

# BRAMERTON PARISH COUNCIL

## MEETING

Minutes of the Annual Parish Council meeting held on  
Monday 11th May 2026 at 7.30pm

### Present:

Cllr Duncan Butler (DB) – Chair, Cllr Teena Mason (TM), Cllr Sally-Ann Meadows (SM), Cllr Kirstie Perfitt (KP), Cllr Richard Simmonds (RS), Cllr Keith Wheeldon (KW), District Cllr Vic Thomson (VT) and Yvonne Wonnacott – Parish Clerk (YW).

**Apologies:** Cllr Middleton (JM) and Treasurer of Bramerton and District Bowls Club.

**Members of the Public:** Four members of public, three of which were members of the Bramerton Allotment Association.

### 2026/001 To elect the Chair of the Parish Council

Cllr Butler was proposed for the position of Chair by Cllr Wheeldon, and this was seconded by Cllr Simmonds. Cllr Butler accepted position of Chair. Declaration of Acceptance of Office completed by Chair.

### 2026/002 To elect the Vice-Chair of the Parish Council

Cllr Meadows was proposed for the position of Vice-Chair by Cllr Perfitt, and this was seconded by Cllr Simmonds, all the other Councillors supported the proposal. Cllr Meadows accepted position of Vice-Chair.

### 2026/003 To receive any apologies for absence for approval

Apologies received and approved from Cllr Middleton and Treasurer of Bramerton and District Bowls Club.

### 2026/004 To receive declarations of interest

Cllr Wheeldon declared an interest with regards to allotment plots 2 and 4.

### 2026/005 To approve a time limit for the meeting

Chair proposed aim for meeting to finish by 9.20pm, all agreed.

### 2026/006 To agree minutes of the Parish Council (PC) meeting held 16<sup>th</sup> March 2026

The minutes of the PC meeting held 16<sup>th</sup> March 2026, as previously circulated, were unanimously approved as correct and signed by Chair.

### 2026/007 Matters arising from the minutes of the PC meeting held 16<sup>th</sup> March 2026

Lifebelt, line, and housing point, Bramerton Common

At March meeting agreed for above to be removed. PC to remove – **DB**.

Replacement noticeboards

The replacement noticeboards have now been received. It was agreed that a working party would be organised to undertake the installation. PC to speak to the new landowners regarding the installation of one of the noticeboards – **SM**. Noted as previously agreed Allotments Association to have one of the old noticeboards for refurbishment and use at allotments site.

Allotments, five bar gate

Agreed future of gate would be decided by Allotments Association.

#### Litter pick

Eight participants attended the recent litter pick. It was noted that only three litter pickers were located at the Village Hall, PC to speak with the Village Hall Committee to see if can establish the location of the remaining litter pickers - **DB**. A suggestion was made for future litter picks to be held in the evening, as this may attract more participants.

#### **2026/008 District Council report**

District Cllr Thomson provided report to meeting. Key items summarised as follows.

- LGR - The Government has chosen the three new Unitary Councils Option which means Bramerton will become part of East Norfolk. Services continue as normal; in this transition period all Norfolk Councils will work together preparing information for the new Shadow Councillors who are elected in May 2027.
- New Surface Water Drainage Officers, supporting ongoing work on surface water management and community resilience.
- South Norfolk and Broadland District Councils' Handyperson Service was named Handyperson Service of the Year at the prestigious National Healthy Housing Awards.
- Local Nature Recovery Strategy (LNRS) and the Greater Norwich Green Infrastructure Strategy (GNGIS). These strategies are a collaborative approach to restoring and protecting biodiversity in Norfolk and Suffolk, and they are working with residents, experts, communities, and local authorities to design a better future for nature.
- Let's Go: This is a new visitor economy initiative which will be launching in the summer 2026. It will connect people with their beautiful outdoors and local businesses.
- CAF Grant: The two £500,000 pots, one for community projects and one for facilities, are now open for applications with the deadline for submission of applications the 16th of August 2026
- Received several consultations on planning reforms.
- Received notification of the notice of acceptance and an application for a Development Consent Order for the East Pye Solar project. This will now go before an Inspector for a hearing where they will make the decision.
- Bramerton FP5 – Previous planning application for rock rolls on footpath was withdrawn because the cost of BNG (Biodiversity Net Gain) was over and above project cost. Believes the area for initiating BNG is being changed from 25 sq. metres to .2 of a hectare. When that happens NCC (Norfolk County Council) will look to reapply for the project.

Question was raised as to whether Vic Thomson's seat on The Broads Authority would remain. District Councillor Thomson advised that a new representative would be allocated to the seat, as it is a NCC seat. District Cllr Thomson left meeting 7.58pm.

#### **2026/009 Adjournment for public participation**

Chair welcomed all members of public to meeting. Representative of Bramerton Allotment Association provided brief presentation to meeting, key points summarised as follows.

- Two documents presented to PC as follows.
  - o Constitution of the Bramerton Allotment Association
  - o Devolved Management Agreement for Bramerton Allotment Gardens
- How it works:
  - o Council keeps ownership & legal control
  - o Association manages day-to-day running
  - o Clear split of responsibilities
  - o Council: major works & compliance

- Association: plots, tenants, routine management, responsibility for utilities
- What changes on the ground:
  - Existing maintenance unchanged
  - Association adds:
    - Extra mowing and maintenance of paths and hedges to improve biodiversity and access.
    - Volunteer workdays
    - Small improvements
- Why approve this?
  - Reduces workload of Parish Clerk
  - No change to legal ownership
  - Transparent governance & finances
  - Fully reversible (6 months' notice)
  - Community-led, cost-neutral improvement

PC approved both the Constitution and Devolved Management Agreement and supported the Associations proposals. Nominated PC representative to be member of the Association. Chair requested Association let PC know next steps with regards to investigating future water supply. Member of public raised that there is asbestos remaining on allotment plot 2. PC advised that this was the tenants responsibility. It was a goodwill gesture that contractor removed additional asbestos within the agreed budget during the recent removal from communal areas. 3 members of the public left meeting 8.07pm.

### **2026/010 Annual reports**

Noted reports received from the following local organisations.

- Bramerton Village Hall
- Bramerton and District Bowls Club
- Bramerton Helping Hand

All reports available to view on PC website. Noted Speeding Advisory Group no longer in place, data from Speed Awareness Machine is reported to PC by Chair.

### **2026/011 Finance matters**

Financial statement as of 31<sup>st</sup> March 2026

Received and noted.

Annual internal audit report

Chair thanked Parish Clerk for all her work. Noted internal audit report as previously circulated. Noted two observations/recommendations as follows.

- In line with Assertion 10, recommended Councillors email addresses are removed from website. Noted email addresses had been removed. PC agreed for Councillor contact numbers to remain on website.
- To adopt a separate Bullying and harassment policy to be covered later in agenda.

All agreed PC to engage internal auditors services for next financial year 2026/27 – **YW**.  
Chair to telephone internal auditor to confirm audit was undertaken – **DB**.

AGAR – Section 1 – Annual Governance Statement 2025/26

Statement agreed and signed by Chair and Parish Clerk.

AGAR – Section 2 – Accounting Statements 2025/26

Statements approved and signed by Chair.

Expenditure for approval/to be noted

Following items of expenditure for financial year 2025/26 were formally noted and/or approved.

- Reimbursement to Cllr Wheeldon, Land Registry search @ £14.00
- HMRC, Parish Clerk, quarter 4 @ £281.35
- Parish Clerk expenses, March @ £22.47

Following items of expenditure for financial year 2026/27 were formally noted and/or approved.

- Parish Clerk, expenses April @ £90.67, includes £1.46 VAT and SLCC membership @ £63.25 (membership as previously approved)
- Parish Clerk, gross pay, May @ £446.68
- Nest pension, Parish Clerk, May @ £35.73
- C A & K J Bailey @ £90.00, internal auditor
- E & E J Andrews @ £480.25 + VAT, hedge cutting undertaken October 2025
- Reimbursement to Cllr Wheeldon @ £12.72, includes £2.12 VAT, sign for information board, Recreation Ground

#### Insurance renewal

Noted PC on a 3-year LTA (Long Term Agreement) with Zurich Municipal, the LTA expires May 2028. Premium £859.33 approved, Clerk to arrange payment – YW.

#### Reserve's policy and earmarked reserves

PC agreed to re-adopt existing policy to keep between 8-12 months of net revenue as general reserves, with the PC looking at the higher end of this spectrum. PC approved following earmarked reserves as of 1<sup>st</sup> April 2026.

- Community Infrastructure Levy (CIL) @ £2,805.29
- Contingency by-election fund @ £1,700
- Contingency tree works @ £10,500
- Contingency legal fees @ £4,700
- Recreation ground @ £3,300
- Allotment deposits @ £300
- Allotment deposit, plot 14 (hedge) @ £100
- Defibrillator @ £350
- Information Technology @ £500
- Hedge cutting @ £480.25
- SLCC membership renewal 2026/27 @ £63.25

Suggested that the PC revisit the issue of Parish land that is currently unregistered. The first task would be to establish which areas of land are registered with the Land Registry, followed by discussion regarding the registration of any unregistered areas. Item to be added to the June agenda – YW.

#### Replacement noticeboards

Agreed PC to look at noticeboards with a view to installation – DB.

Member of public rejoined meeting 8.26pm.

### **2026/012 CityFibre – Works undertaken on The Common**

Noted PC was arranging an onsite meeting with the Delivery Lead at CityFibre to agree the extent of reinstatement works required and to ensure these are addressed appropriately.

Works required at both Bramerton Common and the village hall car park. Agreed at least 2 PC's representatives to attend onsite meeting. Agreed no wayleave agreement would be signed until reinstatement works had been completed to a satisfactory standard. Agreed PC to liaise with Delivery Lead direct.

### **2026/013 Planning**

#### Applications

2026/0946, Works to trees in Conservation Area, The Old Forge Workshop, The Street.

Noted PC responded, "no objections."

#### Decision notices received to date

2022/2275, App Type : Removal/Variation of Condition. Agricultural Building South Of Bullockshed Lane. Approval with Conditions (Delegated)

2026/0346, App Type: Works to trees in Conservation Area, Bramerton Village Hall. No objections.

## **2026/014 Administrative matters**

### Local Governments Association (LGA) Code of Conduct

PC formally noted and agreed the adoption of the LGA Code of Conduct.

### Representatives and responsibilities

Agreed for representatives/responsibilities to remain as previously agreed.

- Allotments – Cllr Mason
- Bank signatories (Lloyds) – Cllr Wheeldon, Cllr Butler, Cllr Simmonds, and Cllr Meadows
- Bank signatories (Cambridge Building Society) – Cllr Wheeldon, Cllr Butler & Parish Clerk
- Bramerton Relief in Need /Helping Hand – Cllr Meadows
- Bugle - to edit & organise distribution – Cllr Wheeldon and Cllr Mason
- Conservation (SSSI) – Cllr Middleton
- Common & moorings – Cllr Middleton
- Ponds – Cllr Middleton and Cllr Meadows
- Emergency plan – Cllr Perfitt
- Footpaths – Cllr Simmonds
- Hard assets (bus shelter, telephone box, etc.) – Cllr Middleton
- Land Registration – Cllr Wheeldon
- Planning – Cllr Butler
- Recreation Ground, play area – Cllr Middleton
- Tree Warden – Cllr Meadows
- Village hall committee – Cllr Middleton and Cllr Butler
- Website – Parish Clerk and Cllr Mason
- Defibrillator – Cllr Meadows and Cllr Perfitt

### Delegation arrangements to Parish Clerk

PC unanimously agreed that the adopted Standing Orders and Financial Regulations adequately cover delegation arrangements.

### General Power of Competence

Noted that resolution was passed at Annual PC meeting on 22<sup>nd</sup> May 2023 to re-adopt The General Power of Competence.

### Governance documents

Financial regulations – Noted review undertaken, agreed to re-adopt existing policy with agreed amendment, “No more than £85,000 should be held in any one bank or Building Society, Parish Clerk to confirm with Norfolk Parish Training and Support that the £85,000 figure remains correct – **YW**.”

Risk management scheme – Noted review undertaken, agreed to re-adopt existing policy with no amendment – **YW**.

Bullying and harassment policy – Agreed to adopt policy with immediate effect – **YW**.

## **2026/015 Parish land and environmental matters**

### Signage around parish

Cllr Mason to send photos of signage on Wherryman’s Way to Parish Clerk – **TM**. Parish Clerk to contact NCC and County Cllr to request contribution/funding of replacement signage due to poor condition of existing signage – **YW**. PC to look at asset register with view to updating signage listed, including ownership of signage – **DB/TM**.

### Tree Warden report

Noted report as previously circulated. Tree Warden summarised key points as follows.

- The Recreation Ground: All in good order. Permission granted by SNDC (South Norfolk District Council) for all works to trees to go ahead. Seeking second quote from another tree Surgeon, meeting on site to discuss works.
- Community Orchard and Allotments: All in good order. Pruning was missed this year with apologies.
- Common and SSSI: All in good order. Apart from potential damage noted to tree roots from fibre contractors. Large, severed roots had been thrown into SSSI. Damage reported to SNDC Tree and Landscape officer.

#### Footpath Warden report

Noted report as previously circulated. Key points summarised as follows.

- The overall situation with the parish public footpaths has remained unchanged for most of the previous year, with all of them being walkable, other than footpath 5 along the river edge which has remained, and continues to be closed.
- Please note that other than Bramerton Common none of the paths are wheel or push chair accessible.
- Most of the land the paths cross have live stock in them from time to time, so if you take dog with you as I do, please clear up after your dog - wherever you walk.
- Hills and Bumps: This time of year there is often sheep with their lambs so it is a strictly dogs on lead walk.
- Bullock Shed Lane: Both legs of this walk are clear to walk, with the gate and various stiles and bridges all being passable. There are two missing finger signs, these have been noted to the former County Councillor to pass on.
- From the Common to Hill House Road: This narrow path is passable, but the hedge needs cutting as it is growing in a bit at shoulder height. PC to write to property owner – YW.
- Path behind the allotments: Here the path is quite usable, but again, the hedge needs cutting as it is growing in a bit at shoulder height. PC to write to property owner – YW.
- FP5 closure/restriction is anticipated to take place from 7th to 27th May 2026.

Noted correspondence received from Norfolk Area Ramblers proposing each parish has a documented audit of their paths and Rights of Way.

#### Ponds

Noted Norfolk Wildlife Trust had requested further photos of pond situated at Recreation ground, PC to provide – SM.

#### Recreation ground

Noted annual inspection to be carried out June 2026. PC to order softwood grade play chip from TMA Bark, to order same quantity and product as ordered May 2025, to request Friday delivery and notification of delivery date in advance to allow a working party to apply it – YW. PC to attend site on delivery – TM/SM.

#### Allotments

Update provided to meeting, key points summarised as follows.

- PC amended mowing lines so there is now clear access around the entire site, with a pathway reinstated between the 2 gates.
- All existing tenants have now joined Bramerton Allotment Association.
- All tenancy fees paid and signed Tenancy Agreements received.
- Prospective plot holder.
- All tenanted plots are under active cultivation.

Noted that a complaint had been received from a tenant regarding comfrey on Plot 1 being invasive and causing a nuisance to neighbouring gardens. Plot 1 is currently unoccupied. It was agreed that the matter be delegated to the Allotment Association – YW, and that, going forward, the Allotment Association establish a process for dealing with unallocated plots. PC to notify the tenant of the decision – YW. PC to write to resident with regards to breach of

Community Orchard hedge to request that only the designated entrance should be used for authorised access – **DB**.

**2026/016      Speed Awareness Machine**

Data noted as previously circulated.

**2026/017      Correspondence and consultations**

The Street, Bramerton – Footway Maintenance Scheme

Works programmed to happen over the school holidays, 20<sup>th</sup> July to 2<sup>nd</sup> September 2026. PC agreed details on the works and plan showing current proposal from NCC Highway was correct. PC to email details to parishioner who previously corresponded with regards to works – **DB**.

Road closures

Safety concerns were raised regarding the volume of road closures and the resulting diversion routes, increased traffic volumes, and overall traffic management. Suggestions included making certain diversion routes one-way during periods of diversion and/or installing temporary traffic lights. It was agreed that the PC requests a meeting with the Highways Engineer and/or invite them to attend the next PC meeting to discuss the Council's concerns and possible preventative measures – **YW**.

**2026/018      Date of next meeting**

Next Parish Council meeting, 15<sup>th</sup> June 2026. Councillors to notify Parish Clerk of any items for agenda – **ALL**.

**2026/019      Chair's announcements**

None.

Meeting closed at 9.11pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 12/05/26

Approved:

Date: