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

**Held on Monday 28th September 2020 at 19:00**

**online via Zoom**

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Warns, Cllr J Warne, Cllr J Mickelburgh, Cllr G Abbott, Cllr L Britt, Cllr G Buckley, 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. |  |
| **2020-0116** | **Apologies for Absence**  None received. |  |
| **2020-0117** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Nurden - Finance: Snowy’s  Cllr Buckley - Finance: Snowy’s |  |
| **2020-0118** | **Minutes of the Previous Meeting**  Cllr Nurden queried why only the net amount for payments approved was shown in the minutes. The gross amount will be shown going forward.  It was **resolved**, with 2 abstentions, that the Minutes of the Parish Council meeting held on 24th August 2020 be approved.  It was **resolved**, with 3 abstentions, that the Minutes of the Parish Council meeting held on 10th September 2020 be approved.  It was **resolved**, with 2 absentions, that the Confidential Minutes of the Parish Council meeting held on 10th September 2020 be approved. |  |
| **2020-0119** | **Actions from the Minutes (Not on the Agenda)**  **2020-0098** - the Clerk and Cllr Abbott are investigating.  **2020-0099** - on agenda  **2020-0100** - on agenda  **2020-0101** - complete  **2020-0105** - on hold due to workload  **2020-0106** - completed  **2020-0107** - on agenda, Finance item |  |
| **2020-0120** | **Public Participation**  CCllr Andrew Proctor gave an update from Norfolk County Council:  The County Council budget proposals are now in the public domain. There are 2 issues: the gap to balance the budget; there is no information from Government about what finance will be offered. The ASC Green Paper is not out yet and therefore there is no information about what is going to happen regarding additional finance.  Planning for Covid: the Council is looking at how to manage in the worst case scenarios in Norfolk. Brexit will have a big impact on all Councils. Planning reforms: there have been strong objections from rural MPs. The Devolution bill has gone off the boil, probably now deferred to 2021. The A47 is being talked about again with Highways England saying what can’t do rather than what can do. They have already received £300m for works that have not started. The QL appeal starts tomorrow. Cllr Proctor is registered speak.  Sue Prutton, DCllr for Hellesdon, is standing in to help in Rebecca Grattan and Mike Snowling’s absence. DCllr Prutton is also on Hellesdon Parish Council and was Chair for 4 years until being elected to BDC in 2019. She has no Parish Council commitments at the moment so is happy to help out. She is looking into, and will help out with, the Ward grant applications/ submissions for the last year. She is the BDC member champion for the older person.  Cllr Nurden gave a report from Broadland DC:  A 4th virtual Council meeting was held on the 24th September. It was live streamed on Youtube and can be viewed there if anyone missed it. The Place Shaping Panel paperwork is on the website, including comments on the changes to the planning system. The Overview and Scrutiny Committee also looked at the comments, and it can also be viewed on Youtube. The Waste Services contract is up for renewal in 2022 and it was agreed that BDC& SNC will receive best value through a competitive tender process. BDC is again involved in the Solar Together scheme. Go to [www.solartogether.co.uk/broadland](http://www.solartogether.co.uk/broadland) to register your interest. Registration closes on the 6th October.  A member of the public informed the meeting that the minutes of the last meeting were not available on the website. |  |
| **2020-0121** | **To note the casual vacancy for the Council**  Following the absence from all Council and Committee meetings since February 2020, with no apologies received, a letter was sent, recorded delivery, to Cllr Thorpe to ask him if he wished to continue as a Parish Councillor. No response was received so unfortunately the legal position is that he can no longer continue as a Parish Councillor. Notification of the vacancy has been sent to Broadland and from the 7th October, if no election is called, it can be advertised by the Council. |  |
| **2020-0122** | **Committee Membership**  Cllr Bonham was unanimously **approved** as the Parish Council nominated Trustee on the Memorial Hall Committee.  Cllr Savory was unanimously **approved** as the new member of the Land Management Committee. |  |
| **2020-0123** | **Chairman’s Report given by Cllr Wilkins**  Tomorrow sees the start of the Planning Inquiry into the appeal by QL to develop Land East of the Memorial Hall so we will soon know the outcome of the appeal to enable us and our community move forward. As you know, we have submitted our objections and representations to this development and will give evidence to the Inquiry but ultimately the Planning inspector will make her decision based on all of the issues under discussion. We are hoping that the appeal will be dismissed.   We will also update on the ongoing work in relation to the Sports Hub during the agenda.   It was disappointing to hear about recent break ins to sheds and disruption on the Countryside Park allotment site – we are fortunate that this has been a rare occurrence since the allotment site opened and we hope that this remains an exception to the rule.   We were anticipating parkrun starting again in October but in view of the latest Government COVID restrictions this will unfortunately be delayed – this is understandable although disappointing. It is encouraging though to see the Countryside Park continuing to being used for  informal recreation by walkers, runners and dog walkers   The latest COVID restrictions are a reminder to us all that the virus remains a threat and even though the figures for positive tests in this area remain low, it highlights the importance to all of us of complying with the restrictions for the benefit of all   Stay safe. |  |
| **2020-0124** | **Committee Reports**  **Land Management Committee’s Report given by its Chairman Graham Abbott**  We had a stormy weekend, which resulted in fallen trees at Cremer’s Meadow & Church Fen. But considering the strength of the winds we escaped quite lightly.  There have been a series of break-ins, but nothing of value was taken. LM is considering a plain recycled plastic bench at Cemetery to replace a vandalised wooden bench. Replanting of trees & hedging will commence soon, also at the Cemetery.  20% of budget has been spent.  **Approval of the draft Risk Assessments for Cremer’s Meadow and Countryside Park**  The Council unanimously resolved to **approve** Risk Assessments for Cremer’s Meadow and the Countryside Park.  **CDROB**  The next meeting is on Monday 5th October.  [Cllr Bonham left the meeting]  **Advisory Committee**  The Council unanimously resolved to **approve** the following documents:   * Safeguarding Children Policy * Terms of Reference Land Management Committee * Data Protection Policy * Privacy Notice   Thanks were given to the Committee for the work put in to producing and amending the policies.  [Cllr Bonham joined the meeting] |  |
| **2020-0125** | **Land East of the Memorial Hall**  The appeal starts tomorrow, lasting for 6 days, so is a substantial piece of work. Thanks were given to the Clerk for all her work towards the appeal, in conjunction with the solicitor. It is an appeal against BDC’s decision. The Council will put forward our views but not those already on record. We will talk about lack of availability of recreation land. It will be part of the overall planning appeal. It is a public inquiry but if you wanted to speak you needed to pre register. Members of the public are allowed to view and will need to contact Helen Skinner. Details can be obtained from the Clerk. |  |
| **2020-0126** | **Update on the Sports Hub**  Following the approval of the planning permission the sub-group held a meeting with the consultants and agents to look at the costings, conditions of the planning permission, and a waste management issue to resolve. One of the things we were looking at is the affordability of the project, and some changes in prices since the original quote. Another meeting is scheduled to include looking for funding opportunities. The start of work is still dependent on Norfolk Homes commencing their building works.  Cllr Abbott reported that there is fencing around the fields and diggers are on site. The Clerk informed the meeting that the pre-commencement conditions have not yet been signed off so the works are probably to enable that to happen. Once all those conditions have been met they will be able to start work.  Cllr Whitehouse has drawn up a statement summary for the Sports Hub for where we are and what we want to do. The current directors of Brundall Community Leisure Ltd are Cllrs Wilkins and Warns. It was **resolved**, with 1 abstention, to appoint Cllr Whitehouse as a third director. The Clerk will update the listing at Companies House.\*  There will be a further sub-group meeting to look at Cllr Whitehouse’s plan to present it to the Council. | \*Clerk |
| **2020-0127** | **Report from a meeting with the Broads Authority regarding the 21 year lease agreement for the Church Fen moorings**  The BA contact has been on holiday so the lease negotiations have not progressed any further. Cllrs Abbott and Warnes will assist the Clerk. All Cllrs were invited to email the Clerk with suggestions for items to be included in the new lease, by next week. The current lease expires at the end of January 2021 but this is not a hard deadline. | \*Clerk/Cllrs Abbott & Warns |
| **2020-0128** | **Report on progress regarding Parish Partnership funding projects**  Paul Sellick has been on holiday. An update and feedback will be provided at the next meeting. |  |
| **2020-0129** | **Planning**  No applications received. |  |
| **2020-0130** | **Finance**  **Bills for payment for September 2020**– £8,791.268 (see below). Details and invoices were circulated to Councillors before the meeting. The payments were **approved** by the Council.  [Cllr Buckley left the meeting]  The Council discussed the application for a grant from Snowy’s. Concerns were raised that the structure proposed would be permanent and therefore would not be able to be removed if Snowy’s moved premises. Cllr Buckley returned to the meeting to confirm that the structure could be made to be moveable. The grant application for £200 to Snowy’s was unanimously **approved**.  The Council discussed a grant application from Nexis CIC for £600 to create and provide a community platform for the village. There is a website for the village that is not active or in use but it is not possible to take this over and turn it into what is proposed. A new digital platform would enable the Council to interact with parishioners, e.g. create polls for villagers to complete, to have one place to book a meeting room. It would eventually be self funding through fees charged to businesses, advertising and local offers.  [Cllr Warns joined the meeting]  And would generate revenue for the community to reinvest. The applicant was asked to investigate other avenues of funding before the Council could support the initiative. The Council needs to do due diligence on any expenditure of public money. However the Council offered encouragement for further development of the project and would like the applicant to return with more information. |  |
| **2020-0131** | **Clerk’s Correspondence**  Email traffic regarding problems with parking in Station Road was discussed. The wall has been knocked over before. It is low and not visible to larger vehicles. The request is for a 10m restriction on other side of road. The Clerk will send photos to Highways. The Council would have to fund a public consultation and concerns were raised about how to decide which location for possible double yellow lines would be prioritised over another. To be discussed at the next meeting, including costs of a public consultation, bearing in mind the wider problems in the village.\* | \*Clerk |
| **2020-0132** | **Items for the next Agenda Meeting of the Parish Council**  Parish Partnership/Highways  Double Yellow lines  Internal Auditor  Councillor representative to the Allotments |  |
| **2020-0133** | **Date, time and venue of next Parish Council Meeting**  **26th October – 7pm online via Zoom**  Meeting closed at 8.52pm |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR September 2020** | |  |  |
|  | **Net** | **VAT** | **Gross** |
| Parish clerk costs | £4,899.91 | £0.00 | £4,899.91 |
| Office expense | £736.63 | £24.65 | £761.28 |
| Telephone | £32.00 | £6.40 | £38.40 |
| Room Hire | £41.67 | £0.00 | £41.67 |
| Training | £81.24 | £0.00 | £81.24 |
| Members Expenses | £0.00 | £0.00 | £0.00 |
| Insurance | £0.00 | £0.00 | £0.00 |
| Annual Fees | £0.00 | £0.00 | £0.00 |
| Grass cutting monthly contract | £710.70 | £142.14 | £852.84 |
| Street Lighting | £577.63 | £115.53 | £693.16 |
| Handyman and cleaning | £450.00 | £0.00 | £450.00 |
| Repairs and Renewals | £0.00 | £0.00 | £0.00 |
| S106 | £0.00 | £0.00 | £0.00 |
| Cemetery | £60.00 | £0.00 | £60.00 |
| Allotments | £7.50 | £1.50 | £9.00 |
| Countryside Park | £0.00 | £0.00 | £0.00 |
| Cremers | £75.00 | £0.00 | £75.00 |
| Church Fen | £400.00 | £0.00 | £400.00 |
| Trees | £0.00 | £0.00 | £0.00 |
| Projects | £0.00 | £0.00 | £0.00 |
| Donations | £0.00 | £0.00 | £0.00 |
| S137 | £0.00 | £0.00 | £0.00 |
| Legal | £0.00 | £0.00 | £0.00 |
| COVID-19 Grant | £429.18 | £0.00 | £429.18 |
| Accounts Software | £0.00 | £0.00 | £0.00 |
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| **Total expenditure** | **£8,501.46** | **£290.22** | **£8,791.68** |
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| **RECEIPTS FOR September 2020** | |  |  |
| Precept |  |  |  |
| Cemetery |  |  |  |
| Allotments | £34.38 |  |  |
| S106 | £23,167.60 |  |  |
| VAT |  |  |  |
| Forestry Commission Grant |  |  |  |
| Persimmon legal fund |  |  |  |
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| **Total Income** | **£23,201.98** |  |  |