# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 14th July 2022 at 19:15 in the Memorial Hall Lounge

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| **Present:** Cllr Mike Savory (Chairman), Cllr Gill Buckley, Cllr Lawrence Britt  Deputy Parish Clerk: C Dickson  Member(s) of Land Management groups: Rob Aram, Stuart Harper, Richard Farley | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman advised the safety procedures for the room.  The meeting is recorded for minute taking purposes. |  |
| **LM-0510** | **Election of a Chairman**  Cllr Graham Abbott was unanimously elected Chairman of the Committee |  |
| **LM-0511** | **Election of a Vice-Chairman**  Cllr Robin Tungate was unanimously elected Vice-Chairman of the Committee |  |
| **LM-0512** | **Election of a Chairman of the meeting**  Cllr Mike Savory was unanimously elected Chairman for the meeting |  |
| **LM-0513** | **Apologies for Absence**  Cllr Graham Abbott (holiday)  Cllr Robin Tungate (training)  Sarah Sloan (work) |  |
| **LM-0514** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received. |  |
| **LM-0515** | **Minutes of the Meeting 19th May 2022**  The minutes were **approved**, with one abstention,as accurate and were signed by Cllr Savory as Chairman of the meeting. |  |
| **LM-0516** | **Matters Arising**  **LM-0497** – Social Media Volunteers information – completed  **LM-0500** – Cremer’s barn door – resolved  **LM-0500** – Cremer’s Risk Assessment – circulated  **LM-0500** – Marty’s Marsh/Cremer’s bridge update – on agenda  **LM-0501** – concealed entrance sign for the CP – not yet complete  **LM-0501** – visibility splay – not yet complete  **LM-0502** – Parkrun Risk Assessment – circulated  **LM-0505** – safety signs for Church Fen – completed  **LM-0505** – Bure Valley Conservation – not needed, work completed by the Tree Warden |  |
| **LM-0517** | **Chairman’s Report**  No report received. |  |
| **LM-0518** | **General Public Participation**  None. |  |
| **LM-0519** | **Revised Terms of Reference for the Land Management Committee**  Two revisions were approved:   * To amend ‘Friends of the Countryside Park’ to ‘Countryside Park Group’ * To amend item 2 to ‘The Committee shall elect its Chairman and Vice-Chairman annually at the first meeting after the Annual Meeting of the Parish Council. Both positions must be held by Parish Councillors.’   The amended ToR will be submitted to the Advisory and Scrutiny Committee. |  |
| **LM-0520** | **Allotments**  The Committee received and noted the Allotment Association report (attached).  Letters from departing tenants were circulated to the committee. The names were redacted but the contents were a validation of the provision of the facility.  A draft Husbandry of Animals document was considered. Information on the structures allowed will be moved from the Livestock Registration Form to the HoA document. A heading will be inserted to explain the tenancy agreement information. The amended documents will be submitted to the Advisory and Scrutiny Committee.  Following a security review by Norfolk Police the entrance gate was identified as a weak link. Taller gates were advised, ideally 8ft. Several quotes were presented. A separate pedestrian entrance gate with larger vehicle gate combination was preferred. The committee had no objection to the idea in principle and further quotes will be sought to bring to the next meeting.  The height of the hedge was discussed. If it is allowed to grow any taller it will be difficult to cut and the CP path to the West of the allotment site will get overshadowed too much, particularly in winter. It was agreed the front hedge will be grown to 8ft to be in line with any new gates and the rest of the site be maintained at 6ft.  A request to dispose of any hedge trimmings on the western edge of the CP will be discussed by the Countryside Park Group. |  |
| **LM-0521** | **Cemetery**  The committee discussed a complaint received at the last full Council meeting. Details included litter, football training and cycling in/through the Cemetery, tidying hedges, and a request to make it a safe space for mourners.  The Tree Warden reported that he had weeded around the roses recently, and Cllr Abbot and the Deputy Clerk reported no litter visible when they had visited the site in the last week.  The football club has been asked to ask parents to not park in the car park for training.  A notice could be erected in the car park – Cemetery Car Park. Please leave space for mourners.  The Clerks will contact McDonalds to ask them to do a sweep around.\*  A picket fence or hedge alongside the graves was suggested, however this might interfere with the grave digger for future internments.  Feedback from complainant will be sought in a few weeks to see if they have seen any improvements. | \*Clerks |
| **LM-0522** | **Cremer’s Meadow**  The Committee received and noted the Friends of Cremer’s report (attached).  About £1,000’s worth of tools were stolen from the barn. The Police will be asked to do a site visit for security check/advice. The Clerks will investigate claiming on the insurance.\*  There will be some costs for the tree works but this won’t be until the Autumn.  A dearth of volunteers is starting to have an impact. Using Duke of Edinburgh participants from either Thorpe or Acle was suggested, or creating a general Brundall Green Volunteers group for all works on Council land. Volunteers will be a standing item on the agenda from now on.  There is still no update from the bridge working party. Another meeting was requested but Blofield have other priorities at the moment. They are waiting for a response from the Environment Agency and do not know how much the repairs to Marty’s Marsh’s culvert will be, therefore they do not know how much S106 GIF funding will be available, and therefore how much to apply for from BDC’s GIF pot. The project may need to be approached differently with an off the shelf bridge being purchased and a local firm contracted to install it on separate footings. The Committee were not in favour of a joint application for some of CCllr Proctor’s Ward Grant as there are other projects in the village in need of more urgent funding. As there is no update again this will be removed from the next agenda.  The barn door has been ordered but there is an 8 week delivery time. | \*Clerks |
| **LM-0523** | **Countryside Park**  No report received.  Tim Strudwick listed as lead for the Countryside Park Group was a follow on from his as lead of the Friends of the Countryside Park. Terms of Reference are being worked on and might result in a change of structure. Finding a date for the next meeting is underway.  The Countryside Park pathways will be a matter for discussion once the CPG has been properly formed, but the trial of sand along the south path in the Autumn will still be undertaken.  The CPG will discuss management ideas to bring to the Land Management Committee for approval. It will consider strategic and tactical things to be done. The meeting will take place at the allotments and will include a walk round to discuss the issues. |  |
| **LM-0524** | **Parkrun**  The Committee received and noted the parkrun report (attached).  Dog poo on the course is an increasing problem. Parkrun are picking up on a Friday afternoon and then again on a Saturday morning before everyone arrives. More signs are not the answer. A social media post will be promoted reminding land users that they should be picking up after their dogs and if the amount of dog mess does not reduce the Council will consider taking photos of offenders and reporting them to Broadland.\* Thanks were given to Stuart for picking up the dog mess ahead of every parkrun.  The parkrun Risk Assessment had been circulated and was noted.  Parkrun ties in very well with the Wellbeing aim of the Council. It helps both runners and volunteers.  Parkrun have a mobile defibrillator. The Deputy Clerk was asked to investigate defibrillators that do not need an electricity supply.\* | \*Clerks  \*DClerk |
| **LM-0525** | **Smaller Areas (bus stops, play areas)**  The Risk Assessments were noted.  Replacing the gate to the Meadow View play area was discussed. It was decided, in lieu of other current projects, to repair as much as possible at present as it may be possible to reuse the allotment gate. |  |
| **LM-0526** | **Tree Management**  The Committee received and noted the Low Farm Wood Management report for July (attached).   1. An Open Day to promote Low Farm Wood was approved by the Committee. It will be organised for the Spring. NCC Farms are aware of and appreciate the work being done.   The plan for the replanting of the orchard at the Countryside Park was circulated. 56 trees will be planted, 4m apart. Those current trees that can be saved will be moved to the allotments. A comment was made that it was a shame the trees that the school children planted will be removed, but the orchard has not been maintained and most trees are dying. SNBDC have showed a lot of interest in the work the Broadland Tree Warden Network are doing with the orchard and want to follow and document the progress.  Cllrs Buckley and Britt will help the Tree Warden water the Jubilee Trees.  Insurance for the use of chainsaws at Low Farm Wood was discussed. The Deputy Clerk was asked to investigate what the current insurance covers and if further cover, at what cost, could be obtained.\* Cover for the use of a wood chipper will also be queried.  The Committee would be interested in taking ownership of any of the open space land at the Pastures, particularly any way of creating a pedestrian link to LFW. | \*DClerk |
| **LM-0527** | **Church Fen**  The Committee received, noted, and thanked the Tree Warden for the Church Fen Inspection report for July (attached).  There are still a couple of areas of missing chicken wire on the boardwalk. They have been notified to the handyman.  Both sides of the boardwalk have been cleared and the warning signs are still in place.  **Approval** was given for the purchase of several lengths of wood to hold in stock for boardwalk repairs. They can be stored in Cremer’s barn. |  |
| **LM-0528** | **Finance**  Budgetary Update – the LM income and expenditure for the current year to 30th June 2022 had been circulated to Committee members (see below) and was noted.  A quote for a new Countryside Park notice board with map was considered. Only one quote was sought as most other notice boards in Brundall have been purchased the same supplier, which creates a cohesive look. Consideration was given to having one side of the notice board open for residents to post flyers for local events. This was agreed. The Committee unanimously **approved** accepting the quote, but, in line with the revised Terms of Reference, approval will be sought from the full Council due to the amount the notice board will cost.  Replacing the roller door of the barn at Cremer’s Meadow was **approved** on Health and Safety grounds.  Two quotes were considered for a post and rail fence round the new pond at the Countryside Park. The quote of £600 was **approved**.  Donations to BADCOG and Bure Valley Conservation Group for their help with Cremer’s Cut and Clear Day were **approved** at £40 and under £100 respectively. The specific BVCG amount to be confirmed. |  |
| **LM-0529** | **Clerk’s Correspondence**  None received. |  |
| **LM-0530** | **Items for the next Agenda**  Volunteers – standing item from now on  Quote for repair of the Cemetery gate  Meeting frequency  Low Farm Wood open day – to plan for  Bike stands at the Countryside Park |  |
| **LM-0531** | **Date for the next meeting(s) of the Land Management Committee**  1st September (changed from 22nd September) 2022  17th November 2022  12th January 2023  16th March 2023  The meeting finished at 21:29. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |

**LAND MANAGEMENT ACCOUNTS 2022/23 to 30/06/2022**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Land Management Expenses** |  |  | **Countryside Park** | |  |
|  |  |  |  |  |  |
| tags for trees | 60.90 |  | Expenditre | rent | 458.19 |
| Tree Warden training | 150.00 |  |  | pond line marker | 13.50 |
| paint for toilet shed | 21.23 |  |  |  |  |
| Jubilee tree plaques | 63.82 |  |  | **Total** | 471.69 |
| wood chipper hire | 200.00 |  |  |  |  |
| chipper fuel & saw blades | 67.19 |  | Income | Woodland grant |  |
| green spray paint | 4.99 |  |  |  |  |
|  |  |  |  | **Deficit / (Surplus)** | **471.69** |
|  | 568.13 |  |  |  |  |
|  |  |  | **Brundall Parish Allotments** | |  |
| **Church Fen** |  |  | Expenditure | rent | 327.28 |
|  |  |  |  | water | 23.68 |
| tree root safety signs | 20.00 |  |  | equipment | 615.27 |
|  |  |  |  | repairs | - |
|  | 20.00 |  |  | sundries | - |
|  |  |  |  | cesspit |  |
| **Cemetery** |  |  |  | **Total** | 966.23 |
|  |  |  |  |  |  |
| dog bin post, latch, bench | 195.00 |  | Income | rent | (10.00) |
| water | 12.36 |  |  |  |  |
|  |  |  |  | **Deficit / (Surplus)** | **956.23** |
|  | 207.36 |  |  | Clerk's costs (approx) | 500.00 |
|  |  |  |  |  | 1,456.23 |
| Cemetery Income | (3,664.50) |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Total |  | 1,267.18 |
| **Play Equipment** |  |  | Cremer's |  | 47.50 |
|  |  |  | **Land Management Spending** | | **1,314.68** |
|  |  |  | Budget |  | 9,730.00 |
|  | - |  | % of budget |  | 14% |
|  |  |  |  |  |  |
| 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 |  |  |
|  |  |  | 10,206.23 |  |  |