BRAMERTON PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Monday 12th October 2026 at 7.30pm

Present: Cllr Duncan Butler (DB) - presiding, Cllr Sally-Ann Meadows (SM), Cllr Keith Wheeldon (KW), County Cllr Kay Mason Billig (KM) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies: Cllr John Middleton (JM) and Cllr Kirstie Perfitt (KP).

Members of the Public: Two.

2026/071 Chairs welcome (to include any apologies for absence for approval)
Chair welcomed all attendees to the meeting. Apologies received and approved from Cllr Middleton and Cllr Perfitt.

2026/072 To receive declarations of interest
None.

2026/073 To approve a time limit for the meeting
It was agreed that the meeting would aim to conclude by 9.00pm.

2026/074 To agree minutes of the PC (Parish Council) meeting held 14th September 2026
The amended minutes of the Parish Council meeting held on 14th September 2026, as previously circulated, were unanimously approved as a correct record. Chair signed the minutes.

2026/075 Matters arising from the minutes of the PC meeting held 14th September 2026
Village Hall Committee
The Chair advised that the Village Hall Committee had agreed to contribute towards the cost of the replacement picnic table. The PC expressed its thanks to the Committee for its contribution.
Emergency leaflet, sand bags
Chair advised that the availability of sandbags at Water's Edge is listed on the District Council's website.
Replacement noticeboards
Noted that Cllr Butler, Cllr Meadows, and Cllr Perfitt held keys to the noticeboards. Agreed that the PC would look into how to remove the old noticeboard – DB/SM.
Bus shelter
Noted working party undertaken to paint shelter and replace windows.
Grounds maintenance
PC had emailed the grounds maintenance contractor requesting that mowing should not extend right up to the trunks of trees and that the areas around the pond on the Recreation Ground be strimmed. The contractor had confirmed receipt of the email.
Hedge cutting

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Noted that a local contractor had been engaged to cut the PC's hedges. The owner of the previously identified hedge requiring cutting, which was not PC property, had been identified and had confirmed that a contractor had been engaged to undertake the work.

St Peter's Church meeting, 15th September

PC representatives who attended the meeting provided a brief update. The key points were summarised as follows:

- A further meeting was planned for November.
- Attendance at major festivals remained good.
- The possibility of forming a joint Parochial Church Council (PCC) with Rockland was being explored.
- The feasibility of St Peter's becoming a Festival Church was being considered. This could reduce the amount the church would be required to contribute to the Diocese.
- Different individuals were taking on various roles within the church.

2026/076 Adjournment for public participation

Members of the public raised concerns regarding the recent improvement works on the Street specifically the trod path element installed on the western side. The key points raised included:

- Whether the preliminary survey work had been conducted correctly.
- Concerns that cables and services were not buried at the required depth.
- Poor accessibility of the ramped path for elderly residents using wheeled walking aids.
- Damage to water meter access points.
- Concerns regarding the surfacing of the trod path.
- Disappointment that retrospective remedial work would be required.

PC also raised safety concerns, particularly regarding the potential for the bank to become unstable or erode following periods of heavy rainfall. County Cllr Mason Billig recommended that photographic evidence be taken to monitor the situation, feedback be sought from parishioners, and a further site visit be arranged with Norfolk County Council (NCC) Highways to discuss the concerns. It was agreed that the PC would request an on-site meeting with NCC Highways, raise the reported damage to the water meter access points and request that these be checked – DB/YW. It was also agreed that an article would be included in The Bugle inviting parishioners to provide feedback – KW. Members of public left meeting 7.57pm.

2026/077 County/District Council report(s)

Noted a report received from County Cllr Mason Billig as previously circulated key points summarised as follows.

- NCC is facing another challenging budget and has published proposals to save around £32 million.
- A proposal to close Docking Recycling Centre would have saved £60,000 a year but this proposal has now been dropped.
- Proposals to increase parental contributions towards post-16 education transport are another concern.
- Norfolk's Children's Services have made tremendous progress in recent years, culminating in an Outstanding Ofsted judgement earlier this year.
- Across the 23 parishes Cllr Mason Billig represents , highway maintenance remains one of the issues most frequently raised.

- One thing that is making highways improvements more difficult for local councillors is the removal of the Members Highway Budget.
- The proposals to reduce the number of roads treated during icy weather and the frequency of mowing verges are particularly concerning for rural communities.
- Access to reliable transport remains essential across the District.

Members of PC raised following items with County Cllr Mason Billig:

- Street lights approaching Bixley are now switched off, this is the route to main sewage site in region, safety concerns.
- When approaching The Slade from Loddon direction there is no right-hand turn, question as to why it is only marked one side, safety concerns.
- Footpath 5 repair works, request for update. PC to email County Cllr Mason Billig details – RS.

County Cllr Mason Billig to investigate the above three items – KM. County Cllr Mason Billig left meeting 8.17pm.

2026/078 Finance matters

Expenditure for approval/to be noted

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

- HMRC, quarter 2, Parish Clerk @ £312.49
- Parish Clerk expenses, September @ £24.24, includes £1.29 VAT and £6.00 training (NPTS Autumn seminar)
- Amitola Ltd @ £2,260.00 + VAT, tree works as previously agreed
- Low Carbon Products Ltd @ £985.19 + VAT, picnic table, as previously agreed
- Low Carbon Products Ltd @ £17.00 + VAT, timed delivery
- South Norfolk District Council @ £297.00 + VAT , dog bin annual charge
- Parish Clerk gross pay October @ £461.50 – previously approved at September meeting
- Parish Clerk pension, Nest, October @ £36.92 - previously approved at September meeting

2026/27 budgeted donation

PC approved budgeted £500.00 donation this financial year, 2026/27, to 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 PC, for parishioners visibility. Parish Clerk to arrange payment – YW.

Replacement picnic table

Noted that the replacement picnic table was due to be delivered on 16th October. It was agreed that the old table would be disposed of.

Winter pressures grant

Noted, no further action.

2026/079 CityFibre – Works undertaken on The Common

Noted that some reinstatement works had been undertaken. Agreed no further action at present time, PC to monitor situation – ALL.

2026/080 Planning

Applications
Amended application, 2026/1611, Bailiffs House, Surlingham Road. Agreed PC to respond "no comment" – YW.
Decisions
None.

2026/081 Administrative matters
Councillor vacancy
Notice of vacancy displayed on noticeboard and website. Agreed Chair would be representative for allotments, Cllr Wheeldon would continue to manage The Bugle and Parish Clerk the website. PC to notify Allotment Association of change to representative – YW.
Village hall committee representative(s)
To be deferred to November meeting – YW.
Parish Council logo
Approved logo for inclusion on future correspondence, governance documents, and other PC material.
DofE camping, Recreation ground
Noted as per email correspondence received 30th September, the Licencing and Enforcement Officer at South Norfolk District Council (SNDC) had advised that from a Licensing perspective, no licences are required, if the event does not involve the sale of alcohol or the provision of regulated entertainment. Principal Planning Officer at SNDC advised that the proposed camping use may benefit from permitted development rights, subject to relevant conditions. As the site is outside a flood zone, prior approval would not be required. As Bramerton falls within an affected catchment, the proposal may require Nutrient Neutrality mitigation and GIRAMS mitigation. A Regulation 77 application and appropriate mitigation may be required. Agreed PC to contact Planning to make clear details of proposed camping, frequency etc. and to request a wavier/dispensation – KW/YW. Agreed PC would consider draft DofE camping permission and conditions once/if wavier/dispensation is granted – ALL.
The Bugle
Agreed next edition of The Bugle to be produced for distribution November/December. Proposed articles include;

- Users survey of footpaths
- Councillor vacancy
- New noticeboards
- Eco work at Bramerton Lodge
- Emergency Leaflet

Records management
To be deferred to November meeting – YW.
Governance documents
Emergency leaflet: Agreed leaflet to be updated with agreed amendments and pictures for approval at November meeting – DB.
Business Continuity Plan – Draft plan approved in principle with one amendment to confidential information paragraph noting plan to be shared with Chair - YW. PC to update plan for approval at November meeting – YW.

2026/082 Parish land and environmental matters

Replacement noticeboards

Concerns raised with regards to PC installation of second noticeboard. Agreed PC to obtain quotation for contractor to install board – KW/YW.

Bus shelter

PC to erect noticeboard(s) (cork boards) in back of shelter – DB.

Parish land, registered and unregistered land

No further update.

Tree Warden report

The report, as previously circulated, was noted. Key points were summarised as follows:

- Recreation Ground: All in good order. The contractor had completed deadwood removal from numerous trees along the roadsides and around the recreation ground and car park. A dead oak had also been reduced in size, with coronet cuts and bat slits added to provide habitat.
- Community Orchard and Allotments: All in good order.
- Common and SSSI: In good order. A large dead tree on an adjacent property was identified as a potential hazard, as it could fall onto the Common. PC to establish land ownership – KW.

It was noted that 12 months had passed since the last tree survey. The Tree Warden advised that some trees identified in the survey for 12 monthly review might require reassessment. Tree Warden to review the survey and report back to the PC with recommended action – SM.

Footpath Warden report

The report, as previously circulated, was noted. Key points were summarised as follows:

- The paths are walkable and the countryside is looking lovely in the early autumn light.
- The leaning over fence on the path from the common to the bottom of Hill House Road has been repaired.
- Footpath 5 remains closed, as previously discussed at meeting Footpath Warden to consult with County Cllr Mason Billig to obtain an update – RS/KM.

Update on ponds/Recreation Ground

Agreed that the PC would investigate the feasibility of dredging the pond on The Street during the 2027/28 financial year, with provision to be included in the budget – YW.

Allotments

No update.

Bramerton and District Bowls Club

Noted correspondence received from the club advising that PC's written request for repairs to fence would be discussed at their October committee meeting, awaiting update. The draft Agreement, as previously circulated, was approved subject to two amendments relating to the fee and the Clerk's contact address. Agreement to be updated and sent to the Club for consideration – KW/YW.

2026/083 Speed Awareness Machine (SAM) data

Noted report as previously circulated.

2026/084 Correspondence and consultations#

South Norfolk Council - Review of Hackney Carriage and Private Hire Policy and Conditions

Noted no further action.

Consultation on SNC Public Spaces Protection Order (PSPO) - Vehicle-related anti-social behaviour.

Agreed PC to respond "yes" to following two questions - YW.

1. Do you agree with the regulatory controls contained within the existing PSPO?
2. Do you agree with the proposal to extend the existing PSPO for a further three years?

Planned Temporary Road Closure at Framingham Lane

Noted no further action.

District Council, Recycling Information Stall

Noted, no further action.

2026/085 Date of next meeting

Next meeting 23rd November 2026. Councillors to notify Parish Clerk of any items for agenda – ALL.

2026/086 Chair's announcements

Chair thanked Councillor Mason, who had recently resigned from the Parish Council, for their work and contributions during their time in office, particularly their efforts relating to the establishment of the allotments Society and the important procedural matters they had raised across a range of topics.

The meeting closed at 9.14pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 13/10/26.

Approved:

Date:

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