# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 18th November 2021 at 19:15 in the Memorial Hall Lounge

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| **Present:** Cllr Mike Savory (Chairman), 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* |
| **LM-0413** | **Election of a Chairman of the meeting**  Cllr Mike Savory was appointed Chairman of the meeting. |  |
| **LM-0414** | **Apologies for Absence**  Cllr Graham Abbott. |  |
| **LM-0415** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **LM-0416** | **Minutes of the Meeting 30th September 2021**  The minutes were **approved**, with 1 abstention,as accurate and were signed by Cllr Savory as Chairman of the meeting. |  |
| **LM-0417** | **Matters Arising**  **LM-0399** – list of rewilding areas – not yet completed  **LM-0399** – Countryside Park splay grass cutting – not yet completed. Grass has now been mown  **LM-0400** – market on Memorial Hall land – this request has been passed to the Memorial Hall trustees but no feedback received as yet. Deputy Clerk will chase.\*  **LM-0403** – request McDonalds to fund a bin at the Cemetery car park – not yet complete  **LM-0406** – uneven slabs near the Meadow View play area – not yet complete  **LM-0409** – wood chipper cost/benefits – deferred to next agenda | \*DClerk |
| **LM-0418** | **Chairman’s Report**  None received. |  |
| **LM-0419** | **Written Report from Brundall Allotment Association – Sarah Sloan**  We will be holding our AGM on 8.15pm on Tuesday 30th November in the Main Hall of the Memorial Hall. An AGM was not held last year due to COVID 19.  The Polytunnel is now ready to be used and members have been approached to see if they are interested in renting a space. My thanks go again to those on our committee and on the working party, who have freely given so much time and effort into completing this project.  At this time, we are awaiting new stock of the troughs, for which expenditure has already been agreed by the Land Management Committee.  Rob Aram, our Secretary, is in the course of passing the process of keeping the waiting list and signing new tenants up to an allotment to the Parish Council. I hope that this will be completed over the next months. We still intend to meet new tenants, show them the facilities on site and help them choose a plot if more than one is available. Recently, there have been some plot holders, who have decided not to renew their tenancy for 2021/2. As a result, we have met, and are trialling the new process of signing up new tenants for the vacant plots. |  |
| **LM-0420** | **Brundall Countryside Park – Tim Strudwick**  None received. |  |
| **LM-0421** | **Written Report from the Friends of Cremer’s Meadow – Gill Buckley**  We held our first indoor business meeting last week which enabled us to focus on the planning for the next 6 months. A list of jobs was created to take us over the winter months.  We resolved to limit our bonfires as much as possible, in line with the developing PC Clean Air policy. These are already significantly less than in previous years – only 2-3 in the last 12 months. We already use fallen logs etc for habitat piles but would like to look into shredding/chipping in the future if the need arises. We are also going to create formal compost bins. We anticipate having most of the materials on site for this but may have to ask for a small amount of funding if further wood etc is needed.  We are fortunate that Norfolk Wildlife Trust has offered us a donation of approximately £500 for tools which we are currently ordering. We are finding that we need tools with a bit more assistance as we are all getting older!  The frustration continues with the lack of action at the bottom of the watercourse. Despite frequent contact from both the Friends and the PC, the contractor has still not given us a start date. We continue to watch this space.  Following a summer visit by NWT we have resolved to slightly alter our Meadow mowing schedule next year. We plan to rotate just over 2/3 of the Water Meadow with half that amount being cut and cleared each year, the remaining half being left fallow. We will then “experiment” on the remaining land, dividing it into 3 parts and mowing at different times of year, starting in July. We want to see if we can encourage the Purple Loose Strife to grow and discourage some of the Meadow Sweet. We have seen alterations over the years in the amounts of both of these species. We will note and photo impact over 2-3 years.  The discussions about the potential bridge continue and are an agenda item for the LM meeting.  The work done by Rob to build shutters in the hut seems to be deterring the vandals who did damage in the past. Fingers crossed that this will continue to be the case.  The Friends hope to hold an impromptu Christmas lunch if the weather holds. |  |
| **LM-0422** | **Written report from Richard Farley, Brundall Tree Warden**  Please refer to my previous update regarding Low Farm Wood which can be found on the Parish Council website under trees and conservation.  We continue to undertake work in the wood we have now completed approximately 540 hrs and very nearly completed phase 1 of a 2-year project.  Next week we plan to have another session using the wood chipper which will create further chippings that will be laid on the paths.  Several visitors have referred to the hard work that we have undertaken and are very appreciative of what we are doing.  We plan to plant several native trees this winter to complement and enhance what has already been planted when the wood was created.  At the last meeting suggestions were made about adding further detail regarding the effects of the damage caused by burning onto The Tree Strategy document this has been done and is enclosed.  I have looked at the cemetery planting which we did and found about 12 have not survived these will be replaced and also the stolen field maple will be replaced this winter.  When I get time, I will start sorting the neglected Orchard at the country park and I thank the committee in agreeing for the Network taking over responsibility. |  |
| **LM-0423** | **Parkrun - report from Brundall Event Director Stuart Harper**  We have now been back at the Countryside park for 17 week since restart. Currently our average sits at 102 people each week. With our highest attendance being 137 and lowest being 76. Our numbers are smaller since lockdown, but we are seeing further parkruns pop up in the local area, alongside LIngwood, we now have Flegg High School and Great Yarmouth North Beach, with further parkrun in the process of opening. We sense the new average might stay but continue to promote and push parkrun in the local community, parkrun is about inclusion and community, and we push this message on a weekly basis. We have walkers and runners coming and working with Yare Valley churches we continue to develop deep community links.  Feedback from people attending has been really positive with regular comments on how friendly the Brundall parkrun is and how beautiful the setting is. We are very proud to be able to host it at the Countryside park.  As we hit November the park has turned from firm concrete to muddy underfoot in parts. Paths not used by parkrun are also becoming very muddy. Sun and dry days are always required if there has been rain.  Each week we monitor the situation and will make decisions based on conditions and weather.  The Yare Valley pod has been a great addition to parkrun and the community, but when the park is wet, there is a risk of the pod getting stuck, so we are therefore looking to relocate the pod in the winter months to the car park. We plan to test this next week and work out a safe and fun way to operate. Coffee, cake and Yare Valley are important parts of Brundall parkrun.  The West side of the park is always the problem in Winter and in previous discussions we have discussed widening this part of the path way to make a wider route for all to use.  The East side could also be looked at for widening as well as the south side along the train. There is also a rather large oak growing over the pathway which is keeping the area in shade, so it never dries out.  As previously raised the Dog poo situation has been a bit better, but still requiring volunteers to check the course prior to running and no further signage or bins have been added to the park.  Any queries or questions we are happy to discuss |  |
| **LM-0424** | **General Public Participation**  No public comments. |  |
| **LM-0425** | **Land at Page Road**  The Land Registry document states the current owner is A & R Homes Limited of 10 Airport Industrial Estate, Fifers Lane, Norwich. There is no business of that name in Norwich at present but several companies listed by Companies House at various locations around the country. Only one is currently operational. The Deputy Clerk will write to all addresses to ask for further information on ownership.\*  Garden Guardian will be asked for a quote to add the piece of land to the contract.\*  Norfolk County Council will also be reminded that they are responsible for the maintenance of the footpath and asked to keep it in its current good repair.\* | \*DClerk  \*DClerk  \*DClerk |
| **LM-0426** | **To consider a Volunteers Day in 2022**  Volunteer Week is 1st to 7th June 2022. It was suggested the Committee and Council could run one-off events as part of a drive to get more volunteers to help round the village. These could include: litter picks – general and in specific locations, eg Church Fen; open days at Cremer’s and the Countryside Park.  Manning a stall at the Lions event or any other village events would be another opportunity to promote the Council and advertise for volunteers.  It was thought there probably wasn’t a week’s worth of events but it was agreed in principle that a few days/events within Volunteer Week would be something to aim at. All ideas are welcome. |  |
| **LM-0427** | **Committee Matters**  **Park Run**  The widening of the travellator was discussed. This has been a topic for discussion for several years. The Clerk will be asked to look into the Community Payback Team undertaking the work\*  It was acknowledged and agreed that Parkrun make sensible decisions about whether to run or not.  **Public Participation**  It was commented that no-one is taking the role of actioning any works identified at the Countryside Park.  The Parkrun Event Director was asked to bring their top 5 ideas for improving the Parkrun experience to the next meeting. | \*Clerks |
| **LM-0428** | **Allotments**  No comments.  **Public Participation**  The chippings discussed at the September meeting have been obtained and spread. A land drain was also installed.  The dip tanks have not yet been purchased because they went out of stock very quickly. The supplier hopes to have a few more in in the next few weeks. Ordering them from further afield is not viable due to the cost of delivery. |  |
| **LM-0429** | **Cemetery**  The Committee discussed a revised quote for a path to the shard. The preferred contractor had confirmed that the base will be a brick rubble compacted down base with a cement and sand bed on which the hydraulically pressed slabs will be laid on. This was accepted. Due to a rise in the costs of materials the preferred quote has risen to £1,743.00. This was **approved**.  **Public Participation**  None. |  |
| **LM-0430** | **Cremer’s Meadow**  Cllr Buckley gave an update on meetings between Brundall and Blofield Parish Councils regarding a bridge between Cremer’s Meadow and Marty’s Marsh. Progress is being made. There have been 2 offsite and 1 onsite meeting. The onsite meeting included the Environment Agency and Helen Sibley from Broadland’s Green Infrastructure Fund. A location for the bridge was discussed, what it could be made of, and design as the EA may require it to be a certain height above the river level. It looks like the project is feasible and both sides will be on Brundall land.  Funding, ownership, future maintenance and insurance have been part of the discussions but no final decisions made. It has been made clear to Blofield that Brundall have not yet formally agreed to the bridge. Funding from the GIF is likely but to be confirmed once costs are known.  2 site visits with possible contractors have been arranged for the 19th November and another sub-group meeting is pencilled in for early December.  The Committee **approved in principle** for the bridge to be sited on Brundall Parish Council land.  A name of ‘Jubilee Bridge’ has been suggested with the Queen’s Jubilee setting a target for the installation. This was **approved**, with 1 vote against, by the Committee.  Works already identified as being needed on the Black Poplar on the north bank were **approved**. It was also **agreed** to explore putting a TPO on the tree.\*  **Public Participation**  The contractor for the pond has still not started. He is waiting for the arrival of some parts. Rob Aram will contact him for an update. | \*Clerks/Tree Warden |
| **LM-0431** | **Countryside Park**  The Deputy Clerk had contacted the company that makes the other Parish Council notice boards. They are able to produce any size and style required. They also have an artist able to draw maps as required. Cllr Buckley will contact the artist who drew up the original Countryside Park map to see what further embellishments she would be able to add.\*  The purchase of 4 No Parking Keep Clear Turning area signs was **approved**.  The purchase of 15 Please Pick Up After Your Dog signs was **approved**. Some of these will be used in Cremer’s Meadow and Low Farm Wood.  **Public Participation**  The Allotment Association offered to cut back the hedge by the entrance to the Countryside Park so that it can be visible when entering the car park. The Deputy Clerk will check with the Clerk that this is acceptable.\* If not Garden Guardian will be asked for a quote.  The Friends of Cremer’s asked if they could take the posts that were being used to mark out the rewilding areas to help build a compost bin. The posts are currently being stored in one of the sheds. Deputy Clerk to check with the Clerk.\* | \*Cllr Buckley  \*Clerks  \*Clerks |
| **LM-0432** | **Smaller Areas (bus stops, play areas)**  The Deputy Clerk will contact the handyman as a matter of urgency about the lifting slabs near the Meadow View play area.\* | \*DClerk |
| **LM-0433** | **Low Farm Wood**  The maintenance work by the Broadland Tree Warden Network is going well. A wood chipper has been hired for the next couple of weeks. |  |
| **LM-0434** | **Church Fen**  No update was available for the no swimming by-law. Deferred to the next meeting. |  |
| **LM-0435** | **Finance**  **Budgetary Update**  The LM income and expenditure for the year to date had been circulated to Councillors (see below) and was noted.  The cost/benefit of purchasing a wood chipper to aid the maintenance of Council owned and leased land was deferred to the next meeting. |  |
| **LM-0436** | **Clerk’s Correspondence**  None received. |  |
| **LM-0437** | **Items for the next Agenda**  Countryside Park information sign  Volunteer Day 2022  No swimming by-law at Church Fen  Purchase of a wood chipper – costs, benefits, possible problems  Parkrun ideas  Cremer’s/Marty’s Marsh bridge  Ownership of land at Page Road |  |
| **LM-0438** | **Dates for the next meetings of the Land Management Committee**  13th January 2022  17th March 2022  The meeting finished at 20:40. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |

LAND MANAGEMENT ACCOUNTS 2021/22 to date – 8.11.21

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Brundall Parish Allotments** | | |  | **Countryside Park** | |  |
|  |  |  |  |  |  |  |
| Expenditure | Rent | 787.50 |  | Expenditure | annual rent | 551.25 |
|  | grass |  |  |  | stakes | 75.57 |
|  | water | 160.45 |  |  | chisel for holes | 7.07 |
|  | equipment | 96.44 |  |  |  |  |
|  | repairs | - |  |  |  |  |
|  | sundries | 37.49 |  |  |  |  |
|  | cesspit |  |  |  | **Total** | 633.89 |
|  | **Total** | 1,081.88 |  |  |  |  |
|  |  |  |  | Income |  |  |
| Income | rent | (1,852.83) |  |  |  |  |
|  |  |  |  |  | **Deficit / (Surplus)** | **633.89** |
|  | **Deficit / (Surplus)** | **(770.95)** |  |  |  |  |
|  | Clerk's costs (approx) | 500.00 |  |  |  |  |
|  |  | (270.95) |  |  |  |  |
|  |  |  |  | **Play Equipment** | |  |
|  |  |  |  |  |  |  |
| Land Management Expenses | | |  |  |  |  |
| Tree Warden first aid kit | | 17.08 |  |  |  |  |
| Cucumber Lane bench repair | | 25.00 |  |  |  |  |
| Spray paint for Youth Shelter | | 33.29 |  |  |  | - |
| Deposit for shredder for LFW | | 250.00 |  |  |  |  |
| Wood chipper fuel | | 42.99 |  |  |  |  |
|  |  |  |  | Total |  | 1,344.15 |
|  |  | 368.36 |  | Cremer's |  | 376.24 |
|  |  |  |  | **Land Management Spending** | | **1,720.39** |
|  |  |  |  | Budget |  | 8,580.00 |
|  |  |  |  | % of budget |  | 20% |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 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 |  |  |

|  |  |
| --- | --- |
| **Church Fen** |  |
|  |  |
| Maintenance | 132.30 |
|  |  |
|  | 132.30 |
| **Cemetery** |  |
|  |  |
| Water | 39.49 |
| bench fixings | 25.11 |
| removal of barbed wire | 100.00 |
| latch for Lych gate | 45.00 |
|  |  |
|  | 209.60 |
|  |  |
| Cemetery Income | (2,998.00) |
|  |  |

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| **Cremer's Meadow 2021-22 Expenditure and Income** | | | | 08-Nov-21 |  |  |
|  |  |  |  |  |  |  |
|  |  |  | 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 |
|  |  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |
| Total | 416.71 |  | 0.00 | 40.47 | 0.00 | 376.24 |
|  |  |  |  |  |  |  |
| Balances remaining |  |  | 5.83 | 214.09 | 200.00 |  |

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| **Brundall Parish Allotments** | | | **08/11/2021** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Expenditure | rent | 787.50 |  |  | Equipment |  |  |
|  | grass |  |  |  | dip tank |  | 96.44 |
|  | water | 160.45 |  |  |  |  |  |
|  | equipment | 96.44 |  |  |  |  |  |
|  | repairs | - |  |  |  |  |  |
|  | sundries | 37.49 |  |  |  |  | 96.44 |
|  | cesspit |  |  |  |  |  |  |
|  | **Total** | 1,081.88 |  |  | Repairs |  |  |
|  |  |  |  |  |  |  |  |
| Income | rent | (1,852.83) |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Deficit / (Surplus)** | **(770.95)** |  |  |  |  |  |
|  | Clerk's costs (approx) | 500.00 |  |  |  |  |  |
|  |  | (270.95) |  |  |  |  | - |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Sundries |  |  |
| EMR as at 1.4.21 | |  | 8,368.51 |  | Padlocks |  | 37.49 |
| Add: income | | 1,852.83 |  |  |  |  |  |
| Less: expenditure | | (1,081.88) |  |  |  |  |  |
|  |  |  |  |  |  |  | 37.49 |
| EMR Current Balance | |  | 9,139.46 |  |  |  |  |