

BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 16th
March 2026 at 7.30pm

Present:

Cllr Sally-Ann Meadows (SM) – presiding, Cllr Teena Mason (TM), Cllr John Middleton (JM), Cllr Richard Simmonds (RS), Cllr Keith Wheeldon (KW) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies: Cllr Duncan Butler (DB), Cllr Kirstie Perfitt (KP) and representative from Allotment Association.

Members of the Public: Rev Nick Garrard and representative from Parochial Church Council.

2025/126 Chairs welcome (to include any apologies for absence for approval)
Chair welcomed all attendees to the meeting. Apologies received and approved from Cllr Butler, Cllr Perfitt and representative from Allotment Association.

2025/127 To receive declarations of interest
None.

2025/128 To approve a time limit for the meeting
All agreed to aim for the meeting to finish by 9.00/9.30pm.

2025/129 To agree minutes of the PC (Parish Council) meeting held 9th February 2026
The proposed minutes of the PC meeting held on 9th February 2026 as previously circulated were unanimously approved as correct. Chair signed minutes.

2025/130 Matters arising from the minutes of the PC meeting held 9th February 2026
The Street, footway resurfacing works
Item outstanding - **DB/KW**.

2025/131 Adjournment for public participation
Representative from Parochial Church Council (PCC) and Rev Nick Garrard provided update to meeting on St. Peter's Church. Key points summarised as follows.

- Current membership of PCC due to change soon. Currently small Committee runs affairs of Church. After many significant achievements most of the existing membership feel that it is time to step down.
- Over period of last three years over £100,000 has been raised to fund structural repairs to the Chancel roof and refurbishment of Church clock.
- Parishioners are being encouraged to consider becoming more involved to help sustain the church's immediate future.
- Without sufficient membership, the PCC will cease to legally exist at the end of June 2026.

- PCC needs to appoint a new Treasurer and, ideally, a Secretary and a new Fabric Officer.
- Handout will be included in next edition of the Eleven Says.

PC thanked the PCC for all their work, particularly the restoration carried out in recent years. PCC expressed thanks to PC for all their efforts within the parish. Representative and Rev Nick Garrard left meeting 7.47pm.

2025/132 County/District Council report(s)

None received.

2025/133 Finance matters

Expenditure for approval/to be noted

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

- Parish Clerk, gross pay, March, and April @ £446.68 per month
- Nest Pension, Parish Clerk, March & April @ £35.73 per month
- Parish Clerk expenses, February @ £17.08
- Norfolk Parish Training & Support @ £195.91 + VAT, 2026/27 subscription

SLCC (Society of Local Council Clerks) membership renewal

Membership renewal approved.

Replacement of noticeboard(s)

Agreed order to be placed with Harry Stebbing Workshop for two oak noticeboards, two bays, glazed doors, with hand carved lettering header on each board, upper case “BRAMERTON PARISH COUNCIL”, posts and sockets. Order as per quotation @ £1,838.25 + VAT each, including delivery. Boards to be funded through CIL with balance from sundries/other or general fund. PC to place order – YW. PC agreed to request for Allotments Association to have one of the old noticeboards once replaced, for refurbishment and use at the allotments site.

Asset register

Updated asset register approved with following amendments.

- Lifebelt and line attached to housing point, Bramerton Common – to be removed
- Lifebelt and housing, Recreation Ground – to be removed
- Three items of fencing, Allotments – to be removed as no longer in place.

PC to carry out further investigation in relation to allotments/orchard/grazing land to establish if registered – KW. PC undertook initial discussions regarding unregistered land and the possibility of future registration.

2025/134 CityFibre – Works undertaken on The Common

The previous correspondence was noted. The following actions were agreed:

- PC will report damage to tree roots, including that large, severed roots had been thrown into the SSSI, directly to the South Norfolk District Council Tree Officer, providing photographic evidence - SM.
- PC will contact CityFibre senior manager and Norfolk County Council (NCC) Councillor with responsibility for the project cc'ing Mr Thomas, furthering our complaints and to request completion of the outstanding remedial work, including the identified works at the Village Hall car park - SM/YW.

- PC will reconsider the wayleave once all requested remedial works have been completed satisfactorily.

2025/135 Planning

Applications

None.

Decisions

2026/0147, Works to trees in Conservation Area. Bramerton Christadelphian Hall. No objections (Delegated)

2026/0195, Works to trees in Conservation Area. Midsomer Lodge, The Street. No objections, (Delegated)

BA/2025/0403/HOUSEH, 1 Mill Hill Cottages , Mill Hill. Approve Subject to Conditions.

2025/136 Administrative matters

Governance documents

Barbecues on Bramerton Common, Guidelines and Risk Assessment - Agreed to adopt updated document with immediate effect – YW.

Review of internal controls

PC reviewed internal controls, including measures to prevent and detect fraud and corruptions. Agreed internal controls that are in place are effective and meet requirements.

Allotment renewals, governance documents

Noted correspondence received from representative from Allotments Association who was unable to attend meeting, key points summarized as follows.

- Request to present at May meeting.
- Association governance – preparing a draft of a constitution and a management agreement based on National Allotment Society templates.
- Put together a simple website for the association,
<https://growbramerton.wordpress.com>
- Local links – Plot holder attended meeting of the 5 Mile Network to introduce association.
- Joined the National Allotment Society and have affiliate member status. This provides participating plot holders with free liability insurance for their individual plots and access to the national seed scheme. Planning on introducing a small “supporter membership” for the association, so any local residents can also access the seed scheme, whilst helping raise some (modest) additional funds.

Cllr Mason to recirculate amended Allotment rules and tenancy agreement, for PC approval by return – ALL. PC approved following governance documents as previously circulated.

- Permission form
- Notices letter
- Final notice to quit
- Renewal covering letter.

Updated documents to be added to website – YW. PC to issue renewal covering letters with copy of amended Allotment rules and tenancy agreement, payment terms 30 days of date of correspondence – YW. Thanks, expressed to Cllr Mason for her work on the allotments.

2025/137 Parish land and environmental matters

Signage

To be deferred to May meeting - YW, to include review of signage at bottom of Mill Hill and consideration of making future signage universal. Recreational ground signage with incorrect email contact details to be replaced – KW.

Tree Warden report

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 (SNDC). Permission to go ahead with deadwood over road but SNDC have decided to check on the condition of Oak, awaiting their response. PC agreed to proposal to proceed with other identified work and request tree surgeon to re quote minus the work to the Oak tree – YW/SM. Composted mulch to be applied to mature Oak T66.
- Community Orchard and Allotments: All in good order. Still waiting to be pruned in next week or two latest.
- Common and SSSI: All in good order. Apart from potential damage noted to tree roots from fibre contractors.

Footpath Warden report

Report as previously circulated. Key points summarised as follows.

- All the paths are walkable. There is some nettle growth, and care should be taken in muddy areas, but overall, all paths are accessible.
- Footpath number 5 remains closed.

Update on ponds

Water was present in both ponds, with no flooding reported at the pond on The Street. It was noted that the Vice-Chair had completed the Norfolk Wildlife Trust questionnaire regarding the Recreation Ground pond.

Recreation ground

Nothing to report.

Allotments

Cllr Mason to list existing five bar gate on Marketplace, as agreed at February meeting – TM.

Bramerton Common

Noted damaged mooring post had been repaired/replaced.

2025/138 Speeding Advisory Group

Noted report as previously circulated. PC to report to Norfolk County Council (NCC) Highways that the arrow signage on the island near the village sign requires realignment - YW.

2025/139 Correspondence and consultations

Big South Norfolk Litter Pick 2026

Provisional date of Saturday 9th May, 9:30–11:30 am, was agreed, subject to Village Hall availability. PC will complete the webform - YW. The event will be advertised on the website and noticeboards with a poster - YW/SM.

Armed Forces Day, 27 June 2026

Noted correspondence from Ben Goldsborough MP regarding Armed Forces Day, including information on grant funding available, with applications closing 30th March 2026. Agreed that there was no capacity to host an event, and no further action would be taken.

Parishioner correspondence, verge damage

Correspondence received regarding verge damage within the parish. Agreed that PC would respond, thanking the correspondent for their efforts in attempting to restore the verge. The response will also advise that verges fall under Norfolk County Council (NCC) Highways' remit, and any damage should be reported directly to Highways via their online reporting system. Once the verge has been restored, request for any tape or posts to be removed - **YW/SM**.

South Norfolk in Bloom

Noted, agreed no further action.

Oulton Broad Motor Boat Club

PC approved formal request to erect a gazebo on Bramerton Common, Wednesday 17th June 2026, PC to respond advising of agreement – **YW**.

2025/140 Date of next meeting

Next meeting, Annual Parish Council meeting, 11th May 2026. Councillors to notify Parish Clerk of any items for agenda – **ALL**.

2025/141 Chair's announcements

None.

The meeting closed at 9.09pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 17/03/26.

Approved:

Date: