



## Minutes of a Meeting of Brundall Parish Council Held on 22<sup>nd</sup> June 2015 at 19:00 at the Memorial Hall, Links Avenue, Brundall

**Present :**

Chairman Cllr M Davies,  
 Vice-Chairman Cllr J S Warne,  
 Cllr K Wilkins, Cllr J Warns, Cllr G Buckley, Cllr P Taylor (from Minute item 0064),  
 Cllr J Philp, Cllr I Walters, Cllr J Mickelburgh  
 Parish Clerk: S Smyth  
 District and County Councillor A Proctor

|                  | <i>Details</i>                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>Action</i> |
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|                  | <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> |               |
| <b>2015-0059</b> | <p><b>Apologies for Absence</b></p> <p>Apologies were received from Cllrs Nurden, Woollestone and Rycroft</p> <p><b>It was resolved</b> by a unanimous decision to approve only those apologies for absence received.</p> <p>Reasons given for absence: Cllr Nurden: attending another Meeting as District Councillor</p> <p>Cllr Woollestone: personal reasons</p> <p>Cllr Rycroft: personal reasons</p>                         |               |
| <b>2015-0060</b> | <p><b>Declarations of Interest</b></p> <p><b>Disclosable Pecuniary Interests</b> – Cllr Walters Donation request from Yare Valley Churches item 18.</p> <p><b>Non- Disclosable Pecuniary Interests</b> – Cllr Nurden (Payments Schedule), Cllr Warne Planning application 20150789 - associate of applicant.</p>                                                                                                                  |               |
| <b>2015-0061</b> | <p><b>Minutes of the Previous Meeting(s)</b></p> <p><b>It was resolved</b> by a majority decision, with 3 abstentions, that the Minutes of the Annual Meeting of the Parish Council held on 14<sup>th</sup> May be signed as a true record.</p>                                                                                                                                                                                   |               |

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| 2015-0062 | <p><b>Matters Arising (Not on the Agenda)</b></p> <p>1. 2015-0079 Clerk still to submit a paper for the General Power of Competence</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Parish Clerk |
| 2015-0063 | <p><b>Co-option of a Councillor</b><br/> <b>It was resolved</b> by a unanimous decision to approve the co-option of Mr Paul Taylor to the Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |
| 2016-0064 | <p><b>Council Representative for Brundall Voice group</b><br/> <b>It was resolved</b> by a unanimous decision to approve the Clerk as the new representative for the Council onto the Brundall Voice group.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| 2015-0065 | <p><b>Asset Register Approval</b><br/> <b>It was resolved</b> by a unanimous decision to approve the amendments to the Asset Register. The Clerk will issue the updated register to the Insurers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |
| 2015-0066 | <p><b>Public Participation (7 members of the public)</b></p> <p>Cllr Andrew Proctor gave his District and County Council Reports:<br/> Post election matters- Broadland has gained 17 new Members. The budget is due out on 18<sup>th</sup> July so its financial capacity can be assessed and planned.<br/> Norfolk County Council – as there is a 25% reduction in the budgets, this will prove very tricky for all budgeted areas including social services for adults and children.<br/> The NDR has been granted consent to go ahead, but there is a time period to wait in case of a legal challenge.</p> <p>Greg Chandler of the Friends of the Countryside Park spoke about the new wildflower meadow now planted. Low Farm Wood is being strimmed soon.</p> <p>Mike Snowling spoke about Cremer’s Meadow and would like consideration to be given to a new Scout Hut in it. A good location could be to the right of the entrance where the sign is and this area is large enough for a new building. He also offered 2 mobile classrooms for use in the Meadow or at the allotments.</p> <p>A resident enquired if a soil analysis test was being planned in Cremer’s Meadow. He referred to the asbestos still present on the roof of the corrugated barn building and was also concerned about the parking on Blofield Road by volunteers at the Meadow.</p> <p>Derek Elms spoke about the Countryside Park and enquired when the weeds would be scheduled for strimming. The road gate is being left open over-night and he asked if signage could be put up as a reminder to close the gate.</p> |              |
| 2015-0067 | <p><b>Chairman’s report</b></p> <p>The Chairman reported that the Countryside park had its opening day on the 1<sup>st</sup> June which was a pleasant event and was also covered by the Press.<br/> He reported that Brundall Parish Council has been selected to receive an award for its work on Cremer’s Meadow and the Countryside park by the Norfolk Biodiversity Partnership and 4 Members of the Council shall be attending.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |

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|           | <p><b>It was resolved</b> by a unanimous decision to approve the Chairman, Clerk, Cllr Philp and Cllr Buckley to attend and receive the Award on behalf of the Council. An ex Councillor, Heidi Thomspson shall also be there as she nominated the Council for the Award.</p> <p>He also detailed the progress of the newly opened parkrun facility and was proud to announce that it had its first run on the 20<sup>th</sup> June and that over 110 runners turned out to try the new facility. The Chairman is proud to announce that Brundall has its first official outdoor recreational sports facility in Brundall for many years.</p> <p>The Draft Neighbourhood Plan is out for consultation and Broadland District Council are poised to receive any comments about its 8 policies. Once any comments received are collated, the Examiner will be called in to examine the Plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |
| 2015-0068 | <p><b>Councillor attendance</b></p> <p>The Chairman introduced discussion as to absence to meetings and he was concerned that one Councillor had only attended 1/18 meetings. As the Parish Council has taken on a lot of extra land with it comes extra responsibilities. He said that anyone on the Council has a duty to the electors to attend regularly and to play an active part in decision-making at meetings.</p> <p><b>It was resolved</b> by a unanimous decision for the Vice-Chairman and the Clerk to compose a letter to the Councillor concerned informing her of the Council's concerns at this low attendance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Parish Clerk |
| 2015-0069 | <p><b>Cremer's Meadow</b><br/>Policy Statement</p> <p>The CDROB had produced an amended version to that issued by the Friends group:</p> <p><b>CREMER'S MEADOW</b><br/><b>The Policy of Brundall Parish Council</b></p> <ol style="list-style-type: none"> <li>1) Cremer's Meadow comprises over four acres of Norfolk countryside.</li> <li>2) It is owned by the Parish Council and is available for the benefit of the residents of Brundall and visitors to the village.</li> <li>3) Cremer's Meadow is to be preserved as a wildlife and nature reserve.</li> <li>4) It is open for recreational activities that enable people to experience and learn about the natural environment. Examples of what the Council means by "recreational activities" would include walking, nature studies, sketching, painting, photography or just relaxing.</li> <li>5) Cremer's Meadow is not suitable for any activity that is in conflict with policy (3).*</li> <li>6) Organised group activities conforming with policy (4) will be at the discretion of the Parish Council.</li> </ol> <p><i>Agreed by CDROB, 8th June 2015</i></p> <p>Cllr Wilkins proposed the CDROB version to be accepted by the Council. Cllr Warns seconded the proposal.</p> <p>Cllr Warne proposed an amended version in no 5 to include the words "<i>* This includes competitive sports and hyperactive games</i>". Cllr Philp seconded the amendment.</p> <p><b>It was resolved</b> by a vote of 4 for and 3 against plus 2 abstentions for the amendment to stand. This was now the substantive proposal.</p> <p>Before a final vote was taken Cllr Walters asked is it could be double checked as to what assignation the site has planning for. Cllr Philp added that whatever the Council applies for, this policy would add weight to our application.</p> <p><b>The substantive amendment was approved by a majority of 5 for, 2 against and 2 abstentions.</b></p> |              |

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|                  | <p>Cllr Buckley updated the Council on the development plan for Cremer's Meadow.</p> <p>The large items have now been sold off and £300 has been raised. The group is looking at the asbestos issue around the stables and will enquire to see whether the Consultants are soil testing as well.</p> <p>More volunteers are being sought to assist the mammoth effort to clear the land and develop it for access by the public. Once cleared, grants can be applied for and the issue of parking will be addressed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>2015-0070</b> | <p><b>Brundall Countryside Park - Allotments Update</b></p> <p>Cllr Nurden was represented by Cllr Warne who referred the Council to the Allotment minutes for an update</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>2015-0071</b> | <p><b>Planning</b></p> <p><b>1) Application No 20150813</b><br/> Deadline: 24<sup>th</sup> June 2015<br/> Description: Proposed Two Storey Side and Rear Extension to Existing Detached House<br/> Location: Bonair 16 Blofield Rd, Brundall<br/> Applicant: Mr T Simmons</p> <p><b>It was resolved</b> by a unanimous decision to <b>Support</b> application 20150813</p> <p><b>2) Application No: 20150789</b><br/> Deadline: 24<sup>th</sup> June 2015<br/> Description: Alterations and Extensions to the Front and Rear/Revised Parking Area<br/> Location: Honeycomb Dental Surgery, 114 The Street, Brundall<br/> Applicant: Honeycomb Dental Centre</p> <p>Cllr Warne left the room as he disclosed an interest in the application.<br/> Cllr Walters proposed that the Council objects to the application as inadequate parking was in place. No-one came forward to second the proposal.</p> <p>Cllr Wilkins proposed that the Council Has No Objection to the application but to add they do have concerns about the amount of parking proposed</p> <p><b>It was resolved</b> by a unanimous decision to <b>Have No Objection</b> to application 20150789<br/> But to point out the Broadland District Council guidance of 2007 for car park spaces which states a car park area of this size should have 15 spaces.</p> <p><b>3) Application No 20150845</b><br/> Deadline: 8<sup>th</sup> July 2015<br/> Description: Application for Variation of Condition 1 of Planning Permission 20141816 – Reserved Matters Application for Erection of 44 Residential properties Pursuant to Conditions 1,2 &amp; 3 of Outline Approval 20120167<br/> Location: Vauxhall Mallards and Land Rear of Hillside Strumpshaw Road, Brundall<br/> Applicant: Kier Living</p> <p><b>It was resolved</b> by a unanimous decision to <b>Support</b> application 20150845</p> <p><b>Decisions</b> – Application for 16 Postwick Lane, 20150734 was supported by our delegated working group led by the Chief Planning Adviser, Cllr Walters.</p> |  |

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| 2015-0072 | <p><b>Tree Works on Church Lane</b><br/>The Council agreed that works were necessary as detailed by Cllr Warns to enable more light into the lane and to cut out any dead or awkwardly growing limbs and hedging on the embankments.<br/>The Clerk said there is adequate finance in the reserves (£6000) and precept budget £500 or the newly set up tree fund for problem areas for which there are no areas of responsibility.</p> <p><b>It was resolved</b> by a unanimous decision to take £300 from the Church Fen precept and £300 from the general tree budget to pay the works costing £600.00 and to engage Mike Blackburn.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 2015-0073 | <p><b>Road Naming plots off Strumpshaw Road</b><br/>Consideration was given to the naming of the old Vauxhall Mallards roads once built.<br/><b>It was resolved</b> by a unanimous decision to forward the name “The Mallards” for the new main road through the site.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 2015-0074 | <p><b>A new toilet facility in Brundall</b></p> <p>Brundall Home Hardware staff made the Council aware that customers very often come in asking to use their toilet facility. It was discussed if the Council were in a position to consider a new centrally placed toilet block.<br/>It was agreed by all to allow the Neighbourhood Plan process follow this up within the policy for improving the Street environment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 2015-2015 | <p><b>Finance – Loss of the contractor for the Cleaning and Inspection contract</b><br/>The Clerk left the room whilst the discussion took place and did not return until voting was over.<br/>The pro rata period from July to March was quoted at ££3510.<br/><b>It was resolved</b> by a unanimous decision for the Council to engage Steven Bobbin to carry out the contract until the year end to March 31<sup>st</sup> 2016</p> <p><b>Finance – Virement of General reserves of £14822.19</b><br/><b>It was resolved</b> by a unanimous decision to vire the general reserves as follows:<br/>£4722.19 lampost funds<br/>£10,000.00 Land Management fund (to replace the Church Fen category and incorporate all areas owned/leased by the Council.<br/>£100 general reserve remaining.</p> <p><b>Finance – Annual Return</b><br/><b>It was resolved</b> by a unanimous decision to approve the Annual Return to be forwarded to Mazars the Externally appointed Auditors.</p> <p><b>Finance – Payments Schedule</b><br/><b>It was resolved</b> by a unanimous decision to approve the Payments Schedule of July 2015.</p> <p><b>Finance Donation request</b> from yare Valley Churches for upkeep of the Braydeston</p> |  |

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|                                                 | <p>and Brundall Cemeteries</p> <p><b>It was resolved</b> by a unanimous decision to approve the donation of £200 for Brundall churchyard and £100 for Braydeston churchyard.</p> <p><b>Finance- Ride On Mower (ratification to purchase £495)</b></p> <p><b>It was resolved</b> by a unanimous decision to ratify a decision by the Clerk and the Chairman to purchase a second hand ride on mower to be used around land in Brundall owned or leased by the Council.</p> |  |
| <b>2015-0075</b>                                | <p><b>Clerk's Correspondence</b></p> <p>The Clerk read out the Correspondence.</p>                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>2015-0076</b>                                | <p><b>Items for the next Agenda 27<sup>th</sup> July 2015 (Main meeting date).</b></p> <p>Response to our letter to Cllr Woollestone</p> <p>Cremer's Meadow – asbestos check</p> <p>Summary of Annual procedures and estimated costs</p> <p>Countryside Park – Entrance gate suggestions</p>                                                                                                                                                                              |  |
| <b>2015-0077</b>                                | <p><b>Date, time and venue of next Parish Council Meetings</b></p> <p><b>27<sup>th</sup> July 2015 - 7pm Memorial Hall.</b></p>                                                                                                                                                                                                                                                                                                                                           |  |
| <p>Signed as a true record ..... Date .....</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

## Brundall Parish Council Payments for June 2015

|                                |           |
|--------------------------------|-----------|
| Parish clerk costs             | 2,641.95  |
| Grass cutting monthly contract | £397.50   |
| Cemetery                       | £598.35   |
| Countryside park               |           |
| Cremers Meadow                 |           |
| S106 reserves                  | £9,384.24 |
| Street Lighting                | £1,669.80 |
| Annual Fees                    | £5.00     |
| Training                       |           |
| Repairs and Renewals           | £50.00    |
| Office equipment               | £127.11   |
| Insurance                      | £77.03    |
| Projects speed sign            | £0.00     |
| Neighbourhood Plan             |           |

**Total expenditure                    £14,950.98**

### RECEIPTS FOR June15

|                  |           |
|------------------|-----------|
| Speed sign grant | £1,649.50 |
| allotment rental | 12.5      |
| Cemetery income  | 100       |

**Total                                        £1,762.00**