

BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 5th
January 2026 at 7.30pm

Present:

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

Apologies: None.

Members of the Public: One (current allotment plot holder).

2025/094 Chairs welcome (to include any apologies for absence for approval)

Chair welcomed all attendees to the meeting.

2025/095 To receive declarations of interest

None.

2025/096 To approve a time limit for the meeting

All agreed to aim for the meeting to finish by 9.00pm.

2025/097 To agree minutes of the PC (Parish Council) meeting held 24th November 2025

The proposed minutes of the PC meeting held on 24th November 2025 as previously circulated were unanimously approved as correct. Chair signed minutes.

2025/098 Matters arising from the minutes of the PC meeting held 24th November 2025

The Street, footway resurfacing works

As previously advised at November PC meeting email received from Norfolk County Council (NCC) Project Technician shows incorrect plan with footpath extending further than is correct. To investigate and advise NCC accordingly – **DB/KW**.

Dog bins

Noted dog bins now in place, additional bin added to insurance policy and asset register.

Grounds maintenance contract

Parish Clerk to contact contractor for confirmation if price will remain as quoted taking into consideration changes to specification as previously advised – **YW**.

Replacement of noticeboard(s)

Noted two quotations received. Further quotation to be requested from local parishioner who undertakes similar works – **SM**. PC to look at commercial noticeboards and obtain prices for comparison – **TM**. Item to be added to February agenda – **YW**.

Dog fouling signage

Four new signs to be installed – **DB**.

Proposed posts, approval to be sought

Tree Warden to obtain approval from NCC Highways for row of white topped posts to be situated on verge, on the junction of Mill Lane and Hill House Road, to reduce continued erosion and protect Sycamore tree – **SM**.

Moorings

Noted PC had approved tenants request that, subject to written notice being provided in accordance with the Agreement, PC accepts request to hardstand boat every other winter, with the vessel coming out of the water around November until Spring.

2025/099 Adjournment for public participation

Member of public and current allotment tenant provided brief presentation to meeting with regards to plot holders meeting held on 11/12/2025 and proposed next steps. Key points summarised as follows.

- At plot holders meeting, was agreed to form constituted allotment association with elected committee, with view to PC undertaking water survey.
- The association accepts formal responsibility for a range of duties, including:
 - o Collecting rents on behalf of PC.
 - o Administer waiting list, allocate plots and support new tenants.
 - o Raising and administering funds related to site management and improvement.
 - o Undertaking additional maintenance and site improvement
 - o Responsibility for water bills (should mains water be viable)
 - o A written devolved management agreement or license between the association and the allotment authority is held.

The above is taken from The National Allotment Society 'Model 2'

- Next Steps – If PC agree Allotment Association will
 - o Formalise as a Constituted Community Group
 - Adopt a formal constitution based on NAS Model 2, setting out aims, membership, governance (including EDI and biodiversity aims), and financial controls.
 - Elect a committee (Chair, Secretary, Treasurer) to act on behalf of plot holders.
 - o Open a dedicated bank account
 - Establish a community group bank account requiring at least two signatories.
 - o Agree roles and responsibilities with the Parish
 - Work with the PC to draft a written devolved management agreement as recommended under Model 2.

The Chairman thanked the presenter and reiterated the PC support for the establishment of an allotment society. PC suggested association investigates feasibility of borehole(s) as water source, representative agreed to investigate this. PC agreed to forming of constituted allotment association and next steps as presented to meeting. Association to let PC know if they require any assistance. Member of public left meeting 7.50pm. Noted potential for additional plots on existing site.

2025/100 County/District Council report(s)

County/District Cllr Thomson provided report to meeting, key points summarized as follows.

- District Council has launched new bin app.
- The Government is “minded to delay” the Mayoral election to 2028. Delaying an election is entirely the responsibility of the Government.
- Elections: Each election costs well over 1 million pounds. Timeline is four elections in two years.

- February is deadline for budgets, received three-year settlement.
- Norfolk Trails Public Survey
- The Government has launched a major consultation on a revamped National Planning Policy Framework
- The government has announced additional funding to bolster protection for domestic abuse victims, including almost £500 million for councils to provide safe accommodation and support services
- With almost one million young people not in education, employment, or training (NEET) Alan Milburn is leading an investigation into the causes of soaring unemployment in the young in recent years. He has launched a Call For Evidence to help shape the investigation

Footpaths: FP2 (Adjacent to the Allotments) - County/District Cllr Thomson is still investigating the shed on Mill Hill, and whether this is placed on a public right of way, County/District Cllr Thomson will be picking this item up again this week. FP5 (Riverbank towards Surlingham) – Investigations are currently being undertaken in relation to biodiversity net gain issues arising from planning application. Item is under discussion as to best way forward. The PC expressed their disappointment that a scheme aimed at improving a sensitive environmental resource was apparently under threat due to biodiversity conditions attached to the planning application. Cllr Meadows to contact Broads Authority with regards to any environmental surveys/audits undertaken – SM. Question raised as to agenda/timings for Allocation to small settlements/clusters meeting, County/District Cllr Thomson to provide times to Parish Clerk, to be forwarded to full PC – VT/YW. Chair raised CityFibre issue, unapproved works undertaken on The Common, Chair to forward correspondence to County/District Cllr Thomson, who will raise item with director in charge – DB/VT. County/District Cllr Thomson left meeting 8.14pm.

2025/101 Finance matters

Expenditure for approval/to be noted, as per Finance and admin report

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

- Parish Clerk, expenses November @ £34.13, includes £2.26 vat & £9.00 training
- Parish Clerk, expenses December, @ £36.71, include £3.79 vat
- The Garden Guardian @ £3,824.00 + vat
- Reimbursement to Parish Clerk @ £259.20, includes £43.20 vat, WIX 3-year plan, as previously agreed
- Steve Jackman @ £175.00, website redevelopment, as previously agreed
- Glasdon UK Ltd @ £273.76 + vat, dog bin, as previously agreed
- HMRC, quarter 3, Parish Clerk @ £268.00
- South Norfolk District Council @ £37.42 + vat, emptying charge for additional dog bin
- Parish Clerk, gross pay, January @ £446.68
- Nest Pension, Parish Clerk, January @ £35.73

Precept/budget 2026/27

PC approved previously circulated budget/precept, with precept requirement @ £19,591.

Parish Clerk to submit precept request to District Council – YW.

Transfer of funds to savings account

Noted previously agreed transfer of £10,000.00 to savings account was not actioned due to the available balance, PC reviewed and agreed revised figure of £5,000.00 to be transferred to savings account. Cheque signed and countersigned at meeting – YW.

Replacement of noticeboard(s)

Previously covered under minute reference 2025/098.

CIL (Community Infrastructure Levy)

Noted balance @ £2,805.29.

Proposed refurbishment works to bus shelter

Taking into consideration the quotation received for the works and the requirement for the PC to contribute 20% of the cost, it was agreed that the works would not be undertaken at the present time. PC to notify both the grant-awarding body and the subcontractor of this decision - YW. It was further agreed that the PC may consider establishing a working party later, with a view to replacing the existing polycarbonate panels with laminated glass.

2025/102 CityFibre – Works undertaken on The Common

As previously discussed, Chair to copy County/District Cllr Thomson into all correspondence – DB. Noted that the Chair had received no response to correspondence sent to the Director of UpConnect, advising that PC was dissatisfied with the situation, as PC had expressly voted not to give consent until alternative routes had been discussed. Agreed that a formal letter be sent via recorded delivery requesting an on-site meeting, mediation in relation to any damage caused, and clarification of plans regarding future works – SM/DB.

2025/103 Planning

Applications

Broads Authority application BA/2025/0392/TPOA, Okataina, Mill Hill. Proposed works to T1 Oak. PC responded, “no comment.”

Decisions

2025/3645 Works to trees in Conservation Area, Bramerton Grange, Framingham Lane. No objections (Delegated) 12 December 2025.

2025/104 Administrative matters

Parish Clerk appraisal

Appraisal undertaken by Chair; Parish Clerk graded above expected performance in all categories.

The Bugle/Eleven Says

PC to contact editor of Eleven Says with view to publishing PC articles in future editions – TM.

Website redevelopment

Noted website redevelopment complete. Cllr Meadows to provide updated article for inclusion on website – SM.

Governance documents

Noted following documents amended with new email and/or website addresses.

- Freedom of Information Model Publication Scheme
- Privacy Statement

- A guide for public attending and speaking at meetings
- Barbecues guidelines
- Tree policy

Parish Clerk to re-circulate latest draft IT policy, item to be added to February agenda for approval – YW.

2025/105 Parish land and environmental matters

Signage

Chair advised work in progress, no further update.

Tree Warden report

Report as previously circulated. Key points summarised as follows

- The Recreation Ground: All in good order. Tree surgeons to provide quotes for maintenance work
- Community Orchard and Allotments: Picture taken to send to NCC Highways regarding erosion of tree on corner of Mill Lane and Hill House Road.
- Common and SSSI (Site of Specific Science Interest): All in good order, apart from potential damage noted to tree roots from fibre contractors.
- 2025/3813, Works to trees in Conservation Area, Church Farm House, Framingham Lane. Agreed PC to respond “no comment” – YW.
- At the end of November, parishioners reported that a substantial tree had been felled in front of Squirrels Drift on The Street, within the Conservation Area, and without any application for tree works. Tree Warden visited the property, owners provided details of tree surgeon. Tree Warden spoke with the tree surgeon, who expressed confusion and advised that they had spoken to NCC and the Assistant Tree Officer at South Norfolk District Council (SNDC). Follow-up with Assistant Tree Officer confirmed that the discussion with the tree surgeon related to a different tree. Assistant Tree Officer has since spoken directly with both the property owner and the tree surgeon

Footpath Warden report

No further update to report provided at November meeting, with the exception that freezing weather conditions making the walking of footpaths trickier.

Update on ponds

Noted pipe exposed by flooding and heavy rain.

Recreation ground

Chair to circulate new rota – DB.

Allotments

PC agreed to asbestos removal as per ID Asbestos quote no. 75696. Cost to be allocated to “sundries/other.” Parish Clerk to engage contractor, providing Cllr Masons contact details and advising that Cllr Mason will meet contractor on site – YW. Parish Clerk to write to tenant of plot two advising that asbestos sheet situated on the edge of their plot would be removed – YW. Cllr Mason to work on draft documents for PC approval prior to issuing of new tenancy agreements – TM. PC approved request for tenancy of plot 9, Parish Clerk to issue paperwork – YW. Paperwork issued to former tenant of plot 5, 27/11/25, requesting deposit and removal of shed, to-date no response received and shed remains in place. Agreed PC to write follow-up letter to former tenant giving notice that tenancy will not be renewed and site will be cleared – TM/YW. PC to look at replacement gate and posts and provide update at next meeting – KP.

Bramerton Common

With exception of unauthorised works on common as discussed under minute reference 2025/102, no further update.

2025/106 Speeding Advisory Group

Noted report as previously circulated.

2025/107 Correspondence and consultations

Second consultation – Local Plan for the Broads – Regulation 19 version

Noted.

Consultation on the Adoption of Sex Establishment Legislation and Policy – South Norfolk Council

Noted.

Government consultation on Norfolk's local government future

Agreed Councillors to respond on a personal basis if they so wish, no response to be submitted by PC.

Correspondence from member of public – traffic safety concerns

Noted member of public wrote to local MP expressing their traffic safety concerns at junction on Mill Lane. MP wrote to NCC, Highways, requesting that consideration is given to a speed limit reduction and any other suitable traffic calming measures. NCC Highways advised that having reviewed the current 50 mph limit, Highways are satisfied that it is appropriate for this section of road and advise there is insufficient development in depth to justify a lower 40mph speed limit.

Parishioner correspondence – Ashes scattering request

A request was received from a parishioner seeking permission for ashes to be scattered near the woodland area on the Common or at Water's Edge. PC agreed to respond thanking the parishioner for requesting permission and confirming that the PC is content for ashes to be scattered within the woodland area on the Common, provided this is not within the SSSI and that no memorial items or markers are placed – YW.

2025/108 Date of next meeting

Next meeting, 9th February 2026. Councillors to notify Parish Clerk of any items for agenda – ALL.

2025/109 Chair's announcements

Defibrillator

Noted that defibrillator had been requested at 4.16am on 4th January 2026. Member of PC checked defibrillator later that day and advised defibrillator was back in cabinet, it had not been used, and all is in good order. Defibrillator has been put back on network.

The meeting closed at 9.09pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 08/01/26.

Approved:

Date: