**Minutes of the Meeting of Brundall Parish Council**

**Held on Monday 20th January 2020 at 19:00**

**at the St Laurence Centre, Brundall**

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Mickelburgh, Cllr J Warns, Cllr G Nurden, Cllr G Abbott, Cllr J Warne, Cllr M Savory, Cllr L Britt, Cllr G Buckley, Cllr M Snowling  **Parish Clerks**: S Smyth, C Dickson | | | |
|  | *Details* | *Action* |
|  | **Public admitted 7pm**  **Housekeeping**  The Chairman advised everyone in attendance of the location of fire escapes and the procedure to be followed in the event of an evacuation.  The Chairman advised members of the public of the procedure for them speaking at Meetings of the Parish Council.  The Chairman advised members of the public that the Parish Council would be making a sound recording of the Meeting. |  |
| **2020-0001** | **Apologies for Absence**  Cllr Alice Free has tendered her resignation for personal reasons.  No other apologies received. |  |
| **2020-0002** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Snowling – planning items (Broadland DC)  Cllr Buckley - finance (expenses submitted) |  |
| **2020-0003** | **Minutes of the Previous Meeting**  The copy for signing had been amended to show Cllr Warns was absent. It was **resolved**, with two abstentions, that the Minutes of the Parish Council Meeting held on 16th November 2019 be approved. |  |
| **2020-0004** | **Actions from the Minutes (Not on the Agenda)**  **2019-0148 –** renewal of Council’s Planning Application 20162126 for LEMH –has now been submitted and is being processed  **2019-0166** – Risk Management Policy (revised) – to be put before the Advisory & Scrutiny Committee  **2019-0172** – Brundall FSC agreement to use spare cemetery field - the Land Management Committee agreed this if it is needed |  |
| **2020-0005** | **Budget Precept 2020-21**  The sub-committee of Cllrs Wilkins, Nurden, Warne and Britt met with the RFO and Clerk to put together the budget for the next financial year, and also projecting forward for the two years after that (see below). The proposal had been circulated to all Councillors before the meeting to illustrate where areas of increase are needed linked to agenda of aspirations to do a number of things in the village. For example land acquisition, a Public Right of Way, road safety and traffic management that will require matched funding for the Parish Partnership scheme. All these have been factored in as options for the budget, along with savings in areas that can be reduced.  The current budget/precept is £99,011 with the proposed precept for 2020/21 £115,800. This is an increase of 16.7%, which sounds large but if the projects are not included in the precept then they are not achievable. It is a monthly increase on a Band D house of £0.83.  The sub-committee believe the budget is well thought out and looks forward to future plans. It was unanimously **resolved** to accept the budget at £115,800.  [Cllr Nurden left the meeting for another committment] |  |
| **2020-0006** | **Public Participation**  Cllr Snowling was welcomed back after a period of illness.  A member of the public raised the problem with the brambles along the footpath from Links Avenue to Highfield Avenue. The Clerk has written to the farmer who will cut the brambles back when he harvests the crop from the field. NCC plan a cut to the brambles 3 times a year but occasionally this is not enough. |  |
| **2020-0007** | **Chairman’s Report given by Cllr Wilkins**  As already mentioned Alice Free has resigned from the Council. On your behalf I have written to thank her for her work for the Council and to wish her well for the future. Broadland have been notified, and, after the statutory period of advertisement, there will be a Casual Vacancy. |  |
| **2020-0008** | **Land Management Committee’s Report given by its Chairman Graham Abbott**  It was a very busy meeting last week. Several outstanding jobs were progressed. The Park Run course at the Countryside Park has been impacted by the recent heavy rain. There are some interesting statistics regarding rising average rainfall levels over the last 3 years. A stakeholder meeting will be arranged by the Clerk to discuss remedial works possible in the muddiest locations.  All the allotments are let and the best kept plots in 2019 received Brundall Home Hardware vouchers kindly donated by Andrew Bevan.  A meeting was held on Marty’s Marsh in Blofield to discuss a bridge to Cremer’s Meadow. It was agreed the Committee is happy in principle for a bridge to be put on our land but who meets the costs of installation and maintenance is yet to be determined. Quotes to improve the drainage for the pond are being sought.  The Tree Warden, Richard Farley, gave a presentation on planting new trees and shrubs at the Cemetery. The Tree Warden Network would do the planting for free so the only costs would be for the saplings.  Finance  Works agreed were: lowering the height of the front hedge and adjustments to the service gate at the Cemetery; extending the tarmac at the entrance to the Countryside Park; a tree inspection on all the land maintained by the Council. The zipwire tyres have been very promptly repaired. The quad bouncer was broken over Christmas, it is hoped it can be repaired and is under warranty. |  |
| **2020-0009** | **CDROB Report given by Cllr Britt**  There has not been a meeting since the last Parish Council meeting so nothing to report. |  |
| **2020-0010** | **Memorial Hall Trustees Report**  No report was received from Cllr Thorpe. |  |
| **2020-0011** | **Council Calendar**  The Calendar of meetings, including Committee meetings, was approved.  Ordinary Meetings:  27th April  18th May – AGM  22nd June  27th July  24th August  28th September  26th October  23rd November  14th December  25th January 2021  22nd February 2021  22nd March 2021  Land Management Committee:  12th March  14th May  9th July  24th September  12th November  14th January 2021  11th March 2021  CDROB:  13th May  12th August  11th November  10th February 2021  Advisory and Scrutiny Committee:  28th April  28th July  27th October  26th January 2021 |  |
| **2020-0012** | **Consultations – Boundary Commission**  There are no proposed changes to Broadland therefore the Council did not feel it needed to comment. |  |
| **2020-0013** | **Land East of the Memorial Hall**  An application, 20201974, for a change of use from agriculture to recreation for land allocated in BRU3 has been submitted.  A timeframe for the QL appeal has now been received. An appeal inspector has been appointed. There will be an opportunity to refresh the Council’s comments to the original application and the right to appear at the hearing. It will be an informal hearing but the start date has yet to be announced. The Council should state that comments made previously still stand but include that the GNLP has not put forward any further sites in Brundall due to the amount of building in the past few years. The Council **agreed** to have at least one attendee to the appeal hearing.  The draft plans for recreation activities on BRU3 will be revisited in order to be able to present ideas for what the Council would do with the land. Consultation with the village is necessary to gauge what is needed/affordable/supported.  The CPO sub-group will still continue to look at options on acquiring the land. An approach to the landowner is the first step. | Sub-group /Clerks |
| **2020-0014** | **Planning**  **Decisions:**  **Ref App/K2610/C/18/321299 –** appeal against enforcement notice at 11 East Avenue, temporary change of use of ground floor of dwelling to holiday let. The appeal was successful, allowed temporarily for 1 year.  **Applications to consider:**  **20201381** - 27 Blofield Road **–** subdivision of existing plot to provide one detached dwelling and garage (re-consultation). The council had **no objections**, with 1 abstention. |  |
| **2020-0015** | **Highways**  **Project ongoing for the Council to apply for 20mph limits in all housing estates in Brundall.**  Cllr Abbott is waiting for the historical data from the Speed Sensor and will be meeting with the new Speed Watch coordinator.  A recent road closure of The Street did not significantly reduce the amount of school traffic, which indicates how much through traffic there currently is.  **To approve the renewal of the Memorandum of Understanding for the location of the SAM2 sign**  This was **agreed**. The Clerk will sign and return.\*  The Speed Sensor will be sited alongside one of the 20mph flashing signs to record speeds along The Street.  Highways engineers were spotted measuring up for painting of the yellow lines. It may take some months for them to appear but a resident was informed they have been approved. The Clerk has not yet received official confirmation. | Cllr Abbott  \*Clerk |
| **2020-0016** | **Brundall Sports Hub**  The planning application is still under consideration with the treatment of waste creating the most queries. Access to the land to start the project is still subject to the Brooms development commencing, however the reserved matters have now been resolved.  It was **resolved** that the Chair and Vice-Chair will sign the S106 Deed of Variation, with the Clerk as witness.  The work with Minerva has produced a way forward. The recommendation is for the Council to set up a Company Limited by Guarantee and the proposed name will be Brundall Community Leisure Ltd. This company will run/manage the Sports Hub with the Parish Council ‘selling’ its interest in the Sports Hub to the company. If this is set up incorrectly there would be implications for the VAT on the construction of the Sports Hub, with a liability in the region of £250,000. This proposal is expandable for any future developments and/or recreational opportunities.  In order to set the Company up a minimum of 1 director must be appointed. It was **agreed** that Cllr Wilkins and Cllr Warns would be appointed as directors in the first instance. Further director appointments will be discussed at a later date.  It was **resolved** to agree and accept the Articles of Association and the Membership Agreement as presented by Minerva with no amendments. These had been circulated to Councillors before the meeting.  It was **resolved** to give the sub group, of Cllrs Wilkins, Warns and Britt, delegated authority to engage Minerva and Elysian to approve the relevant controls and to ensure that the Parish Council retains the appropriate articles of association and to steer the activities of the company. | Subgroup/  Clerks |
| **2020-0017** | **Finance**  **Bills for payment for January 2020**– £10,777.66, excluding VAT, were verified by Cllr Buckley. Payments for December 2020 were verified by Cllr Britt.  The bank reconciliation for the 3rd quarter was **approved**.  The Council considered options for the Insurance renewal. It was **resolved** to remain with the current broker and their suggestion of Pen via Axa, with the 1 year deal.  The budget vs actual figures up to December 2020 were presented. |  |
| **2020-0018** | **Clerk’s Correspondence**  A letter of thanks from the Memorial Hall for the defibrillator contribution will be circulated.\* | \*Clerk |
| **2020-0019** | **Items for the next Agenda Meeting of the Parish Council**  GNLP response |  |
| **2020-0020** | **Date, time and venue of next Parish Council Meeting**  **24th February – 7pm St Laurence Rooms**  Meeting closed at 8.21pm |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR January 2020** |  |
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| Parish clerk costs | £4,385.94 |
| Grass cutting monthly contract | £561.66 |
| Allotments | £58.26 |
| Street Lighting | £523.37 |
| Handyman and cleaning | £451.00 |
| Office expense | £523.52 |
| Repairs and Renewals | £0.00 |
| Telephone | £32.02 |
| C Park | £14.97 |
| Room Hire | £121.17 |
| Cremers | £275.75 |
| Cemetery | £0.00 |
| Projects | £1,000.00 |
| Donations | £250.00 |
| Church Fen | £0.00 |
| Play equipment | £619.00 |
| Insurance repair | £1,195.00 |
| Legal | £766.00 |
|  |  |
| **Total expenditure** | **£10,777.66** |
|  |  |
| **RECEIPTS FOR January 2020** |  |
| Precept |  |
| Cemetery |  |
| Allotments | £97.75 |
| Insurance |  |
|  |  |
| **Total Income** | **£97.75** |

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|  |  | **Reserves** | Projected | **Budget** |  | **Reserves** | **Budget** |  | **Budget** |  | **Budget** |
| **Figs in red are income** | **Actuals** | **held at end** | Total spend | **2020-20** |  | **expected at** | **2020-21** |  | **2021-22** |  | **2022-23** |
| Figs in black are expenditure | **2018-19** | **Mar-19** | to 31-3-20 |  |  | **31-3-20** |  |  |  |  |  |
| Chairman's Allowance | 25.00 |  | 50.00 | 100.00 |  |  | 50.00 |  | 100.00 |  | 100.00 |
| Handyman | 5,037.15 |  | 5,309.00 | 5,160.00 |  |  | 5,400.00 |  | 5,500.00 |  | 5,600.00 |
| Repairs and Renewals | 668.60 |  | 2,599.46 | 2,000.00 |  |  | 1,500.00 |  | 2,100.00 |  | 2,200.00 |
| Refuse Collection - new for 2020 | 865.06 |  |  |  | 1,200.00 |  | 1,250.00 |  | 1,300.00 |
| Fees/Insurances/Subscriptions | 3,589.12 |  | 4,008.47 | 4,000.00 |  |  | 3,600.00 |  | 3,700.00 |  | 3,800.00 |
| Trees | 25.00 |  | 0.00 | 50.00 |  |  | 0.00 |  | 100.00 |  | 125.00 |
| Members Expenses | 0.00 |  | 33.95 | 100.00 |  |  | 100.00 |  | 100.00 |  | 100.00 |
| Office administration | 2,942.85 |  | 5,565.55 | 4,000.00 |  |  | 4,000.00 |  | 4,100.00 |  | 4,200.00 |
| Room hire - new for 2020 | 833.00 |  |  |  | 1,100.00 |  | 1,100.00 |  | 1,100.00 |
| Accounts package - new for 2020 |  |  |  |  |  |  | 650.00 |  | 1,500.00 |  | 500.00 |
| Parish Clerks | 53,943.11 |  | 53,190.07 | 56,348.00 |  |  | 59,500.00 |  | 61,400.00 |  | 62,000.00 |
| Training | 205.00 |  | 90.00 | 400.00 |  |  | 300.00 |  | 400.00 |  | 400.00 |
| Donations - S137 | 867.50 |  | 310.00 | 500.00 |  |  | 500.00 |  | 500.00 |  | 500.00 |
| Grants | 450.00 |  | 1,099.00 | 1,200.00 |  |  | 1,200.00 |  | 1,300.00 |  | 1,300.00 |
| Youth Fund |  |  |  |  |  |  |  |  |  |
| Street Lighting | 8,255.11 | 9,784.51 | 6,387.88 | 9,700.00 |  | 13,096.63 | 7,500.00 |  | 8,600.00 |  | 8,700.00 |
| Contingencies |  |  | 4,211.06 | 4,000.00 |  |  | 4,200.00 |  | 4,500.00 |  | 4,500.00 |
| Projects | 550.00 |  |  |  |  |  |  |  |  |
| Land Management | 8,886.87 | 5,940.94 | 11,893.48 | 15,000.00 |  | 5,940.94 | 14,000.00 |  | 14,500.00 |  | 15,000.00 |
| Church Fen | 349.17 | 5,516.25 |  | 5,516.25 |  |  |
| Cremers reserve | 411.00 | 970.69 | 0.00 |  |  | 970.69 |  |  |  |  |  |
| Playground reserve |  | 2,886.50 | 0.00 |  |  | 2,886.50 |  |  |  |  |  |
| Grass cutting | 6,663.00 |  | 6,810.32 | 7,000.00 |  |  | 7,200.00 |  | 7,400.00 |  | 7,600.00 |
| New grit bin/waste bins |  |  | 119.99 | 500.00 |  |  | 300.00 |  | 500.00 |  | 500.00 |
| Allotment reserve |  | 2,000.00 | 0.00 |  |  | 2,000.00 |  |  |  |  |  |
| Allotment rental | 3,042.21 |  | 3,004.13 | 2,750.00 |  |  | 2,800.00 |  | 2,800.00 |  | 2,800.00 |
| Cemetery reserve | 58.46 | 14,092.39 | 3,575.60 |  |  | 11,115.79 |  |  |  |  |  |
| Cemetery | 6,530.00 |  | 7,175.00 | 5,000.00 |  |  | 6,000.00 |  | 6,000.00 |  | 6,000.00 |
| General Fund Reserves |  | 12,174.56 | 0.00 |  |  | 12,174.56 |  |  |  |  |  |
| Interest savings |  |  | 200.00 | 200.00 |  |  | 200.00 |  | 200.00 |  | 200.00 |
| Del Functions grass | 2,713.83 |  | 2,813.70 | 3,097.00 |  |  | 3,000.00 |  | 3,000.00 |  | 3,000.00 |
| forestry grant |  |  | 0.00 |  |  |  |  |  |  |  |  |
| S106 reserve |  | 3,389.68 | 3,775.00 |  |  | 385.32 |  |  |  |  |  |
| WW1 Shard | 1,240.00 | 650.00 | 650.00 |  |  | 0.00 |  |  |  |  |  |
| Bus Shelter insurance |  | 4,314.02 | 4,238.15 |  |  | 75.87 |  |  |  |  |  |
| Streetlamp insurance |  |  | 70.00 |  |  |  |  |  |  |  |  |
| Accrual for traffic management |  |  |  |  |  |  | 7,500.00 |  | 15,000.00 |  |  |
| LEMH |  |  | 0.00 |  |  |  | 5,000.00 |  | 10,000.00 |  | 22,000.00 |
| PRoW |  |  |  |  |  |  | 3,000.00 |  | 6,500.00 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Figs in red are income** |  |  |  |  |  |  |  |  |  |  |  |
| Figs in black are expenditure | **80,276.96** | 54,940.18 | **93,244.15** | **99,011.00** |  | 54,162.55 | **115,800.00** |  | **138,150.00** |  | **129,525.00** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Percentage (%) increase from previous year** | |  |  | **12.3%** |  |  | **16.96%** |  | **19.30%** |  | **-6.24%** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 59.79 |  | **2020-21 1659 properties** | 69.80 |  | 83.27 |  | 78.03 |
|  |  |  |  | 12.6% |  | **2020-20 Band D £59.79** | 17% |  | 19% |  | -6% |
|  |  |  |  | £6.69 |  | **2018-19 Band D £53.10** | £10.01 |  | £13.47 |  | -£5.25 |
|  |  |  |  | £0.56 |  | increase per month | £0.83 |  | £1.12 |  | -£0.44 |