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

**Held on Monday 22nd June 2020 at 19:00**

**online via Zoom**

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Mickelburgh, Cllr G Abbott, Cllr J Warne, Cllr M Savory, Cllr L Britt, Cllr G Buckley, Cllr G Nurden, Cllr C Whitehouse  **Parish Clerk(s)**: 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. |  |
| **2020-0057** | **Apologies for Absence**  Cllr J Warns (family matter), S Smyth (Clerk) (illness). Accepted.  Mr Mike Snowling tendered his resignation to the Council last week on health grounds, although he will be remaining as a BDC Councillor. The Parish Council formally thanked him for his service as a Parish Councillor and sent him their best wishes. The Chairman and Clerk had sent him a thank you note on behalf of the Council. The Clerk has begun the process of filling the ensuing vacancy. |  |
| **2020-0058** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Nurden - planning items Broadland DC  Cllrs Buckley, Britt and Wilkins - allotments |  |
| **2020-0059** | **Minutes of the Previous Meeting**  It was **resolved** that the Minutes of the Parish Council meeting held on 18th May 2020 be approved.  It was **resolved** that the Confidential Minutes of the Parish Council meeting held on 18th May 2020 be approved. |  |
| **2020-0060** | **Actions from the Minutes (Not on the Agenda)**  **2020-0036** – not yet completed  **2020-0045** - paperwork ready to be sent to Cllr Britt  **2020-0049** - completed. The Land Management Committee approved a risk assessment and volunteers are now back at Cremer’s Meadow working safely.  **2020-0050** - to be confirmed  **2020-0052** - checked and confirmed acceptable  **2020-0052** - £65,000 has now been transferred to the Broadland Parish Deposit  **2020-0053** - both emails were circulated  **2020-0054** - Blofield and Postwick confirmed they would attend a Zoom Cluster Meeting but no date has been set yet. |  |
| **2020-0061** | **To ratify the decisions made since the last Parish Council meeting**  20200996 - single storey rear extension, conversion of part of garage & link to connect extension and garage at 31 Oakdale Road. The planning sub-committee expressed concerns for the neighbour but the Council **resolved**, with 1 abstention, that there were no objections.  BA/2020/0138/HOUSEH - replacement riverside chalet at 39 Riverside. The Council **resolved** to object to the height of the proposed building. |  |
| **2020-0062** | **Public Participation**  Cllr Nurden gave his report as a District Councillor to the Marshes Ward as DCllr Rebecca Grattan was having difficulties accessing the meeting. Broadland DC held their second virtual meeting on the 21st May, which was streamed live on YouTube. At the meeting it was decided that:   * charging for pre-application planning advice is to be postponed for a year and will be introduced from 1st April 2021. * the Council’s constitution has been updated with standing orders to cover the holding of virtual meetings in accordance with Section 78 of the Coronavirus Act 2020 (Virtual Meetings). * the decision to incur any additional expenditure necessary (up to £100k a month) to deal with the Covid-19 pandemic was ratified.   A virtual meeting of the Planning Committee took place on the 20th May. The first virtual meeting of the Overview and Scrutiny Committee will be held next Tuesday and I will be chairing the Audit Committee meeting in mid-July.  Just a reminder that Debra Baillie-Murden is the officer at Broadland to contact with regard to any Council related support issues and residents are also encouraged to contact the Early Help Hub if they are in need of urgent assistance.  Broadland has also set up the Broadland Covid-19 Community Heroes which recognises and celebrates outstanding individuals who have gone above and beyond during the Coronavirus outbreak. Please nominate any Brundall resident you feel has provided incredible support for the village.  There was no other public participation. |  |
| **2020-0063** | **Chairman’s Report given by Cllr Wilkins**  Thanks again to the Clerks for the work they are doing. These are unusual times and their work is not always seen, keeping us to order, in the procedures we have to undertake, and it is very much appreciated.  The sense of community in the village is apparent and the way in which the local businesses responded, particularly the food industry, the takeaways, and those providing services, has been outstanding. As a village we should be very grateful for the support we have had. Linked to that is the work the volunteers headed by Lisa Taylor, the Church, the Good Neighbours working together have undertaken. Capacity outstripped demand and all requests for help were met. The Parish Council is grateful and those getting support were also grateful. If shielding is lifted support may still be needed for those that are uncertain about venturing out.  Thanks again to Councillors and members of the public for their support. |  |
| **2020-0064** | **Committee Reports**  **CDROB Report given by Cllr Britt**  There has been no meeting since the last Parish Council meeting. However due to other priorities for the Council over the coming year I suggest the project for a Public Right of Way through the marina to the river be put on hold. It is more important that the Council can concentrate on the key projects in the middle of the village for the time being.  It was **resolved** that the proposal for a PRoW to the river be referred back to CDROB. Thanks were given to Cllr Britt for his work on the PRoW to date.  **Land Management Committee’s Report given by its Chairman Graham Abbott**  The first Land Management Zoom meeting has been held. Issues to do with volunteers meeting at Cremer’s Meadow were resolved. Small adjustments are being made to the new bus shelter to improve the wheelchair access.  There has been a lot of litter at the Cemetery since McDonalds reopened, not all of it McDonalds rubbish. The McDonalds staff are on the case and are regularly clearing it up.  The Church Fen boardwalk is very overgrown at present. It may be something the CPBT could do. Clerk to check when CPBT will be operating again.\*  **Land East of the Memorial Hall**  The appeal is still pending. It will be held virtually but there is no date as yet. Final work preparing for appeal is ongoing. Nothing further to report until the appeal has taken place.  **Update on the Sports Hub**  The planning application is expected to be determined by the end of the month. Drainage and sewerage conditions are likely to be imposed. The acquisition of the land is still dependent on Norfolk Homes starting building, which also triggers the S106 cash payment.  A proposal for Cllr Whitehouse to be included on the subgroup was unanimously **approved**. | \*Clerk |
| **2020-0065** | **Approval of amended Regulatory Documents**  The Advisory and Scrutiny Committee is recommending the Council approve the following documents as amended at their meeting of the 4th June 2020.  Standing Orders  Amended to include part of the Coronavirus Act 2020 to allow virtual meetings. The Council unanimously **resolved** to adopt.  Scheme of Delegation  This was unanimously **approved** by the Council. |  |
| **2020-0066** | **Planning**  **Applications to consider:**  **FUL/2020/0018** - Provision of 6-bay double class base modular building, demolition of former caretaker’s bungalow and provision of 8 additional car parking spaces. New pedestrian access. External works to include paving, asphalt, fencing and associated works at Brundall Primary School, Braydeston Avenue, NR13 5JX. Cllr Britt gave an outline of the planned work and proposed the following comments:   1. Brundall Parish Council (BPC) welcomes, and has no objections to, the building of new classrooms at Brundall Primary School, based on creating minimum costs and sustaining the environment, and a desire to ensure the School meets it maximum capacity (293 pupils to 315 pupils). 2. BPC would like Norfolk County Council Education Services to co-ordinate with Highways to address in The Dales, safe management of traffic on a steep hill (with ‘blind spots’), safe car parking and pedestrian safety approaching in the School - in what will be a congested and hazardous area of the village. 3. BPC welcomes the expansion of car parking for staff at the School and provision of a new cycle shed. However, BPC is concerned that the 8 extra car parking spaces for staff do not include visitor parking and none of these cater for any disabled spaces for visitors, pupils or parents who are disabled. BPC understands one additional disabled parking space (increasing from 1 to 2 spaces) is included. This is far short of a suitable number regarding disabled staff. This could mean disabled visitors, parents and pupils are forced to park on road. 4. Brundall Medical Centre’s Car Parking entrance will be next to the new proposed School entrance, and as a consequence vulnerable people will have greater difficulty in safely accessing this site. When the Medical Centre parking is full, Medical Patients’, will find it very difficult to park on The Dales road, as competition for parking-spaces will increase. 5. In addition to the above, BPC request that NCC Education Service make plans (in line with new developments at Blofield and Lingwood Primary Schools), in the near future, to find a more suitable (socially relevant) School site for an expected further increasing number of Pupils requiring places at Brundall Primary School.   Concerns were raised about the reduction in leisure space, safety of all users of The Dales, the vulnerability of those using the Medical Centre, no safe place to cross on The Dales for pedestrians, the squeezing of more and more on to a small site.  The Tree Warden submitted a report regarding the impact of the work on the established trees on site and leading to the site. The Council supported the report and asked the Tree Warden to submit it separately in order to reference it in their submission.  The Governors taking a lead on the development was given a right of reply to the Council’s discussions: the expansion is needed to cope with the number of pupils already on site not for additional places; the caretaker’s house is in bad state of repair and a car park would be a better use of the space; the new entrance is to try to reduce the Braydeston Avenue traffic; and the development as a whole has been designed, and agreed by Fields in Trust, to not impact directly on the space the children use every day. The Governors were very pleased to hear the Council recognises and would support the call for a new, bigger, better school. The provision of a pre-school is included in the Neighbourhood plan and this could be part of that ambition.  Amendments to Cllr Britt’s comments were proposed: 1 & 5 add short term requirement (to the building); 2 include enhanced pedestrian safety; 5 add pre-school provision and emphasise longer term sustainability. The Council **resolved** to accepted these amendments.  **20201107** - Variation of condition 11 of planning permission 20172187 - revisions to Engineer Surface Water Drainage Strategy Report Location: Application Type: Removal/Variation of a condition (S73) at Hillside,1 Station New Road, Brundall, NR13 5PQ. The Council had **no** **objections**, with 1 abstention.  **20201108** - Variation of condition 11 of planning permission 20172188 - revisions to Engineer Surface Water Drainage Strategy Report Location: Application Type: Removal/Variation of a condition (S73) at Hillside,1 Station New Road, Brundall, NR13 5PQ. The Council had **no** **objections**, with 1 abstention.  **20201069 –** proposed gazebo to side elevation at Bradescroft 3 Strumpshaw Road. The Council had **no** **objections**, with 1 abstention. |  |
| **2020-0067** | **Public Right of Way diversion application at St Margaret’s Church, Witton**  Cllr Britt walked both the current footpath and the proposed diversion. Both were muddy and flooded on the day. The Council noted the application. |  |
| **2020-0068** | **Finance**  **Bills for payment for June 2020**– £7,809.28, excluding VAT, were circulated to Councillors before the meeting. The payments were **approved** by the Council.  Cllr Nurden queried the internal audit report. The RFO explained that the 3rd quarter bank reconciliation was not signed as per the Financial Regulations, and the bank statements were also not signed.  The Annual Governance Statement of the Annual Return was read to and **agreed** by the Council. It was signed by the Clerk of the meeting and will be signed by Cllr Wilkins as Chairman.  The Accounting Statements of the Annual Return were **agreed** by the Council. They were signed by the RFO and will be signed by Cllr Wilkins as Chairman.  The dispensation to allow allotment plot holders who are not Allotment Association Committee members to vote on allotment matters has lapsed. Itwas **resolved** by a majority decision with 3 abstentions to give those Councillors who are plot holders but not on the Allotment Association Committee dispensation to discuss and vote on all matters relating to the allotments including financial matters being budget preparation discussions, setting annual rent levels, BAA Association subscriptions. Those who are plot holders also on the Allotment Association Committee are not granted a dispensation to discuss and vote on any financial matters relating to the allotments.  It was **resolved**, with 2 abstentions, to approve the Land Management recommendation that there be a nil increase in allotment rents for the year October 2020 to October 2021.  A request for funding for a tree inspection training course from the Tree Warden, at a cost of £200, was unanimously **approved**. |  |
| **2020-0069** | **Clerk’s Correspondence**  Detail of the Parish Partnership scheme for 2020/21 had been circulated.  An email detailing a small running event that had been held at the Countryside Park had been circulated to Councillors. The event was not advised of in advance. Cllr Abbott suggested there should be a statement of purpose and aims and ambitions for the Countryside Park, to be posted on the noticeboard. Tim Strudwick, the Countryside Park lead is currently working on these. |  |
| **2020-0070** | **Items for the next Agenda Meeting of the Parish Council**  Parish Partnership suggestions |  |
| **2020-0071** | **Date, time and venue of next Parish Council Meeting**  **27nd July – 7pm online via Zoom**  Meeting closed at 9.05pm |  |
| **2020-0072** | **Closed Session: Land East of the Memorial Hall - land acquisition**  It was **agreed** that the Clerk could speak to BDC regarding the draft S106 agreement for the QL appeal. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR June 2020** |  |
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| Parish clerk costs | £4,418.02 |
| Office expense | £272.13 |
| Telephone | £64.02 |
| Room Hire | £41.67 |
| Annual Fees | £176.00 |
| Grass cutting monthly contract | £575.70 |
| Street Lighting | £607.63 |
| Handyman and cleaning | £545.00 |
| Cemetery | £63.61 |
| Church Fen | £200.00 |
| Projects | £180.50 |
| COVID-19 Grant | £21.00 |
| Accounts Software | £644.00 |
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| **Total expenditure** | **£7,809.28** |
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| Broadland Deposit transfer | £65,000.00 |
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| **RECEIPTS FOR June 2020** |  |
| Precept |  |
| Cemetery | £525.00 |
| Delegated functions grass | £3,235.45 |
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| **Total Income** | **£3,760.45** |