# Brundall Parish Council

Minutes of the Meeting held on Monday 22nd November 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 P Gabillia, 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 Covid mitigations were explained to those in attendance.  The Chairman advised members of the public that the meeting is being live-streamed via Facebook and  the procedure for them speaking at Meetings of the Parish Council. |  |
| **2021-0171** | **Apologies for Absence**  None. |  |
| **2021-0172** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **2021-0173** | **Minutes of the Previous Meeting**  It was **resolved**, with 2 abstentions, to approve the Minutes of the Parish Council meeting held on 25th October 2021. The minutes were signed by the Chairman of the meeting, Cllr Wilkins.  It was **resolved**, with 2 abstentions, to approve the Minutes and Confidential Minutes 2021-0167 of the meeting held on the 3rd November. The confidential minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2021-0174** | **Actions from the Minutes (Not on the Agenda)**  **2021-0155** – revisiting the Sports Hub SOMP – not yet complete, awaiting further information  **2021-0157** – double yellow lines – on agenda |  |
| **2021-0175** | **Public Participation**  CCllr Andrew Proctor sent his apologies.  District Councillor Eleanor Laming gave an update: BDC is considering introducing Community Municipal Investment (Green Bonds) where private investors loan money to the District Council which is then use to fund projects which have positive environmental or climate benefits. Different projects are being considered such as low-cost loans for energy efficient building improvements. This is at an early stage, but we support the idea.  BDC is reviewing its waste contract with Norse Environmental Waste Services and is aiming to increase recycling levels in the District.  A new Independent Living Assistance Policy is being considered to assist vulnerable residents in the district.  Development of contracts for the Warm Homes Fund are being considered to complete the £1.78m allocated to improve energy efficiency and heating measures.  A new Mobile Homes Fees Policy is being recommended with some changes to the fee structure.  An agreement to enter an arrangement with North Norfolk Primary Care for social prescribing is being considered.  The Hackney Carriage and Private Vehicle Hire Policy and Gambling statement of Principles are being reviewed.  The new Street Naming and Numbering Policy for BDC has passed through committee with few changes. On raising the concerns of local parish councils, the committee was informed that all efforts will be made to ask and encourage developers to consult with Parish and Town Councils with regard to street naming, however, in the very rare instance that there was disagreement the developer would have priority.  The Council is deciding to award a contract to make repairs to the fencing along the Bure Valley Railway.  The council is considering a proposal to build a second building at the Food Enterprise Park.  Reports have been received on the Financial Situation and Strategic Performance of the Council and it was reported that the accounts are sound.  Government Funding from a Household Support Fund has been announced for those households who need additional financial help this winter. BDC will have a role in distributing some of this funding.  Local health and care organisations in Norfolk and Waveney have launched a new “Give Your NHS a Hand this Winter” campaign to help residents stay well.  DCllrs Davis and Laming congratulated the Council on their plans for the Sports Hub.  They have had some contact from residents regarding dog fouling and complaints of trees being cut down on Berryfields.  A member of the public queried the dimensions of the pitch for the Sports Hub and the age limit for competitive games.  A member of the public complimented the Council on how seriously they are taking environmental issues but voiced their concerns about the use of artificial turf for the Sports Hub.  A member of the public spoke in favour of what the Sports Hub can bring to the parish. |  |
| **2021-0176** | **Chairman’s Report given by Cllr Wilkins**  ﻿ The Parish Council’s recent announcement that we are moving forward with the Sports Hub project has received a wide range of interest and comment including local media coverage.  Brundall has a significant shortage of recreational and sports facilities and the Parish Council, for many years, has tried to address the deficit but has been thwarted by the lack of availability of suitable land or funding for such facilities.  The land for the Sports Hub, which is now in parish ownership, has been provided by the developers of the Berryfields site under a S106 agreement, together with some funding. However I need to make it clear that this land and funding have been provided for the construction of a 3G artificial sports pitch. Together with other grants and S106 funding, which has been provided for formal sports facilities, the parish is obliged to develop the Sports Hub facilities on this site to be able to retain the land and funding.  The investment in these facilities, taking into account the value of the land, will be in excess of £2m which I believe the village should embrace and is long overdue.  This is just the first phase of new recreational facilities in the village which will soon include further provision on the land east of the Memorial Hall under the working title of ‘Village Green’ - the important point to note is that these facilities which are being developed are complementary to each other and with our existing recreational offer including the Countryside Park and Cremer’s Meadow. When the Sports Hub and Village Green are delivered the village will have a range of sporting and recreational facilities to be proud of.  The Council has been working hard on these projects for a number of years and is now in the position to move forward to delivery of much needed facilities. The recent village survey will help us shape the plans for the Village Green.  I appreciate from the social media comments regarding the Sports Hub that there are differing opinions, and whilst respecting everyone’s right to express their views, the Council had carefully considered all of the issues, including guidance from sporting bodies, and has shown community leadership in making a clear decision to deliver a Sports Hub and 3G sports pitch on the Berryfields land.  In summary, and for the avoidance of doubt, the Sports Hub project will be going ahead to utilize the land and funding allocated for that purpose; it is the first phase of new recreational facilities in the village which will be complementary and add to our existing provision and address the historical lack of facilities in the village.  This is substantial investment in the village and something we ask the whole community to get behind and support. Thank you and stay safe. |  |
| **2021-0177** | **Committee Reports**  **Sports Hub update given by Cllr Wilkins**  The decision to proceed has been made. We are still waiting for final costings before signing the contract. The pitch size has been slightly reduced which is purely a matter of affordability. The costs have increased significantly over the past year and the funding attracted so far balanced against the costs had to be carefully considered. The only option was to go for something smaller. The pitch size will be 79 x 52 which will give a variety of options but won’t be adult 11 v 11. The funding gap for providing an 11 v 11 sized pitch is between £350,000 and £500,000. Revised planning will have to be submitted.  The land West of the site is owned by the Parish Council and we still intend to use 20m as it has been deconsecrated. We have instructed Solicitors for a Change of Use, which give scope for future expansion.  The pitch will still be able to be used for training and 5 aside, which is much current than matchplay. It will be multi use. Artificial grass will give 4 times more use than a grass only pitch.  Regarding environmental issues, these are noted and understood however there will be no herbicides, no fertilisers, and no water used to manage the facility. It was conceived as a 3G facility so if we turn down the opportunity we will not get either the land or the facility. The provision of the land and money towards a 3G facility was agreed under the S106 agreement with the developer and BDC 4 years ago.  The Parish Council did put forward a Compulsory Purchase Order for the whole site in order to build recreational facilities but BDC chose not to enforce the CPO.  **Advisory and Scrutiny Committee given by Cllr Warne**  Cllrs Warne and Mickelburgh with the Deputy Clerk looked as several policies in detail:   * Risk Management Policy – amended to add in ownership of the Sports Hub land * Bullying and Harassment Policies – two policies, one for employees, volunteers and contractors, and one for Councillors/elected officials * Communications Policy – amended to reflect there are now two Clerks, updated the technology and working from home information, and made gender neutral * Co-option Policy – amended for number of Councillors undertaking the interviews and that all candidates will be asked the same questions * Staffing Committee Terms of Reference – small changes to those suggested by the Staffing Committee * Reserves Policy – as recommended by the RFO   All new and revised policies and Terms of Reference were unanimously **approved**. Thanks were given to Cllrs Warne and Mickelburgh and the Deputy Clerk for scrutinising the documents.  **Recreational Land East of the Memorial Hall update given by Cllr Gabillia**  3 parcels of land: Country Park, Village Green, and open spaces within the development.  Country Park  A Zoom was held with representatives from Blofield Parish Council, Charles Judson ( BDC Planning Officer) and Helen Sibley (BDC Green Infrastructure Officer) to discuss the Country Park. Both Blofield and Brundall confirmed their willingness to work together.  The S106 agreement provides £25,000 for design, £250,000 for implementation, and £175,000 for maintenance. The area is roughly 7 hectares.  Concerns raised by Blofield included who would be responsible for the drainage ponds required as part of the development.  The boundary of the Country Park is not completely clear and Charles Judson will ask Hopkins Homes to mark it out.  Blofield are planning a village survey similar to the one Brundall have just completed.  Helen Sibley gave examples of how the two Parish Councils could formally work together on the Country Park:   * the creation of a Friends Of group to manage the area. This would require one Parish to own the land and is more complicated to arrange the finances; * a Charitable Incorporated Organisation (CIO) which has charity status but no liability for the trustees. Both Parish Councils would have control of the land and money.   She advised that there are likely to be limited options for generating income for future maintenance of the area therefore any initial development must bear this in mind and plan the design around minimal future funding.  Both parties agreed the CIO option would be beneficial and Blofield will seek set up quotes/costs.  Helen Sibley also advised that the land should be handed over in the best condition. Cllr Savory offered to fly his drone over the area to get a visual survey of its current condition. This was accepted by the Council.  Even though the land is in Blofield they indicated they want to work with us and it was a positive meeting.  Village Green  We have had agreement from BDC that we can now progress with the design and plans for what we would like to achieve with the land. The Village Survey will shape this. The Recreation and Wellbeing Committee will form a sub-group to look at options, ideas, and costings. However because it shares a boundary with the Country Park the two pieces of land will need to flow together and this will be a key consideration when looking at design.  All this will be reported back to the Recreation and Wellbeing Committee and then back to the full Council.  Open Spaces  The Council has no input into these but they will be formed through reserved planning matters.  **Recreation and Wellbeing given by Cllr Savory**  The last meeting was on the 8th November and discussions centered around the Environment. Cllr Gabillia presented the draft document that details the impact of the Council’s activities on the environment. It is very detailed and as the Committee was not at full strength it was agreed they would work on and discuss it at next meeting before being presented to full Council.  There was then a presentation by Will Gorrod from BDC to show how the District are measuring air quality at 29 locations. Tubes are collected monthly to measure the air and results show the monthly trend not hours and days but would give an indication of Brundall’s air quality compared to other sites in Broadland. There may be interest to add Brundall as 30th site. Discussions then turned to the possibility of running Brundall’s own survey where tubes would be placed at different locations around the village and monitored monthly. There is a quote to consider under Finance.  DCllr Davis gave a presentation on a net zero policy and what the Council can do to get to net zero. The Council already has work ongoing on this.  Next meeting 17th January 2022.  **Land Management report given by Cllr Savory**  The latest meeting was held on the 18th November. We discussed tying in a few Volunteer Days with National Volunteers Week in June next year. We resolved to take this further and devise a plan to target volunteer support where it would have the most impact. We also discussed ways to promote them.  There was an update from the working party looking at a bridge between Cremer’s Meadow and Marty’s Marsh. Progress is being made and the Committee resolved to bring to full Council to ask if the Council would be in favour, in principle, of the bridge being sited on Brundall Parish Council land before discussion progress much further.  It was resolved to progress a TPO on the Black poplar tree on the north bank of the run dyke.  The purchase of some small signs at the Countryside Park was approved.  During a long discussion about improvements to the Countryside Park the parkrun Event Director was asked to bring his top 5 recommendations for improvements to the next meeting  Work continues at Low Farm Wood and we thank Richard Farley and the Tree Warden Network for their continued hard work.  Next meeting 13th January. |  |
| **2021-0178** | **Planning**  **BA/2021/0424/FUL** Proposal: Demolition of existing chalet (retrospective) and replacement Address: 13 Riverside Estate, Brundall, Norwich, NR13 5PU. The Council had **no objections**.  **20211917 -** Description: Variation of Condition 2 of Planning Permission 20171386 to enable revised dwelling designs and siting details to 23 dwellings previously approved in 'Phase 1' Location: Land East of the Memorial Hall, Links Avenue, Brundall, NR13 5LL Application Type: Removal/Variation of a condition (S73). The Council voted to **object** on the grounds that the information provided is incomplete as the highways entrance is not visible on the plans available and therefore there is insufficient information to make a decision on the whole. Concerns have previously been raised about the access.  **20211885** - Description: Development of land with one dwelling Location: Land to rear of Riverdale, Strumpshaw Road, Brundall, NR13 5PA Application Type: Planning Application Outline. The Council voted to **object** on the grounds that the site is outside the settlement area, there is a lack of ecological assessment, it is contrary to the development plans, access, against the Joint Core Strategy policy 1 against climate change and protecting environmental assets.  **20211941** - Description: Retrospective application for erection of fence on side and front border of property Location: 61 Braydeston Crescent, Brundall, NR13 5LD Application Type: Householder. The Council had **no objections.** |  |
| **2021-0179** | **Road Safety in Brundall**  Cllr Savory summarised a Road Safety report he had compiled and circulated to Councillors before the meeting (see attached). The sub-group has had 1 meeting and walked The Street to assess the issues. There are inconsistencies in what is allowed in 20mph zones and we need advice from Highways in order to work out what can be addressed or changed.  One major issue identified is that the first 20mph sign of the zone must be clearly visible 30m away but does not currently appear to be at the Finch Way roundabout.  The double yellow lines at the top of Highfield Avenue have been signed off by the Cabinet Member and the order to the contractor is going out.  The feasibility study for the pedestrian crossing is still ongoing. They are supporting a crossing but finding suitable location where the width of pavement is acceptable is taking the time. It will be somewhere between the Dales and Braydeston Avenue.  A meeting with Highways is to be requested.\* Cllr Savory will liaise with and forward his report to DCllrs Davis and Laming. Applying for 20mph all the way along The Street is a question for Highways, particularly due to the increased traffic expected from the forthcoming development on LEMH.  Reporting of monthly traffic speed and volume statistics at each full Council meeting was agreed.  DCllr Davis suggested a wider collective action by joining in with other local Parish Councils. | \*Clerk |
| **2021-0180** | **The Queen’s Platinum Jubilee**  Bruno Peek is arranging beacons across the country.  At the last meeting of the sub-group looking at a bridge between Cremer’s Meadow and Marty’s Marsh a name was discussed and ‘Jubilee Bridge’ was suggested. This gives a focus and aim for installation and opening of the bridge.  The Council **approved**, in principle, the siting of the bridge on Brundall Parish Council land. |  |
| **2021-0181** | **Finance**  Bills for payment for October 2021– £36,428.11 (see below). The payments were unanimously **approved** by the Council.  The Council noted and ratified that Cllr Britt had confirmed the October payments.  The request for a credit card for the Deputy Clerk was **approved**. The Advisory and Scrutiny Committee will consider amending the Financial Regulations at their next meeting.  The Council considered a quote for the purchase of air monitoring tubes to enable the monitoring of air quality in Brundall. The Council **approved** the purchase of 8 tubes at a cost of £418.20 and a BDC officer’s time of £600 for the year.  The budget sub-group will be meeting on Thursday. |  |
| **2021-0182** | **Clerk’s Correspondence**  Notification received of the closure of the Yare Public House on the 21st November. A discussion of requesting an Asset of Community Value will be on the December agenda. One Councillor informed the meeting they had information it will be reopening soon as a pub. |  |
| **2021-0183** | **Items for the next Agenda Meeting of the Parish Council**  Queen’s Platinum Jubilee – bridge  Asset of Community Value  LEMH  Village Survey results  Budget  Monthly traffic data  Road Safety |  |
| **2021-0184** | **Date, time and venue of next Parish Council Meeting**  13th December 2021 – 7pm at the St Laurence Centre.  The meeting finished at 21:46. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

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| **PAYMENTS FOR November 2021** | | |  |  |
|  | Net | | VAT | Gross |
| Parish clerk costs | £4,928.01 | | £0.00 | £4,928.01 |
| Office expense | £449.26 | | £11.06 | £460.32 |
| Telephone | £28.45 | | £5.69 | £34.14 |
| Room Hire | £57.42 | | £0.00 | £57.42 |
| Grass cutting monthly contract | £590.09 | | £118.02 | £708.11 |
| Street Lighting | £1,108.16 | | £213.65 | £1,321.81 |
| Handyman and cleaning | £454.50 | | £0.00 | £454.50 |
| Repairs and Renewals | £35.00 | | £0.00 | £35.00 |
| S106 | £23,000.00 | | £4,600.00 | £27,600.00 |
| Allotments | £24.00 | | £4.80 | £28.80 |
| Grants / Donations | £800.00 | | £0.00 | £800.00 |
|  |  | |  |  |
| **Total expenditure** | **£31,474.89** | | **£4,953.22** | **£36,428.11** |
|  |  | |  |  |
| **RECEIPTS FOR November 2021** | | |  |  |
| Precept | |  |  |  |
| Cemetery | | £518.00 |  |  |
| Allotments | | £665.00 |  |  |
| CIL | | £15,342.85 |  |  |
|  | |  |  |  |
| **Total Income** | | **£16,525.85** |  |  |
|  | |  |  |  |
| HSBC Current A/C as at 18/11/21 | | £24,486.90 |  |  |
| HSBC Deposit A/C as at 18/11/21 | | £140,005.42 |  |  |
| Transfers to/from Deposit A/C from/to Current A/c | | £20,000.00 |  |  |
| Transfers to/from BDC Parish Deposit | | £0.00 |  |  |