# Brundall Parish Council

Minutes of the Meeting held on Monday 13th December 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 A Bonham, Cllr J Mickelburgh, Cllr J Warne, Cllr M Savory, Cllr L Britt, Cllr G Abbott  **Parish Clerk(s)**: S Smyth, C Dickson | | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman advised that it will be a shortened meeting due to the most recent Covid guidance. The advice from NALC was to consider not holding meetings but there are items that require a decision, for instance the budget and precept, so therefore this meeting will only discuss items that require a decision.  No members of the public are in attendance in order to restrict the number of people in the room but the meeting is being live-streamed via Facebook and members of the public were given the opportunity to email in any questions. Thanks were given to Cllr Savory for enabling the live-streaming.  The County and District Councillor reports will be available on the website. |  |
| **2021-0185** | **Apologies for Absence**  Cllr P Gabillia. |  |
| **2021-0186** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **2021-0187** | **Minutes of the Previous Meeting**  It was unanimously **resolved** to approve the Minutes of the Parish Council meeting held on 22nd November 2021. The minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2021-0188** | **Actions from the Minutes (Not on the Agenda)**  **2021-0179** – arranging a meeting with Highways – the Clerk is assisting DCllr Davis as he has had some trouble getting a response from Paul Sellick. To be progressed in January. |  |
| **2021-0189** | **Budget Precept 2022/23**  ﻿The Council considered the Budget and Precept for 2022/23 as presented by the Finance subgroup of Cllrs Wilkins, Abbott and Whitehouse and the RFO. The budget and report had been circulated to Councillors, and put on the website, before the meeting.  Cllr Wilkins gave a summary of the budget figures:   * Administration – some reduction where efficiencies could be found but the insurance renewal quote is up by 25% * Clerks hours – a budget for an additional 4 hours of Clerks time has been included, which reflects the growing workload and expansion of the provision within Brundall * The Committee budgets were deemed important to maintain the ongoing projects * On the advice of the RFO the asset accrual has been set up to plan for the maintenance and replacement of all assets * The Traffic Management accrual is for the planned pedestrian crossing and maybe other traffic mitigation measures   The proposed budget and precept for 2022/23 is £137,750, which is a 6.9% increase from 2021/22 including the increase in Band D houses.  Thanks were given to the RFO and Finance sub-group for the work in producing the budget.  The budget and precept of £137,750 was unanimously **approved**. |  |
| **2021-0190** | **Committee Reports**  **Sports Hub update given by Cllr Wilkins**  The Council unanimously **approved** the Chairman and Vice-Chairman, and the Clerk to witness, to sign any legal documents for the Deed of Release on the restricted covenant on the 20m of spare cemetery land.  **Recreational Land East of the Memorial Hall**  Cllr Savory was to have given a presentation on the results of the survey. Thanks were given to Cllr Savory for all his work on the survey and report. The presentation will be circulated to Councillors and then made available for the village. It gives a very good steer for the way forward for recreational provision. |  |
| **2021-0191** | **Finance**  Bills for payment for December 2021– £8,437.93 (see below). The payments were unanimously **approved** by the Council.  The Council noted and ratified that Cllr Britt had confirmed the November payments. |  |
| **2021-0192** | **Yare Public House**  The Council discussed registering the Yare Public House as an Asset of Community Value. It was again reported that it is expected to reopen as a pub very shortly. However the Council felt as this was not certain it would be worth starting the process of registration. This was unanimously **approved**. |  |
| **2021-0193** | **Date, time and venue of next Parish Council Meeting**  24th January 2022 – 7pm at the St Laurence, Centre subject to Covid restrictions.  The meeting finished at 19:26. |  |
| **2021-0194** | **Closed Session: to discuss matters relating to the Brundall Sports Hub engagement of building contractors**  Cllr Wilkins updated the Council on a meeting held with Phil Courtier, Head of Place at Broadland District Council, and changes to some of the finances reported at the last meeting. These differences make a material change to the financial situation reported to the meeting on the 3rd November. No decisions were made. Further discussions with the building contractor will take place. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR December 2021** | |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £4,927.81 | £0.00 | £4,927.81 |
| Office expense | £87.55 | £10.02 | £97.57 |
| Room Hire | £167.17 | £0.00 | £167.17 |
| Annual Fees | £19.00 | £0.00 | £19.00 |
| Grass cutting monthly contract | £590.09 | £118.02 | £708.11 |
| Street Lighting | £635.50 | £127.09 | £762.59 |
| Handyman and cleaning | £454.50 | £0.00 | £454.50 |
| Repairs and Renewals | £85.00 | £0.00 | £85.00 |
| Allotments | £629.00 | £125.74 | £754.74 |
| Cremers | £328.09 | £65.61 | £393.70 |
| Trees | £56.45 | £11.29 | £67.74 |
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| **Total expenditure** | **£7,980.16** | **£457.77** | **£8,437.93** |
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| **RECEIPTS FOR December 2021** | |  |  |
| Cemetery | £137.50 |  |  |
| Allotments | £107.00 |  |  |
| Interest | £1.07 |  |  |
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| **Total Income** | **£245.57** |  |  |
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| HSBC Current A/C as at 9/12/21 | £9,635.12 |  |  |
| HSBC Deposit A/C as at 9/12/21 | £120,006.49 |  |  |
| Transfers to/from Deposit A/C from/to Current A/c | £0.00 |  |  |
| Transfers to/from BDC Parish Deposit | £0.00 |  |  |