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

**Held on Monday 25th January 2021 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 G Buckley, Cllr A Bonham, Cllr M Savory, Cllr C Whitehouse, Cllr P Gabillia, Cllr J Warne, Cllr G Springett  **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. |  |
| **2021-0001** | **Apologies for Absence**  Cllr L Britt (internet connection issues). |  |
| **2021-0002** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **2021-0003** | **Minutes of the Previous Meeting**  It was **resolved**, with 1 abstention, to approve the Minutes of the Parish Council meeting held on 14th December 2020. |  |
| **2021-0004** | **Actions from the Minutes (Not on the Agenda)**  **2020-0180** - Parish Council and Memorial Hall meeting - a meeting is scheduled for tomorrow  **2020-0184** - insurance - on agenda  **2020-0185** - to circulate the Thorpe St Andrew meeting email - completed |  |
| **2021-0005** | **Public Participation**  DCllr Nurden gave an update from Broadland District Council: there is fresh funding available for local business through a second phase of discretionary grants from BDC. Applications can be made by any business severely impacted by the pandemic. More than half the grants are likely to be for around £2,000 but in exceptional cases are available up to £20,000. Details can be found on the BDC website.  The budget proposals are going to the Overview and Scrutiny Committee and then to full Council for consideration in February.  The Council has approved the recommendation by the Greater Norwich Growth Board to publish the draft of the GNLP Strategy and Sites document. The consultation period is from 1st February to 15th March.  The Place Shaping panel met in January and 2 growth programme projects for Broadland were considered. An allocation of £100k for the Brundall Sports Hub was approved for recommendation to Council for CIL funds.  There is still time for a Broadland based club or not-for-profit association or charity to register an interest in taking part in the Community at Heart lottery. More details can be found on the website.  DCllr Sue Prutton: the Broadland Help Hub is operational 7 days per week. The telephone number is on the website. I attended the Cluster Meeting and it was lovely to see everyone coming together and working together. I am happy to help if I can.  [Cllr Buckley joined the meeting] Cllr Buckley thanked DCllr Prutton for her grant advice.  A member of the public raised the problems with the road works on Cucumber Lane over Christmas. He thanked the Clerk and CCllr Proctor for their help with reopening the road.  A member of the public asked if the Council has a plan to deal with traffic for the whole village. The Clerk referenced the Neighbourhood Plan that states the Council wishes to address issues on The Street. The Council has tried to assess the whole village but has very few powers to tackle traffic issues, and any measures will cost money and have to be agreed by Highways. There is no plan for the whole village but the Council has spent a good deal of time looking at the main issues raised, speed and parking. New housing estates can have 20mph limits established but it is too costly to do that for existing estates. The Community Speed Watch is back in action with 8 members.  A member of the public noted that the information on the notice boards was not completely current. The Coronavirus legislation allows for notices of meetings to be published online only. It was not deemed safe for the Clerks to keep the notice boards up to date during the pandemic lockdowns. |  |
| **2021-0006** | **Co-Option of a new Councillor**  The casual vacancy was advertised. 2 candidates were interviewed and Glenn Springett was recommended by the interview panel. The Council **resolved**, by a majority, to accept the recommendation. The Clerk emailed Mr Springett the Declaration of Acceptance, which he signed and showed to the meeting. |  |
| **2021-0007** | **Chairman’s Report given by Cllr Wilkins**  As this is our first full council meeting of 2021 may I wish everyone a happy and optimistic New Year.  We are currently in our third national lockdown, as everyone will be only too well aware, but we have to maintain our resolve to continue to comply with the Government guidance to keep everyone safe In our community whilst the vaccine programme is being rolled out. Whereas we do not know when restrictions may start to be lifted, and schools allowed to open, we are seeing the vaccination programme picking up pace to protect our most vulnerable residents initially and be extended in due course to all adults. As a community we must continue to support each other and particularly the most vulnerable to get us through the next few weeks and months.  As a parish council we continue to undertake our business virtually and will do so for the foreseeable future as long as the law allows us to do so and it is appropriate to do so. We are already thinking about how we are likely to run our Annual Parish meeting in April and Annual General meeting in May.  I would like to briefly mention an example of work the parish council undertook between Christmas and New Year which may have gone unnoticed. This relates to the road works and road closure in Cucumber Lane which started on 21 December and were due to be finished before Christmas, but were not completed on time. The road remained closed with no explanation during the bank holidays and everyone will appreciate the importance of this arterial route into the village. Significant work was undertaken by Sharon, the Parish Clerk, with great support from our County Councillor Andrew Proctor, who managed to engage with Cadent’s chief executive, which got wheels turning and the road reopened. Following on from the communication between Cadent, the parish council and County Councillor, we were requested by Cadent to participate in a debrief meeting with their senior officials to establish what went wrong. Cadent accepted that these road works and road closure were not handled well and apologised for the inconvenience to residents and promised to respond to the lessons learned. This example shows the influence local councils, parish and county, can have engaging with big corporates. Thank you in particular to Sharon and Andrew.  As you will hear during the course of the agenda the work of the Parish Council continues at pace as we head into the new year.  Take care and stay safe. |  |
| **2021-0008** | **Committee Reports**  **Land Management Committee’s Report given by its Chairman Graham Abbott**  At the last meeting we discussed forging closer links with the Tree Warden Network. This would assist us greatly with managing Church Fen, to be able to draw on their expertise and contacts. We look forward to a beneficial working relationship that might be able to produce some new solutions to old problems.  We also discussed the new 25 year lease at Church Fen, Cemetery fees, and a new clause in the Cemetery regulations.  The budget stands in a good position at the moment with 75% used. Routine work has been halted by the pandemic but it is good to see our facilities are still providing quiet relaxation and personal exercise for residents.  The 25 year lease for the Church Fen moorings was **approved**, with 1 abstention.  The new clause in the Cemetery regulations to allow consideration of burial of a person with no relative or means to pay, 5.22, was **approved**, with 1 abstention.  An amendment to the Cemetery fee schedule for an exemption of charge for still born infants and persons under 18 years of age was **approved**, with 2 abstentions.  **CDROB Report given by the Clerk**  Marianne Gibbs has resigned from the Committee but Tom Woods, the Church’s new Sports Worker, will be put forward to be co-opted.  Cycleways were discussed as a long term project. Potential funding has been identified from the Green Infrastructure Fund and pooled CIL (Greater Norwich Growth Board).  The draft Letter of Accord was approved for consideration by the full Council  Cllr Savory and Dan Smith have been looking at Health and Wellbeing with recreation in mind for the village, and the new website. Cllr Savory is looking at the current website and preparing a village survey. They are also looking at how to consult the village about the LEMH. Cllr Whitehouse will assist.  It was **resolved**, with 1 abstention, to approve the draft Letter of Accord.  **Advisory Committee**  No report to give as the next meeting is tomorrow. There is a vacancy, to be discussed at the next meeting. |  |
| **2021-0009** | **Update on the Sports Hub given by the Chairman**  A number of things are happening and in the preparatory stage because we don’t have ownership of the land. We are in contact with BDC about the transfer, and the associated funding. There are some complications because there is still an electrical transformer on site, and there are discussions about responsibility of removing it. We don’t want ownership until liability and responsibilities have been cleared up.  2 grant applications pending are both dependent on ownership of the land. The sub group met last week to look at the funding and the project costs, which are still within budget.  One thing needed is the ability to take sewerage away from the site. It is not possible to connect to the mains drainage therefore we are exploring an alternative called a Klargester to deal with waste on site. There is an additional cost for this and we have to work with the Environment Agency to obtain a licence.  A reptile survey has been authorised. We need to confirm and mark out the exact boundary. We have had a discussion about site security once it is built as it is very close to MacDonalds and there are concerns about unauthorised use of the car park.  The SOMP will need an update in a few months once there is something tangible to report.  [Cllr Bonham left the meeting] |  |
| **2021-0010** | **Feedback from the Local Authority Cluster Meeting given by Cllr Mickelburgh**  I updated the Cluster group on the Sports Hub and the LEMH appeal and inspectors report.  Blofield are supposed to be moving the school to behind the medical centre but it is not progressing very much at the moment with only the access achieved so far. They hope to keep the swimming pool. Marty’s Marsh is open but kept it low key as there is plenty of work still to do. A meeting is planned to talk about a connecting bridge with Cremer’s Meadow.  Postwick railway bridge works are completed. They were delayed a lot longer than hoped because of high winds last year. Several planning applications have gone through for Broadland Gate, including a Lidl and police station.  Cantley has some small ongoing projects, including tree planting. They have had problems with Network Rail and the line crossing. The Thai restaurant boat is now moored at Cantley.  The next meeting is Tuesday 13th April and Brundall is hosting. |  |
| **2021-0011** | **To Approve the Council’s Calendar of Meetings 2021-22**  The following meeting dates were **approved** by the Council:  19th April 2021 - Annual Parish Meeting  26th April 2021 - ordinary Parish Council meeting  24th May 2021 - Annual General Meeting of the Parish Council (AGM)  28th June 2021 - ordinary Parish Council meeting  26th July 2021 - ordinary Parish Council meeting  23rd August 2021 - ordinary Parish Council meeting  27th September 2021 - ordinary Parish Council meeting  25th October 2021 - ordinary Parish Council meeting  22nd November 2021 - ordinary Parish Council meeting  13th December 2021 - ordinary Parish Council meeting  24th January 2022 - ordinary Parish Council meeting  28th February 2022 - ordinary Parish Council meeting  28th March 2022 - ordinary Parish Council meeting  The Coronavirus legislation only allows for online meetings until the 7th May 2021. If this is not extended the Council may consider rearranging the AGM. |  |
| **2021-0012** | **Planning**  **20202345 -** Description: Reconfiguration of the drive thru lane and car park to introduce side by side ordering, with new kerb lines and 2 customer order displays (COD), with a minor booth extension (1.6 sqm) and associated works to the site. Installation of new digital drive thru signage suite. Location: McDonalds, Yarmouth Road, Witton, Postwick, NR13 5AR Application Type: Full Planning. The Council r**atified**, with 1 abstention, a **no objection** decision by planning subgroup**.**  **20202415** - Description: Single Storey Rear Extension Location: 2 Holmesdale Road, Brundall, NR13 5LX Application Type: Householder. The Council had **no objections**, with 2 abstentions.  [Cllr Bonham returned to the meeting]  The Clerk received an email regarding trees being felled at Hillside, 1 Station New Road. A query was raised with the tree warden, planning officer and the tree officer at BDC. |  |
| **2021-0013** | **Report by the Memorial Hall liaison - Cllr Bonham**  Nothing to report. |  |
| **2021-0014** | **Finance**  **Bills for payment for January 2021**– £12,216.91 (see below). The payments were **approved**, with 2 abstentions, by the Council. It was noted that the Clerk had successfully updated the certificate information for the streetlights, resulting in a significant reduction in the electricity bill.  [Cllr Bonham left the meeting]  The 3rd quarter bank reconciliation and actual vs budget figures were circulated to Councillors before the meeting. These were approved, with 1 abstention.  The Council reviewed the Broadland Parish Deposit mandate. Current signatories are Cllrs Wilkins, Warne, Mickelburgh and Grant Nurden. [Cllr Bonham returned to the meeting]. The Council **approved**, with 2 abstentions, the addition of Cllr Savory as a signatory and the removal of Mr Nurden.  The RFO had circulated a comparison spreadsheet of the 5 insurance quotes received to Councillors recommending remaining with the current provider, Pen via AXA through Came and Company. This was agreed by email as the renewal date was the 21st January. The Council **ratified** the decision, with 1 abstention.  The Land Management Committee considered the Cemetery fees at their meeting on the 14th January and recommended a 10% increase. The fees were last reviewed in 2016. The Council **resolved** to unanimously **approve** the recommendation. The fees will be reviewed annually going forward. |  |
| **2021-0015** | **Clerk’s Correspondence**  Several complaints were received regarding the road works on Cucumber Lane over Christmas.  It was reported that vehicles are accessing LEMH via the track by the Mission. Broadland have written to QL to tell them to use the proper entrance.  Greg Chandler was spotted on TV talking about Brundall Gardens railway station. Thanks were given to him for providing pictures for the website. He will do some new Councillor photos for the Memorial Hall when restrictions allow. |  |
| **2021-0016** | **Items for the next Agenda Meeting of the Parish Council**  Advisory & Scrutiny Committee membership  Internal Audit report  John Evans Good Citizen award |  |
| **2021-0017** | **Date, time and venue of next Parish Council Meeting**  **22nd February 2021 – 7pm online via Zoom**  Meeting closed at 20.30 |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR January 2021** | |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £4,875.40 | £0.00 | £4,875.40 |
| Office expense | £154.79 | £8.57 | £163.36 |
| Telephone | £64.00 | £12.80 | £76.80 |
| Room Hire | £41.67 | £0.00 | £41.67 |
| Insurance | £1,791.97 | £0.00 | £1,791.97 |
| Annual Fees | £91.00 | £0.00 | £91.00 |
| Grass cutting monthly contract | £575.70 | £115.14 | £690.84 |
| Street Lighting | £755.68 | £151.13 | £906.81 |
| Handyman and cleaning | £450.00 | £0.00 | £450.00 |
| Cemetery | £13.36 | £0.00 | £13.36 |
| Allotments | £190.50 | £0.00 | £190.50 |
| Projects | £2,500.00 | £0.00 | £2,500.00 |
| Refuse collection | £425.20 | £0.00 | £425.20 |
|  |  |  |  |
| **Total expenditure** | **£11,929.27** | **£287.64** | **£12,216.91** |
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| **RECEIPTS FOR January 2021** | |  |  |
| Allotments | £24.06 |  |  |
| S106 | £980.00 |  |  |
| Miscellaneous | £20.00 |  |  |
| Streetlight electricity refund | £2,355.91 |  |  |
| Persimmon legal fund | £7,451.00 |  |  |
|  |  |  |  |
| **Total Income** | **£10,830.97** |  |  |
| Transfers from BDC Parish Deposit | £30,000.00 |  |  |
| Bank balance as at 21/1/21 | £50,718.99 |  |  |