# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 14th April 2022 at 19:00 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, Tim Strudwick | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman advised the safety procedures for the room. |  |
| **LM-0465** | **Election of a Chairman of the meeting**  Cllr Savory was unanimously elected Chairman for the meeting. |  |
| **LM-0466** | **Apologies for Absence**  Cllr Graham Abbott. |  |
| **LM-0467** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllr Britt is treasurer of the Brundall Allotment Association. |  |
| **LM-0468** | **Minutes of the Meeting 13th January 2022**  The minutes were **approved** as accurate and were signed by Cllr Savory as Chairman of the meeting. |  |
| **LM-0469** | **Matters Arising**  **LM-0399** – list of rewilding areas – not yet completed  **LM-0445** – contacting Tim Strudwick – complete  **LM-0449** – Friends of the Countryside Park – on agenda  **LM-0450** – Land at Page Road – on agenda  **LM-0451** – Farmer’s Market – The Clerk will be contacting the Ram and the Lions as a possible location for a Farmer’s Market  **LM-0461** – reed screen for the CP bins – on agenda |  |
| **LM-0470** | **Chairman’s Report**  None received. |  |
| **LM-0471** | **Written Report from Brundall Allotment Association – Sarah Sloan**  The polytunnel is up and running.  All plots are currently fully let.  Discussions are ongoing about the Parish Council re-resuming responsibility for signing up new tenants and associated matters.  We will be deploying the dip tanks when time permits.  Site maintenance tasks are ongoing weekly.  Issues for Land Management: livestock – chickens and rabbits – registration form and guidance notes (submitted and circulated).  Help from other LM groups: Sarah Sloan will join the Friends of CP group. |  |
| **LM-0472** | **Brundall Countryside Park – Tim Strudwick**  The park continues to be well used by a broad sector of the community in the spirit of the aims of the park and with very little undesirable behaviour.  The woodland has continued to develop well, and after two seasons without mowing between the trees a dense thicket is starting to develop, with tall grassland plants and brambles also providing cover and encouraging bird to nest. The only maintenance expected in the coming year will be the continued removal of tree shelters and weeding out of self-sown willows.  In spring 2021 the edges of some of the regularly mown paths were realigned to protect the roots of woodland trees and to allow a scrubby, grassy strip to develop on the northern boundary E of the car park. The mowing programme for all the grassland areas needs developing.  A small drainage pond has been dug in the SW corner which will ease the poor drainage in this area.  Issues for Land Management:  Proposals for path surfacing  Replanting and future maintenance of the orchard  Reviewing and updating the management plan  Clarification of roles and responsibilities in the management of the park |  |
| **LM-0473** | **Written Report from the Friends of Cremer’s Meadow – Gill Buckley**  Work continues throughout the site in accordance with our Management Plan. There will be a reduction/cessation of some work due to bird nesting season – but there is still plenty that can be done.  Our first bird walk took place on Friday 4th to identify early songs.  The experimental sections of the meadow have been marked out for a different pattern of cutting and clearing.  We anticipate the work on the sluice to be started at the end of March although no date yet agreed. We will need to drain the pond as much as possible before he comes.  We will be holding our annual “Orchid Day” again after a 2-year break This is likely to be on Saturday 18th June. This year it will include a “Owl Pellets Workshop”  Issues for Land Management: We propose closing the site when the contractor is working to avoid any possible accidents. Is LM in agreement?  There is a tree trunk which may need some work – on agenda.  Help from other LM groups: just confirming that Richard and John from the Tree Network will be surveying the trees on site at the end of March. |  |
| **LM-0474** | **Written report from Richard Farley, Brundall Tree Warden**  Please refer to my March update regarding LOW FARM WOOD (attached).  After agreement at the recent Parish Council meeting the Queen’s Platinum Jubilee trees have been planted at the Countryside Park (3 oaks and 3 maple)  I have replaced the stolen field maple and added a further copper maple at the cemetery.  I have erected the dog poo signs at Low Farm Wood, Church Fen, and 1 at the entrance of the Countryside Park.  Issues for Land Management: Please refer to my report COUNTRYSIDE PARK ORCHARD (attached). A quick decision is required.  I have asked the Sharon/ Claudia to check the boundary plan for the cemetery as a resident has erected a steel cable alongside our hedge planting on the south side. I will remove once boundary is confirmed.  Help from other LM groups: ongoing offer of use of the ride on mower...  Thanks to Robs team at the allotment when moving chipper up the hill at low farm wood. This is ongoing offer and is much appreciated. |  |
| **LM-0475** | **Parkrun - report from Brundall Event Director Stuart Harper**  We can firmly see Spring coming at the Countryside Park, and not a moment too soon. While the weather has been a mixed bag in January and February, since the last meeting we have not had to cancel any events at the Countryside park.  Our average attendance is at 71 for the 9 events, a little low, but there is so much choice in Norfolk, with Flegg and North Walsham also opening recently.  The pathways continue to be quite muddy especially at the bottom near the rail line and the upward section on the allotment side. Keen to know if there was any feedback from the option sent to the Parish Council from our last meeting. I have heard no feedback and was unable to attend the actual meeting.  New trees planted near the start line look very nice and a welcome addition to the park, we have placed the 4 no fouling signs in the park.  Issues for Land Management: Feedback from the paper that went to the Parish Council meeting on the options for the countryside park pathways.  There has been some fly tipping at the Countryside park. A heavy fire surround had been dumped and now moved to the bins, but not really bin material as its marble! |  |
| **LM-0476** | **General Public Participation**  None. |  |
| **LM-0477** | **Land at Page Road**  The Deputy Clerk wrote to all 3 addresses listed on Companies House for A&R Homes Limited to ask if they owned the land. 2 responses were received, both saying they did not.  Garden Guardian is now cutting the grass and Highways will be resurfacing the footpath. The Council accepts it is now maintaining the land. |  |
| **LM-0478** | **Volunteers Day(s) in 2022**  It was agreed that there isn’t time to organise any large events this year. A litter pick around the village would be enough. Rather than try to organise this in several locations it was suggested there is a stall outside the Memorial Hall advertising where people can help out on Parish Council managed land around the village, and then action parties can be sent out in different directions. This will be advertised on the notice boards, website, and Facebook.  Wednesday 1st June was suggested as a suitable date. It is at the start of Volunteers week, and is just before the Platinum Jubilee weekend. |  |
| **LM-0479** | **Committee Matters**  **Park Run**  The parkrun track was muddy but it has now dried out, concrete like. Digging of the pond has started but the impact won’t be known until later in the year.  The brambles near the overflow car park have grown into the park causing cars to park nearer and nearer to the parkrun track. Cutting these back was requested. The Deputy Clerk will request this is added to the Unpaid Work Team’s list.\*  A review of the purpose of the whole park is needed going forward with a review of the Management Plan. Various options and costs need to be looked at alongside what is allowed by the landowner and planning permission. Uneven parts of the track can and are being filled and keeping the travellator wide will help. The Deputy Clerk will check with the grass contractor how wide they currently cut the path to see if it needs further widening.\*  Further work on the travellator will be deferred until further in the year once the current mitigations, cutting back of the excess vegetation and the pond, have been assessed. The Deputy Clerk will cost the other works suggested in the parkrun report submitted in January in order that, should further mitigations be necessary, the information is already prepared.\*  **Public Participation**  No further public participation. | \*DClerk  \*DClerk  \*DClerk |
| **LM-0480** | **Allotments**  The Committee approved the amended Waiting List Policy submitted by the Deputy Clerk.  The Deputy Clerk was asked to check the lease and planning permission to see if keeping chickens is permitted.\* If allowed the tenancy rules will be reviewed to ensure permission is requested from the Council and BAA.  **Public Participation**  No further public participation.. | \*DClerk |
| **LM-0481** | **Cemetery**  The Committee discussed a request from Brundall Bolts to take over the football training slot, Saturday mornings, from LB Coaching. LB Coaching had been contacted to check they wished to vacate but they confirmed they wished to continue with the agreement as it is.  The Committee did not feel LB Coaching could or should be asked to leave as there have been no issues and they had not indicated to the Council they were leaving. Therefore Brundall Bolts will be informed they may have a different time and/or day to undertake their football training.  **Public Participation**  No further public participation. |  |
| **LM-0482** | **Cremer’s Meadow**  There has been no progress on the bridge between Cremer’s and Marty’s Marsh. Blofield are still working on the quotes received. Cllr Buckley will request and update.\*  Raising the level of the waterfall has impacted the flow of water round a large trunk sitting proud of the riverbank. Cllr Buckley will get a few quotes and advice on whether it needs work to prevent bank erosion.\*  The Tree Warden requested being allowed to purchase tags for all the trees so that they can be logged for future reference. This was **approved**, at a cost of £56.95.  The purchase of 2 or 3 trugs to assist in the moving and removal of waste, at a maximum cost of £30, was **approved**.  Councillors had been informed of a safety warning put on the barn door. It is around 40 years old and has no safety stop mechanism. Quotes for a new door will be sought.  **Approval** was given for closing the whole site whilst the pond works are going on. The Clerk is chasing the contractor for a start date.  **Public Participation**  No public participation. | \*Cllr Buckley  \*Cllr Buckley |
| **LM-0483** | **Countryside Park**  The Deputy Clerk proposed asking Harry Stebbing Workshop for a quote to produce the artwork. This was accepted by the Committee.\*  A Friends of the Countryside Park management group will meet to discuss the Management Plan, review of and how to use it. This will be led by Cllr Britt and include, but not be limited to, Tim Strudwick, Sarah Sloan, Richard Farley and Rob Aram. The Deputy Clerk will set up a meeting.\*  Cllr Savory suggested running a small online survey of Park users to canvas views on use and future direction. This can be advertised on the noticeboard.  The reed screen quote was for the wrong dimensions. The Deputy Clerk will request a revised quote.\*  The Tree Warden requested plaques for the Jubilee Trees, one for each end. Broadland will be advertising a Jubilee Tree Trail and this would help Brundall be included. The Deputy Clerk will find designs and costs.\*  The report on the orchard, submitted by the Tree Warden, was discussed. **Approval** was given to purchase new and replacement trees, at a cost of £600 for the Council.  **Public Participation**  No further comments received. | \*DClerk  \*DClerk  \*DClerk  \*DClerk |
| **LM-0484** | **Smaller Areas (bus stops, play areas)**  The Committee considered a quote for the repair of the zipwire sliding mechanism of £499.10 plus labour. This was approved. |  |
| **LM-0485** | **Low Farm Wood**  The Committee **approved** the cost of a directional finger post of £58. |  |
| **LM-0486** | **Church Fen**  The Committee retrospectively **approved** the repair of the boardwalk at a cost of £530. |  |
| **LM-0487** | **Finance**  **Budgetary Update**  The LM draft income and expenditure for the year to 31st March 2022 had been circulated to Councillors (see below) and was noted. The final figures will be presented once the accounts have been approved.  The purchase of park litter bins for the Memorial Hall and Cemetery, at a cost of £140.34 each, was **approved**.  The purchase of a small lidded wall bin for the bus shelter opposite Links Avenue, at a costs of £120.95, was **approved**.  **Approval** was given for the purchase of 5 more dip tanks for the allotments at a cost of £131.99 each. |  |
| **LM-0488** | **Clerk’s Correspondence**  None received. |  |
| **LM-0489** | **Items for the next Agenda**  Husbandry of chickens at the allotments  Countryside Park information sign  Friends of Countryside Park  Volunteer Day 2022  Screening for bins at the Countryside Park  Pathways at the Countryside Park  Cremer’s/Marty’s Marsh bridge  Terms of reference |  |
| **LM-0490** | **Date for the next meeting of the Land Management Committee**  19th May 2022  The meeting finished at 21:00. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |

LAND MANAGEMENT ACCOUNTS 2021/22

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  | | No Parking signs | 57.00 |
| Wood chipper fuel | 42.99 |  |  | |  |  |
| Barrington Memorial root | 35.00 |  |  | |  |  |
| Repair of loose slabs | 85.00 |  |  | | **Total** | 1,242.14 |
| Wood chipper fuel | 56.45 |  |  | |  |  |
| Pick up your dog mess signs | 225.60 |  | Income | | Woodland grant | (159.53) |
| Wood chipper hire | 197.00 |  |  | |  |  |
| Dog bin posts | 88.50 |  |  | | **Deficit / (Surplus)** | **1,082.61** |
| Wood chipper hire | 109.01 |  |  | |  |  |
| Wood chipper fuel | 76.16 |  | **Cemetery** | |  |  |
| Wood & stakes for dog signs | 42.45 |  |  | |  |  |
| Fuel for chainsaws | 40.00 |  |  | | Water | 52.07 |
|  |  |  |  | | bench fixings | 25.11 |
|  | 1,323.53 |  |  | | removal of barbed wire | 100.00 |
|  |  |  |  | | latch for Lych gate | 45.00 |
|  |  |  |  | | padlock | 5.42 |
| **Church Fen** |  |  |  | |  |  |
|  |  |  |  | |  | 227.60 |
| Maintenance | 132.30 |  |  | |  |  |
|  |  |  | Cemetery Income | | | (5,434.00) |
|  | 132.30 |  |  |  | |  |
|  |  |  |  | **Brundall Parish Allotments** | | |
| **Play Equipment** |  |  | Expenditure | rent | | 787.50 |
| Annual inspection | 180.00 |  |  | grass | |  |
|  |  |  |  | water | | 185.00 |
|  | 180.00 |  |  | equipment | | 725.14 |
|  |  |  |  | repairs | | 24.00 |
|  |  |  |  | sundries | | 37.49 |
| Total | 2,946.04 |  |  | cesspit | |  |
| Cremer's | 396.24 |  |  | **Total** | | 1,759.13 |
| **Land Management Spending** | **3,342.28** |  |  |  | |  |
| Budget | 8,580.00 |  | Income | rent | | (2,235.33) |
| % of budget | 39% |  |  |  | |  |
|  |  |  |  | **Deficit / (Surplus)** | | **(476.20)** |
|  |  |  |  | Clerk's costs (approx) | | 500.00 |
|  |  |  |  |  | | 23.80 |
|  |  |  |  |  | |  |
| 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 |  | |  |
| Church Fen boardwalk repair |  |  | 530.00 |  | |  |
| Countryside park bench maintenance | |  | 250.00 |  | |  |
|  |  |  | 2,630.00 |  | |  |

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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) |  |  |  |
| machete | 69.40 |  | 69.40 |  |  |  |
| wheelbarrow | 58.00 |  |  | 58.00 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total | 378.31 |  | (116.40) | 98.47 | - | 396.24 |
|  |  |  |  |  |  |  |
| Balances remaining |  |  | 122.23 | 156.09 | 200.00 |  |

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| **Brundall Parish Allotments** | | |  |  |  |
| Expenditure | Rent | 787.50 |  | Equipment |  |
|  | Grass |  |  | dip tank | 96.44 |
|  | Water | 185.00 |  | dip tanks | 628.70 |
|  | equipment | 725.14 |  |  |  |
|  | Repairs | 24.00 |  |  | 725.14 |
|  | Sundries | 37.49 |  |  |  |
|  | cesspit |  |  | Repairs |  |
|  | **Total** | 1,759.13 |  | chippings for entrance | 24.00 |
|  |  |  |  |  |  |
| Income | rent | (2,235.33) |  |  | 24.00 |
|  |  |  |  |  |  |
|  | **Deficit / (Surplus)** | **(476.20)** |  |  |  |
|  | Clerk's costs (approx) | 500.00 |  |  |  |
|  |  | 23.80 |  | Sundries |  |
|  |  |  |  | Padlocks | 37.49 |
|  |  |  |  |  |  |
|  |  |  |  |  | 37.49 |
|  |  |  |  |  |  |
| EMR as at 1.4.21 | |  | 8,368.51 |  |  |
| Add: income |  | 2,235.33 |  |  |  |
| Less: expenditure | | (1,759.13) |  |  |  |
|  |  |  |  |  |  |
| EMR Current Balance | |  | 8,844.71 |  |  |