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

**Held on Monday 26th October 2020 at 19:00**

**online via Zoom**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Warns, Cllr J Warne, Cllr J Mickelburgh, Cllr G Abbott, Cllr L Britt, Cllr G Nurden, Cllr A Bonham, Cllr M Savory, 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. |  |
| **2020-0134** | **Apologies for Absence**  Cllr G Buckley (family matters). Apologies were unanimously accepted. |  |
| **2020-0135** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Nurden - Planning: BDC applications  [Cllr Warns joined the meeting] |  |
| **2020-0136** | **Minutes of the Previous Meeting**  It was **resolved**, with 1 abstention, that the Minutes of the Parish Council meeting held on 28th September 2020 be approved.  Cllr Nurden then queried 2020-0130. Cllr Buckley was minuted as returning to the meeting to respond to a query but was not minuted leaving again. The Deputy Clerk will check the recording and report to the next meeting.\* | \*Deputy Clerk |
| **2020-0137** | **Actions from the Minutes (Not on the Agenda)**  **2020-0126** - not actioned yet  **2020-0127** - on agenda  **2020-0131** - on agenda |  |
| **2020-0138** | **Public Participation**  CCllr Andrew Proctor gave an update from Norfolk County Council: the local Covid figures have gone up across the county but this is to be expected, although they are nowhere near the National average or even the East of England average. However there are some areas of concern: there have been some Care Home outbreaks (2 or more infections); some work places in Norwich; and the UEA. The UEA has done some fantastic work testing students, including asymptomatic students. The big worry at the moment is food processing outbreaks - Bernard Matthews at Witchingham and Cranswick in Watton, where there are 140 cases already with a further 1,000 staff still to be tested. There is a tremendous amount of work being done by everybody, all the local authorities and partners, but there are finite resources. Free School Meals - Government did give £63m to Councils across country but Norfolk received £1m which was for food and essential requirements. About half has already been spent and the rest is planned to help families over Xmas. Brexit is coming up fast but Devolution is on the back burner at the moment. Planning reforms are to the fore of Government but they are meeting resistance. The GNLP is going ahead under transition arrangements. We are holding virtual meetings daily, getting the Council business and work done. The Council is functioning well and the technology is holding up very well.  Cllr Nurden as a Broadland District Councillor: the Community at Heart Lottery is being launched in November, with the first tickets being sold in January 2021. Broadland based clubs, charities and not-for-profit organisations looking for a free way to raise funds can register their interest on the BDC website. Officers have put forward some proposals for amending the Members Grants. These will be discussed at the Overview & Scrutiny Committee and will then go to Cabinet. Looking at there being some sort of interconnectivity between the CAH Lottery and the Members Grants. Council Tax budget talks will hopefully be starting in November.  DCllr Sue Prutton: the Community Awards Scheme presentation will be screened on the 12th November, hosted by Trevor Holden. No Member Grants are outstanding. DCllr Grattan did not quite understand the rules so any offers she made can unfortunately not be taken forward. The grants are for the purchase of small bits of equipment rather than running costs.  There were no other public comments. |  |
| **2020-0139** | **Committee Membership**  Cllr Abbott was unanimously **approved** as the new member of the Planning sub-group.  Cllr Warne was unanimously **approved** as the Allotment Liaison representative. |  |
| **2020-0140** | **Chairman’s Report given by Cllr Wilkins**  The recent changes in restrictions to respond to the threat of COVID-19 including the three tier system remind us of the continuing threat presented by the pandemic as we head into Autumn and Winter. We must do whatever we can to remain safe and protect and support those who are most vulnerable. We are still continuing to operate virtually as a Parish Council and we have been doing so effectively since March, I would expect the current arrangements including on line PC meetings to  continue until at least the Spring.  The recent planning inquiry into the Land East of the Memorial Hall (QL appeal) was conducted remotely on MS Teams and we understand that a decision will be made by the Planning Inspector towards the end of November. The Parish Council made a submission to the Inquiry, in support of previous written submissions objecting to the development, specifically in relation to the impact on recreational land and the 4.9 hectares allocated under policy BRU3. Sharon, as Parish Clerk, attended the duration of the Inquiry and made a number of relevant points and I would like to thank her for the significant time she spend preparing us for the Inquiry. As a Council I do not believe we could have done more, and as I have said previously it is an appeal in relation to Broadland’s decision to refuse planning permission and many of the arguments raised during the inquiry were technical in nature. It was also encouraging that several members of our local community participated in the Inquiry.  Once we know the decision from the Planning Inspector, we will then be able to firm up our plans to further develop our recreational offer for the village and it is interesting to note that preparation work has started on the Berryfields site so we will be pushing for ownership of the land and release of the funds to be able to take our Sports Hub project forward.  We understand that there is a significant amount of work ahead for the Council, but we can now begin to see our plans firming up as we move to the next exciting stage of delivering an expanded recreational offer for the village.  Stay safe. |  |
| **2020-0141** | **Committee Reports**  **Land Management Committee’s Report given by its Chairman Graham Abbott**  Nothing additional to report. The next meeting is in November.  **Approval of the draft Risk Assessments for Cremer’s Meadow and Countryside Park**  These were passed by the Land Management Committee and the Council unanimously resolved to **approve** Risk Assessments for Cremer’s Meadow and the Countryside Park.  **CDROB**  Letter of Accord/Intent: the last meeting looked at both versions. It was suggested that both documents should be sent to all 3 parties (BPC, the Church, the Memorial Hall) for comment. CDROB will collate any comments and then send them back to the 3 organisations to agree and adopt. CDROB was happy with the principle to strengthen the working together of the 3 organisations. Councillors were asked to send any comments to the Clerk and Cllr Wilkins will look at the 2 versions, and comments, and circulate a revision to the Council, the Church and the Memorial Hall Trustees.  The meeting on 5th October also discussed issues to do with health as that was something the Committee felt it could support the community with. Discussions on health led to wellbeing and how to disseminate information through the website or a newsletter. The Committee suggested their focus could/should move towards Health and Wellbeing rather than recreation. A change of name for the Committee was suggested, but no new name was put forward. The possibility of the Committee having a budget for administration spending was discussed.  Things that will be discussed at the next meeting, on November 11th, will be bicycle routes round the village, Health and Wellbeing, a budget, a new name. The Terms of Reference could be reviewed once the Sports Hub construction has started and when there is more certainty about the LEMH.  Cllr Nurden reminded the Council that the Parish Plan fed into recreation and wellbeing. Maybe it is time for the plan to be updated.  **Advisory Committee**  No new documents to approve. |  |
| **2020-0142** | **Land East of the Memorial Hall**  We are waiting for the decision of the appeal. The next steps depend on the outcome of the appeal and there is no point in trying to second guess what that will be. The report is expected to be published in early November. |  |
| **2020-0143** | **Update on the Sports Hub**  The sub-group is meeting this week. The Clerk will be contacting BDC to ask about the process for triggering the transfer of the land. \*  An email has been received from a member of the public querying the appointment of the consultants and the amounts spent. And also asking why more information is not published on the website or social media. The requests are being treated as an FOI request. The Council feels it is being as open and transparent as it can and should be, and it isn’t appropriate to put any more documents or information on other social media sites. | \*Clerk |
| **2020-0144** | **Report from the Local Authority Cluster meeting on 6th October: Cllr Nurden**  No meeting notes have yet been received. The Cluster meeting did not wish to have formal minutes for their meetings therefore Cllr Nurden does not feel it is appropriate to make feedback a formal Brundall Parish Council meeting agenda item. Notes from the meetings will be circulated. Cllr Nurden encouraged other members of the Council to attend future meetings. The next one will be held on the 12th January 2021. |  |
| **2020-0145** | **Report progress for the Broads Authority 21 year lease agreement for the Church Fen moorings**  No further progress as yet. Deferred to next meeting. |  |
| **2020-0146** | **Report on progress regarding Parish Partnership funding projects**  Details of Highways feedback on the 3 preferred traffic calming options had been circulated to Councillors. Alterations to the speed hump outside the charity shop would not be supported. A build-out on Cucumber Lane would cost around £20,000. A pedestrian crossing on The Street, near Highfield Avenue. would cost around £50,000.  The yellow line marking around Highfield Avenue has not yet been completed. The Clerk has queried this and Paul Sellick is chasing.  The RFO confirmed that the 2020/21 budget included £7,500 for traffic measures, and that currently there is £22,000 in the 2021/22 budget. Parish Partnership funding is not usually received until April therefore both years budgets can be put forward.  Parish Partnership funding cannot be used towards Traffic Regulation Orders and therefore cannot be used for double yellow line marking.  The Council debated the options and priorities. The consensus was that The Street causes the most concern with residents and therefore traffic calming and a safe crossing pace there should be where resources are concentrated. A sub-group will be formed to look at the Parish Partnership rules and to put firm proposals to the November meeting.\* | \*Clerks |
| **2020-0147** | **Broads Authority Consultations**  [Cllr Bonham left the meeting]   * Draft Residential Moorings guide * Draft Guide to Understanding the Impact of New Development on Peat Soil   Councillors were asked to submit any comments to the Clerk. |  |
| **2020-0148** | **Planning**  **20201739 -** Description: Single storey side extension and front porch - Linand,27 Blofield Road, Brundall. The Council had **no objections**, with 1 abstention.  **20201366 -** Description: Erection of 3 Dwellings- Land At Oakhill, Brundall.  [Cllr Bonham joined the meeting]  The Council **resolved,** with 2 abstentions, that, despite the changes to the application, it stands by the original objections submitted. Concerns were raised that work on site appeared to have already started.  **20201869** -First floor and single storey rear extensions - Limegrove,44 Highfield Avenue,Brundall. The Council had **no objections**, with 2 abstentions.  **20201870 –**Subdivision of curtilage and erection of detached dwelling - Limegrove,44 Highfield Avenue,Brundall The Council had **no objections**, with 2 abstentions.  **BA/2020/0336/HOUSEH** Description: Replace timber quayheading with steel piling and timber capping and whaling. Reduce width of jetty from 1.2m to 0.8m. Widen existing wet dock from 1.75m to 2.8m wide - Two Trees, 58 Riverside Estate, Brundall. The Council had **no objections.** |  |
| **2020-0149** | **Finance**  **Bills for payment for October 2020**– £10,852.50 (see below). Details and invoices were circulated to Councillors before the meeting but the RFO will not pay the invoice from Broadland District Council as this is for the bins the Memorial Hall pay for. Cllr Nurden queried the mileage claimed by the Clerks. The Clerks only claim mileage for non-scheduled meetings. Appraisals should be undertaken face to face if it is safe to do so. The payments were **approved** by the Council.  The RFO asked for quotes from 3 Internal Auditors but only received one positive response. The Council **resolved** to appoint Robin Goreham as the Internal Auditor for the 2020/21 financial year.  The Council **resolved**, with 1 abstention, to approve the bank reconciliation to 30th September 2020.  The Council noted the Actuals vs Budget report to the 30th September 2020.  The Council noted the External Auditor report for the 2019/20 financial year. There were no issues to report.  The Council debated a wheelie bin for Church Fen rubbish to be located on Church Lane. Clerk to contact residents for their views, and also the Church in view of their current planning application.\* To be considered at the next meeting.  The Council did not wish to make an additional donation to the British Legion. There will be 2 wreath laying events, on the 8th and 11th November. Any regulations in place will be followed and they will be suitably socially distanced. The Clerks will complete a risk assessment.\* Wreaths will be laid individually, there will be no singing, a QR code may be used. It is the Council’s land so therefore the Council’s responsibility. The Council resolved to accept the ceremony proposal put forward by the Revd Peter Leech and following the Royal British Legion guidance. The Chairman will lay the wreath on the 11th and Cllr Warne on the 8th.  A sub-group of Cllrs Wilkins, Whitehouse and Abbott will assist the RFO in the preparation of the 2021/22 budget. | \*Clerk  \*Clerks |
| **2020-0150** | **Clerk’s Correspondence**  A planning application for 26 Cucumber Lane was received after the agenda was published for a refurbishment and extension. The comments deadline is the 14th November. The planning sub-group will look at the application and refer it to the Council if they deem necessary, otherwise they will comment.\*  Another traffic email was received. No yellow line applications will be considered at present. The Parish Partnership Scheme funding will be focussed on The Street. | \*Planning sub-group |
| **2020-0151** | **Items for the next Agenda Meeting of the Parish Council**  Parish Partnership/Highways  Church Lane bin  Memorial Hall report  Advisory & Scrutiny documents for approval |  |
| **2020-0152** | **Date, time and venue of next Parish Council Meeting**  **23rd November – 7pm online via Zoom**  Meeting closed at 21.22pm |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PAYMENTS FOR October 2020** | |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £4,875.40 | £0.00 | £4,875.40 |
| Office expense | £253.96 | £32.73 | £286.69 |
| Telephone | £32.00 | £6.40 | £38.40 |
| Room Hire | £41.67 | £0.00 | £41.67 |
| Annual Fees | £400.00 | £80.00 | £480.00 |
| Grass cutting monthly contract | £575.70 | £115.14 | £690.84 |
| Street Lighting | £560.62 | £112.12 | £672.74 |
| Handyman and cleaning | £450.00 | £0.00 | £450.00 |
| Cemetery | £300.76 | £50.00 | £350.76 |
| Allotments | £171.33 | £0.00 | £171.33 |
| Countryside Park | £945.00 | £0.00 | £945.00 |
| Cremers | £26.39 | £5.28 | £31.67 |
| Church Fen | £1,067.00 | £0.00 | £1,067.00 |
| Projects | £75.00 | £0.00 | £75.00 |
| Grants / Donations | £200.00 | £0.00 | £200.00 |
| Refuse collection | £476.00 | £0.00 | £476.00 |
|  |  |  |  |
| **Total expenditure** | **£10,450.83** | **£401.67** | **£10,852.50** |
|  |  |  |  |
| **RECEIPTS FOR October 2020** |  |  |  |
| Precept | £57,900.00 |  |  |
| Cemetery | £475.00 |  |  |
| Allotments | £1,856.25 |  |  |
| VAT | £3,975.77 |  |  |
|  |  |  |  |
| **Total Income** | **£64,207.02** |  |  |
| Transfers to BDC Parish Deposit | £30,000.00 |  |  |
| Bank balance as at 22/10/20 | £44,922.79 |  |  |