# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 1st September 2022 at 19:00 in the Memorial Hall Lounge

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| **Present:** Cllr Graham Abbott (Chairman), Cllr Gill Buckley, Cllr Lawrence Britt Cllr Robin Tungate  Deputy Parish Clerk: C Dickson  Member(s) of Land Management groups: Rob Aram, Stuart Harper, Richard Farley, Sarah Sloan | | |
|  | *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-0532** | **Apologies for Absence**  Cllr Mike Savory (work) |  |
| **LM-0533** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  Cllrs Buckley and Britt – item 8a) allotment rents (pecuniary interest). |  |
| **LM-0534** | **Minutes of the Meeting 14th July 2022**  The minutes were **approved**, with one abstention,as accurate and were signed by Cllr Abbot as Chairman of the meeting. |  |
| **LM-0535** | **Matters Arising**  **LM-0521** – asking McDonalds to do a litter pick – they undertake them regularly  **LM-0522** – Cremer’s barn theft insurance claim – in progress  **LM-0524** – Social Media post re dog fouling – Cllr Savory is creating a video post. The Committee discussed moving the current dog bin as it is now somewhat hidden by the new bin screens. Several locations were discussed but it was agreed the Countryside Park Group would assess and suggest somewhere suitable.\*  **LM-0524** – defibrillator that doesn’t need an electricity supply – the Allotment Association is investigating and the DClerk will pass on her information  **LM-0526** – chainsaw insurance – ongoing, no success with insurance companies contacted so far but the tree warden has supplied a new number and the DClerk is waiting for a returned call. | \*CPG |
| **LM-0536** | **Chairman’s Report**  Good evening, a short report tonight.  I’m pleased to report that the ramp to the memorial bench and the shard’s has been completed by Abbey Paving. They have done a fantastic job, the area looks much better, and now visitors who are less able can walk to the bench and the shards. The contractor even used excess soil to level up the grassed area behind the bench and re-seeded it all.  The unpaid work unit have begun work at Church Fen to clear overgrowth and make the boardwalk more accessible.  Good to see the reed screening around the bins in the Countryside Park. That area looks much better and the new notice board will enhance the area even more.  As always, my thanks go to my fellow Land Management committee members and all the volunteers that give their time to the various groups. We continue to make good progress on managing, and improving the area’s of the village for which we are responsible. Keeping our village the pleasant place that it is to live in. |  |
| **LM-0537** | **General Public Participation**  It was reported that the undergrowth on the lime trees on Highfield Avenue had been trimmed, but not the oak tree outside number 13. The tree warden will investigate.\* | \*tree warden |
| **LM-0538** | **Updates from other Council Committees**  None received. |  |
| **LM-0539** | **Allotments**  The Committee received and noted the Allotment Association report (attached).  The original installer of the gate has been contacted to see if it is possible to modify the existing gate to raise the height of the posts to enable taller gates to be fitted. There would be mesh infill and no horizontal struts. They will supply an estimate to be discussed at the next meeting.  Thanks were given for the provision of the new dip tanks. They have all been installed and seem to be well used. Providing additional taps and more dip tanks on the east side of the site is the next project. Locations and costs are being investigated.  The tree warden and committee members have trimmed the hedge.  The BAA have been investigating having a defibrillator on the site. As there is no electricity supply this has limited the type of defib and box that can be considered. The DClerk will forward the information she has found.\*  Allotment rents for 2022/23 were discussed. Any amendment should have been approved and notified by June. The recommendation for no increase in rent for 2022/23 was **approved**. | \*DClerk |
| **LM-0540** | **Cemetery**  The green waste from the car park has been removed and the sleepers also.  The paved area leading from the car park entrance up to the bench and shard area has been finished. It is looking very good. Payment of the invoice received for the work was **approved**.  The end of a pipe has appeared on the spare cemetery field. This was a trip hazard. The tree warden very kindly sawed the top two inches off and filled in the hole.  The DClerk met the contractors for the Sports Hub who were talking to a UK Power Network representative. The transformer for the new Sports Hub is being moved to the one located in the SW corner of the spare field, right up against the fence of the cemetery itself. UKPN need access to that corner and suggested bringing their machinery into the cemetery through the spare field rather than cutting down the trees around the transformer but this would require taking two lower branches off trees next to the gate. The DClerk met with the tree warden and BTWN chairman and discussed the suggested plan. The trees in the corner are not of high value and therefore they proposed it would be better to cut them down than remove the lower branches of the other trees. This would also be easier for the UKPN machinery to access.  Location of a trench for the power cable was also discussed. The DClerk has informed both UKPN and the Sports Hub contractor of the preferred solution for both issues. |  |
| **LM-0541** | **Cremer’s Meadow**  The Committee received and noted the Friends of Cremer’s report (attached).  Refill dog waste bags have been provided.  Signs asking people to pick up after their dogs were discussed. Temporary laminated ones will be trialled on the entrance gates, focussing on the impact fouling has on wildlife. If these are successful then permanent signs will be considered.  The new sluice is working really well. A barrier/mesh is being considered to stop weed clogging it. The expected small cost may be covered by the Friends. |  |
| **LM-0542** | **Countryside Park**  No report received. Rob Aram and Tim Strudwick are working on items that arose from the Countryside Park Group meeting on the 17th August.  Cllr Britt summarised the meeting: widths and maintenance of the paths was discussed including specific areas of concern – unevenness around the allotment entrance, sand for the path by the railway, over hanging hedges on the eastern side. Some areas where the UPWT cuttings and trimmings have been left may need to be moved. The height of the hedging (this has now been cut). Picnic tables, Brundall Community Orchard, dog mess. The Group will agree the tasks that need to be done and turn them into an action plan.  The tree warden suggested using Gerald Nicholls for the sand and having them delivered in tonne bags. They could be temporarily stored where the orchard will be. \*  The installation of a bike stand for visitors to the park was discussed. The DClerk will look at options, including contacting Brundall Men’s Shed to see if they could help.\* | \*DClerk/TW  \*DClerk |
| **LM-0543** | **Parkrun**  The Committee received and noted the parkrun report (attached).  The new drainage pond in the SW corner still doesn’t have the drainage gully. The UPWT were asked to dig it but never did. Rob Aram is writing a list of jobs that could be done round the Countryside Park to see which can be undertaken by the UPWT, including the gully.  Otherwise all is going well and lots of people are turning up each week. Parkrun isn’t only about fitness but lots of participants volunteer as well, which helps mental wellbeing also.  The church pod is borrowed each week to provide refreshments. |  |
| **LM-0544** | **Smaller Areas (bus stops, play areas)**  The bin outside the Meadow View play area has been moved inside. The handyman complained that it was being used for dog waste as well which was making it very heavy and smelly in the summer.  Cllr Brit reported that rubbish has collected inside the bus stop outside the Rectory, and it is smelling. The DClerk was asked to request the handyman gives it a cleanout.\*  The employment of a handyman was discussed. With more land and facilities being taken on/considered, at what point would it be beneficial/cost effective to employ, even part time, an employee handyman/cleaner? The DClerk will start to put together current external costs and possible costs for bringing handyman and cleaning services inhouse.\* | \*DClerk  \*DClerk |
| **LM-0545** | **Tree Management**  The Committee received and noted the Low Farm Wood Management reports for August and September (attached).   1. A request for purchasing daffodil bulbs for Low Farm wood at an initial cost of £50 was considered and **approved**.   The BTWN have drafted a handout for the open day. They are very keen for people to visit and see their progress. Refreshments will be offered. Springtime would be best and the BTWN will organise. |  |
| **LM-0546** | **Church Fen**  The Committee received, noted, and thanked the Tree Warden for the Church Fen Inspection report for August (attached).   1. The boardwalk wire still needs some work. The UPWT will be brushing the moss off the surface. 2. The DClerk will cost 2 signs asking people to keep dogs on leads to protect the wildlife.\* This may not stop dogs off leads but will hopefully make people think.   The UPWT have been cutting back the brambles alongside the railway, and will be attending to the growth near the boardwalk. The Tree Warden and Cllr Abbott will visit the site on Saturday.  A request by the Tree Warden to be allowed to purchase an angle iron for posts for the signs at a cost of around £20 was **approved**. | \*DClerk |
| **LM-0547** | **Volunteers, Areas and Tasks for Volunteering**  Having a group of general volunteers for extra work around the village was discussed. For example Cremer’s Friends were asked if they could clear an area round the bench at the top of Highfield Avenue.  A Social Media post will be put out to call for volunteers to help with various tasks round the village.  The Tree Warden and Broadland Tree Warden Network are trying to get the school interested in trees. A wildlife area was created some years ago at the school but has been a bit neglected. The Head is keen and is very approachable. |  |
| **LM-0548** | **Frequency of Meetings**  Parkrun commented that they are the only user of the land at this committee, all other attendees are custodians, and suggested inviting a member of Brundall Bolts.  Due to the amount of work and decisions that need to be made in between meetings the DClerk was asked to put together a proposal for meeting more frequently, perhaps every 6 weeks between March and September.\* | \*DClerk |
| **LM-0549** | **Finance**  Budgetary Update – the LM income and expenditure for the current year to 26th August 2022 had been circulated to Committee members (see below) and was noted.  A quote for the repair of the Cemetery lychgate from Scott Mallett Maintenance was considered and **accepted**.  A quote for the replacement of the Rotaweb ropes was considered. The DClerk was asked to check if it is included in the plans for the Village Green, and also if Wicksteed can inspect it to let us know if it is unsafe in its current condition.\*  The handyman has requested 2 new dog waste bins – one in the spare cemetery field and the other near the Meadow View play area. The DClerk has asked BDC if these would be acceptable collection locations but has not had a response yet. The Tree Warden requested one for Low Farm Wood also. | \*DClerk |
| **LM-0550** | **Clerk’s Correspondence**  The Clerk received an email regarding trees being removed on the Coigncroft. This was not passed on to the Tree Warden immediately and unfortunately the trees had already been removed by the time it was. John Fleetwood has sent an email that has not yet been responded to. |  |
| **LM-0551** | **Items for the next Agenda**  Volunteers – standing item from now on  Quotes for replacing the Church Fen boardwalk chicken wire  Meeting frequency  2 additional bins in the spare cemetery field and the Meadow View play area.  Bike stands at the Countryside Park |  |
| **LM-0552** | **Date for the next meeting(s) of the Land Management Committee**  17th November 2022  12th January 2023  16th March 2023  The meeting finished at 21:04. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |

**LAND MANAGEMENT ACCOUNTS 2022/23 to 26/08/2022**

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| --- | --- | --- | --- | --- | --- |
| **Land Management Expenses** |  |  | **Countryside Park** | |  |
|  |  |  |  |  |  |
| tags for trees | 60.90 |  | Expenditure | rent | 458.19 |
| Tree Warden training | 150.00 |  |  | pond line marker | 13.50 |
| paint for toilet shed | 21.23 |  |  | bin screen | 680.00 |
| Jubilee tree plaques | 63.82 |  |  | pegs to mark out orchard | 17.52 |
| wood chipper hire | 200.00 |  |  |  |  |
| chipper fuel & saw blades | 67.19 |  |  |  |  |
| green spray paint | 4.99 |  |  | **Total** | 1,169.21 |
| fit new bins at MH & bus stop | 92.00 |  |  |  |  |
| wood chipper hire | 100.00 |  | Income | Woodland grant |  |
| handsaw blades | 49.51 |  |  |  |  |
| fuel for wood chipper | 66.99 |  |  | **Deficit / (Surplus)** | **1,169.21** |
|  |  |  |  |  |  |
|  |  |  | **Play Equipment** | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | 876.63 |  |  |  |  |
|  |  |  |  |  | - |
| **Church Fen** |  |  |  |  |  |
|  |  |  | **Brundall Parish Allotments** | |  |
| tree root safety signs | 20.00 |  |  |  |  |
|  |  |  | Expenditure | rent | 327.28 |
|  |  |  |  | water | 183.16 |
|  |  |  |  | equipment | 615.27 |
|  |  |  |  | repairs | - |
|  |  |  |  | sundries | 20.00 |
|  | 20.00 |  |  | cesspit |  |
|  |  |  |  | **Total** | 1,145.71 |
| **Cemetery** |  |  |  |  |  |
|  |  |  | Income | rent | (20.00) |
| dog bin post, latch, bench | 195.00 |  |  |  |  |
| water | 26.72 |  |  | **Deficit / (Surplus)** | **1,125.71** |
| green waste removal | 200.00 |  |  | Clerk's costs (approx) | 500.00 |
|  |  |  |  |  | 1,625.71 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Total |  | 2,487.56 |
|  |  |  | Cremer's |  | 155.81 |
|  | 421.72 |  | **Land Management Spending** | | **2,643.37** |
|  |  |  | Budget |  | 9,730.00 |
| Cemetery Income | (5,177.00) |  | % of budget |  | 27% |
|  |  |  |  |  |  |
| 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 |  |  |
| Cremer's barn door | asset management | | 2,690.00 |  |  |
|  |  |  | 12,896.23 |  |  |

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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) |  |
| trugs | 29.45 |  |  |  |  | 29.45 |
| BADCOG donation | 40.00 |  |  |  |  | 40.00 |
| notice board key replacements | 15.45 |  |  |  |  | 15.45 |
| socket ends for pond inflow | 24.54 |  |  |  |  | 24.54 |
| padlocks for pond sluice | 28.32 |  |  |  |  | 28.32 |
|  |  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |
| Total | 178.30 |  | 47.49 | 0.00 | (25.00) | 155.81 |
|  |  |  |  |  |  |  |
| Balances remaining |  |  | 74.74 | 156.09 | 225.00 |  |

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| **Brundall Parish Allotments** | | |  |  |  |  |
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|  |  |  |  |  |  |  |
| Expenditure | rent | 327.28 |  |  | Equipment |  |
|  | water | 183.16 |  |  | dip tanks | 549.96 |
|  | equipment | 615.27 |  |  | dip tank funnels & hoses | 65.31 |
|  | repairs |  |  |  |  |  |
|  | sundries | 20.00 |  |  |  |  |
|  | cesspit |  |  |  |  | 615.27 |
|  | **Total** | 1,145.71 |  |  |  |  |
|  |  |  |  |  | Repairs |  |
| Income | rent | (20.00) |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Deficit / (Surplus)** | **1,125.71** |  |  |  |  |
|  | Clerk's costs (approx) | 500.00 |  |  |  |  |
|  |  | 1,625.71 |  |  |  |  |
|  |  |  |  |  |  | - |
| EMR as at 1.4.21 | |  | 8,844.71 |  | Sundries |  |
| Add: income | | 20.00 |  |  | fuel for hedgetrimmer | 20.00 |
| Less: expenditure | | (1,145.71) |  |  |  |  |
|  |  |  |  |  |  |  |
| EMR Current Balance | |  | 7,719.00 |  |  | 20.00 |