

BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 20th
July 2026 at 7.30pm

Present: Cllr Duncan Butler (DB) - presiding, Cllr Sally-Ann Meadows (SM), Cllr Teena Mason (TM), Cllr John Middleton (JM), Cllr Kirstie Perfitt (KP), Cllr Richard Simmonds (RS), Cllr Keith Wheeldon (KW) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies: None.

Members of the Public: None.

2026/036 Chairs welcome (to include any apologies for absence for approval)
Chair welcomed all attendees to the meeting.

2026/037 To receive declarations of interest
None.

2026/038 To approve a time limit for the meeting
All agreed to aim for the meeting to finish by 9.00pm.

2026/039 To agree minutes of the PC (Parish Council) meeting held 15th June 2026
The proposed minutes of the PC meeting held on 15th June 2026 as previously circulated were unanimously approved as correct. Chair signed minutes.

2026/040 Matters arising from the minutes of the PC meeting held 15th June 2026
Tree works

Confirmed both contractors had been notified of decision. Tree Warden to contact successful contractor to establish timescale/date when works will be carried out – **SM**.

Litter bin, Bramerton Common

Litter bin has been installed at Bramerton Common. The bin was noted to be already full. The scheduled collection day is Tuesday.

CityFibre, Bramerton Common

Noted signed CityFibre Permission to Work Agreement relating to the installation of electronic communications apparatus at Bramerton Common had been emailed to both the Delivery Lead at CityFibre and the Director of UpConnect. No works undertaken since Agreement sent. PC to contact both parties to request an update – **YW**.

Highways meeting, 2nd July 2026

Meeting took place on 2nd July 2026 and was attended by members of the PC, neighbouring PC's, and a representative from Norfolk County Council (NCC) Highways. Members reported that it was a positive meeting. Chair provided notes of the meeting, which had been circulated previously. It was agreed that the meeting notes would be published on the PC website - **YW** and made available to members of the public on request.

2026/041 Adjournment for public participation
None.

2026/042 County/District Council report(s)

None received. Agreed PC to contact the County Cllr inviting them to future meetings and providing a list of meeting dates for this financial year – YW. Noted former County Cllr was no longer a representative on The Broads Authority.

2026/043 Finance matters

Expenditure for approval/to be noted

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

- Parish Clerk, gross pay, July and August @ £446.68 per month
- Nest pension, Parish Clerk, July and August @ £35.73 per month
- Parish Clerk expenses, June @ £17.75
- Glasdon UK Ltd @ £722.78 + VAT, litter bin, as previously agreed, to be funded by general fund
- Playsafety Ltd @ £83.00 + VAT, annual inspection, as previously agreed
- HMRC, quarter 1, Parish Clerk @ £281.35

AGAR amendment

PC approved an amendment to the AGAR 2025/26, Section 2 – Accounting Statements. The response to Question 11 was amended from "No" to "Yes", and the Chair initialled the amendment. Noted that the amended Accounting Statements would replace the incorrect version currently published on the PC website – YW.

Donation

Noted £50.00 donation received from Oulton Broad Motor Boat Club (O.B.M.B.C) for use of Bramerton Common for their annual event. PC had emailed O.B.M.B.C thanking them for this donation.

The Broads Authority Invoice

PC noted that the annual rent invoice to The Broads Authority will be issued this month, with payment due on 30 July in accordance with the lease - YW. The lease commenced on 30 July 2023 and runs until 29 July 2030. Members noted that the lease provides for rent reviews on the third and fifth anniversaries of the term, with the first review due in July 2026. In line with the lease terms, the June 2026 Retail Prices Index (RPI) will be applied to the current annual rent.

2026/044 CityFibre – Works undertaken on The Common

Members referred to the earlier discussion under minute 2026/040 regarding works undertaken by CityFibre on The Common. No further discussion was recorded under this agenda item.

2026/045 Planning

Applications

2026/1626, Midsomer Lodge, The Street. Agreed to respond “no comment” – YW.

2026/1611, Bailiffs House, Surlingham Road. Agreed to respond “no comment” – YW.

2026/1937, Works to trees in Conservation Area, Fairfield, The Street. Agreed Tree Warden to investigate and propose a response – SM.

2026/1792, Land East of The Street, tree works. Noted considering time scales and Clerk being on leave, Tree Warden had responded advising no objections.

Decisions

2026/1346, Works to trees in Conservation Area, Church Farm House, Framingham Lane.
Proposal: Wightbeam - fell. No objections (Delegated) 18 June 2026.

2026/046 Administrative matters

Records management

As agreed at June meeting 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. Chair to circulate dates for working party – **DB**.

Village hall – Noted Cllr Wheeldon holds hard copy of village hall Lease and copy is available to view on HM Land Registry website. The original Lease and Trust Deed are held in Sprake and Kingsley Solicitors strongroom for safekeeping and came into force November 2021. PC to write to village hall committee advising that the government document on The Charity Commission website is out of date, refers to Lease and Trust Deed dated 20th September 1991, and recommend that as good practice the constitution is reviewed on an annual basis – **YW**.

Bramerton and District Bowls Club: Update was noted from the meeting held with Cllr Mason and a representative of the Bowls Club on 10 July, as previously circulated. PC agreed to visit the Norfolk Record Office (NRO) to establish what historical documentation exists in relation to the Bowls Club – **TM**. In the absence of any relevant paperwork being located, it was agreed that the PC would work on preparing a new Management Agreement for approval - **TM**. PC will also investigate whether Bowls England has any template documents that could be adapted for this purpose - **TM**. It was proposed that draft documentation should be prepared before engaging a solicitor, to minimise legal costs.

Governance documents

Emergency leaflet: Agreed leaflet to be updated, to be one A4 side. Draft to be provided for review at next meeting – **KP**. Once approved leaflet to be circulated with next edition of the Bugle. Leaflet to be reviewed on an annual basis.

Risk assessment – Speed Awareness Machine – Risk assessment approved, to be adopted with immediate effect – **YW**.

Biodiversity policy – Amended draft policy approved, to be adopted with immediate effect – **YW**. Noted PC had implemented policy in the past 12 months through the following ways.

- Actively encouraging residents to remove litter and pick up after their dogs.
- Installation of an additional dog bin within the village.
- Installation of a new litter bin situated at the entrance to Bramerton Common.
- Annual community litter pick event.
- Considering the impact on biodiversity when commenting on planning applications.
- Mowing schedule which is supportive of biodiversity/wildlife.
- Restoration of ponds within the village, including meetings with The Norfolk Wildlife Trust.

Noted South Norfolk Nature Conservation Fund grant. PC to attend application workshop – **SM**. Agreed PC to submit grant application to include acquisition of bird boxes, bug hotel etc. – **SM**.

2026/047 Parish land and environmental matters

Replacement noticeboards

Easthill Lane - Agreed replacement noticeboard to be installed – DB.

The Street – Agreed PC to approach new landowners to request permission for installation of replacement noticeboard on identified site – SM. If permission is not granted, PC will contact the landowner of the second identified site to seek approval – SM.

Bus shelter

Agreed that the replacement windows for the bus shelter would be polycarbonate sheets rather than the toughened glass option, with the works to be undertaken by the PC. Updated quotation to be obtained and order placed for polycarbonate sheets – TM/YW. Chair will circulate dates for the working party – DB.

Parish land, registered and unregistered land

Item to be deferred to September meeting – YW.

Signage around the parish

Noted Norfolk Trails responded on 18th June, to PC request for contribution/funding of replacement signage, Wherryman's Way, advising that they would make some enquiries to find out where these interpretation panels were sourced from and assess the likelihood of getting them replaced. They agreed that they do look as though they've reached the end of their lifespan, and it would be nice to have them replaced if possible. They also advised they would arrange for an audit of the circular route and will install or update any necessary waymarking signage as soon as they can. An update has been requested.

Tree Warden report

Report had previously been covered under minute references 2026/040 and 2026/045. It was noted that one of the oak trees at The Old Forge had been affected by acute oak decline. The tree in question has since been felled.

Footpath Warden report

Report as previously circulated. Key points summarised as follows.

- All the paths are walkable, other than footpath 5.
- Bullock Shed lane walk – Due to livestock, care is required when using the paths beyond the stiles.
- Hills and Bumps – Livestock in fields, sheep.
- Dogs to be kept on leads for all parish walks/footpaths.
- Due to weather conditions there are a lot more tics than usual this year. Following link helpful should you get a tic <https://www.nhs.uk/conditions/lyme-disease/>

Update on ponds

Nothing to report.

Recreation ground

Annual inspection: Noted ROSPA advised the £50.00 additional fee if PC wished to meet inspector during the inspection is for inspector to arrange a meeting with representative in advance, and to be at play area on a specific date and time for this meeting, and to account for inspectors time, knowledge and expertise to answer any questions raised. Noted inspection report. Agreed PC to obtain quotation(s) for recycled picnic bench to replace existing, to be discussed at next meeting – YW

Play grade chip/bark: PC to contact Baileys of Norfolk for quote – YW. Subject to the outcome of the enquiry, PC to place order for bark with either Baileys of Norfolk or the previously identified contractor. Delivery is to be made to the village hall car park, with a preferred delivery date of Monday to Friday, and prior notification of delivery required – YW. Cllr Mason agreed to attend delivery – TM.

Agreed working party to be undertaken, later summer, Chair to circulate dates for agreement – **DB**.

Allotments

Noted plot 3 has a new tenant. PC confirmed that all tenancy paperwork, records etc. are now maintained by Bramerton Allotment Association and not the Parish Clerk. Any payments are paid to PC bank account. PC to contact contractor to request cut of grazing land – **YW**.

Bramerton Common

Agreed in light of current Fire Safety Campaign, Norfolk Fire and Rescue Service, PC to suspend use of barbecues until further notice, posters to be displayed at barbecue site(s) – **DB**.

2026/048 Bramerton and District Bowls Club

As previously initially discussed under minute reference 2026/046. Following updates noted.

- Annual General Meeting to be organised
- Committee to consider secured document storage
- Club to review data management and privacy policy
- Club to consider charitable status
- Club to review site and collate full list of works
- PC representative shared fundraising sources and other guides.

Cllr Mason to provide club contact email address for inclusion on PC website – **TM/YW**.

2026/049 Road safety and traffic management concerns

Members referred to the earlier discussion under minute 2026/040. No further discussion was recorded under this agenda item.

2026/050 Speed Awareness Machine (SAM) data

Noted report as previously circulated.

2026/051 Correspondence and consultations

Age UK Norfolk

Noted, PC to respond advising at present time not in a financial position to be able to donate - **YW**.

Parishioner correspondence road closure signage

Noted, item was included as part of the items raised at the Highways meeting.

2026/052 Date of next meeting

Next meeting 14th September 2026. Councillors to notify Parish Clerk of any items for agenda – **ALL**.

2026/053 Chair's announcements

Item of titling of emails from Clerk was raised. Agreed to continue with current practice of the marking of emails as “urgent/to read”, “for reference” etc.

The meeting closed at 8.58pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 21/07/26.

Approved:

Date:

DRAFT