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

**Held on Wednesday 5th May 2021 at 19:00**

**online via Zoom**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present:**  **Chairman**: Cllr K Wilkins  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. |  |
| **2021-0070** | **Election of the Chairman of the Council**  Cllr Warne proposed Kevin Wilkins for Chairman, Cllr Whitehouse seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Wilkins as Chairman. Cllr Wilkins signed the Declaration of Office and showed the paper to the meeting. |  |
| **2021-0071** | **Election of Vice-Chairman**  Cllr Wilkins proposed Joe Warns for Vice-Chairman and Cllr Whitehouse seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Warnes as Vice-Chairman. |  |
| **2021-0072** | **Apologies for Absence**  Cllr J Warns. |  |
| **2021-0073** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **2021-0074** | **Pecuniary Interest Forms**  Councillors were asked to note that it is a requirement to update their Pecuniary Interest Forms and return them to Broadland if there are any changes to their circumstances. |  |
| **2021-0075** | **Minutes of the Previous Meeting**  The last meeting was 9 days ago and the minutes have not yet been prepared. This item was withdrawn from the agenda |  |
| **2021-0076** | **Actions from the Minutes (Not on the Agenda)**  This item was withdrawn from the agenda. |  |
| **2021-0077** | **Chairman’s Report given by Cllr Wilkins**  ﻿Cllr Wilkins thanked Councillors for voting him back as Chairman for a third year. It will be a brief report as he did not presume that he would be re-elected.  It has been a difficult year. This year is going to be a very interesting year as we move forward. The Council will be moving back to in person meetings. How the meetings will be arranged is going to be more difficult, but doable. Cllr Savory is looking into some technical options to assist this. The rules are not entirely clear at the moment but the meetings will be legal. The arrangements for future meetings may well change.  There is an enormous amount of work going on and I am very grateful to the Clerks & Councillors for all they do in the working groups, sub-committees and committees. The Sports Hub is a major project, there is uncertainty about the Land East of the Memorial Hall and what can be achieved. Road safety is an ongoing issue and I noticed that monitoring equipment has appeared on the Dales and Highfield Avenue, hopefully for the feasibility study for the crossing.  Cllr Wilkins reminded Council that the Standing Orders only allow a Councillor to serve a 4 year term of office as Chairman and he has one year left. |  |
| **2021-0078** | **Committees, Sub-Committees and Outside Bodies**  The updated Committee List for the Council for 2021/22 was considered:  **Chairman of the Council Councillor Kevin Wilkins**  **Vice-Chairman of the Council Councillor Joe Warns**  **Brundall Representative for the Broadland**  **Tree Warden Network** Richard Farley  **Allotment Liaison** Cllr John Warne  **Brundall Memorial Hall** Cllr Andrew Bonham  **Community Speed Watch Co-ordinator** Cllr John Warne  **Brundall Youth Liaison** Clerk to the Council  **Community Police Liaison** Clerk to the Council    **NALC** Clerk to the Council  **Planning sub group** Cllr Lawrence Britt  Cllr Graham Abbott  Cllr Julie MIckelburgh  **Sports Hub sub group** Cllr Kevin Wilkins  Cllr Joe Warns  Cllr Lawrence Britt  Cllr Chris Whitehouse  **Finance sub group** Cllr Kevin Wilkins  Cllr Chris Whitehouse  Cllr Graham Abbott    **Advisory and Scrutiny Committee** Cllr John Warne  Cllr Julie Mickelburgh  Cllr Glen Springett    **Recreation-Wellbeing for Brundall Committee** Cllr Lawrence Britt  Cllr Chris Whitehouse  Cllr Mike Savory  Cllr Julie MickelburghGill Buckley  Rev Peter Leech  Richard Farley  Tom Woods  Josh Whitwood  **Vacancy** Brundall Primary School Representative  **Vacancy** (Thorpe High School)    **Land Management Committee** Cllr Graham Abbott  Cllr Gill Buckley  Cllr Mike Savory  Cllr John Warne  Cllr Lawrence Britt  **Staffing Committee** Cllr John Warne  Cllr Gill Buckley  Cllr Lawrence Britt  **Leaders of Friends groups**    **Friends of Cremer’s Meadow** Cllr Gill Buckley  **Friends of Countryside Park** Tim Strudwick  **Parkrun Liaison** Liz Clues/Stuart Harper  **Brundall Allotment Association** Sarah Sloan  Cllr Buckley’s entries on the Recreation and Wellbeing Committee and Friends of Cremer’s Meadow group to be a non-Council participant and Council representative respectively.  The amended list was unanimously **approved**  The Committee Terms of Reference were also unanimously **approved**. |  |
| **2021-0079** | **Asset Register**  The Clerk had circulated an updated Asset Register ahead of the meeting with any changes highlighted. The Council unanimously resolved to **approve** the Asset Register. |  |
| **2021-0080** | **Public Participation**  DCllr Sue Prutton had nothing of note to report as the Council is preparing for the elections tomorrow.  There was no further public participation. |  |
| **2021-0081** | **Armed Forces Covenant**  The Council agreed that the Advisory and Scrutiny Committee will consider the Armed Forces Covenant to bring back to full Council. |  |
| **2021-0082** | **Planning**  **20210534 - Description**: Variation of condition 9 of permission 20202216 - to establish permitted development rights for the provision within the curtilage of the dwellings of any building or enclosure, swimming or other pool (Class E) and chimneys, flues or soil and vent pipes (Class G). **Location**: Hillside,1 Station New Road, Brundall, NR13 5PQ. The Council resolved **no objections**.  **Appeal Reference: BA/2021/0001/COND** **Site Location**: 39 Riverside Estate, Brundall, Norwich, NR13 5PU Development **Description**: Replacement riverside chalet. Appeal Reference: APP/E9505/W/21/3267755. The Council agreed that the Planning Sub-Group will consider the complicated issues and circulate their conclusions for comment, to be ratified at the next meeting. |  |
| **2021-0083** | **Finance**  The Clerk had prepared the Financial Risk Assessment and circulated it to Councillors. The Council resolved to **approve**.  It was noted that the current bank signatories are Cllrs Wilkins, Savory and Britt (approved but not yet actioned) and the Clerk for HSBC, and Cllrs Warne, Wilkins, Mickelburgh and Savory and the Clerk for the Broadland Parish Deposit Scheme.  The Direct Debits and Standing Orders were noted and **approved**.  A list of usual bills for payment were circulated to Councillors ahead of the meeting but a full list for May cannot be produced until later in the month when the usual invoices are received. The RFO will circulate all invoices received at the usual time for a monthly meeting and will pay unless an invoice is queried.\* All payments will be ratified at the June meeting. The invoice to Elysian Associates will be paid this week. | \*RFO |
| **2021-0084** | **Clerk’s Correspondence**  An email from the National Park Run was received asking landowners for approval for the resumption of Park Run from the 7th June. The Clerk will circulate for comments.\*  Cllr Buckley noted that an email had been received regarding the Youth Shelter. This will be considered at the next Land Management Committee meeting. | \*Clerk |
| **2021-0085** | **Items for the next Agenda Meeting of the Parish Council**  May payments  Allotment rent review |  |
| **2021-0086** | **Date, time and venue of next Parish Council Meeting**  **28th June 2021 – 7pm, venue to be confirmed**  Meeting closed at 19.46 |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |