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

**Held on Monday 24th August 2020 at 19:00**

**online via Zoom**

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Warns, Cllr J Mickelburgh, Cllr G Abbott, Cllr L Britt, Cllr G Buckley, Cllr G Nurden, Cllr A Bonham  **Parish Clerk(s)**: 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. |  |
| **2020-0091** | **Apologies for Absence**  Cllr J Warne (unwell), Cllr M Savory (work), Cllr C Whitehouse (family commitment) |  |
| **2020-0092** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Nurden - BDC planning matters |  |
| **2020-0093** | **Minutes of the Previous Meeting**  The spelling of ‘amber’ was corrected in item 2020-0079. It was unanimously **resolved** that the amended Minutes of the Parish Council meeting held on 27th July 2020 be approved.  It was unanimously **resolved** that the Confidential Minutes of the Parish Council meeting held on 27th July 2020 be approved. |  |
| **2020-0094** | **Actions from the Minutes (Not on the Agenda)**  **2020-0085** – not yet completed. The Clerk will liaise with the Tree Warden and feed back to Cllrs Whitehouse and Mickelburgh. Norfolk CC will not install yellow lines unless the Council fund them. |  |
| **2020-0095** | **Public Participation**  CCllr Andrew Proctor gave an update from Norfolk County Council:  Norfolk has been lucky in the number of Covid cases it has not had, although an outbreak at Banham Poultry has just been announced. 7 cases have been confirmed and testing of many more employees will happen over the next few days.  Most of the County Council services are now back up and running as best they can. The Recycling centres have been open for a while but the opening of Libraries is ongoing. Everybody recognises the partnership and community effort to get as far as we have. Recovery plans are in place across the LEP area. A huge amount of work is going on to revitalise the local economy, particularly tourism. A £6.7m fund has been put together by the LEP, the County Council and the District Councils, and some of that has been drawn down to assist tourism businesses.  Schools will be opening the week after next, with none not opening. And it is expected most children will return.  Adult Social Care is struggling to get back to any sort of normality. There is still a challenge with care homes and the reluctance to have visitors due to Covid.  A planning reform White Paper has been published. There are 2 parts to it, one dealing with overall reforms, and the second to do with the standard methodology of calculating the allocation of housing. If this goes ahead it could mean the GNLP housing numbers going from 45,000 homes to 65,000 homes over the next 15 years. This would be virtually impossible to deliver.  Local Authorities will have to do a lot of extra work towards Brexit, particularly if there is a no deal.  Covid has produced additional budget pressures with an overspend of £20m on the £40m received from Government to help with the situation.  A Local Recovery & Devolution White Paper is expected next month regarding Local Government reorganisation. NCC will not be putting resources into any possible changes until the White Paper is published.  Cllr Nurden gave a report from Broadland DC:  Following a conversation with the leader of BDC it was agreed that Cllr Nurden will temporarily stand in for DCllrs Grattan and Snowling while they are unable to represent the Brundall Ward. Any issues should be forwarded to Cllr Nurden in the first instance.  Everything CCllr Proctor spoke about is relevant to the Districts also.  The 3rd virtual Council meeting was held on the 30th July. The Covid Recovery Plan was approved. The Environmental Strategy was also approved as Broadland’s action plan to tackle climate change.  There was no further public participation. |  |
| **2020-0096** | **Co-option of a Councillor following a casual vacancy**  One application was received for the vacancy. An interview was held last week, via Zoom, by Cllrs Wilkins, Warne, Whitehouse and Mickelburgh. The recommendation from the working group is that Mr Andrew Bonham be co-opted on to the Council. The Council **resolved**, with one abstention, to accept the recommendation. The Clerk emailed Mr Bonham the Declaration of Acceptance, which he signed and showed to the meeting. |  |
| **2020-0097** | **Chairman’s Report given by Cllr Wilkins**  Firstly I would formally like to welcome Andrew to the Parish Council and I know from our discussion last week that he will be an asset as a new councillor.   Whereas there is a growing sense of life returning to some normality, this is a new ‘normal’ whilst we need to continue practising social distancing.   We continue to do business as a parish council through video and tele conferencing and I think this is likely to remain the position for some time to come. However, businesses in the village have successfully implemented safe working measures and I am encouraged by the range of services we now have available locally and initiatives such as Eat Out to Help out appear to have a number of mutual benefits. It will be interesting to see how families respond to the start of the new school year next week, as this will a significant step forward for many. The volunteering support in the village offered during the past months will change to be under the umbrella of the Blofield and Brundall Good Neighbour Scheme at the end of the month. I would like to express, once again, my gratitude for all those who have been volunteering to support local residents and for those who will continue to do so   Although the Parish Council is having to adjust to the way it undertakes its business, the work continues and I am pleased to report that we have now received planning permission for the Sports Hub. However, the work required to deliver this project is now likely to increase, but it is important to emphasise that we are still at the preparatory phase as we cannot take this project forward into the ‘build phase’ until construction starts on the Norfolk Homes site, as this will trigger the gift of land and the funds to support the project. We are still hopeful that this stage will be reached later this year.   There is much to look forward to, and of course a lot of work ahead of us, we are aware that there are risks over winter with a second COVID spike, but hopefully the preventative measures which are in place and the responsible way in which our community has responded will put us in the best possible position. Stay safe. |  |
| **2020-0098** | **Committee Reports**  **Land Management Committee’s Report given by its Chairman Graham Abbott**  The litter problems at Church Fen seem to have abated, probably due to the change in the weather. However there were a group of boys swimming at the moorings when the meeting with the BA representative was on site, but they stated they were happy to ignore the No Swimming notices.  AT some point the Council will have to decide on a strategy for the boardwalk. There are currently 4 rotten planks and a few more on the way out. The BA may be able to give some financial assistance.  There was a post-GCSE results party on the football pitch which left a lot of litter. However a post on Nextdoor Brundall found the parent of one of the participants and he and his friends cleared it up.  The allotments and Countryside Park are looking good. There is a waiting list for the allotments.  Cremer’s Meadow continues to provide a lovely area to walk and relax in.  Cllr Warns commented that he has stopped using the boardwalks as it is impossible to socially distance when passing other users. He requested future plans for the boardwalk take this into consideration.  Cllr Buckley let the meeting know that the Cut and Clear day at Cremer’s Meadow is due to be on the 2nd September. There is a meeting for the risk assessment this week.  The signage at the riverside at Church Fen was discussed. There are No Swimming notices but it was suggested pictorial signs could be added for those whose first language is not English. The Clerk was asked to contact the BA for assistance with additional signs.\*  **CDROB**  The first draft of the Letter of Intent between the Parish Council, the Memorial Hall and Yare Valley Churches had been circulated to Councillors. Cllr Britt had also sent the Clerk a revised version, produced after the last CDROB meeting. The Council did not feel it could discuss the Letter of Intent until a final draft has been agreed between the Chairman, Revd Leech and the Secretary of the Memorial Hall.  **Land East of the Memorial Hall**  The planning inquiry date has been set for the 29th September, and is expected to take 4 days. It will be held virtually and the Clerk will attend. The Council has submitted a statement but may be required to give evidence and be cross examined. The Chairman will represent the Council’s views. It is hoped a decision will be received by the end of the year.  **Update on the Sports Hub**  The planning application has been approved, with some conditions. It has a 3 year life. The next step is to sit down with the consultants to review the budget and affordability of the project going forward. The land is not yet the Council’s, and neither is the money to start the project.  Cllr Warns gave thanks to the Clerks for their work. It has taken a long time and approval of the planning application is a milestone. The Clerk thanked the sub-group of Cllrs Wilkins, Warns and Britt for all the hard work they have put in. | \*Clerk |
| **2020-0099** | **Report from a meeting with the Broads Authority regarding the 21 year lease agreement for the Church Fen moorings**  A few ideas were discussed during the meeting but the maintenance of the boardwalk was ruled out. A figure that the BA might be prepared to pay was floated but a lower rent could possibly be negotiated in return for maintenance or work to extend the quay heading.  The BA Waterways and Recreation Officer is looking for funding that might help with the boardwalk.  The Council asked the Land Management Committee and the Clerk to take the negotiations forward. Councillors can feed suggestions in and a series of proposals can then be put to the BA.\* | \*Clerk/Land Mgmt |
| **2020-0100** | **To receive any suggestions for Parish Partnership funding available**  The Clerk gave feedback from a meeting had with Paul Sellick, NCC Highways Engineer:   * The 20mph speed limit on Cucumber Lane would not be considered as current average speeds are too high. * A choke point on Cucumber Lane would be possible but not necessarily welcomed by affected residents. * The Street is already calmed by raised tables. A chicane could replace the table outside the charity shop. Generally the tables and parked cars already reduce the speed of traffic. * A zebra crossing could be installed between Highfield and The Dales.   The Council was mindful that any change to traffic management would need a mandate from parishioners. Cllr Abbott informed the meeting that the SAM2 sign recorded an average speed of 27mph on The Street weekdays between 4pm and 7pm in July.  The Clerk was asked to contact Paul Sellick again for advice on village gates and textured road surface with speed limit reminders.\* And what would be the best value for money scheme. | \*Clerk |
| **2020-0101** | **Planning**  **Applications to consider:**  **20201366 -** erection of 3 dwellings at Land at Oakhill. The Council **resolved**, with 2 abstentions, to **object** to the size of the dwellings, no consideration has been given to planning consent on 4 other properties adjacent to the site, overdevelopment of the site, congestion round the site considering the new entrance to the school, the environmental impact, impact on trees on the site. A previous application put a condition on plot 3 that any dwelling could be no higher than 1 ½ storeys.  **20201504** - creation of atrium extension to west of existing St Lawrence Church to link with the existing St Lawrence Centre. Creation of additional parking provision and external works to support the scheme. Alterations to existing St Lawrence Church suit proposed extension at St Laurence Church, Church Lane NR13 5NA. Representation was heard from a resident of Church Lane. The Clerk will ask for an extension to the comments and a site visit for Councillors will be arranged.\* An extra meeting will be called to discuss the application.  **20201497 -** proposed two storey side extension at 21 Station New Road. The Council had **no objections**, with 1 abstention.  **20201509** - single storey side and rear extension at 70 The Street. The Council had **no objections**, with 1 abstention. | \*Clerk |
| **2020-0102** | **To consider comments towards the Norwich Western Link Local Access consultation**  No comments were put forward. |  |
| **2020-0103** | **To consider membership of the allotment finance sub-group**  Thanks were given to Cllr Nurden for his contribution to the sub-group. It was **resolved** that Cllr Abbott would be his replacement. |  |
| **2020-0104** | **To consider comments on Broadland District Council’s Licensing Policy Review**  The Council should now receive notifications for all Licensing applications received. The Council noted the policy but had no comments. |  |
| **2020-0105** | **To consider names for a new road adjacent to Hillside**  4 names were put received:  Hillside Drive  John Evans  Mike Blackburn  Robinia  It was raised that the Council perhaps ought to consult with the family of any person put forward. The Clerk will start this in preparation for the Berryfield roads and future developments.\*  The Council **resolved** to put forward Robinia Close as a suggested name. | \*Clerk |
| **2020-0106** | **Finance**  **Bills for payment for August 2020**– £16,321.22, excluding VAT, were circulated to Councillors before the meeting. The payments were **approved** by the Council.  There will not be enough money to cover all payments therefore the RFO will withhold the payment to S&C Slatter, as the largest invoice. Payment from the S106 money held by BDC will be requested for the invoice as it relates to the Sports Hub planning application. S&C Slatter will be paid once that has been received.  The 1st quarter bank reconciliation was discussed. The under spend on the room hire budget due to Covid will be vired to training. The Council **resolved** to accept the bank reconciliation.  The Clerk was asked to advertise the Grant and Donations budget available on Nextdoor Brundall and on the Facebook page.\*  The Internal Auditor, Pauline James, will not be doing audits next year. The RFO will start the search for a replacement.\* | \*Clerk  \*RFO |
| **2020-0107** | **Clerk’s Correspondence**  A resident emailed to say he is designing a community website for Brundall with a view to connecting businesses, residents and businesses, and would like to get involvement from the Parish Council at an early stage. The Clerk has arranged to talk to the resident to find out further details.\* | \*Clerk |
| **2020-0108** | **Items for the next Agenda Meeting of the Parish Council**  Church extension planning application  Parish Partnership  Yare Valley Rise parking  Advisory & Scrutiny documents |  |
| **2020-0109** | **Date, time and venue of next Parish Council Meeting**  **28th September – 7pm online via Zoom**  Meeting closed at 9.28pm |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR August 2020** |  |
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| Parish clerk costs | £4,418.22 |
| Office expense | £274.07 |
| Telephone | £32.00 |
| Room Hire | £41.67 |
| Annual Fees | £144.00 |
| Grass cutting monthly contract | £701.70 |
| Street Lighting | £577.63 |
| Handyman and cleaning | £450.00 |
| S106 | £9,317.60 |
| Cemetery | £14.64 |
| Cremers | £98.00 |
| Projects | £59.00 |
| COVID-19 Grant | £192.69 |
| Accounts Software | £0.00 |
|  |  |
| **Total expenditure** | **£16,321.22** |
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| **RECEIPTS FOR August 2020** |  |
| Precept |  |
| Cemetery |  |
| Allotments |  |
| S106 |  |
|  |  |
| **Total Income** | **£0.00** |