# Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 27th November 2023 at 19:00 at the St Laurence Centre, Brundall

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| **Present:** Cllr K Wilkins (Chairman), 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)**: S Smyth, C Dickson (Deputy) |
|  | *Details* | *Action* |
|  | **Housekeeping**Cllr Wilkins welcomed those in attendance and advised that the meeting is being livestreamed. |  |
| **2023-0155** | **Apologies for Absence** Cllr G Abbott, Cllr J Warne. |  |
| **2023-0156** | **Declarations of Interest**Cllr Gabillia – planning – neighbour of application 2023/0369 |  |
| **2023-0157** | **Minutes of the Previous Meeting**It was **resolved**, with 3 abstentions, to approve the Minutes of the Parish Council meeting held on the 23rd October 2023. The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins. |  |
| **2023-0158** | **Actions from the Minutes (Not on the Agenda)**None. |  |
| **2023-0159** | **Meeting adjourned to allow for the** **public participation and County Councillors’ and District Councillors’ reports.**Cllr Wilkins read out the headlines for CCllr Proctor’s report. It is available on the website.DCllr Laming read out her and DCllr Davis’s report (see below). The Clerk will check whether information was received about the Net Zero Communities and forward to Councillors.\* Broadland have been awarded the Gold PawPrint Award by the RSPCA for the 4th year running for their stray dog collection service.2 members of the public in attendance said they did not know about the Countryside Park survey or only found out about it shortly before it closed. There was no publicity on the notice boards. The Council received 500 responses but will ensure future surveys are publicised on the notice boards. | \*Clerk |
| **2023-0160** | **Reports:****Sports Hub – Cllr Wilkins**Significant progress has been made on the pavilion build. Cllrs Wilkins and Whitehouse attended the first progress meeting last week and the contractor is on schedule despite the recent wet and cold weather. The roof should be on by Christmas. The consultants are more than happy with the progress and the standard of work.There is a little bit of disruption as there is a building site alongside the use of the facility but the two are accommodating each other quite well together. There have been a few parking issues but the cemetery car park has been made available for users. The users, operators, and contractors are working well together. Cllr Savory is taking aerial photos of the progress.**Staffing Committee – Cllr Wilkins**The Clerk has tendered her resignation following appointment as Clerk to Attleborough Town Council. Cllr Wilkins offered her congratulations on her new role. She has been Clerk to Brundall for 14 years and was thanked for her work over that time.The Clerk’s resignation leaves a vacancy. The Staffing Committee met to discuss the options. An interview was held with the Deputy Clerk and a recommendation was made to full Council at a meeting at 6.30pm to appoint her as Clerk. This was approved. It affords the Council continuity and congratulations were given to the Deputy Clerk on her appointment.A replacement Deputy Clerk is now needed. The Deputy Clerk will retain the RFO role so an adjustment of the roles and responsibilities will be part of the process. Any new appointments will remain within the current budget constraints.Temporary administrative support is being arranged with a Deputy Clerk and Asset Manager role being recruited in the New Year. Adverts will be posted this week.Locum support will start next week from a well respected and experienced Clerk, doing 10 hours per week. A temporary Admin Assistant role has also been advertised.The Clerk’s last day will be the 17th December. There will be a thank you event at 6pm on the 18th December with drinks and nibbles to say a proper thank you and goodbye. |  |
| **2023-0161** | **Planning**There were no application comments to be ratified.**Planning Applications to consider:****2023/3273**Applicant: Mr Chris SmithLocation: Brundall Memorial Hall Links Avenue Brundall Norfolk NR13 5LLProposal: 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.This is a duplication of application 2023/2989. The Deputy Clerk has submitted comments for 2023/2989 with the proviso they apply to this application as well. An online meeting was held with the planning officer, Chris Raine, who said all the comments were valid and will be getting back to us on a couple of the issues raised.**2023/3272** 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 20211917Application Type: Reserved MattersThis is a duplication of application 2023/3021. The Deputy Clerk has submitted comments for 2023/3021 with the proviso they apply to this application as well. **2023/3369** Applicant: Mr And Mrs Hooker, Location: Gosford 9 Links Avenue Brundall Norfolk NR13 5LL.Proposal: Single storey front extension. Application Type: HouseholderThe Council had no objections to the application.**2023/3261** Applicant: Mr David Brown. Location: Xanadu  9 East Avenue Brundall Norfolk NR13 5PB. Proposal: Rear dormer, single storey side flat roof extension & porch to front. Application Type: HouseholderThe Council had no objections to the application.**2023/0369** Amended Proposal: Erection of 4 No. new dwellings (revised) Location: Land At Oakhill Brundall Norfolk Applicant: Mr Dass Application Type: Full Planning Permission.The Council felt the application was not sufficiently different to previous applications for the site for them to change any of their objections. There were additional concerns raised over the parking spaces provided. |  |
| **2023-0162** | **Road Safety Report**Cllr Abbott is the new Community Speed Watch coordinator.The Road Safety group put forward 2 proposals for submission for funding from the Parish Partnership Scheme (report below):Village GatewaysThe Council debated a proposal for village gateways at all the entrances to the village: Blofield Road, Cucumber Lane, Postwick Lane, Strumpshaw Road. Yarmouth Road is to be included as the Berryfields development will have a junction with it.Highways have given verbal support to an application for the gateways. Once the application is approved Highways will decide the exact locations of each pair of gates.A proposal to bid for Parish Partnership funding for 5, possibly 4, Village Gateway signs, at a cost of £2,620 to the Council, was **approved** by 5 votes for, 3 against, and 2 abstentions. It was confirmed there are enough funds in the Road Safety earmarked reserves to cover this.Staithe LaneThere is a question of ownership of the land, it is not an adopted Public Right of Way, but there is a right of access along the lane. There is no safe walkway to the station as the pavements do not go all the way along Station Road. This could be an alternative safe route to and from the station away from the road.The lane is currently a bit over grown and there is one very boggy sectionThe proposal is to clear the foliage and strim the undergrowth. Any chippings created from taking down branches could be put on the muddy section.The Council debated the pros and cons of the project, that there would be ongoing maintenance costs, and whether it would be used but the proposal to submit a bid for Parish Partnership funding to cut back the foliage, strim the undergrowth and create better access along Staithe Lane for the station, at a cost of £867.50 to the Council, was **approved**, with 1 abstention. |  |
| **2023-0163** | **Parish Council branding**Rebranding for the Council arose because the Sports Hub will need a sign and it was felt the current logo was not completely representative of the Parish. Cllr Savory presented a design for consideration: The green represents the open spaces, yellow for the arable fields, and blue for the water. The logo is easily transferrable to all our facilities, although Cllr Buckley was not sure it was applicable to Cremer’s Meadow.The Council agreed that a new logo/brand was required but that it would be considered again at the next meeting. |  |
| **2023-0164** | **Livestreaming of meetings**The Council has livestreamed the full Council meetings since Covid, but only when Cllr Savory is present to manage the technology. We are very grateful to him for doing this.There is no legal requirement to livestream and it was not discussed before starting, or formally approved therefore the question asked is does the Council wish to continue?The Council discussed the advantages and disadvantages of livestreaming, whether there were any GDPR or identity protection issues. The chairman announces that the meeting will be livestreamed before the start giving members of the public present an opportunity to leave.230 people viewed the October meeting video. Any comments raised are responded to by the Social Media group.The equipment is currently owned by Cllr Savory but it might be more appropriate for the Council to purchase it and ask a staff member to manage the feed during a meeting.DCllrs Davis and Laming were asked to find out if BDC have a livestreaming policy as they livestream most of their meetings.A decision on the future of livestreaming was deferred to the January meeting.The Council voted to continue livestreaming full Council meetings, based on precedent of past practice, with a view to formulating a policy in due course if it is decided to continue, with 1 abstention.  |  |
| **2023-0165** | **Finance**Bills for payment for November 2023, £117,293.53, had been circulated to Councillors in advance of the meeting (see below). The payments were unanimously **approved**. The Council noted that Cllr Britt had confirmed the October 2023 payments.The new NJC pay scales have been published and were circulated to Councillors in advance of the meeting. There was a £1 per hour uplift for each scale point and the backpay for staff is in this month’s salary payments. This was noted.The Council **approved** a donation to the Poppy Appeal of £75.The savings account with Unity Trust Bank has been successfully opened. |  |
| **2023-0166** | **Clerk’s Correspondence**Brundall Memorial Hall sent a letter to confirm there will be no rent increase for the office hire. However they would like to be informed when the grass cutting and litter picking contract are up for renewal in order to investigate taking responsibility themselves. |  |
| **2023-0167** | **Items for the Next Agenda**Council brandingBudget 2024/25 |  |
| **2023-0168** | **Date, time, and venue of next Parish Council Meeting**18th December 2023 at 7pm at the St Laurence Centre. The meeting finished at 21:12. |  |
| Signed as a true record …………………………………………….……. Date …………………………  |

**2023-0165 Finance**

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| **PAYMENTS FOR November 2023** |  |  |  |
|  | Net | VAT | Gross |
| Parish clerk costs | £7,187.13 | £0.00 | £7,187.13 |
| Office expense | £1,556.62 | £6.60 | £1,563.22 |
| Telephone | £49.76 | £9.95 | £59.71 |
| Room Hire | £116.00 | £0.00 | £116.00 |
| Grass cutting monthly contract | £791.30 | £158.26 | £949.56 |
| Street Lighting | £50.00 | £10.00 | £60.00 |
| Handyman and cleaning | £552.00 | £0.00 | £552.00 |
| Allotments | £107.39 | £0.00 | £107.39 |
| Countryside Park | £425.00 | £15.00 | £440.00 |
| Play equipment | £282.15 | £56.43 | £338.58 |
| IT | £217.00 | £0.00 | £217.00 |
| Sports Hub | £87,864.78 | £17,572.96 | £105,437.74 |
| Refuse collection | £221.00 | £44.20 | £265.20 |
|  |   |  |  |
| **Total expenditure** | **£99,420.13** | **£17,873.40** | **£117,293.53** |
|  |  |  |  |
| **RECEIPTS FOR November 2023** |  |  |  |
| Precept | £0.00 |  |  |
| Cemetery | £0.00 |  |  |
| Allotments | £788.75 |  |  |
| FF Grant for goals | £0.00 |  |  |
| Interest | £177.51 |  |  |
| Miscellaneous | £0.00 |  |  |
|  |   |  |  |
| **Total Income** | **£966.26** |  |  |
| HSBC Current A/C as at 24/11/23 | £28,147.99 |  |  |
| HSBC Deposit A/C as at 24/11/23 | £41,618.13 |  |  |
| Unity Bank A/C as at 23/11/23 | £139,131.19 |  |  |
| 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 | £40,000.00 |  |  |
| BDC Parish Deposit A/C as at 1/4/23 | £63,321.35 |  |  |

**2023-0162 Road Safety Parish Partnership funding proposals**

**Bid One**

**Application for Village Gateway Scheme:**

Norfolk Highways will only accept a Glasdon quote and no other company is acceptable to be installed so that simplifies matters. This cost detailed below is for 1 village gateway sign. We will need 4 of them so the total cost will be £3192 for that part of the application (add £798 if you want one on Yarmouth Road incoming from Blofield).

With regard to the exact location of the signage, Highways will sort this out after the application is received, but it is always at the entrance to the 30mph/40mph village zone.

With regard to costing the installation of the signage, Paul Sellick advised this would be £250 plus vat per sign, so £1000 to add (£1250 if Yarmouth Rd is to be included).

Product details: Glasdon Village gates 183/0055 in light oak with the 30mph roundal and welcome to Brundall please drive carefully.

5 Village Gateway signs at:

Yarmouth Road

Blofield Road

Cucumber Lane

Postwick Lane

Strumpshaw Road

Cost per sign £798 plus Vat

Cost per sign to install (By NCC Highways approved contractors) £250 plus Vat.

Total cost per sign including installation £1048.00 plus Vat.

Cost of for 5 gateway signs £5240

**50% reduction payable by NCC Highways (cost to Brundall Parish Council) = £2620.00 plus Vat.**

**Bid Two**

**Improvements to Staithe Lane**

To clear the foliage all from The Street end to the railway station end to include strimming of the lane surface underfoot to allow a better access from the Street down to the railway station. Cost £1655

One finger post stating “To Railway Station”- £80 for the 10ft post 4" thick

Total cost: £1735

**50% reduction payable by NCC Highways (cost to Brundall Parish Council) = £867.50**

**2023-0159 Public Participation**

Broadland District Councillors Report for Brundall Parish Council Meeting – 27 November 2023

The Greater Norwich Local Plan (GNLP) final consultation on main modifications to the plan is now open and ends on 6 December. The plan, produced by BDC, SNC and Norfolk County Council sets out site provision for 45,000 new homes between 2018-2038. and is likely to be adopted early in 2024. Consultation documents are on the main website: [www.gnlp.org.uk](http://www.gnlp.org.uk).

The new police station building at Broadland Gate, Postwick in Brundall Ward has been awarded the top prize in the design category of the Broadland Design Awards. It was designed by Chaplin Farrant Architects and brings local police services into a single area creating an efficient operational space with a big focus on low carbon design.

BDC is undertaking a review of polling districts and places to ensure that electors in the district have reasonable facilities for voting and that polling places are accessible. Current boundaries are not being reviewed. More information is on the council website.

<https://www.southnorfolkandbroadland.gov.uk/elections/review-polling-districts-places-2023-24>

BDC aims to make improvements to facilities at Broadland Country Park which is in the parish of Felthorpe. These plans include a new visitor kiosk, car park resurfacing, accessible portaloo toilet trial, play and den building area, waymarking and boundary signage, secure storage facilities and a solar power generator for charging electric tools and providing lighting.

A new customer experience system is being proposed following a survey done by external consultants. This should improve the experience of residents when contacting the council.

Cabinet has agreed to instruct Norfolk Environmental Waste Services (NEWS) to start procuring a new food waste processing contract jointly with other councils. The current contract ends on 30/9/24. All councils will be required to collect domestic food waste from 2026.

Currently, there is a charge for the disposal of DIY waste but, following a change to national rules, it will be possible to dispose of domestic DIY waste at your local recycling centre (Strumpshaw) without charge as from 1 January 2024.

Following a public consultation which ended in September 2023, Cabinet has agreed to recommend that a Public Space Protection Order (PSPO) to address Vehicle Related Anti-social behaviour is put in place across the whole district and will apply at all times (24 hours a day, 7 days a week). A review will be undertaken of its effectiveness after it has been in place for a year.

Cllr Davis and Cllr Laming attended both the Armistice Day service and Remembrance Day service in Brundall to lay a wreath.

There is still time to put nominations forward for the Broadland District Council Business Awards. Businesses can nominate themselves for any one of 10 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. Winners will be announced on 5/3/24. <https://www.southnorfolkandbroadland.gov.uk/news/article/353/nominations-now-open-for-business-awards>

A Winter Pressures grant has been launched to support 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. For more information and an application form:

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

Norfolk County Council have launched a survey via Facebook initially on the Park and Ride Services. This will inform the future of the service. The closing date for completion is 16 December.

<https://www.smartsurvey.co.uk/s/NorwichParkandRide/?utm_source=Facebook&utm_medium=social&utm_campaign=Orlo>

Cllr Davis spoke about Local Government to the Guide group in Brundall on 21 November.

The Norfolk Climate Change Partnership has been awarded £300,000 from Innovate UK to spend over 2 years to promote Norfolk Net Zero Communities.  A Net Zero Innovation and Delivery Officer is already in post. BDC has proposed Brundall Ward for the pilot scheme in the district. The project, called Fast Followers, aims to deliver net zero activities via community engagement.

There is still funding available up to £1000 under the Members Ward Grant scheme to support community projects and activities. Please see Jan or Eleanor to apply.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 24/11/23)