

Minutes of the Parish Council

Meeting held on Monday 22nd

April 2024 at 19:00 at the St

Laurence Centre, Church Lane, Brundall, NR13 5LZ

Present:

Cllr K Wilkins (Chairman), Cllr G Abbott, Cllr A Bonham, Cllr L Britt, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, 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 7 members of the public.

	Details	Action
	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.	
2024-0054	Apologies for Absence Apologies for absence were received from Cllr M Savory.	
2024-0055	Declarations of Interest None received.	
2024-0056	Minutes of the Previous Meetings It was resolved , with 1 abstention, to approve the Minutes of the Parish Council meeting held on the 25th of March 2024 at 7.00pm. The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins.	
2024-0057	Actions from the Minutes (Not on the Agenda) 2024-0043 – Cucumber Lane roundabout clearway – ongoing 2024-0044 – Brundall Meadows Phase 1 streetlights – completed 2024-0047 – meeting with planning officer for Brundall Meadows - DCllrs Davis and Laming will assist 2024-0047 – photos of the LEMH barn - completed 2024-0048 – lease details for Brundall Sports Hub – ongoing	
2024-0058	John Evans Good Citizen Award The John Evans Good Citizen Award is presented each year by the Parish Council to a person or team who have provided exceptional service to our local community. This year the John Evans award is presented to David Batey for his work with our SAM2 speed devices. Road Safety remains a key priority for the Parish Council and we have two SAM2 speed awareness devices for use in the parish to record speeds at approved sites and remind drivers to slow down if they are exceeding the speed limit. Data from the devices are analysed and shared with residents and the police. It is a requirement from the Highways Authority for the devices to be moved monthly between approved sites and for the past 5 years David has been managing our SAM2 devices efficiently and effectively. This involves charging the devices and replacing the batteries regularly to maintain their effectiveness. Each month, David removes the devices from their approved position, downloads the data to share with the Parish Council and move the devices to a new position. David has been undertaking this important role for five years as a volunteer and has made a significant impact to road safety in the village. He is now at a point where he will soon be handing over the responsibility for managing the devices to someone else and the presentation of the John Evans Good Citizen Award is an appropriate way to say thank you to David for all	

	that he has done for road safety in the village over the past five years.	
2024-0059	Meeting adjourned to allow for the public participation and County Councillors' and District Councillors' reports. DCllr Laming read out her report (see below). There was no other Public Participation. The meeting was re-convened.	
2024-0060	Reports: Sports Hub Sub Group – Cllr Wilkins We met with our contractor and consultant last week, progress is on schedule and on budget and handover will be by the end of May. The contractor & operator will be meeting prior to this for a full building demonstration. The final fit out has not quite been completed but is nearly there. The official opening is expected to be in September to enable proper planning, particularly to include one of the funders of the building, the Football Foundation. The contractor is beginning to clear the site. We are impressed with the quality and feel of the build. Land Management – Cllr Tungate No meeting since the last full Council meeting due to quorum problems. The Council approved Cllr C Whitehouse's co-option to the Committee. Recreation and Wellbeing – Cllr Gabillia At the meeting last week Parish Councillors were the only attendees with a representative of Brundall Bolts arriving halfway through. One of our aims is to get more engagement from groups in the village to get a bigger community input into the committee. Brundall Village Park was the main topic of discussion at the meeting. Cllrs Wilkins, Whitehouse, Gabillia, & Savory make up the subgroup and met on the 3rd of April. There has not been engagement from BDC regarding some queries on planning & reserved matters for the site. The subgroup has started to look at a design but will need to access the S106 funding for a design consultant. The barn was discussed. Whilst it could be an asset it could also be a liability. The subgroup can see no use case for it at present. Cllrs were asked to let the Deputy Clerk have any ideas for the barn so any business case can be considered. * The subgroup met representatives from Brundall Memorial Hall a while ago and have used the feedback from that for the design of BVP. BMH were looking to improve the play area, converting the tennis court into a MUGA, and potentially improve the skate park. As we believe those items will be remaining on the BMH site we won't look to replicate what is already there. The idea is that the Village Green area will remain as open park land, the run dike area we would like to incorporate an accessible route but also retain a natural environment. One of the potential uses near the barn could be to create an enclosed dog park. We don't want to ask for any S106 money until we have some answers from BDC regarding the reserved matters. Designs will be shared with the village for comments. The Chairman of Brundall Men's Shed said they would be interested in relocating to the barn. Brundall Memorial Hall – Cllr Bonham The AGM will be held on Wednesday 19th June at 7pm in Brundall Memorial Hall. Road Safety – Cllr Abbott The Community Speed Watch is restarting this week. The Police were on Cucumber Lane last week and Strumpshaw Road 3 weeks ago. The Deputy Clerk was asked to chase the outstanding Highways items with Paul Sellick, copying in CCllr Proctor. * Social Media – Cllr Gabillia No issues to report this month. Upcoming posts include information about the May elections.	*all Cllrs

2024-0061	Planning – applications considered The following application was considered: BA/2024/0128/FUL Reconfiguration of marina, demolition of 6 miscellaneous sheds, removal of caravan. Installation of 75m long floating pontoon and 9 associated finger jetties. Car park resurfacing and creation of landscaped mound at Willow Marina, Riverside Estate. The Council had no objections.	
2024-0062	Consultations received The Local Plan for the Broads – Preferred Options - https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations. Cllr Britt will respond with comments in support of public moorings, public access to the water, encouraging boatyards and environmental sustainability. * Broads Authority planning applications Validation Checklist - https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations. No comments were suggested.	*Cllr Britt
2024-0063	Opening hours of the office The Clerks asked the Council for comments on the opening hours of the office. More flexible opening hours were suggested. The Council did not think opening on a Saturday was necessary. The Clerks will determine the opening hours going forward.	
2024-0064	Net Zero Communities The co-ordinator of the Brundall Ward Net Zero Communities project has asked for a volunteer. The Environment Committee will discuss this at their next meeting.	
2024-0065	Parish Councillor vacancy The Elections Department at BDC have confirmed that no residents called for an election therefore the Council is able to co-opt. It will be publicised on Facebook, the website, and noticeboards.	
2024-0066	Finance The Council considered the grants and donations requests received. A grant of £300 to Brundall Memorial Hall towards the cost of new blinds in the Lounge was unanimously approved. A donation of £200 requested by Brundall Memorial Hall towards the cost of new blinds in the Lounge was rejected by a vote of 6 against and 3 for, with 1 abstention. The Council approved, with a casting vote by the Chairman, to give the following: A grant of £300 to Acle and Brundall Lions towards the costs of their summer fete in Brundall was approved by a majority vote. The Council approved online payment access to the bank account for the Deputy Clerk. Access for Cllr Whitehouse has been approved previously but not yet actioned. They will both be done together. Bills for payment for April 2024 had been circulated to Councillors in advance of the meeting (see below). Invoices have been submitted to the Football Foundation to claim the grant funding for the Sports Hub. Invoices IP2253 and IP2254 will not be paid until those funds have been received, expected before the end of the month. The payments were approved. The payments made in February and March 2024 have been confirmed by Cllr Britt. Item IP2232 was overpaid by £2 due to the covering letter amount not matching the invoices. This will be deducted from the next payment to the supplier.	
2024-0067	Clerk's Correspondence A resident emailed with concerns about the benches at the front of the Bay Leaf restaurant on The Street, and parking on the verges resulting from the loss of car parking space. The Clerks were asked to query if any of this was a planning issue.*	*Clerks
2024-0068	Update on negotiations with Shell	

	There has been no update since the last meeting.	
2024-0069	Items for the Next Agenda Strategy Day Committee appointments	
2024-0070	Date, time, and venue of next Parish Council Meeting 20 th May 2024 at 7pm at the St Laurence Centre. This is the Annual Meeting of the Parish Council.	
Signed as a true record Date		

2024-0059 – Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting – 22 April 2024

The Greater Norwich Local Plan has now been adopted having been approved by Broadland District Council (BDC), South Norfolk Council (SNC) and Norwich City Council. The plan is a critical document setting the development framework for the Greater Norwich Area up until 2038. We are currently in the 6-week legal challenge period. Following this, final copies of the GNLP with an interactive map will be produced and published on the BDC website.

The BDC Cost of Living programme for 2022/23 has been audited and the findings presented. Several large government grants were being administered to those in need at the time.

A further review of the council's relationship with the main housing providers in the district has been undertaken. Work is underway to improve the service provision where possible.

The Rural Business Builder Grant Programme has been reviewed. Since its launch in October 2022, it has supported over 180 businesses through training, advice and grant provision. 81 grants have been paid out, totalling £341,952 of investment in the district.

Poll cards have been dispatched for the elections on 2 May 2024. In Broadland voting will be for the Norfolk Police and Crime Commissioner election. Residents in Lingwood and Burlingham and Thorpe St Andrew will be able to vote in their Neighbourhood Planning Referendums.

There are new accessibility arrangements in place in polling stations. An online application process is in place for Absent Voting. Limits have been placed on who can handle postal vote packs (political parties and campaigners can no longer handle postal votes) and the number of packs that can be handed in (a person can hand in 5 plus their own).

For more information see:

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

There is still some Pride in Place funding available for projects in Broadland following the closure and awards from Round 3 of funding. If you have a project which might be eligible, please contact the Pride in Place Community Grant officer Andy Sexton
andy.sexton@southnorfolkandbroadland.gov.uk

The Councillor training programme and the role of Member Champions has been reviewed.

BDC has approved plans to expand the One Team social prescribing services to cover all of Broadland's GP prescribing services. The cost of this will be borne by external partners and this is a valuable service which helps to promote the health and wellbeing of residents.

BDC has approved new positions in the Economic Growth team to help deliver the council's environmental agenda.

BDC Cabinet 23/4/24) The council has increased its stock of temporary accommodation and has become a Registered Provider of housing. A new company called Broadland Living has been set up, which should in time provide affordable housing for residents following a bid to the government Local Authority Housing Fund. New housing documents have been created as required including a Tenancy Strategy, Tenancy Policies, Temporary Accommodation policy and a Procedure for conducting Internal Reviews of Homeless Decisions.

Updates to the overall housing strategy and main policy have been carried out.

On the 15 April the council became aware of some issues relating to Garden Waste Direct Debit payments. The council is working to rectify this issue and customers who have been affected will be contacted to confirm future payments. For those affected, the issue will not result in the suspension of collections or the removal of the garden waste bin. If you have been affected there is no need to contact the council.

The Park and Ride has been extended until at least Summer 2024, when a wider review and re-tendering of the whole Park and Ride service will be undertaken. The Postwick service stops at Norwich Rail Station and Castle Meadow on its route into the city. Buses run every 20 minutes from 7.20 am. Tickets cost £3 for an adult for all day travel, with additional passengers in the group paying £1. Concessions £2. Children under 5 travel for free. Please use and support this service if you can.

Cllr Davis and Cllr Laming attended the BDC Chairman's Civic Reception on 18/4/24.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 19/4/24)

2024-0066 – Finance

PAYMENTS FOR April 2024

	Net	VAT	Gross
Parish clerk costs	£7,774.52	£0.00	£7,774.52
Office expense	£25.00	£0.00	£25.00
Telephone	£103.89	£10.80	£114.69
Room Hire	£78.00	£0.00	£78.00
Grass cutting monthly contract	£791.30	£158.26	£949.56
Street Lighting	£664.32	£104.06	£768.38
Handyman and cleaning	£572.97	£0.00	£572.97
Repairs and Renewals	£38.00	£0.00	£38.00
Cemetery	£18.25	£0.00	£18.25
Allotments	£201.93	£37.77	£239.70
Countryside Park	£945.00	£0.00	£945.00
Cremer's Meadow	£27.06	£5.42	£32.48
Trees	£240.00	£0.00	£240.00
IT	£409.00	£38.40	£447.40

Sports Hub	£142,583.93	£54,955.59	£197,539.52
Refuse collection	£899.91	£0.00	£899.91
Total expenditure	£155,373.08	£55,310.30	£210,683.38

RECEIPTS FOR April 2024

VAT	£37,299.56
Cemetery	£192.50
Allotments	
GNGB grant	£107,173.00
Interest	£2,794.89
Insurance	£1,545.00
Total Income	£149,004.95

HSBC Current A/C as at 19/4/24	£12,777.41
HSBC Deposit A/C as at 19/4/24	£1,807.34
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 19/4/24	£128,243.58
Unity Bank Savings A/C as at 19/4/24	£431.16
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 1/4/24	£66,113.24