



Minutes of the Annual Meeting of Brundall Parish Council Held on Tuesday 21 May 2019 at 19:00 at the St Laurence Centre, Brundall

<p>Present:</p> <p>Chairman: Cllr K Wilkins</p> <p>Vice Chairman: Cllr J Warns</p> <p>Cllr J Mickelburgh, Cllr G Buckley, Cllr L Britt, Cllr G Abbott, Cllr F Thorpe. Cllr A Free</p> <p>Parish Clerks: C Dickson and S Smyth</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>	
2019-0039	<p>Election of Chairman</p> <p>Cllr Warns proposed Kevin Wilkins for Chairman, Cllr Mickelburgh seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Wilkins as Chairman.</p>	
2019-0040	<p>Election of Vice-Chairman</p> <p>Cllr Wilkins proposed Joe Warns for Vice-Chairman, Cllr Thorpe seconded the proposal. As no other nominations were given Cllr Warns was elected unopposed.</p>	
2019-0041	<p>Apologies for Absence</p> <p>Cllrs G Nurden and M Snowling (attending Broadland's AGM).</p>	
2019-0042	<p>Declarations of Interest</p> <p>Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)</p> <p>Cllr Buckley – agenda item 24, bills for payment.</p>	
2019-0043	<p>Updates to Pecuniary Interests</p> <p>The register of interest forms had been distributed to all elected Councillors. These forms are due to be sent to the Monitoring Officer within 28 days of acceptance of office, the latest date being 18th June 2019.</p>	
2019-0044	<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 29th April 2019 be approved.</p>	
2019-0045	<p>Actions from the Minutes (Not on the Agenda)</p> <p>2019-0009: The appointment with Paul Sellick for a second site meeting regarding dangerous parking has been set for 4th June.</p> <p>2019-0032: The cycleways project is underway with site meetings planned in.</p> <p>2019-0035: The Clerk has received confirmation from the streetlighting contractor who installed the last LED upgrades that remedial work would be carried out as requested.</p> <p>The Clerk is in the process of taking steps to request for the Rectory bus stop to be relocated.</p>	

2019-0046	<p>Committees, Sub-Committees and Outside Bodies</p> <p>The updated Committee List for the Council for 2019-20 was considered:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Chairman of the Council Vice-Chairman of the Council Parish Tree Warden Brundall Memorial Hall Community Speed Watch Co-ordinator Brundall Youth Liaison Community Police Liaison NALC Planning Advisory Group</p> <p>Advisory Committee</p> <p>Allotment Liaison Friends of Cremer's Meadow Friends of Countryside Park Parkrun Liaison CDROB Subgroup</p> <p>CDROB Committee</p> <p>Land Management Committee</p> </td> <td style="vertical-align: top; width: 50%;"> <p>Kevin Wilkins Joe Warns Richard Farley (Gill Buckley- until June mtg) Stephen Rix Clerk to the Council Clerk to the Council Clerk to the Council Cllr Lawrence Britt Frank Thorpe Cllr Julie Mickelburgh Cllr Grant Nurden (Chairman) Cllr Julie Mickelburgh Vacancy (Member) Clerk to the Council Vacancy (Member) Cllr Gill Buckley Tim Strudwick Barbara Button/Paul Taylor Cllr Kevin Wilkins Cllr Joe Warns Cllr Lawrence Britt Cllr Lawrence Britt (Chairman) Cllr Vacancy (Vice Chairman) Cllr Alice Free Cllr Julie Mickelburgh</p> <p>Gill Buckley Rev Peter Leech Marianne Gibbs Mike Savory Vacancy (Brundall School) Vacancy (Thorpe High School) Vacancy (Member or resident) Vacancy (Member or resident)</p> <p>Cllr Graham Abbott (Chair) Vacancy (Vice Chair) Cllr Gill Buckley Cllr Frank Thorpe Cllr Lawrence Britt (interim)</p> </td> </tr> </table> <p>It was unanimously agreed that the list is approved en bloc. It was also agreed that Cllrs Nurden and Snowling plus the two new applicants would be given the opportunity to fill some vacancies.</p> <p>The terms of reference were unanimously agreed as recommended by the Advisory Committee.</p> <p>It was unanimously agreed that Cllr Buckley would remain as Memorial Hall liaison until such time as matters are resolved there.</p>	<p>Chairman of the Council Vice-Chairman of the Council Parish Tree Warden Brundall Memorial Hall Community Speed Watch Co-ordinator Brundall Youth Liaison Community Police Liaison NALC Planning Advisory Group</p> <p>Advisory Committee</p> <p>Allotment Liaison Friends of Cremer's Meadow Friends of Countryside Park Parkrun Liaison CDROB Subgroup</p> <p>CDROB Committee</p> <p>Land Management Committee</p>	<p>Kevin Wilkins Joe Warns Richard Farley (Gill Buckley- until June mtg) Stephen Rix Clerk to the Council Clerk to the Council Clerk to the Council Cllr Lawrence Britt Frank Thorpe Cllr Julie Mickelburgh Cllr Grant Nurden (Chairman) Cllr Julie Mickelburgh Vacancy (Member) Clerk to the Council Vacancy (Member) Cllr Gill Buckley Tim Strudwick Barbara Button/Paul Taylor Cllr Kevin Wilkins Cllr Joe Warns Cllr Lawrence Britt Cllr Lawrence Britt (Chairman) Cllr Vacancy (Vice Chairman) Cllr Alice Free Cllr Julie Mickelburgh</p> <p>Gill Buckley Rev Peter Leech Marianne Gibbs Mike Savory Vacancy (Brundall School) Vacancy (Thorpe High School) Vacancy (Member or resident) Vacancy (Member or resident)</p> <p>Cllr Graham Abbott (Chair) Vacancy (Vice Chair) Cllr Gill Buckley Cllr Frank Thorpe Cllr Lawrence Britt (interim)</p>	
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2019-0047	<p>To Approve the Proposed Changes to the Standing Orders</p> <p>The proposals to amend the Standing Orders as recommended by the Advisory Committee and recorded in their Minutes dated 25th April 2019 were approved unanimously.</p>			
2019-0048	<p>To Review of the Effectiveness of the System of Internal Audit</p> <p>The Chairman proposed accepting the Review of the Effectiveness of the System of Internal Audit document dated 24/4/2019.</p>			

2019-0049	<p>To Consider the Proposed Changes to the Financial Regulations</p> <p>The proposals to amend the Financial Regulations as recommended by the Advisory Committee and recorded in their Minutes dated 25th April 2019 were approved unanimously after one suggested amendment to change S11 the minimum contract amount from £60,000 to £25,000 to reflect the Standing Orders changes made.</p>	
2019-0051	<p>To Consider the Council's Eligibility to Exercise the General Power of Competence for the Ensuing Term of Office</p> <p>The Clerk explained that the criteria for the Council to carry forward its ability to exercise its general power of competence was valid for the new term of office of 4 years:</p> <ol style="list-style-type: none"> 1. That the Clerk is qualified having completed the relevant training including the GPC paper and: 2. That 2/3rds of the Council has been elected. <p>It was agreed that the Council remains eligible under the criteria of the General Power of Competence. Cllr Wilkins proposed, Cllr Warns seconded and the proposal was unanimously passed.</p>	
2019-0052	<p>To Consider Approval of the Asset Register as at May 2019 and actions to be taken</p> <p>The Asset Register was amended to include the Shard and the new WWI memorial bench in the Cemetery. Cllr Wilkins proposed accepting the amended Asset Register, Cllr Thorpe seconded, and the proposal was unanimously agreed.</p>	
2019-0053	<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 except the land parcel risk assessments for Cremer's Meadow which will appear before the Council for approval once prepared.</p>	
2019-0054	<p>Public Participation</p> <p>It was resolved by a unanimous decision to adjourn the Meeting</p> <p>A member of the public asked about why the precept had been raised by 12.6%?</p> <p>The Chairman explained that the additional 12 hours to employ the new Deputy Clerk had become necessary as a matter of resilience for the Council's duties and responsibilities. The value of this is set at £11,000. With the Council's current responsibilities of land acquisition of the Countryside Park, Cremer's Meadow, and with the work involved in the new Sports Hub along with the Council's normal workload, this was talked about 3 years ago and the need for some administrative support for the Clerk had been discussed. With the unfortunate illness of the Clerk the decision was made on her return to finally take the decision to act and employ the Deputy Clerk.</p> <p>A question was raised as to why the Clerks have been withdrawn from the Memorial Hall office. This was due to issues internally at the Hall and the Council felt it necessary to temporarily withdraw the Clerks and the council's representative to the Hall until those issues have been resolved.</p> <p>Another Member of the Public reminded the meeting that it could happen that the Quantum land application could come before the Planning Committee on 12th June and that the Council had objected to the application. The School area traffic wise is currently a "death trap" so anymore housing would be unacceptable. The Clerk was also asked to explain why it has an internal auditor. The Clerk explained that it has two audits – an internal audit held every 6 months (by an outside auditor) and an external auditor appointed by Norfolk ALC for all Councils in the area. The previous external auditors were Mazars and now it is SAAA Ltd.</p>	
2019-0055	<p>Chairman's Report</p> <p>The Chairman gave his report:</p> <p>"The recent Annual parish Meeting saw the presentation of the annual John Evans Good Citizen award to Revd. Peter Leech and Paula-Marie Leech to recognize the work they do in the village involving church and community activities. We want to extend that and would like to develop the Sports Hub as a community facility. We don't, however, want to duplicate provision even in Blofield or Postwick being mindful that the Hub is planned to very near both neighbouring parishes. The Hub will have benefits for the wider community. Marty's Marsh in Blofield is a great opportunity to work with Blofield. We have talked for a long time and sat on</p>	

	<p>the S106 monies as we don't have the land as yet. However, we are keen to move it forward and so have taken steps to get the planning application underway. We need tonight to confirm our position</p> <p>on the Agenda with the QL application featured and to comment on its implications with regard to the traffic and other issues. In developing recreational provision, we need to ensure that we are providing for the local community. We now have a refreshed Council. People coming forward need to be able to take on work as a Councillor under formal sub- groups, committees and outside bodies. I would like to thank all Councillors and the Clerks for their work. At the Annual parish Meeting it is nice to see that all the effort was worth it".</p>	
2019-0056	<p>Land Management Report given by its Chairman Graham Abbott.</p> <p>I have put myself forward as chairman of this committee and providing there are no objections will now seek a vice chairman, and one other member. Currently we have only 3 members and that only just makes us quorate.</p> <p>I must say a public thank you to Bob Price who did a fantastic job as chairman of the Land Management Committee, his vision to create the Shard memorial has created a very valuable asset for the village.</p> <p>There are 2 projects initially that need to be completed: -</p> <ol style="list-style-type: none"> 1. The completion of the second shard with the names of the fallen of the parish, and the enhancement of the frontage. 2. The pursuit of the purchase, or lease extension for the Countryside Park. <p>The first item will be picked up in the new Council year by the committee, but on the second item we have received a letter from Norfolk County Farms letter in the last week, stating they do not wish to sell at this time. That leaves us with the option of extending the lease.</p> <p>I see the duty of the LM committee is to protect, preserve and wherever possible, enhance the quality of the valuable assets that we are responsible for so that they may continue to be enjoyed by as many Brundall residents as possible, now and in the future. Obviously, we will have to balance cost and benefits against our limited budgets.</p>	
2019-0057	<p>CDROB Report</p> <p>The Committee has held a lot more meetings in the past 6 months and is working on a number of projects, namely the Public rights of Way access Riverside campaign, the cycleways in Brundall, and the Sports Hub. It still needs members of the public to give ideas about activities in Brundall.</p> <p>Regarding the Public rights of Way riverside campaign, there is a course that the Clerks and the chairman are attending to gain more information as to the processes needed for successful campaign. Kathryn Webb at Norfolk CC has been very helpful explaining how the application process will work and sending us the Land Registry information to assist in knowing who to write to. Evidence in the form of photos is always good.</p> <p>The intention with the Cycleways is to find funding to achieve and to this end working with Broadland Planning would help to ensure developers do their part.</p> <p>The Committee has begun to explore new ways of internal structures to encompass a more rounded cohesive approach with all venues in Brundall.</p> <p>The Sports Hub is one such upcoming venue and the Committee wants to ensure that it achieves success but with involvement and liaison with all other venues.</p>	

2019-0058	<p>Sports Hub</p> <p>The land next to the spare Cemetery field near McDonalds will be the location for the Sports Hub. The Council will receive S106 funds to build the facility which is linked to the Berryfields housing development for 155 houses. The land and the money will not be released until the building commences. The contractors to build the Sports Hub have been engaged for the planning application that the Council has to submit. The CDROB subgroup are meeting with them in two weeks to get the process underway. The Hub is intended to be available to a wide range of facilities for the benefit of the village and a wider vicinity. The subgroup has been talking to some operators of similar sites. It was encouraging to hear that they see our plans as a good site and the making of good plans to submit.</p>	Subgroup
2019-0059	<p>Planning</p> <p>20190604 – Land at Yarmouth Road, Postwick, Brundall -Reserved Matters pursuant to Outline Planning Permission 20180935: Appearance; Scale; Landscaping; and Layout for 155 Dwellings and Associated Works (Residential Part Only).</p> <p>The Planning subgroup Chairman explained that this application involved about 78 documents to read through and many surveys. The Clerk had not received any comments from residents of Brundall to pass to the Planning Department at Broadland.</p> <p>Comments to be forwarded are that the cycle routes should not be together on the footways. The roads between Berryfields and Yarmouth Road may prove to be “rat runs”. There is no housing with care planned that the Council could see. There was some concern that the affordable housing quota was not going to be achieved in the majority in the first phase.</p> <p>Review of the Councils position on the Quantum Land application.</p> <p>The Clerk read out her notes as observations of the July and May reports of 2018. The main observation is that the offer of finance of £300K and £150K for the run dike area (Country Park) and the same also for the village green (Sports park) area was disproportionate and an amount of £300k and £150k dowry was not needed for the run dike area. However, Councillors wanted to convey at the upcoming planning meeting their objections before commenting on the details which may come with the Reserved matters if approved. Points to convey were:</p> <ol style="list-style-type: none"> 1) The strength of feeling in the local community with 2500 signatures to the petition opposing the application. 2) Part of the land has been previously site allocated as Recreation. 3) Run dike is not appropriate as an area for meaningful recreation 4) The site is outside the settlement limit 5) It is therefore outside the scope of our Neighbourhood Plan 6) The question of ownership of the recreational land where it was suggested that ownership should remain with the landowners is outrageous. 7) Impact of the traffic in the village through Blofield and feeding into the A47 in particular. At the main Brundall roundabout, two lanes into 3 does not seem well thought out. 8) The schools have already stated they will not cope with the Berryfields application. 9) There is a 5 year + land supply. <p>Once it is confirmed that the Planning Committee are hearing the application, it will be decided who shall attend to represent the Council.</p>	
	<p>Highways</p> <p>Traffic problems in parking around the Street</p> <p>Cllr Warns spoke about the traffic issues in The Street and looked back on previous residents’ suggestions to make the whole road 20mph and to extend double yellows throughout the whole of the street. In doing so pedestrians, cyclists and even other motorists would be at more risk as the cars would have free range to drive more quickly and have no obstacles i.e.; parked cars to slow them down. His suggestion of making Highfield Avenue a cul de sac was one way of ensuring cars could be diverted and prevented from parking around the junction which has become a highly problematic area with dangerous and inconsiderate parking occurring daily. Cllr Abbott suggested chicanes and parking bays. The upcoming meeting with the Highways Engineer will be a useful opportunity to discuss all options and to also discuss issues in other streets such at Station Rd, Postwick Lane et.</p> <p>Bus shelter replacement at the Rectory.</p> <p>There are numerous issues in replacing the bus shelter as is. The fact that cars have parked</p>	Council

2019-0064	Date, time and venue of next Parish Council Meeting 24th June – 7pm St Laurence Rooms Meeting closed at 9.56pm	
Signed as a true record Date		

**Brundall Parish Council
Payments for May 2019**

Parish clerk costs	£4,369.17
Grass cutting monthly contract	£561.66
Street Lighting	£459.95
Office expense	£167.80
Telephone	£53.00
S106	£920.60
Room Hire	£149.17
Cremer's	£53.99
Total expenditure	£6,735.34

**RECEIPTS FOR May
2019**

Precept	£49,505.50
Cemetery	£125.00
Allotments	£13.75
Cremer's cards and calendars	
VAT	
Total Income May 2019	£49,644.25