



Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 7th December 2023 at 19:00 in the Memorial Hall

Present: Cllr R. Tungate (Chairman), Cllr Gill Buckley, Cllr Lawrence Britt, James Howlett (Parkrun), Sarah Sloan (BAA), Richard Farley (tree warden), Sally Ward (tree warden), Tim Strudwick (Countryside Park).

C Dickson (Deputy Parish Clerk) and A. Barnes (Locum Assistant Parish Clerk).

	<i>Details</i>	<i>Action</i>
	The meeting was recorded for minute taking purposes.	
LM-0730	Apologies for Absence Cllr Mike Savory, Cllr Graham Abbott, Locum Assistant Parish Clerk, Anne Barnes, was welcomed to the meeting.	
LM-0731	Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI) None received.	
LM-0732	Minutes of the meeting held on the 19th October 2023 The minutes of the meeting held on the 19 th October 2023 were approved as accurate and were signed by Cllr Tungate, Chairman of the meeting.	
LM-0733	Matters Arising LM-0703 – dead branches on Cemetery car park trees – the tree warden and DClerk checked the dead branches. The TW can do the lower ones, but a tree surgeon will be needed to get to do the rest. The DClerk will get some prices for the next meeting.* LM-0718 – Cemetery – To be actioned. LM-0720 – Countryside Park – Terms of Reference have been sent to the committee for discussion. LM-0721 – Parkrun – the Countryside Park Group discussed parkrun's request for additional sand for the parkrun track. Concern was expressed at the thickness of sand in places. Fallen leaves are also turning the tracks muddy and potentially dangerous. Additional sand on the corners might help in conjunction with additional drainage measures into the pond. It was approved that a 1 tonne bag of sand would be purchased to be spread by Parkrun volunteers. If this was not sufficient for the safety of runners and walkers a further 1 tonne bag would be obtained. J. Howlett to be advised when the sand was ordered. Parkrun were thanked for all their work keeping the course useable, they rake the course and poo pick each week. LM-0723 – Tree Management – To be actioned. LM-0725 – Sports Hub – Report now received. LM-0727 – Correspondence – A&S have not yet met.	*DClerk
LM-0734	Chairman's Report The Chairman thanked Cllr Buckley for chairing the previous meeting in his absence. C. Dickson was congratulated on her promotion to Parish Clerk and S. Smyth on her new position. The Chairman thanked all the people on the Land management Committee for their continued hard work and wished everyone a very Happy Christmas.	
LM-0735	General Public Participation S. Sloan (Allotments) expressed concern that Highfield Avenue was very badly lit, caused by overhanging branches and few streetlights in the area. She will report this to Norfolk County Council	*S. Sloan

	and the leaves on the footpath to Broadland DC.*	
LM-0736	Updates from other Council Committees Recreation and Wellbeing: No report. Environment Committee: The Bio-diversity sub-group have produced a draft document which is being collated. The reports will go on the website.	
LM-0737	Allotments The Committee received and noted the Allotment report (attached). No other items for discussion.	
LM-0738	Cemetery Cllr Buckley is waiting to hear from the Co-Op for funding for the spare field goal posts. The grass contractor filled in a sunken grave and will do any others once the weather improves in the Spring.	
LM-0739	Cremer's Meadow The Committee received and noted the Cremer's report (attached). The Bridge: an Environmental Impact Assessment has been organised by Blofield Parish Council. Brundall PC had originally said they would not fund the project but had been asked for 50% of the cost of the EIA. The Committee approved paying 50% of the EIA quotation. Materials to repair the hut have arrived. Thanks were given to Richard Farley for his help. The mud in the pond needs analysis and it was agreed to get Church Fen done at the same time to save on costs. Richard Farley will consult with the Broads Authority.	
LM-0740	Countryside Park The Committee received and noted the Countryside Park Group report (attached). The CPG are looking at ways of attracting more volunteers, including using Facebook. Thanks were given to Richard & Sally for their tree report. The remit of the Countryside Park Group was discussed. It was noted that any proposed work at the CP must go through the CPG before bringing recommendations to this Committee. The DClerk had forwarded the Friends Of Groups Terms of Reference and the budget position was discussed. It was agreed that any future projects would need planning well in advance to be included in the budget and would be put up for discussion at the September meeting. It was agreed BPC will ask the donor of the new bench seat to cover the cost of concreting the 4 corner legs of the bench.* The state of all the other benches would be recorded and a log kept of maintenance work. BPC will look at areas where new benches could be positioned in the future. The entrance to the car park is very narrow and ways to widen the entrance would be explored.* Any further investment in the car park would be delayed until BPC owns the land. Poo Bags – Despite replacement bags being placed at the park it appeared that someone had taken the lot. Dog poo was not such a problem in winter but maybe a greater issue in summer. Orchard – Dogs being taken into the Orchard was a problem so a sign will be put up stating that dogs were not allowed. Map – a draft map had been circulated in advance of the meeting. The style and content was approved but the artist will be asked to rotate the plan by 180 degrees and make it as big as possible.*	*DClerk *DClerk *DClerk
LM-0741	Parkrun The Committee received and noted the parkrun report (attached). Bad weather had cancelled some events.	
LM-0742	Play Areas Play Area Inspection Report had been received and had noted a few minor repairs, all low risk so no	

	<p>action will be taken. Signage would be looked at when the new development proceeds.</p> <p>Children use the tree by the skate park to swing off the equipment. This will be trimmed back by the tree wardens when they have time.</p>	
LM-0743	<p>Tree Management, including Low Farm Wood</p> <p>The Committee received and noted the BTWN report (attached).</p> <p>The new database for the trees will use grid references instead of the current What3Words and it was suggested that a handheld GPS be purchased. DClerk to obtain prices for next meeting.*</p> <p>A comprehensive report on the trees at the Countryside Park has been complete by the Tree Wardens including recommended actions. It was noted that all the trees were doing well but the trees in the Nuttery were struggling and the grasses surrounding the plants needs clearing. A proposal to thin out the woodland trees will be put together and taken to the CP Group and Biodiversity Group meetings. Approximately third of the trees on the site have been mapped so far. Someone had pruned 6-8 cherry trees in the orchard without permission.</p> <p>The 2015 Management Plan was being updated by the CPG and should be completed within the next 8 months.</p> <p>Low Farm Wood – Work will start again in the New Year. There is approximately 3 weeks work. The Biodiversity Group conducted a fantastic bird survey.</p> <p>The Biodiversity Group is planning an Open Day at the end of January. T Strudwick will circulate the details. It was suggested to delay this until later in the year for more planning so all groups can be actively involved. The District Councillors may be interested in participating.</p>	*DClerk
LM-0744	<p>Church Fen</p> <p>The Committee received and noted the Tree Warden's Church Fen report (attached).</p> <p>Matthew Davies, Norwich Fringe Project, had submitted his report for the Wooden Board Walk. The Tree Warden has suggested laying planks crossways on top of the current boardwalk as an interim measure to prolong the life of the current structure. The DClerk will get quotes for this.* The DClerk will also investigate the possibility of grant funding from Green Infrastructure Fund for the project.*</p> <p>Five planks were broken and need replacing urgently. DClerk to obtain costings.*</p>	*DClerk *DClerk *DClerk
LM-0745	<p>Sports Hub</p> <p>Nothing to report. The building is due to be complete in May 2024 and they are not extending the opening hours while works are going on.</p> <p>An update from the operators will be requested for the next meeting.</p>	
LM-0746	<p>Finance</p> <p>Report submitted (see below). No queries raised.</p>	
LM-0747	<p>Correspondence</p> <p>Nothing to report.</p>	
LM-0748	<p>Items for the next agenda</p> <p>Volunteers are needed in all areas. Biodiversity Open Day Litter picking Purchase of a GPS handheld unit.</p>	
LM-0749	<p>Date for the next meeting(s) of the Land Management Committee</p> <p>1st February 2024 – rearranged from the 8th January 2024</p>	
<p>Signed as a true record Date</p>		

Water	56.56	Land Management Spending	6,001.41
		Budget	9,730.00
	398.02	% of budget	62%
Cemetery Income	(3,074.50)		

To note: Allotments are now not included in the LM budget and capital expenditure is accounted for separately (see below)

Capital/Reserves Expenditure:

Boardwalk repair	asset management	908.98		
Cemetery lych gate repair	asset management	780.00		
Boardwalk repair	asset management	561.21		
Zipwire repair	asset management	780.29		
Planks for boardwalk	asset management	367.07		
boards and wire	asset management	187.07		
			Asset Mgmt reserve	2,804.62
			Cemetery reserve	780.00
			Cremer's reserve	-
		3,584.62		

Cremer's Meadow 2022-23 Expenditure and Income

30.11.23

	Total	NWT Grant	Cables Donation	Donation Other	Precept Expenditure
Balance b/f		74.74	123.09	567.20	
Insurance claim					(355.68)

Scythe peening course	70.00				70.00
removal of poplar	750.00				750.00
weed puller - insurance	40.83			40.83	
sledgehammer - insurance	21.67			21.67	
manure drag - insurance	32.26			32.26	
barn door service	148.00				148.00
donations from Orchid Day	(80.00)			(80.00)	
wooden hay rake - insurance	90.00			90.00	
sleepers for supporting shed	200.00				200.00
BVCG Cut & Clear day	192.50				192.50
Cut & Clear day supplies	6.23				6.23
BADCOG Cut & Clear day	45.00				45.00
Clean water testing kits	16.10				16.10
barn lock	11.07				11.07
C Peel scythe peening course	70.00				70.00

Cut & Clear day donation BVCG	192.50				192.50
Cut & Clear day donation BADCOG	45.00				45.00
Water testing kit for pond	16.10				16.10
Total	1,867.26	-	0.00	(250.92)	1,762.50
Balances remaining		<u>74.74</u>	<u>123.09</u>	<u>818.12</u>	
Insurance claim				(170.92)	

Brundall Parish Allotments**30.11.23**

Expenditure	rent	787.50	<u>Equipment</u>	
	water	631.95	new gates	2,498.50
	equipment	2,498.50		
	repairs	99.69		
	sundries	-		
	cesspit			<u>2,498.50</u>
	Total	<u>4,017.64</u>		
Income	rent	(2,250.00)	<u>Repairs</u>	
			new standpipe supplies	58.02
			fuel for hedgetrimmer	41.67
	Deficit / (Surplus)	1,767.64		
	Clerk's costs (approx)	500.00		
		<u>2,267.64</u>		<u>99.69</u>
EMR as at 1.4.23		8,922.64		
Add:		8,885.97	<u>Sundries</u>	
income	2,250.00			
Less: expenditure	(4,017.64)			
EMR Current Balance		<u><u>7,118.33</u></u>		<u>-</u>