# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 19th May 2022 at 19:00 in the Memorial Hall Lounge

|  |  |  |
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| **Present:** Cllr Graham Abbott (Chairman), Cllr Gill Buckley, Cllr Lawrence Britt  Deputy Parish Clerk: C Dickson  Member(s) of Land Management groups: Sarah Sloan, Stuart Harper, Tim Strudwick | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman advised the safety procedures for the room.  The meeting is recorded for minute taking purposes. |  |
| **LM-0491** | **Apologies for Absence**  Cllr Mike Savory (work)  Rob Aram  Richard Farley |  |
| **LM-0492** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **LM-0493** | **Minutes of the Meeting 14th April 2022**  The minutes were **approved** as accurate and were signed by Cllr Abbott as Chairman of the meeting. |  |
| **LM-0494** | **Matters Arising**  **LM-0479** – CP overflow car park brambles – completed  **LM-0479** – grass cutting width of travellator – 3.5m  **LM-0479** – Countryside Park path costs – on Deputy Clerk’s to do list  **LM-0480** – CP lease conditions re keeping chickens – maximum 5 chickens per plot  **LM-0482** – Marty’s Marsh/Cremer’s bridge update – on agenda  **LM-0482** – tree trunk at Cremer’s – Cllr Buckley met with the Tree Warden and decided that there was no good reason to get rid of it as it provides wildlife habitat. Other mitigations will be considered to deal with the bank erosion.  **LM-0483** – CP notice board – a quote has been requested  **LM-0483** – Friends of Countryside Park group – on agenda  **LM-0483** – reed screen revised quote – on agenda  **LM-0483** – Jubilee tree plaques – on agenda |  |
| **LM-0495** | **Chairman’s Report**  With the current spell of good warm weather summer does seem to have arrived early. As I walk round our various sites it makes me realise just how much we have going on, and how much also we have to look after. Each site is looking very good, and that is thanks to the many unsung volunteers who put in so much hard work. On behalf of the Committee I would like to thank each and every one of them.  Good to see that work is in progress on the sluice at Cremer’s Meadow. Low Farm Wood is continuing to attract more visitors. The Countryside Park is looking good.  There is a long waiting list for the Allotments, and that is a testament to its success. The last trees planted at the Cemetery are growing well and quickly and are starting to look very good.  All in all everyone involved in these projects and sites should be feeling proud.  We have slightly amended the meeting format. We will first acknowledge the Land Group reports and then discuss at the specific matters the groups have raised. We hope this will engender a more specific and helpful discussion for the groups and Committee, with better outcomes as a result. |  |
| **LM-0496** | **General Public Participation**  None. |  |
| **LM-0497** | **Volunteers Day(s) in 2022**  Last month’s plan to have a litter pick and stall directing people to areas they can visit has not been progressed. A campaign on Social Media was suggested detailing the areas for volunteering round the village with commentary from the Land Groups about what they do. One per day during Volunteering Week. DClerk to co-ordinate w. Clerk.\*  A stand at the Lion’s Fete to promote the volunteering would be more productive. | \*DClerk/Clerk |
| **LM-0498** | **Allotments**  The Committee received and noted the Allotment Association report (attached).  The Deputy Clerk has drafted a Livestock Policy but not in time for consideration at this meeting. Deferred to the meeting in July.  A request was made to make sure Parkrunners close the gate while they are using the toilet. The duck on the allotment was getting very agitated that the area was not secure. Most parkrun participants do not leave the gate open. |  |
| **LM-0499** | **Cemetery**  LB Coaching are using the spare Cemetery field on Saturday mornings. Brundall Bolts made a request to use the field on Wednesdays. This was approved by the Clerk, Deputy Clerk and Cllr Abbott in between meetings.  Any disagreement between the two groups has been resolved, although it was reported that some of the parents are not happy as there is less of a provision for the older children to play matches and some have joined clubs in Acle and Blofield instead. |  |
| **LM-0500** | **Cremer’s Meadow**  The Committee received and noted the Friends of Cremer’s report (attached).   1. The barn door has been inspected and greased, however in the process it was deemed unsafe to use as there is no safety break or spring. The Clerk will be asked for a copy of the safety ticket for the details of the problem and the DClerk will check the legislation.\*   2 more quotes will also be sought as the one received was from the company that inspected the door.\*   1. Donations for the Cut and Clear Day are discussed in Finance – LM-0506.   Cllr Buckley will review the Risk Assessment and submit it to the next meeting.\*  There is still no update from the bridge working party. No meetings have been arranged and there has been no information from Blofield. It will be raised at the next Blofield Parish Council meeting. Their Deputy Clerk has now taken on the co-ordinating role and is contacting the Environment Agency. Cllr Buckley and the Deputy Clerk will request an update meeting.\* | \*Clerk / DClerk  \*DClerk  \*Cllr Buckley  \*DClerk / Cllr Buckley |
| **LM-0501** | **Countryside Park**  Cllr Britt had circulated a summary of the Friends of the Countryside Park meeting that took place on the 11th May. It will be called the Countryside Park Group. Tim Strudwick has the lead role and specialist knowledge. There will be 8 members of the management group: Tim Strudwick, Richard Farley, Cllr Abbott, Cllr Britt, John McMillan, Sarah Sloan, Rob Aram, and Stuart Harper. These are representatives of the stakeholders. The first actions are to create Terms of Reference and devise a Management Plan. The next meeting is on the 22nd June.  The Wildlife Group is separate to this and is currently working out its role and impact on the current Land Groups. It is also drafting its Terms of Reference. It is likely to view itself as a consultative group on all Management Plans.  The Deputy Clerk has asked Harry Stebbing Workshop for a quote to produce the artwork and 2 6 x A4 panel notice boards either side. This will be forwarded for consideration at the next meeting.  The Risk Assessment will be considered by the Countryside Park Group.\* The visibility of and for vehicles exiting the site was discussed. The Deputy Clerk will ask Highways if a Concealed Entrance sign can be erected.\* It is the responsibility of the land owner/tenant to maintain the visibility splay of the entrance. The DClerk will check if it is on the grass contractor schedule.\* The kerb either side of the entrance is quite raised and makes turning in a bit sudden.  The Committee discussed the lack of wheelchair entrance. A long term aim for the Park should be wheelchair accessibility, including the widening of the pavement just before the pedestrian entrance.  Maintenance of the paths was considered. Tim Strudwick suggested a layer of sand on top of the lower path should help with drainage. This would not work on the travelator because of the slope. 20 tonnes of sand, ideally without any clay, spread out across the middle of the path, 4ft wide but not rollered, would allow footfall to spread it out and firm it in. The DClerk will action in the autumn.\* Binding path gravel may work for the travelator, with a limestone basis, to semi-bind the surface. The sand will be laid and assessed in January/February. If it is successful it will be used on other problem areas.  The purchase of two plaques for the Jubilee Trees, one for each end, was **approved**. The Broadland Tree Warden Network will supply them.  The Committee approved erecting a fence around the new pond. A quote will be obtained for the next meeting.\*  The following work was suggested for the Unpaid Work Team:   * Strimming along the Church Fen boardwalk * Cutting back of the Countryside Park overflow car park brambles * Strimming of the entrance to the Countryside Park * Tree removal at the side of the travelator – willows and sycamores to be removed, oaks to remain or if necessary thin out | \*CPG  \*DClerk  \*DClerk  \*DClerk  \*DClerk |
| **LM-0502** | **Parkrun**  The Committee received and noted the parkrun report (attached).   1. The grass contractor cuts to 3.5m. They will be asked to cut further in the autumn to be ready for winter 2. The drainage pond is not finished to the original drawing. The UPWT offered to dig a shallow gully to fill with gravel. This was not deemed necessary yet – assessment of the impact to be made before any adjustments. However the UPWT will be asked to profile the pond to make the sides shallower. 3. Thinning of the brambles on the overflow car park will be put to the UPWT.   Stuart Harper will forward his Risk Assessment for parkrun.\* | \*SH |
| **LM-00503** | **Smaller Areas (bus stops, play areas)**  The Risk Assessments were deferred to the next meeting. |  |
| **LM-00504** | **Tree Management**  The Committee received and noted the Low Farm Wood Management report for May (attached).  The wood chipper will be arriving again on Tuesday. Help with moving it would be appreciated. |  |
| **LM-0505** | **Church Fen**  The Committee received and noted the Church Fen Inspection report for May (attached).   1. A request for a safety sign at the entrance, to read “Exposed Tree Roots on Paths Please Take Care” was **approved**. Two will be purchased.\* 2. A brushcut of the northern path and entrance area was considered. Bure Valley Conservation will be asked if they have availability\* 3. The inspection highlighted that some areas of wire netting on the boardwalk need repairing. This has already been requested of the handyman/maintenance contractor. | \*DClerk  \*DClerk/Cllr Buckley |
| **LM-0506** | **Finance**  **Budgetary Update**  The LM income and expenditure for the year to 31st March 2022 had been circulated to Committee memebers (see below) and was noted. There were no changes to the draft figures.  LM income and expenditure for the current year had also been circulated to Committee members (see below) and was noted.  The purchase of dog waste signs was not approved. DClerk will check if any remain from the previous bulk buy.\*  Retrospective tree works at Church Fen, revised amount £120, was **approved**.  The costs of the reed screen enclosure at the Countryside Park does not change if a 4ft high panel is provided instead of 6ft high. 6ft wide panels are the same price regardless of height. The quote of £680 was **approved**.  The labour charge for the repair of the zipwire was not reduced if the Cantilever Swing was not repaired at the same time. Retrospective **approval** was given for the Clerk and DClerk’s decision to have both repaired at the same time, at a quoted cost of £1,372.34.  Donations to BADCOG and Bure Valley Conservation for their help with Cremer’s Cut and Clear Day in September were **approved** in principle. Donation amounts to be confirmed. | \*DClerk |
| **LM-0507** | **Clerk’s Correspondence**  None received. |  |
| **LM-0508** | **Items for the next Agenda**  Husbandry of chickens at the allotments Pathways at the Countryside Park  Countryside Park information sign Friends of Countryside Park  Tree works at Cremer’s Cremer’s barn door  Risk assessments Terms of reference  Pond fence Allotment fence  Cremer’s/Marty’s Marsh bridge Cremer’s Cut and Clear Day donations |  |
| **LM-0509** | **Date for the next meeting(s) of the Land Management Committee**  14th July 2022  1st September (changed from 22nd September) 2022  17th November 2022  12th January 2023  16th March 2023  The meeting finished at 20:49. |  |
| 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 |  |  | barbed wire removal | 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 |  |  |

**LAND MANAGEMENT ACCOUNTS 2022/23 to date**

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| --- | --- | --- | --- | --- |
| Land Management Expenses |  |  | **Cemetery** |  |
|  |  |  |  |  |
| tags for trees | 60.90 |  |  |  |
| Tree Warden training | 150.00 |  |  |  |
|  |  |  |  | - |
|  | 210.90 |  |  |  |
|  |  |  | Cemetery Income | (2,739.00) |
| **Countryside Park** |  |  |  |  |
| Expenditure |  |  |  |  |
| rent | 458.19 |  | Total | 1,154.28 |
| pond line marker | 13.50 |  | Cremer's | 18.05 |
|  |  |  | **Land Management Spending** | **1,172.33** |
|  | 471.69 |  | Budget | 9,730.00 |
| Income |  |  | % of budget | 12% |
| Woodland grant |  |  |  |  |
|  |  |  | **Brundall Parish Allotments** |  |
| **Deficit / (Surplus)** | **471.69** |  | Expenditure |  |
|  |  |  | rent | 327.28 |
|  |  |  | grass |  |
|  |  |  | water | - |
|  |  |  | equipment | - |
| **Church Fen** |  |  | repairs | - |
|  |  |  | sundries | - |
|  |  |  | cesspit |  |
|  |  |  | **Total** | 327.28 |
|  | - |  |  |  |
|  |  |  | Income |  |
| **Play Equipment** |  |  | rent | 2.00 |
|  |  |  |  |  |
|  |  |  | **Deficit / (Surplus)** | **329.28** |
|  |  |  | Clerk's costs (approx) | 500.00 |
|  | - |  |  | 829.28 |
|  |  |  |  |  |
| To note: Allotments are now not included in the LM budget and capital expenditure is accounted for separately | | | | |
|  |  |  |  |  |
| **Capital/Reserves Expenditure:** |  |  |  |  |
| Cemetery grave infil | cemetery reserve | | 1,100.00 | provision made 2020/21 |
|  |  |  |  |  |
|  |  |  | 1,100.00 |  |

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| **Cremer's Meadow 2022-23 Expenditure and Income** | | | | |  |  |
|  |  |  |  |  |  |  |
|  | **Total** |  | **NWT Grant** | **Cables Donation** | **Donation Other** | **Precept Expenditure** |
| Balance b/f |  |  | 122.23 | 156.09 | 200.00 |  |
|  |  |  |  |  |  |  |
| two forks | 47.49 |  | 47.49 |  |  |  |
| drainage rates | 18.05 |  |  |  |  | 18.05 |
| donation received | (25.00) |  |  |  | (25.00) |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total | 40.54 |  | 47.49 | 0.00 | (25.00) | 18.05 |
|  |  |  |  |  |  |  |
| Balances remaining |  |  | 74.74 | 156.09 | 225.00 |  |

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| **Brundall Parish Allotments** | | | |  |
|  |  | |  |  |
|  |  | |  |  |
| Expenditure | rent | | 327.28 |  |
|  | grass | |  |  |
|  | water | |  |  |
|  | equipment | | |  |
|  | repairs | |  |  |
|  | sundries | |  |  |
|  | cesspit | |  |  |
|  | **Total** | | 327.28 |  |
|  |  | |  |  |
| Income | rent | | (5.00) |  |
|  |  | |  |  |
|  | **Deficit / (Surplus)** | | **322.28** |  |
|  | Clerk's costs (approx) | | 500.00 |  |
|  |  | | 822.28 |  |
|  |  | |  |  |
| EMR as at 1.4.21 | | |  | 8,844.71 |
| Add: income | |  | 5.00 |  |
| Less: expenditure | | | (327.28) |  |
|  |  | |  |  |
| EMR Current Balance | | |  | 8,522.43 |
|  |  | |  |  |