# Brundall Parish Council

Minutes of the Meeting held on Monday 28th February 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 P Gabillia, Cllr J Mickelburgh, Cllr M Savory, Cllr C Whitehouse  **Parish Clerk(s)**: S Smyth, C Dickson | | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman welcomed those in attendance and advised the locations of the fire exits.  The Chairman advised members of the public of the procedure for them speaking at Meetings of the Parish Council.  The meeting is live-streamed via Facebook. |  |
| **2022-0023** | **Apologies for Absence**  Cllr G Buckley, Cllr J Warne. |  |
| **2022-0024** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Wilkins –13. planning application 20220108 - non-pecuniary connection with the developer |  |
| **2022-0025** | **Minutes of the Previous Meeting**  It was **resolved**, with 3 abstentions, to approve the Confidential Minute item 2022-0022 of the Parish Council meeting held on 10th February 2022.  It was **resolved**, with 3 abstentions, to approve the Minutes of the Parish Council meeting held on 10th February 2022.  Minute item 2022-0002 on the 24th January was amended to read that Cllr Gabillia lives adjacent to the planning application not opposite. It was **resolved**, with 1 abstention, to approve the amended Minutes of the Parish Council meeting held on 24th January 2022.  All sets of minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2022-0026** | **Actions from the Minutes (Not on the Agenda)**  **2022-0008** – Friends of the Countryside Park email – completed.  **2022-0008** – parkrun course drainage costs – ongoing.  **2022-0013** –Jubilee celebration email – on agenda. |  |
| **2022-0027** | **Presentation of the Lord Lieutenant Plaque from the Deputy Lieutenant of Norfolk for the community’s work during the pandemic**  The presentation was made by Caroline Jarrold, one of the Deputy Lieutenants. The plaque is an initiative of the Lieutenancy Office in Norfolk to recognize the resilience of the community and how they supported each other during Covid. It was designed by NUA (Norwich University for the Arts) student Ruby Douglas and includes the words of Harriet Martineau – “Do your best, act your best, and think your best today”.  There are 50 Deputy Lieutenants, Lady Dannett is the Lord Lieutenant. She is keen to make the position more visible within the County and is encouraging the Deputies to get out and meeting the communities. The plaques were funded by 6 local trusts.  The Lieutenancy Office gets involved with the Queen’s Award for Voluntary Service and the Queen’s Award for Enterprise so please forward the details to any voluntary groups that might qualify.  Cllr Wilkins accepted the plaque on behalf of the Council and community and thanked Caroline for attending. The Council, church and Good Neighbour’s scheme did a lot to help those in the community that needed assistance, and are grateful to accept this recognition. |  |
| **2022-0028** | **Public Participation**  CCllr Proctor sent his apologies.  DCllr Lamming read out her and DCllr Davis’s report (see attached).  A member of the public queried the planning conditions for the LEMH. The SoS decision letter included a series of planning conditions, a part of those had prerequisites to be met before development could start, such as an Environmental Management Plan and a Construction and Environmental Plan. These are requirements that would then become obligations on the developer to make sure that the interests of the locality are protected. These would normally go out for public consultation through the planning process in order that it can be discussed by the community. Officers can decide these themselves but in this case it should be made more widely available. The Clerks will check with the planning officer.\* | \*Clerks |
| **2022-0029** | **Planning**  **20220108 -** Description: Erection of 6 no. single storey dwellings and the construction of a vehicular access (existing dwelling to be demolished) Location: Land at 15 Highfield Avenue, Brundall, NR13 5NT. Application Type: Full Planning  [Cllr Wilkins excused himself from the discussion and Cllr Warns took the Chair]  Various members of the public voiced their concerns and objections to the application.  The Council **resolved**, with 1 abstention, to object to the application on the following grounds:   1. 3 houses within the development are outside the settlement boundary and contrary to Policy GC2. 2. Our Housing Policy 2012 states that Brundall PC will only accept 100 houses (see attached). 3. The development is contrary to NPPF16 conserving and enhancing the historic environment. We believe the proposed and unnecessary demolition of this house and the over-development of its surrounding gardens would be an insensitive and careless interpretation of local housing policy and planning regulations. It would be a tragic physical loss, not only to the immediate locale of Highfield Avenue and its neighbouring residents but also to the village as a whole. 4. Policy EN2 Protection and enhancement of landscape and settlement character states: 5. "Development proposals should demonstrate that their location scale design and materials will protect, conserve and where possible enhance the special qualities and local distinctiveness of the area including its historical, biodiversity and cultural character". The demolition of the dwelling is clearly only to serve creating the roadway and has paid no regard to the special historical and character of the house to be demolished. 6. The proposed inner road is to be gravel only with no footpaths. This is unsatisfactory for the reasons that people with physical disabilities need a tarmac footpath to enter and exit the development. 7. In the Site allocation DPD policy document 2016, point 4.4, (page 54) the Joint Core strategy states that Brundall should accommodate 50 houses and potentially as part of the 2000 units smaller sites in the NPA allowance. However, Brundall has already endured subsequent planning approvals i.e; 155 houses (Berryfields 20161483), 170 houses (Quantum Land 20171386) with a number of small developments totalling approximately 13 houses, such as Hillside, Oakhill and Station New Road. 338 houses of the extra 2000 smaller units should count as being sufficient for Brundall and it has "done its bit". 8. The proposed site entrance is in a precarious position with TPO lime trees either side causing an unacceptable visibility splay issue. The dangerous location will pose a problem with the construction traffic and for the cars entering the site once the housing is built. Highfield Avenue is a 30- mph road whereby in Dec 21 our SAM2 speed device captured data as follows in one month:   23200 cars passing one way  4805 cars exceeded 35 mph to 40 mph  830 cars travelled at 40 to 45 mph  133 cars exceeded 45 mph.   1. The amount of car parking space per house will be inadequate and so extra parking will be used on Highfield itself causing further hazards. 2. The dwellings are more than 45m away from the Highfield Ave highway and therefore, as no fire hydrant has been planned in, this is contrary to the Fire Service's regulations for developments. 3. There is no emergency access for the site.   Incidental information: Residents reported to the council that, during a site meeting, the developer told them that if he did not get planning consent, he intends to offer the land to Hopkins Homes and asked the Council to pass this information onto to the Planning Department.  [Cllr Wilkins resumed the Chair] |  |
| **2022-0030** | **Queen’s Platinum Jubilee**  The Council discussed the Tree Warden’s offer to plant a row of 6 trees on the Northern boundary of the Countryside Park, to the East of the car park. All costs will be met by the Broadland Tree Warden Network from their tree planting budget and they will be responsible for their future maintenance.  Broadland are promoting a tree trail for the Jubilee and it would be nice if Brundall could be included. The trees are roughly 2.4m high and include 3 oaks and 3 different maples.  The Council **approved**, with 1 abstention, to accept the trees and for them to be planted in the suggested locations.  The option of an additional oak in the centre of the clearing will be explored. The Tree Warden will visit the site. It was suggested one of the trees already planted there has died, and could therefore be replaced. |  |
| **2022-0031** | **Co-option of Robin Tungate**  The recommendation of the interviewing Councillors to the co-option of Robin Tungate was unanimously **approved**. Mr Tungate was unable to attend the meeting due to injury but will sign his acceptance of office before the next meeting. |  |
| **2022-0032** | **Chairman’s Report**  Nothing to add that isn’t on the agenda. |  |
| **2022-0033** | **Calendar of meetings for 2022-23**  The calendar of meetings was unanimously **approved** (see attached). |  |
| **2022-0034** | **John Evans Good Citizen Award**  The presentation of the John Evans Good Citizen Award will take place at the Annual Parish Meeting on the 11th April.  Councillors were asked to send nominations to the Clerk.  Previous winners can be nominated again, as can groups.  Nominations from outside the Council will also be accepted. The Clerk will advertise the award and ask for nominations.\* | \*Clerk |
| **2022-0035** | **Committee Reports**  **Sports Hub update given by Cllr Wilkins**  There has been an announcement posted today, hopefully seen as a significant and positive development. The Council met on the 10th February to look at the contract and agreed to appoint S&C Slatter to construct the floodlit 3G pitch, car park, services, and landscaping. The decision made in November was based on the affordability at the time but meant a compromise on the pitch size, which was smaller than the Council wanted.  The working group took on board that Councillors ideally wanted a larger pitch and there was similar feedback from residents. This meant the Council would be providing something that was not quite as expected or wanted so the decision was reconsidered.  The working group spoke to consultants and Broadland and it was suggested the project could be delivered in a different way. By uncoupling the building from the pitch there was less financial pressure and the project could be delivered in phases. There is a risk in terms of cost but also benefits. By phasing the project there is now the option to look at additional funding to maximise the potential of the facility. There may be need for an interim facility while the design of the pavilion is being considered.  The pitch to be delivered now is 91m x 55m plus 3m runoff, which can be used for under 16 match play, and is sufficiently large for current Anglian Combination Adult league requirements. There is not room for a larger pitch.  The working group is also looking at what other facilities could be provided on site for future phases.  **Recreational Land East of the Memorial Hall by Cllr Gabillia**  Not much to update this month. The Village Green subgroup of Cllrs Gabillia and Savory, and Richard Farley will move forward with the planning on the back of the survey.  There is a Country Park meeting with Blofield on Wednesday but we are still waiting for the detailed plans of the attenuation ponds.  The S106 money for the projects won’t be received until construction starts on the houses.  **Brundall Memorial Hall by Cllr Bonham**  Three Trustees have been put forward for the Village Green subgroup – Bridget Warns, Jan Barrington and Andrew Bonham.  It is hoped the new CIO constitution will be able to be approved at the AGM. |  |
| **2022-0036** | **Planning**  The Council considered the following applications:  **20220126 -** Description: Illuminated facias sign (retrospective) Location: 2 Cucumber Lane, Brundall, NR13 5QY. Application Type: Advertisement Consent. The Council **resolved**, with 1 vote against, to submit an **objection** that the LED style lights are far too bright causing an unacceptable nuisance and impact on the neighbours. If consent is given then a request for the lights to be dimmed after a certain time at night to mitigate the light pollution impact on the neighbours.  **20220159 -** Description: Single storey front & rear extension with internal works Location: Brookfield, 22 Postwick Lane, Brundall, NR13 5LR. The Council unanimously resolved **no objections**. |  |
| **2022-0037** | **Road Safety in Brundall by Cllr Abbott**  SAM2 data  Cllr Savory has produced some very useful graphics to represent the data.  The SAM2 was located on Cucumber Lane in January. 72,000 vehicles were registered, travelling in one direction. 4.1% of the traffic exceeded 35mph. The highest recorded was 70mph. The average of the speeders over 35mph was 38mph. At peak times nearly 30% of vehicles are travelling at 30mph and above. The average speed was 27.1mph, and it should be emphasised that a low percentage travelled over 35mph.  It is currently on Postwick Lane and the number of vehicles so far this month is 22,000 with 8% speeding over the speed limit. The maximum recorded was also 70mph.  We are making residents aware by publishing the monthly data, hopefully helping towards our road safety campaign. The data will also be forwarded on to the Police. Thanks were given to Cllr Savory for the statistics report.  The Road Safety Group has received feedback about parking from residents since the painting of the double yellow lines. Some cars are parking over dropped kerbs. This has been fed back to the local Police team and they will be doing a few more patrols. |  |
| **2022-0038** | **Finance**  Bills for payment for February 2022– £171,779.62 (see below). The payments were unanimously **approved** by the Council.  The Council noted and ratified that Cllr Britt had confirmed the January payments.  The interim Internal Audit report was noted.  The application from Church Lane residents was deferred until the ownership of the lane has been determined. The Clerk believes it to be NCC but they have not confirmed. A request for assistance in 2018 resulted in a payment of £75 being made to the church for onward payment to the residents.  The deadline for tenders for the contracts for grass maintenance and litter picking/cleaning closed on Friday. Tenders were only received from the current contractors. The Council unanimously **approved** awarding the grass maintenance contract to Garden Guardian at a yearly cost of £7,598 for 3 years, and the litter picking/cleaning contract to Bruce’s Property Maintenance at an annual cost of £6,000.  The Council also unanimously **approved** retaining the current streetlight contractor, Cozens, at £50/month. |  |
| **2022-0039** | **Clerk’s Correspondence**  3 planning applications have come in since the agenda was published:  20211539 – Land Adjacent 39, Strumpshaw Road, NR13 5PG  20220188 – 28 St Laurence Avenue, NR13 5QH  20220314 – 47 Highfield Avenue, NR13 5NT  Extensions will be requested where necessary. |  |
| **2022-0040** | **Items for the Next Agenda**  Grants awarding policy – follow up procedure  John Evans Good Citizen Award |  |
| **2022-0041** | **Date, time and venue of next Parish Council Meeting**  28th March 2022 – 7pm at the St Laurence. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

**2022-0038**

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| **PAYMENTS FOR February 2022** | | |  |  |
|  | Net | | Net | Gross |
| Parish clerk costs | £4,927.81 | | £0.00 | £4,927.81 |
| Office expense | £592.88 | | £40.76 | £633.64 |
| Telephone | £28.45 | | £5.69 | £34.14 |
| Room Hire | £67.92 | | £0.00 | £67.92 |
| Annual Fees | £242.50 | | £36.00 | £278.50 |
| Grass cutting monthly contract | £957.59 | | £191.52 | £1,149.11 |
| Street Lighting | -£843.78 | | -£185.52 | -£1,029.30 |
| Handyman and cleaning | £454.50 | | £0.00 | £454.50 |
| S106 | £135,032.38 | | £27,006.48 | £162,038.86 |
| Countryside Park | £42.45 | | £8.49 | £50.94 |
| Trees | £76.16 | | £15.24 | £91.40 |
| Grants / Donations | £200.00 | | £0.00 | £200.00 |
| IT | £422.50 | | £0.00 | £422.50 |
| Legal Fees | £1,740.00 | | £340.00 | £2,080.00 |
| Refuse collection | £379.60 | | £0.00 | £379.60 |
|  |  | |  |  |
| **Total expenditure** | **£144,320.96** | | **£27,458.66** | **£171,779.62** |
|  |  | |  |  |
| **RECEIPTS FOR February 2022** | | |  |  |
| S106 | | £135,032.38 |  |  |
| Cemetery | | £814.00 |  |  |
| Allotments | | £55.00 |  |  |
| Interest | | £0.55 |  |  |
| Miscellaneous | | £188.25 |  |  |
|  | |  |  |  |
| **Total Income** | | **£136,090.18** |  |  |
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| HSBC Current A/C as at 28/2/22 | | £177,874.11 |  |  |
| HSBC Deposit A/C as at 28/2/22 | | £20,007.82 |  |  |
| Transfers to/from Deposit A/C from/to Current A/c | | £40,000.00 |  |  |
| Transfers to/from BDC Parish Deposit | | £0.00 |  |  |

**2022-0028 District Councillor Report for Brundall Parish Council Meeting – 28 February 2022**

The Greater Norwich Joint 5 year infrastructure Investment Plan for 2022-2027 and Annual Growth Plan for 2022 – 2023 has been approved. This includes plans for the Long Stratton bypass and projects relevant to Broadland include: a crossing on the B1149 at Horsford and installation of signage for Broadland Country Park, improvements to the Yare Boat Club, and an extension of the Yellow pedalway cycling/walking path from the proposed Broadland Enterprise Park and the Broadland Northway (A1270) roundabout to the junction with Amsterdam Way (serving Norwich Airport) along Holt Road. Projects will be funded by pooled Community Infrastructure Levies.

The Norfolk Green Infrastructure and Recreational Avoidance and Mitigation Strategy has been approved. Developers will be required to provide a fee based on a charge per dwelling (£185.93) which will be used towards the cost of mitigation measures and provision of green infrastructure.

BDC is looking at ways of reducing residual waste and increasing its recycling rate from the current rate of 49% to 60% by 2025. Measures used are likely to involve improving education on waste reduction and recycling, expansion of garden waste collection take up, rollout of food waste collection to the district and the reduction in size of residual waste bins for new homes and replacement bins from 240L to 180L.

BDC is working on a Future Focus project to link with schools and higher education establishments to attract students to work in the public sector.

A business case is being prepared to look at funding options to address homelessness which has increased. One option may be to use capital to purchase properties for temporary accommodation.

A grant funded tree planting scheme of up to £500 per scheme is still available for town and parish councils and community groups during the Winter 2021/22 tree planting season. There is now no deadline for applications as few have been received so far. Details and the application form can be found on the BDC website.

[www.southnorfolkandbroadland.gov.uk/TreePlantingGrant](http://www.southnorfolkandbroadland.gov.uk/TreePlantingGrant)

Changes to Council Tax Assistance rates have been agreed, with a proposal to increase the total discount available to 84% (those receiving a war pension are eligible for 100% discount). The non-dependant charge for new claimants will be raised from £4 to £5/week and those on Universal Credit will receive earnings disregards.

Broadland District council has historically set a low council tax charge and this remains its aspiration. It was agreed at Main Council on Thursday 24 February not to raise the rate of Council Tax. This translates to a district council tax of £129.91 for a Band D property (excluding special expenses and parish precepts) which is the same as the rate for 2020/2021.

BDC is revising its Health and Wellbeing Strategy to fit in with the plans to introduce a new Integrated Care System in Norfolk from 1st July 2022. This system aims to bring both the health service and care organisations together to collaborate to better address and plan for the health and wellbeing needs of residents.

BDC is revising its Rough Sleeper Strategy which aims to prevent homelessness and provide assistance when it occurs.

An economic growth plan for Broadland and South Norfolk for 2022-2027 is being developed to support economic growth and look at possible future investment. There are 4 priorities: growth and investment, quality locations and infrastructure, skills and lifelong learning and enterprise. These are underpinned by the principles of clean growth and inclusive growth.

A plan for developing and making improvements to Broadland Country Park is under consideration.

2022-0033 Brundall Parish Council Calendar 2022-23

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| **Date** | **Time / Place** | **Meeting / Committee** |
| 4th April | 7pm SLC | Wellbeing and Recreation for Brundall |
| 11th April | 7pm SLC | Annual Parish Meeting |
| 12th April | 5pm Zoom | Advisory and Scrutiny Committee |
| 25th April | 7pm SLC | Full Council |
| 19th May | 7pm Lounge BMH | Land Management |
| 23rd May | 7pm SLC | AGM |
| 13th June | 7pm SLC | Wellbeing and Recreation for Brundall |
| 27th June | 7pm SLC | Full Council |
| 14th July | 7pm Lounge BMH | Land Management |
| 19th July | 5pm Zoom | Advisory and Scrutiny Committee |
| 25th July | 7pm SLC | Full Council |
| 5th August | 5pm | Staffing Committee |
| 15th August | 7pm SLC | Wellbeing and Recreation for Brundall |
| 22nd August | 7pm SLC | Full Council |
| 22nd September | 7pm Lounge BMH | Land Management |
| 26th September | 7pm SLC | Full Council |
| 11th October | 5pm Zoom | Advisory and Scrutiny Committee |
| 17th October | 7pm SLC | Wellbeing and Recreation for Brundall |
| 24th October | 7pm SLC | Full Council |
| 17th November | 7pm Lounge BMH | Land Management |
| 28th November | 7pm SLC | Full Council |
| 12th December | 7pm SLC | Wellbeing and Recreation for Brundall |
| 19th December | 7pm SLC | Full Council |
| 12th January 2023 | 7pm Lounge BMH | Land Management |
| 23rd January 2023 | 7pm SLC | Full Council |
| 31st January | 5pm Zoom | Advisory and Scrutiny Committee |
| 3rd February 2023 | 5pm | Staffing Committee |
| 6th February 2023 | 7pm SLC | Wellbeing and Recreation for Brundall |
| 27th February 2023 | 7pm SLC | Full Council |
| 16th March 2023 | 7pm Lounge BMH | Land Management |
| 27th March 2023 | 7pm SLC | Full Council |