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

**Held on Monday 18th May 2020 at 19:00**

**online via Zoom**

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Mickelburgh, Cllr J Warns, Cllr G Abbott, Cllr J Warne, Cllr M Savory, Cllr L Britt, Cllr G Buckley, Cllr G Nurden, Cllr M Snowling, Cllr C Whitehouse  **Parish Clerks**: S Smyth, C Dickson | | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman asked those attending the meeting to mute themselves when they weren’t speaking to minimise the background noise.  The Coronavirus Act 2020 allows all Local Authorities to hold meetings via video link. Any decisions made via this setting are legally made.  The Chairman advised members of the public of the procedure for them speaking at Meetings of the Parish Council.  Attendees may be muted and/or removed from the meeting if necessary. |  |
| **2020-0041** | **Apologies for Absence**  No apologies received. |  |
| **2020-0042** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Nurden - planning items Broadland DC  Cllr Snowling - planning items Broadland DC |  |
| **2020-0043** | **Minutes of the Previous Meeting**  It was **resolved**, with one abstention, that the Minutes of the Parish Council meeting held on 24th February 2020 be approved.  It was **resolved**, with one abstention, that the Confidential Minutes of the Parish Council meeting held on 24th February 2020 be approved. |  |
| **2020-0044** | **Actions from the Minutes (Not on the Agenda)**  **2020-0035 –** NH have now changed their policy and all open spaces will be handed over to a Management Company.  **2020-0036** – not yet completed |  |
| **2020-0045** | **To ratify the decisions made since the last Parish Council meeting**  Payments made in March and April - agreed  New payment procedures pending meetings resuming - agreed  Tree Warden donation - deferred  Planning application at 5 Laurel Drive - no objection  Allowing ashes burials at the Cemetery during lockdown - approved if social distancing observed  Deferring invoicing for burials where financial hardship exists - agreed  The Council **resolved** to ratify all payments and decisions made since the last meeting.  Cllr Britt agreed to check the payments made. RFO to forward all the information.\* | \*RFO |
| **2020-0046** | **To consider the co-option of Mr Chris Whitehouse**  The working party that interviewed Mr Whitehouse recommended his co-option. The Council unanimously **resolved** to accept the recommendation. The Clerk emailed Mr Whitehouse the Declaration of Acceptance, which he signed and showed to the meeting. |  |
| **2020-0047** | **Public Participation**  CCllr Andrew Proctor gave an update from Norfolk County Council. All work at present is dominated by Covid-19. There has been a massive community and partnership effort and response. Thank you to all communities. NCC had planned for a flu epidemic in September 2019 so were not totally unprepared, but It is a public health matter. The first thing was to set up the Norfolk Resilience Forum. NCC’s role, with partner organisations, has been the continuation of critical services. A priority has been the protection of vulnerable people, about 38,000 across Norfolk, so it has been a joint County and District effort. Support has been provided with food boxes and access to services. Britvic lent their building in Norwich to co-ordinate the food boxes.  PPE supplies were successfully sourced and were able to be passed on the care homes and primary care facilities. Local hospitals always had an adequate supply of PPE.  We are all adapting to new ways of working. County Hall is unlikely to open again until September. Technology has stood up well even on the one day when 5,000 were online. The 11th May saw the first online Cabinet meeting. A summary of NCC’s Covid-19 response is on the website.  There is still a balance necessary between health and livelihoods. 3 phases being looked at - response, normalisation, recovery. We are very much still in the response phase.  8 recycling centres have opened for cars and small vans. Bigger vans and trailers will be allowed in from tomorrow. The remaining centres will reopen in the next few weeks.  The County is involved in a national pilot for Test Track and Trace, and is in the process of setting up a £7-£8m recovery fund, which it is hoped the Government will match fund.  DCllr Rebecca Grattan gave an update from Broadland District Council. BDC moved very quickly to Zoom and held their first Council meeting on the 1st April to establish emergency powers, critical for alternative arrangement for the statutory committees: cabinet, council, planning, licensing, audit. It has been challenging to get used to everything. A virtual planning meeting will be held on Wednesday, and then full Council meeting on Thursday.  BDC has been busy maintaining services in a different way. A priority was looking at how to co-ordinate the community volunteers and immediate business relief put in place around automatic payments to small businesses, particularly those affected by tourism. Now things are starting to level off thoughts turn to working through this transitional period and then how we can open up again. The summer period is crucial for some businesses for financial survival. Await with interest an easing up hopefully by the summer holiday period. There is a tension between the need for economic activity to begin and recognising there is a local population who are nervous and some of whom are older.  The Revd Peter Leech gave thanks to all those who had volunteered for the local community response coordinated by the Parish Council and the Church and the Good Neighbour Scheme. Humbled by the number of people who have offered to help.  Cllr Snowling reported that he had been in contact with all the nursing homes. Heron Lea reported 1 case of Covid-19 and were signposted to contact BDC. |  |
| **2020-0048** | **Chairman’s Report given by Cllr Wilkins**  Welcome to Chris to the Council.  This is the first time we have run a meeting this way and it is good to see members of the public in attendance.  Thanks to the Clerks for setting this meeting up and finding a way through dealing with business, keeping things moving forward, and dealing with the public and the community. It is great to see how we have come together and we are able to continue with business. There is a Can Do spirit, we are into making things happen. There are new ways of doing things and there may not be a return to the old ways. It is about the Art of the Possible, people pulling together to make things happen.  Thanks to the Peter and the Church, Paula-Marie and Lisa for bringing things together. There is a great sense of community in the village and beyond, people coming together. The number of volunteers vastly exceeds the tasks, which means no one is run ragged, and they are able to do things in a different way, together with local businesses. We should note our gratitude to local business, for their support of the community.  The work of the Council continues. This meeting should have been the AGM but that has been rolled forward to 2021, along with the Annual Parish Meeting. The Council has an established structure and will continue our work. Now there is the full number of councillors we can deliver and support local community. Thank you to everyone. |  |
| **2020-0049** | **Committee Reports**  **CDROB Report given by Cllr Britt**  There has been no meeting since the last Parish Council meeting so nothing to report.  **Land Management Committee’s Report given by its Chairman Graham Abbott**  There has not been a meeting since the last Council meeting so nothing to report.  Cremer’s - there have been concerns raised regarding volunteers doing work at the Meadow. Cllr Buckley informed the Friends at the start of lockdown that there could be no working parties. The current guidelines do not allow for meetings of more than 2 people not from the same household and no volunteering work apart from to support vulnerable people. The Council asked the Friends to report any issues to the Clerk who will decide how to get them resolved. The Clerk will circulate an email stating this position.\*  **Land East of the Memorial Hall**  The Planning Inspectorate is beginning to start considering appeals again, virtually. A statement in support of the Council’s position has been submitted by our legal team. Some work has been done on the proposals for our vision for the land, to be discussed in closed session at the end of the meeting.  **Update on the Sports Hub**  Before lockdown Norfolk Homes had plans to start building in the Autumn. However until work starts we do not have access to the land. Things are now a little bit more uncertain. NH are still saying they want to stay on schedule.  We are waiting on the Sports Hub planning application determination.  NH met with the sub-committee in March regarding the Council taking on the green space. That offer has been withdrawn as they will now be using a Management Company to maintain all green space on all their developments from now on.  In February 2017 the Council made a resolution to take on any new street lights on all new developments in the parish. The resolution still stands. The Clerks will send out a report on the cost and liability implications for taking on the streetlights on the NH development and it was **agreed** it will only be an agenda item if requested by councillors. | \*Clerks |
| **2020-0050** | **Planning**  **Applications approved:**  **20200472** - Mere Lodge, 9 Laurel Drive, NR13 5RE - variation of condition 2 of 20180341, revised design.  **Applications to consider:**  **20200889** - single storey flat roof rear extension at 28 Highfield Avenue, NR13 5NT. The Council had **no objections** to the application, with 2 abstentions.  **20200921** - first floor rear extension and erection of front porch at 45 St Laurence Avenue, NR13 5QH. The Council had **no objections**, with 2 abstentions. The Council commented that as part of the building work the area where the car is parked could be improved.  **Applications received after publication of agenda:**  **20200977** - sub division of plot and erection of chalet bungalow with attached garage - revisions to external finishes and front window - at Land Adjacent to 27 Blofield Road, NR13 5NU. It was cheaper for the applicant to reapply for planning permission than apply for a material amendment. Changes are for a Juliette balcony and bigger window.  **20201013** - The proposed extension and alteration works to the existing chalet intend to increase the overall internal floor area, providing an open plan living/kitchen/dining space, 2 double bedrooms, ensuite, bathroom, study, and sufficient storage space throughout. The overall design of the plot looks to provide a contemporary style which in turn retains features that are in keeping with the surrounding area, whilst also improving the construction, efficiency, and sustainability of the building as a whole. The site will retain the existing use of 3 parking bays, garden area, and existing mooring to the rear. 39 Riverside Estate, NR13 5PU. It appears to be a larger property than the current one. The Clerk will confirm the guidelines on this from the Broads Authority.\*  These will be considered at the next meeting. | \*Clerk |
| **2020-0051** | **Highways**  **Update on the double yellow lines order for Highfield Avenue**  The statutory consultation has been completed with no objections. A draft schedule is to be sent to the legal team and to agree the advertisement date. It is on hold until the advert take place. Clerks to check progress in a couple of months. |  |
| **2020-0052** | **Finance**  **Bills for payment for May 2020**– £7,159.17, excluding VAT, were circulated to Councillors before the meeting. The invoice from Bruce’s Home Maintenance was queried for the cost of replacing the broken lock on Cremer’s barn. The RFO was asked to query the charges.\* Subject to an acceptable response from Bruce’s Home Maintenance the payments were **approved** by the Council.  Cllr Britt volunteered to check the monthly payments.  Cllr Nurden queried why money had not been transferred to the Broadland Parish Deposit Scheme. The RFO will move an appropriate amount.\*  A proposal to purchase a dog bin to be sited at the entrance to the Cemetery, next to a rubbish bin, was considered. BDC will charge £187 for the year for 52 collections. It was **agreed** to purchase the Roadware bin.\*  Pauline James was **ratified** as the Internal Auditor for the 2019/20 accounts.  Cllr Nurden suggested the VAT return be completed quarterly rather than annually. This was **agreed** by the Council.  The Council **resolved** to accept the virements proposed by the sub-committee. | \*RFO  \*RFO  \*Clerks |
| **2020-0053** | **Clerk’s Correspondence**  Detail of a Public Right of Way diversion in Witton will be circulated.\*  Details of the Western Link email, received today, will be circulated.\*  The Clerk will be on holiday on Friday 21st and 22nd May, and the Deputy Clerk will be on holiday on the 26th and 27th May. | \*Clerks |
| **2020-0054** | **Items for the next Agenda Meeting of the Parish Council**  Cllr Nurden suggested that the next Cluster Group meeting could be held via Zoom. The Clerk had suggested this but it was rejected. The idea will be proposed again.\* | \*Clerks |
| **2020-0055** | **Date, time and venue of next Parish Council Meeting**  **22nd June – 7pm online via Zoom**  Meeting closed at 9.05pm |  |
| **2020-0056** | **Closed Session: Land East of the Memorial Hall - land acquisition**  It was **resolved** to accept amended plans for a proposed recreation area on the LEMH. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR May 2020** |  |
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| Parish Clerk costs | £4,418.01 |
| Office expense | £158.61 |
| Telephone | £32.00 |
| Room Hire | £41.67 |
| Grass cutting monthly contract | £575.70 |
| Street Lighting | £560.62 |
| Handyman and cleaning | £541.13 |
| Cemetery | £11.93 |
| Cremer’s | £10.00 |
| Projects | £750.00 |
| COVID-19 Grant | £59.50 |
|  |  |
| **Total expenditure** | **£7,159.17** |
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| **RECEIPTS FOR May 2020** |  |
| Precept | £57,900.00 |
| Cemetery | £500.00 |
| Allotments | £13.75 |
|  |  |
| **Total Income** | **£58,413.75** |