

Minutes of the Parish Council Meeting held on Monday 25th March 2024 at 19:00 at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

Present: [OOB] Cllr K Wilkins (Chairman), Cllr A Bonham, 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), L Dawson (Deputy Clerk) District Cllrs Davis and Laming and 1 member of the public.		
	<i>Details</i>	<i>Action</i>
	<p>Housekeeping</p> <p>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.</p> <p>New Deputy Clerk, Lolly Dawson, was introduced and welcomed.</p> <p>John Warne has tendered his resignation as a Parish Councillor due to ill health. There is a process to follow to advertise and recruit his replacement. John has been a stalwart Parish Councillor since 2011. He is a former Chairman of the Parish Council and put an enormous time, effort and wisdom into the role and will be missed. The Council wishes him well and recorded a formal vote of thanks for his service.</p>	
2024-0037	<p>Apologies for Absence</p> <p>Apologies for absence were received from Cllr G Abbott, Cllr L Britt, Cllr G Buckley.</p>	
2024-0038	<p>Declarations of Interest</p> <p>None received.</p>	
2024-0039	<p>Minutes of the Previous Meetings</p> <p>It was resolved to approve the Minutes of the Parish Council meeting held on the 26th February 2024 at 7.00pm.</p> <p>The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins.</p>	
2024-0040	<p>Actions from the Minutes (Not on the Agenda)</p> <p>2024-0022 – ownership of Staithe Lane – Brundall History Group are investigating 2024-0024 – site visit to the Sports Hub – completed 2024-0024 – parkrun map to Land Management - completed 2024-0024 – retaining the Social Media Manager for a further 12 months – completed</p>	
2024-0041	<p>Meeting adjourned to allow for the public participation and County Councillors' and District Councillors' reports.</p> <p>Cllr Wilkins read out the headlines for Cllr Proctor's report. It is available on the website.</p> <p>DCllr Laming read out her report (see below). The Postwick Park and Ride land and building is owned by Norfolk County Council. NCC are subsidising all P&Rs by £600k per year, including £150k per year at Postwick.</p> <p>The meeting was re-convened.</p>	
2024-0042	<p>Reports:</p> <p>Sports Hub Sub Group – Cllr Wilkins</p> <p>The subgroup had a brief meeting at 6:15 this evening. Everything is on track, with some items ahead of schedule. And everything is on budget. We are looking realistically at a usable date of early June. We are planning a formal opening of the site in the new sporting year in September.</p>	

	<p>As the Football Foundation is one of our funders we will be working with them and our operator CSF to plan opening. Cllr Gabillia will circulate a summary of usage and an update to be published tomorrow.</p> <p>Land Management – Cllr Tungate</p> <p>We have had problems arranging a meeting date and therefore need to ask the Council to approve some expenditure:</p> <p>The Council approved the quote from Eden Tree Care for removal of dead branches on the trees overhanging the cemetery car park at a cost of £300 + VAT.</p> <p>The Council approved a quote from Garden Guardian of £150 for the treatment of moss on the play equipment matting.</p> <p>Social Media – Cllr Savory</p> <p>The number continue to grow well. We have a backlog of posts to go out, which is encouraging. We pay for 4 posts per week, and it is good we have lots of information to share.</p> <p>Brundall Memorial Hall – Cllr Bonham</p> <p>The vision statement to tie in the Memorial Hall playing field with the land east of the Memorial Hall is being worked on.</p> <p>The AGM will be held on the 19th June.</p> <p>A report was also provided:</p> <p>Hiring remains strong with not many time slots available. The hall is used by a wide range of local groups including community groups, sports groups and keep fit groups for all ages from toddlers through to our more senior residents. These groups use the hall for both social and recreational purposes.</p> <p>Our status changed at the beginning of the year so we are now a CIO with a new charity number, and we are currently in the process of moving our assets over to the new charity.</p> <p>We have had a damp problem in the lounge and now the cause has been found we now have to do the repairs to rectify the problem, this will mean inserting brickwork at the base of the walls, replacing the flooring. As we are having to do this work the trustees are looking into removing the post in the centre of the room replace the existing patio doors with bifold doors and hard landscape the area in the front of the hall with a short fence surrounding the area and planting to screen the road and car park. The idea is to create a south facing seating area with views to Blofield church. The quotes for the work have come in at £25k. We are currently fundraising and applying for grants to date we have raised £300 from the tabletop sale and have been given a donation by Acle and Brundall Lions. We are organising a music bingo for 18th May which we will be advertising shortly.</p>	
2024-0043	<p>Planning – applications considered</p> <p>The following applications were considered:</p> <p><u>2024/0419</u> Proposed redevelopment of existing Scout hut with new insulated roof complete with 18 no of solar panels & wall cladding, new windows & doors & changes to internal layout at Scout Association, Highfield Avenue, NR13 5NT. No objections.</p> <p><u>BA/2024/0003/FUL</u> Replacement of existing building at Silverline Marine, Riverside Estate. No objections.</p> <p><u>2024/0113</u> Certificate of Lawful Use (proposed) for demolition of car port and conversion/extension of garage into bedroom & en-suite bathroom at Harwalan 18 West End Avenue NR13 5RF. No objections.</p> <p><u>2024/0676</u> Approval of Condition Details – details of condition 17 (Phase 1) of 20211917 offsite highway works Brundall Memorial Hall, Links Avenue, NR13 5LL. No objections. The Clerk was asked to confirm that there will be a clearway from the roundabout to the McDonalds entrance.*</p>	*Clerk
2024-0044	<p>Streetlight adoption Phase 1 Brundall Meadows Development</p> <p>Norfolk County Council do not require streetlights on the development and will not take on the ownership or maintenance. Therefore there will be no streetlights installed unless the Parish Council will adopt them. There would be an ongoing electricity and maintenance cost implication.</p> <p>The Council has a standing agreement to take on responsibility for footway lighting in any new developments [minute 2020-0084] and therefore the Council approved the adoption of streetlights on phase 1 of Brundall Meadows development subject to confirmation that the installation costs would be met by the developer, the number of streetlights, and the wattage of</p>	

	the lamps.*	*Clerk
2024-0045	<p>John Evans Award</p> <p>3 nominations were received:</p> <p>David Batey for his 5 years service moving and looking after the SAM2 devices</p> <p>The Broadland Tree Warden Network for their tree work round the village</p> <p>The parkrun Run Director Team for the health and wellbeing contribution to the village.</p> <p>Councillors held a secret ballot and David Batey received the most number of votes. He will be informed and invited to attend the Annual Parish Meeting to receive the award.*</p>	*Clerk
2024-0046	<p>Road Safety – Cllr Savory</p> <p>The last SAM2 data has been published. There are some strange stats for Cucumber Lane suggesting 3 times the number of cars passing when The Street was closed. When this month's stats are downloaded we hope to be able to work out if it is an issue with the machine or the location.</p> <p>A possible volunteer has been identified but we are still looking for additional help.</p>	
2024-0047	<p>Brundall Village Park barn</p> <p>Several councillors, the Clerk and 2 surveyors met with a Hopkins Homes representative to look at the barn. It is an agricultural building. Hopkins are not in an immediate hurry for a decision on whether the Council would like the barn to remain.</p> <p>The Recreation and Wellbeing committee is the conduit for the Brundall Village Park plans. The subgroup of Cllrs Wilkins, Savory, Gabillia, and Whitehouse are looking at the overall plans for the park and will consider the barn, possible uses and how it might fit in with the site as a whole. This will be reported to R&W, and then to full Council.</p> <p>Hopkins Homes said they were seeking a view from BDC regarding leaving the barn intact but there has not been any feedback received. The Council itself needs input from BDC and the Clerk was asked to arrange a meeting with the planning officer for the application.*</p> <p>There are services on site, electricity, and water, but they have been disconnected. The structure is sound but the roofing contains asbestos. The meeting was useful and Cllr Gabillia was asked to share the photos he took of the barn.*</p>	*Clerk *Cllr Gabillia
2024-0048	<p>Finance</p> <p>The Council considered the grants and donations requests received. Brundall Memorial Hall withdrew both their applications before the meeting.</p> <p>The Council approved, with a casting vote by the Chairman, to give the following:</p> <p>A grant of £300 to Brundall Twinning Association towards to the costs of hosting the French twinning visit.</p> <p>A donation of £200 to Brundall and Braydeston WI for hall hire for their monthly meeting.</p> <p>A grant of £156 to Cancer Community Chest towards the cost of a new shed for donations.</p> <p>A quote from the streetlight maintenance contractor Cozens for £1,795 + VAT to replace a damaged streetlight column on St Laurence Avenue was accepted.</p> <p>The quote of £395 + VAT from Cozens for a new streetlamp head on Cucumber Lane was approved.</p> <p>Bills for payment for March 2024 had been circulated to Councillors in advance of the meeting (see below). IP2225 for £79.99 was withdrawn for further investigations. Due to the larger than expected invoice for the Sports Hub pavilion only the net amount of IP2226 will be paid until a VAT refund has been received. The contractor has been informed and is has accepted the arrangement. The amended payments were approved.</p> <p>The payments made in January 2024 have been confirmed by Cllr Britt. The payments made in February will be circulated to Councillors and will be confirmed by Cllr Britt by the next meeting.</p> <p>The Council approved the quote from Garden Guardian for grounds maintenance work at the Sports Hub. The Clerk will check the leases for each party's responsibilities and the costs will be invoiced to either Brundall Community Leisure or Community Sports Foundation.*</p>	*Clerk
2024-0049	Clerk's Correspondence	

	None received.	
2024-0050	Staffing Matters Anne Barnes was appointed as locum Clerk support in December and her help has been invaluable. She was invited to stay beyond March but finished her work with us on Friday. The Council thanked her for her time and expertise.	
2024-0051	Update on negotiations with Shell There has been no update notified.	
2024-0052	Items for the Next Agenda None notified.	
2024-0053	Date, time, and venue of next Parish Council Meeting 22 nd April 2024 at 7pm at the St Laurence Centre. The Annual Parish Meeting will be held on Monday 8 th April 2024 at 7pm in the St Laurence Centre.	
Signed as a true record Date		

2024-0041 – Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting – 25 March 2024

BDC is running a litter pick scheme in the district from 1 March to 31 May 2024. Community groups are encouraged to participate. More information is on the website:

<https://www.southnorfolkandbroadland.gov.uk/keeping-streets-clean/volunteer-litter-pick-area/2>

BDC has been shortlisted for a Local Government award for its work on Nutrient Neutrality. BDC has received over £9.6m of capital and revenue funding to administer a Nutrient Mitigation Fund. Costed Expressions of interest will be sought from interested parties who are proposing programmes or strategies to deliver mitigation to unlock housing delivery in relevant catchment areas. Nutrient credit prices will reflect the full cost of mitigation, including establishing, maintaining, and monitoring the project.

BDC is reviewing the management of its assets, which have increased with the purchase of Broadland Country Park, temporary accommodation and the Horizon Centre which is jointly owned by BDC and SNC.

In Winter 2023/24 Pride in Place government funding was used to give 11 grants to provide Warm Spaces, food hampers and food bank support in the district. In the 2023/24 financial year funding from central government has been allocated to help households identified to be in need, and to provide emergency payments to those in crisis. 557 households had been assisted by the end of January 2024. Additional funding was allocated to deliver projects to improve the support for those experiencing hardship.

The Community Engagement Van (CEVAN) is being used to run a targeted outreach campaign. It will go out initially to the parishes and towns most in need, according to current data. The van will stay in each parish for 8 weeks for 1 day/week and be in Broadland on Tuesdays. Residents will be able to visit the van between 10-4pm with no appointment needed. The van will be staffed by a driver and co-pilot. Assistance may also be provided by trained staff/councillors.

The District Direct Service (DDS) works with the Norfolk and Norwich University Hospital. Staff are based there to assist with helping people to return home safely, for example by helping with cleaning, decluttering, installing alarms and key safes. On average each DDS referral saves 8 hospital bed days, so the service is having a significantly positive impact. To refer someone, contact the service at the hospital if a resident is already an inpatient. Contact the Help Hub if an issue is anticipated before a resident is admitted to hospital. The service is fully funded by the NHS.

<https://www.southnorfolkandbroadland.gov.uk/help-hub>

Neighbourhood Plans (NPs) seek to influence development in a parish or town as it comes forward. There are 26 in place already in both BDC and SNC.

A Community Planning Projects Officer will be recruited to try and help bring in funding to deliver NPs and work with organisations who are putting them together.

Pride in Place Grant Update: Those applicants who have been successful in the third and final round of funding have now been notified. Cantley Village Hall received funding to develop a submission for a substantial amount from the Community Ownership Fund (COF).

in principle Buckenham Ancient Woodland Trust has received a Pride in Place Community Grant to enable purchase of the remaining section of the Wood to secure community ownership and use.

Cllr Davis attended an East of England Water Summit on 8 March 2024. The summit was attended by council representatives from across the Eastern Region which is being faced by serious challenges related to water: drought, flooding, and poor water quality. These are expected to become even more challenging if appropriate measures are not taken to mitigate the significant impacts. Some key issues: how to manage water demand as water supply reduces; paradoxically, how to manage more frequent and potentially damaging flood events; how to clean up our polluted rivers and reverse biodiversity decline.

Cllr Laming attended a farewell event on 11/3/24 for the Assistant Director of Planning, Helen Mellors who has retired after 40 years of highly valued service to local government and Broadland District Council.

Recent correspondence with the Head of Passenger Transport at Norfolk County Council has confirmed that the financial options for Postwick Park and Ride are still being reviewed. Passenger journeys are on average 1500/week which is well below ideal viability figure of 4500/week. Konectbus is looking at the service provided to the east of Norwich and whether it could possibly be extended.

The Broadland District Council and South Norfolk Council Business Awards were announced on 5 March 2024. The following companies in Brundall Ward were represented among the winners: Delta Fire, who manufacture a range of fire and waterway products. The company is based at Broadland Business Park and won awards for Environmental Impact, Business Innovation and Excellence in Advanced Manufacturing. Brundall Home Hardware won the Broadland Retailer of the Year Award for providing quality products with good old fashioned, competitive prices and service. Congratulations!

BDC has a new grant available for Broadland residents. The Play Streets Grant, which is now open, allows communities to apply for up to £75 to purchase low-cost items such as games, sporting equipment, and for promotional activity, around short, regular road closures for free, child led play, stewarded by residents. Residents can apply for temporary road closures for this via Norfolk County Council.

<https://www.southnorfolkandbroadland.gov.uk/community-funding-3/play-streets-grant>

A new computer system has been introduced recently and the e-billing information is being migrated across to the new one. This has meant that some residents who signed up to receive an e-bill have been issued this year with a 2024/25 council tax bill in paper form. When this process has been completed those who have signed up for e-billing will receive future bills by email.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 21/3/24)

2024-0048 – Finance

PAYMENTS FOR March 2024

	Net	VAT	Gross
Parish clerk costs	£3,410.60	£0.00	£3,410.60
Office expense	£636.99	£107.50	£744.49
Telephone	£101.48	£10.80	£112.28
Room Hire	£141.00	£0.00	£141.00
Annual Fees	£580.00	£0.00	£580.00
Grass cutting monthly contract	£791.30	£158.26	£949.56
Street Lighting	£439.43	£57.09	£496.52
Handyman and cleaning	£552.00	£0.00	£552.00
Cemetery	£1,047.49	£0.50	£1,047.99
Allotments	£21.21	£4.24	£25.45
Cremer's Meadow	£22.24	£0.00	£22.24
Trees	£483.33	£85.66	£568.99

IT	£239.50	£0.00	£239.50
Sports Hub	£137,708.13	£599.63	£138,307.76
Environment Committee	£228.51	£0.00	£228.51
Warm Spaces	£1,145.65	£0.00	£1,145.65
Total expenditure	£147,548.86	£1,023.68	£148,572.54

RECEIPTS FOR March 2024

VAT	£48,738.35
Cemetery	
Allotments	£16.88
GNGB grant	£111,150.00
Interest	£2.76
Miscellaneous	
Total Income	£159,907.99

HSBC Current A/C as at 22/3/24	£12,986.69
HSBC Deposit A/C as at 22/3/24	£1,804.37
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 22/3/24	£122,051.64
Unity Bank Savings A/C as at 22/3/24	£40,139.38
Transfers to/from Deposit A/C from/to Current A/c	£40,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/23	£63,321.35