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

**Held on Monday 27th July 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 J Warne, Cllr M Savory, Cllr L Britt, Cllr G Buckley, Cllr G Nurden, Cllr C Whitehouse  **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. |  |
| **2020-0073** | **Apologies for Absence**  No apologies received. |  |
| **2020-0074** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllrs Buckley, Britt, Warns and Wilkins - allotments |  |
| **2020-0075** | **Minutes of the Previous Meeting**  It was **resolved**, with 1 abstention, that the Minutes of the Parish Council meeting held on 22nd June 2020 be approved.  It was **resolved**, with 2 abstentions, that the Confidential Minutes of the Parish Council meeting held on 22nd June 2020 be approved. |  |
| **2020-0076** | **Actions from the Minutes (Not on the Agenda)**  **2020-0064** – CPBT are not yet operating. The grounds maintenance contractor was asked to do the work and this has now been completed. |  |
| **2020-0077** | **Public Participation**  Cllr Nurden gave his report as a District Councillor to the Marshes Ward: Broadland DC held an Extraordinary Council meeting on 30 June to review the 2020/21 Budgets. The finance team has been hard at work trying to ‘best guess’ how the pandemic would impact the current years’ budget as well as the Medium Term Financial Plan.  At that meeting, the following key decisions were made:  · The 20/21 income budget is reduced by £431k for the year. There are a number of income streams that are affected such as Planning, Waste charges, council tax recovery, etc. that are reduced by 25%.  · Direct emergency response costs (General Allowance and Housing Costs to support the homeless) are increased by £500k and the cost of Council Tax support is increased by £224k for the year.  · An additional £100k has been allocated for Hardship Payments – £150 discounts awarded to all working age Council Tax Support claimants experiencing hardship.  · The estimated surplus for 20/21 of £62k is to be retained as a contingency for any additional spending pressures.  · The in year savings in respect of the vacant posts and training budgets are agree  The Audit Committee met last week and had a comprehensive look at the 2019/20 accounts. There was an overall surplus of £1,047,000 primarily because of participation in the Norfolk 75% business rates retention pilot. There were also better than expected returns on investments and an underspend on resources.  The Council is streaming all formal meetings live on Youtube, where they can also be found to watch at your leisure.  A member of the public offered the Broadland Tree Warden Network to help manage the trees at Church Fen. |  |
| **2020-0078** | **Chairman’s Report given by Cllr Wilkins**  No additional issues to raise from those already on the agenda. |  |
| **2020-0079** | **Committee Reports**  **LA Cluster report**  The Clerk gave an update on the meeting. Parishes in attendance were Brundall, Postwick, and Cantley. Apologies were received from Blofield, Lingwood and Strumpshaw. Concerns were raised about the lack of contact with the District Councillor while she is stuck overseas. It is possible to contact the leader, Shaun Vincent, instead.  Postwick have a planning application in for an electric charging station at Broadland Gate. And they have an issue with Travellers at the moment. The railway bridge work is set to be completed by the end of 2020.  Cantley are working on a Community Emergency Resilience plan, including pandemics. They are concerned that Brundall surgery will no longer deliver medicines outside Brundall after the 5th August. Network Rail’s proposed closures and timetable changes have been amended after talks. There are 2 moorings available from the 19th and 24th August respectively. £400 per year but no services.  The Broadland Confidence Campaign was discussed. The hand sanitisers offered would be installed on the footways not in the shops, and the Parish Council would be expected to pay for the refills.  The Brundall roundabout improvements in regards to the LEMH planning application were also discussed.  **Land Management Committee’s Report given by its Chairman Graham Abbott**  Work is underway on creating an up to date Statement of Aims and Uses for the Countryside Park by the Clerk and Tim Strudwick. It will protect and enhance the nature of the Park and will be displayed for users to read.  Friends of Cremer’s have resumed their regular activities and the meadow is looking better than ever.  Additional trees are planned to be planted at the Cemetery, in the Autumn.  The Committee discussed the allotment finance but because of one abstention the meeting was inquorate at that point so the decision was passed to the main meeting. The Allotment Association now have a traffic light system for monitoring the state of the plots: green = no issues, abmber = possible issues, red = definite issues. The Clerk still does a quarterly inspection as well but this is for the gate, fence, trees, toilet and ground conditions. The Clerk is very pleased the BAA now have their system in place.  Maintenance is ongoing at Church Fen. A litter bin is to be purchased which will be secured to the ground. The handyman will empty it on a regular basis.  Improvement work at Low Farm Wood will begin in the Autumn. The Broadland Tree Warden Network will be doing the work to improve the access and create another good walk for residents.  **Land East of the Memorial Hall**  No update on the revised date for the planning inquiry. It will be held virtually. Our evidence is prepared for whenever it is to be heard. The appellant prepares a S106 in readiness in case they win the case. The Council can ask to be signatories to the S106 in order to maximise the benefits available but this does not change the Council’s position on the application. It is solely part of the planning process.  **Update on the Sports Hub**  The planning application decision is still outstanding. There is a problem with the capacity of BDC planning department and they still have not ruled on the matters of the Norfolk Homes application. Until the development starts the land allocated and S106 contribution will not come to the Council. The delay is frustrating but the more important issue is that Norfolk Homes matters are passed so the development can begin. |  |
| **2020-0080** | **To consider the NALC consultation for Councillor’s proposed updated Code of Conduct**  The Clerk advised that overall this does not differ too much from the current one but it is well laid out and has a lot more detail. It will be looked at by the Advisory and Scrutiny Committee and is on the next agenda. There is no obligation to respond but any comments can be sent to the Clerk. The current Code of Conduct is on the website. |  |
| **2020-0081** | **To consider renewing the 21 year lease agreement with the Broads Authority for the Church Fen moorings**  The renewal date for the current lease is 1st February 2021. The BA would like as long a lease as possible. The Council had general support for the renewal of the lease but asked the Clerk to investigate improved terms, possibly to include a contribution towards the maintenance of access, or general maintenance of the site.\* Cllrs Warns and Abbott will assist. | \*Clerk/JW/ GA |
| **2020-0082** | **To receive any suggestions for Parish Partnership funding available**  Various suggestions were put forward by Councillors:   * Pedestrian crossing or chicane, incorporating on street parking, on The Street * A choke point on Cucumber Lane to deter speeding, possibly a crossing * 20mph limit for Cucumber Lane * revisit the ideas for traffic calming and crossing near to the school now they are changing their entrances   The Clerk will contact CCllr Proctor to ask about his Highways fund, and the Highways engineers for the suitability of the proposals.\* | \*Clerk |
| **2020-0083** | **Planning**  **Applications to consider:**  **BA/2019/0384/HOUSEH** – Norwood 30 Riverside Estate, Mooring cut in quay heading. The Council had **no objections**.  **BA/2020/0205/HOUSEH** - 49 Riverside Estate, Refurbish current approved dock. The Council had **no objections**.  **BA/2020/0214/HOUSEH** – 31 Riverside Estate, Extension to the existing chalet’s river facing extension. The Council had **no objections**. |  |
| **2020-0084** | **To consider taking on streetlights in the new Norfolk Homes/Brooms Berryfields development**  The Council **resolved** to continue with the policy of accepting street lighting on new developments. |  |
| **2020-0085** | **To consider a letter from a resident about parking and tree concerns in Yare Valley Rise**  The Clerk and Cllrs Whitehouse and Mickelburgh met residents. Cars are parked on the pavement but the narrowness of the road means larger vehicles scrape up against the trees on the other side. The trees have TPOs. Highways can put yellow lines from the junction for 10m at a cost of £6,000 but they will not fund it, and won’t assess the site until the funding is in place. Funding would have to come from the Parish Council or residents. The Clerk and Cllrs Whitehouse and Mickelburgh will continue to look at the issue. \*  [Cllr Wilkins left the meeting. Cllr Warns took the Chair]  The Council **resolved** for the Clerk, with the assistance of the Tree Warden, to submit an application for works on the Yare Valley Rise trees causing a nuisance to raise the crowns, as long as there is no cost to the Council.\* The owner can be ordered to do nuisance abatement work.  [Cllr Wilkins rejoined the meeting and resumed the Chair] | \*Clerk/CW  \*Clerk/Tree Warden |
| **2020-0086** | **Finance**  **Bills for payment for June 2020**– £14,737.25, excluding VAT, were circulated to Councillors before the meeting. The payments were **approved** by the Council.  Payments for July total £16,623.10 including VAT. The bank balance as at 30th June 2020 was £18,234.53. There will not be enough money to cover all payments therefore the RFO will withhold the payment to Ashtons Legal, as the largest invoice. £15,000 has been requested from the BDC Parish Deposit. Ashtons Legal will be paid once that has been received or if Persimmon pay for the Minerva invoices. A VAT return will be filed for the first 4 months of the year to help with cash flow.  The Clerk and RFO to update the Risk Register to include the possibility of the Norfolk Homes development not going ahead and therefore the S106 funding not being received.\*  The Council discussed a paper from the Brundall Allotment Association for a proposed policy regarding financial management of the allotment site. A sub-group of Cllrs Wilkins, Buckley, Nurden, and Whitehouse and the RFO was formed to look at the paper and issues surrounding it and to come back to the Council with a policy for how to account for the allotment income and expenditure. Cllr Nurden will excuse himself from the debate when any policy goes to the Advisory and Scrutiny Committee. | \*Clerk/RFO |
| **2020-0087** | **Clerk’s Correspondence**  Details of a NCC initiative Stop Hate will be circulated.  Details of the Western Link will be added to the next agenda.  The Clerk has been informed that the planning application on land south of Strumpshaw Road has been refused at appeal and the land is now for sale. |  |
| **2020-0088** | **Items for the next Agenda Meeting of the Parish Council**  Parish Partnership suggestions  Western Link  BDC confidence campaign  Code of Conduct  Church Fen lease  Bank reconciliation |  |
| **2020-0089** | **Date, time and venue of next Parish Council Meeting**  **24th August – 7pm online via Zoom**  Meeting closed at 9.25pm |  |
| **2020-0090** | **Closed Session: To discuss the Deputy Clerk’s contractual hours and training costs for CiLCA**  It was **agreed** to offer the Deputy Clerk an additional 4 hours per will and to contribute 80% of the cost of the CiLCA training borne by the Parish Council she will be resigning from. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR July 2020** |  |
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| Parish clerk costs | £4,418.02 |
| Office expense | £178.40 |
| Telephone | £32.02 |
| Room Hire | £41.67 |
| Grass cutting monthly contract | £575.70 |
| Street Lighting | £560.62 |
| Handyman and cleaning | £760.00 |
| Countryside Park | £19.82 |
| Church Fen | £400.00 |
| Legal | £7,451.00 |
| COVID-19 Grant | £300.00 |
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| **Total expenditure** | **£14,737.25** |
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| **RECEIPTS FOR July 2020** |  |
| Cemetery | £725.00 |
| Allotments | £48.14 |
| Forestry Commission Grant | £167.72 |
| Persimmon legal fund | £919.20 |
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| **Total Income** | **£1,860.06** |