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

**Held on Monday 28th June 2021 at 19:00**

**at the St Laurence Centre, Brundall**

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Mickelburgh, Cllr G Abbott, Cllr G Buckley, Cllr A Bonham, Cllr M Savory, Cllr J Warns, Cllr P Gabillia, Cllr L Britt  **Parish Clerk(s)**: S Smyth, C Dickson | | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Covid restrictions were explained to those in attendance.  The Chairman advised members of the public of the procedure for them speaking at Meetings of the Parish Council. |  |
| **2021-0087** | **Apologies for Absence**  Cllr C Whitehouse, Cllr J Warne. Accepted. |  |
| **2021-0088** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Wilkins - NDPI for item 10, allotment rents.  Cllr Buckley - NDPI for item 10, allotment rents.  Cllr Britt - DPI for item 10, allotment rents. |  |
| **2021-0089** | **Minutes of the Previous Meeting**  It was unanimously **resolved** to approve the Minutes of the Parish Council meeting held on 30th March 2021.  It was unanimously **resolved** to approve the Minutes of the Parish Council meeting held on 26th April 2021.  It was **resolved**, with 1 abstention, to approve the Minutes of the Parish Council meeting held on 5th May 2021.  All minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2021-0090** | **Actions from the Minutes (Not on the Agenda)**  **2021-0058** - comments on the remote meeting consultation - completed  **2021-0083** - payments for May - completed  **2021-0084** - Parkrun email - completed |  |
| **2021-0091** | **Public Participation**  Broadland District Councillor Grant Nurden gave an update: it is good to see everyone in person. BDC held their AGM on the 27th May in person in the Octagon Barn in Little Plumstead. Karen Vincent stood down as Chairman and Roger Foulger, the previous Vice-Chairman, was elected Chairman. John Fisher was elected as the new Vice-Chairman. There was one change to the cabinet with Sue Lawn taking the planning portfolio from Lana Hempsall. The joint Broadland and South Norfolk website went live on the 2nd June. It will now be possible to register an account applicable to your address. All Committee meetings are streamed live and can be found on the Council’s YouTube channel.  District Councillor Sue Prutton had no additional information for the meeting.  No further public participation. |  |
| **2021-0092** | **Chairman’s Report given by Cllr Wilkins**  ﻿The past year or more has been challenging for everyone working with Covid restrictions on our personal and working lives but from the perspective of this Parish Council we have risen to the challenges and maintained our business as effectively as we have been able to. Although virtual meetings for local authorities may not be ideal, we have managed to continue with our meetings and ensure engagement with the public.  We are now entering into a new phase and adjusting to the demands of ensuring we maintain a Covid safe meeting environment including the ability to stream our meetings for transparency. I have no doubt that we will continue to adapt to new ways of working but this first ‘in person’ council meeting since early 2020 is another ‘bookmark’ as we move forward.  Our agenda and council business remains busy, but exciting, as we continue to develop a range of projects to deliver for our community over the next year or more.  Stay safe. |  |
| **2021-0093** | **Committee Reports**  **Land Management Committee Report given by its Chairman Graham Abbott**  Our last LM meeting was a very positive and busy one.  The BAA reported that the poly tunnel has now been assembled and work generally is moving on at pace on the allotments. They were pleased to report that there is a waiting list in the mid twenties for plots. The trial of a dip tank was successful and they are looking to improve irrigation around the site. Earmarked reserves stand at just over £8000, and with no big projects on the horizon it was agreed to propose to full Council a rent reduction on the allotments to £40 p/a for a full plot.  Cremer’s Meadow, friends reported that work has also re-started there and talks around the friendship bridge to Marty’s Marsh are to be resumed. Modifications suggested by the Internal Drainage Board may increase the cost of the watercourse work slightly. A decision will be made once the cost implications are known.  Park run should have re-commenced on 5th June at the countryside park.  Not too much work to be undertaken at the Countryside Park, a few more benches would be desirable, locations will be assessed. A drainage pond or soak away is being considered for the South West corner of the Park. Bee posts will be installed this year.  We are going to give the youth shelter one more try, opening it for a 2 month trial. Quotes to modify it by removing the sides and back were considered too expensive, but it should be used as it cost the PC a lot of money. Signs warning that it will be re-locked if misused, and that CCTV is covering it, will be put up as well. Interested stakeholders will be advised of our plans.  Meadow View play equipment is being freshened up with a much needed re-painting.  The Church Fen lease has been signed.  Low Farm Wood is not being worked on at the moment as it is currently nesting season. Update: in the last few days I walked through the wood and some sterling work thinning out the trees is being carried out by John Fleetwood and Richard Farley. This will become a great walking trail in the near future.  **Brundall Memorial Hall Report given by Cllr Bonham**  Concerns were raised at the last trustee meeting about the reopening of the Youth Shelter. The CCTV is not currently working but quotes are being considered.  **Recreation and Wellbeing Committee Report given by its Chairman Lawrence Britt**  Cllr Gabillia was welcomed as a new Committee member.  The Committee was updated on Parish Council and Yare Valley Churches matters. YVC are running Youth Cafes and youth work has begun at the Memorial Hall.  The Cycleways project was discussed. The Clerk is progressing the funding applications.  The first draft of the Health and Wellbeing questionnaire was presented. The questions are based on the 2013 Parish Plan survey but will largely revolve around recreation and development of the LEMH.  The Wildlife Policy subgroup have now met.  The Clean Air Day, 17th June, was too soon for any active participation but information and idea gathering will be put on the website in anticipation of taking part next year. A Carbon Neutral policy was discussed.  The next meeting is the 5th July.  **Sports Hub update given by Cllr Wilkins**  The S106 money for the project has now been received. The transfer of the land is progressing through the normal conveyancing process. One outstanding issue is how the site will be powered, which is linked to the transformer on the site. It is hoped that the Environment Agency will approve the permit for the disposal of waste via a Klargester. The application for the permit is currently being considered. |  |
| **2021-0094** | **To ratify the resolutions made at the Land Management Committee Meeting dated 13th May**  ***2021-0341*** *Minutes of the Meeting 11th March 2021. The Minutes were* ***approved*** *as accurate with 1 abstention.*  The Council unanimously **resolved** to approve the resolution.  ***2021-0352 -*** *The Committee* ***resolved*** *to recommend to full Council a reduction in rent to £40 per annum for a full plot, and pro rata for smaller plots, for the rental year from 8th October 2021.*  The Council **resolved**, with 2 abstentions, to approve the resolution. |  |
| **2021-0095** | **To ratify the resolutions made at the Recreation and Wellbeing Committee dated 10th May**  *Minutes of Meeting 12th April 2021*  ***It was resolved*** *with a majority vote and 2 abstention to accept the minutes as an accurate record.*  The Council unanimously **resolved** to approve the resolution.  ***Co-options and resignations***  ***It was resolved*** *by a unanimous decision to co-opt Cllr Phil Gabillia onto the Committee.*  The Council unanimously **resolved** to approve the resolution.  ***Clean Air Day***  *This new initiative is being held on 17th June.* ***It was resolved*** *that the Committee will take part in this initiative to promote cleaner air in Brundall and for the Council to now consider a new Carbon Neutral Policy for Brundall.*  The Council **resolved** to approve the Clean Air initiative and consider looking into a Carbon Neutral Policy. |  |
| **2021-0096** | **To ratify the comments sent into Highways England regarding Brundall roundabout:**  ***Recommendations:***  *We strongly recommend consideration is given to a reduced speed limit (from 70mph to 50 mph) from both east and west directions leading onto Brundall Roundabout for safety of all users.*  *A slip road is created from the Cucumber Lane arm heading west and joining the A47.*  *Zebra crossing to be considered on Cucumber Lane to enable safe crossing from the west of the village leading to the roundabout and onto the new Norfolk Homes housing, 3G pitch (sports hub). McDonalds, Shell Garage, Brundall Cemetery, and the village of Blofield plus Postwick FP1.*  *Cycleway scheme on the new footpath from the Berryfields housing development*  *A bridge over the A47 linking to Postwick FP1.*  The Council unanimously **resolved** to approve the comments submitted. |  |
| **2021-0097** | **Planning**  **To ratify comments sent in by the planning sub-group:**  ***BA/2/2021/0001/COND 39 Riverside Road.***  ***Comment submitted to Planning Inspectorate****: Whilst we do not think the “for holiday use only” condition is unfair, or contra to BA planning policies, it is the limitation imposed by the BA of a limit of only 6 weeks continuous use that is unfair. We regard Condition 5 as rather ambiguous, but our interpretation is that “holiday use” can be for the owner or for him to let to clients. However, we feel that the stipulation of using the accommodation for a period not exceeding six weeks is unfair. We cannot understand how the Planning Officer arrived at this duration. By this we mean that having looked at Policy BRU1 and policies DM25, DM 29 and DM30, we could find no evidence referencing six weeks as a continuous period.*  ***20210939*** *- Proposed single storey rear extension, conversion of garage into a study and erection of garden room Oak House,13A Blofield Road, Brundall, NR13 5NN –* ***Comment submitted******- No Objection****.*  ***20210805*** *Variation of condition 3 of 20182021 to allow change to opening hours from 11:00 to 21:00 Mondays to Saturdays; Sundays and Bank Holidays 11:00 to 22:00 Location: 116 The Street, Brundall, NR13 5LP Removal/Variation of a condition (S73****) – Comment submitted – Support*** *(but to request that the opening hour be delayed until 12 pm, to reduce any annoyance caused to neighbours by cooking aromas).*  The Council unanimously **resolved** to approve the comments submitted.  **20210957**: First floor bedroom extension with balcony and single-storey rear extension. 19 Mallard Close, Brundall, NR13 5PR. The Council unanimously **resolved** to submit no objection. |  |
| **2021-0098** | **Finance**  **Bills for payment for May 2021**– £10,944.98 (see below). **Bills for payment for June 2021**– £14,682.50 (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 April and May 2021. All payments were correct. The Council resolved to **confirm** the payments.  The Internal Audit report had been circulated to all Councillors. The RFO reported that the Internal Auditor had not asked to look at any invoices or evidence of payments. A more comprehensive Internal Audit will be considered for 2021/22.  The Annual Governance Statement of the Annual Return was read to and unanimously **agreed** by the Council. It was signed by the Clerk and Chairman of the meeting, Cllr Wilkins.  The Accounting Statements of the Annual Return were unanimously **agreed** by the Council. They were signed by the RFO and Chairman of the meeting, Cllr Wilkins.  A grant request for £300 from the Acle and Brundall Lions for a contribution towards their summer fete was considered. The Council **approved**, with 1 vote against, an amount of £200 on the condition that the fete was going ahead. |  |
| **2021-0099** | **Clerk’s Correspondence**  A request for a kissing gate at the entrance to Braydeston Hills was discussed. The Clerk will check whether NCC will pay.\*  An email was received from a resident with concerns about the various damage and impact from the construction vehicles at the Land at Oakhill development - 20201366. The Council agreed that the best way to assist would be to forward the information to the planning enforcement department at BDC.  An email asking the Council to consider a 7.5 tonne vehicle weight limit through the village was discussed. All traffic items received will be assessed once the Highfield Avenue yellow lines and zebra crossing have been completed. | \*Clerk |
| **2021-0100** | **Items for the next Agenda Meeting of the Parish Council**  Neighbourhood Plan review  Brooms planning application  Kissing gate |  |
| **2021-0101** | **Date, time and venue of next Parish Council Meeting**  **26th July 2021 – 7pm at the St Laurence Centre.**  Meeting closed at 20.36 |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR May 2021** |  |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £4,927.81 | £0.00 | £4,927.81 |
| Office expense | £129.51 | £10.83 | £140.34 |
| Telephone | £34.00 | £6.80 | £40.80 |
| Room Hire | £41.67 | £0.00 | £41.67 |
| Annual Fees | £75.00 | £0.00 | £75.00 |
| Grass cutting monthly contract | £590.09 | £118.02 | £708.11 |
| Street Lighting | £238.37 | £47.67 | £286.04 |
| Handyman and cleaning | £454.50 | £0.00 | £454.50 |
| Allotments | £133.93 | £26.78 | £160.71 |
| Projects | £3,000.00 | £600.00 | £3,600.00 |
| Play equipment | £510.00 | £0.00 | £510.00 |
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| **Total expenditure** | **£10,134.88** | **£810.10** | **£10,944.98** |
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| **RECEIPTS FOR May 2021** |  |  |  |
| Precept | £62,750.00 |  |  |
| Cemetery | £1,597.00 |  |  |
| Allotments | £24.07 |  |  |
| CIL | £49,989.18 |  |  |
| Miscellaneous |  |  |  |
| Delegated grass cutting NCC | £3,270.05 |  |  |
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| **Total Income** | **£117,630.30** |  |  |
| HSBC Bank balance as at 25/5/21 | £130,030.36 |  |  |
| Transfers to/(from) BDC Parish Deposit | £0.00 |  |  |

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| **PAYMENTS FOR June 2021** |  |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £4,927.81 | £0.00 | £4,927.81 |
| Office expense | £219.98 | £19.25 | £239.23 |
| Telephone | £34.00 | £6.80 | £40.80 |
| Room Hire | £41.67 | £0.00 | £41.67 |
| Grass cutting monthly contract | £590.09 | £118.02 | £708.11 |
| Street Lighting | £384.65 | £76.93 | £461.58 |
| Handyman and cleaning | £454.50 | £0.00 | £454.50 |
| Repairs and Renewals | £3,935.00 | £787.00 | £4,722.00 |
| Cemetery | £50.00 | £0.00 | £50.00 |
| Projects | £2,858.00 | £30.00 | £2,888.00 |
| IT | £124.00 | £24.80 | £148.80 |
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| **Total expenditure** | **£13,619.70** | **£1,062.80** | **£14,682.50** |
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| **RECEIPTS FOR June 2021** |  |  |  |
| Precept |  |  |  |
| Cemetery | £75.00 |  |  |
| Allotments | £6.88 |  |  |
| S106 | £455,763.30 |  |  |
| Interest | £0.85 |  |  |
| NCC Ward grant | £1,750.00 |  |  |
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| **Total Income** | **£457,596.03** |  |  |
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| HSBC Current A/C as at 23/6/21 | £24,543.21 |  |  |
| HSBC Deposit A/C as at 23/6/21 | £100,001.07 |  |  |
| Transfers to/(from) BDC Parish Deposit | £455,763.30 |  |  |