



Minutes of the Annual Meeting of Brundall Parish Council Held on Wednesday 23 May 2018 at 19:00 at the St Laurence Centre, Brundall

<p>Present:</p> <p>Chairman: Cllr K Wilkins</p> <p>Cllr J Warns, Cllr J Mickelburgh, Cllr R Price, Cllr M Snowling, Cllr G Buckley, Cllr L Britt</p> <p>Parish Clerk: C Dickson</p>		
	<i>Details</i>	<i>Action</i>
	<p>Housekeeping</p> <p>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.</p> <p>The outgoing Chairman advised members of the public of the procedure for them speaking at Meetings of the Parish Council.</p> <p>The outgoing Chairman advised members of the public that the Parish Council would be making a sound recording of the Meeting</p>	
2018-0078	<p>Election of Chairman</p> <p>Cllr Warns proposed Kevin Wilkins for Chairman, Cllr Price seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Wilkins as Chairman.</p>	
2018-0079	<p>Election of Vice Chairman</p> <p>Cllr Wilkins proposed Joe Warns for Vice Chairman, Cllr Mickelburgh seconded the proposal. As no other nominations were given Cllr Warns was elected unopposed.</p>	
2018-0080	<p>Apologies for Absence</p> <p>Cllr J S Warne (unwell), Cllr G Nurden (out of County), Cllr G Abbott (out of County), Cllr F Thorpe (working), Andrew Proctor (other meetings)</p> <p>Martin Russell submitted an email of resignation to the Chairman yesterday. Cllr Wilkins recorded his thanks to Mr Russell for his contribution to the Parish Council. The Clerk will start the process to recruit his replacement.</p>	Clerk
2018-0081	<p>Declarations of Interest</p> <p>Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)</p> <p>Cllr Snowling – Planning items relating to Broadland DC</p> <p>Cllrs Buckley and Wilkins – agenda item 21, bills for payment</p>	
2018-0082	<p>Updates to Pecuniary Interests</p> <p>There were no updates to Pecuniary Interests</p>	
2018-0083	<p>Minutes of the Previous Meeting(s)</p> <p>It was resolved by a majority decision, with 1 abstention, that the Minutes of the Parish Council meeting held on 23rd April 2018 be approved.</p>	
2018-0084	<p>Actions from the Minutes (Not on the Agenda)</p> <p>2018-0067: Cllr Wilkins updated the Council on a meeting he, Cllr Warns, Cllr Britt and the Clerk had with TRI-Sports regarding the desktop review of the 3G facility they have undertaken. They will now work up some options for the development, including funding, and how it could be managed. The next meeting has been arranged for the 9th July. There are still some outstanding legal issues to do with the land. A timeframe for the project was discussed with a planning application hopefully submitted by Christmas and the facility possibly opening September 2019.</p>	

	<p>2018-0069: The Youth Shelter will be covered under Land Management and Cremer's tree work under Budget.</p> <p>2018-0070: The Clerk submitted the Parish Council's comments to Broadland.</p> <p>2018-0072: Cllr Wilkins forwarded the comments made at the last meeting to Andrew Proctor and is waiting on a response.</p>																																			
2018-0085	<p>Committees, Sub-Committees and Outside Bodies</p> <p>Cllr Warns announced he was stepping down as the Parish Council's representative on the Memorial Hall's board of trustees but Cllr Britt has offered to replace him. Cllr Warns proposed Cllr Britt be elected as the Parish Council's trustee on the Memorial Hall board, Cllr Buckley seconded and the proposal was unanimously agreed.</p> <p>Following the resignation of Martin Russell a new member of the Land Management Committee is needed. It was agreed to leave this to be discussed at the next meeting of the LMC.</p> <p>The Church Fen Management Committee is no longer operational.</p> <p>The updated Committee List for the Council for 2018-19 was considered:</p> <table data-bbox="411 757 1353 2047"> <tr> <td>Chairman of the Council</td> <td>Kevin Wilkins</td> </tr> <tr> <td>Vice-Chairman of the Council</td> <td>Joe Warns</td> </tr> <tr> <td>Parish Tree Warden</td> <td>Tim Strudwick</td> </tr> <tr> <td>Brundall Memorial Hall</td> <td>Cllr Lawrence Britt</td> </tr> <tr> <td>Community Speed Watch Co-ordinator</td> <td>Stephen Rix</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>Clerk to the Council</td> </tr> <tr> <td>Planning Advisory Group</td> <td>Cllr Lawrence Britt Cllr Joe Warns Cllr Julie Mickelburgh</td> </tr> <tr> <td>Advisory Committee</td> <td>Cllr Grant Nurden (Chairman) Cllr Julie Mickelburgh Cllr John Warne Clerk to the Council</td> </tr> <tr> <td>Allotment Liaison</td> <td>Cllr John Warne</td> </tr> <tr> <td>Friends of Cremer's Meadow</td> <td>Cllr Gill Buckley</td> </tr> <tr> <td>Friends of Countryside Park</td> <td>Greg Chandler</td> </tr> <tr> <td>Park Run Liaison</td> <td>Phil Henry / Paul Taylor</td> </tr> <tr> <td>CDROB</td> <td>Cllr Lawrence Britt (Chairman) Cllr John Warne Cllr Julie Mickelburgh Cllr Gill Buckley Brundall Primary School Rev Peter Leech Grant Nurden (Thorpe High Sch)</td> </tr> <tr> <td>Recreational Facility</td> <td>Cllr Kevin Wilkins Cllr Lawrence Britt Cllr Joe Warns</td> </tr> <tr> <td>Land Management Committee</td> <td>Cllr Robert Price (Chairman) Cllr Joe Warns Cllr Graham Abbott Cllr Frank Thorpe</td> </tr> </table>	Chairman of the Council	Kevin Wilkins	Vice-Chairman of the Council	Joe Warns	Parish Tree Warden	Tim Strudwick	Brundall Memorial Hall	Cllr Lawrence Britt	Community Speed Watch Co-ordinator	Stephen Rix	Brundall Youth Liaison	Clerk to the Council	Community Police Liaison	Clerk to the Council	NALC	Clerk to the Council	Planning Advisory Group	Cllr Lawrence Britt Cllr Joe Warns Cllr Julie Mickelburgh	Advisory Committee	Cllr Grant Nurden (Chairman) Cllr Julie Mickelburgh Cllr John Warne Clerk to the Council	Allotment Liaison	Cllr John Warne	Friends of Cremer's Meadow	Cllr Gill Buckley	Friends of Countryside Park	Greg Chandler	Park Run Liaison	Phil Henry / Paul Taylor	CDROB	Cllr Lawrence Britt (Chairman) Cllr John Warne Cllr Julie Mickelburgh Cllr Gill Buckley Brundall Primary School Rev Peter Leech Grant Nurden (Thorpe High Sch)	Recreational Facility	Cllr Kevin Wilkins Cllr Lawrence Britt Cllr Joe Warns	Land Management Committee	Cllr Robert Price (Chairman) Cllr Joe Warns Cllr Graham Abbott Cllr Frank Thorpe	Land Mgmt Committee
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	<p style="text-align: center;">Vacancy</p> <p>It was agreed that more local representation is needed on CDROB, particularly from Youth Groups.</p> <p>It was resolved by a unanimous decision to elect en bloc all named as listed below as representatives of this Council. It was also resolved to approve those listed above as the Council's appointments to outside Bodies.</p> <p>The Terms of Reference for the Land Management Committee had no proposed changes.</p> <p>The Advisory Committee suggested the CDROB Terms of Reference have the following changes:</p> <ul style="list-style-type: none"> • A minimum of four members of the Parish Council be on the Committee instead of 6 • The Full CDROB Committee shall have a minimum of 4 meetings between Annual Parish Meetings instead of "up to 4" <p>Cllr Wilkins proposed accepting the changes, Cllr Mickelburgh seconded and the proposal was unanimously agreed.</p> <p>Following the amendment to the GDPR legislation not requiring Parish Councils to appoint a Data Protection Officer (DPO) the Advisory Committee terms of reference amendment to include monitoring the work of the DPO is referred back to the Advisory Committee for consultation.</p>	Advisory Committee
2018-0086	<p>To Approve the Proposed Changes to the Standing Orders</p> <p>The proposals to amend the Standing Orders to reflect that the person elected as Chairman of the Parish Council can only occupy the Chair for a maximum of 3 years, with re-election allowed after 1 year, and that any Councillor who is appointed to represent the PC on an Outside Body (such as the Memorial Hall Trustees or Brundall Allotment Association) could not hold office (Chairman, Vice-Chairman, Secretary or Treasurer) on that body's Management Committee were debated. Cllr Wilkins proposed a maximum of 4 years for Chairman, to reflect the number of years between elections, and to accept the no holding of office, Cllr Warns seconded and the proposal was unanimously agreed.</p> <p>The amendment regarding appointment of the Clerk to be the Data Protection Order needs to be reconsidered in the light of the amendment to the GDPR by the Government.</p>	Advisory Committee
2018-0087	<p>To Review of the Effectiveness of the System of Internal Audit</p> <p>Cllr Buckley proposed accepting the amendment to the Review of the Effectiveness of the System of Internal Audit to state that "a six monthly audit is carried out from September" and "the full accounts are expected to be signed off by the 30th June and will have been Internally and Externally audited", Cllr Britt seconded and the proposal was unanimously agreed.</p>	
2018-0088	<p>To Consider the Proposed Changes to the Financial Regulations</p> <p>There were no proposed amendments to the Financial Regulations.</p>	
2018-0089	<p>To Consider the Council's Policies for Review - including to approve the new GDPR Policy</p> <p>It was agreed that the Grants Awarding Policy needs reviewing.</p> <p>It was agreed that the GDPR Policy needs reviewing regarding the DPO.</p> <p>No other Policies needed amending.</p>	Advisory Committee
2018-0090	<p>To Consider the Council's Eligibility to Exercise the General Power of Competence for the Ensuing Term of Office</p> <p>It was agreed the Council remains eligible under the criteria of the General Power of Competence. Cllr Wilkins proposed, Cllr Price seconded and the proposal was unanimously passed.</p>	

2018-0091	<p>To Consider Approval of the Asset Register as at May 2018 and actions to be taken</p> <p>The Asset Register was amended to include the new notice board at Cremer's meadow. Cllr Wilkins proposed accepting the amended Asset Register, Cllr Price seconded and the proposal was unanimously agreed.</p>	
2018-0092	<p>To Consider Approval of the Risk Assessment Report as at May 2018 and actions to be taken</p> <p>The Risk Assessment Reports for the year were accepted by the Council.</p>	
2018-0093	<p>Public Participation</p> <p>It was resolved by a unanimous decision to adjourn the Meeting</p> <p>Cllr Snowling, as a District Councillor, reported that Andrew Proctor has been re-elected as leader of Broadland District Council.</p> <p>A member of the public clarified the position of the constitution of the Memorial Hall in regard to electing an appointed Trustee to the Board.</p> <p>Mr Chandler: the Memorial Hall entrance lobby refurbishment is complete. A new noticeboard has been installed and one section has been allocated to the Parish Council. He requested that all Councillors arrive 10 minutes early to the next meeting in order that their photos can be taken for display.</p>	
2018-0094	<p>Chairman's Report</p> <p>The Chairman, Kevin Wilkins spoke:</p> <p>Nothing new to report.</p>	
2018-0095	<p>Land Management Report given by Cllr Bob Price</p> <p>Park Run This has resumed. Reseeding has taken place. The success or otherwise of the break will be discussed in June at the next LM meeting.</p> <p>End of WW1 Commemoration The project is going well; I have met again with Revd Peter Leech and the Clerk and a list of dignitaries and guests has been contacted to ascertain their availability and I am pleased to report the responses have been very positive. I need to contact a couple of the possible invitees. Work is ongoing. There will be some high profile attendees. Contact has been made with the British Legion and I am in the process of organising a site meeting in conjunction with them to put the formal side of the operation in place. They are involving the County Organisation and the event seems to be well on the way. The finances for the project are going well and £700 of the cost has been raised. Any further support is welcome and I am booked to speak at Broadland Rotary Club in July about the project.</p> <p>Youth Shelter A report by Cllr Price was submitted to the Council detailing the problems and possible solutions for the Youth Shelter. It recommended that it be removed from its current site and reused, if at all possible, for a different purpose. The Council discussed the various problems surrounding the Youth Shelter and where it is sited. Cllr Price proposed removal of the Youth Shelter, for it to be stored elsewhere, and for a new home and purpose to be determined at a future date, Cllr Snowling seconded and the Council unanimously agreed.</p> <p>Cremer's Meadow The Chairman of the Friends of Cremers Meadow has kept me up to date with correspondence and routine maintenance at the site.</p>	
2018-0096	<p>Planning - Household</p> <p>The Council was addressed by the neighbour of planning application 20180711.</p> <p>BA/2018/0104/FUL – replace shed, Norwood, 30 Riverside Estate - No Objection 20180632 - replace shed, Norwood, 30 Riverside Estate, NR13 5PU - No Objection, 1</p>	Clerk

	<p>abstention BA/2018/0159/AGR - barn, Ponds Farm, Strumpshaw Road, NR13 5PG - No Objection 20180640 - erection of 1 no. Self-build dwelling (outline) at Land at 11 Station Road, NR13 5PQ - Objection to be submitted - insufficient information, not in keeping with surrounding building, 1 abstention 20180683 - erection of summerhouse, Meadowvale, 43 Strumpshaw Road, NR13 5PG - the application was supported - 1 abstention 20180671 - single storey rear extension, 24 Willow Close, NR13 5PZ - No Objection, 1 abstention 20180711 - conversion of existing garage to games room and erection of double garage with bedroom and ensuite bathroom above, 18 Strumpshaw Road, NR13 5PA - Objection to be submitted - overdevelopment, light impact, loss of amenity, flooding/water runoff issues - 1 abstention 20180763 - single storey side and rear extension linking existing garage, 3 Longmeadow, NR13 5LY - No Objection, 1 abstention</p>	
	<p>An exemption to the Standing Orders was agreed in order to continue the meeting for longer than 2 ½ hours</p>	
2018-0097	<p>Finance</p> <p>Financial Risk Assessment Report - deferred to the June meeting</p> <p>To Review the Bank Signatories - no changes are needed</p> <p>Direct Debits and Standing Orders - these were reviewed for the year</p> <p>Bills for payment for May 2018 – £10,382.61 including vat and for two Councillors to sign the Schedule. Approved with 2 abstentions.</p> <p>Donation request from Yare Valley Churches for £75. This is for resurfacing of Church Lane. Cllr Buckley proposed a one off donation of £75, Cllr Mickelburgh seconded, the donation was unanimously agreed.</p> <p>Donation request from Yare Valley Churches for a grant towards the maintenance of the 3 churchyards. Grass cutting is maintenance not capital projects and therefore is it covered by the donation/grants policy. As that policy is under review it was agreed to defer the request to the June meeting once the Grants Awarding Policy has been revised.</p> <p>Virements - the proposed virements were agreed by the Council.</p> <p>LED replacement streetlights - it was agreed to obtain quotes for replacing the 66 streetlight heads</p> <p>Delegated Grass Cutting Agreement - this was agreed by the Council.</p>	Clerk
2018-0098	<p>Clerk's Correspondence</p> <p>An email was received from James Robinson praising how Cremer's Meadow is managed. Clerk to forward to the Council.</p> <p>Letter from Peter Fletton regarding a replacement fence at 1a Highfield Avenue - noted for reference</p> <p>Email from Chris Field asking for double yellow lines opposite Brecklands Road – it was suggested a meeting with Norfolk County Council should be arranged to talk about the whole parking problem in the area. The Council does not have any powers to insist on double yellow lines. Cllr Wilkins to pursue parking in Station Road first and develop the wider parking issues from that.</p>	Clerk
2018-0099	<p>Items for the next Agenda Meeting of the Parish Council</p> <p>Audit and Annual Return</p> <p>Standing Order amendments</p> <p>GDPR policy</p> <p>Advisory Committee terms of reference</p> <p>Grants Awarding Policy</p> <p>Financial Risk Assessment Report</p> <p>Dedicated emails</p>	

	Dates for next year	
2018-0100	Date, time and venue of next Parish Council Meeting 25th June – 7pm St Laurence Rooms Meeting closed at 9.56pm	
Signed as a true record Date		

Brundall Parish Council

Payments for May 2018

Parish clerk costs		£4,712.66
Grass cutting monthly contract		£547.96
Members Expenses	£	-
Insurance	£	-
Annual Fees		£400.00
Allotments/C Park		£187.06
Street Lighting		£653.64
Handyman		£848.00
Office expense	£	328.31
Repairs and Renewals	£	64.00
Telephone		£96.57
S106	£	-
C Park	£	-
Church Fen	£	-
Room Hire		£295.67
Cremers		£54.49
Cemetery		£14.53
Projects		£1,750.00
Grant		£60.00
Chairman's Allowance		£25.00
Total expenditure		£10,012.89

Receipts for May 2018

NCC - precept (30/4/18)		44,100.00
Persimmon Homes (30/4/18)		3,149.00
Allotment rent (30/4/18)		41.26
Cemetery		370.00
Total Income May 2018		£47,660.26