# Brundall Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 22 May 2023 at 19:00 at the St Laurence Centre, Brundall

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| **Present:**  Cllr K Wilkins. Cllr G Abbott, Cllr L Britt, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr M Savory, Cllr R Tungate, Cllr C Whitehouse, Cllr J Warne, Cllr J Warns  **Parish Clerk(s)**: S Smyth, C Dickson | | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  Cllr Warns welcomed those in attendance and advised the locations of the fire exits.  Cllr Warns advised that the meeting is live streamed. |  |
| **2023-0052** | **Election of the Chairman of the Council**  Cllr Warns proposed Kevin Wilkins for Chairman, Cllr Warne seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Wilkins as Chairman. Cllr Wilkins signed the Declaration of Acceptance of Office. |  |
| **2023-0053** | **Election of the Vice-Chairman of the Council**  Cllr Wilkins proposed Joe Warns for Vice-Chairman and Cllr Britt seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Warns as Vice-Chairman. |  |
| **2023-0054** | **Apologies for Absence**  Cllr A Bonham. Noted. |  |
|  | **Register of Interest Forms**  The Clerk had distributed forms to all Councillors. |  |
| **2023-0055** | **Declarations of Interests of items on the Agenda**  Cllr Wilkins declared an interest in item 19. Planning (Highfield Avenue, Appeal) as he knows the Appellant. |  |
| **2023-0056** | **Minutes of the Previous Meeting**  It was **resolved**, unanimously, to approve the Minutes of the Parish Council meeting held on 24th April 2023.  The minutes were signed by the Chairman of the meeting, Cllr Wilkins. |  |
| **2023-0057** | **Actions from the Minutes (Not on the Agenda)**  None. |  |
| **2023-0058** | **Review of membership of Committees, Sub-Committees and Outside Bodies**  A revised Committees membership list had been circulated by the Clerk. Cllr Bonham was put forward for the Advisory and Scrutiny Committee. The Clerk will check with him to get his approval\*. The changes to membership of all Committees, sub committees and outside bodies were unanimously **approved.**  Cllr Savory was proposed by Cllr Britt and seconded by Cllr Buckley as Chairman of the Recreation and Well-being Committee. **Unanimously approved.**  Cllr Warne was proposed by Cllr Britt and seconded by Cllr Savory as Chairman of the Advisory and Scrutiny Committee. **Unanimously approved.** | \*Clerk |
| **2023-0059** | **Standing Orders**  There were no proposed changes to the Standing Orders. |  |
| **2023-0060** | **Financial Regulations**  There were no proposed changes to the Financial Regulations |  |
| **2023-0061** | **Reports:**  **Land Management Committee (Cllr Tungate)**  The allotment gates have been installed to improve security. The old side gate will be recycled at the Orchard entrance. There has been another attempted break in at Cremer’s Barn. The police have been asked to step up patrols and a security camera is being considered.  The Countryside Park is looking at a park entrance from the car park and sites for cycle racks are being considered. Tree Management and Inspections are under review, and it has been decided to code each tree and introduce and audit system and zoning which involves tagging/photographing each tree.  Church Fen – The Tree Warden has repaired the broken bridge. He was thanked by all for his kind efforts. Repairs to the boardwalk will begin in June, involving replacement of broken planks and the wire mesh. There needs to be a strategy for the whole boardwalk in time. There is one section that has tilted which needs attention but for now it is regarded as safe.  Matthew Davies from the Fringe project has been asked to look at the boardwalk to gain his views on the longevity of the boardwalk and funding.  **Environment Committee (Cllr Warns)**  The Committee has met twice now and although the Committee is in its early days, it has made some good progress. There has been some discussion about subgroup communication that need addressing.  There was a presentation made by Will Gorrod of S Norfolk DC explaining the results of the Air Quality Diffusion tubes set in the 8 locations in Brundall this past year. These will be posted on the website. The results showed no concerns as the levels of NO2 were lower than average. A review is recommended at year 5.  The Biodiversity Group are working on a biodiversity audit for Brundall and are currently arranging to visit all sites along with the site managers, to understand them better.  **Advisory Committee**   1. **Gifted Bench Policy** – 1.8m bench to be £400. 1.5m bench to be £500 **Approved unanimously** 2. **Terms of Reference for Land Management Committee** – Part 3 A minimum of 3 councillors as quorum. Part 7-8 A site visit would be arranged for any proposed projects. Approved unanimously. 3. **Revised Framework for the “Friends Of” Groups** – Added- Creation of a management plan for the area of land to be approved by Land Management/ Full Council. Amend: **~~Create, monitor, and~~ implement** and monitor the management plan for the area of land • Tackle issues as requested by the **Full** Council or relevant Committee- **Approved unanimously.** 4. **GDPR Privacy Notice –** Add website address:ico.org.uk/global/contact-us.   Cllr Warne proposed a Council training session to be possibly arranged with our Council Advisory body, Norfolk PTS. It would enable the Council to review its systems and ways of working smarter but in a structured way. All agreed this was a good proposal. The Clerks will arrange a session in late autumn.  Cllr Warne reported that Cllr Mickelburgh has decided to stand down from this Committee. He thanked Cllr Mickelburgh for being a stalwart for many years and for all her input within the Advisory Committee. He praised her for the wise, shrewd, and astute advice given. |  |
| **2023-0062** | **Review of the Effectiveness of the System of Internal Audit**  The Council is with 2 banks, Unity, and HSBC. The payment authorisation daily limit for HSBC is £10,000. The credit card has a limit of £1000 per month.  The Review of the Effectiveness of the System of Internal Audit was unanimously **approved**. |  |
| **2023-0063** | **Review of the Councils Policy summary**  The summary of policies had been circulated and was noted with no comments. |  |
| **2023-0064** | **Eligibility to exercise the General Power of Competence for the ensuing term of office.**  **It was resolved** to confirm the Council is eligible to exercise the General Power of Competence given that the Clerks are both qualified and the Council has more than two thirds of its membership elected. |  |
| **2023-0065** | **Review of the Asset Register**  The surface of the 3g Pitch car park needs to be added into “Surfaces”.  The Asset Register was **approved unanimously** after the above amendment is made. |  |
| **2023-0066** | **Risk Assessment Report**  The Risk Assessment Report was unanimously **approved**. |  |
| **2023-0067** | **Meeting adjourned to allow for the** **public participation and County Councillors’ and District Councillors’ reports.**  Andrew Proctor is unable to attend.  The Chairman congratulated Cllrs Davis and Laming on their appointments as District Councillors for the new term of office. Copy reports are in the Minutes and on the Council’s website.  Cllr Laming stated that the Liberal Democrats and Labour parties are proposing an administration following the elections at Broadland DC.  At Blackwater Carr there is a planning application in to develop the site and improve biodiversity. It is a private site but possibly open to groups and schools on request. |  |
| **2023-0068** | **Planning**  **It was resolved** to ratify the following comments made by the planning subgroup**:**  **2023/0926**: Single storey rear extension Location: Enfield House 56 The Street Brundall Norfolk NR13 5LJ Applicant: Mr & Mrs Julie Robotham Application Type: Householder – **No Objection**  **2023/1162**: Alterations and extension to existing rear conservatory Location: 96 Lackford Close Brundall Norfolk NR13 5NL Applicant: Mr Simon Hill Application Type: Householder- **No Objection**  **Applications considered.** Cllr Warns took the Chair for this item as Cllr Wilkins had declared a Disclosable Pecuniary Interest on 20220108:  **20220108** Planning Appeal DCLG Reference APP/K2610/W/22/3309996, Location : Land At 15 Highfield Avenue,Brundall,NR13 5NT Appeal By : Vello Ltd 9 Laurel Drive Brundall Norwich NR13 5RE. **Noted**  **BA/2023/0180/FUL** Proposal : Proposed new inlet/slipway to an existing private riverside plot, including any associated decking, landscaping, and planting Address : 3 Riverside Estate, Brundall, Norwich, Norfolk . **It was resolved to have No Objection**. |  |
| **2023-0069** | **Meeting held at Broom Boats**  Cllr Britt reported on a meeting held with Antony Howell about Broom Boats regarding a recent issue with the planning regulations on signage size. The current regulations state that a sign more than 1.2m2 will need planning permission yet the signage needed to attract boats into the Marina is 4m x 1.5 m and so the Officer has advised this will be rejected. As well as previous pre-consultation meetings with the planning officer, Brooms have concerns about the state of the riverside area and the constraints put upon any potential developer given Station Road is deemed by Highways as not able to take any more proposed traffic even though there has been a steady decline in traffic over the last 20 years. It was decided that the planning subgroup could meet to discuss all the issues and come back with a report on what could be done. They may wish to meet with a planning officer. The Clerk will circulate the planning officers’ email to the subgroup.\*  If Brooms do submit a planning application this will be duly considered by the Council. | \*Clerk |
| **2023-0070** | **Road Safety Report**  Cllr Savory reported that Brundall has been earmarked as one of 8 projects to received funding for a zebra crossing in the Active Travel Plan. It should be completed by 2025. The unspent earmarked funding could be vired to the Safer Journey to School project.  The 2 SAM2 devices are on order.  The Blakes Lane planning application is still undetermined but has an effect on the Station Road issues as there is needs to be access from the site into Blakes Lane. |  |
| **2023-0071** | **Options for Assets of Community Value list**  It was decided to add the White Heron to the list as well as Low Farm Wood. Also, the Countryside Park given the Council wants to make a bid to purchase it. |  |
| **2023-0072** | **Postwick Footpath/cycleway scheme**  The route was clarified as running from the Postwick Park and Ride to a field in Postwick which is being threatened with closure. Cllr Laming reported no further news. |  |
| **2023-0073** | **Finance**  The Financial Risk Assessment Report was considered and **approved unanimously**.  HSBC current account signatories are Cllr Wilkins, Cllr Savory, and the Clerk. Signatories for the BDC Parish Deposit Account are Cllr Warne, Cllr Savory, Cllr Wilkins, and Cllr Mickelburgh. Signatories for Unity Trust are Cllr Wilkins, Cllr Savory, the Clerk, and the Deputy Clerk.  The Direct Debits and Standing orders were noted and **approved**.  The AGAR will be presented to the June meeting.  Bills for payment for May 2023– £21,295.70 (see below). The payments were unanimously **approved** by the Council.  The Council noted and ratified that Cllr Britt had confirmed the March/April 2023 payments.  **Year-end virements:**  The RFO suggested that a virement of £15000 is made to the asset management. The virement into last year’s fund was partly used this year and there is a concern that the amount is not quite enough to save for future spending needs. The £15,000 will raise the Asset management fund to £28,000.  At this point Cllr Savory raised a request to consider a virement for social media expenses to cover an improved social media strategy to improve communications. There has been a 42% drop in visitors to our Facebook page. He suggested a business which may be able to service us at a cost of £1764 per year but for now to engage them to the end of the year and trial them. Cllr Britt advised that for transparency it would be preferable for the Clerks to seek 2 more companies.  **It was resolved** by a majority vote and 1 abstention to vire the following unspent funds at year end 2022-23:  £15000 to Asset management  £13000 to general reserves  £1500 for a social media fund  £600 for a training/conference day for all Councillors.  A donation request for £50 to the Mens Shed was **unanimously approved.**  A grant request for £300 from the Acle and Brundall Lions for their summer fete was considered. The Council **approved with one against** for £300 for hiring the Memorial Hall for the event. |  |
| **2023-0074** | **Clerk’s Correspondence**  The Clerk had received an email from the Times/Sunday Times correspondent for Property/Planning to be interviewed on the influx of new housing in Brundall. |  |
| **2023-0075** | **Items for the Next Agenda**  Assets of Community Value  Financial Year End and AGAR  Council conference day  Social Media report |  |
| **2023-0085** | **Date, time, and venue of next Parish Council Meeting**  26th June 2023 at 7pm at the St Laurence Centre. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

**Finance 2023-0073**