# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 17th November 2022 at 19:00 in the Memorial Hall

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| **Present:** Cllr Graham Abbott (Chairman), Cllr Gill Buckley, Cllr Lawrence Britt, Cllr Mike Savory, Cllr Robin Tungate  Deputy Parish Clerk: C Dickson  Member(s) of Land Management groups: Rob Aram, Stuart Harper, Richard Farley | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman thanked everyone for attending and advised the safety procedures for the room. The meeting is recorded for minute taking purposes. |  |
| **LM-0560** | **Apologies for Absence**  Sarah Sloan (work) |  |
| **LM-0561** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received |  |
| **LM-0562** | **Minutes of the Meetings held on 1st September and 14th October 2022**  The minutes of the meeting held on the 1st September 2022 were **approved**, with one abstention,as accurate and were signed by Cllr Abbot as Chairman of the meeting.  The minutes of the meeting held on the 17th October 2022 were unanimously **approved** as accurate and were signed by Cllr Abbot as Chairman of the meeting. |  |
| **LM-0563** | **Matters Arising**  LM-0558 – allotment gates – Rob Aram progressed and is on the agenda for further discussion.  LM-0524 – Social Media post re dog fouling – on agenda.  LM-0539 – forwarding defib info to the BAA – complete  LM-0542 – ordering sand for the Countryside Park paths – complete  LM-0542 – bike stands for the Countryside Park – the Deputy Clerk sent an inquiry to the Mens Shed but has not yet had a response. To be chased up.\*  LM-0544 – rubbish in the Rectory bus stop – reported but nothing there when the Handyman had a look  LM-0544 – employment costs of a in house handyman – ongoing  LM-0546 – dogs on lead signs at Cremer’s – ongoing  LM-0548 – frequency of meetings – on the agenda  LM-0549 – Rotaweb inspection and repair costs – the inspection has been completed but the report has not yet been received. On the agenda. | \*DClerk |
| **LM-0564** | **Chairman’s Report**  The tarmac path along the old A47 has been completed by the developers and walking along it you can see the progress made on the 3G pitch, which is beginning to look very impressive.  I popped down to Low Farm Wood on Tuesday and was amazed to see how much progress has been made by the Broadland Tree Warden Network. They’ve now created a path all the way along the top of the ‘F’!  With the cost of living hitting us all we must strive to obtain best value for every pound we spend.  A huge thank you to all volunteers, in any capacity, throughout the Council. They really do make a difference and, as things get tougher, those sites are going to be valuable for our mental wellbeing. |  |
| **LM-0565** | **General Public Participation**  None. |  |
| **LM-0566** | **Updates from other Council Committees**  Recreation and Wellbeing: the last meeting was on the 17th October and consisted mainly of updates from participating groups:   * The Sports Hub is coming along well and the next quarterly update will be published in December, talking about progress. * Yare Valley Churches – there is still no vicar. Interviews should have been held but the one applicant withdrew. * The Memorial Hall will be meeting to discuss future plans for the hall and will feed that back to the Village Green group * Village Green: waiting for reserved matters to be submitted by Hopkins Homes * We are still in conversation with Blofield about the Country Park joint venture * A new Environment Committee is holding its first meeting on the 22nd November. It will feed into Land Management and Recreation and Wellbeing, with the 3 committees working together on environment issues * Cycleways – this has now been combined with the pedestrian crossing project and will be called the Safer Journey to School project to enable cyclists to avoid The Street. |  |
| **LM-0567** | **Allotments**  The Committee received and noted the Allotment report (attached).  The hedge cutting was finished on Monday morning. Thanks were given to Richard Farley for his hedge cutting abilities. It took 4 people 5 mornings of about 3 hours to complete because it had been left to grow too tall. It may need two cuts per year from now on to keep the height manageable. Parkrun thanked the group for their work. It has made the paths feel safer and has let more light in, particularly on the travellator.  The Committee debated various additions to the gates. The following were **approved**:   * Both gates will have keypad locks on both sides * The pedestrian gate will have an automatic closing device but no drop bolt * The vehicle gate will have a drop bolt but no automatic closer * An upstand section of offcut prongs to be welded to the top of both gates   The Deputy Clerk will liaise with Rob Aram to go back to the supplier.\*  Discussion on a contribution towards a defibrillator was deferred as no costs had been received.  The Allotment Association had asked the Deputy Clerk if they could blank out the “Welcome To” that was on the sign on the entrance gate as, when the gate is left open, members of the public have wandered in to look around. It was felt that this wording gives the impression the site is open to the public, even if the sign also says “Allotment holders only”. The Deputy Clerk agreed and a new revised sign will be erected with the new gates. This was noted. | \*DClerk/R Aram |
| **LM-0568** | **Cemetery**  The Clerk contacted Brundall Bolts to ask them to ask their parents to park elsewhere, and remind participants not to play football on the cemetery grounds. They said they would and we have had no more complaints. Brundall Bolts are currently training in Postwick.  A request for a new 5ft memorial bench, to be located on the East side just south of the gateway to the spare field, was **approved**.  Repainting of the lychgate archway was considered a sound idea but the Deputy Clerk was asked to get a second quote for the work.\*  Brundall Bolts did ask for the remaining goal posts on the spare field to be removed, but this was refused as they are used by other people. Any change to location or removal will be considered at a later date once the Sports Hub is operational and the Village Green has been secured. | \*DClerk |
| **LM-0569** | **Cremer’s Meadow**  The Committee received and noted the Cremer’s report (attached).  In the recent rain unpleasant water overflowed into pond causing an oily sheen. The inflow was opened and everything is being flushed out.  A suggestion has been made that owl boxes be installed around various sites, but advice has been received that they shouldn’t be any on Cremer’s because there is too much water.  The insurance money has been received and we are now in the process of buying replacement equipment.  A quote for regular service & maintenance of the new barn door was discussed. The DClerk will query that if it is only used once a week does it need servicing every 6 months.\* | \*DClerk |
| **LM-0570** | **Countryside Park**  No report received.  Dog waste bag dispensers and a new location for the dog waste bin will be discussed by the Countryside Park Group.  Cllr Britt will set up another Countryside Park Group meeting.  It was agreed that the notice board would:   * Be open for community notices on the left hand side * Have glass windows not polycarbonate * Have vinyl lettering along the top with the wording: Brundall Parish Council * The artwork held in with beading to allow amendments in the future.   Richard Farley ordered the sand for the paths. Stuart Harper and helpers distributed it along the bottom path. It has gone down well and is disappearing, making the paths firmer. It has made a lot of difference.  The Tree Warden requested the Committee consider planting a hedge round orchard at a future date. It will look nice and protect the orchard a bit. £1,100 fruit trees have been ordered by the Broadland Tree Warden Network.  A complaint about the lock for the overhead barrier being difficult to open was discussed. There have been no other problems reported. The Countryside Park Group will look at providing slabs to stand on and a chain to help open/close.\* | \*CPG |
| **LM-0571** | **Parkrun**  The Committee received and noted the parkrun report (attached).  The Committee **approved** parkrun holding an additional meeting on New Year’s Day.  Richard Farley offered to widen the hedge for the pedestrian access to the Countryside Park from the car park. |  |
| **LM-0572** | **Smaller Areas (bus stops, play areas)**  The gate into the Meadow View play area is completely broken. Two quotes for repair were considered. The Committee approved Bruce’s Property Maintenance quote if he can do it within a week, otherwise Scott Mallett Maintenance will be approached.  The Tree Warden offered to plant some trees on the grass area around Meadow View play area. The Deputy Clerk will check who owns land.\* | \*DClerk |
| **LM-0573** | **Tree Management**  The Committee received and noted the Low Farm Wood report (attached).  The Committee **approved** the purchase of timber and bolts to construct 2 benches for Low Farm Wood. The total cost will be under £300.  An invoice from the Tree Warden for chainsaw works from 30th September to 30th November was **approved**.  The Low Farm Wood Open Day was discussed. April 8th, Easter Saturday, was agreed, with Saturday 15th April as a reserve date. |  |
| **LM-0574** | **Church Fen**  The Committee received and noted the Church Fen reports (attached).  The Committee were happy for the Tree Warden to remove the old tonne bags.  Quotes to replace rotten boards and chicken wire on the boardwalk were discussed. The Deputy Clerk was asked to clarify whether the quote from Bruce’s Property Maintenance included removal of the old planks.\* If acceptable the Council **approved**, with one vote against, accepting the quote.  The purchase of more planks for the boardwalk was **approved**. DClerk to liaise with Cllr Buckley and Rob Aram.\*  Cllr Abbott and the Tree Warden will co-ordinate to sweep the boardwalk. | \*DClerk  \*DClerk |
| **LM-0575** | **Volunteers and areas or tasks for volunteering**  No actions to discuss. Deferred to the next meeting. |  |
| **LM-0576** | **Frequency of Meetings**  The Deputy Clerk proposed the following meeting dates for 2023 to ensure meetings are held more frequently during busier periods of the year:  12th January  16th March  13th April  18th May  15th June  14th September  12th October  16th November  The meeting date in April was moved to the 20th and all dates were then **approved** by the Committee. |  |
| **LM-0577** | **Finance**  The budget update was circulated before the meeting (see below).  Repair or removal of the Rotaweb was discussed. Cllr Savory will seek quotes from other play equipment suppliers\*.  A quote to repaint the Lychgate at the Cemetery was considered (see LM-0568 above).  See LM-0573 for the chainsaw works invoice.  A donation of £250 for the tree works undertaken at Low Farm Wood and advice received by the Broadland Tree Warden Network was **approved**. | \*Cllr Savory |
| **LM-0578** | **Clerk’s Correspondence**  See item LM-0569 for response to an email about difficulty opening the overhead barrier at the Countryside Park.  Strumpshaw Parish Council have invited members of neighbouring Parish Councils to a meeting on the 26th November to discuss Buckenham Woods. Cllr Buckley and the Deputy Clerk are attending. |  |
| **LM-0579** | **Items for the next agenda**  Terms of Reference update |  |
| **LM-0580** | **Date for the next meeting(s) of the Land Management Committee**  12th January 2023  16th March 2023  The meeting finished at 21:19. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |

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| **Land Management Expenses** | **as at 8/11/22** | | **Countryside Park** | |  |
|  |  |  |  |  |  |
|  |  |  | Expenditure | rent | 1,009.44 |
| Tree Warden training | 150.00 |  |  | pond line marker | 13.50 |
| paint for toilet shed | 21.23 |  |  | pegs to mark orchard | 17.52 |
| Jubilee tree plaques | 63.82 |  |  | pond fence | 600.00 |
| wood chipper hire | 200.00 |  |  | sand for paths | 600.00 |
| chipper fuel & saw blades | 67.19 |  |  | tarpaulin to cover sand | 21.00 |
| green spray paint | 4.99 |  |  | angle iron for signs | 13.13 |
| fit new bins at MH & bus stop | 92.00 |  |  | cones to mark orchard | 9.99 |
| wood chipper hire | 180.00 |  |  | toilet supplies | 57.24 |
| handsaw blades | 49.51 |  |  |  |  |
| fuel for woodchipper | 66.99 |  |  |  |  |
| bulbs for Low Farm Wood | 62.92 |  |  | **Total** | 2,341.82 |
| warning tape for Rotaweb | 16.24 |  |  |  |  |
|  |  |  | **Play Equipment** | |  |
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|  |  |  |  |  |  |
|  | 974.89 |  |  |  |  |
|  |  |  |  |  | - |
| **Church Fen** |  |  |  |  |  |
|  |  |  | **Brundall Parish Allotments** | |  |
| tree root safety signs | 20.85 |  |  |  |  |
| tree works | 300.00 |  | Expenditure | rent | 721.03 |
| angle iron for signs | 13.14 |  |  | water | 708.00 |
| chicken wire | 162.46 |  |  | equipment | 615.27 |
| overhanging branch removal | 120.00 |  |  | repairs | - |
|  |  |  |  | sundries | 20.00 |
|  | 616.45 |  |  | cesspit |  |
|  |  |  |  | **Total** | 2,064.30 |
| **Cemetery** |  |  |  |  |  |
|  |  |  | Income | rent | (1,762.50) |
| dog bin post, latch, bench | 195.00 |  |  |  |  |
| water | 42.82 |  |  | **Deficit / (Surplus)** | **301.80** |
| green waste removal | 200.00 |  |  | Clerk's costs (approx) | 500.00 |
|  |  |  |  |  | 801.80 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Total |  | 4,370.98 |
|  |  |  | Cremer's |  | 409.21 |
|  | 437.82 |  | **Land Management Spending** | | **4,780.19** |
|  |  |  | Budget |  | 9,730.00 |
| Cemetery Income | (8,999.00) |  | % of budget |  | 49% |
|  |  |  |  |  |  |
| To note: Allotments are now not included in the LM budget and capital expenditure is accounted for separately (see below) | | | | | |
| **Capital/Reserves Expenditure:** |  |  |  |  |  |
| Cemetery grave infil | cemetery reserve | | 1,100.00 | provision made 2020/21 | |
| Cremer's barn door insp & repair | asset management | | 168.94 |  |  |
| lidded bin for bus shelter | asset management | | 120.95 |  |  |
| 2 hooded bins | asset management | | 399.00 |  |  |
| cableway & cantilever swing repairs | asset management | | 1,432.34 |  |  |
| Cremer's pond headwall | Cremer's reserve | | 2,500.00 | provision made 2020/21 | |
| Cremer's pond headwall | asset management | | 4,000.00 |  |  |
| Church Fen boardwalk repair | asset management | | 485.00 |  |  |
| Countryside Park bin screens | asset management | | 680.00 | Asset Mgmt reserve | 10,643.43 |
| Cremer's barn door replacement | asset management | | 2,690.00 | Cemetery reserve | 2,885.00 |
| paving to Shard & bench | cemetery reserve | | 1,395.00 | Cremer's reserve | 2,500.00 |
| Church Fen boardwalk planks | asset management | | 367.20 |  |  |
| Church Fen boardwalk repair | asset management | | 300.00 |  |  |
| Cemetery gates repair | asset management | | 390.00 |  |  |
|  |  |  | 16,028.43 |  |  |