BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 14th September 2026 at 7.30pm

Present: Cllr Duncan Butler (DB) - presiding, Cllr Sally-Ann Meadows (SM), Cllr Teena Mason (TM), Cllr Keith Wheeldon (KW), District Cllr Vic Thomson (VT) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies: Cllr John Middleton (JM), Cllr Kirstie Perfitt (KP), and Cllr Richard Simmonds (RS).

Members of the Public: One.

2026/054 Chairs welcome (to include any apologies for absence for approval)
Chair welcomed all attendees to the meeting. Apologies received and approved from Cllr Middleton, Cllr Perfitt, and Cllr Richard Simmonds. Chair proposed and was agreed to move the County/District Council report(s) as next item of meeting.

2026/055 County/District Council report(s)
Noted that no report had been received from the County Cllr and that no response had been received to previous email correspondence inviting the County Cllr to attend future PC (Parish Council) meetings. Agreed that the PC would write to the County Cllr to express its disappointment at the lack of correspondence, reports and attendance at meetings. – YW.
District Cllr Thomson provided report to meeting, key points summarised as follows.

- Government announced that it is launching a review of LGR (Local Government Reorganisation) plans, including those relating to Norfolk. As part of this review, the previous decision relating to Norfolk (three unitary model) has been withdrawn while the review is undertaken.
- District election will be taking place May 2027.
- South Norfolk no longer has a 5-year land supply.
- South Norfolk Village Clusters Housing Allocations Plan – Consultation on Main Modifications. No main modifications for Bramerton.
- Planning application received for proposed new Data Centre, it will be on fields in Keswick near the Ipswich Road Tesco's.
- Over 2,000 children across South Norfolk have learned life-saving water safety skills this year thanks to a programme led by South Norfolk Council (SNC).

Cllr Meadows raised concerns that applications to the Nature Conservation Grant Fund must relate to new projects and cannot be used for the conservation or maintenance of existing projects. Cllr Meadows expressed frustration with this requirement and requested that feedback be passed to the appropriate parties. – VT. District Cllr Thomson left meeting 7.36pm.

2026/056 To receive declarations of interest
None.

2026/057 To approve a time limit for the meeting
It was agreed that the meeting would aim to conclude by 9.00pm. However, it was acknowledged that, due to the number of items on the agenda, this may not be achievable.

2026/058 To agree minutes of the PC (Parish Council) meeting held 20th July 2026

The proposed minutes of the PC meeting held on 20th July 2026 as previously circulated, with the typing correction as previously advised under minute reference 2026/046, were unanimously approved as correct. Chair signed minutes.

2026/059 Matters arising from the minutes of the PC meeting held 20th July 2026

CityFibre, Bramerton Common

Noted update had been requested on several occasions, to-date no update or timescales provided. PC to hasten, requesting update by return – YW.

2026/060 Adjournment for public participation

Member of the public raised concerns regarding planning application BA/2026/0225/HOUSEH. It was agreed to bring the item forward on the agenda.

The member of the public expressed concerns regarding the potential failure of the structure, increased flood risk, and loss of privacy. PC agreed to strongly object to the retrospective planning application on the following grounds.

- Structural risk
- Public safety risk
- Environmental and flood risk
- Lack of engineering calculations – YW.

Member of public left meeting 7.56pm.

2026/061 The works on The Street

Positive feedback from residents was noted regarding the way the works were undertaken and the way the contractors worked with residents. Concerns were raised regarding the end of the path and the standard of the finishing works. Agreed that the PC would write to NCC (Norfolk County Council) Highways to thank them for the conduct with which the works were undertaken and for the high level of customer service provided when dealing with residents. The letter would also thank NCC for their assistance with the installation of the replacement noticeboard and convey the concerns raised regarding the end of the path and the finishing works. – YW.

2026/062 Finance matters

Nature Conservation Grant Fund

Agreed that no further action would be taken at this time. A possible future project to dredge the pond situated on The Street was noted, subject to the availability of suitable grant funding.

Expenditure for approval/to be noted

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

- Parish Clerk gross pay, September @ £535.60, includes backdated pay rise
- Parish Clerk gross pay October @ £461.50
- Parish Clerk pension, Nest, September @ £42.87, includes backdated pension
- Parish Clerk pension, Nest, October @ £36.92
- Parish Clerk expenses, July @ £26.45, includes £1.65 VAT
- Longwater Gravel @ £416.40 + VAT, as previously agreed
- Reimbursement to Cllr Middleton @ £36.76, includes £6.12 VAT, wood filler
- Parish Clerk expenses, August @ £25.96, includes £1.76 VAT

- PKF Littlejohn @ £210.00 + VAT, external auditor

External Auditors Report and Certificate

Noted the External Auditor's Report and Certificate and the amendment required to Section 2 – Accounting Statements, as noted at July meeting. The PC confirmed that it is not a sole managing trustee and that the response to Section 2, Box 11 should therefore be recorded as "Yes". Noted the date for Section 2 had been incorrectly recorded on the AGAR, the minutes of the meeting at which the AGAR was approved were reviewed by external auditor and found to demonstrate that Sections 1 and 2 were approved in the correct order at the meeting.

Notice of conclusion of audit 2025/26

Noted that the Notice of Conclusion of Audit was published on 10 August 2026.

Introduction of new Digital AGAR Portal

Noted that SAAA (Smaller Authorities' Audit Appointments Ltd) is introducing a new Digital AGAR Portal to simplify and improve the security and efficiency of AGAR submissions. The portal is expected to be available for the 2027 AGAR submissions and will initially be voluntary, with SAAA intending it to become the primary submission route and potentially mandatory from 2029. PC agreed in principle to register for and use the scheme, including taking advantage of any incentive available for early adoption.

The Local Government Services Pay Award 2026/27, Clerk

Approved the Local Government Services Pay Award 2026/27 for the Clerk. The award provides for a 3.3% increase, effective from 1 April 2026, and is a one-year award covering the period 1 April 2026 to 31 March 2027.

NPTS Autumn Seminar

Approved Clerks online attendance to seminar.

Replacement picnic table

Agreed PC would order a Calder Round 8-Seater Recycled Picnic Table in green, at a cost of £956.94 excluding VAT, together with a ground fixing kit. Delivery will be to the Recreation Ground, with the picnic table to be located within the children's play area. It was agreed that the cost would be funded from the Recreation Ground/Pond reserves. PC to contact the Village Hall Committee to request consideration of a contribution towards the cost of the picnic table. – YW. PC to contact the contractor to place the order and obtain clarification of the expected delivery date. – YW.

2026/063 CityFibre – Works undertaken on The Common

Previously covered under minute reference 2026/059.

2026/064 Planning

Applications

BA/2026/0225/HOUSEH, 1 Mill Hill Cottages – Previously covered under minute reference 2026/060.

Decisions

2026/1792, Works to trees in Conservation Area, Land East Of The Street. No objections (Delegated).

2026/1626, Midsomer Lodge. Approval with Conditions.

2026/065 Administrative matters

Parish clerk job description

Updated job description approved, to be adopted with immediate effect.

Parish Council logo

To be deferred to October meeting – YW.

Website, biodiversity

Noted biodiversity section of website updated, new subpages, each focusing on key topic areas to provide residents with more detailed information about biodiversity and environmental initiatives within the parish.

Records management

To be deferred to October meeting – YW.

Governance documents

Emergency leaflet: Thanks were expressed to Cllr Perfitt for her work on the emergency leaflet. It was agreed that the item would be deferred to the next meeting. – YW. A proposed change to the listing of contacts was discussed, with non-emergency contacts to be listed further down the leaflet. The addition of What3Words locations for key locations was proposed, to encourage its use, particularly when reporting incidents. It was agreed that fire should be listed as a higher-risk category. PC to contact Water's Edge to confirm whether they are happy to be listed as a point of contact for sandbags. – KP.

ICO Model Publication Scheme Version 1.2 – Agreed to readopt scheme – YW.

Guide to information and schedule of charges - Agreed to adopt updated guide as previously circulated with immediate effect – YW.

Dignity at work policy - Agreed to adopt updated version as previously circulated with immediate effect – YW.

2026/066 Parish land and environmental matters

Replacement noticeboards

The Street: Noted that the replacement noticeboard is now in position, thanks expressed to Cllr Meadows for her work. Old noticeboard on The Street to be removed and given to Bramerton Allotment Association, as previously agreed. Cllr Meadows to liaise with householders and Allotment Association to arrange removal of old board – SM.

Easthill Lane: It was agreed NCC Highways will need to be contacted to establish the location of services near the noticeboard if it is to be relocated- DB. Agreed for existing noticeboard to be removed so PC can ascertain situation with regards to the installation of replacement board on existing posts– DB. Agreed that if the existing metal posts can be adapted to support the new noticeboard, then the two oak posts and ground spikes supplied with the new noticeboard can be given to the Allotment Association.

Bus shelter

Noted three bus shelters had been vandalised in local area, including Bramerton. Incident reported to the police on 31 August. Broken windows had been removed and replacement 4mm polycarbonate sheets ordered @ £65.00, payment approved. Cllr Butler to submit invoice for reimbursement – DB. Working party to be undertaken as previously agreed, to paint shelter and relpace windows. Agreed acquistion of pin board to be situated on back wall of shelter. It was suggested just a couple of volunteers will be required to repaint the shelter.

Parish land, registered and unregistered land

Noted four areas of registered land as follows;

- Bramerton Common NK403537
- Allotments, grazing and orchard NK452259
- Recreation ground NK404259
- Pond in The Street NK404260

Two further areas of land believed to belong to the parish but not yet registered as such. Agreed in principle for PC to investigate registering two unregistered areas of land. As first step PC to establish if there is any documentary proof of ownership – KW.

Signage around the parish

Noted update from Norfolk Trails regarding the existing interpretation panels, potential FiPL funding for replacement panels and associated infrastructure, and the audit of the circular walking route. Several waymarker discs have been replaced, with further waymarkers and fingerposts identified for installation to improve route guidance. Further updates will be provided as information becomes available. PC to report signage post on Surlingham Road at top of Mill Hill junction post is rotten – YW. A possible future project was noted to develop a map of walks around the village, with the potential for the map to be linked to the PC website and accessed via QR codes.

Tree Warden report

Report as previously circulated. Key points summarised as follows.

- The Recreation Ground: All in good order. Commissioned tree work has begun and scheduled to be completed by 15 September. Chippings from trees to be removed from site due to threat of disease. Noted additional light work, deadwood removal required to one tree. PC to contact grounds maintenance contractor to request for mowing not to go right to trunks on any trees – YW.
- Community orchard and allotments: All in good order. Binding and autumn/winter treatment bought in preparation for use. One apple tree has damaged branch which will be removed at time of treatment after leaf fall. Trees to be mulched this year. New tags to be bought to replace missing ones.
- Common and SSSI: In good order. Application to Broads Authority will be made to trim lower branches over winter to increase accessibility for mowing. Large dead tree on adjacent property could fall onto Common.
- An extensive amount of work to hedge and mature trees has been noted at a property on Framlingham Lane and commented on by parishioners. Hedgerows are not protected under Conservation Area status. Some of the tree work is not within the boundary of the Conservation Area which cuts across the front of the property. SNDC (South Norfolk District Council) Tree and Landscape Officer is aware of the work.
- Everyone should be aware of the heightened risk of tree/limb fall, especially after any heavy rain, following the severe drought this year.

PC noted that hedge cutting is required. Crown Point Estate to be contacted regarding the cutting of their hedge – SM. Contractor to be engaged to cut the PC's hedges - KW.

Footpath Warden report

All main paths are walkable.

Update on ponds/Recreation Ground

PC to contact grounds maintenance contractor to request strimming of areas near pond on the Recreation Ground, as per figure 1 of contract documents – YW.

Allotments

Noted allotments fully let and waiting list.

Bramerton Common

Noted that the twice-weekly litter collection appears to have improved the litter situation, agreed to continue monitoring the situation – ALL.

Bramerton and District Bowls Club

A Member advised the meeting that they had been unable to locate any legal agreement between the PC and the Bowls Club in relation to the Club's rental of part of the Recreation Ground. PC discussed the need for a formal agreement between the PC and the Bowls Club, in order to demonstrate good governance in respect of a village asset. The potential legal costs associated with putting such an agreement in place were also raised. Concerns were expressed regarding the condition of the fence and pavilion, both in terms of safety and their appearance, given their prominent location within the Recreation Ground. It was agreed that PC to write to Club requesting fence to be repaired to a safe standard as it adjoins the children's play area – YW. Question raised as to chemicals being used. Member raised concerns with regards to the non-closing gate directly onto Easthill Lane, given its proximity to a non-bolting gate into the play area.

2026/067 Speed Awareness Machine (SAM) data

Noted report as previously circulated.

2026/068 Correspondence and consultations

Greater Norwich Local Plan Scoping Consultation

Agreed to submit draft response as previously circulated – YW.

Parish Partnership Scheme 2027/28

Noted, no further action.

Community Wellness Event

Noted Community Wellness Day on 29th September at the Jubilee Hall, Loddon from 11am to 4pm.

South Norfolk Village Clusters Housing Allocation Plan – Consultation on Main Modifications

Noted, no Main Modifications for Bramerton, no further action.

Community Climate Action Training

Noted, Clerk is planning to attend.

St Peter's Church – meeting

Meeting 15 September to discuss future of Church. Representative of PC to attend and report back – SM.

2026/069 Date of next meeting

Next meeting 12th October 2026. Councillors to notify Parish Clerk of any items for agenda – ALL.

2026/070 Chair's announcements

Noted DoFE camping on Recreation Ground this weekend. Member of PC asked for their objection to the informal permission being given outside of meetings to be minuted. Tree Warden has raised the heightened risk of tree/limb fall with DoFE. Chair advised will be stepping down from Village Hall Committee, to be added to next agenda with view of agreeing proposed new representative – YW.

The meeting closed at 9.50pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 16/09/26.

Approved:

Date: