

# BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 24th  
November 2025 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:** None.

## **2025/079      Chairs welcome (to include any apologies for absence for approval)**

Chair welcomed all attendees to the meeting.

## **2025/080      To receive declarations of interest**

None.

## **2025/081      To approve a time limit for the meeting**

All agreed to aim for the meeting to finish by 9.00/9.30pm.

## **2025/082      To agree minutes of the PC (Parish Council) meeting held 13<sup>th</sup> October 2025**

The proposed minutes of the PC meeting held on 13<sup>th</sup> October 2025 as previously circulated were unanimously approved as correct. Chair signed minutes.

## **2025/083      Matters arising from the minutes of the PC meeting held 13<sup>th</sup> October 2025**

### Gate on allotments

Keys to padlock provided to Parish Clerk for retention.

### The Street, footway resurfacing works

Meeting advised that email received from Norfolk County Council (NCC) Project Technician shows incorrect plan with footpath extending further than is correct. Chair to investigate and advise NCC accordingly – **DB**.

## **2025/084      Adjournment for public participation**

None.

## **2025/085      County/District Council report(s)**

Noted reports as previously circulated. County/District Cllr Thomson highlighted following key items.

- NCC welcomes back the Giving Tree appeal for Christmas. Hosted at Waterstones, Castle Street, Norwich, the Giving Tree is decorated with tags, each representing a child and the book or genre they would love to receive. Shoppers can select book and

purchase the chosen book. NCC will then wrap and deliver the gifts in time for Christmas Day

- Norfolk and Suffolk have agreed to the Devolution deal. There will now be a Mayoral Combined Authority.
- The Government's statutory consultation on Local Government Reorganisation (LGR) for Norfolk has launched. Anyone with an interest in the future of local government in Norfolk — including town and parish councils, local partners, businesses, and members of the public are encouraged to respond. The consultation will run until Sunday 11 January 2026.

County/District Cllr Thomson left meeting 7.46pm.

## **2025/086 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.

- Adepta Ltd @ £130.00 + vat, payroll charges for year ending 5<sup>th</sup> April 2026
- Parish Clerk, expenses, October @ £45.39, includes £13.00 training and £4.91 vat
- Bramerton village hall @ £180.00, hire of hall for period January 2025 to December 2025
- Parochial Church Council @ £500.00, donation for 2025/26 as agreed at October meeting
- Parish Clerk, gross pay, November, and December @ £446.68 per month
- Nest Pension, Parish Clerk, November, and December @ £35.73 per month
- Ravencroft Tree Services Ltd @ £425.00 + vat, as agreed at October meeting.

### Acquisition of additional dog bin

Noted approval received from both NCC Highways and District Council for the acquisition of a new dog bin to be located on the green triangle near the Bullock Shed Lane walk. Agreed PC to order green Retriever 35 capacity dog bin, delivery to Chair, to be funded through CIL – YW. Upon receipt of bin, existing 25 litre bin situated on the Common to be moved to new site and 35 litre bin to be installed on the Common. PC to notify District Council when bin is installed and update asset register – YW.

### Norfolk Playing Fields Association membership

Noted organisation appears to no longer be in existence, with the Charity Commission gov website, reporting NPFA accounts are overdue. Agreed PC no longer to subscribe to NPFA.

### Replacement of noticeboard(s)

Agreed PC to obtain prices for replacement of both noticeboards, both to be wooden, with 2 AO sized glazed doors one of which is to be lockable. To obtain price for a header as an optional extra. Cllr Meadows to provide Parish Clerk with details of contractor and alternative contractor for quotes to be obtained – SM/YW.

### Grounds maintenance contract

Noted contractor had been provided with changes to specification and updated map for future seasons.

### Four-year plan

Noted four-year plan document provided by Chair in conjunction with budget setting process, agreed general emphasis of PC.

### Draft budget 2026/27

Chair referred to draft budget as previously circulated. Following amendments were agreed.

Income:

- Bowls club rent, advised club will continue to run next financial year add rent @ £150
- Moorings and allotment tenancies to be increased by Retail Price Index (RPI)
- Village hall rent to be increased by RPI

Expenditure:

- Commercial waste, 23 weeks collection based on 360l capacity
- Hedge cutting to be reduced to £750
- Hire of hall to be increased by RPI
- IT, remove £260 gov.uk email address cost

Parish Clerk to amend draft budget and circulate to full PC – YW. Item to be added to January agenda for final agreement – YW. Agreed PC to move £10,000.00 from community account to savings account – YW/DB.

PCC (Parochial Church Council) donation

Noted PCC has agreed in writing, via email to PC's stipulations attached to this financial year and future financial years donations which were that no pesticides or herbicides are to be used within the Churchyard and the accounts issued by the PCC which are displayed within the Church to clearly state that the £500.00 donation was donated by the PC, for parishioners visibility.

Bus shelter grant scheme

Noted PC secured a grant application for 80% of funding based on estimate of £2,000 for proposed works provided by Westcotec. Since grant application, Westcotec provided a further detailed quote @ £2,944 + vat. NCC confirmed they would fund 80% of updated £2,944 costs. Parish Clerk to obtain comparative quote from alternative contractor and seek clarification/description from Westcotec in relation to solar lighting – YW.

Payroll services 2026/27

Agreed engagement of payroll providers services for next financial year @ £140.00 + vat. Parish Clerk to notify provider accordingly – YW.

CIL (Community Infrastructure Levy)

Item covered earlier in meeting.

## **2025/087 Planning**

Applications received to date

None.

Decision notices received to date

2025/2704, 11 Bramerton Lodge, Easthill Lane. Proposal : Single storey orangery structure consisting of rendered brickwork, frames, and flat roof of glazed lantern. Approval with Conditions (Delegated)

2025/2421, Bramerton Grange Framingham Lane. Proposal: Construction of new greenhouse. Approval with Conditions (Delegated)

2025/3152, Works to trees in Conservation Area Bramerton Mulberry House Framingham Lane. Proposal: T1 Mulberry - Reduce from 7m x 5m to 4m x 3m. No objections (Delegated)  
29 October 2025

## **2025/088 Administrative matters**

### Meeting dates 2026/27

Following meeting dates were agreed.

- 11<sup>th</sup> May 2026
- 15<sup>th</sup> June 2026
- 20<sup>th</sup> July 2026
- 14<sup>th</sup> September 2026
- 12<sup>th</sup> October 2026
- 23<sup>rd</sup> November 2026
- 4<sup>th</sup> January 2027
- 8<sup>th</sup> February 2027
- 15<sup>th</sup> March 2027

Parish Clerk to book village hall – YW.

### Website redevelopment proposal

PC agreed to engage IT consultant at cost of £175.00 for website redevelopment as per proposal received and previously circulated. Agreed as part of redevelopment to upgrade the Wix account to a paid-for version on a 3-year term – YW.

### Governance documents

IT policy – To be deferred to January meeting – YW.

Complaints procedure – Approved amended complaints procedure as previously circulated to be adopted with immediate effect – YW.

## **2025/089 Parish land and environmental matters**

### Signage

Chair advised work in progress, no further update.

### Dog fouling signage

Four new signs obtained free of charge from District Council, Chair to arrange installation – DB.

### Tree Warden report

Report as previously circulated. Key points summarised as follows

- Sycamore on the junction of Mill Lane and Hill House Road was assessed in the tree survey. Ravencroft Tree Services were happy with the health of the tree although it is being eroded by vehicles from Woods End making a sharp left turn. Contractor suggested a row of white topped posts on the verge to reduce continued erosion. Tree Warden to obtain approval from NCC Highways – SM.
- Ravencroft Tree Services completed a tree inspection and risk assessment of all trees in the Recreation Ground on 12<sup>th</sup> November. Prior to survey Tree Warden had cleared all mature trees of ivy up to two metres and worked around trees to ensure good access points for the survey. Noted survey circulated to full PC. Summary of key points from survey below.
  - o If a tree is not mentioned in report, then contractor does not deem any work necessary.
  - o Recommended work should be carried out as soon as possible to ensure it takes place prior to the end of February.
  - o T66 [T], remove deadwood from crown and reapply composted mulch 3m around trunk
  - o T69 [T6] village hall car park. Remove deadwood of 25mm and above from crown.

- o T50,T52,T53,T54,T55, T56, T58, remove deadwood over Mill Hill.
- o T64 [dead oak], pollard tree at primary unions [8m] and retain for habitat. cut in bat notches if possible.
- o T6 [T1], maintain uncut vegetation around trunk to discourage access. Noted no need to keep tape in place.
- o T17, stem fracture, monitor.
- o T22, monitor.

Noted removal of deadwood is allowed within a Conservation Area but the South Norfolk District Council (SNDC) Tree and Landscape Officer will be notified. Tree Warden to obtain quotations for proposed works – SM. Parish Clerk to provide Tree Warden with alternative supplier for quotation – YW. Noted the Tree Officer at SNDC had left position, awaiting replacement. Agreed to fund in full Tree Wardens attendance on LANTRA tree assessor basic course held at Easton College, cost £250.00. Tree Warden advised will investigate Willow that has dropped at pond on The Street and report of tree cut down within Parish – SM.

#### Footpath Warden report

Report as previously circulated. Key points summarised as follows

- Bullock Shed lane walk and Hills and Bumps walk - Both walkable, boots may be required.
- Path connecting the Common with Hill House Road - Issue with the fence as it's leaning over and restricting the width of the path at head height. PC to write to owner asking them to pull it back upright – YW.
- Surlingham footpath 4: Footpath does not fall under Bramerton. However, it does effect us at the moment as at the point where Bramerton footpath 5 (BFP 5) meets it there is still a large sign saying BFP 5 is still closed, which it is. The sign instructs one to use the Surlingham path. The problem is Surlingham footpath 4 is actually quite difficult to walk. Footpath Warden has emailed County Councillor who is investigating and will report back.

Cllr raised a question as to whether a shed on Mill Hill had been placed onto a public right of way. Parish Clerk to seek advice from Planning Authorities – YW.

#### Update on ponds

Noted pond on The Street did not flood in recent wet weather conditions. Pond on recreation ground now has water.

#### Recreation ground

No update.

#### Allotments

Cllr Mason provided update to meeting, key points summarised as follows.

- Plot adverts have gone up around the village and on the website. A new plots map has been created.
- Former tenant of plot 5 has asked to renew tenancy, was agreed that the shed must be removed/replaced as it is an unsafe structure and as a new tenancy a £50.00 deposit will be charged. Parish clerk to issue paperwork – YW.
- Thistles cut in early November, which uncovered a lot of dumping including a stack of asbestos sheeting. Quote obtained for asbestos removal @ £450.00 + vat, Cllr Mason to provide Parish Clerk with a second contractors details for a comparison quote to be obtained – TM/YW. Agreed at time of removal to advise tenant of plot 2 that removal will include asbestos sheet located alongside their plot – TM/YW.
- Old wooden five bar gate has collapsed. Agreed item to be further investigated – DB/TM and item to be deferred to next meeting – YW

- Training – Cllr Mason attended informative training session, new documents/policies identified. Cllr Mason to work on draft documents for PC approval prior to issuing of new tenancy agreements – **TM**.

#### Bramerton Common

Noted one of the mooring tenants has issued notice, tenancy to end 31/12/25. Parish Clerk to contact parishioners on waiting list – **YW**.

#### **2025/090      Speeding Advisory Group**

Noted report as previously circulated.

#### **2025/091      Correspondence and consultations**

##### CityFibre Wayleave Agreement

Request received for permission to access land at footpath at Woods End to carry out network installation. PC to respond requesting them to consider an alternative route, as proposed route goes through an environmental and tourist area. Parish Clerk to draft response for Chair's approval – **YW/DB**.

##### Konectbus no.85 service

Noted Clerk to Rockland St Mary and Surlingham PC's is in process of trying to arrange a joint meeting with the Stakeholder Engagement Lead at Transport Made Simple to enable communities to discuss service.

##### Parishioner correspondence request for future use of grounds near village hall (Recreation ground)

PC agreed in principle to future use of grounds near village hall as part of village hall booking for a mediation group, weather permitting. Agreement subject to review. Noted parishioner had provided copy of public liability insurance, Parish Clerk to notify parishioner accordingly – **YW**.

##### Design Code SPD (Supplementary Planning Document) consultation

Noted, no further action.

##### Public consultation on joint draft supplementary planning documents

Noted, no further action.

##### NCC bus shelter grant scheme

Noted NCC announced launch of final stage of funding opening from 1<sup>st</sup> November 2025 to 31<sup>st</sup> January 2026.

##### Government consultation on Norfolk's local government future

Agreed to be deferred to January meeting, PC members to research further with view to voting on PC's response to a 1, 2 or 3 unitary authority at January meeting – **ALL**.

#### **2025/092      Date of next meeting**

Next meeting, 5<sup>th</sup> January 2026. Councillors to notify Parish Clerk of any items for agenda – **ALL**.

#### **2025/093      Chair's announcements**

Cllr advised of overgrown hedge encroaching onto road, Cllr to provide address to Parish Clerk, for Clerk to issue letter requesting hedge to be cut – **KP/YW**.

The meeting closed at 9.47pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 25/11/25.

Approved:

Date: