# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 13th January 2021 at 19:15 in the Memorial Hall Lounge

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| **Present:** Cllr Graham Abbott (Chairman), Cllr Mike Savory, Cllr Gill Buckley, Cllr Lawrence Britt  Deputy Parish Clerk: C Dickson  Member(s) of Land Management groups: Rob Aram, Sarah Sloan, Richard Farley, Stuart Harper | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman advised the Covid rules of mask wearing during indoor meetings.. |  |
| **LM-0439** | **Apologies for Absence**  None. |  |
| **LM-0440** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **LM-0441** | **Minutes of the Meeting 30th September 2021**  The minutes were **approved**, with 1 abstention,as accurate and were signed by Cllr Abbott as Chairman of the meeting. |  |
| **LM-0442** | **Matters Arising**  **LM-0399** – list of rewilding areas – not yet completed  **LM-0425** – Land at Page Road – on agenda  **LM-0427** – Community Payback Team working – Clerk in contact  **LM-0430** – TPO on the Black Poplar at Cremer’s – anyone can ask for a TPO but there is benefit if the Tree Warden is involved. To be discussed outside the meeting.  **LM-0431** – Countryside Park map – Cllr Buckley waiting for a response  **LM-0431** – Countryside Park hedge – completed  **LM-0431** – rewilding posts – the Clerk responded but no longer an issue  **LM-0432** – uneven slabs near the Meadow View play area - completed |  |
| **LM-0443** | **Chairman’s Report**  Hopefully everyone had a good Christmas and New Year. Whatever else is happening I get the feeling that, in the New Year, we are now starting a growing optimism that we are finally working our way forward out of Covid.  On my first walk after Christmas down to Church Fen I noticed one of the planks had started to rot, but I also noticed how quiet and peaceful it was. The main sound is just birdsong. Those places are becoming fewer round Brundall, with the pressures of building and traffic. Places like Church Fen and Cremer’s meadow give so much back to everybody. If you take the time to appreciate it it is so tranquil.  I would like to thank those that do so much to maintain these areas. They are so important to the village. |  |
| **LM-0444** | **Written Report from Brundall Allotment Association – Sarah Sloan**  Our AGM was held on 30th November 2021. For the coming year all committee members that were on the committee, including Gill and Lawrence, remain.  Thank you to Claudia for the quick ordering of the dip tanks when they became available. 6 dip tanks have now been delivered and are being stored on site. They will be deployed once the weather improves. If this is successful a further 5 tanks will be required to complete the installation on site.  Work addressing the big puddle area outside the pedestrian gate has been completed. Thank you to Richard Farley who collected the granite chippings and for supervising the installation of the French drain.  Association volunteers have trimmed the hedge around the car park at one of the Monday morning sessions.  Issues for Land Management: lessons learnt from having a tenant who was an inappropriate keeper of chickens. |  |
| **LM-0445** | **Brundall Countryside Park – Tim Strudwick**  None received.  The Deputy Clerk was asked to contact Tim Strudwick to remind him that he has only sent one report recently. Those not attending can still send reports.\* | \*DClerk |
| **LM-0446** | **Written Report from the Friends of Cremer’s Meadow – Gill Buckley**  We have created composting areas which will lessen the need for bonfires on site.  We have ordered several tools which NWT have paid for. Most have arrived and are being used by the Friends  So far, no further vandalism has been reported.  The Management plan for 2022 has been completed and is guiding the work being done this year.  A procedure has been agreed for reporting any accidents or illnesses taking place during the Friday working parties.  Issues for Land Management: issues regarding the bridge between Cremer’s and Marty’s Marsh (on agenda).  Help from other LM groups: we would like Tim Strudwick to help us assess the new cut and clear process we intend using this summer if possible. |  |
| **LM-0447** | **Written report from Richard Farley, Brundall Tree Warden**  See enclosed low farm wood update report dated December 2021.  See enclosed attachments for tree evaluation method for preservation orders which will help Cremer’s to consider the black poplar.  Further planting has been done at the cemetery to replace saplings that died over the summer.  The Network are trying to source additional fruit trees for orchard but supply is limited due to Norfolk County Council 1 million planting programme.  The Network have bought additional native trees for Low Farm Wood.  Issues for Land Management: further funding is required to allow us to continue the hiring of a wood chipper (or agreement to purchase machine that could assist all sites). I would estimate 4 sessions at a cost of £300 per session therefore £1200 over a period of 12 months.  Agree to fund a wooden direction sign alongside highway to denote Low Farm Wood.  I have asked for an identification list of planted fruit trees and a plan of area of orchard.  Suggestion to enhance Countryside Park Screen:   * rubbish bins using reed panels * Replace dilapidated notice board. * Replace broken post to dog waste bin   Help from other LM groups: agreement is sought to use a ride on mower to help in the construction of the potential community orchard. I have already spoken to John McMillan who manages the grass cutter and he is happy to help. He is vice chair of the Allotment Association but I have not approached as yet the full committee. |  |
| **LM-0448** | **Parkrun - report from Brundall Event Director Stuart Harper**  The winter months are upon us, and the bad weather and conditions at the Countryside Park have impacted us. Since the last meeting we have cancelled 3 events on the 4th and 11th of December and on the 1st Jan 2022. We did manage to celebrate our 250th Event on the 3rd December in which 79 people turned up on a very wet Saturday morning. We saw our first Run Director come back and take the steps and even had myself in a tuxedo for the morning!  We have moved the Yare Valley pod on to the car park and were very happy to see the carpark bush trimmed down (Thanks to Rob A and his volunteers). We will move the pod back onto the grass in the summer, but in the winter we will use the car park, to avoid any issues.  Having walked the park with Rob at the start of the year it was amazing to see so many users over a couple of hours, be it allotments, runners, walkers or parents walking with the kids.  I think that discussing these ideas shows the popularity of the park and shows that it's a well loved asset of the community, used by many and is one of the only off road assets we have in the village, which can be used for walking, running or getting out of the home office.  Brundall parkrun is a user of this park and we try to ensure that we leave no trace and leave the park in a better condition, each time we use it. Saturday mornings are about community and running is the conduit to this, when we cancel there is frustration but I hope the document might help in the short term, but also ensure that next winter might be a little easier for all users of the park.  Issues for Land Management: additional paper submitted for discussion. |  |
| **LM-0449** | **General Public Participation**  A member of the public commented that the Countryside Park is looking untidy and neglected. The waste bins are left everywhere, and the dog waste bin post has snapped and not been repaired. The notice board is also unacceptable. If the current structure is not working it then it needs something else to identify the problems. It was agreed that a Parish Councillor needs to take a lead as the LM Committee is ultimately responsible. Tim Strudwick will be consulted. A volunteer from the wider Council will be sought.\* Cllr Buckley will send the Deputy Clerk details of how the Friends of Cremer’s work and a generic Friends Of remit will be drafted for both the Countryside Park and the Land East of the Memorial Hall.\*  Another member of the public commented that the lid on the dog waste bin outside the Memorial Hall was broken. Clerks to purchase a new one.\* | \*DClerk  \*Cllr Buckley  \*Clerks |
| **LM-0450** | **Land at Page Road**  The Deputy Clerk has yet to write to all addresses to ask for further information on ownership.\*  The Garden Guardian quote to cut the grass – 15 cuts from mid-March to the end of October 2022 for £375 + VAT – was approved.  The Committee discussed potentially adding the area to the rewilding project but not until the Recreation and Wellbeing Committee have undertaken further assessment and finalised the Wildlife Policy. The aim will be to maintain the area. | \*DClerk |
| **LM-0451** | **Farmer’s Market**  The Memorial Hall are supportive of the idea however have a few logistical questions to ask of the organiser.  In order to drive the idea forward someone is needed to facilitate it. Asking the Lions if they might be interested was suggested. The Clerks will advertise for volunteers.\* | \*Clerks |
| **LM-0452** | **Volunteers Day(s) in 2022**  Suggestion for volunteers week were:   * An exhibition of where people can volunteer round the village and what there is to do * A litter pick at the beginning of the week |  |
| **LM-0453** | **Committee Matters**  **Park Run**  The Parkrun Director, Stuart Harper, had sent a report detailing some drainage ideas for the problem areas of the Parkrun track. This winter has been particularly bad. Any rainfall takes 2 days to drain away and the grass is deteriorating because there is no sun. The Parkrun would like a surface that they don’t slip and slide on.  Stuart was thanked for his comprehensive report. The Committee felt unable to make a commitment to any of the drainage ideas presented therefore it was referred to the full Council for a steer on what the Council would like the Countryside Park to look like in the future. There is no quick fix for the problem but whatever solution is chosen needs to be done right.  **Public Participation**  No further public participation. |  |
| **LM-0454** | **Allotments**  The current Allotment Association Waiting List Policy had been circulated to Councillors. Newly vacant plots are offered to current plot holders before those on the waiting list. This is because those taking on an allotment for the first time are often encouraged to have a quarter plot first. If they flourish then it has been deemed only fair to offer them either the next available half/quarter plot to have in addition to their first plot, or offer them the next sized plot to move on to. The Committee deferred any decision to the next meeting to give time for further consideration.  **Public Participation**  Rob Aram recommended that the non-resident waiting list be scrapped. The person at the top has been waiting since 2019 and is unlikely to be offered a plot in the near future. This waiting list was appropriate when there were plots to spare but the current residents waiting list is long enough that no plots will be available for several years. |  |
| **LM-0455** | **Cemetery**  No comments.  **Public Participation**  The Tree Warden reported that they have been replanting. A replacement for the tree that was stolen has been ordered. |  |
| **LM-0456** | **Cremer’s Meadow**  The Deputy Clerk and Cllr Buckley gave an update on progress on the bridge between Cremer’s Meadow and Marty’s Marsh. Blofield Parish Council passed a resolution that Brundall Parish Council will take ownership of the bridge and will be responsible for all costs and replacement. Following conversations with the Blofield Deputy Clerk and Chairman this resolution will be discussed at the next Blofield Parish Council meeting with suggested amendment to replacement costs will be discussed by both parishes as and when needed.  Funding will be from Blofield’s S106 Green Infrastructure money and, it is hoped, further Green Infrastructure Funding. Brundall will submit the planning application.  **Public Participation**  No public participation. |  |
| **LM-0457** | **Countryside Park**  Cllr Buckley is waiting for a response regarding the map for the notice board.  **Public Participation**  No further comments received. |  |
| **LM-0458** | **Smaller Areas (bus stops, play areas)**  Nothing to report. |  |
| **LM-0459** | **Low Farm Wood**  The Committee **approved** the hire of a wood chipper for the Tree Warden and the Broadland Tree Warden Network to complete their work in Low Farm Wood.  The request for a finger post will be referred to the Clerk. If acceptable the cost would be £120.  The Allotment Association agreed the request to borrow the allotment ride-on mower.  The Broadland Tree Warden Network are offering a Jubilee oak to the village for free. A memorial plaque would cost £30. The offer was accepted with thanks. The location for it to be planted will be confirmed but to the West end of the Countryside Park car park was suggested. |  |
| **LM-0460** | **Church Fen**  The Clerk had sent some information regarding a no swimming by-law. Parish Councils have the power to ask the Secretary of State for a by-law. The area in question is managed by the Broads Authority and it was deemed their responsibility. No further action to be taken. |  |
| **LM-0461** | **Finance**  **Budgetary Update**  The LM income and expenditure for the year to 31st December 2021 had been circulated to Councillors (see below) and was noted.  The handyman/maintenance man will be asked for a quote for reed screening for the bins at the Countryside Park.\*  Richard Farley requested Low Farm Wood be added on to the list of locations for memorial benches. | \*DClerk |
| **LM-0462** | **Clerk’s Correspondence**  None received. |  |
| **LM-0463** | **Items for the next Agenda**  Husbandry of chickens at the allotments  Allotment waiting list  Countryside Park information sign  Friends of Countryside Park  Volunteer Day 2022  Farmer’s Market advert  Screening for bins at the Countryside Park  Pathways at the Countryside Park  Cremer’s/Marty’s Marsh bridge  Budgetary carryover  Ownership of land at Page Road |  |
| **LM-0464** | **Date for the next meeting of the Land Management Committee**  17th March 2022  The meeting finished at 21:21. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |

LAND MANAGEMENT ACCOUNTS 2021/22 to 31.12.21

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| --- | --- | --- | --- | --- | --- |
| **Land Management Expenses** |  |  | **Countryside Park** | |  |
|  |  |  |  |  |  |
| Tree Warden first aid kit | 17.08 |  | Expenditure | annual rent | 1,102.50 |
| Cucumber Lane bench repair | 25.00 |  |  | stakes | 75.57 |
| Spray paint for Youth Shelter | 33.29 |  |  | chisel for holes | 7.07 |
| Deposit for shredder for LFW | 250.00 |  |  |  |  |
| Wood chipper fuel | 42.99 |  |  | **Total** | 1,185.14 |
| Repair of loose slabs | 85.00 |  |  |  |  |
| Wood chipper fuel | 56.45 |  | Income | Woodland grant | (159.53) |
|  |  |  |  |  |  |
|  | 509.81 |  |  | **Deficit / (Surplus)** | **1,025.61** |
|  |  |  |  |  |  |
| **Church Fen** |  |  |  |  |  |
|  |  |  |  |  |  |
| Maintenance | 132.30 |  | **Play Equipment** | |  |
|  |  |  |  |  |  |
|  | 132.30 |  |  |  | - |
| **Cemetery** |  |  |  |  |  |
|  |  |  |  |  |  |
| Water | 39.49 |  | Total |  | 1,877.32 |
| bench fixings | 25.11 |  | Cremer's |  | 396.24 |
| removal of barbed wire | 100.00 |  | **Land Management Spending** | | **2,273.56** |
| latch for Lych gate | 45.00 |  | Budget |  | 8,580.00 |
|  |  |  | % of budget |  | 26% |
|  | 209.60 |  |  |  |  |
|  |  |  |  |  |  |
| Cemetery Income | (3,658.00) |  |  |  |  |
|  |  |  |  |  |  |
| To note: Allotments are now not included in the LM budget and capital expenditure is accounted for separately | | | | | |
| **Capital Expenditure:** |  |  |  |  |  |
| Painting of Meadow View play equipment | |  | 510.00 |  |  |
| Painting of the Memorial Hall swings | |  | 340.00 |  | |
| Maintenance & painting 8 benches | |  | 1,000.00 |  |  |
|  |  |  | 1,850.00 |  |  |

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| **Cremer's Meadow 2021-22 Expenditure and Income** | | | | |  |  |
|  | Total |  | NWT Grant | Cables Donation | Donation Other | Precept Expenditure |
| Balance b/f |  |  | 5.83 | 254.56 | 200.00 |  |
|  |  |  |  |  |  |  |
| Saw horse | 16.67 |  |  |  |  | 16.67 |
| Shutters for shed windows | 107.92 |  |  |  |  | 107.92 |
| lanyards | 40.47 |  |  | 40.47 |  |  |
| padlocks | 36.65 |  |  |  |  | 36.65 |
| Cut and Clear | 175.00 |  |  |  |  | 175.00 |
| Mowing donation | 40.00 |  |  |  |  | 40.00 |
| shears and pruners | 79.14 |  | 79.14 |  |  |  |
| secateurs | 41.58 |  | 41.58 |  |  |  |
| secateurs | 27.92 |  | 27.92 |  |  |  |
| bolt cutters | 29.74 |  | 29.74 |  |  |  |
| sledgehammer | 49.99 |  | 49.99 |  |  |  |
| weed puller | 31.81 |  | 31.81 |  |  |  |
| long reach tree pruner & saw | 25.42 |  | 25.42 |  |  |  |
| straining wire | 22.49 |  | 22.49 |  |  |  |
| padlock for gate | 20.00 |  |  |  |  | 20.00 |
| NWT donation for tools | 493.89) |  | (493.89) |  |  |  |
|  |  |  |  |  |  |  |
| Total | 250.91 |  | (185.80) | 40.47 | - | 396.24 |
|  |  |  |  |  |  |  |
| Balances remaining |  |  | 191.63 | 214.09 | 200.00 |  |

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| **Brundall Parish Allotments** | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Expenditure | rent | 787.50 |  |  | Equipment |  |
|  | grass |  |  |  | dip tank | 96.44 |
|  | water | 160.45 |  |  | dip tanks | 628.70 |
|  | equipment | 725.14 |  |  |  |  |
|  | repairs | 24.00 |  |  |  |  |
|  | sundries | 37.49 |  |  |  | 725.14 |
|  | cesspit |  |  |  |  |  |
|  | **Total** | 1,734.58 |  |  | Repairs |  |
|  |  |  |  |  | chippings for entrance | 24.00 |
| Income | rent | (2,137.83) |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Deficit / (Surplus)** | **(403.25)** |  |  |  |  |
| Clerk's costs (approx) | | 500.00 |  |  |  |  |
|  | Balance | 96.75 |  |  |  | 24.00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Sundries |  |
| EMR as at 1.4.21 | |  | 8,368.51 |  | Padlocks | 37.49 |
| Add: income |  | 2,137.83 |  |  |  |  |
| Less: expenditure | | (1,734.58) |  |  |  |  |
|  |  |  |  |  |  | 37.49 |
| EMR Current Balance | |  | 8,771.76 |  |  |  |