

BRAMERTON PARISH COUNCIL

c/o Bramerton Village Hall, Easthill Lane, Bramerton, NR14 7EQ

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 a Parish Council Meeting of Bramerton Parish Council at 7.30pm on Monday 14th September 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. Chairs welcome (to include any apologies for absence for approval).

2. 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.

3. To approve a time limit for the meeting.

4. To agree minutes of the Parish Council meeting held 20th July 2026.

5. Matters arising from the minutes of the Parish Council meeting held 20th July 2026

Not covered by specific items on the agenda.

6. Adjournment for public participation

Resolution to suspend the meeting to invite members of the public to speak (15 minutes).

7. County/District Council report(s)

8. The works on The Street

Update.

9. Finance matters

- a) Expenditure for approval
- b) External Auditor's Report and Certificate – to receive and note
- c) Notice of conclusion of audit 2025/26
- d) Introduction of new Digital AGAR Portal
- e) The Local Government Services Pay Award 2026/27 – for formal approval
- f) NPTS Autumn Seminar – Clerk online attendance for approval
- g) Replacement picnic table

10. CityFibre – Works undertaken on The Common

11. Planning

- a) Applications received to date for consideration
 - i. BA/2026/0225/HOUSEH, 1 Mill Hill Cottages
- b) Decision notices received to date.

12. Administrative matters

- a) Updated Parish Clerk job description – for approval
- b) Parish Council logo
- c) Website - biodiversity
- d) Records management
 - i. Archiving
 - ii. Proposal of centrally accessible filing location
 - iii. Working party update
- e) Governance documents
 - i. Emergency leaflet – for review
 - ii. ICO Model Publication Scheme Version 1.2 – formally note readopted
 - iii. Guide to information and schedule of charges
 - iv. Dignity at work policy

13. Parish land and environmental matters

- a) Replacement noticeboards – to include location of second noticeboard
- b) Bus shelter – working party and vandalism incident
- c) Parish land – registered and unregistered land
- d) Signage around parish – update to include response from Norfolk Trails
- e) Tree Warden report
- f) Footpath Warden report
- g) Update on ponds
- h) Recreation ground – update to include working party and softwood play grade chip/bark
- i) Allotments
- j) Bramerton Common – to include discussions re bin/litter

14. Speed Awareness Machine (SAM) data

15. Correspondence and consultations

- a) Greater Norwich Local Plan 2045 Scoping Consultation
- b) Parish Partnership Scheme 2027/28
- c) Chet Valley Medical Practice PPG - Community Wellness Event

16. Date of next meeting, 12th October 2026, and items to be considered for agenda.

17. Chair's announcements.

Dated: 4th September 2026

Parish Clerk: Yvonne Wonnacott