# Brundall Parish Council

Minutes of the Meeting held on Monday 24th January 2022 at 19:00 at the St Laurence Centre, Brundall

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr J Warns, Cllr G Abbott, Cllr A Bonham, Cllr L Britt, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr C Whitehouse  **Parish Clerk(s)**: S Smyth, C Dickson | | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman welcomed those in attendance.  In order to make it as Covid safe as possible we are seated at distance and will ventilate the room if needed.  The meeting is normally live-streamed via Facebook but Cllr Savory is isolating so it is not possible this month.  The procedure for speaking at meetings was detailed. |  |
| **2022-0001** | **Apologies for Absence**  Cllr J Warne, Cllr M Savory. Both accepted. |  |
| **2022-0002** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Buckley –11b planning - neighbour  Cllr Gabillia –11a planning – lives adjacent  Cllr Wilkins –9 amendment of Standing Orders regarding term of office of Chairman |  |
| **2022-0003** | **Minutes of the Previous Meeting**  It was **resolved**, with 1 abstention, to approve the Minutes of the Parish Council meeting held on 13th December 2021.  It was **resolved**, with 1 abstention, to approve the Confidential Minute item 0194 of the Parish Council meeting held on 13th December 2021.  Both sets of minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2022-0004** | **Actions from the Minutes (Not on the Agenda)**  **2021-0189** – the precept request has been submitted to BDC.  **2021-0192** – registering The Yare public house as an Asset of Community Value – in progress. |  |
| **2022-0005** | **Public Participation**  ﻿DCllr Davis read out his and DCllr Lamming’s report: they submitted a motion to the main Council on the 9th December asking for the Council to declare a climate and biodiversity emergency. It was a heated debate but the motion was not carried with a final vote of 14 for and 22 against.  Planning application 20211287, land at Oakhill, has been called in and the application will be considered by the planning committee on Wednesday 26th.  Further work is being undertaken by a working group to look at the business case for the arrangements for the joint Council accommodation.  The Council is introducing a new fee structure for charges to developers for monitoring S106 agreements. And a new table of fees for fixed penalty charges for Environmental and antisocial behaviour offences.  The introduction of a district-wide kerbside food waste collection service has now been agreed. It will be funded from reserves. The full scheme won’t be rolled out until October 2022.  Some changes are being made to the Housing Allocations Policy, including a new category of urgent need.  The District Council has Community Connectors over parts of the District working 1-1 with residents to resolve any issues they may have and linking them to the Help Hub. They will also be working in GP surgeries to help with a Social Prescribing service. Brundall surgery will have a Community Connector. Community groups can refer those that need help, providing the resident gives their consent.  A grant funded tree planting scheme of up to £500 for Town and Parish Councils is available. The deadline for applications is 31st January.  The District Council is reviewing its engagement with residents via a public consultation, looking at ways this can be improved.  A business case is being prepared for increasing the resources for planning department.  No further public participation. |  |
| **2022-0006** | **Chairman’s Report**  A belated Happy New Year for what will be another challenging but exciting year.   During the course of the year, we will deliver the first phase of much needed improvements in our recreational provision (at the Sports Hub) and take forward plans for further phases, for example planning for land east of the Memorial Hall which will be informed by our recent Village Survey.  Our agenda, as will be seen from tonight’s subjects, remains busy and we will continue to focus on recreation and wellbeing as well as our priorities of seeking road safety improvements and addressing environmental issues.  We have noted the announcement by Revd Peter Leech of his move to a new role in the Diocese of Ely after Easter, and we will have the opportunity to thank him for his contribution to the village and wish him well in due course, but despite Peter’s move to his new challenge I would hope that the significant work he has undertaken with the Church and Memorial Hall in particular, working for the benefit of the whole community, will continue and complement the work of the Parish Council in relation to Recreation and Wellbeing.  Although the impact of COVID remains challenging, particularly for the more vulnerable members of the community, we are beginning to see light with some relaxation of restrictions and as we move towards Spring hopefully an improving position to allow some normality and the ability to deliver our programme of work  Stay safe. |  |
| **2022-0007** | **Proposed amendment to the Standing Order 5f**  [Cllr Wilkins left the meeting] Cllr Warns took the Chairmanship of the meeting.  Standing Order 5f states:  **The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.** If the Chairman resigns or becomes disqualified during the term of office a successor shall be elected at the next regular full Council meeting. The elected Chairman may only hold office up to a maximum of 4 years. Once this 4 year term has been completed that person cannot hold the office of Chairman again until one full year has expired.  The Council unanimously **approved** the removal of the last two sentences.  [Cllr Wilkins returned to the meeting] |  |
| **2022-0008** | **Committee Reports**  **Sports Hub update given by Cllr Wilkins**  We are making progress. One of the outstanding issues is resolving the power. We are still waiting for finalisation of what that looks like. That is quite significant in terms of the budget. There is a lead time 14 weeks for any works with UK Power Network. Some of the high voltage cables go under pitch and need to be moved.  We are still waiting for the EA to formally approve the Klargester as can’t join the mains sewerage yet.  The release of the Covenant on the 20m of spare Cemetery land should happen any day now.  There is an issue to do with site access, linked to the work Norfolk Homes are doing for the footpaths as part of their planning approval. We have been asked to work with NH on the highways access as this will be beneficial to both parties, and cheaper. Our access will be through the NH site but requires a formal agreement and to sign an easement. The costs will be met by NH with a small cost met by us but benefits outweigh cost. The Council unanimously **approved** the Chairman and Vice-Chairman, with Clerk as witness, to sign the agreement with Norfolk Homes for a shared highways access over its land and to sign an easement with Norfolk Highways subject to input from the Council’s solicitor.  **Recreational Land East of the Memorial Hall by Cllr Gabillia**  There is not a lot to report since last meeting. The next working group meeting is on the16th Feb with representatives from Blofield PC, and Charles Judson and Helen Sibley from BDC. Hopefully we will have the final costs of the CIO for the Country Park. This will be brought back to the Council for consideration.  The Recreation and Wellbeing Committee proposed the following membership for two sub-groups:   * Country Park working-group: Cllrs Wilkins, Savory, and Gabillia * Village Green working-group: Cllrs Whitehouse, Savory, Gabillia, and the Tree Warden Richard Farley.   These are starting points and other groups and people will be invited to join when the projects have progressed further. The nominations were unanimously **approved**.  **Recreation and Wellbeing by Cllr Britt and Cllr Gabillia**  Josh Whitwood has left due to non-attendance but the Committee is asking for ratification of the co-option of Mehmet Yaman. This was unanimously **approved**.  There were no representatives from the YVC and MH. They need to be involved in work of the Committee and in the future development of the LEMH. We hope to get a representative on again soon.  Expert help is being sought for help with the Wildlife Policy.  Funding for the cycle path project(s) is still ongoing. It has been suggested to ask Hopkins Homes for cycle paths & footpath links.  Cllr Savory shared the village survey with Councillors before Christmas and it has now been published on the website and Facebook page. It was a massive consultation and we will have to sort through the ideas generated from it.  Locations for the 8 Air Quality monitoring devices was decided: the 4 entry points to the village - Countryside Park, Strumpshaw Road railway bridge, at the top of Cucumber Lane near the roundabout, the corner by the Scout Hut; top of Braydeston Avenue; the railway crossing by the main station in Brundall; the Dales outside the primary school; The Street near Links Avenue. Each device needs to be sited on existing street furniture, for example a lamppost.  The Council unanimously **approved** adopting the paper “Brundall Parish Council, Understanding our impact on the Environment”.  **Brundall Memorial Hall by Cllr Bonham**  The Trustees continue to move towards a CIO.  Bookings have been doing well. Thanks were sent to Cllr Savory for the results of the survey. They will be discussed at the next meeting. With Revd Leech leaving there is an opportunity for new trustees to come on board. But otherwise all is going well.  **Land Management By Cllr Abbott**  We identified that the Countryside Park would benefit from a Friends Of group, probably with a Councillor to lead. The Deputy Clerk will circulate an email with details.\* The Broadland Tree Warden Network are responsible for the orchard but other work and general maintenance needs someone to identify it and then make sure it happens.  The LM Committee agreed to take on the maintenance of a piece of grass at Page Road.  Ownership has not yet been identified but the current resident who looks after it thinks he won’t be able to soon.  It could be a possible site for rewilding.  We are looking for someone to coordinate a Farmers Market at the Memorial Hall, either a Councillor or resident.  It is an outline idea at present but someone to push it forward is needed.  The future direction of the Countryside Park in regards to preserving the Parkrun track is on the agenda for discussion. The Committee decided the decision on what to do about the track should be a full Council decision as some major spending may be required to improve it.  The Allotment Waiting list policy was discussed but no decisions taken.  It will be brought to the next meeting for further consideration.  The Tree Warden was given permission to hire the wood chipper to complete the work at Low Farm Wood. It was also agreed that a finger post should be installed to direct to people to LFW.  The Council discussed a report from the Parkrun director with ideas of how to drain the problem areas of the Parkrun track (see attached). There are about 100 Parkrunners every week and the track gets very muddy and unsafe in wet weather. The original ethos of the park was to keep it as natural as possible. The Parkrun were consulted while the park was being established and they expressed a preference for running on grass but the conditions on parts of the track are not safe in some conditions. The possibility of a Parkrun track being laid around the Village Green on the LEMH was not met with enthusiasm. Setting up a new Parkrun is not straight forward and can cost quite a bit of money. The 4 options are:   1. Do nothing and accept the Parkrun track is unusable in wet weather 2. Install subsurface drainage 3. Add stabilisers in the main problem places 4. Aggregate the path   The planning application conditions should be looked before any work on the path. The Parkrun is very conscientious of its use of the Countryside Park. They have submitted a very good paper for discussion.  The Clerks will check the planning constraints and explore the costs of the options.\* | \*DClerk  \*Clerks |
| **2022-0009** | **Planning**  The Council **ratified**, with 1 abstention, the comments submitted to the following 2 applications:  **20211287** - Description: Re-consultation - Erection of 4 No Dwellings Location: Land At Oakhill, Brundall, NR13 5AQ. Applicant: Mr Chris Williams:  Brundall Parish Council **continues its objections** to development of land off Oakhill (20211287) for the following reasons:   1. Plans do not provide lasting (via water flow and space) protection for protected Trees. There also needs to be plans and timing *details for landscaping and management during the establishment of trees and hedgerow planting.* 2. Plans do not show how and where species like hedgehogs will thrive and be protected on the site.*Plans do not show location of bird and bat boxes.* 3. Whilst Plot 3 is too high, those properties already built next to Oakdale Road residents appear to badly overshadow and block out light. 4. There is serious concern for the safety of pedestrians on Oakhill as they must walk on the road. Brundall Parish Council recommends a footpath needs to be provided. 5. There is a need to improve the road/access turnings on the new development - as larger vehicles are having difficulty negotiating entrance. 6. Roads on the new site need to be adopted.   Brundall Parish Council considers the present building proposals are an **overdevelopment of the site**.  Brundall Parish Council asks environmental and infrastructure conditions to be met before commencing any further building.  **20212175** - Description: Extension to create Attic Rooms Location: 5 Holmesdale Road, Brundall, NR13 5LX Application Type: Householder – **No objection**  The Council considered the following application:  **20212278** - Description: Proposed single storey extension to rear Location: Halt Cottage, 20 West End Avenue, Brundall, NR13 5RF Application Type: Householder. A member of the public read out their objection to the application. The property is for sale and the application has been submitted by the purchaser. The current owner gave the planning group access to the property. The Council **approved**, with 3 abstentions, the following comments and objections: BPC is concerned about the size of the proposed extension in relation to the existing property and neighbouring property; the removal of trees not mentioned on the application; impact on the environment; impact on existing trees; no arboricultural report; concerns about drainage. |  |
| **2022-0010** | **Road Safety in Brundall by Cllr Abbott**  Cllr Savory sent a report on the recent site meeting: the Road Safety subgroup met with Paul Sellick, NCC Highways Officer, on Wednesday and walked the street from Links Avenue through to Braydeston Avenue.  During our walk we discussed the feedback in our report, specifically how to improve the visibility of the 20mph zone on the street.  Paul was receptive and positive to our views and has already offered to review the following:  Painting of large 20's on the road at the entrance to the 20mph zone, each end.We discussed if there could be extra 20's printed on the road and, while these are currently not something that is usually done, however, there is a discussion currently ongoing about this and it could be that we receive further speed marks on the road in the future.  He will fix the signage at the mini-roundabout, near the dry cleaners and will get his team to look at the signage and twist round the signs that are facing the wrong way.  It is not possible to have repeater signs along the street, however there is a way around it!  Paul is going to source a couple of "max speed 20" signs instead, one to locate by the shoppers car park and one on the approach to Braydeston Avenue in the opposite direction.  This will mean both approaches to the school in the 20mph zone will have clearer signing.  There was also a discussion about the possibility of a school competition to create our own signage that could be used in some locations.  We discussed the 20mph zone ending before the school and Paul agreed this didn't make sense and would be looked at, but may take some time.  The school patrol signage will be updated as we no longer have a school patrol.  The double yellow lines should be happening soon and hopefully also the zebra crossing, which will have signage as well as part of the drive to help improve road safety.  Finally, our report is to be submitted in full so that if in the future any funding did become available it is possible that even some of the larger recommendations could be reviewed.  Cllr Abbott met the local Police Beat Manager Jackie Chambers and they observed the usual traffic problems outside the school.  Overgrown hedges were also discussed along The Street and the Highfield Avenue junction, and the 20mph speed limit sign at the Strumpshaw Road end of The Street.  We are still waiting for the zebra crossing feasibility study report.  SAM2 data  It was located in Highfield Avenue in December. 21,200 vehicles were registered, travelling in one direction. 9,151 observed 30mph, 5,620 were over 35mph and 4 were over going 55mph.  In November it was on Strumpshaw Road and it recorded 45,000 vehicles, travelling in one direction. 2 were travelling over 70mph.  In general roughly half the vehicles registered observe the speed limit. |  |
| **2022-0011** | **Queen’s Platinum Jubilee**  Bridge  Cllr Buckley gave an update on the bridge. Blofield PC passed a resolution that Brundall PC take ownership of the bridge as it is solely on their land and will be responsible for the insurance, maintenance and, if required, any replacement of the bridge in the future. This was not what Cllr Buckley or the Deputy Clerk had discussed at the working group meetings. Blofield are reviewing this proposal and will discuss a revised version where responsibility for the future maintenance and replacement costs will be decided when needed. Quotes for the build and installation are now in and a working group meeting will be arranged to discuss them.  The Council unanimously **approved** the bridge: being on Brundall Parish Council land; being added to the insurance schedule; Brundall Parish Council applying for planning permission; and any future maintenance and replacement costs to be discussed by both Parish Councils as required. Blofield Parish Council are obtaining any Environment Agency permits needed.  The Broadland Tree Warden Network have offered an oak tree to commemorate the Jubilee. The Land Management Committee discussed a location at the Countryside Park and will purchase a plaque. This was noted and accepted. |  |
| **2022-0012** | **Finance**  Bills for payment for January 2022– £81,099.65 (see below). The payments were unanimously **approved** by the Council.  The Council noted and ratified that Cllr Britt had confirmed the December payments.  The Council noted the bank reconciliation for the 3rd Quarter of 2021-22.  The Council noted the Income and Expenditure report for the 3rd Quarter of 2021-22.  The application from Church Lane residents for a contribution towards the maintenance of the surface of Church Lane was deferred to the February meeting.  The application for a donation of £200 from the Brundall Mens Shed was unanimously **approved**.  The request for a donation from the Norfolk Citizens Advice Bureau was not granted.  The Clerk will put adverts out for tendering for the renewal of the grass cutting, street light maintenance, and litter picking contracts, renewable on the 1st April, on the 1st February for 3 weeks until Thursday 24th February. Tenders received will be opened on Friday 25th February for consideration at the meeting on Monday 28th February. |  |
| **2022-0013** | **Clerk’s Correspondence**  An email from the Brundall Local History Group regarding any Jubilee celebration. To be circulated.\* | \*Clerk |
| **2022-0014** | **Items for the Next Agenda**  Contract renewals  Jubilee bridge  Church Lane grant  Co-option  Land East of the Memorial Hall |  |
| **2022-0015** | **Date, time and venue of next Parish Council Meeting**  28th February 2022 – 7pm at the St Laurence, Centre subject to Covid restrictions. |  |
| **2022-0016** | **Closed Session: to discuss a matter relating to the hours of the Deputy Clerk**  It was unanimously **approved** to offer the Deputy Clerk an additional 4 hours per week, from 16 to 20 hours, to start from the 1st April. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR January 2022** | |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £4,927.81 | £0.00 | £4,927.81 |
| Office expense | £402.78 | £75.58 | £478.36 |
| Telephone | £56.90 | £11.38 | £68.28 |
| Room Hire | £41.67 | £0.00 | £41.67 |
| Insurance | £1,149.46 | £0.00 | £1,149.46 |
| Grass cutting monthly contract | £590.09 | £118.02 | £708.11 |
| Street Lighting | £712.78 | £142.55 | £855.33 |
| Handyman and cleaning | £454.50 | £0.00 | £454.50 |
| Repairs and Renewals | £88.50 | £0.00 | £88.50 |
| S106 | £60,000.00 | £0.00 | £60,000.00 |
| Cemetery | £12.58 | £0.00 | £12.58 |
| Allotments | £24.55 | £0.00 | £24.55 |
| Countryside Park | £57.00 | £11.40 | £68.40 |
| Projects | £2,750.00 | £550.00 | £3,300.00 |
| Legal Fees | £8,921.50 | £0.60 | £8,922.10 |
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| **Total expenditure** | **£80,190.12** | **£909.53** | **£81,099.65** |
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| **RECEIPTS FOR January 2022** | |  |  |
| S106 | £23,000.00 |  |  |
| Cemetery | £632.50 |  |  |
| Allotments | £105.00 |  |  |
| Interest | £0.78 |  |  |
| Miscellaneous | £493.89 |  |  |
| **Total Income** | **£24,232.17** |  |  |
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| HSBC Current A/C as at 21/1/22 | £16,486.60 |  |  |
| HSBC Deposit A/C as at 21/1/22 | £60,007.27 |  |  |
| Transfers to/from Deposit A/C from/to Current A/c | £60,000.00 |  |  |
| Transfers to/from BDC Parish Deposit | £0.00 |  |  |