

BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 13th October 2025 at 7.30pm

Present:

Cllr Duncan Butler (DB) – Chair, Cllr Teena Mason (TM), Cllr Sally-Ann Meadows (SM), Cllr Richard Simmonds (RS), and Yvonne Wonnacott – Parish Clerk (YW).

Apologies: Cllr John Middleton (JM), Cllr Kirstie Perfitt (KP), Cllr Keith Wheeldon (KW), County/District Cllr Vic Thomson (VT) and PC Tom Goodrum.

Members of the Public: None.

2025/064 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, Cllr Wheeldon, County/District Cllr Thomson, and PC Tom Goodrum.

2025/065 To receive declarations of interest

None.

2025/066 To approve a time limit for the meeting

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

2025/067 To agree minutes of the PC (Parish Council) meeting held 15th September 2025

The proposed minutes of the PC meeting held on 15th September 2025 as previously circulated were unanimously approved as correct. Chair signed minutes.

2025/068 Matters arising from the minutes of the PC meeting held 15th September 2025

CIL (Community Infrastructure Levy)/bus stop repairs

Cllr Wheeldon obtained quotation from Westcotec to replace the polycarbonate glazing (three pieces) and also install some solar panel lighting with a timer and storage battery. Agreed PC to apply to the Norfolk County Council (NCC) Bus shelter grant scheme for a grant of 80% of total project costs – YW.

Noticeboard prices

Cllr Meadows to circulate quotations to full PC once received – SM. PC agreed in principle to a wooden noticeboard to support PC's biodiversity policy, and to source through local supplier subject to quotation. Item to be added to November agenda for discussion and agreement – YW.

Signage

Chair in process of compiling list of signs situated around parish, to complete, linking to a map and asset register and to circulate to full PC for further discussion – DB.

Ramblers Association bench, situated on the Common

Parish Clerk had contacted Ramblers Association by email and phone on several occasions to ask if members wished to repair/replace dedicated bench. No response received to date. Noted bench had been moved to assist with mowing of Common.

2025/069 Adjournment for public participation

None.

2025/070 County/District Council report(s)

Noted report as previously circulated.

2025/071 Finance matters

Finance and admin report with financial summaries for approval

Finance and admin report with financial summaries unanimously approved.

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 October @ £446.68
- Nest Pension, Parish Clerk, October @ £35.73
- John Service @ £300.00, works to Recreation pond, undertaken February 2025
- Reimbursement to former tenant of allotment plot 3 @ £62.50, £50 deposit and £12.50 pro-rata rent
- Parish Clerk, expenses, September @ £36.67, includes £6.00 training and £1.20 vat
- HMRC, Parish Clerk, quarter 2 @ £295.95
- Reimbursement to Cllr Wheeldon @ £26.98, includes £4.50 vat, padlock for Recreation ground
- Adepta Ltd @ £110.00 + vat, payroll charges for the year ended 5th April 2024
- Adepta Ltd @ £120.00 + vat, payroll charges for the year ended 5th April 2025

Donations

PC approved budgeted £500.00 donation this financial year, 2025/26, to Parochial Church Council (PCC) on the understanding 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 clearly state that the £500.00 donation was donated by the Parish Council, for parishioners visibility. Parish Clerk to arrange payment – **YW**. PC agreed in principle a £500.00 donation for next financial year 2026/27, based on above conditions.

Grounds maintenance contract

Agreed amendment to specification for Tender 2. Currently tender states “The rest of the grass in the community orchard and the grass in the wild meadow is to be cut twice a year at times to be mutually agreed.” To be amended to read “The rest of the grass in the community orchard and the grass in the wild meadow is to be cut twice a year, once at the beginning of the season, early April and second cut to be undertaken late July/early August.” Chair to update map, Figure 3, Bramerton Allotments, to show minor amendments required to specification, as agreed – **DB**. Parish Clerk to write to contractor, thanking them for their works this season and to advise of changes to specification and map – **YW**.

CIL (Community Infrastructure Levy)

Agreed consideration of future projects to be deferred until receive result of application to Bus shelter grant scheme. Agreed in principle to replacement noticeboard being funded through CIL.

2025/072 Planning

Applications received to date

2025/3152, Works to trees in Conservation Area, Mulberry House, Framingham Lane.

Agreed PC to respond “no objection” – **YW**.

Decision notices received to date

None.

2025/073 Administrative matters

Website redevelopment proposal

Noted structure proposal undertaken by Cllr Mason. Agreed to look at Parish Clerks other PC’s website that had undertaken redevelopment process, Parish Clerk to email details to full PC once development process complete - **YW**. Item to be added to November agenda – **YW**.

Governance documents

IT policy – To be deferred to November meeting – **YW**.

Complaints procedure – Draft complaints procedure as previously circulated, to be updated with amendments as discussed at meeting and recirculated to full PC for discussion and approval at November meeting – **YW**.

2025/074 Parish land and environmental matters

Signage

Previously discussed under minute reference 2025/068.

Tree Warden report

Report as previously circulated. Key points summarised as follows

- Recreation ground, Common and SSSI – All in good order.
- Community orchard and allotments – UK Power Networks have completed works on trees against lines on allotments. Thanks, expressed to Cllr Wheeldon for liaising with UK Power Networks for this work.
- Email sent to County/District Cllr Thomson regarding work to trees on Mill Lane.

As previously agreed, two quotations obtained to carry out a walk-through inspection and condition report of 30 mature parish owned trees. Agreed inspection/survey to be awarded to Ravencroft Tree Services Ltd. Parish Clerk to notify contractors accordingly – **YW**.

Footpath Warden report

Noted report as previously circulated. As discussed at September meeting, proposal for an additional dog bin to be located near the Bullock Shed Lane walk and the 100 acre dog field. There is an existing post on the green triangle where the dog bin could be installed, what3words location ///diver.highway.spite. Parish Clerk to contact District Council to ascertain if proposed location is feasible, if proposed location is not feasible to establish if there are any feasible locations within the immediate area – **YW**. Footpath Warden emailed District/County Cllr with regards to new footpath signs and posts required on Bullock Shed Lane walk.

Update on ponds

No update.

Recreation ground

Chair to advise village hall committee of planning law and changes to this law effective from 25th July 2024 in relation to temporary recreational campsites, requesting committee to undertake necessary research to ensure legislation is complied with when DofE participants camp on the Recreation ground – **DB**. Noted clarification received from insurance provider advising that providing the PC is responsible for the Recreation ground, insurance policy will cover public liability should any person be injured or have property damaged due to a defect with the land.

Allotments

Cllr Mason provided brief report to meeting. Key points summarised as follow.

- Plot holders meeting, three attendees and one who Cllr met after meeting all fully in favour of association, water supply, and communal activities.
- One other plot holder also in favour of association and water supply but unable to attend meeting.
- Plot holders have information from National Allotment Society; next step is for them to meet and agree a way forward to present to the PC.
- Four vacant plots.
- Plot one, Parish Clerk has advised former tenant that Oak saplings can be left on plot till mid-March 2026, at which point PC will undertake to transplant them within the parish for the next growing season.
- Allotment map to be updated – TM.
- Path along hill House Road to be reinstated and other paths cleared of obstructions.
- Tenants have expressed dismay at the state of the site, the issue of thistle down this year, and concerns have been expressed around public access, in particular dog walkers.
- Current tenant has kindly been regularly mowing the majority of paths not covered by the current mowing contract.
- On plot 5 there is a large riveted steel water tank, agreed PC to keep aside for communal rainwater capture.
- Various works undertaken by Cllr Mason to tidy up site.

Parish Clerk to establish who holds keys for padlock situated on gate to allotments – YW.

Cllr Mason to try to establish contact with former tenant of plot 5, whose tenancy was terminated, to arrange for removal of items that remain on site – TM. Chair thanked Cllr Mason for all her work.

Bramerton Common

Confirmation received from District Council that a seasonal general waste collection would be acceptable, on a weekly or fortnightly basis. Parish Clerk to allow for seasonal collection, May to September in 2026/27 budget – YW.

2025/075 Speeding Advisory Group

Noted report as previously circulated. Noted as requested Police attended The Street with the speed gun, which was welcomed by local residents. Police will try to re-visit site and carry out further checks/enforcement in the area as soon as they can. From evaluation of data, village gates do not appear to have had any direct impact on speeding within parish.

2025/076 Correspondence and consultations

Property Flood Resilience (PFR) pack and questionnaire

Agreed Chair to respond to questionnaire on PC's behalf – DB.

Acquisition of Go-East Anglian and Passenger First Network Engagement

Noted.

2025-26 Winter pressure grants

Parish Clerk to forward email to village hall committee – YW.

The Street, footway resurfacing works

NCC advised that works are now planned for the schools summer holidays in 2026, 20th July 2026 to 3rd September 2026. Parish Clerk to add item to website – YW.

South Norfolk Village Cluster Housing Allocations Plan – Examination

Noted.

2025/077 Date of next meeting

Next meeting, 24th November 2025. Councillors to notify Parish Clerk of any items for agenda – **ALL**.

2025/078 Chair's announcements

None.

The meeting closed at 9.15pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 14/10/25.

Approved:

Date: