



Minutes of a Meeting of Brundall Parish Council Held on Monday 24 July 2017 at 19:00 at the St Laurence Centre, Brundall

<p>Present :</p> <p>Chairman: Cllr Kevin Wilkins (Vice Chairman)</p> <p style="padding-left: 40px;">Cllr F Thorpe, Cllr I S Walters, Cllr P Taylor, Cllr G Buckley, Cllr M Russell, Cllr G Abbott, Cllr R Price</p> <p>Parish Clerk: S Smyth</p> <p>Cllr A Proctor (District and County Councillor – Brundall Ward) apologized.</p>		
	<i>Details</i>	<i>Action</i>
	<p>Housekeeping</p> <p>The Vice-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 Vice-Chairman advised members of the public of the procedure for them speaking at Meetings of the Parish Council.</p> <p>The Vice-Chairman advised members of the public that the Parish Council would be making a sound recording of the Meeting</p>	
2017-0107	<p>Apologies for Absence</p> <p>Cllr G Nurden, (Councillor business elsewhere), Cllr J Mickelburgh, (out of County), Cllr J S Warne (Chairman), (unwell), Cllr Warns (unwell)</p>	
2017-0108	<p>Declarations of Interest</p> <p>Disclosable (DPI) or Non Disclosable Pecuniary Interests (NDPI)</p> <p>Cllr Buckley – item 11</p> <p>Cllr Price – payments schedule</p>	
2017-0109	<p>Minutes of the Previous Meeting(s)</p> <p>It was resolved by a majority decision with 3 abstentions that the Minutes of the Parish Council held on 26th June 2017 be approved.</p>	
2017-0110	<p>Actions from the Minutes (Not on the Agenda)</p> <p>2017-0103- The Clerk reported she has submitted the approved Annual Return. The Allotments plot holders have been informed of the rise in rentals of £5 via BAA email.</p>	
2017-0111	<p>Public Participation</p> <p>Derek Elms enquired about the conciliatory meeting which was to be arranged by the Rector between the Chairman of the Hall and the Council. The Clerk reported that as there were no parties present to report first hand and so she can only convey what information was given to her. No definitive replies were given to questions relating to the resetting of an election process. The Council Chairman did state that the Council would still be prepared for the Hall Trustees to further collaborate and contribute to its project plans to secure facilities suitable for both parties. If need be it would consider starting from scratch. The Council came from the meeting with a view that it cannot interfere in their processes as it has no jurisdiction over them, only the Charity Commission has that right. The Chairman of the Hall had reiterated that it is a private Trust and as such its business stays private.</p> <p>Marianne Gibbs enquired why no answers were forthcoming. As the Clerk was not present she could not elaborate. Mrs Gibbs stated that the Hall cannot and must not act for the village at</p>	

	<p>present and make new decisions as it is an outgoing committee. The Vice Chairman, Kevin Wilkins stated that it is important to try to get this matter resolved. He reminded the public that the Council had a Councillor representative put forward to be on the Trustee committee but that Cllr Warns had been rejected. He would like the Council to put this back on the agenda to look at nominating an alternative Councillor to go onto the Trustee Committee. Marianne Gibbs said that under the old rules to refuse a nomination from the Council was not allowed. Even though the rules were amended in 2012, it is a serious matter to refuse a Trustee. The Clerk read out the reply sent by the Trustees as to Cllr Warns rejection dated 2nd May 17. Derek Elms stated that the public have a right to call a new EGM if they are dissatisfied with the way the Hall is being run.</p> <p>A resident asked if the Council could display their latest recreation plans or hold a consultation. It would also be good if the Trustees did the same.</p> <p>A resident pointed out that in the Brooms application there was reference in the Travel Plan to more walking to school and linking footpaths and cycleways. However, when nearing the school the roads are really quite busy and parking habits make it dangerous.</p>	
2017-0112	<p>Chairman's Report</p> <p>There was no Chairman's Report given.</p>	
2017-0113	<p>CDROB reports</p> <p>Compulsory Purchase Order (CPO) for the land at Berryfields</p> <p>The Vice-Chairman reported that Broadland DC's Full Council had approved the CPO but with conditions. The recommendation was to approve the CPO in the event that negotiations to enable the satisfactory provision of recreational facilities on land South of Yarmouth Road, Brundall are unable to reach an acceptable agreement and/or breakdown and to delegate authority to the Head of Planning to carry out the steps identified including entering into a suitable agreement with the Parish Council that all costs to Broadland District Council are reimbursed.</p> <p>The Vice Chairman stated that the timescales are unknown but will continue to negotiate up until it is generally deemed all talks have failed. The Clerk had visited a facility in Lowestoft which had a similar football and sports set up to what could be achieved on the site at Berryfields. Cllr Abbott enquired as to how the Council will handle such a negotiating process. This could be, in part, answered in the item re Broom Boats planning application.</p> <p>Update on the project on the land east of Brundall Memorial Hall</p> <p>The Clerk reported that there have been no further meetings with BDC or QL.</p>	Sub Group CDROB
2017-0114	<p>Planning</p> <ul style="list-style-type: none"> • 20161483 192 houses on land at Berryfields The Clerk reported that she was informed that the application may not be heard at the August Planning Committee but may even go to the September Planning committee Agenda. The planning officer is still awaiting more information from Highways and also there is still a holding objection from Highway England. There may also be a revised application coming through regarding recreational provision. • 20171027 New Dwelling 17 Braydeston Avenue – No objections (unanimous) but with concerns over highway access to the proposed new dwelling given previous issues. • 20171020 – Front Extension to Bungalow – 10 Brigham Close – Supported unanimously. 	
2017-0115	<p>Staithe's Lane</p> <p>The Chief Planning Officer, Cllr Walters reported that following site visits which had been carried out but he would be returning to Council with proposals following an ongoing action plan as yet incomplete.</p>	Ad hoc group
2017-0116	<p>Report from Land Management Committee Chairman (Cllr Bob Price)</p> <p>Co-option of new member of the Committee</p>	

	<p>Cllr Gill Buckley resigned from the committee leaving a vacancy. Following discussions I spoke to Cllr Frank Thorpe who had been helping The Friends of Cremer's Meadow team with the problems they were having with the Weir and he has declared an interest in coming on to the committee. Unless there is any else interested preferably with no conflict with the partners we deal with could I suggest Cllr Thorpe be nominated to fill that vacancy.</p> <p>Resolution to vote Cllr Thorpe onto the Committee carried unanimously.</p> <p>Bus Seats</p> <p>Following the suggestions and approval from the last meeting both the Clerk and I have investigated the possibility that we could get match funding to provide seats to the Bus Shelter opposite the Chinese Take Away in the Street and possibly in the Cucumber Lane shelter also. We have got competitive costings but it could well be we do not meet the laid down criteria for this form of Finance available via Councillor Proctor in his Norfolk CC Councillor capacity. We do know however that if a seat is to be funded by the Parish Council it will cost £429 per seat subject to that model being chosen. We look to the Council to give guidance to proceed with this expenditure for one or 2 seats. It may be possible to get the seats sponsored and again Councils comments are requested.</p> <p>What should be noted is that there is a fund available from Norfolk County Council via Cllr Proctor for a suitable qualifying project and further investigations can be undertaken to access this funding. The Clerk has the paperwork and will advise when she has had time to collate the information.</p> <p>It was resolved unanimously to opt for 2 No seats (one from the repairs and renewals budget and one from the Land Management budget) at £500 each but to also take steps to find local matched funding or sponsorship to mitigate these costings.</p> <p>The Parish Cemetery</p> <p>The project is proceeding with the Friends of Cremer's Meadow formulating a design for an attractive display at the entrance. I understand the design is almost finished and it maybe the Clerk has a last minute update.</p> <p>When the design is approved we will have to organise the labour to plant out so there will be a cost involvement unless again, we get sponsorship or volunteer help.</p> <p>Entrance to Car Park and Security at Countryside Park/Allotments</p> <p>A meeting has been held on site with interested parties and it is obvious that the entrance needs attention. The surface is adversely affected by surface water plus the traffic flow and Cllr Warn is looking into the format of a specification of work. This will be forthcoming. The Security at the main entrance is a concern especially to the local residents in the vicinity. The consequences of the unwanted occupation of the site will be costly and inconvenient. I have received correspondence from a resident and have some good suggestions as to a solution. I cannot go further than that at this stage as we have to do some investigations in the practicality of the project(s) and also refer back to the owners of the site and possibly the planners.</p> <p>The Clerk will contact NPS to inform them and seek further advice. She will also check with the planners and re-establish the opinion of the Police about site security as was done when the site was established.</p> <p>Allotment meeting and Mower</p> <p>A meeting was convened with the Allotment Association and it was very positive. The officials were most generous with their time giving us a tour of the complex and explained the problems they have overcome, showed the facilities they were putting in place for disabled members, children and social meetings. Considering the project is just over 3 years old they have done good job. The Council is asked to accept that we have a lawn mower which has now been properly serviced but is not required by the Parish. Moving forward we have highlighted that the Allotment Association can do with this and it is proposed that the item be gifted to them and in return they will provide a storage facility which complies with the Planning requirements in a secure location. To avoid doubt the lawn mower will become their possession and they will be responsible for it and its usage. Paperwork will have to be done to remove the asset from The Parish Register and transferring ownership. The Allotment Association has indicated they would be pleased to accept this gift. We also discussed the long term future and this will be the subject of future debate.</p> <p>It was resolved with a majority vote and 1 abstention to gift the mower to the BAA with the relevant paperwork on the understanding that they will own it and use it as they see fit. The Clerk shall remove the item from the Asset register.</p>	<p>Land Management Committee</p>
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	<p>Other matters</p> <p>Brundall Church Fen has had some minor works done to the Boardwalk. I authorised payment in conjunction with the Clerk for £200 to repair the offending section as it was a Health and Safety issue under delegated powers in The Council's Standing orders. In any event it was done free of charge as good will gesture by a contractor.</p> <p>Cremer's Meadow has had some problems with the water passing through the meadow and work needed to be carried out on the stream near the Weir resulting in temporary repairs being done. This has resulted in the possible expenditure of £100 which will need to be approved. There is sufficient funds for this and it may Cllr Buckley can offer further information on the costing and the possibility of further permanent work needed either this evening or in near future.</p> <p>Throughout the process I have tried to keep committee members updated and that their comments have been most helpful.</p> <p>On the subject of various grants being applied for, it was agreed that the Clerk would receive all information relating to any grant applications so that a clear overall picture could be seen and that no duplications could occur.</p>	
2017-0117	<p>Report from the Local Authority Cluster Meeting on 4th July</p> <p>The meeting took place between Brundall, Blofield, Postwick and Strumpshaw Parish Council representatives. Cllr Walters reported that the following was discussed:</p> <ul style="list-style-type: none"> • The planning application for services at the Postwick Interchange is delayed due to an objection from Anglian Water • Dualling of the A47 east of Blofield • The upcoming new site allocations consultations are due to be held in October 2017 by the GNDP. • Youth Development – the Local Authority Cluster joint youth initiative has still not progressed until the representative from the 6YC gives all dates to meet. Cllr Taylor will chase her. 	Cllr Taylor
2017-0118	<p>Finance</p> <p>Bills for payment for July 2017 – approved £5767.28 and for the Chairman and one other to sign the Schedule Approved with a majority and 2 abstentions.</p> <p>Quarterly Bank reconciliation 1st qtr 2017-18 – approved unanimously.</p> <p>Budget vs. Actual - 1st qtr 2017-18 was presented to the Council.</p> <p>Proposed virements to split the General Fund at 31/3/2017 of £23476.35: £4370 Projects £4000 Land Management £2000 Playgrounds £5000 church Fen £3000 Cemetery £2000 Allotments £ 3106.35 General fund Carried with a majority with 1 abstention.</p>	
2017-0119	<p>Clerks correspondence</p> <p>The Clerks Correspondence was presented.</p>	
2017-0120	<p>Items for the next Agenda Annual Meeting of the Parish Council – 21st August 2017 (Main meeting date)</p> <p>Review of the Memorial Hall Trustee representative to be put forward. Pedestrian Crossing at Co-op 49 – 53 The Street</p>	

2017-0121	Date, time and venue of next Parish Council Meeting 21 August 2017 - 7pm at the St Laurence Rooms Meeting closed at 9.18pm	
Signed as a true record Date		

Brundall Parish Council
Payments for July 17

Parish clerk costs	3,452.93
Grass cutting monthly contract	£526.44
Annual Fees	91.67
Street Lighting	£616.74
Handyman	£510.00
S016	£202.50
Repairs and Renewals	£15.00
Office expense	£12.00
Rent	
Total expenditure	£5,767.28

RECEIPTS FOR July 17
Mrs Cremer

Donation of bench	£364.00
Cemetery plot	£630.00

Total Income July 17	£994.00
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