# Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 12th January 2023 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, Rob Aram, Stuart Harper, Richard Farley  Deputy Parish Clerk: C Dickson | | |
|  | *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-0581** | **Apologies for Absence**  Sarah Sloan (work) |  |
| **LM-0582** | **Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI)**  None received |  |
| **LM-0583** | **Minutes of the Meeting held on 17th November 2022**  The minutes of the meeting held on the 17th November 2022 were unanimously **approved** as accurate and were signed by Cllr Abbot as Chairman of the meeting. |  |
| **LM-0584** | **Matters Arising**  LM-0542 – bike stands for the Countryside Park - outstanding. DClerk to check with the Clerk for possible funding\*  LM-0567 – allotment gates – completed  LM-0568 – cemetery lychgate arch – on agenda  LM-0569 – Cremer’s barn door maintenance – on agenda  LM-0570 – slabs for Countryside Park entrance gate – ongoing  LM-0572 – ownership of land next to Meadowview Play area – the Clerk has confirmed that the Council owns the land. To be discussed at the next meeting.  LM-0574 – clarification of the Church Fen boardwalk replacement quote from Bruce’s Property Maintenance – complete  LM-0574 – purchase of additional planks for future Church Fen boardwalk repairs - ongoing  LM-0577 – additional quotes for the Rotaweb repair costs – complete | \*DClerk |
| **LM-0585** | **Chairman’s Report – given by Cllr Abbott**  I hope everyone had a good Christmas and a Happy New Year. We are now at the point of everything starting to get going again after the break. I got to walk round sites we are responsible for and I was pleased to see they all seem to be looking really good.  Cremer’s pond was full, the surface weed seems to be less. The Countryside Park had withstood the weather well and the sand seems to have done its job.  Church Fen boardwalk was looking good apart from the areas needing the chicken wire replacing, and Low Farm Wood was a very enjoyable walk. There is a circular loop at the top north end thanks to the Tree Warden and Broadland Tree Warden Network’s hard work  The next financial year will be challenging with the budget we have but I don’t think we can underestimate the value of those quiet spaces we have got and the ability to get closer to nature, how good it is for our mental health and wellbeing. |  |
| **LM-0586** | **General Public Participation**  None. |  |
| **LM-0587** | **Updates from other Council Committees – Cllr Savory**  The last Recreation and Wellbeing Committee received updates on:   * Sports Hub - the project is on track for a 3G pitch, floodlights and car park to be completed by the end of January. The Utilities connection is underway, ducting for future-proofing aspects of the project are in. The tender for the building is nearly ready to be advertised and the temporary welfare unit is expected to be installed mid-January. The process to appoint an operator is underway. * Yare Valley Churches – the recent interviews were not successful and they are looking to hold another round of interviews soon. The interim vicar, Matt, is able to stay until March. * Environment Committee – has had its first meeting where Terms of Reference were drafted. It has the potential to have wide remit, looking at things like EV charging, air quality, planning applications, and advice around land management plans. There is some good expertise around the table and will be a huge asset to the Council. * Memorial Hall – approved the change to a CIO (Charitable Incorporated Organisation). * Village Green – met with the Memorial Hall to talk about their plans in order to make sure the two areas compliment each other. They presented their long list of ideas they are hoping to achieve, and also suggestions for the Village Green. * Country Park – Blofield Parish Council have decided to walk away and no longer be a part of the planning and development process. The Parish Council is looking to continue to work towards the project and potentially doing it on our own. * Brundall primary school has a new headteacher, Julie Cornish. |  |
| **LM-0588** | **New Terms of Reference**  The revised Terms of Reference were approved by the full Council in November. They formalise the non-Councillor’s membership of the Committee and reflect the working of the Committee.  [Stuart Harper joined the meeting] |  |
| **LM-0589** | **Allotments**  The Committee received and noted the Allotment report (attached).  A revised quote was discussed. There were amendments to the quote discussed in November, which was only valid for 7 days. The new quote of £2,349.00 + VAT was unanimously **approved**. It includes removal of the old gates, extensions to existing posts, hanging the new gates, double sided coded locks on both gates, hydraulic closer to pedestrian gate, drop bolt for larger gate. The smaller old gate will be retained for the orchard but the bigger gate will be disposed of. The Deputy Clerk will liaise with Rob Aram to go back to the supplier.\*  Cllr Buckley has applied for a £1,000 grant for the defibrillator, to be located on the outside of the big hut. Richard Farley will ask Community Heartbeat Trust how much they charge for a box. To be discussed at the next meeting. | \*DClerk/R Aram |
| **LM-0590** | **Cemetery**  There has been a new bench request asking to put it next to the tree in the middle. The policy has been forwarded.  Cllr Tungate queried the number of headstones that are leaning. There are regular safety inspections, and are the responsibility of the plot owner, but the Clerk will be consulted.\*  The Tree Warden advised that the spirals on the new hedging will be removed in the spring. | \*DClerk |
| **LM-0591** | **Cremer’s Meadow**  The Committee received and noted the Cremer’s report (attached).  The Management and Development plans for the year have been finished. Minutes of the Friends meetings, will be forwarded to all members of the Land Management committee from now on.  Marty’s Marsh has been annexed to Cremer’s to enable it to achieve County Wildlife status, but the listing emphasises they are separate entities. It doesn’t affect Cremer’s but affords a bit more protection for the whole area.  Tree works identified in the report produced by the Tree Warden and Broadland Tree Warden Network in the summer are needed in the next couple of months. The Tree Warden will do the urgent works by the end of March.  Cooks have confirmed that an annual service rather than 6 monthly is acceptable for the new barn door due to the infrequency of opening it. The quote of £148.00 + VAT was **approved**. |  |
| **LM-0592** | **Countryside Park**  The Committee received and noted the Countryside Park Group’s report (attached).  Terms of Reference/a Framework for ‘Friends of Groups’ will be considered at the next Advisory & Scrutiny Committee meeting.  The purchase of another 4.5 tonnes of sand for the Countryside Park paths on the 12th December was retrospectively **approved**.  At the last meeting in November the Tree Warden suggested the Committee consider planting a hedge round orchard at a future date. The Broadland Tree Warden Network found some money at the end of their financial year and ordered some whips, these will be planted in March. The hedging will be kept low. A site visit will be arranged to look at what is proposed.\*  Topsoil and chippings were ordered for the orchard trees. Whilst these were being delivered the lorry got stuck and created a few ruts in the Countryside Park paths. The Tree Warden apologised for the damage, which has been repaired.  Further information is needed for the notice board. The DClerk will send round an email.\* | \*DClerk  \*DClerk |
| **LM-0593** | **Parkrun**  The Committee received and noted the parkrun report (attached).  The sand is working really well and has helped keep Brundall parkrun open in recent months. Cllr Abbott read out advice received from Chris Muskett, Environment Committee member: not to overload too much sand onto the paths as an expectation. Sand is great as a drainage asset but long term it contains no nutrients and so by spreading it regularly and in a more concentrated manner over periods of time eventually suppresses the ability of the grass to thrive. The laying of further sand on the paths will be reviewed in September. Parkrun regularly fork the paths to aid drainage. |  |
| **LM-0594** | **Smaller Areas (bus stops, play areas)**  The Deputy Clerk reported a wonky flagstone on the path to the Meadow View play area. The Tree Warden and DClerk will visit and assess as it may have been caused by a tree root. | \*DClerk/RF |
| **LM-0595** | **Tree Management, including Low Farm Wood**  The Committee received and noted the Low Farm Wood report (attached).  It is hoped that one more hire of the chipper will be enough to finish the thinning of Low Farm Wood.  The wood for the benches has been purchase and the plan is for them to be constructed in time for the open day.  The Clerk was worried the 3 yearly tree inspections were due. The Tree Warden visits all sites on a regular basis and identifies any tree works needing doing. |  |
| **LM-0596** | **Church Fen**  The Committee received and noted the Church Fen reports (attached).  The Tree Warden is meeting the Broads Authority Ranger later in the month regarding overhanging branches on the river’s edge.  The quote from Bruce’s Property Maintenance did not included removal of the old planks but an additional cost of £30 to bring the planks to site and £40 to remove the old ones from site was agreed via email. The Committee **approved**, with one vote against, retrospectively accepting the revised quote. |  |
| **LM-0597** | **Finance**  The budget update was circulated before the meeting (see below).  An alternative quote to repaint the Lychgate at the Cemetery was considered. The Committee **approved** accepting the original quote from Scott Mallett Maintenance. |  |
| **LM-0598** | **Clerk’s Correspondence**  None received. |  |
| **LM-0599** | **Items for the next agenda**  Land next to Meadowview Play area – potential site for trees  Defibrillator  Bike rack  Orchard |  |
| **LM-0600** | **Date for the next meeting(s) of the Land Management Committee**  16th March 2023  The meeting finished at 20:18. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |

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| **Land Management Expenses** | **as at 31/12/22** | | **Countryside Park** | |  |
|  |  |  |  |  |  |
| paint for toilet shed | 21.23 |  | Expenditure | rent | 1,009.44 |
| green spray paint | 4.99 |  |  | pond line marker | 13.50 |
| fit new bins at MH & bus stop | 92.00 |  |  | pegs to mark orchard | 17.52 |
| warning tape for Rotaweb | 16.24 |  |  | pond fence | 600.00 |
|  |  |  |  | sand for paths | 600.00 |
|  |  |  |  | tarpaulin to cover sand | 21.00 |
|  | 134.46 |  |  | angle iron for signs | 13.13 |
| **Tree Management** |  |  |  | cones to mark out orchard | 9.99 |
| Tree Warden training | 150.00 |  |  |  |  |
| LFW finger post | 68.00 |  |  |  |  |
| Jubilee tree plaques | 63.82 |  |  | **Total** | 2,284.58 |
| wood chipper hire | 200.00 |  |  |  |  |
| chipper fuel & saw blades | 67.19 |  | **Play Equipment** | |  |
| wood chipper hire | 100.00 |  |  |  |  |
| handsaw blades | 49.51 |  |  |  |  |
| fuel for woodchipper | 66.99 |  |  |  |  |
| bulbs for Low Farm Wood | 62.92 |  |  |  |  |
| chainsaw fuel | 33.33 |  |  |  | - |
| Chainsaw works 20.9-30.11.22 | 250.00 |  |  |  |  |
| Donation to the BTWN | 250.00 |  | **Brundall Parish Allotments** | |  |
| wood chipper hire Nov-Dec 22 | 416.67 |  |  |  |  |
|  |  |  | Expenditure | rent | 721.03 |
|  | 1,778.43 |  |  | water | 708.00 |
|  |  |  |  | equipment | 615.27 |
| **Church Fen** |  |  |  | repairs | 12.60 |
|  |  |  |  | sundries | 36.67 |
| tree root safety signs | 20.85 |  |  | cesspit |  |
| tree works | 300.00 |  |  | **Total** | 2,093.57 |
| angle iron for signs | 13.14 |  |  |  |  |
| chicken wire | 162.46 |  | Income | rent | (2,215.00) |
| overhanging branch removal | 120.00 |  |  |  |  |
|  |  |  |  | **Deficit / (Surplus)** | **(121.43)** |
|  | 616.45 |  |  | Clerk's costs (approx) | 500.00 |
|  |  |  |  |  | 378.57 |
| **Cemetery** |  |  |  |  |  |
|  |  |  |  |  |  |
| dog bin post, latch, bench | 195.00 |  |  |  |  |
| water | 42.82 |  | Total |  | 5,251.74 |
| green waste removal | 200.00 |  | Cremer's |  | 471.88 |
|  |  |  | **Land Management Spending** | | **5,723.62** |
|  |  |  | Budget |  | 9,730.00 |
|  |  |  | % of budget |  | 59% |
|  | 437.82 |  |  |  |  |
|  |  |  |  |  |  |
| Cemetery Income | (10,044.00) |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| To note: Allotments are now not included in the LM budget and capital expenditure is accounted for separately (see below) | | | | | |
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| **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 | | 233.90 |  |  |
| 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 | 10,478.33 |
| 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 |  |  |
|  |  |  | 15,863.33 |  |  |

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| **Cremer's Meadow 2022-23 Expenditure and Income** | | | | | | | | | | | as at 31/12/22 | | | |
|  | | | |  | |  |  | |  | |  | |  | |
|  | | | | **Total** | |  | **NWT Grant** | | **Cables Donation** | | **Donation Other** | | **Precept Expenditure** | |
| Balance b/f | | | |  | |  | 122.23 | | 156.09 | | 200.00 | |  | |
|  | | | |  | |  |  | |  | |  | |  | |
| two forks | | | | 47.49 | |  | 47.49 | |  | |  | |  | |
| tags for trees | | | | 60.90 | |  |  | |  | |  | | 60.90 | |
| drainage rates | | | | 18.05 | |  |  | |  | |  | | 18.05 | |
| donation received | | | | (25.00) | |  |  | |  | | (25.00) | |  | |
| trugs | | | | 29.45 | |  |  | |  | |  | | 29.45 | |
| notice board keys | | | | 15.45 | |  |  | |  | |  | | 15.45 | |
| socket ends for pond inflow | | | | 24.54 | |  |  | |  | |  | | 24.54 | |
| padlocks for pond sluice | | | | 28.32 | |  |  | |  | |  | | 28.32 | |
| BADCOG cut & clear day | | | | 40.00 | |  |  | |  | |  | | 40.00 | |
| Cut & Clear day BVCG | | | | 192.50 | |  |  | |  | |  | | 192.50 | |
| Insurance claim | | | | 781.65) | |  |  | |  | | (781.65) | |  | |
| padlocks | | | | 62.67 | |  |  | |  | |  | | 62.67 | |
| Insurance - mattock & trolley | | | | 169.08 | |  |  | |  | | 169.08 | |  | |
| Insurance - loppers | | | | 36.66 | |  |  | |  | | 36.66 | |  | |
| Insurance - secateurs | | | | 44.76 | |  |  | |  | | 44.76 | |  | |
| Insurance - tree lopper | | | | 67.47 | |  |  | |  | | 67.47 | |  | |
| Insurance - gloves | | | | 21.36 | |  |  | |  | | 21.36 | |  | |
| Insurance - spade | | | | 21.67 | |  |  | |  | | 21.67 | |  | |
| Insurance - mattock | | | | 24.99 | |  |  | |  | | 24.99 | |  | |
| Insurance - shovel | | | | 19.16 | |  |  | |  | | 19.16 | |  | |
| Insurance - weed puller | | | | 20.82 | |  |  | |  | | 20.82 | |  | |
|  | | | |  | |  |  | |  | |  | |  | |
|  | | | |  | |  |  | |  | |  | |  | |
| Total | | | | 138.69 | |  | 47.49 | | 0.00 | | (380.68) | | 471.88 | |
|  | | | |  | |  |  | |  | |  | |  | |
| Balances remaining | | | |  | |  | 74.74 | | 156.09 | | 580.68 | |  | |
|  | | | |  | |  |  | |  | |  | |  | |
| Insurance claim | | | |  | |  |  | |  | | (355.68) | |  | |
| **Brundall Parish Allotments** | | | | **as at 31/12/22** | | |  | |  | |  | |
|  |  |  | |  | | |  | |  | |  | |
|  |  |  | |  | | |  | |  | |  | |
| Expenditure | rent | 721.03 | |  | | |  | | Equipment | |  | |
|  | water | 708.00 | |  | | |  | | dip tanks | | 549.96 | |
|  | equipment | 615.27 | |  | | |  | | dip tank funnels & hoses | | 65.31 | |
|  | repairs | 12.60 | |  | | |  | |  | |  | |
|  | sundries | 36.67 | |  | | |  | |  | |  | |
|  | cesspit |  | |  | | |  | |  | | 615.27 | |
|  | **Total** | 2,093.57 | |  | | |  | |  | |  | |
|  |  |  | |  | | |  | | Repairs | |  | |
| Income | rent | (2,215.00) | |  | | |  | | wooden post for tap | | 12.60 | |
|  |  |  | |  | | |  | |  | |  | |
|  | **Deficit / (Surplus)** | **(121.43)** | |  | | |  | |  | |  | |
|  | Clerk's costs (approx) | 500.00 | |  | | |  | |  | |  | |
|  |  | 378.57 | |  | | |  | |  | |  | |
|  |  |  | |  | | |  | |  | | 12.60 | |
|  |  |  | |  | | |  | |  | |  | |
|  |  |  | |  | | |  | |  | |  | |
|  |  |  | |  | | |  | |  | |  | |
| EMR as at 1.4.21 | |  | | 8,844.71 | | |  | | Sundries | |  | |
| Add: income |  | 2,215.00 | |  | | |  | | fuel for hedgetrimmer | | 20.00 | |
| Less: expenditure | | (2,093.57) | |  | | |  | | fuel for hedgetrimmer | | 16.67 | |
|  |  |  | |  | | |  | |  | |  | |
| EMR Current Balance | |  | | 8,966.14 | | |  | |  | | 36.67 | |