



Minutes of the Annual Meeting of Brundall Parish Council Held on 23rd May 2016 at 19:00 at the Memorial Hall, Links Avenue, Brundall

Present :		
Chairman, Cllr John Warne Vice-Chairman, Cllr John Philp Cllr G Nurden, Cllr J Mickelburgh, Cllr F Thorpe, Cllr K Wilkins, Cllr JJ Warns, Cllr G Buckley, Cllr I S Walters, Cllr P Taylor Parish Clerk: S Smyth 4 members of the public Cllr		
	<i>Details</i>	<i>Action</i>
	Housekeeping The outgoing Chairman, advised everyone in attendance of the location of fire escapes and the procedure to be followed in the event of an evacuation. The outgoing Chairman advised members of the public of the procedure for them speaking at Meetings of the Parish Council. The outgoing Chairman advised members of the public that the Parish Council would be making a sound recording of the Meeting	
2015-0100	Election of Chairman <i>The outgoing Chairman John Warne led the proceedings.</i> Cllr Philp proposed John Warne as Chairman. Cllr Mickelburgh seconded the proposal. As no other nominations were given Cllr Warne was elected unopposed. Cllr Taylor proposed Cllr Philp for Vice Chairman. Cllr Thorpe seconded the proposal. As no other nominations were given Cllr Philp was elected unopposed.	
2016-0101	Apologies for Absence The Meeting was informed that Cllrs Rycroft and Davies had resigned.	
2016-0102	Declarations of Interest Disclosable Pecuniary Interests Cllr Philp items 20 (4). Cllr Nurden payments.	
2016-0103	Minutes of the Previous Meeting(s) It was resolved by a unanimous decision, with that the Minutes of the Meeting of the Parish Council held on 21 st April 2016 (amended) and confidential Minute item 2016-0054, be signed as a true record.	

<p>2016-0104</p>	<p>Actions from the Minutes (Minute No 2016-0059)</p> <p>The Clerk has reported that the General Power of Competence Paper was given a fail. She is considering an appeal, as an older set of questions were given and, as such, this should be what the candidates were marked on.</p> <p>2016-0063 The Queens 90th Birthday memorial bench is not ready as the appointed contractor has been unwell.</p> <p>2016-0065 The Memorial Bench donated by the Parsons family is due to be installed within the month. The SAM sign is up and running and has been in two locations so far.</p>																																																																																							
<p>2016-0105</p>	<p>Existing Committees. No comments made.</p> <p>Committees and Sub Committees</p> <p>There were no applications for new committees.</p>																																																																																							
<p>2016-0106</p>	<p>Committee List 2016-17</p> <table border="0"> <tr> <td>Chairman of the Council</td> <td>Chairman John Warne</td> </tr> <tr> <td>Vice-Chairman of the Council</td> <td>Cllr John Philp</td> </tr> <tr> <td>Church Fen Management Committee</td> <td>Cllr Joe Warns</td> </tr> <tr> <td></td> <td>Julie Mickelburgh</td> </tr> <tr> <td></td> <td>Leslie Mogford –</td> </tr> <tr> <td></td> <td>Judith Robertson</td> </tr> <tr> <td></td> <td>Tim Strudwick (Parish Tree Warden)</td> </tr> <tr> <td></td> <td>Edgar Hoddy - Broads Authority</td> </tr> <tr> <td></td> <td>Jason Kidman</td> </tr> <tr> <td></td> <td>Tim Strudwick</td> </tr> <tr> <td>Parish Tree Warden</td> <td>Cllr John Warne</td> </tr> <tr> <td>Brundall Memorial Hall</td> <td>Stephen Rix</td> </tr> <tr> <td>Community Speed Watch Co-ordinator</td> <td>Clerk to the Council</td> </tr> <tr> <td>Brundall Youth Liaison</td> <td>Clerk to the Council</td> </tr> <tr> <td>Community Police Liaison</td> <td>Clerk to the Council</td> </tr> <tr> <td>NALC</td> <td></td> </tr> <tr> <td>Planning Advisory Group</td> <td></td> </tr> <tr> <td>Chief Planning Adviser</td> <td>Cllr Ian Walters</td> </tr> <tr> <td></td> <td>Cllr Joe Warns</td> </tr> <tr> <td></td> <td>Cllr Julie Mickelburgh</td> </tr> <tr> <td>Advisory Committee</td> <td>Cllr Grant Nurden,</td> </tr> <tr> <td></td> <td>Cllr Julie Mickelburgh</td> </tr> <tr> <td></td> <td>Cllr John Warne</td> </tr> <tr> <td></td> <td>Cllr Joe Warns</td> </tr> <tr> <td></td> <td>Clerk to the Council</td> </tr> <tr> <td></td> <td>Cllr John Warne</td> </tr> <tr> <td>Allotment Liaison</td> <td>Cllr Gill Buckley</td> </tr> <tr> <td>Friends of Cremer's Meadow</td> <td>Cllr John Philp</td> </tr> <tr> <td></td> <td>Greg Chandler</td> </tr> <tr> <td>Friends of Countryside Park</td> <td>Cllr Paul Taylor</td> </tr> <tr> <td></td> <td>Cllr Paul Taylor</td> </tr> <tr> <td>parkrun Liaison</td> <td>Cllr Kevin Wilkins</td> </tr> <tr> <td>CDROB</td> <td>Cllr Ian Walters</td> </tr> <tr> <td></td> <td>Cllr John Warne</td> </tr> <tr> <td></td> <td>Cllr Julie Mickelburgh</td> </tr> <tr> <td></td> <td>Cllr Gill Buckley</td> </tr> <tr> <td></td> <td>Cllr Joe Warns</td> </tr> <tr> <td></td> <td>Rev Peter Leech</td> </tr> <tr> <td></td> <td>Derek Elms</td> </tr> <tr> <td></td> <td>Kirsty Sims</td> </tr> <tr> <td></td> <td>Chris Harrison</td> </tr> <tr> <td></td> <td>Grant Nurden</td> </tr> <tr> <td></td> <td>Pam Welsh</td> </tr> </table> <p>It was resolved by a unanimous decision to elect en bloc all named as listed below as representatives of this Council.</p>	Chairman of the Council	Chairman John Warne	Vice-Chairman of the Council	Cllr John Philp	Church Fen Management Committee	Cllr Joe Warns		Julie Mickelburgh		Leslie Mogford –		Judith Robertson		Tim Strudwick (Parish Tree Warden)		Edgar Hoddy - Broads Authority		Jason Kidman		Tim Strudwick	Parish Tree Warden	Cllr John Warne	Brundall Memorial Hall	Stephen Rix	Community Speed Watch Co-ordinator	Clerk to the Council	Brundall Youth Liaison	Clerk to the Council	Community Police Liaison	Clerk to the Council	NALC		Planning Advisory Group		Chief Planning Adviser	Cllr Ian Walters		Cllr Joe Warns		Cllr Julie Mickelburgh	Advisory Committee	Cllr Grant Nurden,		Cllr Julie Mickelburgh		Cllr John Warne		Cllr Joe Warns		Clerk to the Council		Cllr John Warne	Allotment Liaison	Cllr Gill Buckley	Friends of Cremer's Meadow	Cllr John Philp		Greg Chandler	Friends of Countryside Park	Cllr Paul Taylor		Cllr Paul Taylor	parkrun Liaison	Cllr Kevin Wilkins	CDROB	Cllr Ian Walters		Cllr John Warne		Cllr Julie Mickelburgh		Cllr Gill Buckley		Cllr Joe Warns		Rev Peter Leech		Derek Elms		Kirsty Sims		Chris Harrison		Grant Nurden		Pam Welsh	
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	<p>Appointment of Members to outside Bodies The Chairman had signed a form to appoint Cllr John Warne to be the representative of the Council on the Memorial Hall Trustee Committee.</p>	
2016-0107	<p>Standing Orders It was resolved by a majority decision with 1 abstention to approve the amended Standing Orders as presented.</p>	
2016-0108	<p>Financial Regulations No changes proposed</p>	
2016-0109	<p>Asset Register It was resolved by a unanimous decision to approve the Asset Register as presented.</p>	
2016-0110	<p>Risk Assessment Report It was resolved by a majority decision with 2 abstentions to approve the Risk Assessment Report for 2015.</p>	
2016-0111	<p>The Council and Clerk's Membership of other Bodies The Clerk asked the council to note that although our Membership of NALC has been renewed it has become increasingly more difficult to get through to the Norwich landline number. The Clerk will monitor the frequency with a view to decided next year whether to renew. None proposed.</p>	
2016-0112	<p>Public Participation (4 Members of the Public present) It was resolved by a majority decision with 1 abstention to adjourn the Meeting for Public Participation. Greg Chandler spoke of the Countryside Park and how the plant growth is thriving and how it is a fantastic public asset. The parkrun is also well attended with 143 runners at the last meeting. The year has gone quickly and Greg thanked all the volunteers on the Friends group for their contributions.</p>	
2016-0113	<p>Chairman's report The work of Parish Councillors continues to require a great deal of time and effort serving on the various sub committees and I am very grateful for their willing and cheerful commitment to the Office of Parish Councillor. As I have said before, the work load is becoming more demanding especially with the requirement to negotiate and liaise with third party organisations and developers. Parish Councillors are having to balance their private and professional life commitments, sometimes with immense pressures being put upon them but not we trust with detriment to themselves. These are challenging times to be in public office and do not I trust, lay ourselves open to the Old Confusion double edged curse; " may you live in interesting times" As a Council we gain strength and support collectively by our unity of purpose and resolve to see our projects through to fruition. Sadly, we have received a resignation from Councillor Martin Davies our former chairman and recipient of the good citizen award. During his time on the Council, Martin worked extremely hard for the welfare of the Parish and we wish him well in all his future endeavours. As Chairman, I had the pleasure of representing the Council at the Brundall and Maurecourt Twinning Association social gathering on the evening of Sunday 15th last at the Memorial Hall. Not only were my wife and myself able to meet many of our neighbours from across the Channel but also to forge a link between the Chairman of the Parish Council and the Mayor of Maurecourt. The twinning Association has been</p>	

	<p>in being for over 30 years and is very successful in enhancing understanding and friendship between our respective peoples. It occurred to me that as an organisation, they are not represented at Brundall's annual Parish meeting. This is an oversight that should be resolved and to that end I am requesting the Clerk to ensure they are invited as a sovereign body to next year's meeting. The culmination of that evening was having the honour of witnessing the presentation of the Legion d' Honneur by the Mayor of Maurecourt to one of our local residents, Mrs Yvonne Lees of Brandon Court. A charming lady of some 94 summers who served with distinction in the Queen Alexandria Nursing service in France during the Second World War. It was humbling to see the presentation of such a prodigious award for this remarkable lady and made one proud to share our village with such a person.</p> <p>On a personal note, the Clerk has arranged for me to attend a Chairmanship development course organised by Broadland District Council on 9th June. This is designed to give those holding the Office a better understanding of the role and skill development. Time will tell if you as Councillors have made a good investment.</p>	
2016-0114	<p>CDROB</p> <p>Cllr Wilkins Chairman of the CDROB recreation committee spoke of the interest in the Land East of the Memorial Hall by a developer. The recreation committee were in the process of engaging an architect who has advised of the need for the Council to appoint a project management company to work for it to draw together the design, layout and operation of the facilities.</p> <p>Cllr Wilkins proposed a resolution to engage a project management company to co-ordinate the between the Council, the CDROB committee and relevant organisations with the purposes of producing a project plan for recreation provision on the land east of the Memorial Hall. Seconded by Cllr Philp. Approved unanimously.</p> <p>Cllr Nurden proposed a resolution as to a delegated authority given to 3 Councillors, Cllrs Wilkins, Warne and Warns to make key decisions between meetings, starting with the appointment of a project management company. Seconded by Cllr Thorpe and approved unanimously.</p>	Project Management Group
2016-0115	<p>Station Road traffic and parking issues</p> <p>It was resolved by a unanimous decision for the Clerk to monitor parking and traffic flows up to September 2016 with a view to obtaining data to provide to Highways ahead of an application for parking restrictions up from no 8 Station Road towards the village.</p>	Clerk
2016-0116	<p>Planning</p> <p>Greater Norwich Local Plan Call for Sites (rolling forward the Greater Norwich Local Plan to 2036). Cllr Walters advised this is a major report and the consultation period between 16 May and 8 July give us time to comment where applicable.</p> <p>Broadland District Council's revised Statement of Community Involvement The SCI sets out and reviews the way in which Broadland DC want community involvement regarding issues in the NPPF and the Localism Act 2011 which set out procedures for plan-making, proposals and applications. Although a laudable document Cllr Walters simply made the Council aware of its uses.</p> <p>Applications: Application BA/2016/0188/HOUSEH 67 Riverside Estate, Brundall (Retrospective Application for reinstatement of 22 sqm decking on NW side of chalet. Supported unanimously.</p> <p>Application 20160829 18 Nurseries Avenue, Single Storey Rear Extension, Two Storey side extension and flat to Pitched Roof dormer. Supported by a majority and 1 abstention.</p> <p>Application BA/2016/0116/HOUSEH 30 Riverside Estate, Brundall, Extension of decking approx 6-8 ft. Decision to Support ratified by a unanimous decision.</p>	

2016-0117	Draft Annual Parish Report Deferred.											
2016-0118	Finance – Financial Risk Assessment Report It was resolved by a unanimous decision to approve the Financial Risk Assessment Report for 2016											
2016-0119	<p>Finance – Accounts presentation and Virement of unspent fund</p> <p>The Clerk handed out hard copies of the draft accounts. There were no queries and the contents were accepted prior to the Annual Return being presented to the Council at the June Meeting. It was resolved by a unanimous decision to approve the accounts as presented.</p> <p>It was resolved by a unanimous decision to approve the proposed virement of the general reserves as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">2000.00</td> <td>Cremers Meadow</td> </tr> <tr> <td style="text-align: right;">10000.00</td> <td>Lampost</td> </tr> <tr> <td style="text-align: right;">4000.00</td> <td>Land management</td> </tr> <tr> <td style="text-align: right;">6147.71</td> <td>General fund</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">22147.71</td> <td>Total</td> </tr> </table>	2000.00	Cremers Meadow	10000.00	Lampost	4000.00	Land management	6147.71	General fund	22147.71	Total	
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2016-0120	Finance – Annual Return The Annual Return is being presented for approval to the Council at the June Meeting.											
2016-0121	Finance – Bank signatories It was resolved by a unanimous decision to add Cllr Wilkins to the bank signatories list due to the resignation of Martin Davies.	Parish Clerk										
2016-0122	Finance – Payments Schedule May 2016 It was resolved by a unanimous decision to approve the payments schedule showing a balance of £6293.36 and for the Chairman and one other Councillor to sign it.											
2016-0123	Clerk’s Correspondence Presented: Letter re CIL collection of funds £596.38 Norfolk Minerals Site Specific Allocations DPD - Single Issue Silica Sand Review- Pre-Submission representations period Site Allocations Adoption Notice Copy Letter from Mrs Gibbs to BMH Trustees											
2016-0124	Items for the next Agenda 27th June 2016 (Main meeting date) Finance – Annual Return Annual Parish Report Cremer’s Meadow – Vision Brundall and Acle Lions grant application Brundall Medical Centre traffic.											
2016-0125	Date, time and venue of next Parish Council Meeting 27th June 2016 - 7pm Memorial Hall Lounge											

Signed as a true record Date

Brundall Parish Council

Payments for May 2016

Parish clerk costs		2,863.90
Grass cutting monthly contract		£414.02
Cemetery		£178.67
Countryside park		14.95
Cremers Meadow	£	735.87
S106 reserves		£800.00
Street Lighting		£737.78
Fees		£60.00
Training		£70.00
Office expense		£12.00
Youth Fund		£12.50
Handyman (Cleaning-Inspections)	£	393.67
Church Fen Reserves		

Total expenditure £6,293.36

RECEIPTS FOR May 2016

Cemetery		<u>£1,125.00</u>
Total Income May 16		£1125.00