



Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 1st February 2024 at 19:00 in Brundall Memorial Hall

Present: Cllr R. Tungate (Chairman), Cllr Graham Abbott, Cllr Gill Buckley, Cllr Mike Savory, James Howlett (Parkrun), Richard Farley (tree warden), Sally Ward (tree warden),.

C Dickson (Parish Clerk), 1 member of the public.

	<i>Details</i>	<i>Action</i>
	The meeting was recorded for minute taking purposes.	
LM-0750	Apologies for Absence Cllr Lawrence Britt, Sarah Sloan (BAA), Tim Strudwick (Countryside Park)	
LM-0751	Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI) None received.	
LM-0752	Minutes of the meeting held on the 19th October 2023 The minutes of the meeting held on the 7 th December 2023 were amended. LM-0743, third paragraph, third sentence, was amended to read "A proposal to think out the woodland trees will be put together and taken to the CP Group and Biodiversity Group. The amended minutes were approved as accurate and were signed by Cllr Tungate, Chairman of the meeting.	
LM-0753	Matters Arising LM-0721 – Parkrun – purchase of 1 tonne bag of sand - completed LM-0735 – Highfield Avenue streetlights – actioned LM-0740 – Countryside Park bench concrete – outstanding LM-0740 – entrance to Countryside Park – outstanding LM-0740 – revisions to the CP notice board map – completed LM-0743 – GPS units - ongoing LM-0744 – price for laying boards crossways on the Church Fen boardwalk – ongoing LM-0744 – GIF grant funding – ongoing LM-0744 – quote for repair of broken CF boards – on agenda	
LM-0754	Chairman's Report No report this month.	
LM-0755	General Public Participation None.	
LM-0756	Updates from other Council Committees Recreation and Wellbeing met on the 11 th December. They were updated on PC matters, but received nothing from other groups. The results of the Countryside Park survey were shared. The survey asked respondents how they used the park, who used it, and whether purchasing the land would be supported. 438 people completed the survey, 98.9% had heard of the CP, 8.7% had never visited it, 53% had used it at least 3 times in the previous 3 month period, 26% visit it weekly, 96.1% support the purchase aspiration. Use: 38.8% for parkrun, 50.3% dog walking, 16.2% socialising, 26.7% solo running, 8.2% group running, 9.1% allotments, 17.1% picnics, and 26% for other purposes. Suggestions for improvements: both more provision for dogs and for it to be less welcoming for dogs were the top offerings, along with improved access, signage, outdoor sculptures, seating, improved car park, toilet, drainage. The Committee discussed access to the Countryside Park and how difficult it is due to the narrow pavement before the pedestrian gate on Postwick Lane. The Clerk will contact Anglian Water to see	

	<p>if the gate could be permanently open or removed in order to enable better pedestrian access.*</p> <p>The Warm Spaces grant money has not all be spent. We are working with the church to find ways to use the remaining funds.</p> <p>The other item discussed was the future of Snowys.</p> <p>Environment Committee: An update was received from the Bio-diversity sub-group - the open day/public meeting took place on Sat 27th; just over 20 people attended the presentation or dropped in later, and we collected details of around 10 people who wanted to keep in touch including 8 who are interested in volunteering is some capacity. A learning point was that we should have organised publicity/invites earlier and apologies to anybody who wanted to attend but heard too late.</p> <p>The NWT tree management presentation – I think this is a useful document and will be helpful to the Countryside Park group/sub group who will be developing the management plan for the woodland over coming months</p> <p>The Committee will talk to the BWG regarding recruitment of volunteers and plan to hold a co-ordinated event later in the year to promote the land owned and managed by the Council and to recruit more volunteers.</p>	*Clerk
LM-0757	<p>Allotments</p> <p>The Committee received and noted the Allotment report (attached).</p> <p>The Clerk will complete the Legionella form to note there are no problems.</p> <p>The Allotment Association will consider emptying and cleaning the dip tanks for the winter months.</p> <p>The shredder will be on site in March.</p>	
LM-0758	<p>Cemetery</p> <p>The Committee discussed the notices to be put on headstones and decided to defer this to the next meeting. A discussion is needed about whether the Council should remove a headstone if there is little prospect of it being repositioned by the ERB holder. The Committee would like each grave to retain its headstone, therefore it was suggested a percentage of the interment fee should be held in an earmarked reserve for headstone maintenance.</p> <p>No additional funding for the spare field goal posts has been sought. DCllrs Davis & Laming will be asked if their ward grants could be used. The Clerks will look for other funding.*</p> <p>A quote for new goal posts was considered. As it is over the £1500 limit for the Committee a recommendation for the expenditure will be taken to full Council, with the expectation that some grant funding will be achieved.</p> <p>A new bin for the spare cemetery field was approved. The cost will be approximately £200.</p>	*Clerks
LM-0759	<p>Cremer's Meadow</p> <p>The Committee received and noted the Cremer's report (attached).</p> <p>Approval was given to purchase replacement equipment up to the £170 remaining from the insurance claim.</p> <p>New locks were purchased for both notice boards but the old locks have sized on the notice board by the barn so it has not been possible to replace them. Harry Stebbings will be asked to do the work when they install the Countryside Park notice board.</p> <p>The Bridge: there is no further progress. An EIA is imminent but not yet completed.</p>	
LM-0760	<p>Countryside Park</p> <p>No report was received.</p>	
LM-0761	<p>Parkrun</p> <p>The Committee received and noted the parkrun report (attached).</p> <p>A further ton of sand is being requested, mainly for the corners but also for the section of track across the top of the allotments. Any rain makes the track slippery apart from where the sand has already been laid.</p> <p>The Environment Committee have not discussed the impact of the sand already laid. Feedback will be requested from the Environment Committee on the sand already laid and the impact of further sand and is it safer for other CP users on areas where there is sand.* parkrun will provide a list of</p>	<p>*EnvCttee</p> <p>*parkrun</p>

	<p>where more sand is needed.*</p> <p>The purchase of a further 1 tonne of sand was approved by a majority decision.</p> <p>Parkrun will put together a plan of use / maintenance once the Environment Committee have discussed the sand.</p>	
LM-0762	<p>Play Areas</p> <p>The locum Clerk has recommended replacing 2 swings at the Brundall Memorial Hall play area due to vandalism, and also for the clearance of moss from the play equipment matting.</p> <p>The Clerk will obtain costs for the seats to be considered at the next meeting.*</p> <p>The Clerk will ask the Handyman to quote for the moss removal.*</p>	<p>*Clerk</p> <p>*Clerk</p>
LM-0763	<p>Tree Management, including Low Farm Wood</p> <p>The Committee received and noted the BTWN report (attached).</p> <p>The Tree Warden requested help to move the chippings generated from the works in Low Farm Wood. The Clerk will ask the Biodiversity Working Group if they could ask the new volunteers from their open day if they would be willing/able to help the BTWN at LFW.* The Committee is grateful for all the work that the Tree Wardens and the BTWN do in Brundall.</p> <p>The hawthorn saplings in the orchard have been replaced.</p> <p>A chipper will be hired in March for the Countryside Park and allotments.</p> <p>The BTWN has been given a disease resistant Elm and Brundall have been offered it. The Tree Warden suggested a suitable location would be the north west corner of the Countryside Park. The Committee were happy to accept the offer of the tree but asked that the Countryside Park Group consider the location.</p> <p>The spirals and canes on the orchard hedge that have been knocked over need to be replaced, at an estimated cost of £50. This was approved.</p>	<p>*Clerk</p>
LM-0764	<p>Church Fen</p> <p>The Committee received and noted the Tree Warden's Church Fen report (attached).</p> <p>The Committee approved the purchase of 2 trip hazard signs for Church Fen and also 2 'No Dogs' signs for the orchard.*</p> <p>The Tree Warden will talk to the company that the Broads Authority use for water/mud testing for further information.*</p> <p>The locum Clerk will be asked to work with the Tree Warden to undertake a risk assessment on the boardwalk.</p> <p>The quote for repair of the broken boards of £865 was approved.</p>	<p>*RF</p> <p>*RF</p>
LM-0765	<p>Sports Hub</p> <p>No report received.</p>	
LM-0766	<p>Asset Audit</p> <p>The Assistant Clerk has viewed and assessed all the street furniture listed on the asset register. There is nothing that needs urgent attention. She will be asked to photograph the items for future reference.</p> <p>The Tree Warden very kindly agreed to oil the notice boards when the weather improves.</p>	
LM-0767	<p>Finance</p> <p>A finance report was circulated to Committee members before the meeting (see below). No queries were raised.</p>	
LM-0768	<p>Correspondence</p> <p>None received</p>	
LM-0769	<p>Items for the next agenda</p> <p>Cemetery fees – to discuss adding and retaining a % for the interment fee for headstone repairs</p>	

	Costs for new swing seats Costs for clearing moss off the play area matting Countryside Park risk assessment – look at annual PC risk assessment Church Fen boardwalk funding – Clerks to look into	
LM-0770	Date for the next meeting(s) of the Land Management Committee 14 th March 2024. Clerk will produce a revised calendar for consideration for the next meeting.	Clerk
Signed as a true record Date		

LM-0767 Finance**Land Management Expenses 30/01/2024**

chain for play area	13.67
new post for dog bin	50.00
screwdriver heads	50.22
screwdriver heads	13.95
new post for dog bin	62.00
supplies for Youth Shelter base	388.67
transport of Youth Shelter	70.00
supplies for Youth Shelter base	350.01
fuel Youth Shelter base digger	25.48
supplies for Youth Shelter base	200.00
dog waste bags	87.32
woodstain for bench	12.46
dog waste bags	87.32
MV path	80.00

1,491.10
Tree Management

LFW bench fixings	21.00

21.00
Countryside Park

Expenditure	rent	1,102.50
	replacement post	180.00
	toilet supplies	41.94
	toilet supplies	30.36
	parkrun bench base	350.00
	hawthorn hedging	75.00
	sand for parkrun	100.00
Total		1,879.80

ChurchFen

chicken wire repair	218.87
spray paint mark boards	11.00
syringes for Giant Hogweed	27.20
wire for boardwalk	51.92
Giant Hogweed treatmnt	240.00

548.99
Brundall Parish Allotments

Expenditure	rent	787.50
	water	669.89
	equipment	2,498.50
	repairs	336.61
	sundries	-
	cesspit	
Total		4,292.50

Play Equipment

-

Cemetery

woodstain for bench	12.46
5 bar gate repair	55.00
headstones inspection	274.00
Water	73.12

414.58

Cemetery Income (3,074.50)

Income

rent	(2,475.00)
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Deficit / (Surplus) 1,817.50
 Clerk's costs (approx) 500.00
 2,317.50

Total 4,355.47
 Cremer's 1,867.50

Land Management Spending 6,222.97

Budget 9,730.00
 % of budget 64%

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	Asset Mgmt reserve	2,804.62
Planks for boardwalk	asset management	367.07	Cemetery reserve	780.00
boards and wire	asset management	187.07	Cremer's reserve	-
		3,584.62		

Cremer's Meadow 2022-23 Expenditure and Income

30-Jan-24

	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
removal of poplar	750.00
weed puller - insurance	40.83
sledgehammer - insurance	21.67
manure drag - insurance	32.26
barn door service	148.00
donations from Orchid Day	(80.00)
wooden hay rake - insurance	90.00

			70.00
			750.00
		40.83	
		21.67	
		32.26	
			148.00
		(80.00)	
		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
new locks for noticeboards	105.00				105.00
Total	1,972.26	-	0.00	(250.92)	1,867.50
Balances remaining		74.74	123.09	818.12	
Insurance claim				(170.92)	

Brundall Parish Allotments**30/01/2024**

Expenditure	rent	787.50	<u>Equipment</u>	
	water	669.89	new gates	2,498.50
	equipment	2,498.50		
	repairs	336.61		
	sundries	-		
	cesspit			2,498.50
	Total	4,292.50		
Income	rent	(2,475.00)	<u>Repairs</u>	
			new standpipe supplies	58.02
			fuel for hedge trimmer	41.67
			new standpipe supplies	236.92
	Deficit / (Surplus)	1,817.50		
	Clerk's costs			
	(approx)	500.00		
		2,317.50		336.61
		8,922.64		
EMR as at 1.4.23		8,885.97	<u>Sundries</u>	
Add:				
income	2,475.00			
Less: expenditure	(4,292.50)			
EMR Current Balance		7,068.47		-