



## Minutes of a Meeting of Brundall Parish Council Held on 27 January 2014 at 19:00 at the Memorial Hall, Links Avenue, Brundall

Present :		
Chairman Cllr M Davies Vice-Chairman Cllr I Walters Cllr K Wilkins, Cllr J Warne, Cllr R Hetherington, Cllr L Robinson, Cllr G Nurden, Cllr H Thompson, Cllr J Mickelburgh Parish Clerk: S Smyth		
	<i>Details</i>	<i>Action</i>
	<p><b>Housekeeping</b></p> <p>The Chairman, advised everyone in attendance of the location of fire escapes and the procedure to be followed in the event of an evacuation.</p> <p>The Chairman advised members of the public of the procedure for them speaking at Meetings of the Parish Council.</p> <p>The Chairman advised members of the public that the Parish Council would be making a sound recording of the Meeting</p>	
2014-0001	<p><b>Apologies for Absence</b></p> <p>Cllr W Sillitoe, Cllr S Woollestone, Cllr L Mogford</p>	
2014-0002	<p><b>Declarations of Interest</b></p> <p><b>Disclosable Pecuniary Interests</b> –Cllr Wilkins item for Allotments (allotment item for quotes only).</p> <p><b>Disclosable Non-Pecuniary Interests</b> Cllr Wilkins Allotments non finance items.</p>	
2014-0003	<p><b>Minutes of the Previous Meeting(s)</b></p> <p><b>It was resolved</b> by a majority decision with 1 abstention, that the Minutes of the Meeting of the Parish Council held on 23rd December 2013, be signed as a true record.</p>	
	<p><b>Actions from the Minutes (Minute No 2013-0181)</b></p> <p>The Clerk has begun work on the planning application for the fields North of Berryfields and land next to the spare Cemetery field but this has not been completed</p>	Parish Clerk
	<p><b>Actions from the Minutes (Minute No 2013-0310)</b></p> <p>The Allotments list of expenditure classed as essential is on the Agenda under item 7</p>	
	<p><b>Actions from the Minutes (Minute No 2013-0311)</b></p> <p>The Brundall Countryside Park and project team shall be discussed under Agenda item 8.</p>	
	<p><b>Actions from the Minutes (Minute No 2013-0312)</b></p> <p>The Open Spaces areas at The Pastures is to be discussed under Agenda item 9.</p>	
	<p><b>Actions from the Minutes (Minute No 2013-0313)</b></p>	

	The Site Allocations Development Plan document is to be discussed under Agenda item 10.	
	<p><b>Actions from the Minutes (Minute No 2013-0315)</b></p> <p>The Neighbourhood Plan Consultative Working Group is to be reported under Agenda item 12.</p>	
	<p><b>Actions from the Minutes (Minute No 2013-0317)</b></p> <p>The Street Lighting quotes are to be discussed under agenda item 14.</p>	
2014-0004	<p><b>Public Participation</b></p> <p><b>It was resolved</b> by a unanimous decision to open up the Meeting for public to speak.</p> <p>Cllr Proctor spoke about Local Planning and Strategic Planning. He said that Plan Led Development should be happening around the country and it is not. The Planning inspectorate had approved plans to develop 64 and 73 homes in Blofield but neither had been allocated as sites for housing. The Planning Department at Broadland now has concerns. Therefore if local councils can define areas for development in their neighbourhood plans this would help matters. Assistance for recreational development can be given. Adoption of the site allocations consultation may still be one year away and so areas targeted for mixed use development are now under question.</p>	
2014-0005	<p><b>Chairman's Report</b></p> <p>The Chairman did not have a report at this Meeting.</p>	
2014-0006	<p><b>Allotments – Paper to approve the essential costs involved in the set up of the Allotments and agree recommendations of preferred quotes (subject to the site being given planning permission)</b></p> <p><b>It was resolved</b> by a unanimous decision to allow John Philp to join the meeting to advise technically on issues surrounding the surfacing of the allotments.</p> <p>Cllr Wilkins left the room at this point in the Meeting. See Minute item 2014-0002.</p> <p>The Chairman thanked the Allotment Association and the relevant Councillors for their hard work in preparing the quotes for consideration on behalf of the Council.</p> <p><b>Necessary Expenditure</b></p> <p><i>Councillors agreed that by way of voting for the quotes below they were also agreeing that these were the essential and therefore initial items to be put into place for the allotments set-up. All the approved quotes to follow can only be actioned if the submitted plans are approved by Broadland District Council.</i></p> <p><b>It was resolved</b> by a majority decision with 1 abstention to approve Quote 1 (Norfolk County Council) as the winning quoter for the Highway Access.</p> <p>The Car Park surfacing decision was deferred to clarify the risk assessment and other Health and Safety issues.</p> <p><b>It was resolved</b> by a unanimous decision to agree that Anglian Water would be the only/approved Company to carry out the water connection.</p> <p><b>It was resolved</b> by a unanimous decision to approve CAS Waterfields as the winning quoter for the plumbing in of the water supply up to the Anglian Water connection.</p> <p>The Fencing and gate decision was deferred to clarify the type of gate quoted for.</p> <p><b>It was resolved</b> by a unanimous decision to spend £1400 on hedging and guards.</p> <p><b>It was resolved</b> by a unanimous decision to approve Daniels as the winning quoter for the pedestrian access at £760.00</p> <p><b>It was resolved</b> by a majority decision of 4 votes for and 1 against with 3 abstentions to accept the quote of £8700 for a toilet to be situated in the allotment site but for it to be accessible during times the allotment site is open.</p>	Working Group

	<p><b>General Progress</b> Cllr Wilkins returned to the room. The Planning Application is to go the Planning Committee in March. A site meeting to establish if UKPN are in agreement to convert the overhead electricity cables to underground cables will be held on 3 February.</p>	
2014-0007	<p><b>Brundall Countryside Park</b> <b>Woodland Grant Acceptance</b></p> <p>The grant offered by the Forestry Commission was found to be a viable sum to enable the purchase and planting of the amount of trees to be provided as part of the contract conditions. Cllr Thompson under the direction of the Chairman signed the contract. Cllr Thompson clarified that although the contract had been signed and accepted, the Council were able to decide not to go ahead and pull out if an issue arose.</p> <p><b>It was resolved</b> by a unanimous decision to ratify the decision to sign the contract for the grant offer.</p> <p><b>Woodland path creation team.</b></p> <p><b>It was resolved</b> by a unanimous decision for a “Friends of the Countryside Park” to be set up. A newsletter article will be put out to request membership. Relevant organisations will also be contacted to see if their members would like to have an input, eg Badcog etc.</p>	Parish Clerk
2014-0008	<p><b>Open Spaces areas in the new development – The Pastures</b></p> <p><b>It was resolved</b> by a unanimous decision not to take on responsibility for all open area maintenance including the play area in The Pastures.</p> <p>Cllr Nurden left the Meeting at this point (20.30 hrs).</p>	Parish Clerk
2014-0009	<p><b>Broads Authority Development Plan Document –</b></p> <p><b>It was resolved</b> by a unanimous decision to delegate Authority to Cllrs Mogford and Walters to sign a Statement of Common Ground to be agreed between 2 officers at the Broads Authority and the Council. The statement will cover the subject of residential moorings policy in the Brundall area.</p>	Parish Clerk
2014-0010	<p><b>Planning –</b> <b>Site Allocations Development Plan document –</b> <b>Reg 18 Consultation New potential Sites brought forward by developers</b></p> <p><b>It was resolved</b> by a majority decision of 6 votes for and 1 against with 1 abstention to respond to the BDC site allocation consultation by identifying the land to the East of the Memorial Hall as the area it wishes to prioritise for formal recreational use in Brundall whilst recognising that we may also require additional land adjacent to Berryfields to meet our overall requirement.</p> <p><b>It was resolved</b> by a majority decision with 7 votes for and 1 abstention to establish a working group to further develop the process of recreational development on the land to the East of the Memorial Hall and other land that may be zoned for recreational use by BDC.</p>	Parish Clerk

2014-0011	<p><b>Planning</b></p> <p>Application No: BA/2014/0010/FUL          Deadline: 6 February 2014          Description: Alterations to Boatyard and Extension to Mooring Basin          Location: Eastwood Marine, Riverside Estate, Brundall          Applicant: Barnes Brinkcraft Limited</p> <p><b>Resolution:</b> to <b>Support</b> to Application BA/2014/0010/FUL but to enquire how the subject of waste is to be disposed of during the alterations to the boatyard and mooring basin.</p> <p>The following Planning Applications comments to the Planning Authorities were ratified by a unanimous vote as follows:  <b>20131780, 42a Strumpshaw Road – No Objection</b>  <b>20131728, 2 The Coigncroft – No Objection</b>  <b>20131747 16 Strumpshaw Road – Support</b>  <b>20131801 Land between 4 and 6 Station Road – Object due to the impact on the 2 storey house at Strumpshaw Road</b>  <b>20131789 11 East Avenue - Support</b>  <b>BA2013/0377/FUL Plot 17 Hoboroughs Dyke - Support</b></p>	
2014-0012	<p><b>Neighbourhood Plan</b></p> <p>The working group had met and it was also hoped to have more female representation. 3 more members are to be followed up to expand the group and give a wider scope of representation of the village demographics.</p>	Parish Clerk
2014-0013	<p><b>Parish Plan</b></p> <p>Cllr Walters gave an update to progress on the Plan. The Survey of Village Opinion analysis is well underway and it is felt that on inputting some of the forms that there is a lot of good material feedback.</p>	Workign group
2014-0014	<p><b>Street Lighting Report</b></p> <p><b>It was resolved</b> by a unanimous decision to engage Amey as the winning quoter to replace those lights identified by the current contractor Cozens as needing replacement, subject to receipt of confirmation from the independent surveyor that they do indeed need replacing.</p>	Parish Clerk
2014-0015	<p><b>Cleaning and Inspection Tender</b></p> <p><b>It was resolved</b> by a unanimous decision to advertise the contract w.e.f. 1/4/2014. The deadline for receipt of sealed Tenders is to be 21<sup>st</sup> February 2014</p>	Parish Clerk
2014-0016	<p><b>Finance</b>  <b>Payments Schedule</b>  <b>It was Resolved</b> by a unanimous decision to approve the payments schedule dated 27<sup>th</sup> January 2014 and for the Chairman to sign it.</p> <p><b>Bank Reconciliation</b>  <b>It was Resolved</b> by a unanimous decision to approve the bank reconciliation for the 3<sup>rd</sup> qtr 2013-14 and for the Chairman to sign it.</p> <p>The item for the costs of the Countryside Park area was not discussed.</p> <p><b>Donations</b>  <b>Brundall Twinning Association</b></p> <p>The Clerk is to write to the Twinning Association and advise them to apply for the donation in the new financial year.</p>	Parish Clerk

	<p><b>It was Resolved</b> by a unanimous decision to extend the Meeting beyond the 2.5 hours.</p> <p>Cemetery Charges  <b>It was Resolved</b> by a unanimous decision to keep the Cemetery charges at the same rate for the year 2014-15.</p>	
<b>2014-0017</b>	<p><b>Clerk's Correspondence</b></p> <p>The Clerk read out the Clerk's Correspondence.</p>	
<b>2014-0018</b>	<p><b>Date, time and venue of next Parish Council Meetings</b></p> <p>24th February 2014, 7pm Lounge Memorial Hall</p> <p><b>Items for the next Agenda:</b></p> <p>Parking of numerous vehicles at the top of Berryfields</p>	
<p>Signed as a true record ..... Date .....</p>		