

Minutes of the Parish Council

Meeting held on Monday 26th

February 2024 at 19:00 at the St

Laurence Centre, Church Lane, Brundall, NR13 5LZ

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): C Dickson (Parish Clerk)

District Cllrs Davis and Laming and 2 members of the public.

	<i>Details</i>	<i>Action</i>
	Housekeeping Cllr Wilkins welcomed those in attendance and advised that the meeting was not being livestreamed as the broadband was not working but would be recorded and uploaded to Facebook. The order of the meeting was explained and fire exits indicated.	
2024-0017	Apologies for Absence Apologies for absence were received from Cllr G Abbott and Cllr J Warne.	
2024-0018	Declarations of Interest Cllr Bonham – Planning item 2024/0288.	
2024-0019	Minutes of the Previous Meetings It was resolved to approve the Minutes of the Parish Council meeting held on the 22 nd January 2024 at 7.00pm. The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins.	
2024-0020	Actions from the Minutes (Not on the Agenda) 2024-0008 – livestreaming policy – under consideration by A&S 2024-0009 – outstanding road safety items to Highways - outstanding 2024-0013 – foliage obstructing streetlights - ongoing	
2024-0021	Meeting adjourned to allow for the public participation and County Councillors' and District Councillors' reports. Cllr Wilkins read out the headlines for Cllr Proctor's report. It is available on the website. DCllr Laming read out her report (see below). The new 20mph zone in Postwick was discussed. Postwick Parish Council had to prepare a report that was submitted to NCC Highways and had to be approved by a number of officers. Postwick has narrow, dangerous roads. The report included SAM2 data volume increase over 3 years and several Highways comments on planning applications. Funding was obtained by NCC via a Road Safety Fund bid, and was supported by Andrew Proctor. A member of the public reported that the streetlights near West End Avenue, outside the barn conversion, are overgrown. The meeting was re-convened.	
2024-0022	Road Safety A member of the public was in attendance to talk about the proposed shrub cutting along Staithe Lane. Cllr Bonham explained the project was born from a need to find an alternative safer pedestrian route to the station as Station Road doesn't have a continuous pavement. The resident said it would be better to improve access via Braydeston Avenue as Staithe Lane is unlit and has a natural spring half way down. It is an unadopted road and unsuitable for	

	<p>wheelchairs and pushchairs. It was important to secure funding to improve access to the Station. The Council acknowledges there may be issues with improving Staithe Lane and will undertake further investigations before proceeding.*</p> <p>The resident who has moved the SAM2 every month for the last 5 years is giving up. He wants to know when a replacement will be found so he can book a summer holiday. A post will go out on Social Media asking for volunteers.*</p>	<p>*RSG</p> <p>*SMG</p>
2024-0023	<p>Footpath along Yarmouth Road</p> <p>Blofield Parish Council have been trying to get a footpath along Yarmouth Road for some years. The original plans for a supermarket included a footpath but subsequent ones did not. However the most recent application for an EV charging station now does include the original footpath plan. Brundall and Blofield Parish Councils will work together to make sure this is achieved.</p> <p>The footpath will be on the north side of Yarmouth Road as that is where developer owns land.</p> <p>The Council approved submitting the following comment to planning application 20211493: Brundall Parish Council support the installation of a footpath / cycleway along Yarmouth Road linking in with the footpath to Brundall Sports Hub and Postwick FP6, to include safe crossing points at both locations.</p>	
2024-0024	<p>Reports:</p> <p>Sports Hub Sub Group – Cllr Wilkins</p> <p>We've had our regular update meeting with the contractor on the 6th February. Progress is on track for completion in May as per the contract plan. The contractor has been really helpful in identifying issues, for example they highlighted that there was no external lighting on the plan. They identified costs, which were approved by the sub group through a proper change process via the consultant, linking back to architect as well. The final colour scheme and kitchen plan have also been agreed. It remains on track and in budget.</p> <p>We are meeting tomorrow to look at the final snagging issues with Slatters, the pitch & car park contractor. We asked REAL Consulting to undertake a full sweep of site to give us their professional view of any outstanding issues.</p> <p>Cllr Buckley asked if it would be possible to home a trophy cabinet in the building. There is currently nowhere for the Parish Council to display awards various groups have achieved.</p> <p>Cllrs will be invited to attend the next site meeting on.*</p> <p>Land Management – Cllr Tungate</p> <p>Key points from the meeting on the 1st February:</p> <p>parkrun: a further 1 ton of sand for the pathways was approved. The provision of sand and the state of the pathways during the winter months is frequently discussed. The issues have been referred to the Environment Committee for guidance on the impact of putting the sand down not only for parkrun but also for the park itself.</p> <p>The Environment Committee considered the request at their meeting on the 15th February. The Biodiversity Working Group inspected the track and advised that the sand has helped the ground to be able to weather parkrun and general users of the Countryside Park better than before and did not consider there would be any environmental impact of more sand, although there was a finite amount of sand that could be laid before this was not the case. A maximum of 4 tons would help the areas that parkrun have identified need sand. The Clerk will forward the parkrun map to LM.*</p> <p>Tree management: tree thinning recommenced in January at Low Farm Wood, due to finish about now. LM passed on their gratitude to the BTWN for the hard work in thinning the wood in winter and also laying bark chippings on paths.</p> <p>Church Fen: the state of the boardwalk remains a concern. Suspected vandalism meant that 5 planks needed urgent replacement and a contractor was appointed to carry out the repairs, which have now been completed. Given the necessity of frequent repairs monthly risk assessments will be undertaken and if it is found to be unsafe to be used it will be closed. Funding sources to help replace the boardwalk are being explored. The Committee will report back to full Council setting out the various options. In the meantime we should raise awareness of Church Fen via Social Media in light of expenditure in future.</p> <p>LM would like to install 2 new goalposts on the spare cemetery field. They would be replacements of the old goalposts, one of which was removed to accommodate the Sports Hub. They would be full sized and heavy duty. The committee feels it is vitally important to provide recreation facilities free of charge. The quote received is £1,165 but does not include removal of the old posts. Grants and other quotes are being explored. The maximum cost would be £2,000</p>	<p>*Clerk</p> <p>*Clerk</p>

	<p>which LM hopes to reduce via grants. The Council supported the provision of free to use goal posts but not necessarily 2. The proposal was remitted back to LM for consideration</p> <p>Recreation and Wellbeing Committee – Cllr Savory</p> <p>Cllr Savory gave a report: 12th February we had a productive meeting where we continued to discuss ways improve recreation and wellbeing in the village. We had a refreshed agenda and a plan to gain more engagement with community groups in the village. Unfortunately we have not had representation at the last few meetings from Brundall Memorial Hall, Brundall school, or Yare Valley Churches.</p> <p>The Committee intends to contact all known community groups to try to improve 2 way communication between the committee and the community. Within this we will ask if they wish to be kept up to date with agenda items and invite all the groups to give us an update on anything they are doing and any help they need. This will become even more important as the plan for Brundall Village Park progresses. The sub group has begun the early stages of discussions on the area and are looking to meet again next month. They will take all matters on the BVP back to R&W committee for discussion before bringing recommendations to the full Council. Having more communication with community groups will help this process. We are waiting for a vision statement from Brundall Memorial Hall for their plans for their site. The Clerk will reach out to the Trustees for the vision before the sub group meets.</p> <p>Safer Journey to School – the committee welcomes the installation of the new crossing. Chris Raine, planning officer at BDC, has been contacted about the enhancement of the PRoW across the top of BVP, as per the design and access statement, but we are still awaiting a response.</p> <p>The project to create a document to support the Council's aspiration to purchase the Countryside Park is now in motion. We thank those groups in the village that provided supporting documentation.</p> <p>We also received an update from Brundall Bolts. Their numbers continue to grow with 85 children on their books. They had some concerns about funding and affordability as well as wanting the Sports Hub to feel like home.</p> <p>The future location of Snowy's Nursery and Pre-School continues to be a concern. Thanks to Gill for her work on this.</p> <p>It looks like 2024 will be a very busy year!</p> <p>Environment Committee – Cllr Warns</p> <p>The Committee met on the 15th February.</p> <p>The Biodiversity Working Group had been given access to look at the school pond to see if they could help bring it back to life however the head teacher withdrew offer. Cllr Savory was asked if he could speak to the head teacher to see if this could be achieved.*</p> <p>Hopkins Homes have been contacted to see if we can get access to duck pond on Brundall Village Park to create a maintenance plan so that no harm is done while we wait for the land to be transferred.</p> <p>We had an update from the BTWN about chippings on paths.</p> <p>There has been an offer of help from the Norwich Round Table to clear the Himalayan Balsam at Church Fen.</p> <p>We talked about improvements at Church Fen and the environmental impact of historical mercury poisoning from the river spilling over into the fenland and it was agreed that prices would be sought to do some testing of the mud, and we would like to incorporate testing the mud in Cremer's Meadow pond at the same time. We will come back to full Council with prices. The mercury in the river is organic mercury which is highly toxic.</p> <p>A Biodiversity event was held on the 27th January, it suffered from short notice but was reasonably well attended. Further open days in summer have been suggested.</p> <p>We discussed locations of any new trees in the village with the verges on Postwick Lane & the junction of The Dales/The Street were put forward.</p> <p>The Clerk and 2 members of the Biodiversity Working Group had a meeting with representatives from Highways regarding Designated Funds available from the dualling of the A47. It is hoped CM pond might be suitable as a project as it is aimed at improving biodiversity.</p> <p>The Council approved expenditure of £300 for bird boxes, £200 for bat boxes, and £150 for invertebrate survey equipment.</p> <p>Social Media – Cllr Savory</p>	<p>*Cllr Savory</p> <p>*Cllr Savory</p>
--	---	---

	<p>Cllr Savory gave an update on interactions on the Facebook page since the start of August when we engaged Martin Reynolds as the Council's Social Media manager. There are 47% more people following the page. Views and impressions are up 46%, and interactions up 62%.</p> <p>The rationale behind employing a SM manager was to inform residents of what we are doing. The increase in interactions proves this is working. It is not only method of communication we are or should be using but it allow us to get more information out to residents, for example highlighting the meetings, and explaining the breadth of what we are doing.</p> <p>There is a financial cost of retaining the service but Martin coordinates and supports the dissemination of our information. Thanks were given to Cllrs Gabillia and Savory for all their work creating the posts. There is no capacity for the Clerks to take on this work now or within the next 6 months.</p> <p>The Council approved extending the Social Media management by Martin Reynolds for a further 12 months. Cllr Savory will inform Martin.*</p>	
2024-0025	<p>Planning – comments for ratification</p> <p>The following applications had been considered by the planning sub-group and the comments were ratified at the meeting:</p> <p><u>2024/0149</u> Front and rear single storey extension, garage conversion and roof re-design at 6 Station New Road. No objection.</p> <p><u>2024/0185</u> Demolition of existing rear conservatory, balcony, chimneys, construction of new single-storey rear extension with balcony, new rendering and cladding to house, windows, open porch to front elevation and adjustments to fenestration at Broad View, 29 The Street, NR13 5AA. No objection.</p>	
2024-0026	<p>Planning – applications considered</p> <p>The following applications were considered:</p> <p><u>2024/0288</u> Proposed single storey side extension to garage block at Bradescroft, 3 Strumpshaw Road, NR13 5PA. The Council approved, with 1 abstention, no objections to the application.</p> <p><u>2024/0365</u> Installation of a driveway gate at Oaklands, 92 The Street, NR13 5LH. The Council approved no objections to the application.</p>	
2024-0027	<p>Upbase</p> <p>Something we have been working on in the background for a while. It is a piece of software called Upbase that is a one stop location for documents, information and Council business. It allows separate areas for each committee with the facility to invite guests who can have access to only the committee/group they attend. Cllr Savory has previously sent all Councillors an email invite but will resend to those who have not yet joined.*</p>	*Cllr Savory
2024-0027	<p>John Evans Award</p> <p>2 nominations have been received so far. Councillors were requested to send any others to the Clerk by the end of the week. All nominations will be circulated in advance of the next meeting.</p>	
2024-0028	<p>Brundall Country Park barn</p> <p>The Council discussed the barn that is currently on the Brundall Village Park land, adjacent to Blofield Road. It will be demolished as part of the reserved matters for the Hopkins Homes Brundall Meadows development but Hopkins would leave it standing, subject to consultation with BDC Planning, for the Parish Council to own and use if the Parish Council were to make a formal request for it to be retained.</p> <p>The Clerk was asked to confirm with HH that it is only the newer metal structure barn that they will leave as the 2 adjacent barns are in poor condition and not currently useable.*</p> <p>A site visit will be arranged for Councillors to view the barn.*</p> <p>A survey on the condition and possible uses of the barn will be required for the Council to make any decisions on whether to ask for the barn to be retained. The costs and scope of a survey of the barn is being explored and will be reported to the Council in due course. Two surveyors contacted require a visit to the barn before they will provide a quote.</p>	<p>*Clerk</p> <p>*Clerk</p>
2024-0029	<p>Council Rebranding</p> <p>Cllr Savory submitted a report to the Council to put forward a new branding scheme .</p>	

	The Council resolved to adopt the new logo across the board. Cllr Savory was thanked for the work and thought that had gone into the report.	
2024-0030	Finance Bills for payment for February 2024 had been circulated to Councillors in advance of the meeting (see below). The payments were approved . The payments made in January 2024 were circulated to Councillors in advance of the meeting and will be confirmed by Cllr Britt by the next meeting.	
2024-0031	Clerk's Correspondence A streetlamp on St Laurence Avenue has been knocked sideways. The contractor is dealing with it.	
2024-0032	Items for the Next Agenda John Evans Award Update on negotiations with Shell LEMH barn	
2024-0033	Date, time, and venue of next Parish Council Meeting 25 th March 2024 at 7pm at the St Laurence Centre.	
2024-0034	Closed Session Staffing matters The Council were appraised of an adjustment of the hours the new Deputy will be working, which will be 28 hours per week. The Locum Assistant Clerk will be retained for an additional couple of months after 31 st March 2024 to help cover any leave the Clerk may need to take. The Administrative Assistant has agreed to remain in post until the end of July 2024. The above arrangements were all within the current budgets but will be reviewed after 3-4 months, along with the staffing requirements. This was approved by the Council.	
2024-0035	Easement Shell have made a revised offer for the easement across Parish Council land. The Parish Council rejected it. Arnold Keys are confirming the details of the easement Shell are requesting.	
2024-0036	Football Foundation Grant offer The Council approved accepting the Football Foundation Grant offer of £249,108 to complete the build of the pavilion at the Sports Hub. The contract has been reviewed by Spire Solicitors and no major concerns were highlighted.	
Signed as a true record Date		

2024-0021 – Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting - 26 February 2024

The Broadland Community Tree Planting Grant scheme is still available for this tree planting season up to March 2024. It is open for community groups, town and parish councils and charities to plant trees in Broadland, ideally in a publicly accessible space. Funding can cover the cost of trees, planting, fencing and guards for protection, as well as aftercare to ensure the trees have the best chance of survival. Grants of up to £1000 per applicant are available. For more details see:

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

The Business Regulatory support hub service has been reviewed. This provides licensing and regulatory advice and support for local businesses. Uptake of the service has increased over time and businesses report strong satisfaction with the service.

A review has been undertaken of an Anti-Social Behaviour pilot service run by the council. An increased focus on early intervention has been successful in ensuring the council has resolved cases effectively and efficiently and promoted community safety. Demand on the service has been increasing, with complaints commonly relating to neighbour noise, fly tipping and wastes-related behaviour and noise from commercial premises.

A 20mph Speed Limit Draft Order has been prepared for Church Road, Cullings Hill, Ferry Lane and Oaks Lane in Postwick. A public consultation has been undertaken.

The Greater Norwich Local Plan is due for adoption soon. Outstanding issues considered from last year were housing deliverability, Nutrient Neutrality, provision of Gypsy and Traveller sites and the East Norwich Masterplan. The Inspectors have now concluded that with the recommended modifications the plan is sound.

Local Plans are critical documents setting the development framework for an area. A Local Plan:

- Establishes planning policies which are the basis for deciding whether to approve planning applications.
- Allocate sites for development (homes, employment etc).
- Ensure buildings and places are sustainable and of a certain standard.
- Facilitate infrastructure delivery.
- Aims to protect and enhance the natural, built, and historic environment.
- Aims to respond to climate change and support nature recovery.

The 3 councils will then each make a decision as to whether to adopt the GNLP. The decision will go to BDC Main Council on 28/3/24. After adoption there will be a 6 week legal challenge period. Following this, final copies of the GNLP with an interactive map will be produced.

Elections Update: the Norfolk Police and Crime Commissioner election will be on 2 May and a UK General Election will be held before 18/1/25. Voter ID requirements are now in place after their introduction last year. A list of acceptable types of ID is on the BDC website.

Electors can now apply online for an absent vote which includes postal votes and proxy votes. The applicant's ID needs to be verified. Political parties and campaigners cannot handle postal votes and a person can only hand in 5 postal votes at a polling station plus their own.

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

A polling district review has now been completed to look at polling station provision and an interim one will be due before 2025 to consider boundary division changes.

Broadland District Council (BDC) will be running World Café's for Health and Wellbeing in the district. The aim is to bring people together in an informal, welcoming environment to have a conversation based on a particular topic. This will be facilitated by hosts, and key themes and ideas that emerge are fed into a report. The aim is to learn from the community and find out about local needs and perspectives. The first one in Broadland will be held in Reepham in May 2024.

Cllr Davis visited the council Waste and Recycling Depot in Frettenham on 08/2/24. The old Depot, where refuse vehicles for the whole of Broadland are based, is due for demolition to be replaced on the same site by a new purpose-built modern depot.

Following the visit to the Frettenham Depot, Cllr Davis attended the Veolia Sustainability Awards in Aylsham Town Hall. Veolia operate and manage the depot and refuse vehicles on a long-term contract with the council. The Veolia Broadland Sustainability Fund of £10,000 supports community projects in the district each year. The Fund supports not-for-profit community groups and local organisations to enhance biodiversity, promote sustainable behaviours (reduce, reuse, recycle), protect or preserve resources and the environment. There were 8 successful applications for funds including The Conservation Volunteers and, in Brundall ward, Brundall Men's Shed for turning waste pallets into planters for the local community. Applications will be open again later this year.

Correspondence between Cllr Davis and Well Pharmacy indicates recent staffing problems experienced by the Well Pharmacy in Brundall appear to have been overcome with the appointment of a pharmacy manager following an irregular service.

BDC has agreed the Broadland District Council Plan for 2024-2028 which identifies key priorities, aims and activities for the next 4 years. This is supported by a separate document, the Delivery Plan, which gives more detail on the planned programme of work for 2024-26 and comes into effect from April 2024.

BDC has agreed to increase its Council Tax for a Band D property by £5 taking it to £134.91 for the year 2024/25. This is due to rising costs and the desire to keep delivering high quality services. Over the next few years the Council will need to find further savings or additional income because the level of government funding is not expected to keep pace with inflation. The amount of Council Tax collected for 2024/25 will amount to just over £6.6m. The estimated cost of providing services is just under £14m, and the remaining funds required are expected to come from government grants and business rates.

BDC has agreed to a revised charging structure for pre-application advice for planning applications. This will come into effect from 1 April 2024. It follows a national review of planning fees.

BDC has agreed to adopt the Halvergate and Tunstall Conservation Area appraisal. This was produced by the Broads Authority, consulted on and adopted by them in September 2023.

BDC has approved the 5 year Infrastructure Investment Plan for 2024-2029 and the Annual Growth Programme (AGP) 2024/25. The AGP includes a proposal for the Aylsham Gym and Fitness Hub (£400,000) and a multi-sport indoor community hub at The Nest, Horsford (£650,000) which will require match funding.

BDC has approved a new Charging Policy to ensure that a consistent and fair approach is taken when setting fees and charges.

BDC voted against a motion to give support for the Norwich Western Link at the Main Council meeting on 22/2/24.

A new policy has been drawn up for customers experiencing domestic abuse. BDC is seeking accreditation from the Domestic Abuse Housing Alliance. An average of 13 cases of domestic abuse per month were recorded for both BDC and SNC in 2023.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 23/2/24)

2024-0012 – Finance

PAYMENTS FOR February 2024

	Net	VAT	Gross
Parish clerk costs	£4,387.06	£0.00	£4,387.06
Office expense	£340.82	£45.85	£386.67
Telephone	£97.26	£9.95	£107.21

Room Hire	£168.00	£0.00	£168.00
Grass cutting monthly contract	£991.30	£198.26	£1,189.56
Street Lighting	£284.43	£26.09	£310.52
Handyman and cleaning	£552.00	£0.00	£552.00
Cemetery	£190.75	£38.15	£228.90
Allotments	£37.94	£0.00	£37.94
Church Fen	£915.00	£0.00	£915.00
Trees	£155.92	£31.19	£187.11
IT	£147.00	£0.00	£147.00
Sports Hub	£114,164.95	£22,832.19	£136,997.14
Total expenditure	£122,432.43	£23,181.68	£145,614.11

RECEIPTS FOR February 2024

Cemetery	£557.50
GNGB grant	£65,550.00
Interest	£32.59
Miscellaneous	£3,523.82
Total Income	£69,663.91

HSBC Current A/C as at 22/2/24	£12,490.26
HSBC Deposit A/C as at 22/2/24	£1,801.61
Transfers to/from Deposit A/C from/to Current A/c	£20,000.00
Transfers to/from Unity Bank	£20,000.00
Unity Bank A/C as at 23/2/24	£76,002.70
Unity Bank Savings A/C as at 22/2/24	£70,139.38
Transfers to/from Deposit A/C from/to Current A/c	£30,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/23	£63,321.35