# Brundall Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 23rd May 2022 at 19:00 at the St Laurence Centre, Brundall

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr G Abbott, Cllr L Britt, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr M Savory, Cllr R Tungate, Cllr C Whitehouse, Cllr J Warne, Cllr J Warns  **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. |  |
| **2022-0071** | **Election of the Chairman of the Council**  Cllr Warns proposed Kevin Wilkins for Chairman, Cllr Whitehouse seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Wilkins as Chairman. Cllr Wilkins signed the Declaration of Acceptance of Office. |  |
| **2022-0072** | **Election of the Vice-Chairman of the Council**  Cllr Wilkins proposed Joe Warns for Vice-Chairman and Cllr Britt seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Warns as Vice-Chairman. |  |
| **2022-0073** | **Apologies for Absence**  Cllr A Bonham. Noted. |  |
| **2022-0074** | **Declarations of Interests of items on the agenda**  None received. |  |
| **2022-0075** | **Pecuniary Interest forms**  Councillors were reminded to sign the declaration form stating there have been no changes to their Pecuniary Interests. Any amendments must be notified to Broadland District Council. |  |
| **2022-0076** | **Minutes of the Previous Meeting**  It was **resolved**, with one abstention, to approve the Minutes of the Parish Council meeting held on 25th April 2022.  The minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2022-0077** | **Actions from the Minutes (Not on the Agenda)**  **2022-0064** – ‘Max Speed’ signs on The Street – no response yet. Clerk to continue asking. **2022-0064** – cost of the zebra crossing – the costs continue to rise. Originally £57,000 was the estimate, including the feasibility study, but this has now risen, via £90k, to £120,000. The NCC Parish Partnership scheme will contribute a maximum £25,000, although there may be other options for funding. The Clerk was asked to check if an alternative provider would be allowed to install a crossing, and to ask for a breakdown/rationale of the increase in costs.\*  **2022-0068** – broken rails outside Brian Ward – Network Rail are now investigating.  The rails may be removed as they have been damaged at least 3 times since installation. | \*Clerk |
| **2022-0078** | **Chairman’s Report**  Thank you for re-electing me as chair for the forthcoming year and for continuing to put your trust and confidence in me.  The year ahead will be exciting but challenging as we see real progress with the Sports Hub and the delivery of the 3G pitch and infrastructure expected towards the end of the calendar year. Planning and preparation of the associated building is ongoing.  We are also planning ahead for the Village Green and the Country Park and, although these will be delivered in future years, this stage of planning and preparation is important.  The continuity and consistency of our work is important to ensure we deliver these significant projects and I hope that by re-electing me as chair will assist greatly in this regard. Of course, the work on projects runs alongside our business as usual.  During previous years I have been indebted to the work and commitment of councillors and Sharon as clerk and Claudia as Deputy Clerk and RFO. We have a good structure of sub committees and groups to provide governance and structure to our work and I look forward to the continuing contributions of the clerks and all councillors during the course of the forthcoming year.  Finally I would like to mention the remarkable achievement of Marie Palmer who completed her 100th parkrun at Brundall on Saturday at the age of 92. Some lovely coverage on today’s EDP. Many congratulations to Marie on this landmark achievement . |  |
| **2022-0079** | **Review of membership of Committees, Sub-Committees and Outside Bodies**  A revised Committee membership list was displayed by the Clerk (see attached).  Cllr Tungate was proposed as a member of the Land Management Committee, and Patrick Lovatt was proposed as a member of the Recreation and Wellbeing Committee. These changes were unanimously **approved.**  The Terms of Reference for all Committees will be reviewed at the next Advisory and Scrutiny Committee meeting. |  |
| **2022-0080** | **Asset Register**  The Asset Register was unanimously **approved**. |  |
| **2022-0081** | **Public Participation**  CCllr Andrew Proctor sent his apologies for not being able to attend the meeting.  DCllr Lamming read out her and DCllr Davis’s report (see attached).  No other public participation. |  |
| **2022-0082** | **Facility Agreement for a CIL loan**  Not all funding for the Sports Hub has been received yet. CIL from the Berryfields development is arriving in instalments, the last of which is not due until next year. By signing this agreement it will allow the Council to access the funds early, in order to pay for the pitch, utilities and car park. Funds from the loan will not be drawn down until needed, which will be towards the end of the project.  The Council unanimously **resolved** to utilise the funding available via the CIL Loan agreement in order to facilitate construction of the Sports Hub. |  |
| **2022-0083** | **Review of the Effectiveness of the System of Internal Audit**  The Review of the Effectiveness of the System of Internal Audit was unanimously **approved**. |  |
| **2022-0084** | **Risk Assessment Reports**  The Risk Assessment Reports were unanimously **approved**. |  |
| **2022-0085** | **Brundall Primary School’s Federation with St Williams Way School**  Cllr Savory fed back from a meeting he attended where the proposed Federation between Brundall Primary School and St Williams Way School was explained. Most schools are now entering into a partnership to safeguard failing. A Federation utilises economies of scale but also allows each school to retain its own identity. Leaving a Federation is a simple process, which is not so if part of an Academy Trust.  The staffing structure will be an Executive Head, then a Business Manager, then separate Heads for each school. The Governing body will be 2 parent governors from each school, the Executive Head and the Business Manager. Brundall is the smaller school but will have the same representation on the governing body.  Cllr Savory proposed supporting the Federation, which was unanimously **approved**. |  |
| **2022-0086** | **Planning**  The Council considered the following applications:  **20220676 -** Description : 1 x internally illuminated fascia sign, 1 x non illuminated fascia sign and 1 x internally illuminated totem sign Location : 122 The Street,Brundall,NR13 5LP Application Type: Advertisement Consent. **No objections.**  **20220688 -** Description : Construct 2 no dwellings & associated garages Location : Riverview House, 8 Station Road,Brundall,NR13 5LA Application Type: Full Planning. The Council **resolved** the following objections:   * The ecological survey is not detailed enough * A more extensive Arboricultural Impact Assessment (AIA) must be undertaken to ascertain potential impacts upon trees and provide mitigation accordingly. * There are concerns about the proposed site entrance being onto/from Station Road with room for a wide enough visibility splay being a primary concern * Details of the impact of construction traffic and how this will be commissioned. If the housing is approved more justification is required as to allowing a site entrance at this particular location. As there is currently no continuous footpath there is a danger to pedestrians with the location of the proposed site entrance most especially during the construction phase. * Concerns over no main sewer connection for plot 2. The Council is concerned that one of proposed dwellings will not be connected to the main sewer. * There needs to be a survey of the impact of the development of surface water drainage onto the rail line and river. * The District Councillors were asked to call the application in to be considered by the Planning Committee.   **20220733 -** Description : Single storey extension to bungalow to provide self-contained accommodation for dependant relative Location : 69 St Laurence Avenue,Brundall,NR13 5QN Application Type: Householder. **No objections.**  **It was resolved** to ratify the following comments made by the planning subgroup**:**  **20212175 -** Description : Extension to create Attic Rooms Location : 5 Holmesdale Road,Brundall,NR13 5LX Application Type : Householder. **No objections**. |  |
| **2022-0087** | **Consultations**  Anti-social Behaviour, Crime and Policing Act 2014. Proposed a Public Space Protection Order: Broadland for dog fouling. This is a renewal. The Council had no comments to submit. |  |
| **2022-0088** | **Finance**  The Financial Risk Assessment Report was considered and **approved**. The one item flagged was the Clerks should undertake another Play Equipment Inspection training course.  HSBC current account signatories are Cllr Wilkins, Cllr Savory, and the Clerk. Signatories for the BDC Parish Deposit Account are Cllr Warne, Cllr Savory, Cllr Wilkins, and Cllr Mickelburgh. Signatories for Unity Trust are Cllr Wilkins, Cllr Savory, the Clerk, and the Deputy Clerk.  The Direct Debits and Standing orders were noted and **approved**.  The Year End accounts and virements for 2021-22 were noted and **approved**.  The Internal Audit has highlighted that the Council is now over the Larger Authority financial limit and additional information must be added to the website. The Deputy Clerk is in the process of collating this. The AGAR will be presented to the June meeting.  Bills for payment for May 2022– £9,649.70 (see below). The payments were unanimously **approved** by the Council.  The Council noted and ratified that Cllr Britt had confirmed the April 2022 payments.  A grant request for £300 from the Acle and Brundall Lions for their summer fete was considered. The Council **approved** up to £250 for hiring the Memorial Hall for the event.  A donation request from the Memorial Hall for £250 towards gifts, prizes, and promotional printing costs for a Jubilee event on the 5th June was considered. The request we refused by a majority of 6:5. |  |
| **2022-0089** | **Clerk’s Correspondence**  Another planning application - 51 St Lawrence Avenue a garage roof conversion from flat to pitched. The planning sub-group will consider. |  |
| **2022-0090** | **Items for the Next Agenda**  Licensing review  Financial Year End and AGAR |  |
| **2022-0091** | **Date, time, and venue of next Parish Council Meeting**  27th July 2022 at 7pm at the St Laurence Centre. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

**2022-0088**

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| **PAYMENTS SUMMARY** |  |  |  |
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| **PAYMENTS FOR May 2022** |  |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £5,470.76 | £0.00 | £5,470.76 |
| Office expense | £880.75 | £157.42 | £1,038.17 |
| Telephone | £30.95 | £6.19 | £37.14 |
| Room Hire | £71.00 | £0.00 | £71.00 |
| Grass cutting monthly contract | £633.17 | £126.63 | £759.80 |
| Street Lighting | £599.38 | £115.52 | £714.90 |
| Handyman and cleaning | £500.00 | £0.00 | £500.00 |
| Allotments | £65.31 | £13.14 | £78.45 |
| Cremers | £198.39 | £33.79 | £232.18 |
| Trees | £705.63 | £41.67 | £747.30 |
|  |  |  |  |
| **Total expenditure** | **£9,155.34** | **£494.36** | **£9,649.70** |
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| **RECEIPTS FOR May 2022** |  |  |  |
| Precept | £68,875.00 |  |  |
| Cemetery | £2,432.50 |  |  |
| Allotments | £5.00 |  |  |
| Persimmon | £10,911.50 |  |  |
| Interest | £2.43 |  |  |
| Miscellaneous | £25.00 |  |  |
|  |  |  |  |
| **Total Income** | **£82,251.43** |  |  |
| HSBC Current A/C as at 19/5/22 | £38,039.84 |  |  |
| HSBC Deposit A/C as at 19/5/22 | £165,011.06 |  |  |
| Unity Bank A/C as at 19/5/22 | £40,500.00 |  |  |
| Transfers to/from Deposit A/C from/to Current A/c | £150,000.00 |  |  |
| Transfers to/from BDC Parish Deposit | £0.00 |  |  |
| Transfers to/from Unity Bank | £40,000.00 |  |  |

**2022-0081**

**District Councillor Report for Brundall Parish Council Meeting – 23 May 2022**

On 12 May BDC held an Extraordinary Meeting to discuss future accommodation options for for both Broadland District Council and South Norfolk Council. After much debate the Council decided to purchase the Horizon Centre on Broadland Business Park either individually or jointly with SNC. 23 voted for the proposal and 11 against, with no abstentions.

A guidance note has been sent out to all parish and town councils explaining how they can contribute to decisions relating to provision of public open space in new housing developments. Meetings with developers for major planning applications will be encouraged early on in the planning process.

BDC has set up an Energy Rebate scheme to administer £150 rebate to households in council tax bands A – D. A discretionary fund is also available for those who qualify and are living in houses of multiple occupation, in houses in bands E – H, or as an extra top up for vulnerable households who have already had a payment £150.  All payments need to be made by 30/9/22.  Those on direct debit will have a direct payment into their bank account, and by 13 May the vast majority of these (40,409) had received this. Others will be contacted by letter.

BDC provides support for victims of domestic abuse, and this includes provision of safe accommodation for those in need. Unfortunately numbers have been rising and 325 requests for support identifying domestic abuse were received over the last 6 months in Broadland and South Norfolk.

BDC is working with other local authorities to tackle domestic abuse and is a key member of Domestic Abuse organisations which offer support.  A domestic abuse housing protocol should be finalised in May 2022.  At present there is not enough safe accommodation provision in Norfolk. BDC is establishing domestic abuse emergency accommodation, and a 2 year pilot scheme will employ 2 new specialist support workers.

The Norfolk Integrated Domestic Abuse Service provides dedicated support for people experiencing domestic abuse and has a single point of contact website and telephone number. [https://nidasnorfolk.co.uk/](about:blank) Telephone: 0300 561 0555

Cabinet has decided to fund 13 initiatives using £2.578m earmarked reserves. These include funding new posts including a Clean Growth and sustainability Manager and Hardship Support Officer. A Community Infrastructure manager will be employed to engage with parish and town councils to facilitate the delivery of infrastructure spending using CIL money and the Planning team will be expanded. Funds will be also be used for Broadland Green Energy projects, improving recycling behaviours, improving temporary accommodation and increasing apprenticeship opportunities.

Cabinet has decided to put £1m in capital programme for 2022/2023 for renewable energy projects and/or associated infrastructure. This could possibly be used to connect a solar park to provide energy for the Food Enterprise Park.

Planning applications which involve overnight accommodation are still on hold while the issue of how to address nutrient neutrality is being determined by the council and other planning authorities across Norfolk.

Discussions with regards to a County Deal in relation to the Levelling Up white paper are ongoing, and Broadland is being represented at meetings by the Managing Director, Trevor Holden. “Pride in Place’ is another key part of the Levelling Up agenda and BDC will be working with town and parish councils on this.

BDC are running a Jubilee Jewels campaign via social media to encourage people to share their favourite “jewel” in the area (walk, beauty spot, bar, restaurant etc). This runs from 9 May to the end of the Bank Holiday weekend on 5 June.

We have now entered a new financial year and ward grants are available again to support groups or initiatives that meet identified local need. Each district councillor has an annual budget of £500 to spend on projects within their wards.

BDC plans to create a customer panel to enable residents to engage more with the council and provide feedback on its services.

BDC is reviewing the licensing advice and support, and also the food safety related advice and support it provides for local businesses.

Plans are in place to expand the Planning Team to address the additional workload related to an increase in applications coming in, imminent large-scale applications, development consent orders (eg infrastructure to support offshore wind farms), nutrient neutrality, infrastructure delivery projects, biodiversity net gain and changes related to the Environment Act.

*(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 18/5/22)*