# Brundall Parish Council

Minutes of the Meeting held on Monday 25th October 2021 at 19:00 at the St Laurence Centre, Brundall

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Warns, Cllr C Whitehouse, Cllr G Buckley, Cllr P Gabillia, Cllr A Bonham, Cllr J Mickelburgh, Cllr J Warne, Cllr M Savory  **Parish Clerk(s)**: S Smyth, C Dickson | | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Covid mitigations were explained to those in attendance.  The Chairman advised members of the public that the meeting is being live-streamed via Facebook and  the procedure for them speaking at Meetings of the Parish Council. |  |
| **2021-0149** | **Apologies for Absence**  Cllr L Britt, Cllr G Abbott.  Cllr G Springett has resigned from the Council due to ill health. Cllr Wilkins thanked him for his services to the Council and wished him well. |  |
| **2021-0150** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Gabillia: planning application 20211287 backs onto his property; grant request from Snowy’s Nursery – his wife is on the Committee.  Cllr Buckley: grant request from Snowy’s Nursery – a member of the Committee.  S Smyth (Clerk): grant request from Brundall FSC - Secretary of Brundall FSC |  |
| **2021-0151** | **Minutes of the Previous Meeting**  It was **resolved**, with 1 abstention, to approve the Minutes of the Parish Council meeting held on 27th September 2021. The minutes were signed by the Chairman of the meeting, Cllr Wilkins.  It was **resolved**, with 1 abstention, to approve the Confidential Minutes 2021-0148. The confidential minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2021-0152** | **Actions from the Minutes (Not on the Agenda)**  **2021-0145** – road and pavement outside the chemist – not yet complete  **2021-0145** – parking around the Berryfields development – this is not currently a problem, no further action to be taken at present |  |
| **2021-0153** | **Public Participation**  CCllr Andrew Proctor sent his apologies.  The two new District Councillors, Jan Davis and Eleanor Laming, introduced themselves. DCllr Davis gave an update: the new Street Naming Policy, which may reduce the powers that Town and Parish Councils have to choose street names, will be considered by Cabinet at the meeting on the 21st December.  Norfolk Police gave a presentation at the last Council meeting which indicated the crime rates in the area are generally low, but with increasing antisocial behaviour and domestic violence. But the accuracy of the crime figures was queried.  A consultation will be held in February regarding the roll out of the food waste collection. BDC has a 49% recycling rate.  Norfolk Strategic Flood Alliance Strategy ratified. Norwich Road in Strumpshaw is to be one of the first locations to be inspected to minimize or mitigate local flooding risk.  BDC is continuing to consult on an accommodation review with all staff and members. Various possible options have been put forward, including no change to current accommodation.  Sprowston Town Council asked if more guidance could be produced on the process for Town and Parish Councils consultation with developers and allocations for new housing developments. Training for Town and Parish Councils will be offered and a working group with be established to produce planning guidance for Councils and to draft a letter to developers in the District.  Both DCllrs have requested to attend the hearing on the Blofield to North Burlingham A47 dualling to reiterate concerns of local Councils about cycling and walking access along and over the new road. And the assessment of cumulative carbon emissions on this and associated Highways schemes.  We have also been in touch with NCC Highways with general concerns about bus services, speeding, road flooding, active travel provision and overgrowing hedges obstructing pavements.  Contact has been had with the Environmental Management Officer about an air quality monitor scheme.  No further public participation. |  |
| **2021-0154** | **Chairman’s Report given by Cllr Wilkins**  ﻿We are all very much aware of the increasing number of Covid infections reported locally and nationally but thankfully the number of hospitalizations and deaths is not increasing at the same level. As we head towards winter we know that it is likely to be a difficult time not just with Covid but flu and other winter related illnesses, so it is important we all keep safe and continue to support those who are more vulnerable. We have an excellent record of community support in the village and I am sure this will continue over the coming winter months.  As a parish council we are required in law to meet in person to conduct our formal business, and we will do this in a COVID safe way and offer a streaming service for our council meetings, but we will continue to use other options such as video conferencing when we are able to.  Our agenda, as always, is busy as we develop our projects particularly in relation to recreational offers. We also will be focusing again on road safety and this remains a priority for us but, without pre-empting a later agenda item, we will be looking at identifying options and how we can work with Norfolk County Council and Broadland District Council councillors to deliver solutions.  Stay safe. |  |
| **2021-0155** | **Committee Reports**  **Land Management report provided by Cllr Abbott**  Please accept this in my absence, as my report from the last LM meeting.  Last month’s LM meeting was very busy.  Reports were received from all the groups that the PC works with around Brundall. The BAA advised us that supply issues were delaying the installation of the dip tanks, but the communal poly tunnel has nearly been completed. Although we have 26 people waiting for allotments that may reduce slightly as some plot holders give up their plots.  Park-run is back and more successful than ever. Averaging 110 runners participating. The Tree Warden offered the services of the Broadland Tree Warden Network to take on the maintenance of the orchard. The Committee accepted their offer of help. Tim Strudwick will be consulted first.  The committee approved a request for a memorial bench at the cemetery. In line with our gifted bench policy the donor will be asked which bench they would like to purchase for us to install..  Cremer’s Meadow is still awaiting works to start on the drainage pipe, the Clerk has chased the supplier and it is hoped work will start by the end of October.  The excellent work by Richard and John continues at Low Farm Wood, and the committee approved the purchase of information signs for the wood. The Brundall Tree strategy and Low Farm Wood management plan were circulated and both documents highly praised by the committee.  The possibility of a farmers market for Brundall was discussed, and agreed that it would be a good idea in principle. However, experience from Acle contacts indicates that it involves a tremendous amount of initial organisation. A central location is needed and the Memorial Hall will be approached to get their views on a potential trial of a farmers market next Easter.  **Cremer’s Meadow update given by Cllr Buckley**  Work continues with Blofield to look at the potential bridge between Cremer’s and Marty’s Marsh. There was a site meeting with the Environment Agency and various other interested parties. It looks like it will be a possibility but funding is an outstanding issue. We are working pretty well together now and there is another meeting of the working group in a month.  The height of the bridge above the water is the main issue to be approved by the EA as the run dyke is classed as a main river. This impacts on the costs and accessibility. Brundall have stated that we will not be putting any money in from the precept. It is hoped that most of the funding can come from the Green Infrastructure Fund via BDC.  The Parish Council has yet to formally approve the bridge. This will be discussed at the next LM Committee meeting.  **Staffing Committee**  The SC has only met once under the new structure. The Committee comprises Cllrs Wilkins, Buckley, Britt, and Whitehouse. The Terms of Reference were considered and a few amendments suggested, including that as a minimum the Committee will meet twice a year. These will go to Advisory & Scrutiny Committee.  The recent appraisals were discussed, along with the future arrangements of appraisals and staff management.  Public access to the Council was reviewed and it was decided that the office will now only be open for 3 hours on a Tuesday and Thursday but encouraging appointments and other ways to contact the Council. This will be kept under review.  Cllr Buckley was elected Vice-Chairman of the Committee.  **Allotment Liaison update given by the Deputy Clerk**  All invoices have been sent.  The BAA sent notification that they turned down an application from a couple on the waiting list as they no longer live in Brundall. When they went on the list they lived in Brundall but priority is given to Brundall residents.  **Sports Hub update given by Cllr Wilkins**  Revised prices are now in and will be considered in a closed session at the end of the meeting.  At the end of September the land was transferred to the Council. A decision on the contract for building the facility needs to be made within the next month. Once works commence construction order will be the building first then the car park and lastly the pitch.  Cllr Whitehouse will assist the Clerks in refreshing the SOMP once the contract decision has been made.\*  Cllr Buckley requested a site visit. To be arranged when the area has been marked out.  **Advisory and Scrutiny Committee**  Nothing to recommend to this meeting. A meeting will be held soon to finish the work of the last meeting that had to be adjourned. An additional member to the Committee is needed.  **Recreational Land East of the Memorial Hall update given by Cllr Wilkins**  The Council considered and discussed a report and recommendations on the recent meetings in regard to the LEMH open spaces.  The Council unanimously **resolved** that: Brundall Parish Council will confirm to Broadland District Council our intent to take ownership of the Village Green and Open Spaces as defined in the S106 agreement and be responsible for the design, delivery and management of the said land.  It was also unanimously **resolved** to set up a subcommittee to work with Blofield Parish Council to explore the options available to jointly design, deliver and manage the County Park, and to establish ownership, and to report to back to Brundall Parish Council by the 30th April 2022.  The next joint meeting with Blofield PC and Charles Judson from BDC is on the 16th November but they requested an indication of the decision of this meeting by the end of October. | \*Clerks/Cllr Whitehouse |
| **2021-0156** | **Planning**  **BA/2021/0384/FUL** Proposal: Re-profiling of moorings including 20m of new piling with walkway Address: 13 And 14 Riverside Estate, Brundall, Norwich, NR13 5PU  **BA/2021/0386/FUL** Proposal: Replacement quay heading and walkways Address: Serena & Yare Breaks, 31 & 32 Riverside Estate, Brundall, Norwich  The above applications were considered together and the Council had **no objections**.  **20211287** - Description: Erection of 4 No Dwellings Location: Land At Oakhill,Brundall,NR13 5AQ (Amended Plans). The Council **resolved**, with 1 abstention, that the revised plans have not been amended enough to change any of the objections already submitted: over development of the site, traffic concerns, loss of land and trees. |  |
| **2021-0157** | **Road Safety in Brundall**  We are still pushing for the double yellow lines to be painted. We have been informed it has to go to the executive committee, where either the Cabinet Member for Highways or the Officer has to make the decision, at the end of the month. Once agreed Highways has to give14 days notice and then the order can be placed for the paint. We are still waiting for the Highways Officer to get the approval. The Clerk will chase in 2 weeks if nothing has been confirmed.\*  The feasibility study for the zebra crossing is still underway. It is looking at the preferred location but also at alternatives.  Lack of enforcement of the traffic measures already in place is a problem. The Clerk will ask the civil enforcement department in King’s Lynn to put Brundall on their patrol.\*  The formation of a working group was suggested comprised of 2 or 3 Councillors to focus on the traffic and road safety problems and put together options/solutions. There are small gains to be had now. Cllrs Savory and Bonham volunteered, and Cllr Abbott was suggested, to take this forward. The District Councillors also volunteered to input their expertise.  The meeting was informed the zig zags on The Dales are being blacked out when the double yellow lines are painted as they are no longer required. | \*Clerk  \*Clerk |
| **2021-0158** | **The Queen’s Platinum Jubilee**  Deferred to the November meeting. |  |
| **2021-0159** | **Finance**  Bills for payment for October 2021– £7,774.16 (see below). The payments were unanimously **approved** by the Council.  The Council noted that Cllr Britt had confirmed the August and September payments.  The finance sub group of Cllrs Wilkins, Abbott, Whitehouse and the Clerk met to consider the 6 month Actuals vs Budget figures. There were no amendments.  The bank reconciliation for the 2nd quarter to 30th September 2021 was **approved**.  The Income and Expenditure report for 2nd quarter to 30th September 2021 was **approved**.  The RFO, Chairman, and Cllrs Abbott and Whitehouse will meet to discuss the budget for 2022/23 with the aim of reporting at the January meeting.  [the Clerk left the meeting]  The Council considered and unanimously **approved** a request from Brundall Football and Sports Club for a grant of £300 towards 4 FA coaching courses.  [the Clerk returned to the meeting]  The Council considered a request from Snowy’s Nursery for a grant towards the replacement of the boiler in their mobile. Cllr Buckley gave a background to the request and then left the meeting. The Council **approved**, with 1 abstention, a grant of £500 subject to the boiler being fitted this financial year.  [Cllr Buckley returned to the meeting] |  |
| **2021-0160** | **Clerk’s Correspondence**  Notification of land for sale on Postwick Lane just south of Low Farm Wood was received today. |  |
| **2021-0161** | **Closed Session: to discuss matters relating to the Brundall Sports Hub tender for engagement of building contractors**  This item was deferred to be discussed at an extraordinary meeting to be held next week. |  |
| **2021-0162** | **Items for the next Agenda Meeting of the Parish Council**  Queen’s Platinum Jubilee  Blofield Country Park discussions  Advisory & Scrutiny Committee policy recommendations |  |
| **2021-0163** | **Date, time and venue of next Parish Council Meeting**  3rd November 2021 – location to be confirmed  22nd November 2021 – 7pm at the St Laurence Centre. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR October 2021** | |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £4,927.81 | £0.00 | £4,927.81 |
| Office expense | £337.91 | £26.24 | £364.15 |
| Telephone | £24.98 | £5.00 | £29.98 |
| Room Hire | £130.67 | £0.00 | £130.67 |
| Grass cutting monthly contract | £590.09 | £118.02 | £708.11 |
| Street Lighting | £50.00 | £10.00 | £60.00 |
| Handyman and cleaning | £454.50 | £0.00 | £454.50 |
| Cemetery | £14.08 | £0.00 | £14.08 |
| Allotments | £84.39 | £0.00 | £84.39 |
| Countryside Park | £785.47 | £0.00 | £785.47 |
| Cremers | £175.00 | £0.00 | £175.00 |
| Grants / Donations | £40.00 | £0.00 | £40.00 |
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| **Total expenditure** | **£7,614.90** | **£159.26** | **£7,774.16** |
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| **RECEIPTS FOR October 2021** |  |  |  |
| Precept | £62,750.00 |  |  |
| Cemetery | £490.50 |  |  |
| Allotments | £1,185.00 |  |  |
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| **Total Income** | **£64,425.50** |  |  |
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| HSBC Current A/C as at 20/10/21 | £17,435.26 |  |  |
| HSBC Deposit A/C as at 20/10/21 | £140,004.29 |  |  |
| Transfers to/from Deposit A/C to Current A/c | £50,000.00 |  |  |
| Transfers to/from BDC Parish Deposit | £0.00 |  |  |