# Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 27th June 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. |  |
| **2022-0097** | **Apologies for Absence**  Cllr A Bonham. Noted. |  |
| **2022-0098** | **Declarations of Interests of items on the agenda**  None received. |  |
| **2022-0099** | **Minutes of the Previous Meeting**  It was unanimously **resolved** to approve the Minutes of the Parish Council meeting held on 23rd May 2022.  It was **resolved**, with five abstentions, to approve the Minutes of the extra Ordinary Parish Council meeting held on 20th June 2022.  The minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2022-0100** | **Actions from the Minutes (Not on the Agenda)**  **2022-0077** – a breakdown of the increase in costs of the zebra crossing – on the agenda |  |
| **2022-0101** | **Public Participation**  DCllr Lamming read out her and DCllr Davis’s report (see attached).  The Tree Warden thanked the Council for the article written about him during Volunteers Week.  Howard Constantine introduced himself as one of the 4 Broads Authority Rangers responsible for Brundall’s stretch of the River Yare. He has been corresponding with the Clerk regarding swimmers at Church Fen. Regular patrols are undertaken as well as moorings inspections, which generally include a litter pick on the quay heading and tidy up, including strimming. Recently there has been a lot of litter, including clothing, and swimming. We talk to the swimmers, we can’t make them get out but give them safety information. Wild swimmers, those who regularly swim in open water, are usually well equipped and experienced, but the recreational swimmers are less experienced, less visible, and usually much less prepared.  A member of the public pointed out that there is a by-law against swimming in the river and that it should be enforced.  A member of the public spoke about the Cemetery. They visit their daughter’s grave most days and reported that there are a lot of weeds in the flower beds. Since work at the Berryfields development started the pedestrian access to the football pitch has been closed and the car park is full and blocked on Wednesday and Thursday evenings. Children walk through the cemetery to the playing field and begin their training whilst walking through, kicking balls and riding bicycles. The bins are sometimes overflowing with McDonalds rubbish. People also walk their dogs through the Cemetery to take them to the field despite the no dogs rule.  Land Management will discuss the weeding of the paths and possibly bark chipping the flower beds. As part of the Berryfields development a footpath will be constructed along Yarmouth Road around into Cucumber Lane which will create a safe route round to McDonalds, and hopefully take a lot of the pedestrians away from the Cemetery.  The Clerks will ask the football training clubs to request parents park elsewhere or walk to the training sessions, and to respect the reverence of the cemetery.\* | \*Clerks |
| **2022-0102** | **Chairman’s Report**  Nothing to add this month to anything already on the agenda. |  |
| **2022-0103** | **Committee Report**  **Sports Hub – given by Cllr Wilkins**  We are waiting for UK Power Networks to move the cables and the power from one transformer to another, which is expected imminently. Once completed the contractors can move on site and begin the build.  A specialist advisor, REAL Consulting, to help with the tender and build for the pavilion and changing rooms was appointed at the extra meeting on the 20th June. They will be reviewing the drawings and preparing the tender documents.  **Village Green and Country Park projects – given by Cllr Gabillia**  Cllrs Gabillia, Savory and Whitehouse are putting together a slide deck of the current sports provision in the village and pulling out all the parameters of the S106 agreement to share with the Memorial Hall in July.  The Blofield Parish Council Country Park survey is now closed. They had 168 respondents. Pulling the data together will give us a consolidated view of residents opinions from both Parishes.  Cllrs Gabillia and Savory have also reviewed a draft CIO constitution with reference to one BDC helped set up at Queens Hills. There is a meeting with Blofield next week to discuss updates.  After that the sub-group will arrange a meeting with Hopkins to chase up any outstanding actions and share any points we wish to discuss regarding the Village Green and footpath between the Memorial Hall and Golf Links Road.  **Brundall Memorial Hall**  No report received.  **Land Management Committee – given by Cllr Abbott**  Key points from our meeting on 19/05/2022:  In all areas we are looking to maintain and improve our sites wherever possible.  Reports were received from the various groups that contribute to the LM Committee.  Cremer’s Meadow  A ‘Do Not Use’ safety notice was put on the barn roller door by our service engineer from Cooks Blinds. Although 2 further quotes have been requested, no quotes have been received. Due to the length of time, and urgency for the work to be carried out it has been agreed to proceed with the replacement from Cooks. Since our meeting the barn has been broken into and many expensive tools stolen. It may be necessary to make an insurance claim.  The sluice work has now been completed and that should make the maintenance of the pond easier and safer too. It looks a very good job.  No update on the bridge between Cremer’s and Marty’s Marsh. Blofield PC will be contacted to request an update.  Countryside Park  A Countryside Park Group of stakeholders has been formed to identify areas where the park may need maintenance or improvement and recommend those to Land Management committee.  Plaques for the line of jubilee trees were approved and have now been installed in suitable locations to all park users.  The paths used by parkrun were discussed again and Tim Strudwick recommended laying sand on the lowest southern path to assist drainage. The deputy clerk will action this in the autumn. Volunteers should be able to lay it out in January/February.  Quotes for an information sign for the proposed new notice board will be sourced from Harry Stebbings workshop.  Church Fen  Work was identified for the unpaid work unit [now not going ahead as completed by the Tree Warden]. Safety information signs have been ordered and put up, warning of the exposed tree roots.  Low Farm Wood  Chipping of the trimmed branches continues for a week or so. Most work can now be done with hand tools.  The work continues to improve the appearance and accessibility of the wood. Many more walkers visiting the wood are very complimentary.  The accounts for LM were circulated. The meeting finished at 20.49 hours.  Cllr Warns asked the Clerks to write to the Friends of Cremer’s Meadow to thank them for all their work.\*  Cllr Buckley commented that the Friends will be very disappointed with the thefts. Some of the tools taken were ones purchased very recently with a grant from the Norfolk Wildlife Trust. Unfortunately it is the nature of an open space that can’t be guarded at night. A good look at security is needed however.  Cremer’s Orchid Day counted 3,500 orchids. It was predicted to be a very wet day so it was not well attended, but everyone who came enjoyed themselves.  **Recreation and Wellbeing Committee – given by Cllr Savory**  The election of Cllr Savory as Chairman of the Committee was unanimously **approved**.  Thanks were given to Cllr Britt for his work, effort and commitment as Chairman. He has passed on lots of ongoing projects  The meeting was attended by the Head of the school who gave an update, including the consultation of a Federation with St William’s Way. It finished on the 14th June and an announcement was made last week that it will proceed in September. The school is keen to engage with the Council and has asked for copies of minutes.  YVC update: it is possible a new rector may be appointed sooner than expected.  There was a large discussion about environmental issues. The Wildlife and Biodiversity Group has started to put together their Terms of Reference, concerns were raised about the remit of the group and some of the discussions that have already taken place. The air quality figures have started to be shared with the Committee but they have not yet been calibrated for distance from roads etc, so don’t mean much yet. EV charging points were also talked about and potential locations. It was also asked if there would be any at the Sports Hub.  The Committee was asked if the Council is serious about environmental issues then would it not be sensible to set up a committee specifically to look at environmental issues for all Council projects.  Cycleways were discussed as well. Cllr Warns commented that cycling access to the Cemetery is not especially good at the moment and asked if that could be added into the plans. | \*Clerks |
| **2022-0104** | **Consultations**  The Clerk précis’d the following consultation documents for the meeting:   * Draft Broads Plan 2022-27 * The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond * The White Heron – Licensing Application (Former Yare public house)   The Council did not wish to add any comments, apart from supporting the licence application for The White Heron. |  |
| **2022-0105** | **Planning**  The Council considered the following application:  **20201504 -** Description: Creation of atrium extension to west of existing St Lawrence Church to link with the existing St Lawrence Centre. Creation of additional parking provision and external works to support the scheme including new vehicular access. Alterations to existing St Lawrence Church to suit proposed extension **Location**: St Laurence Church, Church Lane, Brundall, NR13 5NA. The Council **resolved** the following comments and objections:   * The Council has no objection to the Atrium but would like more information on how the Church will deal with the 3 graves that need to be moved/removed. * A more extensive Arboricultural Impact Assessment (AIA) must be provided to detail plans for minimizing the impact of the building works on the environment, trees and tree route systems. * The amended plans for the entry/exit route and parking were noted, as this supports the objective of minimal impact on Church Lane residents and other users of the lane. Church Lane is an unadopted road and therefore reference to “existing parking” is not in the gift of the applicant to claim. * If the “existing parking” is to be acknowledged then additional information should be provided on how Church Lane will be managed and maintained during and after the building works, and what repairs will be undertaken after and as ongoing measures due to the increase in traffic created by the provision of additional parking at the church. * Further information is requested on how and where the applicant intends to replace the dead and removed trees (applications 20220993 and 20201504). |  |
| **2022-0106** | **Road Safety in Brundall – Cllr Savory**  We believe there may be a problem with the SAM2 device as it appears to be doubling the data.  It was located on Cucumber Lane and recorded 7 vehicles travelling over 60mph. The overall data was similar to the last time it was positioned there, in January. However the top speeds are quicker.  The stats will be sent to the Police for their information. It is possible to ask for further enforcement.  Speeds over 35mph are mostly at weekends, evenings or early morning, and non-compliance with the 30mph speed limit is 3-4%. Vehicles travelling over 35mph are averaging 38.6mph.  Recalibrating the sensor will be investigated.\*  Cllr Savory and the Clerk met with CCllr Andrew Proctor on the 21st June to talk about the current projected costs of pedestrian crossing, which has ridden to £120,000, well out of our price bracket. CCllr Proctor said price rises are happening across the board at the moment and asked if any funding from the Village Green could be used towards the crossing. But he was told the village survey gave a very clear vision of what residents wanted for the land and the Council is budgeting accordingly.  We discussed why the crossing is key to other objectives of the Council to provide a safer journey to school. If the two ideas are combined together as a project it may well be large enough to access additional funding. He was quite positive that if the Council is able to show some of the funding already allocated and he could pledge some money also, and if the Council was willing to fund part of the cycleway alongside the Village Green, then we would hopefully be in a strong position to for a couple of potential funding options.  CCllr Proctor was keen to help us achieve what could be a fantastic legacy project for the Council. He suggested we do a bit of work to merge the 2 separate projects into one plan, and he could then help us with relevant funding streams. The project could provide a cycle path from Brigham Close across to Westfield Mission. The Clerk will obtain updated costs cycle paths and Cllr Savory will put together a plan to bring back to Council. It was a very positive meeting. | \*Clerk |
| **2022-0107** | **Finance**  Bills for payment for June 2022– £18,383.29 (see below). The payments were unanimously **approved** by the Council.  The Council noted and ratified that Cllr Britt had confirmed the May 2022 payments.  The Internal Audit report had been circulated to all Councillors. There were no issues to report.  The Annual Governance Statement of the Annual Return was read to and unanimously **agreed** by the Council. It was signed by the Clerk and Chairman of the meeting, Cllr Wilkins.  The Accounting Statements of the Annual Return were unanimously **agreed** by the Council. They were signed by the RFO and Chairman of the meeting, Cllr Wilkins.  A request for a contribution towards the maintenance of Church Lane was reviewed. Highways have confirmed they do not own the lane. The Church was also approached by the residents but no decision received. The quote provided for the renovation works is dated April 2021. The request is outside the eligibility of both the Grants and Donations policies, which state applications can only come from a charity, voluntary, or community organisation, and it would set a precedent for the other unadopted roads in the village. Therefore a proposal to reject the donation request for any contribution as it does not meet the policy criteria was unanimously **approved**. Exploration of a footpath along Church Lane for access to Church Fen was suggested. |  |
| **2022-0108** | **Clerk’s Correspondence**  None received. |  |
| **2022-0109** | **Items for the Next Agenda**  Park and Ride  Terms of Reference for the Environmental Information sub-group |  |
| **2022-0110** | **Date, time, and venue of next Parish Council Meeting**  25th July 2022 at 7pm at the St Laurence Centre. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

**2022-0107**

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| **PAYMENTS SUMMARY** |  |  |  |
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| **PAYMENTS FOR June 2022** |  |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £5,470.96 | £0.00 | £5,470.96 |
| Office expense | £250.29 | £16.84 | £267.13 |
| Telephone | £30.95 | £6.19 | £37.14 |
| Room Hire | £147.00 | £0.00 | £147.00 |
| Annual Fees | £87.50 | £0.00 | £87.50 |
| Grass cutting monthly contract | £633.17 | £126.63 | £759.80 |
| Street Lighting | £276.59 | £51.33 | £327.92 |
| Handyman and cleaning | £500.00 | £0.00 | £500.00 |
| Repairs and Renewals | £2,112.34 | £286.47 | £2,398.81 |
| Cremer’s | £6,500.00 | £1,300.00 | £7,800.00 |
| Church Fen | £20.85 | £4.17 | £25.02 |
| Trees | £143.77 | £13.44 | £157.21 |
| Grants / Donations | £250.00 | £0.00 | £250.00 |
| IT | £129.00 | £25.80 | £154.80 |
|  |  |  |  |
| **Total expenditure** | **£16,552.42** | **£1,830.87** | **£18,383.29** |
|  |  |  |  |
| **RECEIPTS FOR June 2022** |  |  |  |
| Cemetery | £418.00 |  |  |
| Allotments | £5.00 |  |  |
| S106 | £60,000.00 |  |  |
| Interest | £0.00 |  |  |
|  |  |  |  |
| **Total Income** | **£60,423.00** |  |  |
| HSBC Current A/C as at 24/6/22 | £88,545.22 |  |  |
| HSBC Deposit A/C as at 24/6/22 | £165,019.23 |  |  |
| Unity Bank A/C as at 24/6/22 | £40,500.00 |  |  |
| 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 | £0.00 |  |  |

**2022-0101**

**District Councillor Report for Brundall Parish Council Meeting – 27 June 2022**

On 25 May Cllr Davis had a meeting on site with Anglian Water (4 x managers/supervisors) and the RSPB Manager, Tim Strudwick, to discuss the ongoing problem of unconsented sewage discharges in Cantley onto the RSPB reserve. Initial work on the manholes has been insufficient and further work is now planned to increase capacity in the sewer system and improve early warning systems to be able to respond sooner when there is a potential blockage. Work is likely to take place in mid-Summer. Discussions have taken place re the possibility of planting a hedge on RSPB land to screen the sewage works.

The BDC Environmental Strategy is to be revised and updated. Additions will include the management of Broadland Country Park to actively preserve/restore peat, policies to promote pollinators and to only use pesticide and herbicide where there is no viable alternative, a Rewild Broadland project, tree planting projects, and measures to create a decarbonisation plan.

The weekly electrical, battery and textile collection service has already been popular and is reducing the amount of these items entering general household waste bins. A coffee pod collection service is being explored which would be via a joint working arrangement with other councils.

The next Town and Parish Council Forum is to be held online on 13/7/22.

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

The Broadland Food Innovation Centre at the Food Enterprise Park in Honingham Thorpe is nearly completed and businesses are applying for units. The site will open at the end of September.

Jubilee Trails are being produced to celebrate the Platinum Jubilee and will available for families to use from June onwards. Prizes will be available for families to win if they complete a trail before October half term.

Cllr Laming has written to Konectbus, NCC Highways and Cllr Proctor to ask for more information on the reinstatement of the Postwick Park and Ride service. Konectbus replied to say that unfortunately the demand for the service is below that which would be needed to make it financially viable, but the situation is being monitored by both NCC and Konectbus and when the level of demand rises, the service will be reinstated. Cllr Laming suggested introducing a standard bus service to serve the business parks, Postwick and possibly Brundall if the P and R is not reinstated and received a reply to say that this is something that could be considered.

The Broadland Economic Growth Strategic plan for 2022-2027 is being drafted. Its aim is to support economic growth and look at possible future investment. There are 4 priorities: growth and investment, quality locations and infrastructure, skills and lifelong learning and enterprise. The plan document states that the strategy is underpinned by the principles of clean and inclusive growth.

Plans are being drawn up to release a proportion of the Shared Prosperity Fund which has been allocated to BDC as part of the government’s levelling up agenda.

A Business Builder scheme aimed at supporting new businesses is under consideration, and would be funded from the BDC portion of the Norfolk Strategic Grant Fund.

Updated information on street cleaning has gone out to all parish and town councils. The district has been split into high, medium and low intensity areas. High/Medium intensity areas are inspected every 3 weeks as a minimum and Low intensity areas are inspected every 9 weeks. Areas will be graded A, B, C or D with A being no litter and C and D being significant litter. Litter and dog bins on Council owned land will be emptied when capacity reaches 90%. Fly tips will be collected within 1 working day of being reported. Veolia are working with Emmaus Norfolk & Waveney to reuse items collected as part of the Bulky Waste service.

Veolia are creating a Broadland Environment Fund that will provide £10,000/year to fund community projects in the district.  Projects will need to demonstrate a positive impact on the environment. More details on how to apply for funding will be available shortly. Veolia will work with the Council to set up Parish Champions groups to carry out litter picks in the district, supporting them with equipment such as litter pickers, hi-vis vests, sacks and organising collection of waste.

*(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 22/6/22)*