# Brundall Parish Council Land Management Committee

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

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| **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). | | |
|  | *Details* | *Action* |
|  | 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 19th 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 and the leaves on the footpath to Broadland DC.\* | \*S. Sloan |
| **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 action will be taken. Signage would be looked at when the new development proceeds.  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. |  |
| **LM-0743** | **Tree Management, including Low Farm Wood**  The Committee received and noted the BTWN report (attached).  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.\*  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 would be put together and brought to the next CP Group and Bio-diversity 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.  The 2015 Management Plan was being updated by the CPG and should be completed within the next 8 months.  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.  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. | \*DClerk |
| **LM-0744** | **Church Fen**  The Committee received and noted the Tree Warden’s Church Fen report (attached).  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.\*  Five planks were broken and need replacing urgently. DClerk to obtain costings.\* | \*DClerk  \*DClerk  \*DClerk |
| **LM-0745** | **Sports Hub**  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.  An update from the operators will be requested for the next meeting. |  |
| **LM-0746** | **Finance**  Report submitted (see below). No queries raised. |  |
| **LM-0747** | **Correspondence**  Nothing to report. |  |
| **LM-0748** | **Items for the next agenda**  Volunteers are needed in all areas.  Biodiversity Open Day  Litter picking  Purchase of a GPS handheld unit. |  |
| **LM-0749** | **Date for the next meeting(s) of the Land Management Committee**  1st February 2024 – rearranged from the 8th January 2024 |  |
| Signed as a true record …………………………………………….……. Date ………………………… | | |

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| **Land Management Expenses** | **30.11.23** |  | **Countryside Park** | |  |
|  |  |  | Expenditure | rent | 1,102.50 |
| chain for play area | 13.67 |  |  | replacement post | 180.00 |
| new post for dog bin | 50.00 |  |  | toilet supplies | 41.94 |
| screwdriver heads | 50.22 |  |  | toilet supplies | 30.36 |
| screwdriver heads | 13.95 |  |  | parkrun bench base | 350.00 |
| new post for dog bin | 62.00 |  |  | hawthorn hedging | 75.00 |
| supplies for Youth Shelter base | 388.67 |  |  |  |  |
| transport of Youth Shelter | 70.00 |  |  |  |  |
| supplies for Youth Shelter base | 350.01 |  |  |  |  |
| fuel for Youth Shelter base digger | 25.48 |  |  |  |  |
| supplies for Youth Shelter base | 200.00 |  |  |  |  |
| dog waste bags | 87.32 |  |  |  |  |
| woodstain for bench | 12.46 |  |  | **Total** | 1,779.80 |
| dog waste bags | 87.32 |  | **Church Fen** | |  |
| MV path | 80.00 |  |  | chicken wire repair | 218.87 |
|  |  |  |  | spray paint to mark boards | 11.00 |
|  | 1,491.10 |  |  | syringes for Giant Hogweed | 27.20 |
| **Tree Management** |  |  |  | wire for boardwalk | 51.92 |
| LFW bench fixings | 21.00 |  |  | Giant Hogweed treatment | 240.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | 548.99 |
|  |  |  | **Brundall Parish Allotments** | |  |
|  |  |  | Expenditure | rent | 787.50 |
|  |  |  |  | water | 631.95 |
|  |  |  |  | equipment | 2,498.50 |
|  |  |  |  | repairs | 99.69 |
|  |  |  |  | sundries | - |
|  |  |  |  | cesspit |  |
|  | 21.00 |  |  | **Total** | 4,017.64 |
| **Play Equipment** |  |  |  |  |  |
|  |  |  | Income | rent | (2,250.00) |
|  |  |  |  |  |  |
|  |  |  |  | **Deficit / (Surplus)** | **1,767.64** |
|  |  |  |  | Clerk's costs (approx) | 500.00 |
|  | - |  |  |  | 2,267.64 |
| **Cemetery** |  |  |  |  |  |
|  |  |  |  |  |  |
| woodstain for bench | 12.46 |  |  |  |  |
| 5 bar gate repair | 55.00 |  | Total |  | 4,238.91 |
| headstones inspection | 274.00 |  | Cremer's |  | 1,762.50 |
| 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 |  |  |

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| **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 |  |  | 74.74 | 123.09 | 818.12 |  |
|  |  |  |  |  |  |  |
| Insurance claim |  |  |  |  | (170.92) |  |

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| **Brundall Parish Allotments** | | | | **30.11.23** |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| Expenditure | | rent | 787.50 |  |  | Equipment |  |
|  | | water | 631.95 |  |  | new gates | 2,498.50 |
|  | | equipment | 2,498.50 |  |  |  |  |
|  | | repairs | 99.69 |  |  |  |  |
|  | | sundries | - |  |  |  |  |
|  | | cesspit |  |  |  |  | 2,498.50 |
|  | | **Total** | 4,017.64 |  |  |  |  |
|  | |  |  |  |  | Repairs |  |
| Income | | rent | (2,250.00) |  |  | new standpipe supplies | 58.02 |
|  | |  |  |  |  | fuel for hedgetrimmer | 41.67 |
|  | | **Deficit / (Surplus)** | **1,767.64** |  |  |  |  |
|  | | Clerk's costs (approx) | 500.00 |  |  |  |  |
|  | |  | 2,267.64 |  |  |  |  |
|  | |  |  |  |  |  | 99.69 |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  | *8,922.64* |  |  |  |
| EMR as at 1.4.23 | | |  | 8,885.97 |  | Sundries |  |
| Add: income |  | | 2,250.00 |  |  |  |  |
| Less: expenditure | | | (4,017.64) |  |  |  |  |
|  |  | |  |  |  |  |  |
| EMR Current Balance | | |  | 7,118.33 |  |  | - |