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

**Held on Monday 24th February 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 Abbott, Cllr J Warne, Cllr M Savory, Cllr L Britt, Cllr G Buckley, Cllr F Thorpe  **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. |  |
| **2020-0021** | **Apologies for Absence**  CCllr Proctor (other commitment) and DCllr Grattan (unwell). No other apologies received. |  |
| **2020-0022** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **2020-0023** | **Minutes of the Previous Meeting**  It was **resolved**, with one abstention, that the Minutes of the Parish Council Meeting held on 20th January 2020 be approved. |  |
| **2020-0024** | **Actions from the Minutes (Not on the Agenda)**  **2020-0015 –** to note, now completed  **2020-0018** –completed |  |
| **2020-0025** | **Public Participation**  No Norfolk County Council or Broadland District Council reports received.  A member of the public spoke about the impact on her house of large vehicles going over the speed bump next to the charity shop on The Street. Cracks have appeared in the living room and bedroom. This issue is very specific to her home but is part of the wider issue of traffic through Brundall. Ideally the speed bump would be removed, and a conversation has been had with Highways, also including the Deputy Clerk. Various suggestions were put forward, to be added to the collation of material and ideas by Cllr Abbott. |  |
| **2020-0026** | **Chairman’s Report given by Cllr Wilkins**  No formal report as items already on the agenda. The renewal of the Council’s planning permission for a recreation area on LEMH has been approved. A lot of work is about the recreational projects that are ongoing. |  |
| **2020-0027** | **Land Management Committee’s Report given by its Chairman Graham Abbott**  There has not been a meeting since the last Council meeting. A meeting was held at the Countryside Park with the Allotment Association and Parkrun. It was agreed to cut back the overhanging vegetation to widen the track by the allotments to allow the track time to recover. Granite chippings were suggested for the car park and Parkrun track. A decision on this has been deferred to the next LM meeting in order to consider all the options. Whatever the solution chosen it must take into account the environmental impact and the best way to manage the issue long term whilst getting best value for money.  Cremer’s - this Saturday a working party will be meeting 10-12. Refreshments will be provided by the Co-Op. Further information has been sought on the watercourse with various different ideas being put forward for the current or alternative options. All ideas will be collated for discussion | Land Mgmt Cttee |
| **2020-0028** | **CDROB Report given by Cllr Britt**  There has not been a meeting since the last Parish Council meeting so nothing to report. |  |
| **2020-0029** | **Memorial Hall Trustees Report**  Cllr Thorpe had not been able to attend any meetings due to ill health so there was no report. |  |
| **2020-0030** | **Land East of the Memorial Hall**  The planning application for a change of use from agriculture to recreation for land allocated in BRU3 has been approved. Work about acquiring the land is ongoing. The planning inquiry is in April and likely to be determined by early summer. The Council is still looking at CPO options, which, because it could take up to 2 years, the appeal will happen first.  The GNLP has included BRU3 for recreation and the Council still has the ambition to develop the site.  The subcommittee and legal support put together comments for the appeal, which have been circulated to Councillors. They were submitted to the Inspector within the time allowed. Thanks to the Clerk for all the work she put in. The appeal has been changed from an Informal Hearing to a Planning Inquiry. The Council will be represented at the hearing and, having submitted a statement, can be cross examined counsel for the applicant.  It was **resolved** to ratify the appeal report lodged. | Sub-group /Clerks |
| **2020-0031** | **Planning**  **Applications to consider:**  **20200283** -proposed extension to car park at Springdale Home. Cucumber Lane. It was commented that there was no additional disabled provision. The Council had **no objections**.  **20200134** - sub-division of plot and erection of proposed new chalet bungalow with attached garage on land adjacent to 27 Blofield Road. The Council had **no objections.**  **20200176** - variation of condition 2 of planning permission 20191567 to amend position & design of plot 2 at Hillside, 1 Station New Road. The Council had **no objections.**  **2020011 -** proposed carport extension at 23 Station New Road. The Council **supported** the application. |  |
| **2020-0032** | **Consultations: GNLP Consultation (Regulation 18)**  The consultation closes on the 16th March. The documents relevant to Brundall have been circulated to Councillors. BRU2 and BRU3 have been retained as the only sites. Any housing proposed for Brundall has already got planning permission, no new housing development is being put forward. Several sites have been deemed Unreasonable. The Council can support any sites deemed Unreasonable.  It was **resolved** for the Council to support the allocation of land for recreational use at BRU3 in the GNLP consultation document, and it also supports the GNLP conclusion that the other proposed sites are not suitable for allocation and be deemed unreasonable. |  |
| **2020-0033** | **Highways**  **Project ongoing for the Council to apply for 20mph limits in all housing estates in Brundall.**  Cllr Abbott has received statistical data from the SAM2 Speed Sensor. It shows that traffic has been slightly decreasing in the village since 2017 apart from along Postwick Lane. The percentage of vehicles caught speeding has also reduced. The Speed Sensor is used as a prompt rather than enforcing a speed limit. The worst road for speeding is Blofield Road.  Brundall is unusual in that it is residential on both sides of all roads. The Chairman thanked Cllr Abbott for the work he put in to analysing the data. |  |
| **2020-0034** | **Advisory and Scrutiny Committee**  The Advisory and Scrutiny Committee put forward the following documents for approval:   1. Risk Management Policy - it was **resolved**, with 1 abstention, to approve. 2. Staffing Committee Terms of Reference - it was **resolved**, with 1 abstention, to approve. |  |
| **2020-0035** | **Brundall Sports Hub**  The planning application is still under consideration at Broadland. It had been expected to be decided on by now but there are technical issues with the treatment of waste and the creation of a footpath on Yarmouth Road. BDC would not allow the Sports Hub to be operational without a footpath. Alternative proposals have been put to BDC and are being considered.  The agents have put forward planting suggestions to the planning officer.  Part of the S106 agreement was that the cables across the site would be buried but a recent site visit found that, although some of the cables have been buried, the transformers are still there with live cables. The agents are working to understand why this has happened and what the issues are. This doesn’t affect the planning application but will affect the build and operation. As we are a Local Authority there may an option to ask UK Power Networks to bury the remaining cables for free if we dig the hole, but there would be no enforceable timescale on this.  We are hoping for a decision soon on the planning application. The agents are doing a lot of work on our behalf. Transfer of the land will not happen until the developer starts building, which could be the end of 2020. However preparatory work can, and is, continue.  Part of the Norfolk Homes planning application indicates the Parish or District Council adopting the public open space area(s). The BDC planning officer will contact the Council at some point to ask if the Council would be interested. There is a lump sum offered of £76,304.59.  A meeting has been arranged with Norfolk Homes to discuss the open space. A price will be sought from the grass contractor for the additional work.\*  The Council agreed in principle to the adoption of the open space proposed. | Subgroup/  Clerks  \*Clerks |
| **2020-0036** | **Finance**  **Bills for payment for February 2020**– £27,042.05, excluding VAT, were verified by Cllr Abott. Payments for January 2020 were verified by Cllr Warne. These were **approved** by the Council.  It was **agreed** to approve the RFO and Chairman to join the bank mandate for HSBC and also to include the RFO as a signatory on the Broadland Parish Deposit account. It was **agreed** to remove Ian Walters as a signatory on the Broadland Parish Deposit account.  The Council **approved** the donation/subscription of £25.00 to the Tree Warden Network.  Quotes for the Countryside Park car park and path improvements were deferred to the next Land Management Committee meeting.  £30,000 will be transferred from the Broadland Parish Deposit account to the HSBC current account to cover upcoming payments in March. |  |
| **2020-0037** | **Clerk’s Correspondence**  A parishioner in Riverdale Court complained about the beep from the signals whenever a train passed. The volume of the noise was reduced, it is a safety feature so can’t be got rid of, and no complaints have been received since.  A letter was received from the Broads Authority regarding the new National Park signs and the theft and vandalism that has occurred.  The Church Fen board walk has been fixed.  The History Group has been in contact asking what the Parish Council is doing for VE Day, on the 8th May. VJ Day is in August.  There has been interest from 2 residents for the vacant Councillor position. No election has been requested. The Council will follow the interview process as per the policy.  A parishioner was concerned about a tree on Church Lane. Ownership of the land the tree is on was not identifiable but after a visit to the site by the Deputy Clerk and Tree Warden it was discovered the tree is covered by a TPO on the cemetery. The Tree Warden has been in contact with BDC and the church. The tree is not in immediate danger of falling.  A parishioner was concerned that the Meadow View play area was always locked when she tried to access it. Local residents lock and unlock the play area on behalf of the Council each day and it is believed the resident was turning up too early. |  |
| **2020-0038** | **Items for the next Agenda Meeting of the Parish Council**  Good Citizen Award nominations  Co-option  VE Day  Norfolk Homes/Brooms development Open Space land |  |
| **2020-0039** | **Date, time and venue of next Parish Council Meeting**  **23rd March – 7pm St Laurence Rooms**  Meeting closed at 9.34pm |  |
| **2020-0040** | **Closed Session: Land East of the Memorial Hall - land acquisition**  It was **resolved** to formally request to be a party to the S106 agreement. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR February 2020** | |
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| Parish clerk costs | £4,385.94 |
| Grass cutting monthly contract | £561.66 |
| Insurance | £1,583.20 |
| Annual Fees | £475.00 |
| Allotments | £89.94 |
| Street Lighting | £573.37 |
| Handyman and cleaning | £441.00 |
| Office expense | £447.55 |
| Repairs and Renewals | £117.00 |
| Telephone | £33.44 |
| Trees | £25.00 |
| Room Hire | £194.67 |
| Cremers | £0.00 |
| Cemetery | £308.28 |
| Projects | £16,266.00 |
| Donations | £0.00 |
| Church Fen | £1,460.00 |
| Training | £80.00 |
|  |  |
| **Total expenditure** | **£27,042.05** |
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| **RECEIPTS FOR February 2020** |  |
| Precept |  |
| Cemetery | £200.00 |
| Allotments | £27.50 |
|  |  |
| **Total Income** | **£227.50** |