# Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 23rd October 2023 at 19:00 at the St Laurence Centre, Brundall

|  |  |  |  |
| --- | --- | --- | --- |
| **Present:**  Cllr K Wilkins (Chairman), Cllr G Abbott, Cllr L Britt, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr J Warns, Cllr C Whitehouse  **Parish Clerk(s)**: C Dickson (Deputy) | | | |
|  | *Details* | *Action* |
|  | **Housekeeping**  Cllr Wilkins welcomed those in attendance and advised the locations of the fire exits and the procedure for public participation. |  |
| **2023-0139** | **Apologies for Absence**  Cllr A Bonham, Cllr M Savory, Cllr R Tungate, Cllr J Warne. Noted. |  |
| **2023-0140** | **Declarations of Interest**  None. |  |
| **2023-0141** | **Minutes of the Previous Meeting**  It was **resolved**, with 2 abstentions, to approve the Minutes of the Parish Council meeting held at 6pm on 25th September 2023, and the confidential notes to item 2023-0122.  It was **resolved**, with 2 abstentions, to approve the Minutes of the Parish Council meeting held at 7pm on 25th September 2023  The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins. |  |
| **2023-0142** | **Actions from the Minutes (Not on the Agenda)**  **2023-0130** – arranging a meeting with Norfolk Homes to discuss the boundary fence with the Sports Hub – not yet actioned. |  |
| **2023-0143** | **Meeting adjourned to allow for the** **public participation and County Councillors’ and District Councillors’ reports.**  DCllr Laming read out her and DCllr Davis’s report (see below).  There was no other Public Participation. |  |
| **2023-0144** | **Reports:**  **Sports Hub – Cllr Wilkins**  The contractors, Smiths of Honingham, have started on site. It should be a 30 week build, finishing in May 2024. There will be a bit of parking disruption for users of the pitch but most hires are in the evening after the contractors have finished. They are working with the operators to ensure minimum disruption and some additional parking options are being considered.  **Land Management – Cllr Buckley**  We discussed how to resolve the problem of several broken headstones in the cemetery and we felt this had to be dealt with sensitively. The policy is clear about how to proceed and we will be placing notices on the headstones for 6 months and also alerting the public to procedures via the website.  The bridge at Cremer’s is further delayed due to the requirement for an ecology report. This continues to be a frustrating process!  We approved the expenditure for a chipper for the Countryside Park as there are a lot of cuttings from the hedges both in the park and the allotment. 2 weeks rental should be sufficient to tidy up in a variety of places. The chippings will mainly be used on the orchard. Thanks were expressed to Richard and Dave for cutting the car park hedge.  The Sports Hub sub group had asked us to consider whether the public could park in the cemetery car park whilst building work is taking place. LM approved the use of the car park as long as users treated it with respect and walked on the main pathways to the Sports Hub. There was also concern about parking on the verges and Yarmouth Road and this should be included in the notice.  A proposal to narrow the entrance to the spare field by the cemetery was discussed and it was agreed that this needed a site visit to ensure that emergency vehicles and grass cutting would not be impeded. Members of the group will undertake this.  We agreed to identify areas on Church Fen where Himalayan Balsam should be cleared. We may be able to accept an offer from the Round Table volunteers to do this.  A number of issues regarding the Countryside Park were discussed, including more sand for the Parkrun, and these will be passed back to the CP group for consideration at their next meeting. It was stressed that this “Friends” group should take the lead on those discussions and then pass recommendations to the LM group.  Mike advised the group that a very high percentage of the public who voted on the questionnaire wished the PC to pursue purchasing the CP.  A member of the public has raised concerns about the maintenance of a memorial bench on the CP. The policy is clear but we felt it probably needs a review with costs updated. This may need to be re-looked at by Advisory and Scrutiny. The use of concrete on the site underneath benches is one of the matters to be considered by the CP group.  **Recreation and Wellbeing Committee – Cllr Gabillia**  Updates were received for the Sports Hub and Land Management.  There was no report from the Yare Valley Churches however the vacancy for a rector has been re-advertised with a closing date of today with interviews to be held on the 24th November.  There was no attendance or report from the Memorial Hall or school.  Brundall Village Park: the S106 agreement Deed of Variation is progressing.  96% of respondents to the recent survey would like the Parish Council to purchase the Countryside Park.  Jack Bonham and the Clerk are looking at current and potential locations of dog waste bins, and will be producing a report to include where people walk, where would they like them, and associated costs.  Snowy’s: still reviewing options for location when the lease expires in 4 ½ years.  **Cluster Meeting**  The notes from the last meeting on the 27th June were noted. The next meeting is likely to be in January 2024.  **Brundall Memorial Hall**  Hiring remains strong with not many time slots available. The hall is used by a wide range of local groups including community groups, sports groups and keep fit groups for all ages from toddlers through to our more senior residence. These groups use the hall for both social and recreational purposes.  We continue to be carrying out routine maintenance around the hall. The toilets and external window frames on the main hall have been repainted and the spotlights in the hall have been replaced. The lights in the Parish Council office have also been upgraded. Unfortunately, we were not able to put in the recess lighting found elsewhere in the hall without totally taking the roof off.  The replacement of the Parish Council office door is on the maintenance list.  The application to turn into a CIO has been completed with all paperwork checked and returned to Community Action Norfolk. Community Action Norfolk will now send everything off to the Charity Commission and we are hoping that the process will be completed early in the new year.  Thanks were given for help with transporting their new tables from the BDC offices. |  |
| **2023-0145** | **Parish Council branding**  Cllr Savory has been looking at new branding for the Parish Council, to replace the current sailing boat. This has in part been driven by the need for signage at the Sports Hub. It would be good to have cohesive branding/signage for all Parish Council owned and operated land.  Cllr Savory will present his ideas in the next couple of months, including an updated website. This was noted. |  |
| **2023-0146** | **Planning**  There were no application comments to be ratified.  **Planning Applications to consider:**  **2023/2989**Applicant: Mr Chris Smith Location: Brundall Memorial Hall Links Avenue Brundall Norfolk NR13 5LL Proposal:Reserved matters of 20211917 - details of appearance, landscaping, layout and scale for the Country Park & Village Green areas & other associated works & development Application Type: Reserved Matters.  The site notice has not yet been posted therefore the comments deadline is at least 21 days away. The Planning Officer will be Chris Raine. The Council would like to meet with the planning officer to ask some questions before submitting their comments:   * Attenuation ponds: more information required. The plans appear to be different to what we were led to believe. They are titled Attenuation Basins not Detention Basins. There is no management plan for the drainage system on the planning portal * Emergency access: the current location will reduce the amount of useable Village Green area to below the 3ha as per the S106 agreement * Emergency access: there are no details on the materials to be used for this. Will it be tarmac, paved, plastic mesh to allow grass to grow over the top? * Sewer bulkheads: there are no details about the removal of the protruding manhole covers. Hopkins told the Parish Council these were to be made flush with the ground but this is not detailed in the planning application * Public Right of Way on the southern boundary: as per the appeal Design and Access statement this footpath should be maintained and enhanced as part of the development of the site. This application does not mention any further development of the PRoW. * Will the Village Green be cleared of current vegetation and returned to its pre-development state? * Maintenance of the Country Park: what plans have Hopkins submitted for the ongoing maintenance of the Country Park to ensure it is handed over to the Parish Council in the same state as it was when Hopkins bought it? There should be ongoing maintenance of the trees, hedgerows, meadow area, and duck pond. * Public Right of Way lighting: the Parish Council and Hopkins talked about the provision of lighting along the PRoW as this will be a narrow corridor in places between two sets of fences and may quite dark and intimidating at night and in the winter. * The site phasing plan seems to imply that the Country Park and Village Green areas will be last to be developed, however the S106 agreement states the Country Park must be handed over by the occupation of the 49th Open Market Dwelling and the Village Green by the 69th OMD. Can you confirm the S106 agreement is correct on this not the site phasing plan? * The site plans for 2023/2989 and 2023/3021 do not match. They both include the attenuation basins.   **2023/3035** Applicant: Mr Chris Smith Location: Brundall Memorial Hall Links Avenue Brundall Norfolk NR13 5LL Proposal:Certificate of lawful development existing for commencement and implementation of 20211917 via Phase 1A - Construction & installation of concrete slab for electricity sub-station Application Type: Lawful Development - Existing Use / Development  Noted.  **2023/3021** Applicant: Mr Chris Smith Location: Land East Of The Memorial Hall Links Avenue Brundall NR13 5LL Proposal: Reserved matters details of appearance, landscaping, layout and scale of 147 dwellings, open space, associated access, car parking, garaging, drainage infrastructure and other associated works following outline/hybrid permission 20211917 Application Type: Reserved Matters  Similar to planning application 2023/2989 the Council would like to raise the following points with the planning officer:   * The 4 bed properties only have 2 parking spaces. This is not enough. * The site plans for 2023/2989 and 2023/3021 do not match. They both include the attenuation basins. * Public Right of Way on the southern boundary: as per the appeal Design and Access statement this footpath should be maintained and enhanced as part of the development of the site. This application does not mention any further development of the PRoW. * Public Right of Way lighting: the Parish Council and Hopkins talked about the provision of lighting along the PRoW as this will be a narrow corridor in places between two sets of fences and may quite dark and intimidating at night and in the winter. * Would it be possible to suggest to Hopkins that they adjust the location of the public open space to the east of the site so it aligns more alongside The Golf House.   **2023/3049** Applicant: Mr & Mrs N Fox Location: St Ninians  2 Strumpshaw Road Brundall Norfolk NR13 5PA Proposal:Indicative 4 Bedroom Dwelling with 2 bay garage/cart lodge Application Type: Outline Planning Permission  Objection: the location of access to the site is inappropriate. The Parish Council has concerns about road safety that the entrance/exit of the site is directly on to the roundabout at the junction of Strumpshaw Road, The Street, and Blofield Road. |  |
| **2023-0147** | **Road Safety Report**  Cllr Savory had circulated a report to Councillors and this has been shared on the Facebook page.  The data will be checked as the SAM2 on Cucumber Lane does not always appear to record motorists passing. |  |
| **2023-0148** | **Finance**  Bills for payment for October 2023, £11,999.96, had been circulated to Councillors in advance of the meeting (see below). The payments were **approved**, with 1 abstention.  The Council noted that Cllr Britt had confirmed the September 2023 payments.  The Council noted the 2nd quarter bank reconciliations.  The Council **approved** the RFO applying for a savings account with Unity Trust Bank.  Finance sub-group was confirmed as Cllrs Wilkins, Whitehouse, Abbott and Savory, with the Deputy Clerk/RFO.  The External Audit report was received and noted. There were no comments or actions from the External Auditor. The RFO was thanked for her work for the audit. |  |
| **2023-0149** | **Clerk’s Correspondence**  The Remembrance Services will be at 10:50 on Saturday 11th November at the Shard and 10:50 on Sunday 12th November at the church. Cllr Wilkins will attend both services. |  |
| **2023-0150** | **Items for the Next Agenda**  Livestreaming – clarification of the policy for all meetings  Council branding |  |
| **2023-0151** | **Date, time, and venue of next Parish Council Meeting**  27th November 2023 at 7pm at the St Laurence Centre. The meeting finished at 20:33. |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | | |

**2023-0148 Finance**

|  |  |  |  |
| --- | --- | --- | --- |
| **PAYMENTS FOR October 2023** |  |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £5,796.37 | £0.00 | £5,796.37 |
| Office expense | £347.39 | £44.98 | £392.37 |
| Telephone | £49.76 | £9.95 | £59.71 |
| Room Hire | £134.50 | £0.00 | £134.50 |
| Grass cutting monthly contract | £791.30 | £158.26 | £949.56 |
| Street Lighting | £291.85 | £54.13 | £345.98 |
| Handyman and cleaning | £552.00 | £0.00 | £552.00 |
| Cemetery | £20.13 | £0.00 | £20.13 |
| Countryside Park | £945.00 | £0.00 | £945.00 |
| Cremer's Meadow | £16.10 | £3.00 | £19.10 |
| Church Fen | £240.00 | £48.00 | £288.00 |
| Projects | £850.00 | £170.00 | £1,020.00 |
| IT | £147.00 | £0.00 | £147.00 |
| Sports Hub | £1,176.62 | £153.62 | £1,330.24 |
|  |  |  |  |
| **Total expenditure** | **£11,358.02** | **£641.94** | **£11,999.96** |
|  |  |  |  |
| **RECEIPTS FOR October 2023** |  |  |  |
| Precept | £74,940.00 |  |  |
| Cemetery | £137.50 |  |  |
| Allotments | £1,405.00 |  |  |
| Interest | £227.49 |  |  |
|  |  |  |  |
| **Total Income** | **£76,709.99** |  |  |
| HSBC Current A/C as at 20/10/23 | £41,144.08 |  |  |
| HSBC Deposit A/C as at 20/10/23 | £91,440.62 |  |  |
| Unity Bank A/C as at 20/10/23 | £136,717.00 |  |  |
| Transfers to/from Deposit A/C from/to Current A/c | £50,000.00 |  |  |
| Transfers to/from BDC Parish Deposit | £0.00 |  |  |
| Transfers to/from Unity Bank | £30,000.00 |  |  |
| BDC Parish Deposit A/C as at 1/4/23 | £63,321.35 |  |  |

**2023-0143 Public Participation**

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

Broadland District Council (BDC) is represented on several different outside bodies and a recent review indicated that BDC was getting good value from its work with partners.

BDC Main Council agreed on 5/10/23 to register the council with the Regulator for Social Housing as a Registered Provider of social housing.

The Council has:

* reviewed and updated its Risk Management Policy
* agreed to adopt an Anti-Fraud and Anti-Corruption strategy and has amended the Contract Procedure Rules.
* agreed to appoint an independent person to the Audit Committee.

The Members Ward Grant scheme has been reviewed to ensure that all funding meets the requirements. Organisations receiving grants will be offered promotional material to clarify that BDC has provided funding for their project. 38 projects in the district were funded in the year 2022/2023.

A meeting was held on 10 October to firm up business arrangements for the Joint Venture Environmental Credits Scheme. Norfolk Environmental Credits Ltd (NEC) is a company limited by guarantee formed by the local authorities affected by the need to prevent additional nutrient pollution of the Broads and Wensum Special Areas of Conservation. The local authorities currently in the scheme include Broadland, South Norfolk, Breckland and North Norfolk. NEC will buy environmental mitigation and sell environmental credits to provide a portfolio of projects to help mitigate the impact of nutrient enrichment arising from additional housing development which has constrained house building in the district since March 2022.

A further letter will be sent from District Council leaders to the Secretary of State for Levelling Up, Housing and Communities re the proposed County Devolution deal to raise outstanding matters of concern which will have an impact on the district councils.

In July 2022 BDC engaged in a Peer Review with the Local Government Association to help look at its focus for the future. A small team of experts came to observe and engage with the work the council does and will provide a report and recommendations. A follow up meeting was held on 13 October to assess progress.

A new telephony contract is now in place with the new system due to be up and running from 1 November.

The BDC Housing Standards Enforcement Policy has been reviewed.

Progress has been made on plans to improve long term housing availability to meet future housing needs and to develop a revised housing management strategy.

A new officer has been employed to deal with flytipping in the district. The aim is to gather detailed information and act to prevent and pursue incidents of flytipping and protect the environment. Parish councils and residents can assist by reporting flytipping incidents giving the correct details to enable these to be followed up, to act as witnesses where relevant and harness neighbourhood watch schemes if possible. For more information contact Russell Watkins at [Russell.Watkins@southnorfolkandbroadland.gov.uk](mailto:Russell.Watkins@southnorfolkandbroadland.gov.uk)

There are a range of Community Funding options for projects in Broadland. Details are on the website. If specific funding is needed and the grants listed may not seem relevant, do contact the communities team who may be able to help.

<https://www.southnorfolkandbroadland.gov.uk/communities/community-funding-2/1>

Nominations are now open for the Broadland District Council Business Awards. Businesses can nominate themselves for 10 possible categories including: Business Growth, Innovation, Employer of the year, Environmental impact, Excellence in Advanced Manufacturing, Excellence in Insurance, Financial and Professional Services, Food and Drink producer of the year, New business, Small business of the Year and Tourism business of the year.

Residents are invited to vote for their Favourite Retailer of the Year and Pub of the Year. The closing date is 15/12/23. <https://www.southnorfolkandbroadland.gov.uk/news/article/353/nominations-now-open-for-business-awards>

A Keep It Going Grant of £300 from BDC has been approved to cover some of the costs of the Lingwood and Strumpshaw Parish Magazine. 1520 copies are printed and delivered free of charge to all residents in Lingwood, Strumpshaw, Buckenham, Hassingham and South Burlingham to raise awareness of what is going on locally.

The Broadland Landowner Tree Planting Grant is available again this tree planting season Nov 2023 to March 2024. <https://www.southnorfolkandbroadland.gov.uk/environmental-quality-1/broadland-landowner-tree-planting-grant>

Grants of up to approximately £1000 per applicant are available for local hedge and tree planting projects. This equates to up to 120m of hedgerow or 600 trees. Landowner grants will provide 100% of funding required for trees and guards in approved applications, however labour costs are not covered by grants. Applications for projects which have the involvement of parish councils and/or tree wardens will be prioritised. The minimum size for a project is 25m or 125 trees.  For projects below this size applications can be made for subsidised tree packs from Norfolk County Council – see following paragraph.

Norfolk County Council are making 40,000 trees available at reduced cost for any residents, landowners, community groups and schools.

Tree packs will be available from collection points across the county including Norwich (County Hall and Broadland Country Park), Acle, Long Stratton, Watton, Fakenham and King’s Lynn. Applications are now open and packs will be ready for the planting season between December 2023 - February 2024.

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/1-million-trees-for-norfolk/get-involved/subsidised-tree-pack-scheme>

For the first time, Climate Emergency UK have assessed and scored UK councils of all types (except for parish/town councils) on their completed climate action across the whole council, using Council Climate Action Scorecards. The scores vary, but only 41 councils score more than 50% in the assessment.  It is recognised that there are national barriers making it harder for councils to deliver effective, point scoring, climate action but there is more that can be done to make progress towards net zero.

Broadland District Council is average in performance when compared with other district councils.  For more information and the results see:

<https://councilclimatescorecards.uk/scoring/district/>

BDC celebrated Recycle Week in October and aims to raise awareness of items that can be recycled but which often end up in the green waste bins such as empty aerosols, plastic cleaning product bottles, plastic toiletry bottles, plastic pots and tubs and food times. Last year Broadland residents recycled 10,000 tonnes of waste, plus 50 tonnes of electrical equipment, 40 tonnes of textiles and 7 tonnes of batteries.   
<https://www.southnorfolkandbroadland.gov.uk/recycling/goes-recycling-bin>

Norfolk County Council has launched a consultation on its draft Walking, Wheeling and Cycling Strategy for Norfolk 2023-2036. The last date for submission of responses is 24 November 2023.   
https://norfolk.citizenspace.com/environment-transport-and-development/walking-wheeling-and-cycling-2023-2036/

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 21/10/23)