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

**Held on Monday 22nd February 2021 at 19:45**

**online via Zoom**

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Warns, Cllr J Mickelburgh, Cllr G Abbott, Cllr G Buckley, Cllr A Bonham, Cllr M Savory, Cllr C Whitehouse, Cllr P Gabillia, Cllr J Warne, Cllr G Springett, Cllr L Britt  **Parish Clerk(s)**: S Smyth, C Dickson | | | |
|  | *Details* | *Action* |
|  | The start of the meeting was delayed from 7pm to allow participants to listen to the Prime Minister’s address about lifting Coronavirus restrictions.  **Housekeeping**  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. |  |
| **2021-0018** | **Apologies for Absence**  None. |  |
| **2021-0019** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **2021-0020** | **Minutes of the Previous Meeting**  It was **resolved** to approve the Minutes of the Parish Council meeting held on 25th January 2021. |  |
| **2021-0021** | **Actions from the Minutes (Not on the Agenda)**  None. |  |
| **2021-0022** | **Public Participation**  CCllr Andrew Proctor gave an update from Norfolk County Council: the budget has been approved by the Council. The Road Map proposed by the Prime Minister this evening is a cautious and positive approach.  The first meeting of the Norfolk Strategic Flooding Alliance was set up by NCC with Lord Dannett as Chairman. Attendees were NCC, all the District Councils, Anglian Water, Environment Agency, the Drainage Boards, Water Management Alliance, Broads Authority, Water Resources East, National Farmers Union and Coastal Partnership East. Lord Dannatt said it is incumbent on the large number of organisations involved that we work together better. Each member gave a presentation on their roles and responsibilities. Lord Dannatt has asked for a summary of what each group/organisation is doing and what they will do. The short term goal is to have a list of who to contact for flooding events. The mid-term goal is on funding and policy change. The long term aim is to address the confidence of the public in the ability of everyone to work in a joined up way and the reputation of the authorities and organisations. A positive meeting. Working groups will be set up and more meetings have been set. There is every hope we will get a real result on how to manage flooding and the risks. Local intelligence needs to be added. The Clerk will send CCllr Proctor a summary of any flooding issues in Brundall.\*  Purdah, for the County Elections, is from the 29th March to the 6th May.  [Cllr Brit joined the meeting]  DCllr Grant Nurden gave an update from Broadland District Council: 21 Broadland staff are directly supporting the NHS working on hospital wards as Care for Support, housekeeping, receptionist, messages from loves ones to patients.  Business grants are available from BDC to help those businesses that have not been able to access other Covid support. Applications can be made by any business severely impacted by the pandemic. Details can be found on the BDC website. Grant payments totalling £2.83m have already been made.  The budget increase has been recommended to be a 3.5% increase, or a £4.39 increase on a Band D property. The garden waste brown bin cost is rising from £46 to £51 for those that pay by direct debit, and £53.5 to £58.50 for non-direct debit payments. There will now be a rejoining fee for those that cancel over the winter months.  The GNLP consultation period ends on the 15th March.  DCllr Sue Prutton: no Brundall update to report.  A member of the public raised the problems with road works on Highfield Avenue/Nurseries Avenue. These have been installed by Cadent and should have finished on the 4th February, when they actually finished on the 8th February. The Clerk reported that the works were not listed on the NCC website and there was no road closure. Therefore they were not deemed major works and had not been reported to the Parish Council. | \*Clerk |
| **2021-0023** | **Chairman’s Report given by Cllr Wilkins**  No report given as all items are covered on the agenda. |  |
| **2021-0024** | **To consider the arrangements for the John Evans Good Citizen Award**  The Award is normally presented at the Annual Parish Meeting in April but this is likely to be a virtual meeting. The meeting agreed to announce the winner at the APM but hold the celebration at a later date when Covid restrictions allow. Councillors were asked to submit nominations by the March meeting.\* | \*Cllrs |
| **2021-0025** | **Committee Reports**  **Land Management Committee’s Report given by its Chairman Graham Abbott**  There has been no scheduled meeting since the last Council meeting. A member of the public reported tree cutting and burning at Church Fen but Cllr Abbott could find no evidence. The Broads Authority Ranger will be checking also.  There has been a break in at the Cremer’s Meadow wooden hut. Nothing was taken but they left a mess inside.  It was unanimously **resolved** that Cllr Abbott and Cllr Britt would be the signatories on the 25 year lease for the Church Fen moorings.  **CDROB Report given by Cllr Britt**  There has been no meeting this month, the next one is the 12th April.  Tom Wood, the Sports worker at the Church, was nominated as a new member of the Committee to allow Revd Leech to concentrate on representing the Memorial Hall. His co-option was unanimously **approved**.  **Advisory and Scrutiny Committee**  Cllr Warne thanked the Allotment Finance advisory group who met and put a lot of effort into drawing up the draft policy. It was deferred from the last meeting in order to clarify the shared facilities.  5 documents were presented for approval:   * Allotment Finance Policy (new) * CDROB Terms of Reference (amended) - now named the Recreation and Wellbeing Committee for Brundall * Advisory and Scrutiny Terms of Reference (amended) * Allotment Tenancy Agreement (updated and amended) * Policy Schedule (updated and amended)   Cllr Warne appraised the Council of the proposed changes. All were unanimously **approved**. Cllr Wilkins gave thanks to the Committee and Clerks for the work put into looking at the documents. The Committee is an important function of the Council.  Cllr Springett was proposed as the new member of the Committee, and was unanimously **approved**. The substitutes will be agreed at the AGM in May. |  |
| **2021-0026** | **Update on the Sports Hub given by the Chairman**  A letter was submitted to Broadland on the 3rd February laying claim to the land and money to develop the Sports Hub. As per the S106 agreement the Council can give notice once works have started. It is now with BDC to pursue the developer.  Notification has been received of a successful application to the GNGB for a grant of £100,000, with the outstanding condition being the ownership of the land. There is a potential Football Foundation grant but that also requires ownership of the land.  The Council **resolved to ratify** the letter sent to Broadland S106 Officer laying claim to the S106 20161483 open space land and monies.  The electrical transformer is still on site. The S106 agreement states the land should be transferred unencumbered and the sub-group is engaging with the landowner to ask what they plan to do with the transformer. If necessary legal advice will be sought. A conversation has been had with BDC and there was a suggestion that the question of the transformer should be resolved before taking ownership of the land, however the concern of the sub group was that the grants applied for would be at risk if the land transfer was delayed.  Thanks were given to the Clerks for realising the grants.  Security costs of the site could still be an issue but taking ownership is a big step towards achieving the project. |  |
| **2021-0027** | **Report by the Memorial Hall liaison - Cllr Bonham**  The trustees held a short meeting last week, with 4 attendees. Revd Leech reported on the conversation he had with Cllr Wilkins to discuss the Council and MH working further together. He was very encouraged by it. The trustees are looking forward to working together on the LEMH and other matters in the future.  The main focus of the trustees at present is:   * to work with the Council on the development of LEMH. * the change of status of the charity - Cllr Bonham is working on this and it will hopefully be in place by the end of March/early April.   The work on the LEMH will be channelled through the Recreation and Wellbeing Committee. |  |
| **2021-0028** | **To note an amendment to the Council’s Calendar of Meetings 2021-22**  The following meeting date amendment was **approved** by the Council:  Annual General Meeting of the Parish Council (AGM) will now be held on Wednesday 5th May 2021.  The Coronavirus legislation only allows for online meetings until the 7th May 2021. |  |
| **2021-0029** | **To consider the GNLP Regulation 19 consultation**  Details of the GNLP Regulation 19 consultation had been forwarded to all Councillors prior to the meeting. The Council noted the consultation.  [Cllr Warne left the meeting] |  |
| **2021-0030** | **Planning**  **20200141 - Description:** Installation of 1) 4 No. internally illuminated freestanding signs  **Location:** McDonalds Yarmouth Rd NR13 5AR **Application Type: –** Advertisement Consent**.** This application was withdrawn before the meeting.  **BA/2021/0025/HOUSEH** Proposal: Refurbish & reinforce rotting dock & mooring with combination of reclaimed plastic piling and rolled steel piling, redwood topping & facing as required Address: Sylvestrii, 49 Riverside Estate. [Cllr Warne returned to the meeting] The Council resolved to **support** the application, with 1 abstention. |  |
| **2021-0031** | **Finance**  **Bills for payment for February 2021**– £9,150.83 (see below). The payments were **approved**, with 1 abstention, by the Council.  Cllr Britt checked the bank statements for the payments made as listed on the payment schedules for the months July 2020 to January 2021. There was £0.02 difference on the TalkTalk DD listed on the August schedule to the payment. All other payments were correct. The Council resolved to **confirm** the payments.  The Council noted the 6 month Internal Audit report. The only item raised, a Review of Internal Control policy, will be looked at by the Advisory and Scrutiny Committee. |  |
| **2021-0032** | **Clerk’s Correspondence**  An email was received from Norfolk Homes requesting ideas for the names of the new roads on the Berryfields development. 6 or 7 names are needed. The Clerk has already received several suggestions but would welcome more. All names received will be presented to the next meeting and a shortlist will be compiled.  A resident emailed the Clerk suggesting ways to develop a wildlife friendly approach to the maintenance of the grass verges in Brundall. The resident addressed the meeting to expand on her idea. The Recreation and Wellbeing Committee will discuss the issue at their next meeting on the 12th April. Any change in the maintenance by NCC would have to be a policy level. DCllr Nurden commented that BDC has an environmental strategy. Their Chair of the BDC Environment Excellence panel is Ken Kelly.  A member of the public has inquired about the budget and staff salaries. The RFO will send a full response in due course.\* | \*RFO |
| **2021-0033** | **Items for the next Agenda Meeting of the Parish Council**  Road Names for the new development at Berryfields  John Evans Good Citizen award |  |
| **2021-0034** | **Date, time and venue of next Parish Council Meeting**  **22nd March 2021 – 7pm online via Zoom**  Meeting closed at 21.18 |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR February 2021** | |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £4,875.40 | £0.00 | £4,875.40 |
| Office expense | £285.94 | £3.93 | £289.87 |
| Telephone | £32.00 | £6.40 | £38.40 |
| Room Hire | £41.67 | £0.00 | £41.67 |
| Training | £60.00 | £12.00 | £72.00 |
| Annual Fees | £35.00 | £0.00 | £35.00 |
| Grass cutting monthly contract | £575.70 | £115.14 | £690.84 |
| Street Lighting | £615.06 | £123.01 | £738.07 |
| Handyman and cleaning | £450.00 | £0.00 | £450.00 |
| Church Fen | £586.08 | £0.00 | £586.08 |
| Projects | £730.00 | £146.00 | £876.00 |
| IT | £457.50 | £0.00 | £457.50 |
|  |  |  |  |
| **Total expenditure** | **£8,744.35** | **£406.48** | **£9,150.83** |
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| **RECEIPTS FOR February 2021** | |  |  |
| Precept |  |  |  |
| Cemetery | £2,314.00 |  |  |
| Allotments | £11.00 |  |  |
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| **Total Income** | **£2,325.00** |  |  |
| Bank balance as at 18/2/21 | £41,532.58 |  |  |