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

**Held on Monday 26th April 2021 at 19:00**

**online via Zoom**

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| **Present:** **Chairman**: Cllr K WilkinsCllr 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 L Britt**Parish Clerk(s)**: S Smyth, C Dickson |
|  | *Details* | *Action* |
|  | **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.  |  |
| **2021-0052** | **Apologies for Absence** Cllr G Springett. |  |
| **2021-0053** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**Cllr Buckley - planning - application 20210552 is a neighbour (NDPI). |  |
| **2021-0054** | **Minutes of the Previous Meeting**It was **resolved** to approve the Minutes of the Parish Council meeting held on 22nd March 2021. The spelling error at 2021-0048 will be corrected before the Chairman signs. |  |
| **2021-0055** | **Actions from the Minutes (Not on the Agenda)****2021-0039** - no action identified, included in error**2021-0048** - forwarding information from CCllr Proctor - completed. |  |
| **2021-0056** | **Public Participation**DCllr Grant Nurden gave an update from Broadland District Council: Broadland held a virtual Town and Parish Council meeting, which was well attended. A ‘Pleased to See You’ campaign has been launched supporting the reopening of local businesses, providing materials to remind everyone of Hands, Face, Space (posters, 5m bunting, and floor stickers), and a Covid Safe certification award for premises. Further details can be found on the website.Business Support Grants: Restart Grants for those businesses offering in person services in fixed rateable value premises. They are one off grants ranging from £2,667 for small non-essential businesses to £18,000 for large leisure hospitality operations. Grant awards totalling £14.7m were issued earlier this month to 2,011 businesses across BDC and SNC.DCllr Sue Prutton: nothing to add of a domestic or financial nature. It is all very quiet at the moment. Broadland Councillors will be getting new email addresses.No further public participation. |  |
| **2021-0057** | **Chairman’s Report given by Cllr Wilkins**﻿I have nothing to add from my Annual Parish Meeting report last week. |  |
| **2021-0058** | **Council meetings****The resumption of meetings in person from the 7th May**Virtual meetings are currently allowed in law but that stops from 7th May. The next meeting, the AGM, is on the 5th May so that it can be held legally virtually. After that meetings have to revert to being in person. There are a number of representations being made by local and central government, but there is no resolution to those at the moment. There are no suitable premises in Brundall to hold an in person meeting under current restrictions after the 7th May as the Memorial Hall won’t be open until mid-June, and the St Laurence Centre has a much smaller capacity. Cllr Savory is assisting the Clerks in finding alternative technological solutions. There is a bit of time to resolve any issues as the next scheduled meeting after the 5th May is not until the end of June.**The Government consultation on remote meetings**The Council considered the questions in the Government consultation on remote meetings:Q1. Generally speaking, how well do you feel the current remote meetings arrangements work?A1. Well - it has given us the ability to meet and include the public when face to face meetings were not possible.Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?A2. Yes - there is a flexibility to be able to run our business. Based on success of remote working during lockdown it is proven to work, and members of the public can participate.Q3. What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.A3. - more accessible for local authority members* reduction in travel time for councillors
* more accessible for *some* members of the public
* Other - it allows the Council to meet, but it is remote. It has been expedient during the pandemic.

Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority?A4. Yes - but only a small savingQ5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.A5. - It is harder for members to talk to one another informally* Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection
* Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology
* There is less opportunity for local residents to speak or ask questions
* Some find it more difficult to read documents online than in a physical format
* Debate is restricted by the remote format
* It is more difficult to chair meetings (in an orderly fashion)

Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?A6. The ability to engage with other councillors and the public. There is more healthy debate, challenge and interaction.Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?A7. I think local should be able to decide for themselves which meetings they should have the option to meet remotelyQ8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?A8. Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, Coronavirus restrctiions).Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?A9.Yes - there might be an abuse and over use of remote meetings leading to unaccountable decisions.Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?A10. To only allow remote meetings in extenuating circumstances.Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?A11. Unsure - the correct answer is bothThe Clerks will submit the responses agreed.\* | \*Clerks |
| **2021-0059** | **Committee Reports****Land Management Committee’s Report given by its Chairman Graham Abbott** Nothing new to report since the last meeting.**Recreation and Wellbeing Committee Report given by Cllr Britt**A meeting was held on the 12th April. Cycle Routes - the Clerk is working hard on grant applications. Health and Wellbeing - Cllr Savory is working through the questionnaires with a view to presenting a draft to the next meeting.Young People is now a standing item on the agenda.Wildlife policy - a meeting is to be set up between Cllr Britt, Cllr Buckley, the Clerk, Tim Strudwick and some representatives from Cremer’s Meadow.Brooms have been in contact with Cllr Britt to mention some developments at Riverside to link up with the community. The next meeting is on the 10th May at 7pm. Cllr Warns pointed out that the Recreation and Wellbeing Committee is still detailed as CDROB on the agenda. This will be amended on the next full Council agenda. **Advisory and Scrutiny Committee presented by Cllr Warne**Cllr Warne summarised the changes to the policies considered at the last committee meeting:1. Review of Internal Control Procedures 2021 - the RFO recommended the Council has a bank account that allows dual authorisation. The discussion on this policy was deferred for a decision on the bank account by full Council.
2. Allotment Tenancy Eviction protocol - recent events highlighted that the Council had no protocol for the eviction of a tenant from the allotments. The Council maintains a close link with the Brundall Allotment Association and they are the trigger for the protocol. The Council amended action 4 from ‘... representation to the Council...’ to ‘... representation to the nominated Councillors...’. The amended protocol was unanimously **approved** by the Council.
3. Complaints Policy - small changes, section 4, Complaints against the Clerk to the Council was streamlined.
4. Standing Orders - no amendments
5. Financial Regulations - small changes, including renumbering.

The detail of all changes can be found in the Advisory and Scrutiny Committee minutes.The amendments were unanimously **approved**.Cllr Whitehouse suggested that all documents be sent with track changes enabled in future.Cllr Wilkins thanked the Committee for their work. |  |
| **2021-0060** | **Feedback from the Cluster Meeting on the 13th April by Cllr Gabillia**The Cluster meeting was attended by Cllrs Gabilia, Wilkins and Mickelburgh, and the Clerk. Representatives from Postwick, Brundall, Blofield and Cantley were in attendance, but no one from Strumpshaw or Lingwood. Cantley have ongoing rail crossing issues. Network Rail and NCC are in disagreement over emergency access on Network Rail land. More works on the railway line in the next few weeks. Works on pond and village green are on hold due to the bird nesting season. An application for a footpath from Station Road to the church is delayed due to ownership issues. A Councillor is doing work on assessing Cantley’s carbon footprint. They are contacting British Sugar to see if it is possible to refurbish the sports field and pavilion to make it a better facility. Blofield are still waiting the transfer of land for the school. A planning application has been submitted for the Doctors surgery but a complicating factor are some TPO trees. The swimming pool at the school is under review. They are looking to get support from Swim England but there have been a lot of negative responses from the village. They had a meeting with Highways England and Jerome Mayhew, MP, about the volume of traffic. The MP sited that traffic modelling had indicated no significant impact. They also asked to change the proposed junction at the East end of the village to reduce the amount of Blofield Health traffic coming through the centre of Blofield, and a footpath, but this has been rejected by Highways England. They requested a joint representation to Highways England about the roundabout at the top of Cucumber Lane. Blofield will provide a starting document but there were general concerns about the developments in the locality and the pressure that will put on the roundabout. Works will be required on the roundabout with the development of the LEMH to expand capacity but this will probably not be enough. Feedback from HE is that unless you are waiting in traffic for more than 20 mins it is not considered congestion and they will not do anything.Postwick with Witton: the Broadland Gateway Lidl will open in late Autumn with electric charging facilities. There will be another McDonalds, a 60 space care home, and a Police Station. The replacement of the rail bridge at Oak Lane is now completed. The Park and Ride Covid testing centre is continuing until further notice. They have concerns about the length of time BDC planning takes to respond. Also concerns about the number of outstanding road repairs. The Clerk collate these and forward them to CCllr Proctor. There is possible misallocation of CIL money to another Council. And litter from McDonalds is a problem.The Brundall update included the Sports Hub, double yellow lines and traffic feedback.Cllr Wilkins emphasised that the local Councils need to make a concerted effort to work together to make representations about the Cucumber Lane roundabout. |  |
| **2021-0061** | **Update on the Sports Hub given by the Chairman**The sub-group is beginning to understand the issues but there is not much progress, which is frustrating. A meeting was held last week with the consultant and contractors to try to iron out some of the issues. We still don’t have ownership of the land. There is a complication with the utilities, not least of which is that the transformer pole is still on the land. Trying to negotiate what is going to happen as there are unknowns regarding the impact and costs. Where it currently sits will compromise the design of the facility. This is a current issue which we are trying to get resolution to. The 2 grants pending are dependent on ownership of land. The sub-group is going to summarise the position and key issues, include the costs and/or benefits of each one, in order to make more informed decisions.Cllr Warns added the reassurance that the sub-group knew that the transformer pole was on the land but thought it would be removed. Legal advice has been sought but this takes time.  |  |
| **2021-0062** | **Report by the Memorial Hall liaison - Cllr Bonham** A trustees meeting was held on the 22nd April, most of the discussion was around finances, with the draft accounts being prepared. Unsurprisingly there is a deficit. The grants that have been received from BDC have been most welcome. The £2,500 deficit will be adequately covered by reserves. Hoping for a better year this year!The Sunday before last there was a report of some vandalism, but no material damage. The CCTV is not recording and is in the process of being upgraded, which will probably take 6 to 8 weeks.The Cycle path was discussed but the trustees would like a plan to look at to discuss, and possibly attend a Council or Committee meeting to consider it. The Church is putting their sports worker at the MH on a Thursday evening from 6.30, hopefully from this week. It is a positive initiative to engage the younger members of the village.The AGM will be on the 20th May subject to the accounts being returned from the accountant.The MH is advertising for new trustees, with hopes that younger members can be attracted. There are currently only 6 trustees and they would like 10. |  |
| **2021-0063** | **Highways Matters**This is now a standing item on the agenda as it is a key issue for us and neighbouring parishes.The Council is waiting for the results of the feasibility study for the crossing and also for the yellow lines near Highfield Avenue to be installed.The Clerk is liaising with NCC Highways regarding the rewilding of the verges but the verges are cut short for safety reasons. BDC is putting its weight behind the rewilding campaign and are trialling down Oakdale and are supportive. The Clerk will write a paper to present to the Recreation and Wellbeing Committee on the impact of rewilding the verges.Cllr Britt was concerned that the crossing would be in the correct place now that the main entrance to the school has moved but Cllr Savory pointed out that the feasibility study will be looking at various locations.Several Councillors suggested a village wide traffic management and road safety plan and a village charter to encourage safer driving through the village. Parking should be included. Cllr Savory will be including Highways and road safety as part of the village surveys the Recreation and Wellbeing Committee are preparing. |  |
| **2021-0064** | **Planning** **20210552; Description**: Demolition of flat roof extension & construction of single storey side extension **Location**: 1 Springdale Road, Brundall, NR13 5QZ. The Council resolved to **support** the application.**20210442; Description**: Installation of a timber outbuilding **Location**: 23 Station New Road, Brundall, NR13 5PQ. The Council resolved to **support** the application.**20210426; Description**: First floor extension over garage. **Location**: 94 Lackford Close, Brundall, NR13 5NL . The Council resolved to **support** the application. |  |
| **2021-0065** | **To consider signing up to the Armed Forces Covenant**The Council discussed the Armed Forces Covenant as proposed by BDC. Several Councillors expressed reservations as to why the Armed Forces should get priority over other groups that also need support. The Council agreed to defer the item to the next meeting. |  |
| **2021-0066** | **Finance****Bills for payment for April 2021**– £9,378.17 (see below). The payments were **approved** by the Council.Cllr Britt checked the bank statements for the payments made as listed on the payment schedules for March 2021. All payments were correct. The Council resolved to **confirm** the payments.The Council **resolved** to add Cllr Britt to the existing HSBC bank mandate.A sub-group of Cllrs Wilkins, Abbott and Whitehouse will work with the RFO to finalise the year end accounts. |  |
| **2021-0067** | **Clerk’s Correspondence**No additional items. |  |
| **2021-0068** | **Items for the next Agenda Meeting of the Parish Council**Armed Forces CovenantA member of the public joined the meeting and said that a hirer of the Memorial Hall had been unable to contact anyone regarding when it was reopening. Contact details will be passed to the Clerk and Cllr Bonham. |  |
| **2021-0069** | **Date, time and venue of next Parish Council Meeting****Annual Meeting of the Parish Council 5th May 2021 – 7pm online via Zoom**Meeting closed at 21.00 |  |
| Signed as a true record …………………………………………….……. Date …………………………  |

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| **PAYMENTS FOR April 2021** |  |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £4,926.01 | £0.00 | £4,926.01 |
| Office expense | £210.71 | £26.56 | £237.27 |
| Telephone | £32.00 | £6.40 | £38.40 |
| Room Hire | £41.67 | £0.00 | £41.67 |
| Training | £60.00 | £12.00 | £72.00 |
| Grass cutting monthly contract | £575.70 | £115.14 | £690.84 |
| Street Lighting | £245.06 | £49.01 | £294.07 |
| Handyman and cleaning | £454.50 | £0.00 | £454.50 |
| Repairs and Renewals | £120.00 | £24.00 | £144.00 |
| Cemetery | £388.26 | £53.33 | £441.59 |
| Allotments | £945.00 | £0.00 | £945.00 |
| Cremers | £266.67 | £53.33 | £320.00 |
| Trees | £310.68 | £62.14 | £372.82 |
| Projects | £0.00 | £400.00 | £400.00 |
|  |   |  |  |
| **Total expenditure** | **£8,576.26** | **£801.91** | **£9,378.17** |
|  |  |  |  |
| **RECEIPTS FOR April 2021** |  |  |  |
| Precept |  |  |  |
| Cemetery | £2,420.00 |  |  |
| Allotments | £6.88 |  |  |
|  |   |  |  |
| **Total Income** | **£2,426.88** |  |  |
|  |  |  |  |
| Transfers from BDC Parish Deposit | £0.00 |  |  |
| Bank balance as at 21/4/21 | £24,855.39 |  |  |