



Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 18th December 2023 at 19:00 at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

Present:

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

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

District Cllrs Laming and Davies, and 6 parishioners.

	<i>Details</i>	<i>Action</i>
	Housekeeping Cllr Wilkins welcomed those in attendance and advised that the meeting is being livestreamed. He also welcomed C. Dickson as the new Parish Clerk and A Barnes as Locum Assistant Parish Clerk.	
2023-0169	Apologies for Absence Apologies for absence were received and accepted from Cllr A Bonham and Cllr L Britt.	
2023-0170	Declarations of Interest Cllr Buckley – Finance item.	
2023-0171	Minutes of the Previous Meetings It was resolved , with 1 abstention, to approve the Minutes of the Parish Council meeting held on the 27 November 2023 at 7.00pm. It was resolved , with 2 abstentions, to approve the Minutes of the Parish Council meeting held on the 27 November 2023 at 6.30pm. The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins.	
2023-0172	Actions from the Minutes (Not on the Agenda) 2023-0159 – details of Net Zero Communities was circulated to Councillors.	
2023-0173	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 report (see below). The meeting was re-convened.	
2023-0174	Reports: Environment Committee – Cllr Warns Three reports have been received and C Muskett was invited to elaborate. He explained that the previous Biodiversity report produced in 2015 had been revisited and updated by the Biodiversity Working Group. The Group had looked at the habitat, the changes, and the ecology. The long term aim is to undertake a biodiversity audit of the whole parish. The Group were helped in their work by interrogating data logged by members of the parish on online reporting website but there are gaps in the data, for example 100 species of bees are recorded but very	

	<p>few mammals. The Group was thanked for all the hard work that had gone into the reports. It is a valuable survey for a snapshot of where we are now.</p> <p>It was agreed that the Clerk will ask for early access to the LEMH so it can be audited before work began so they could monitor any changes.* The duck pond is degrading and will be in very poor condition if left for the next 5 years.</p> <p>The Parish Council agreed they gratefully accepted the documents from the Biodiversity Working Group and will use their recommendations as guidance to enhance the biodiversity in the village.</p> <p>Sports Hub Sub-Group – Cllr Wilkins</p> <p>Cllrs Whitehouse and Warns attended the last progress meeting. The pavilion build is on schedule and they hope to have the roof on before Christmas and finish mid-2024. Cllr Savory is taking aerial photos to chart the build. A quarterly update will be posted on FB later this week.</p> <p>Staffing Committee – Cllr Wilkins</p> <p>Cllr Wilkins offered S Smyth congratulations on her new role. It was not possible to hold the presentation event earlier tonight so several Councillors met her last week to thank her for her work for the Council.</p> <p>The Council welcomed C Dickson's appointment as Parish Clerk.</p> <p>An advertisement has gone out for Deputy Clerk with a closing date of 2 January 2024.</p> <p>Locum support has started from A Barnes, a well-respected and experienced Clerk, doing 10 hours per week.</p> <p>A temporary Admin Assistant role was also advertised, and interviews have been held. The Council agreed to appoint R. Miller to the post starting on 2 January 2024 on 12-hours per week until the end of March 2024. The post will then be reviewed.</p> <p>Land Management Committee – Cllr Tungate</p> <p>Cremer's Meadow bridge application has been delayed for an Environmental Impact Assessment (EIA) and a water vole survey. These are being organised by Blofield Parish Council and Council agreed to cover 50% of the costs.</p> <p>The design for the Countryside Park notice board map has been agreed and the artist is working on the final draft.</p> <p>A report on the Church Fen boardwalk by the Norwich Fringe Project has been received. LMC are looking at all the options and possible grants. Necessary repairs and maintenance will be completed.</p> <p>Recreation and Wellbeing Committee</p> <p>The Countryside Park continues to be well used. The group may apply for another Warm Spaces grant and will continue to assist Snowy Nursery. The existing grant still has a sum left to spend before financial year end.</p>	*Clerk
2023-0175	<p>Planning</p> <p>There were no application comments to be ratified.</p> <p>The following application arrived after the agenda was published. It was discussed with comments to be ratified at the January 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 and will be restated. The wider access road means less space for the house and garden resulting in overdevelopment of the site.</p>	
2023-0176	<p>Results on the Countryside Park Survey</p> <p>The Recreation and Wellbeing Committee ran a survey on the uses of the park. The survey generated 438 replies:</p> <p>98.9% of respondents had heard of it 8.7% had never visited 53% had used it at least 3 times in the previous 3 month period 26% use it weekly</p>	

	<p>There was 96.1% support for purchasing the Park.</p> <p>It was well used for Parkrun (38.8%), dog-walkers (50.5%), socialising (16.2%), solo running (26.7%), group running (8.2%), allotments (9.1%), picnics (17.1%), and 26% other purposes. Parishioners wanted to see better signage and the access improved, more seating/picnic benches and a children's play-area.</p> <p>All the documents received for evidence for purchase of the Countryside will be collated and brought to the Council for consideration.</p>	
2023-0177	<p>To consider the draft Budget for the precept request 2024-25</p> <p>The Clerk had circulated the draft budget in advance of the meeting. The Council approved the draft Budget and set the Precept at £162,620. This represented an increase of 6.3% on the previous year.</p> <p>The Finance Group will meet quarterly in future.</p>	
2023-0178	<p>Road Safety Report</p> <p>Cllr Savory reported on the latest SAM2 statistics. The full report can be found on the Facebook page. Speeding statistics are reported to the local Police.</p> <p>The pedestrian crossing in The Street will commence after 8 January 2024.</p>	
2023-0179	<p>Social Media Sub-Group Update</p> <p>Cllr Savory reported the Council had over 106,000 visits on their social media account. This was a 51% increase in posts and 42% more engagement with the community.</p>	
2023-0180	<p>Finance</p> <p>Bills for payment for December 2023, £136,229.84, had been circulated to Councillors in advance of the meeting (see below). The payments were approved, with 1 abstention.</p> <p>The Council noted that Cllr Britt had yet to confirm the November 2023 payments.</p> <p>The Council approved the appointment of S. Blyth as the Internal Auditor for 2024-25 financial year at a cost of £160.</p>	
2023-0181	<p>Clerk's Correspondence</p> <p>A Net Zero presentation had been attended by the Clerk, Cllrs Gabillia, Warns, and Mickelburgh, and DCllr Davis. It is an initiative to help communities reduce their carbon footprint. The whole of the Brundall Ward is included in the scheme. Creating a working group with representatives from all the Parish Councils had been discussed and this is the likely way forward.</p>	
2023-0182	<p>Items for the Next Agenda</p> <p>Branding Livestreaming Highfield Avenue planning application Deputy Clerk appointment</p>	
2023-0183	<p>Date, time, and venue of next Parish Council Meeting</p> <p>22 January 2024 at 7pm at the St Laurence Centre. The meeting finished at 20:31.</p>	
<p>Signed as a true record Date</p>		

2023-0180 Finance

PAYMENTS FOR December 2023

	Net	VAT	Gross
Parish clerk costs	£5,048.96	£0.00	£5,048.96
Office expense	£314.37	£20.31	£334.68

Telephone	£49.76	£9.95	£59.71
Room Hire	£426.50	£0.00	£426.50
Grass cutting monthly contract	£791.30	£158.26	£949.56
Street Lighting	£269.32	£25.06	£294.38
Handyman and cleaning	£552.00	£0.00	£552.00
Allotments	£236.92	£47.38	£284.30
Cremer's Meadow	£105.00	£21.00	£126.00
IT	£147.00	£0.00	£147.00
Sports Hub	£94,776.77	£18,955.34	£113,732.11
CIL	£12,372.44	£1,637.00	£14,009.44
Refuse collection	£221.00	£44.20	£265.20
Total expenditure	£115,311.34	£20,918.50	£136,229.84

RECEIPTS FOR December 2023

Precept	
Cemetery	
Allotments	£56.25
Interest	£100.48
Miscellaneous	
Total Income	£156.73

HSBC Current A/C as at 15/12/23	£16,171.45
HSBC Deposit A/C as at 24/11/23	£41,718.61
Transfers to/from Deposit A/C from/to Current A/c	£0.00
Transfers to/from Unity Bank	£0.00
Unity Bank A/C as at 15/12/23	£31,159.77
Unity Bank Savings A/C as at 15/12/23	£50,000.00
Transfers to/from Deposit A/C from/to Current A/c	£0.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/23	£63,321.35

2023-0173 Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting – 18 December 2023

Round 3 of the Pride in Place Community Grant scheme is now open for applications which need to be submitted by 31 January 2024. Assessments for these will take place in February 2024 and spending has to be completed between April and December 2024.

£340,402 is available in total for BDC projects in Round 3.

Revenue funding can address specific challenges or promote an opportunity, Feasibility funding can help improve understanding of local needs and develop community/green infrastructure projects, and Capital funding is to support new or improved community facilities. Match funding is needed for capital project applications.

For more information please contact Andy Sexton, Pride in Place Relationships Manager
andy.sexton@southnorfolkandbroadland.gov.uk

South Norfolk Council and Broadland District Council have helped over 200 businesses secure grants totalling almost £700,000, through the Business Builder programme.

A new Help Hub van will be launched in Spring 2024. 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.

Broadland District Council and South Norfolk Council have received the RSPCA Gold PawPrint Award for its stray dog service for the fourth year in a row. Animal Warden Services deliver the stray dog service and work as a partner to help reunite owners and their dogs.

In line with the Elections Act 2022, electors can now apply for most types of absent vote (postal votes and proxy votes) online or through a paper application. As from 31/10/23 a postal vote can be in place for a maximum period of up to 3 years.

The Emergency Planning team at BDC are happy to provide information and guidance to parish councils on preparing their Community Emergency plans. Contact: simon.faraday-drake@broadland.gov.uk

BDC has secured funding from the government Innovation and Capacity Fund. This has been partly used to provide a new web page giving information on Nationally Significant Infrastructure Projects (NSIP's) which will be continually updated.

<https://www.southnorfolkandbroadland.gov.uk/planning>

BDC has approved the Council Tax Assistance scheme for 2024/2025. No changes are proposed.

The discretionary housing payment and council tax discretionary relief policies were reviewed and reworded for clarity and approved. These are to relieve hardship and there has been an increase of demand for these funds. The key principles of the policies have remained the same.

BDC will be using funding from the UK Shared Prosperity Fund to provide employment support in the district and encourage the take up of apprenticeships and work. Placements funding will also be used to help develop a skills hub focusing on the retrofit sector of the construction industry.

Cabinet has agreed to award a three-year contract for hybrid mail provision. Correspondence will be sent securely to a print service, which then prints and posts correspondence to residents. This will reduce production and print costs for the council.

Main Council has agreed that a new vehicle-related Public Space Protection Order should be put in place for a period of 3 years. It will apply at all times and across the whole of the district. This follows a period of public consultation which ran from 1/8/23 to 29/9/23.

The new Broadland Community Grant Scheme panel met on 7 December. Demand was high and there was insufficient funding to meet all requests. Some were granted partial funding. The successful applications were: Improvement to a play surface area in Freethorpe (£1718), Shed for Hellesdon Allotment association (£5154), Reepham Festival equipment (£12,028), Sprowston Community Garden (£1500), Sprowston Senior Citizens Club lighting (£600), Taverham Village Hall heating and WiFi system (£15000), Yare Boat Club facilities (£14,000).

A Clean up and Bloom grants scheme is open to community groups to fund spending on improving and cleaning up their area. For example money could be spent on plants for landscaping and litter picking. Up to £300 can be applied for via a simple application process.

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

A motion was presented to Main Council on 14 December asking the Council to Declare Support for the Climate and Ecology (CE) Bill. The CE Bill is a private members bill currently before the House of Commons which aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030. Council voted to support the motion.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 17/12/23)