

# BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 9th  
February 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 Keith Wheeldon (KW),  
County/District Cllr Vic Thomson (VT) and Yvonne Wonnacott – Parish Clerk (YW).

**Apologies:** Cllr Richard Simmonds (RS).

**Members of the Public:** One.

## **2025/110 Chairs welcome (to include any apologies for absence for approval)**

Chair welcomed all attendees to the meeting. Apologies received and approved from Cllr Simmonds.

## **2025/111 To receive declarations of interest**

None.

## **2025/112 To approve a time limit for the meeting**

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

## **2025/113 To agree minutes of the PC (Parish Council) meeting held 5<sup>th</sup> January 2026**

The proposed minutes of the PC meeting held on 5<sup>th</sup> January 2026 as previously circulated were unanimously approved as correct. Chair signed minutes.

## **2025/114 Matters arising from the minutes of the PC meeting held 5<sup>th</sup> January 2026**

### The Street, footway resurfacing works

As previously advised at PC meetings, 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**.

### Proposed posts (verge on the Junction of Mill Land and Hill House Road)

It was not thought there was sufficient space to install protective bollards, other options to be considered.

### Grounds maintenance contract

Noted written confirmation received advising there would be no additional cost for changes to contract specification.

### Dog fouling signage

Four new signs awaiting installation – **DB**.

### Transfer of funds to savings account

Noted, as agreed at January meeting £5,000.00 transfer to savings account completed.

### Broads Authority, environmental surveys/audits, footpath 5

Agreed no further action to be taken.

### Bus shelter

Noted PC had contacted both grant awarding body and subcontractor advising of decision that refurbishment works would not be undertaken at present time. Quotation obtained for

toughened glass, noted this was cheaper option to polycarbonate. Agreed item to be deferred to a working party later in year when weather improves.

#### Eleven Says

Agreement received from editor of publication to PC providing articles for inclusion in future editions.

#### **2025/115 Adjourment for public participation**

Member of the public expressed complaint regarding CityFibre and the manner in which works are being undertaken within the parish. Concerns included the inadequacy of traffic diversions in place and insufficient signage associated with diversions.

#### **2025/116 County/District Council report(s)**

PC provided brief update to County/District Cllr Thomson on CityFibre works, subsequent communications and onsite meeting. Key points summarised as follows.

- Works undertaken on The Common without PC approval, damaged caused to both The Common itself and roots to trees. Larger tree roots on the common had been severed and thrown into the SSSI.
- Unauthorised use of village hall car park. Plant and materials were stored at village hall car park more than one week, without seeking PC prior approval, no proof of public liability insurance or any risk assessments were provided to PC.
- After onsite meeting CityFibre have agreed to divert the proposed line across the Common to a shorter route, so less impact on car park and had offered a one-off consideration payment. However, Councillors felt several issues raised had yet to be addressed.

County/District Cllr Thomson advised that several complaints had been received in relation to works undertaken by CityFibre in other areas and advised that NCC had provided CityFibre with a grant to undertake works. PC raised question as to who was managing CityFibre at NCC.

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

- Budget - At Full Council, this month will issue a balanced budget. For first time in a very long time Government gave a multiyear deal, 3- year plan, however, the Authority only has 2 years left.
- The switch to Unitary is April 2028. The Government is “Minded To” delay the NCC election in May this year.
- There are still 4 elections slated to happen by May 2028.
- Residents can check this year’s gritting routes using the online map on the council’s website.
- Norfolk Trails Public Survey - The council is seeking feedback to ensure that the future of Norfolk aligns with the values and preferences of residents.
- Government has launched a major consultation on a revamped National Planning Policy Framework.
- 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.

County/District Cllr Thomson left meeting at 7.53pm.

## **2025/117 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, gross pay, February @ £446.68
- Nest Pension, Parish Clerk, February @ £35.73
- ID Asbestos @ £450.00 + VAT, as previously approved at January meeting
- Parish Clerk, expenses January @ £38.39, includes £0.46 VAT
- ICO (Information Commissioner's Office) @ £47.00

### Replacement of noticeboard(s)

Agreed that, taking into consideration cost and the surrounding location, the replacement noticeboards will be constructed from Oak rather than more costly composite materials. PC to undertake further research and report back at March meeting – **TM/YW**. PC to undertake further consideration to the replacement of the noticeboard situated on The Street and its location – **ALL**.

### Asset register

PC to review draft updated asset register as circulated by Parish Clerk and to provide Parish Clerk with amendments/additional information - **ALL**. Draft asset register to be updated for approval at March meeting – **YW**.

## **2025/118 CityFibre – Works undertaken on The Common**

As previously discussed under minute reference 2025/116, it was agreed that the PC will write to the Director of UPConnect to thank them for the works carried out to date. The PC will also advise that it is not prepared to agree to the wayleave until all works are fully completed. Furthermore, the PC considers that improved supervision will be required for any future works, and that the proposed one-off consideration payment is not adequate in light of the disruption and damage caused – **SM/DB**. Draft letter to be circulated to full PC for approval – **ALL**.

## **2025/119 Planning**

### Applications

Broads Authority application BA/2025/0403/HOUSEH, 1 Mill Hill Cottages, Mill Hill. Proposed works, single storey side extension, rear dormer, solar panels. Noted shed previously located on Mill Hill had been removed. Agreed PC to object to planning application for following reasons.

- Design, scale, style, and proposed materials.
- Application makes no reference to the public footpath (Bramerton FP2).
- Application states that there are no trees within falling distance of the property; however, there are several mature trees located approximately five to ten metres from the property.
- Development would result in a loss of outlook and would directly overlook neighbouring property, leading to an unacceptable loss of privacy.

PC to submit response – **YW**.

2026/0195, Works to trees, Midsomer Lodge, The Street. Noted PC responded, “no objection.”

### Decisions

2025/3813, Works to trees in Conservation Area, Church Farm House, Framingham Lane.  
No objections (Delegated).

## **2025/120      Administrative matters**

### Governance documents

IT policy - Approved amended policy as previously circulated to be adopted with immediate effect – **YW**.

Moorings Agreement and covering renewal letter – Approved both documents as previously circulated with one minor amendment to Agreement under paragraph 3.2 “No fires are permitted on Bramerton Common” to be changed to “No bonfires are permitted on Bramerton Common”. Agreement to be amended, documents to be issued to tenants and amended Agreement to be added to website – **YW**.

Internal control policy – Noted review undertaken, agreed to re-adopt existing policy with no amendment – **YW**.

Privacy statement – Agreed to adopt amended statement as previously circulated with immediate effect – **YW**.

Data protection policy – Agreed to adopt updated policy as previously circulated with immediate effect – **YW**.

Data protection information audit – Agreed to adopt updated audit as previously circulated, Parish Clerk to reference correct UK GDPR article under legal basis – **YW**.

### Allotment renewals, governance documents

Chair thanked Cllr Mason for her work on the allotments. Agreed PC to review documents as previously circulated and advise Cllr Mason of any proposed amendments – **ALL**.

Documents to be approved at March meeting – **ALL**.

## **2025/121      Parish land and environmental matters**

### Grit bins

Noted parishioner correspondence received with regards to grit bin located on Mill Hill. PC inspected all three salt/grit bins within parish and confirmed all in fair condition. Parishioner advised accordingly.

### Signage

Chair advised work remains in progress, no further update – **DB**.

### Tree Warden report

Member of public left meeting at 8.45pm.

Report as previously circulated. Key points summarised as follows

- The Recreation Ground: All in good order. Work to trees in conservation area applied for via South Norfolk District Council. Tree surgeons to provide quote for maintenance work. Composted mulch to be applied to mature oak T66.
- Community Orchard and Allotments: All in good order. To be pruned later this month.
- Common and SSSI (Site of Specific Science Interest): All in good order. Apart from potential damage noted to tree roots from fibre contractors. Large, severed roots had been thrown into SSSI.
- 2026/0147, Christadelphian Hall, The Street. Bramerton Norfolk. Tree cutting required on behalf of CityFibre to allow new overhead cable installation.

### Footpath Warden report

Report as previously circulated. Key points summarised as follows.

- All the paths are walkable at the moment but are muddy and slippery in places. A bit of care is required.
- Two signs missing, Footpath Warden has contacted County/District Cllr Thomson to request replacements.
- Planning permission for the repairs to footpath 5 has been withdrawn in view of the high BNG (Biodiversity Net Gain) charge that would be incurred. NCC advised that the government has indicated that the rules around BNG for projects of this nature may change in the future, and should this happen NCC will revisit the project.

It was noted that a set of steps had been created in the bank near the Mill Hill Wood Ends, providing access to the Orchard from the corner. The Chair had spoken to the resident concerned and it was agreed the PC should write to request that only the designated entrance should be used for authorised access. The PC would consider additional planting to address holes in the perimeter hedging.

#### Update on ponds

Water present in both ponds.

#### Recreation ground

Noted new rota had been circulated to PC.

#### Allotments

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

- Asbestos removed as agreed at January meeting.
- Letter issued to former tenant of plot 5 on 20<sup>th</sup> January, giving notice that tenancy would not be renewed and formal notice that if plot has not been fully cleared by 28<sup>th</sup> February 2026, the PC will make arrangements for site to be cleared. Letter was signed for by neighbour. No response received to-date.
- Replacement gate and posts. 12ft gate with metal posts approximate cost £3,000.00, agreed item to be deferred to next financial year. Cllr Mason to list gate on Marketplace – **TM**.
- Representative of Allotment Association to attend March meeting and present template for management structure.

PC to speak to representative of Allotment Association to establish outcome of their investigation into the feasibility of borehole(s) as a water source – **TM**.

#### Bramerton Common

Previously discussed minute references 2025/116 and 2025/118 refer.

### **2025/122 Speeding Advisory Group**

Noted report as previously circulated.

### **2025/123 Correspondence and consultations**

#### Parishioner correspondence, access to Bramerton Common

PC agreed to write to the parishioner to advise that there is no formal vehicular right of access via The Common. The only Land Registry deeds relating to vehicular access (Title No. NK249532, both dated 13 August 1984) are limited to permissions for the repair or replacement of the water main and sewage pipework. The PC further agreed that, whilst it is sympathetic to the parishioner's position, any requests for vehicular access would be considered on a case-by-case basis, having regard to the type of vehicle and ground

conditions, and the PC reserves the right to refuse such requests where it considers this appropriate – YW.

Greater Norwich Local Plan – Call for sites

Noted.

**2025/124      Date of next meeting**

Next meeting, 16<sup>th</sup> March 2026. Councillors to notify Parish Clerk of any items for agenda – ALL.

**2025/125      Chair's announcements**

None.

The meeting closed at 9.06pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 11/02/26.

Approved:

Date:

DRAFT