# Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 23rd January 2023 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 G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr M Savory, Cllr J Warne, Cllr J Warns, Cllr C Whitehouse  **Parish Clerk(s)**: S Smyth, C Dickson  3 members of the public | | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  The Chairman welcomed those in attendance and advised members of the public of the procedure for them speaking at Meetings of the Parish Council. The meeting is live streamed via Facebook and recorded. |  |
| **2022-0210** | **Apologies for Absence**  Cllr R Tungate. |  |
| **2022-0211** | **Declarations of Interests of items on the agenda**  None received. |  |
| **2022-0212** | **Minutes of the Previous Meeting**  It was unanimously **resolved** to approve the Minutes of the Parish Council meeting held on 19th December 2022. The minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2022-0213** | **Actions from the Minutes (Not on the Agenda)**  **2022-0206** – examination of IT costs - pending. |  |
| **2022-0214** | **Public Participation**  Cllr Proctor (County Member for Norfolk CC) sent his apologies.  DCllr Davis read out his and DCllr Laming’s report (see end). Nutrient Neutrality offsets must be within the catchment of the development. Anglian Water are required to improve their sewage works by 2030. Possible offset costs could be between £5k and £7k per house depending on the size of the developer, which may be preferable to smaller developers, but will only account for 40% of the mitigations. Larger developers may prefer their own treatment works, but there are other issues that go with that option.  Broadland and South Norfolk will be moving into the Horizon building in the Spring. Works to the heating and a refurbishment still need to take place.  We are still fighting to reinstate Postwick Park and Ride. A resident of Postwick has made an FOI request for the financial operations of the P&R. A letter outlining the importance of the service was drafted after the last Cluster Meeting. It will be circulated to all councillors.\* The lack of a P&R has increased parking in the surrounding villages as residents access other forms of public transport into Norwich.  A member of the public gave an update on Brundall Gardens Station. He is the Station Adopter, a voluntary role for Greater Anglia since 2004, to look after the flowers, hedges, and to make sure the station is looking nice. The floral displays have won several awards over the years. They have recently been awarded accreditation from NWT, the first one in Norfolk, and are working with the Bee Friendly Trust as well. At the end of last year GA decided to renew all the lamp columns and lighting on the station including floodlighting on the bridge which involved digging up all the vegetation. It didn’t go down well to begin with but has resulted in a blank canvas enabling a complete redesign to be more wildlife friendly. Another adopter is a trained horticulturist which will help with the design and planning. It will take a year or two to come to fruition but the replanting will start in the spring. Funding has been promised from Greater Anglia. Another project is an ambition to go a bit retro with a header board for arriving trains. The previous hedging didn’t allow room for this but the new lighting has created space and the posts have already gone in. Cllr Wilkins thanked him for time and effort put in, and wished him luck with next phase. | \*DClerk |
| **2022-0215** | **Chairman’s Report**  Nothing to add that isn’t on the agenda. |  |
| **2022-0216** | **Committee Reports**  **Sports Hub** – given by Cllr Wilkins  We are nearing completion of phase 1. The final valuation date is mid-February to include the handover of the site.  Alongside this a lot of work has been done looking for an operator for the site. We are looking for a long term operator. It won’t be the finished article to begin with but there are 4-5 interested parties at the moment. Community benefit will be to the fore when assessing the applications. It is hoped to progress this quickly in order to get the pitch up and running. We have asked for feedback from the potential operators by the end of the month.  Interim welfare facility, a toilet and office unit, will be arriving Wednesday. We are working on the longer term plans for a permanent building, including financing the build  The rent from the operator will include carpet replacement costs. The intention is to invest in other parts of the site in the longer term.  **Village Green** – given by Cllr Gabillia  The subgroup met the Memorial Hall trustees who shared their vision for the MH and surrounding land. The subgroup will factor this into the survey results and how they align.  The land won’t be handed over until the 69th house is occupied, and as Hopkins Homes have not submitted reserved matters yet there is a bit of time to get the design right and work through the process.  **Country Park** – given by Cllr Gabillia  No update or progress since the last meeting. The subgroup is keeping an eye on site activity and any potential damage to the meadow. Hopkins have yet to send through the plans for attenuation ponds. The timeline is the same as for the Village Green.  **Memorial Hall** – Cllr Bonham  Nothing to report.  **Land Management** – given by Cllr Abbott  Cllr Abbott has been Chairman of the Committee for some time and decided it is time for a change. The Committee will appoint a new Chairman at their next meeting. Cllr Wilkins thanked him for all he has done. It is a big responsibility and the more land the Council takes on the more responsibility there is. Cllr Abbott put a lot of time, energy, enthusiasm, and effort into the role, which is much appreciated.  The 12th January meeting reports received from the various groups. Key points:-  Countryside Park: the addition of sand to the paths has been considered beneficial however no more will be spread for the time being. The paths will be monitored over the spring and summer and a re-evaluation will take place in the autumn. The Committee is aware that too much sand can be detrimental to the growth of grass. An offer of hedging to surround the previously agreed fruit tree orchard was received, to be generously provided, free of charge, by the Broadland Tree Warden Network. It was discussed and is a work in progress. Parkrun provided some very interesting data showing a good increase in runners – 1,123 in 2020 to 4,366 in 2022 and only 2 meetings cancelled.  Cremer’s Meadow: the management and development plan for 2022 has been completed and a new one for 2023 has been written. Weekly working parties are continuing.  Low Farm Wood and Church Fen: work at Low Farm Wood will recommence in February. It is nearly finished and an Open Day is planned for April.  Financial spend is £5,723.62, 59% for the year to date. |  |
| **2022-0217** | **Countryside Park Lease**  The lease on the Countryside Park has 11 years left. The Council discussed what benefits the park brings to the village and whether there was a future ambition to own the site.  The Environment Committee will discuss assessing the wildlife already on site.\*  It was agreed the Environment Committee will put together a paper on the usage of the park and wildlife to present to NCC County Farms for discussion, to include Low Farm Wood.\* | \*Env Cttee  \*Clerks/Env Cttee |
| **2022-0218** | **Calendar of Meetings for 2023-24**  A draft calendar of meetings for 2023-24 was circulated to Councillors before the meeting (see below). Not holding a meeting in August was briefly discussed but no decision was taken. It will be revisited nearer the time. ‘TBC’ will be inserted next to the August date. The revised calendar was unanimously **approved**. |  |
| **2022-0219** | **Road Safety in Brundall – Cllr Savory**  **Community Speed Watch progress:** Since the 19th November there have been 9 Watch sessions. The first one on Postwick Lane recorded a maximum speed of 47mph. The latest session on Blofield Road caught 11 speeding vehicles in an hour, with a maximum speed of 39mph. Blofield Road is the second highest SAM2 issue spot in the village.  **SAM2 device:**  the Parish Partnership team confirmed it is possible to apply for 2 SAM 2 devices. The application has been submitted for two Westcotec sensors. |  |
| **2022-0220** | **Finance**  Bills for payment for January 2023– £350,337.02 The payments were unanimously **approved** by the Council.  The 3rd quarter bank reconciliation was **approved** by the Council.  The Actuals vs Budget report was noted.  Cllr Britt confirmed the November and December 2022 payments.  Grit bins: two residents have recently requested additional grit bins on St Laurence Avenue and Longmeadow. The Parish Council can provide them, subject to Highways approving the site and Highways will fill them once a year. There are various sizes and shapes of bin, costs vary from £129 to £250 per bin. Highways will be asked to assess the sites.\* Councillors can suggest other potential sites, not near any current grit bins and the Road Safety Team will assess.  Sports Hub electricity provider: the Clerk sourced 2 quotes from a utility comparison company for the provision of electricity to the Sports Hub. The quotes were similar but one standing charge was much higher than the other. A 1 year contract was considered appropriate so that the operator of the Sports Hub will be able to choose their own electricity supplier after the first year. Year 1 costs will be passed on to the operator. The lead time for installation of a meter was 4-6 weeks therefore the order has already been placed. The Council unanimously **ratified** the decision to have Drax as the electricity supplier for the Sports Hub.  The insurance schedule for 2023 was circulated to Councillors before the meeting. The quote includes the Sports Hub, temporary welfare units, car park and lights, floodlights, storage container, and electricity meter cupboard. The additional costs for the Sports Hub will be passed on to the operator. The insurance cost of £1,735.48 was unanimously **approved**. | \*Clerk |
| **2022-0221** | **Clerk’s Correspondence**  2 planning applications were received after the agenda was published:   * 20230099 – 1 Rose Walk Brundall NR13 5NE – single storey flat roof extension to rear * BA/2023/0015/FUL – Land at Brundall Gardens Marina, West Lane – extension to existing boatyard to provide dry berths for boats and provision of hardstanding and car parking.   The planning sub-group will assess and circulate comments before submitting if necessary. The Broads Authority application has been passed to the Environment Committee for comments. |  |
| **2022-0222** | **Items for the Next Agenda**  Environment Strategy  Coronation  Election |  |
| **2022-0223** | **Date, time, and venue of next Parish Council Meeting**  27th February 2023 at 7pm at the St Laurence Centre. The meeting finished at 20:25. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

**2022-0220**

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| **PAYMENTS FOR January 2023** | | |  |  |
|  | Net | | Net | Gross |
| Parish clerk costs | £5,760.92 | | £0.00 | £5,760.92 |
| Office expense | £160.93 | | £18.16 | £179.09 |
| Telephone | £42.95 | | £8.59 | £51.54 |
| Room Hire | £50.00 | | £0.00 | £50.00 |
| Insurance | £1,738.48 | | £0.00 | £1,738.48 |
| Annual Fees | £16.00 | | £0.00 | £16.00 |
| Grass cutting monthly contract | £1,026.41 | | £205.28 | £1,231.69 |
| Street Lighting | £306.69 | | £56.89 | £363.58 |
| Handyman and cleaning | £500.00 | | £0.00 | £500.00 |
| S106 | £283,275.47 | | £56,655.09 | £339,930.56 |
| Cemetery | £12.84 | | £0.00 | £12.84 |
| Allotments | £27.58 | | £1.32 | £28.90 |
| Countryside Park | £275.00 | | £55.00 | £330.00 |
| Cremer's Meadow | £103.53 | | £16.85 | £120.38 |
| Trees | £23.04 | | £0.00 | £23.04 |
|  |  | |  |  |
| **Total expenditure** | **£293,319.84** | | **£57,017.18** | **£350,337.02** |
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| **RECEIPTS FOR January 2023** | | |  |  |
| S106 | | £191,875.59 |  |  |
| Allotments | | £110.00 |  |  |
| Interest | | £71.57 |  |  |
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| **Total Income** | | **£192,057.16** |  |  |
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| HSBC Current A/C as at 21/1/23 | | £38,429.91 |  |  |
| HSBC Deposit A/C as at 21/1/23 | | £100,350.32 |  |  |
| Unity Bank A/C as at 21/1/23 | | £291,413.76 |  |  |
| Transfers to/from Deposit A/C from/to Current A/c | | £0.00 |  |  |
| Transfers to/from BDC Parish Deposit | | £453,763.00 |  |  |
| Transfers to/from Unity Bank | | £0.00 |  |  |
| BDC Parish Deposit A/C as at 23/12/22 | | £58,016.03 |  |  |

**2022-0214**

Broadland District Councillors Report for Brundall Parish Council Meeting – 23 January 2023

A provisional County Deal was signed on 8/12/22 by the County Council and the government. An amendment will be made to Clause 16 of the deal, to stop the transfer of District Council activities to the County Authority. The deal was ratified on 17 January 2023 and 6 week consultation will begin on 6 February. If the deal is agreed, the first election for a directly-elected leader would be in May 2024.

However, there is not universal support for the County Deal and even within the Conservative controlled councils there is disquiet among Conservative councillors. As your Green Party district councillors we are opposed to the Deal on several counts which include the following:

* The Norfolk County Deal is not the right type of devolution for Norfolk because the funding on offer, £20 million per year for 30 years, is not going to deliver the level of change that would be required from such a deal.
* To put the funding on offer into perspective, the County Council is having to make £60 million of cuts this year, much of it from Adult and Children's services.
* Enhanced housing and land acquisition powers are included in the Deal. Funding is earmarked for growth and development with an additional £5.9 million of capital funding in this Spending Review period to support the delivery of housing. We do not see continued growth with harmful large-scale housing developments at all sustainable. We would rather see the funding ring-fenced for a green transition of the economy.
* A directly elected leader cannot be held accountable in the way that a leader of a council can be held accountable by fellow councillors. It is an erosion of local democracy.
* Some of the funding provided will be for district council services but the county council will be able to determine how the funds are spent. This is the beginning of the erosion of the role of district councils.
* The government has said that “this agreement is the first step in a process of further devolution”. “Further powers may be agreed over time and included in future legislation”. This process is a slippery slope to even more central control through a single elected leader.
* The Greens, and others, have called for a referendum on the Deal but this has been refused which, again, undermines local democracy.

The 7 Platinum Jubilee Corgi willow sculptures have been brought in for the Winter. One corgi sculpture from the Queens Jubilee Celebrations will go to the Royal Household at Sandringham as a gift from BDC. BDC will keep 2 at the Horizon Centre, and the remaining 4 will be auctioned online in February 2023, with the proceeds going to Nelson’s Journey.

On 15 December 2022 Main council agreed to adopt the LGA Model Code of conduct.

A BDC Bin App is now available to download on mobile devices. The app gives information on recycling and bin collection days.

<https://www.southnorfolkandbroadland.gov.uk/rubbish-recycling/bin-collection-broadland>

The revised BDC Environmental Strategy for 2023 onwards is now available to view on the BDC website.

BDC are currently assessing the likely need for temporary accommodation in the district, and are looking to purchase suitable properties to house people in need. A budget has been set to fund this.

The new Police Hub at Postwick is now open and houses Traffic, Firearms, Dog Handlers, Forensics and a Child and Vulnerable Adult Abuse unit.

BDC is working to support the Armed Forces community to ensure that armed forces personnel, veterans and their families are supported when accessing essential services such as housing, education, employment and healthcare.

During the summer holidays, a group of young people attended a five-day workshop where they learnt to plan content for a short film, use the filming equipment and set up for filming activities and interviews. They created a short promotional film to celebrate Tots2Teens turning 30 years old, and which shared more widely the work done through Tots2Teens in the community within the Broadland District. The film can be viewed on the Tots2Teens Facebook page. The young people involved have all been awarded their Bronze Arts Award qualification.

New training courses will be available at Carrowbreck House from January 2023. The new brochures detailing courses is now available <https://www.southnorfolkandbroadland.gov.uk/training-courses-4>

BDC has been involved in planning to establish a Joint Venture (a company limited by guarantee) with Anglian Water and one or more local authorities in Norfolk, to provide environmental credits to address the issue of nutrient neutrality which has constrained house building in the district since March 2022.

BDC will be running a public consultation on allocation of Gypsy and Traveller sites for the Greater Norwich Local Plan from 30 January 2023 to 13 March 2023. In June 2022 there were 132 permanent authorised gypsy and traveller pitches in greater Norwich. The area needs 53 more pitches between now and 2038 and needs to identify at least 31 pitches for the period up till 2028. A number of possible sites have been put forward including 10 favoured sites and 1 reasonable alternative site. There is an opportunity for landowners to put forward additional sites. If the proposed GNLP timetable goes according to plan, the adoption of the Local Plan would take place early in 2024.

BDC have been looking at ways of supporting Community Resilience in the district. The following projects are running in relation to this:

The District Direct programme, which provides help with hospital discharges via a team which works across the whole catchment area of the Norfolk and Norwich University Hospital. The Help Hub are involved in co-ordinating this.

16 Warm Spaces are now operational across Broadland. 6 of those sites are monitoring attendance figures. Active warm spaces can be found on an interactive map on the website <https://www.southnorfolkandbroadland.gov.uk/communities/broadland-district-council-warm-spaces-grant/2>

There is upcoming support available for individuals which helps provide financial assistance with payment of Council Tax and energy bills for those who need it. There is also financial support to help Groups and Buildings to pay their energy bills through the Keep it Going Grant <https://www.southnorfolkandbroadland.gov.uk/communities/keep-going-grant/1> and the Energy Bills Discount Scheme. Contact the Help Hub for details:

<https://www.southnorfolkandbroadland.gov.uk/help-hub-1>

A Hardship Innovation Event is being run on 29 March from 9.30 -14.00. Organisations with ideas to help people in hardship across the district are invited to attend. Please send any expressions of interest to [Cheryl.Watson@southnorfolkandbroadland.gov.uk](mailto:Cheryl.Watson@southnorfolkandbroadland.gov.uk)

Recent changes to government legislation now requires voters to show a form of photo identification at the polling station in order to vote. If anyone does not have a suitable form of photo ID, they can apply for a Voter Identification Certificate. Photo ID is not required for postal voters.

BDC are now considering applications for Pride in Place Grants. These are available for communityinitiatives to address inequality and help levelling up. Grants are for new initiatives, projects and community ideas which are aimed at providing **i**mproved facilities, engagement with residents and better understanding of local needs. Projects must have a sustainable business model and ideally be able to draw on some match funding.

Examples already put forward include projects to improve green spaces, community group set ups, farmers markets, community fridges and cooking demonstrations.

There will be an application form to complete if your idea is approved. Please do send your ideas to BDC. If your particular idea does not meet the Pride in Place criteria there may be other grants that BDC could suggest. There is no set limit on funds at the moment to encourage both small and large project proposals.

To apply initially, please send your idea for a project to the BDC Pride in Place email address.

[prideinplace@southnorfolkandbroadland.gov.uk](mailto:prideinplace@southnorfolkandbroadland.gov.uk)

The deadline is Friday 17 February 2023. For further information please contact [amy.williams@southnorfolkandbroadland.gov.uk](mailto:amy.williams@southnorfolkandbroadland.gov.uk)

BDC is encouraging communities to plan ahead for possible emergencies. If your council would like training on this or would like to know more please contact the Emergency Planning Team on

[EmergencyPlanning@southnorfolkandbroadland.gov.uk](mailto:EmergencyPlanning@southnorfolkandbroadland.gov.uk)

Finally, Cllr Sue Prutton (Vice Chairman, Broadland District Council) may be known to parish councillors as someone who stepped in to cover for absent Brundall councillors in 2020-21. It was very sad to learn of her sudden loss following a short spell in hospital in December.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 21/1/23)

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| **Brundall Parish Council Calendar 2023-24** | | |
| **3rd April** | **7pm SLC** | **Annual Parish Meeting** |
| 17th April | 7pm SLC | Recreation and Wellbeing for Brundall |
| 20th April | 7pm Lounge BMH | Land Management |
| 24th April | 7pm SLC | Full Council |
| 2nd May | 5pm Zoom | Advisory and Scrutiny Committee |
| 11th May | 7pm Small Room | Environment Committee |
| 18th May | 7pm Lounge BMH | Land Management |
| **22nd May** | **7pm SLC** | **AGM** |
| 12th June | 7pm SLC | Recreation and Wellbeing for Brundall |
| 15th June | 7pm Lounge BMH | Land Management |
| 26th June | 7pm SLC | Full Council |
| 24th July | 7pm SLC | Full Council |
| 1st August | 5pm Zoom | Advisory and Scrutiny Committee |
| 4th August | 5pm BMH | Staffing Committee |
| 14th August | 7pm SLC | Recreation and Wellbeing for Brundall |
| 17th August | 7pm Small Room BMH | Environment Committee |
| 21st August | 7pm SLC | Full Council - tbc |
| 14th September | 7pm Lounge BMH | Land Management |
| 25h September | 7pm SLC | Full Council |
| 9th October | 7pm SLC | Recreation and Wellbeing for Brundall |
| 12th October | 7pm Lounge BMH | Land Management |
| 23rd October | 7pm SLC | Full Council |
| 31st October | 5pm Zoom | Advisory and Scrutiny Committee |
| 9th November | 7pm Small Room BMH | Environment Committee |
| 16th November | 7pm Lounge BMH | Land Management |
| 27th November | 7pm SLC | Full Council |
| 11th December | 7pm SLC | Recreation and Wellbeing for Brundall |
| 18th December | 7pm SLC | Full Council |
| 11th January 2024 | 7pm Lounge BMH | Land Management |
| 22nd January 2024 | 7pm SLC | Full Council |
| 30th January 2024 | 5pm Zoom | Advisory and Scrutiny Committee |
| 9th February 2024 | 5pm BMH | Staffing Committee |
| 12th February 2024 | 7pm SLC | Recreation and Wellbeing for Brundall |
| 15th February 2024 | 7pm Small Room BMH | Environment Committee |
| 26th February 2024 | 7pm SLC | Full Council |
| 14th March 2024 | 7pm Lounge BMH | Land Management |
| 25th March 2024 | 7pm SLC | Full Council |

**Annual Council Meeting dates for councils with elections and the Coronation bank holiday**

Monday 8 May will be an additional bank holiday to mark the coronation of HM King Charles III. The 2023 local election date is Thursday 4 May and councillors would ordinarily take office on Monday 8 May. The NALC view is that councillors will now take office on Tuesday 9 May making the relevant 14-day meeting period for the purposes of paragraph 7 (2) of Schedule 12 to the Local Government Act 1972 Wednesday 10-Thursday 25 May inclusive.

This an area where NALC is aware there have been different interpretations of the computation of days and they have not counted Sundays in the 14-day calculation.

NALC is aware that councils may have questions about pre-election publicity because of any Coronation related events pre-election. Our advice is essentially limited to councils ensuring that publicity is in the name of the council rather than any individuals. The NALC briefing L01-22 will be updated linking to the LGA’s guidance when the LGA update the guidance, which currently refers to the 2022 local elections.

**The Annual Parish Meeting** must be held each year between March 1st and June 1st. Because this is a meeting of a body separate from the Parish Council the date is not affected by the Parish Council election cycle, though practical considerations may mean that you arrange it on a different date in an election year.