# Brundall Parish Council

Minutes of the Meeting held on Monday 25th April 2022 at 19:00 at the St Laurence Centre, Brundall

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| **Present:** **Chairman**: Cllr K WilkinsCllr G Abbott, Cllr A Bonham, Cllr L Britt, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr M Savory, Cllr R Tungate, Cllr C Whitehouse, Cllr J Warne**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.  |  |
| **2022-0057** | **Apologies for Absence** Cllr J Warns. Noted. |  |
| **2022-0058** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**Cllr Wilkins –Item 11. planning application 20220108 - non-pecuniary connection with the developer |  |
| **2022-0059** | **Minutes of the Previous Meeting**It was **resolved**, with one abstention, to approve the Minutes of the Parish Council meeting held on 28th March 2022. The minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2022-0060** | **Actions from the Minutes (Not on the Agenda)****2022-0046** – start of construction of the Hopkins Homes development - they are hoping it will be the Autumn. The S106 agreement allows their vehicles to be on the piece of land that will become the Village Green until it is transferred.**2022-0046** – cycle track for the footpath from Highfield Avenue to the Memorial Hall – on agenda.**2022-0050** – see above 2022-0046**2022-0052** – SAM2 data to the Police SNT - completed |  |
| **2022-0061** | **Public Participation**DCllr Lamming read out her and DCllr Davis’s report (see attached).No other public participation. |  |
| **2022-0062** | **Chairman’s Report**The Chairman did not make a report this month**.** |  |
| **2022-0063** | **Committee Reports****Sports Hub update given by Cllr Wilkins**The workload has begun to increase and therefore the sub-group asked to co-opt Cllr Gabillia to help share out the tasks. This was unanimously **approved**.Preparations for the 3G pitch are ongoing. A project manager has been assigned. Power to the site is still to be finalised but the details are very nearly complete. Access to electricity will be through the Norfolk Homes development but it still isn’t clear if the transformer will be moved. That is with UK Power Networks to resolve, however the costs have reduced.Phase 2 architectural work should be completed and handed over in the next few weeks. A tender process is next to appoint the builder. Work on this is starting soon so it can be progressed as soon as the plans arrive. Energy efficiency will be part of the tender process.Several members of the sub-group had a facility booking and access presentation which would allow automatic entry. This could be part of how the site is managed.**Village Green/Country Park given by Cllr Gabillia**Village Green The group consisting of Cllrs Whitehouse, Savory and Gabillia met to discuss ideas for the recreation facilities already in place and those put forward through the village survey. A report will be forthcoming.Country Park Cllrs Buckley, Gabillia, Savory and the Deputy Clerk had a site meeting with 2 Hopkins Homes representatives and several members of Blofield Parish Council on the 20th April.HH shared their provisional plans for the whole site. There will be a footpath at the top (South edge) of the development but there are no details as yet.With regard to the fencing now in place, if residents wish to access the site in order to trim their hedges they can contact/liaise with the site manager.Draft plans for the attenuation ponds were also available to view. There will be 4 on the South part of the Country Park, but again the designs are not yet finalised. HH are considering whether it is better to make them wide and shallow or narrower and deeper. HH were asked to mark out the different options. They were also asked to mark out the Village Green. The boundary between Brundall and Blofield runs down the hedge.Construction traffic on site was discussed, particularly the impact on the Country Park. They are planning to limit amount on CP but this will be part of the reserved matters. We suggested that we talk with Blofield when the reserved matters are put forward to ensure a consistent approach.Regarding maintenance before handing over, Cllr Savory has offered to video the site for reference. HH confirmed that maintenance on the trees and hedges will not be carried out. Reference should be made to the S106 agreement to check what their commitments should be. There are no TPOs on any of the trees.Next steps are to progress CIO with Blofield. Their village survey finishes next week, which will feed into future development of the Country Park and help with formation of the CIO.Cllr Buckley and the Deputy Clerk saw the other side of the ditch. It is beautiful and will be worth having the whole site.**Brundall Memorial Hall by Cllr Bonham**The Trustees met last week and are pressing ahead with the CIO. The AGM will be on the 26th May. The Chair of Trustees sent an email to the Council regarding the change of status to a CIO. Cllr Bonham proposed supporting the change and the Council resolved to **approve**.**Land Management Committee given by Cllr Savory**The Land Management Committee met on 14th April 2022 and was pleased to be joined by members of groups associated with the use of the land owned by the Parish Council.  All the groups provided updates to the committee and there were several items that were discussed thoroughly.Discussions were held in regards to the future of The Countryside Park and the ongoing management plan.  It was agreed that a group of stakeholders which will include Lawrence as representative for the Parish Council would review the management plan to ensure it was suitable for the future.  Any recommendations from that process would then be brought back to the Parish Council for discussion.  It was also impressed as to the importance of clear roles and responsibility for the management of the park for all and this will also be discussed.It was agreed that while taking into account the above, a community orchard is still a positive part of the village and an agreement was made to replace the dead trees in the orchard area of the park.The committee approved the purchase of more dip tanks for the allotments after the first run of replacing the old plastic ones with metal troughs was a success.Volunteer week falls around the Jubilee and it was suggested that Wednesday 1st June could be a suitable date for a village litter pick, the date is at the start of volunteers week and would help make the village look its best.The committee had received a request from Brundall Bolts to take over the slot currently occupied by LB coaching on the spare cemetery field.  LB Coaching were contacted and informed us that they wish to continue so as we already have an agreement with them and they provide an excellent service to the community the decision was taken that LB Coaching should be allowed to continue using their current time slot and that if Brundall Bolts were to want to use the field at another time this could be requested and reviewed.At the time of the meeting, there had been no update on the possible bridge at Cremers Meadow but we did discuss a safety issue with the barn door on the site with quotes to be sought to replace it.  The committee also agreed to the friend's request that when the pond works start that Cremer’s be allowed to close for safety reasons.Finally, there was a discussion about the makeup of the Land Management Committee and its responsibilities and budgets.  It was agreed that the Parish Council members of the committee would meet to review the terms of reference and discuss concerns and improvements that could be made before making those recommendations to the full Council.**Advisory and Scrutiny Committee given by Cllr Warne**Cllr Tungate’s co-option to the committee was unanimously **approved.**Cllr Warne welcomed Cllr Tungate to the committee. He attended the meeting last week even though he was not officially a member and therefore could not vote, but gave his assistance, guidance and advice.Changes to the Financial Regulations were: * to add a credit card for the RFO
* revision of section 6: Instructions for the Making of Payments to take account of amended cheque signatories and the opening of a new bank account
* to ask the Council to resolve to approve the amendment of section 5.5 to allow daily transfers between Council bank accounts up to £50,000

These were unanimously **approved**.The Review of Effectiveness of the System of Internal Audit Policy was unanimously **approved**.Amendments to the Standing Orders were:* 5f – to suspend the length of period a Chairman may hold office from May 2022 to April 2025.
* 5j xi - the Advisory & Scrutiny Committee did not recommend any changes to this Standing Order.
* To remove references to remote meetings.

These were **approved**, with 1 abstention.Amendments to the Grants Awarding Policy, to include a follow up clause, the suspension of the Housing Policy document until the GNLP has been adopted, and that the Advisory and Scrutiny Committee can remain meeting via Zoom were all unanimously **approved**.The Deputy Clerk was thanked for her help and assistance. |  |
| **2022-0064** | **Road Safety in Brundall**Cllrs Savory, Abbott and Bonham visited Hexeal Chemicals. Due to the number of lorries accessing the whole of the Riverside area subsidence is an issue. Access involves a very tight turn. Planning permission has been granted to demolish a building in order to improve the turning circle. The Council, members of the public, and several local business owners discussed lorries driving through the village, down The Dales, and down Station Road to the Riverside industrial units. Issues of access and road safety, particularly on The Dales at school arrival and departure times, were raised as concerns.Brooms boats have stopped access through their yard due to subsidence on their quay heading, leaving the only access via The Dales. Until the turning issues are resolved Hexeal Chemicals have transferred their lorry traffic to an alternative site. They are conscious of road safety concerns if lorries need to continue to use The Dales and would seek to minimise any lorry movements at the start and end of the school day.SAM2 data The data had been sent to the Council and will be published on the website and Facebook page. The sensor was placed on Blofield Road for April.Year to date statistics are a work in progress but will be presented when ready.Cllr Savory saw PC Jackie Chambers outside the school when she was looking at parking on the zigzags and she thanked him for the traffic data. The Police are currently looking at what they can and can’t enforce regarding speeding and traffic issues. The average speeds registered in Brundall are not what they would stop a lot of people for, but she acknowledged they need to catch the excessive speeders.The Clerk was asked to email the Highways Engineer to chase up the extra signs, ‘Max Speed’, down The Street.\*Locating the sensor on The Street again will be requested to gather further data.The Clerk was also asked to chase NCC for the cost of the crossing, and the feasibility study costs as well.\*Member funding is possible for a 20mph zone round the school but Brundall may be on the list for this anyway. | \*Clerk\*Clerk |
| **2022-0065** | **Planning****It was resolved** to ratify the following comments made by the planning subgroup**:****20211941** - Description: Retrospective application for erection of fence on side and front border of property Location: 61 Braydeston Crescent, Brundall, NR13 5LD No objection. **20220108 -** Description: Erection of 5 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. Amended layout reducing the number of proposed new dwellings from six to five. Continue to object as per previous comments.The Council considered the following applications:**20220505** - Description: Retention of summer house Location: 2 Hillside Drive, Strumpshaw Road, Brundall, NR13 5PT Application Type: Householder. **No objection**.**20220570** - Description: Single storey side and rear extension. Location: 10 Lackford Close, Brundall, NR13 5NG Application Type: Householder. **No objection**.**20220554** - Description: Single storey rear extension and alterations. Location: 13 Willow Close, Brundall, NR13 5PZ Application Type: Householder. **No objection**.**Application No: BA/2022/0051/FUL** Proposal: Extension to existing boatyard to provide dry births for boats and provision of hard standing on car parking Address: Land at Brundall Gardens Marina, West Lane, Brundall, Norwich. The Council unanimously resolved to **object** on the grounds that: a more in depth ecological survey should be undertaken; road safety issues on Postwick Lane; no construction plan – to include environmental impact; a plan/plans are needed for the removal of the materials currently on the site. |  |
| **2022-0066** | **LA Cluster Meeting update from Cllr Gabillia**Brundall – priorities at the moment were detailed as road safety, Recreation and Wellbeing, and the Sports Hub.General frustrations were voiced over Highways response times, and responses in general to requests. Blofield are still waiting for their village gateway signs to be fixed 2 years later.Lingwood and Blofield have been trying to work with Highways on the dualling of the A47 to provide a pedestrian/cycle crossing from Lingwood to Burlingham. As well as not to drive high volumes of traffic through Blofield centre from Blofield Heath, but this seems to be non-negotiable with Highways.A general desire for speed limits through a number of villages to be 20mph was discussed, particularly in Postwick & Cantley. A shared approach was suggested to share legal costs etc.Blofield replacement primary school – no further progress. Waiting for an update from NCC on the 13th May. It will double the size of the current school, being two storeys inc the potential for a nursery, but no parking on site.Postwick – spoke about the development on Smee Lane, the first phase has started. They have no Neighbourhood Plan so their CIL is only received at 15%. They have calculated they are losing hundreds of thousands of pounds so they are reviewing implementing a NP.Lingwood – they are in the process of developing a NP with a drop in session at the end of April. The parkrun path has not gone well, it is not withstanding the number of runners. They have lost 3 councillors and are struggling to be quorate. Looking to drum up support and gain momentum as a Council and also the Good Neighbour Scheme.Strumpshaw are working with a local landowner to construct an infiltration basin near The Huntsman to solve a long term flooding issue.Cantley – going to purchase a SAM2 device as they have road safety & speeding issues. They are working with local land owners, including the British Sugar factory to secure tree and hedge planting locations to enhance the environment.Limpenhoe – converting some waste land to a village green, tree and hedge planting, and rehabilitating the pond. They have ongoing issues with acceptability of standards of work of maintenance of the Greater Anglia & Network Rail crossings.Brundall are hosting the next meeting.Cllr Wilkins thanked Cllr Gabillia for attending. |  |
| **2022-0067** | **Finance**Bills for payment for April 2022– £11,946.48 (see below). The payments were unanimously **approved** by the Council.The Council noted and ratified that Cllr Britt had confirmed the February and March payments.The bank reconciliation and Income and Expenditure report for the final quarter of 2021/22 will be presented at the May meeting.A budget of £750 for new furniture and the painting of the office was unanimously **approved.**A sub-group of Cllrs Wilkins, Abbott, and Whitehouse will meet with the Deputy Clerk to finalise the 2022/23 accounts. |  |
| **2022-0068** | **Clerk’s Correspondence**The school is consulting on federating with St William’s Primary School, Thorpe St Andrew. To be discussed at the next meeting.The Church is hoping to get an extra hospital vehicle as they have more demand than their one vehicle is able to cope with. They are not looking for donations as present but promotion of the plan to grow the buy-in for the village. It will be to support residents of all ages and abilities to get to medical appointments. They also need to grow their volunteer base.A resident got in contact for help with some broken rails outside Brian Ward. They are currently unsafe. They were installed by Network Rail who insist they are not responsible. The Road Safety Team will have a look.\* | \*Road Safety Team |
| **2022-0069** | **Items for the Next Agenda**School federation with St William’s Primary School.Financial Year End |  |
| **2022-0070** | **Date, time, and venue of next Parish Council Meeting**Annual Meeting of the Parish Council 23rd May 7pm at the St Laurence Centre. |  |
| Signed as a true record …………………………………………….……. Date …………………………  |

**2022-0067**

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| **PAYMENTS FOR April 2022** |  |  |  |
|  | Net | Net | Gross |
| Parish clerk costs | £5,462.54 | £0.00 | £5,462.54 |
| Office expense | £167.84 | £2.40 | £170.24 |
| Telephone | £28.45 | £5.69 | £34.14 |
| Room Hire | £803.67 | £152.40 | £956.07 |
| Grass cutting monthly contract | £590.09 | £118.02 | £708.11 |
| Street Lighting | £291.85 | £54.13 | £345.98 |
| Handyman and cleaning | £500.00 | £0.00 | £500.00 |
| Cemetery | £1,112.36 | £220.00 | £1,332.36 |
| Allotments | £637.63 | £121.43 | £759.06 |
| Countryside Park | £798.97 | £0.00 | £798.97 |
| Cremers | £65.54 | £9.49 | £75.03 |
| Trees | £210.90 | £42.18 | £253.08 |
| Grants / Donations | £300.00 | £0.00 | £300.00 |
| Sports Hub | £251.00 | £0.00 | £251.00 |
|  |   |  |  |
| **Total expenditure** | **£11,220.84** | **£725.74** | **£11,946.58** |
|  |  |  |  |
| **RECEIPTS FOR April 2022** |  |  |  |
| VAT | £42,647.68 |  |  |
| Cemetery | £814.00 |  |  |
| Allotments |  |  |  |
| CIL | £109,964.93 |  |  |
| Interest | £0.45 |  |  |
| Miscellaneous | £250.00 |  |  |
|  |   |  |  |
| **Total Income** | **£153,677.06** |  |  |
| HSBC Current A/C as at 22/4/22 | £107,159.66 |  |  |
| HSBC Deposit A/C as at 22/4/22 | £65,008.63 |  |  |
| Unity Bank A/C as at 24/3/22 | £500.00 |  |  |
| Transfers to/from Deposit A/C from/to Current A/c | £50,000.00 |  |  |
| Transfers to/from BDC Parish Deposit | £0.00 |  |  |
| Transfers to/from Unity Bank | £0.00 |  |  |

**2022-0061**

**District Councillor Report for Brundall Parish Council Meeting - 25 April 2022**

On 23 March 2022 Natural England issued new guidance to Planning Authorities including BDC which applies from that date onwards. All developments for new housing will now be required to carry out an Appropriate Assessment under the Habitats Regulations. This is a clear national direction with a legal obligation to consider the impacts of nitrate and phosphorus run-off (surface water and foul drainage) on the natural environment. As a result there has been a delay to a number of planning applications while BDC evaluates the implications of the guidance and formulates an appropriate response.

The new Gridserve EV charging centre opened at Broadland Gate Business Park on 21st April. The forecourt is a location for Electric Vehicle (EV) charging and other facilities including an M&S food outlet, Costa, WHSmith and post office services, which are open to all.

BDC is asking residents to make a conscious decision to spend a little extra with local businesses with the **Love Local, Spend Local** campaign which is being funded by the European Regional Development fund.

If every adult spent an extra £5 that would add £1 million to our local economy. The campaign which runs until December 2022 includes several opportunities to win a £50 voucher to spend with a favourite independent business, and will share information on local businesses and local products.

April, May and June will focus on your **favourite local independent business**, with an Easter and Jubilee focus section (Business Local)

July, August and September will focus on your **favourite independent place to eat out** (Eat Local)

October, November and December will focus on your **best local places for Christmas gifts and eating out** (Christmas Local)

On 5 April Cllr Davis was alerted by the RSPB warden for Cantley marshes to a further sewage discharge from a manhole leading to the Cantley sewage treatment works. He met with the Anglian Water technicians on site who are investigating the problem and has written again to Anglian Water regarding this continuing problem.

The BDC Norfolk Warm Homes Programme works in partnership with other Norfolk Authorities, Clarion Housing and Saffron Housing Trust. The aim is to support residents living in fuel poverty with grants to improve heating systems and insulation, and to install renewable heating systems. According to 2019 figures there were an estimated 6561 fuel poor households in Broadland District. Numbers are likely to increase due to rising living costs. The council has assisted 2512 households with heating, insulation, financial and energy saving advice and support since the programme began 3 years ago. Grants for first time central heating have assisted 45 households. A further 20 homes have been assisted with external wall insulation. In partnership with Saffron Housing the council has secured grant funding to install insulation and air source heat pumps in 126 social houses.

BDC is continuing to respond with Norfolk County Council and other organisations to the situation in Ukraine by supporting the Homes for Ukraine Scheme via the Help Hub. Checks are being made on potential host homes and one aim is to reduce the risk of housing placement failure for host families and prevent demand on the existing housing system which is under pressure. BDC has plans to provide some space for families who need immediate accommodation. Welcome centres for refugees will be located in Wymondham Library and Diss Corn Hall.

BDC have recruited a temporary assistant, Polly Cobb, to help with tree planting schemes in the district. Cllr Davis has been in contact with the new council environmental projects assistant to assist in developing tree planting schemes for the parishes.

It is likely that a decision about the future accommodation for both Broadland District Council and South Norfolk Council will be made in the next couple of months.

The next online Town and Parish Council Forum hosted by Broadland District Council is scheduled for the 11th May between 12.00 and 14.00. All parish councillors are welcome to attend.