



## Minutes of a Meeting of Brundall Parish Council Held on Monday 22<sup>nd</sup> August 2016 at 19:00 at the Memorial Hall, Links Avenue, Brundall

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| <p>Present :</p> <p><b>Chairman:</b> Cllr John Warne</p> <p><b>Vice-Chairman:</b> Cllr John Philp</p> <p style="padding-left: 40px;">Cllr G Nurden, Cllr J Mickelburgh, Cllr F Thorpe, Cllr K Wilkins,<br/>Cllr JJ Warns, Cllr G Buckley, Cllr I S Walters, Cllr P Taylor, Cllr R Price (Minute item 2016-0148)</p> <p>Parish Clerk: S Smyth</p> <p>5 members of the public</p> |   |               |
|   | <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> |               |
| 2016-0164   | <p><b>Apologies for Absence</b></p> <p>Cllr JJ Warns</p> <p>Cllr Andrew Proctor (District and County Councillor)</p> <p><b>It was resolved</b> by a unanimous decision to accept the apology given by Cllr Warns</p>  |               |
| 2016-0165   | <p><b>Declarations of Interest</b></p> <p><b>Disclosable or Non Disclosable Pecuniary Interests</b></p> <p>None</p>   |               |
| 2016-0166   | <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 25<sup>th</sup> July 2016 and 1 August 2016 (unanimous decision) be signed as a true record. Confidential Minute item held until closed session for approval.</p>  |               |
| 2016-0167   | <p><b>Actions from the Minutes</b></p> <ul style="list-style-type: none"> <li>• Station Road car parking – no action taken</li> <li>• Youth shelter update – further reports given of anti social behaviour</li> <li>• Facebook Page for the Council – no action taken</li> </ul>   |               |

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| 2016-0168 | <p><b>Public Participation</b> (5 Members of the Public present)</p> <p><b>It was resolved</b> by a unanimous decision to adjourn the Meeting for Public Participation.</p> <p>Greg Chandler of the Friends of the Countryside Park spoke of the unkempt look of the Park woodland relating to the domination of the thistles. He reported on a recent Friends Meeting that was attended by James Robinson who is the regional head of the RSPB and who has given us some good direction for the future. The paths to be cut through the woodland have been planned to be marked and Garden Guardian will mow through to create more winding paths. Greg has referred to the Landscape Partnerships Management Plan and used it to create a working document (Maintenance Schedule) for the Park and Low Farm Wood.</p> <p>The Meeting was reconvened.</p>  |                           |
| 2016-0169 | <p><b>Chairman's report</b></p> <p>There continues to be some antisocial behaviour from some of those using the youth shelter on the Memorial Hall recreation field. Graffiti of an obscene nature has been observed in the shelter, considerable fast food detritus and discarded drink containers. There has been some evidence of attempted arson and regular illicit substance use. In the past the Clerk has put warning notices on the shelter but in a display of that can only be described as arrogance by persons unknown, these have been torn down and have been discovered screwed up in the boundary hedging between the Memorial Hall field and agricultural land to the east. Consequently, a further notice has been posted which states the shelter would be closed if it is not respected and used appropriately. It is too early to say if this has had the desired effect. However, the Chairman has been informed by parishioners that the substance misuse appears to have now migrated to the woodland at the bottom of the recreation meadow. I have asked the Clerk to advise our liaison PCSO of this.</p> <p>I now turn to an incident on 26<sup>th</sup> July of which you are aware involving a young person and the zip wire in the children's playground whereby the cable broke and the young person needed to be taken to A&amp;E. I cannot comment further on the incident as it is under investigation by the Health and Safety Executive, the equipment manufacturer and in the hands of the Parish Council Insurance Company legal department. The Clerk was however, requested by myself to contact the young person and parent and pass on the whole Councils best wishes for a speedy recovery from any injury and the hope there is no lasting trauma resulting.</p> <p>The Queens 90<sup>th</sup> birthday commemoration bench. The Council has not been able to continue its purchase of the bench from the proposed manufacturer. It is now looking to commission a like article from another source. However, it still wishes to have the said bench in situ before the end of 2016.</p> <p>On 11<sup>th</sup> August Councillors met with the Trustees of the Memorial Hall to be briefed on their proposed plans for an Annexe to the Hall. Councillors, in their turn, were able to advise Trustees of the Councils desire to expand and enhance the recreation facilities available in the village. It was emphasised that the Council would welcome a collaborative venture if such were possible to meet the aspirations of both parties. It was agreed to set up a liaison group of Councillors and Trustees to ensure good communication channels between the respective parties.</p> | Parish Clerk              |
| 2016-0170 | <p><b>CDROB</b></p> <p>Cllr Wilkins reported that the Memorial Hall planned a presentation on 17<sup>th</sup> September to show their plans for an Annexe.</p> <p>He also reported that our Associate Companies had issued an <b>options appraisal</b> to which the CDROB made comments and have submitted these for the Associates to amend and resubmit. A new Meeting is planned for early September to look at the amended plans. A MUGA, sports pitches and pavillion structure featuring adequate parking is still on the table. The Chairman thanked Cllr Wilkins for his leadership.</p>  | Cllr Wilkins/Parish Clerk |

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| 2016-0171 | <p><b>Land Management and parks maintenance</b></p> <p>The Clerk is still drawing together information from all groups and individuals as well as our Friends groups and contractors, the BAA and Landscape Partnership.</p> <p>She explained that this is a medium term project and that it will take some months to bring to fruition. Greg Chandler was thanked for his efforts in drawing up the Maintenance Schedule. Cllr Buckley has also arranged a management plan from the Norfolk Wildlife Trust.</p>  | Parish Clerk                          |
| 2016-0172 | <p><b>Cremer's Meadow</b></p> <p>The opening is to take place on 17<sup>th</sup> September at 3pm with Shirley Cremer to formally open the Meadow. The Meadow will also be featured in the Council's overall Land Management Plan with the idea being that the Council will arrange regular scheduled works so as to alleviate the burden on volunteers.</p>  | Cllr Buckley                          |
| 2016-0173 | <p><b>Play Areas</b></p> <p><b>Zipwire malfunction</b></p> <p>The Clerk detailed what procedures had been carried out following the malfunction of the Zipwire and subsequent preliminary investigation by the health and safety executive. The Chairman again conveyed the Council's good wishes toward the child and his family and hoped that there would be no long lasting effect upon his health.</p>   |                                       |
| 2016-0174 | <p><b>Allotments/parkrun</b></p> <p>The procedures of closing the Park to vehicular access into the Allotments during parkrun operations was discussed. Cllr Buckley had asked for a review of the current procedures. In the light that only 4 requests had been made to cross over into the allotments in 2 years it was not necessary to change the procedures.</p> <p><b>It was resolved by a unanimous decision</b> for a sign to be erected giving clear information about the times and procedures regarding closure to vehicles during parkrun mornings.</p> <p>Pedestrian access is still possible at all times.</p> | Parish Clerk/Cllr Buckley/Cllr Taylor |
| 2016-0175 | <p><b>Community at Heart nominations</b></p> <p><b>It was resolved by a unanimous decision</b> to forward a nomination for the Friends of Cremer's Meadow and Greg Chandler of the Friend of the Countryside Park to be nominated for a Community at Heart Award.</p>   | Parish Clerk                          |
| 2016-0176 | <p><b>Centenary Fields in Trust</b></p> <p>It was decided that no land in Brundall is applicable according to the criteria set out in this initiative.</p>  |                                       |
| 2016-0177 | <p><b>Planning</b></p> <p><b>Quantum Land – Planning Application impending submission</b></p> <p>The Council has been told that their planning application is to be submitted in late September or early October. The Clerk had been asked to put them in touch with any sporting connections in Brundall.</p> <p><b>Household/small business Applications:</b><br/> <b>20161020 (ratification) – 54 Springdale – Detached shed to front of dwelling. Supported.</b></p>  |                                       |
| 2016-0178 | <p><b>Draft Annual Parish Report</b></p> <p><b>It was resolved by a unanimous decision</b> to approve the report which will be published on the website or be available at the Parish Council office for viewing.</p>   | Parish Clerk                          |

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| 2016-0179                                       | <p><b>Finance</b></p> <p><b>Cleaning and inspection contract</b><br/>The Clerk reported that she had not received any application from Companies to quote and so discussions took place about advertising the Tender process in the local newspaper. Cllr Nurden proposed the Council seeks to employ persons to do the litter picking and cleaning. The motion failed.<br/>Cllr Price proposed to advertise formally in the EDP.<br/><b>It was resolved</b> by a majority decision and 2 abstentions to advertise the Tender in the EDP.</p> <p><b>Bills for payment</b> totalling £7527.23 pre vat for August 2016 (please refer to the schedule of cheques for approval/signature below). <b>Approved</b> for signature by the Chairman unanimously.</p> | Parish Clerk |
| 2016-0180                                       | <p><b>Clerk's Correspondence:</b><br/>None</p>  |              |
| 2016-0181                                       | <p><b>Items for the next Agenda 26<sup>th</sup> September 2016 (Main meeting date)</b></p> <p>Tender for Cleaning<br/>CDROB 16 September Meeting outcome<br/>Cremer's opening feedback<br/>Local Authority Cluster meeting information<br/>Nominate 3 Councillors to be our liaison with the Trustees of the Memorial Hall</p>  |              |
| 2016-0182                                       | <p><b>Date, time and venue of next Parish Council Meeting</b><br/><b>26<sup>th</sup> September 2016 - 7pm Memorial Hall Lounge</b></p>  |              |
|   | <p>The Meeting was closed to the Press and Public to deal with an employment item relating to the Clerks appraisal. (Public Bodies Admissions Act 1960).</p>  |              |
| <p>Signed as a true record ..... Date .....</p> |   |              |

**Brundall Parish Council****Payments for Aug 2016**

|                                 |                  |
|---------------------------------|------------------|
| Parish clerk costs              | 2,859.98         |
| Grass cutting monthly contract  | £414.02          |
| Countryside park                | 5.81             |
| Cremers Meadow                  | 1,975.40         |
| S106 reserves                   | £47.99           |
| Street Lighting                 | £657.66          |
| Repairs and Renewals            | £300.00          |
| Office equipment                | £340.00          |
| Office expense                  | £12.00           |
| tree fund                       | £65.00           |
| rent&rates                      | £390.00          |
| Handyman (Cleaning-Inspections) | £393.67          |
| Commercial card                 | £65.70           |
| <b>Total expenditure</b>        | <b>£7,527.23</b> |

**RECEIPTS FOR August 2016**

|                             |                |
|-----------------------------|----------------|
| street Lighting             | £282.50        |
| Cemetery                    | £250.00        |
| <b>Total Income June 16</b> | <b>£532.50</b> |