal composting/chip drop, to also provide rainwater capture into 10,000 litre tanks, with local option to have these filled during exceptionally dry spells or when winter capture runs dry. The way forward may be a combination of both of the above.

PC agreed to honour the previously agreed contribution of £495.00 to BAA when fundraising activities commence.

Bramerton Common

Nothing further to report.

2026/032 Speed Awareness Machine (SAM) data

Noted report as previously circulated. Query raised with regards to accuracy of data. Agreed to revisit report upon receipt of June data – **DB**.

2026/033 Correspondence and consultations

NCC, Bus Shelter Grant Scheme 2026/27

Agreed no grant application to be submitted. Bus shelter to be added to July agenda with view of agreeing date for working party to undertake previously identified repairs/works – **YW**. Noted bus service had changed from number 85 to number 65, PC has received no prior notification of this change.

Disposal of lithium-ion batteries

Noted, no further action.

Textile recycling bank

Noted that other local textile recycling banks are available. Concerns raised regarding rubbish being left outside recycling banks, along with the significant reduction in the value of textile waste. Village Hall Committee not in support of a textile recycling bank being located at the Village Hall. Agreed no further action.

Road closures

Agreed PC to respond to email from NCC Network Co-ordinator (South) with view to an onsite meeting on Thursday 2nd July 2.00pm. Members of PC will attend. PC to write Clerk of Rockland St Mary with Hellington Parish Council to advise of meeting once confirmed – **YW**. Items to be covered at onsite meeting to include;

- Lack of notice provided regarding road closures.
- Lack of co-ordination between current and consecutive road closures.
- The impact of road closures on local businesses.
- Delays in roads being re-opened following completion of works, including signage remaining in place longer than necessary.
- The suitability and viability of diversion routes, with concerns that some roads are not appropriate for diverted traffic presenting real dangers to pedestrians, cyclists and other road users.

PC noted receipt of an email and draft letter from Rockland St Mary with Hellington Parish Council regarding road closures. Agreed that PC was happy to support and sign the joint letter. PC will notify Rockland St Mary with Hellington Parish Council accordingly – **YW**.

2026/034 Date of next meeting

Next meeting 20th July 2026. Councillors to notify Parish Clerk of any items for agenda – **ALL**.

2026/035 Chair's announcements

Congratulations expressed to Cllr Perfitt on the birth of her son.

The meeting closed at 8.59pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 16/06/26.

Approved:

Date: