



Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 22 January 2024 at 19:00 at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

Present:

Cllr K Wilkins (Chairman), Cllr G Abbott, Cllr A Bonham, Cllr L Britt, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr M Savory, Cllr R Tungate, Cllr J Warns, Cllr C Whitehouse

Parish Clerk(s): C Dickson (Parish Clerk), A Barnes (Locum Assistant Parish Clerk)

District Cllr Laming.

	<i>Details</i>	<i>Action</i>
	Housekeeping Cllr Wilkins welcomed those in attendance and advised that the meeting was not being livestreamed as the broadband was not working but would be recorded and uploaded to Facebook.	
2024-0001	Apologies for Absence Apologies for absence were received and accepted from Cllr J Warne.	
2024-0002	Declarations of Interest Cllr Whitehouse – Planning item 2035/3511.	
2024-0003	Minutes of the Previous Meetings It was resolved , with 1 abstention, to approve the Minutes of the Parish Council meeting held on the 18 December 2023 at 7.00pm. The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins.	
2024-0004	Actions from the Minutes (Not on the Agenda) 2023-0174 – a request for early access to the Land East of Memorial Hall (LEMH) is being considered.	
2024-0005	Meeting adjourned to allow for the public participation and County Councillors' and District Councillors' reports. Cllr Wilkins read out the headlines for Cllr Proctor's report. It is available on the website. DCllr Laming read out her report (see below). The meeting was re-convened.	
2024-0006	Reports: Sports Hub Sub Group – Cllr Wilkins The pavilion build is on schedule and the roof is on. The under-floor heating is going in and the builders are on schedule. The colour schemes and flooring have been chosen. The Football Foundation Grant offer of £249,108 has been received and will be sent to the Council's legal advisors before signing. One of the conditions of the grant is the installation of a defibrillator at the venue, and this will be an additional cost. A Grand Opening was discussed, and the Council will work closely with the Community Sports Foundation and the Football Foundation on this event to get the maximum publicity for the	

	<p>facilities. The whole village will be involved in the Grand Opening ceremony.</p> <p>It was noted there had been complaints about inconsiderate parking in the area of the Hub and the builders have been asked to quote for the installation of bollards to prevent parking on the grass.</p> <p>Recreation and Wellbeing Committee</p> <p>There has been no meeting since the last full Council meeting.</p>	
2024-0007	<p>Planning</p> <p>The following application had been discussed and the comments were ratified at the meeting:</p> <p>2023/3696 Applicant: Vello Ltd Location: 15 Highfield Avenue Brundall Norfolk NR13 5NT Proposal: Erection of single storey dwelling, and construction of vehicular access (existing dwelling to be demolished) Previous comments and objections submitted for application 2023/2723 apply were restated. The wider access road means less space for the house and garden resulting in overdevelopment of the site.</p> <p>The following application was considered:</p> <p>2023/3511 Applicant: 8 Mallard Close Proposal: Erection of outbuilding to side of dwelling. The Council approved no objections to this application.</p> <p>The following application was received after the agenda was published:</p> <p>2024/0149 Applicant: 6 Station New Road Proposal: Front and rear single-storey extension, garage conversion and roof re-design. To be discussed at next meeting.</p>	Clerk
2024-0008	<p>To discuss a policy for livestreaming meetings</p> <p>The Council discussed the requirements for a Policy for livestreaming for full Council meetings only. Cllr Savory reported on the recent statistics for December (14/15 livestreaming, 500 views during the month). As Council Meetings are held in public the Council must be aware of the Code of Conduct guidance both on and off screen. Council agreed the layout of the room was not ideal for livestreaming and were concerned that people may feel intimidated coming to meetings if they felt they were being watched. This could be addressed by switching the cameras off if requested by a parishioner. The length of time for keeping posts on Facebook was discussed. The Council agreed that openness and transparency were key to good governance. Arrangements would have to be made for operating the equipment of Cllr Savory was unavailable.</p> <p>The Advisory and Scrutiny will draft a Policy based on the points raised by Cllr Savory and Government/National guidance on the subject.</p> <p>The Council agreed to continue with the current method of livestreaming of full Council meetings for the next 6 months with the proviso that a Policy is drawn up for full Council to consider.</p>	A&S
2024-0009	<p>Road Safety Report</p> <p>The SAM2 data was only downloaded today and therefore has not yet been analysed.</p> <p>The zebra crossing was progressing well with one side of the road completed.</p> <p>The volunteer who has moved the SAM2 device for the last 5 years has given notice that would like to step down. Another volunteer would be required, perhaps from the Community Speed Watch team. The Council will write to the volunteer and thank him for all the hard work he had done with the SAM2.</p> <p>The Community Speed Watch team needs two new volunteers.</p> <p>The list of outstanding road safety items will be reviewed and queried with Highways.</p>	<p>Clerk</p> <p>Clerk</p>
2024-0010	<p>To consider meeting dates for 2024/25</p> <p>The Council agreed the dates for 2024/25 (see below) and will make 19th August 2024 a meeting date only if required.</p>	

2024-0011	<p>Social Media Sub-Group Update</p> <p>Cllr Savory reported the Council numbers engaging in Facebook posts plateaued in December partly because there are only so many people who will be interested in the information and probably partly due to Christmas. The posts had been mainly concerning the building of the zebra crossing and inconsiderate parking.</p> <p>New posts are created to answer and address some of the concerns raised in comments on previous posts.</p> <p>Item for next agenda – continuation of the Social Media manager.</p>							
2024-0012	<p>Finance</p> <p>The council had obtained 3 quotes for insurance:</p> <table><tr><td>Clear Councils</td><td>£1,394.86</td></tr><tr><td>Zurich Municipal</td><td>£2,081.69 (1 year LTA) £1,990.91 (3 year LTA)</td></tr><tr><td>Galagher</td><td>£4,543.22 best option – Declining to quote.</td></tr></table> <p>Council agreed to accept the quotation from Clear Councils.</p> <p>Bills for payment for January 2024 had been circulated to Councillors in advance of the meeting (see below). An additional grant payment to Broadland Community leisure Co Ltd for £500 had been included. The grant was to cover the cost of insuring the premises. The payments were approved.</p> <p>The Council noted that Cllr Britt had confirmed the November and December 2023 payments including the 2 amendments.</p> <p>The Council noted the Income and Expenditure Quarterly Report and Actuals vs Budget figures.</p>	Clear Councils	£1,394.86	Zurich Municipal	£2,081.69 (1 year LTA) £1,990.91 (3 year LTA)	Galagher	£4,543.22 best option – Declining to quote.	
Clear Councils	£1,394.86							
Zurich Municipal	£2,081.69 (1 year LTA) £1,990.91 (3 year LTA)							
Galagher	£4,543.22 best option – Declining to quote.							
2024-0013	<p>Clerk’s Correspondence</p> <p>A request had been received for upgrades to the streetlights in Highfield Avenue or for the streetlights to be moved to the other side of the road. Moving the lights is not viable. Some of the lamps are overgrown. Parishioners will be asked to cut back any foliage overhanging or obstructing the streetlights.</p> <p>A letter of complaint has been received by the clerk and had also been posted on Facebook by the complainant. This had been responded to on Facebook.</p>	Clerk						
2024-0014	<p>Items for the Next Agenda</p> <p>Continuation of the Social Media manager John Evans Award Update on negotiations with Shell LEMH barn</p>							
2024-0015	<p>Date, time, and venue of next Parish Council Meeting</p> <p>26 February 2024 at 7pm at the St Laurence Centre. The meeting finished at 20:31.</p>							
2024-0016	<p>Staffing Committee</p> <p>The Staffing Committee had completed the recruitment process for the position of Deputy Clerk and Asset Manager and made a recommendation to Council.</p> <p>The Council agreed to appoint Miss L. Dawson on the salary scale SCP18-28 for 30 hours per week subject to 6 months’ probation following a satisfactory appraisal. She will be invited to start mid-March.</p> <p>The Locum Assistant Clerk will be retained until 31 March 2024.</p> <p>The Administrative Assistant will be invited to remain in post until the end of July, to be reviewed at the Staffing Committee May/June.</p> <p>The above arrangements were all within the current budgets.</p>							
<p>Signed as a true record Date</p>								

2024-0005 – Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting – 22 January 2024

Two new air source heat pumps will be installed to replace the old gas boilers at the Horizon Centre. These will save approximately 50 tonnes of carbon a year (the equivalent of driving approximately 561,700 km in a small petrol car). The running costs of the Horizon building are lower, cutting Broadland and South Norfolk councils expenses by £600,000/yr. The heat pumps have been funded by a £2 million grant from Salix as part of the Public Sector Decarbonisation project.

The Postwick Park and Ride service is now running until April 2024. The 503 bus now stops on the way into the city at the railway station, Castle Meadow, Norwich bus station then back to the site via Bracondale. Due to the recent bus priority measures in the city it is still possible to provide a service every 20 minutes with the same vehicle resource.

The government has allocated funding to help residents and businesses recover from damage caused by storm Babet. A Community Recovery Grant is available to help flooded households to access up to £500. Households and businesses significantly impacted by the floods can receive 100% council tax and business rates relief for a minimum of 3 months. Small to medium size businesses can also apply for a Business Recovery Grant of up to £2500.

<https://www.southnorfolkandbroadland.gov.uk/neighbourhood-issues/flooding-advice/2>

Cllr Davis has allocated his member's Ward Grant for the purchase of an 8-seater wheelchair accessible round top recycled plastic table for Limpenhoe Village Hall. All funds have now been allocated for this financial year.

A feedback report on progress made has been received from the Local Government Association (LGA) Corporate Peer Challenge Team which visited the council for a second time on 13 October 2023. Good progress has been made by the council following the initial visit made in July 2022.

There is still a small amount of Winter Pressures grant funding available for Broadland residents. Funding is for a maximum of £1500 per group and can be used for projects such as supporting warm spaces, providing hampers/gifts for vulnerable households, purchasing warmth providing equipment for those in need. Projects need to be engaged with other local support and the Help Hub and need to be delivered by March 2024. For more information and an application form:

<https://www.southnorfolkandbroadland.gov.uk/communities/winter-pressures-grant/1>

BDC has a new Help Hub outreach vehicle which is initially going out to visit designated Warm Spaces in the district and will later be going out to other settings where Help Hub support could be useful. It will bring council Help Hub services to residents in areas to offer frontline support where services are requested most. Advice on benefits, debt welfare, isolation, anti-social behaviour and domestic abuse will be available.

The Clean Up and Bloom Grant scheme is still running and the final date for applications is 31 January 2024. 15 applications have been received so far from groups in Broadland.

<https://www.southnorfolkandbroadland.gov.uk/news/article/385/helping-communities-bloom>

The government has provided £9.6m funding assistance for Nutrient mitigation in Norfolk. Norfolk Environmental Credits Ltd will start trading in a few weeks' time.

Work is ongoing to produce the Broadland District Council Plan for 2024-2028. The plan identifies key priorities, aims and activities for the next 4 years and will be adopted in the Spring. This is supported by a separate document called the Delivery Plan gives more detail on the planned programme of work for 2024-26.

Cllr Davis visited the Materials Recycling Facility in Costessey on 12/1/24.

The White Heron Public House on Station Road, Brundall and the Ram Public House on The Street, Brundall have both been accepted by BDC as assets of community value and have been added to the BDC Community Asset register for a period of 5 years. For more information on Assets of Community Value see: <https://www.southnorfolkandbroadland.gov.uk/communities/asset-community-value-right-bid>

The finalists for the BDC Business Awards have been announced. Those in Brundall Ward include:

Sekura.ID Bankside 300 Peachman Way (provides mobile identity data), Broadland Business Park, Delta Fire (fire fighting equipment supplier) Broadland Business Park, Evander (emergency response and repair for glazing, doors and locks, Peachman Way, Broadland Business Park, Marsh Ltd (insurance broking and risk management) Broadland Business Park, Brundall Home hardware (competitive, quality hardware), Broom Boats (boating and tourism services), Brundall, and the Cantley Cock (traditional Norfolk Pub). Congratulations to them all!

BDC received funding in 2022 from the government Rural England Prosperity Fund. Up to £50,000 will be allocated to create a content creation kitchen at the Food Innovation Centre. The remaining funds have been allocated to the Rural Business Builder programme to provide grants of up to £25,000 for eligible businesses.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 21/1/24)

2024-0010 – meeting dates 2024/25

Full Council meetings

7pm in the St Laurence Centre unless otherwise stated:

April 22nd 2024

May 20th 2024 – Annual Meeting of the Parish Council

June 24th 2024

July 22nd 2024

August 19th 2024 – if required

September 23rd 2024

October 28th 2024

November 25th 2024

December 16th 2024

January 27th 2025

February 24th 2025

March 24th 2025

Land Management Committee meetings

7pm in the Lounge at Brundall Memorial Hall unless otherwise stated:

April 4th 2024

May 16th 2024

June 20th 2024

August 1st 2024

September 19th 2024

October 31st 2024

December 12th 2024

January 23rd 2025

March 6th 2025

Annual Parish Meeting

7pm in the St Laurence Centre:

April 8th 2024

Recreation and Wellbeing Committee meetings

7pm in the St Laurence Centre unless otherwise stated:

April 15th 2024

June 10th 2024

August 12th 2024

October 14th 2024

December 2nd 2024

February 10th 2025

Environment Committee meetings

7pm in the small meeting room at Brundall Memorial Hall unless otherwise stated:

May 9th 2024

August 15th 2024

November 14th 2024

February 13th 2025

Staffing Committee meetings

9am in the small meeting room at Brundall Memorial Hall unless otherwise stated. Additional meetings are held when required and times and location may vary. As per the Terms of Reference at least 2 meetings will be held each year.

September 13th 2024

February 7th 2025

Advisory and Scrutiny Committee meetings

Meetings are held when required and times may vary. The meetings are usually held via Zoom.

2024-0012 – Finance

PAYMENTS FOR January 2024

	Net	VAT	Gross
Parish clerk costs	£5,027.74	£0.00	£5,027.74
Office expense	£3,038.34	£6.66	£3,045.00
Telephone	£98.56	£9.95	£108.51
Room Hire	£72.00	£0.00	£72.00
Insurance	£1,394.86	£0.00	£1,394.86
Annual Fees	£16.00	£0.00	£16.00
Grass cutting monthly contract	£791.30	£158.26	£949.56
Street Lighting	£276.85	£25.58	£302.43
Handyman and cleaning	£552.00	£0.00	£552.00
Cemetery	£16.56	£0.00	£16.56
Countryside Park	£100.00	£20.00	£120.00
Cremer's Meadow	£3,000.00	£0.00	£3,000.00
Church Fen	£150.00	£30.00	£180.00
IT	£522.00	£0.00	£522.00
Sports Hub	£69,952.67	£13,990.54	£83,943.21
Total expenditure	£85,008.88	£14,240.99	£99,249.87

RECEIPTS FOR January 2024

Allotments	£168.75
GNGB grant	£176,700.00
Interest	£189.79

Total Income	£177,058.54
---------------------	--------------------

HSBC Current A/C as at 15/12/23	£13,469.44
---------------------------------	------------

HSBC Deposit A/C as at 24/11/23	£21,769.02
---------------------------------	------------

Transfers to/from Deposit A/C from/to Current A/c	£20,000.00
---	------------

Transfers to/from Unity Bank	£20,000.00
------------------------------	------------

Unity Bank A/C as at 19/1/24	£107,163.12
------------------------------	-------------

Unity Bank Savings A/C as at 19/1/24	£40,139.38
--------------------------------------	------------

Transfers to/from Deposit A/C from/to Current A/c	£10,000.00
---	------------

Transfers to/from BDC Parish Deposit	£0.00
--------------------------------------	-------

BDC Parish Deposit A/C as at 1/4/23	£63,321.35
-------------------------------------	------------

Payments to be made after the meeting	£93,873.63
---------------------------------------	------------

Funds available	£182,540.96
-----------------	-------------

Total cash assets	£245,862.31
--------------------------	--------------------