# Brundall Parish Council

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

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| **Present:**  **Chairman**: Cllr K Wilkins  Cllr G Abbott, Cllr A Bonham, Cllr L Britt, Cllr P Gabillia, Cllr J Mickelburgh, Cllr M Savory, Cllr R Tungate, Cllr C Whitehouse,  **Parish Clerk(s)**: C Dickson  9 members of the public | | | |
|  | *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. |  |
| **2022-0111** | **Apologies for Absence**  Cllr G Buckley, Cllr J Warne, Cllr J Warns. Noted. The Clerk, S Smyth. |  |
| **2022-0112** | **Declarations of Interests of items on the agenda**  None received. |  |
| **2022-0113** | **Minutes of the Previous Meeting**  It was **resolved**, with one abstention, to approve the Minutes of the extra Ordinary Parish Council meeting held on 27th June 2022.  The minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2022-0114** | **Actions from the Minutes (Not on the Agenda)**  **2022-0101** – requesting the football clubs not parking in the cemetery car park – complete  **2022-0103** – thank you to the Friends of Cremer’s Meadow – complete  **2022-0106** – SAM2 calibration – overhanging trees may have caused the problem as there were no issues this month. |  |
| **2022-0115** | **Public Participation**  CCllr Proctor gave a Norfolk County Council update: £60m shortfall for 2023/24. A lot of that is driven by inflation, demographic pressures, and wage pressures. There is also lack of clarity at the moment regarding government funding.  Norwich Western Link: the road project went to Cabinet on the 4th July & was considered by the Council last week. The project costs have gone up to £251m but there will be a revised bid to Government for 85% of those costs. The local transport plan (LTP4) has been passed, setting out the Council’s transport policy for future years.  3rd year of Social Infrastructure Fund: £1m of capital going into community projects across the county. £225k is going to the Nourishing Norfolk project supporting community supermarkets. The fund is for community projects, details are on the website, but it is usually oversubscribed.  Each County Councillor has a Highways fund, £10k for local Highways & environment projects. Some has already been used but funds still available for small projects in parish.  Postwick P&R: the 4 sites that are open are only operating at 35-40% pre Covid numbers. They were designed to be self financing but aren’t at present, NCC is contributing £500k to keep them operating. The Department of Health lease for Postwick ends on the 2nd August so it would be available to reopen, but historically Postwick always had lower numbers than other sites in normal times and projections indicate it would be unlikely to reach even 25% capacity. The contract for all the P&Rs expires Sept 2023 with the new tender process starting in March/April. It is right to have P&R, and Norwich prominent in having them but if it isn’t possible to have an operator without subsidies then it defeats the object of having a self financing P&R. Projected use of the P&R is 50% by April when it needs to be 75% to break even, therefore at the moment Postwick is unlikely to reopen. A taxibus service for Postwick residents is still available and will not stop. People are still working from home and it is as easy to drive into Norwich and park even if that costs a bit more. The pattern needs to change for Postwick P&R to be viable. A Christmas opening is a possibility but would mean taking buses from the other P&Rs. NCC owns the Postwick P&R land, CCllr Proctor said NCC might consider ringfencing the funds for other transport/green projects if the land was sold.  DCllr Lamming read out her and DCllr Davis’s report (see attached). DCllr Davis sent his apologies.  The Tree Warden queried a meeting arranged with the Wildlife and Biodiversity Group for a walk round at the Countryside Park. The Terms of Reference of the WBG have not yet been agreed. The Council will be looking at how it fits into the committee structure. The meeting will be postponed until ToR for both the WBG and Countryside Park Group have been submitted for consideration.  Brundall Bolts gave a presentation and update on their progress. Broom Boats are their main sponsor. They currently have 40 players with teams for under 8’s, 9’s, and two 10’s. Their aspirations for the 2022/23 season are affiliation to the FA, increasing the number of coaches, an all girls team to compete in an all girls league, and 7 teams. By 2025/26 they hope to have 13 teams, including 2 girls teams. They are very excited about the building of the Sports Hub and see it as an integral part of the community. They asked for free usage of the facility at set times suitable for the membership of Brundall Bolts. The operator of the facility has not yet been appointed.  CCllr Proctor was asked if funding from NCC could be used for temporary floodlights for the current football training. Eligibility criteria are on the website. |  |
| **2022-0116** | **Chairman’s Report**  Nothing to add this month to anything already on the agenda. |  |
| **2022-0117** | **Committee Report**  **Sports Hub – given by Cllr Wilkins**  Progress is being made but the same issues are causing delay.  Phase 1: waiting for 1 final planning condition to be discharged, to do with drainage, hopefully this week. The build can’t start until the condition is signed off. If it is delayed we may need to ask our District Councillors for help as this has gone on far too long. The contractors are ready to go with a September start most likely. There is an issue with power cables, UK Power Networks have exceeded their lead time to do the work. However the contractors can start their build before UKPN have finished. Documents for the Norfolk Homes footpath from Yarmouth Road round to Cucumber lane will be signed tonight.  Phase 2: we are working with a professional adviser, Stephen Brown from REAL Consulting, who has reviewed the plans received so far. They are to the required standard with a few minor amendments needed before going to tender. Once the drawings are finalised we will be proceeding to tender. The lead time from when the plans are ready will be about 2 weeks to tender.  Once we know the timeline for the phase 2 build and have appointed the constructor we will know if we need a temporary changing facility. We need the two phases talking to each other with regular updates from both contractors.  Sustainability is also being considered with investigations underway into solar panels on the roof and asking the Phase 1 contractor to lay ducts in preparation for electric vehicle charging points in the car park.  **Village Green and Country Park projects – given by Cllr Gabillia**  The presentation for the Memorial Hall is complete.  A Zoom meeting was held with Blofield on the 7th July. They are pretty concerned that Nutrient Neutrality means the CIO could be liable for fines if contaminated water enters the waterway system via our land even if it originated off our land. There is work to do on assessing this risk.  We are trying to arrange a 1:1 meeting with Hopkins Homes but haven’t managed to find a suitable date yet. We will then feed back to Blofield.  **Brundall Memorial Hall**  The AGM was held in May. Jan Barrington was elected Chair. The finances are good. Work is ongoing towards changing to a CIO.  **Land Management Committee – given by Cllr Savory**  Key points from the meeting on 14/07/2022:  Cllr Abbot was re-elected as Chairman, and Cllr Tungate was elected as Vice-Chairman.  The committee has been reviewing the Terms of Reference and these were finalised to be submitted to Advisory & Scrutiny Committee before coming back to full Council.  Allotments  Letters of appreciation were received from recent departing allotment holders showing the appreciation of local residents for this important facility.  There were some concerns over recent shed break-ins so the Allotment Association have taken advice from the Police on how to secure the site better, including possibly higher gates, motion sensor lights, and secure storage facilities. The Association will cost these measures up for the committee to consider.  Cemetery  The committee discussed the feedback received at the last full Council meeting. Several options were considered, including signs, communicating with the football club and McDonalds, and potentially a hedge along one side of the graves.  Cremer’s Meadow  A break-in at the barn was discussed, an insurance claim is underway for the stolen tools.  The replacement door is now on order but not yet delivered.  Volunteers  Concerns were raised over the challenges of finding volunteers to help with ongoing projects. The setting up of a general volunteers group was discussed and will be further explored at the next meeting.  Countryside Park  There is currently a dog poo problem causing issues for users, including parkrun. Cllr Savory is working on a video for social media to highlight the issue.  The design for a new notice board has been agreed but due to the cost it was agreed to bring the final decision to full Council.  A post and rail fence for the new drainage pond was approved.  Low Farm Wood  Holding an Open Day in the Spring was discussed to celebrate the fantastic facility for the village.  Insurance for chainsaw usage was talked about. The Broadland Tree Warden Network was asked to halt all chainsaw work until it can be investigated further.  The Management Plan for Low Farm Wood, signed by the Council, states that insurance cover is the responsibility of the Council. The works undertaken by the Broadland Tree Warden Network involves the use of chainsaws. The insurance company was contacted but they will only insure volunteers using hand tools. The insurer is happy with the use of wood chippers as instructions on use are given by the hirer. The use of other powered tools by volunteers on behalf of the Council is not currently covered by the insurance. The Clerks will investigate whether it is possible to get insurance cover for chainsaw use.\* | \*Clerks |
| **2022-0118** | **Planning**  The Council considered the following applications:  **Planning Appeal** Land to rear of Riverdale, Strumpshaw Rd APPK2610/W/22/3297222 – Development of land with one dwelling (Outline). The Council **approved** reiterating the comments already submitted.  **20221059** - Description: First floor side extension. Location: 44 Strumpshaw Road, Brundall, NR13 5PG Application Type: Householder. The Council resolved **no objections**.  **20220970** - Description: Two storey side extension & internal alterations Location: Spindleberry House, Blakes Lane, Brundall, NR13 5JN Application Type: Householder. The Council resolved **no objections**.  The application for 5 houses at 15 Highfield Avenue, 20220108, has been refused on several grounds, including the scale of the development, unacceptable development of the area, and no satisfactory mitigation for protected habitats. It was an officer decision. |  |
| **2022-0119** | **Road Safety in Brundall – Cllr Savory**  The SAM2 data was circulated to Councillors before the meeting. It was located on Postwick Lane with traffic movements up 50%, and the average speed was also up, along with the number of vehicles travelling over 35mph. The stats need to be passed on to the Police as this is the problem speeding area at the moment. However, Cucumber Lane was shut at the beginning of the period. 2 vehicles were caught travelling at 65mph, 3 vehicles were recorded going between 55-60mph. Postwick Lane has a narrow footpath towards the Countryside Park, crossing over to Low Farm Wood, and the Countryside Park entrance. Traffic measures along Postwick Lane need to be considered in the overall traffic safety scheme for the village.  The speed sensor is now on The Street opposite The Dales to help record more data for the zebra crossing.  The 20mph sign just after the Finch Way roundabout has been reported as it is obscured by the hedge. Highways will be taking action.  There is no Road Safety team update. The Clerk has started pulling together information for the Safer Journey to School plan with a view to getting some funding for it. |  |
| **2022-0120** | **Postwick Park and Ride**  DCllr Laming: it would be a disaster local bus services if the Park & Ride is not reopened. We need to be promoting active travel and this is going in completely the wrong direction. Postwick have a taxibus service, which has been reasonably well used but that means there is still a lack of a bus service for residents from the Broads area and Yarmouth. Contact has been made with the local MP and Konnectbus. . Konnectbus were asked, if the P&R was not viable, would they put in an alternative service a city-bus park-P&R-Brundall and return, and they said they would consider it. But at the time there was no decision on the P&R. NCC has just agreed its transport plan, LTP4, which does not promote active travel to the degree it needs to, the focus appears to be on road building.  There has been no publicity on the current position or future of the P&R service and no clarification of the short term use  In the NCC Norfolk Infrastructure Plan there is a rail stop for the Broadland Business Park but this is not yet expected.  The Council **approved** questioning the County Council on clarification of the short term use of the site, requesting a more sustainable bus service for Brundall and surrounding area, and a facility East of Norwich for users to access a sustainable public transport into Norwich. |  |
| **2022-0121** | **Finance**  Bills for payment for July 2022– £7,986.44 (see below). The payments were unanimously **approved** by the Council.  The Council noted and ratified that Cllr Britt had confirmed the June 2022 payments.  The first quarter bank reconciliation for 2022/23 had been circulated to Councillors. It was **approved** by the Council.  The Annual vs Budget report for the first quarter 2022/23 was noted.  The Land Management Committee recommended the purchase of a new notice board for the Countryside Park, incorporating two notice display sections and a central map with bespoke artwork. The total cost would be £3,450. This was **approved** by a majority vote. |  |
| **2022-0122** | **Clerk’s Correspondence**  None received. |  |
| **2022-0123** | **Items for the Next Agenda**  Dog waste bins  Chainsaw insurance – to be considered by the Land Management Committee  Safe journey to school  Park and Ride |  |
| **2022-0124** | **Date, time, and venue of next Parish Council Meeting**  22nd August 2022 at 7pm at the St Laurence Centre. The meeting finished at 20:53. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

**2022-0121**

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| **PAYMENTS FOR July 2022** |  |  |  |
|  | Net | Net | Gross |
| Parish clerk costs | £5,440.95 | £0.00 | £5,440.95 |
| Office expense | £238.02 | £28.86 | £266.88 |
| Telephone | £30.95 | £6.19 | £37.14 |
| Room Hire | £284.00 | £0.00 | £284.00 |
| Training | £55.00 | £0.00 | £55.00 |
| Grass cutting monthly contract | £633.17 | £126.63 | £759.80 |
| Street Lighting | £284.12 | £52.71 | £336.83 |
| Handyman and cleaning | £592.00 | £0.00 | £592.00 |
| Cemetery | £14.36 | £0.00 | £14.36 |
| Allotments | £199.48 | £0.00 | £199.48 |
|  |  |  |  |
| **Total expenditure** | **£7,772.05** | **£214.39** | **£7,986.44** |
|  |  |  |  |
| **RECEIPTS FOR July 2022** |  |  |  |
| Precept |  |  |  |
| Cemetery | £82.50 |  |  |
| Allotments | £5.00 |  |  |
| VAT | £835.05 |  |  |
| Interest | £9.49 |  |  |
|  |  |  |  |
| **Total Income** | **£932.04** |  |  |
| HSBC Current A/C as at 23/7/22 | £62,336.46 |  |  |
| HSBC Deposit A/C as at 23/7/22 | £165,028.82 |  |  |
| Unity Bank A/C as at 23/7/22 | £49,220.39 |  |  |
| Transfers to/from Deposit A/C from/to Current A/c | £0.00 |  |  |
| Transfers to/from BDC Parish Deposit | £0.00 |  |  |
| Transfers to/from Unity Bank | £20,000.00 |  |  |

**2022-0115**

**District Councillor Report for Brundall Parish Council Meeting – 25 July 2022**

A review of the council’s empty homes policy is being carried out. BDC has the lowest rate of empty homes in the county. In 2021 the approximate figure of empty homes was 254 (varies during the year) out of a total number of 59,784 dwellings. This is a reduction from previous years.

Cllr Davis asked Network Rail to attend a PC meeting to discuss Level Crossing safety in Cantley. Network Rail have been unable to send a representative, but they have offered to meet on site on the 26th July.

The completion of the purchase of the Horizon Building on Broadland Business Park to accommodate the ONE Team is expected in the next couple of weeks. The project has been named “Beyond the Horizon.”

In July BDC engaged in a Peer Review with the Local Government Association to help look at its focus for the future. A small team of experts came to observe and engage with the work the council does and will provide a report and recommendations.

The discretionary element of the Energy Rebate Scheme for residents is now available. Money is provided in partnership with the Warm Homes Team and the Benefits service and is to provide top-up payments to residents on low incomes who are struggling with their household energy bills. Residents can email: [financialsupport@southnorfolkandbroadland.gov.uk](mailto:financialsupport@southnorfolkandbroadland.gov.uk)

Residents are being invited to have their say on the services provided by BDC by joining a customer panel to engage with the council and provide feedback on its services. Panel members will be invited to take part in at least 3 online surveys a year and may be invited to take part in further research.

The Tots2Teens Club at BDC has been running for 30 years. Bookings for the Summer Holiday are now open for children 5 and upwards who live or go to school in Broadland.

A “30 Things” summer family challenge has been set up. Challenges are all free or low cost. The scheme will run until 5 September and those who complete the challenge will be awarded a badge and certificate. Challenge sheets are being distributed through schools.

The Community at Heart Awards are open now in Broadland to reward groups in the community. Nominations close on 12th September.

A Town and Parish Council Forum was held online on 13/7/22. The main points from this were:

BDC is appointing a Pride in Place Officer to improve engagement between parish and town councils and the district council.

A new LGA Model Code of Conduct template has been released with guidelines. BDC is looking to adopt the new code with amendments in time for the May 2023 elections. Parish and town councils will be consulted on the proposed code.

A new protocol will be developed around Civility in Public Life. This covers the general treatment of councillors in their role.

So far 89 people from Ukraine have arrived in Broadland and 166 in South Norfolk. Accommodation checks are carried out before housing is offered and a welfare visit is conducted within 2 days. Help is given with working on skills and offers of employment. BDC is looking at long term provision of accommodation. Community Information sessions being run in Aylsham and Diss.

BDC Community Connectors spend approximately half their time in GP surgeries and are able to pick up issues and help address these to improve people’s lives. They also take referrals from other organisations including parish and town councils.

A review was given on the Community Infrastructure Fund available to parish and town councils to help areas to develop and address the impacts of growth. More CIF officers will be appointed in the Economic Growth team to assist with delivery of the fund.

BDC has launched this year’s Enhancement Award for new projects on existing buildings which show exceptional design. The closing date for entries is 15 August 2022.

A consultation is to be launched on the BDC website asking for views on a proposed table of fares to fix rates for distance, time and other charges for hackney carriages only. This will end on 16/9/22.

*(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 24/7/22)*