



## Brundall Parish Council

# Minutes of the Parish Council Meeting held on Monday 25<sup>th</sup> September 2023 at 19:00 at the St Laurence Centre, Brundall

### Present:

Cllr K Wilkins (Chairman), Cllr G Abbott, Cllr L Britt, Cllr P Gabillia, Cllr J Mickelburgh, Cllr M Savory, Cllr R Tungate, Cllr J Warne, Cllr C Whitehouse

**Parish Clerk(s):** S Smyth, C Dickson

|           | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action |
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|           | <b>Housekeeping</b><br>Cllr Wilkins welcomed those in attendance and advised the locations of the fire exits.<br>Cllr Wilkins advised that the meeting is live-streamed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |
| 2023-0125 | <b>Apologies for Absence</b><br>Cllr A Bonham, Cllr G Buckley, Cllr J Warns. Noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |
| 2023-0126 | <b>Declarations of Interest</b><br>Cllr Gabillia – 2023-0132 – friend of a planning applicant<br>Cllr Tungate – 2023-0132 – neighbour of a planning application<br>Cllr Wilkins – 2023-0135 – payments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| 2023-0127 | <b>Minutes of the Previous Meeting</b><br>Cllr Wilkins thanked Cllr Tungate for chairing the meeting in July. It was <b>resolved</b> , with 3 abstentions, to approve the Minutes of the Parish Council meeting held on 24 <sup>th</sup> July 2023, and the confidential notes to item 2023-0119.<br>The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |
| 2023-0128 | <b>Actions from the Minutes (Not on the Agenda)</b><br><b>2023-0113</b> – ideas for parish partnership funding – on the agenda.<br><b>2023-0114</b> – additional SAM2 location – on the agenda.<br><b>2023-0115</b> – installing a proper gate on the west exit to the Countryside Park car park – this was considered at the last Land Management meeting but the costs could be quite high. LM decided it is a project that could be considered once the Council owns the land.<br><b>2023-0116</b> – Neighbourhood Plan correspondence – actioned.                                                                                                                                                                                                                                                                                                                                      |        |
| 2023-0129 | <b>Meeting adjourned to allow for the public participation and County Councillors' and District Councillors' reports.</b><br>DCllr Laming read out her and DCllr Davis's report (see below). DCllr Davis has asked NCC and Highways England to co-ordinate the works on and around the Cucumber Lane roundabout better. Hopkins Homes are in discussions with NCC regarding the pre-commencement works, to improve the flow of traffic, needed before the Brundall Meadow development works can begin.<br>Cllr Warne commented that the reopening of the Postwick Park and Ride has not been advertised enough in Yarmouth. The current bus fare cap of £2 has been affecting the P&R numbers. The route for the P&R bus does not call at the station or Castle Meadow but it is quicker, efficient, and enables there to be 3 buses per hour.<br>There was no other Public Participation. |        |

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| 2023-0130 | <p><b>Reports:</b></p> <p><b>Sports Hub – Cllr Wilkins</b></p> <p>The Council held a meeting at 6pm to look at the tenders received for the pavilion. A contractor has been approved, and this will be fed back to our consultant. It is hoped the 30 week build will be able to start soon.</p> <p>For this next phase it is proposed to refresh the subgroup. Things will move quickly and it is felt 4 councillors would be enough. Cllr Britt is happy to step down so the sub-group going forward would be Cllrs Wilkins, Warns, Whitehouse, and Gabillia. The Council approved the revised sub-group to continue to deliver the building. Thanks were given to Cllr Britt for his work and contribution to the project.</p> <p><b>Land Management – Cllr Tungate</b></p> <p>The last meeting was on the 7<sup>th</sup> September.</p> <p>Church Fen – a contractor has been appointed to eradicate a clump of Giant Hogweed alongside the eastern footpath. It was identified earlier in the year and has been cordoned off since. The Tree Warden is qualified to deal with it but cannot find the relevant certificate. It has also been necessary to check with the Broads Authority regarding use of pesticides so close to the water. There has been vandalism of several planks on the boardwalk on a couple of occasions. Repairs will be needed. We are waiting for report from a consultant on the future of the boardwalk.</p> <p>Allotments – LM are asking for approval of an additional 6 standpipes and diptanks at an estimated cost of £3,050 which is above the approval limit of the Committee of £1,500. There are no standpipes on the eastern side of the site and this will ensure all plots have access to water. The work will be done by allotment volunteers. The project has been agreed by Anglian Water. A possible future spur for the tree warden will be considered at a later date. The maximum cost of £3,050.58 includes a 10% contingency, and is funded from allotment rent reserves not the precept. Allotment rents are increasing this year to ensure the reserves are maintained. The expenditure on the standpipes was <b>approved</b>, with 1 abstention.</p> <p>Sports Hub – grounds maintenance contractor raised a concern about the fence and hedge on the eastern boundary. The fence had to be moved as it encroached onto Norfolk Homes land but they have now excavated up to boundary line causing the concrete footings to be exposed. There is a risk to the stability of the fence. We have identified that there is a risk and to move it forward we would need to meet with Norfolk Homes and to see what they are going to do about it. Cllr Tungate and Cllr Whitehouse, as the SH representative, would be happy to attend.*</p> <p><b>Environment Committee</b></p> <p>The draft minutes from the last meeting are on the website.</p> <p><b>Recreation and Wellbeing Committee – Cllr Gabillia</b></p> <p>Jack Bonham, alongside the Clerk, is looking at the provision of dog waste bins throughout the village. Including potential sites for new ones and also bigger bins in certain locations.</p> <p>The grant from NCF to help with the cost of living crisis was initially used for a community café and warm space in the St Laurence Centre. There are some funds left and the Clerk has engaged with the church to see if we can use that money before the end of the grant period, March 2024.</p> <p>Brundall Bolts have expressed an interest in having a representative on the committee. They are still interested but have not yet provided a nominated person.</p> <p>Greg Chandler spoke about the station adoption scheme and the planting that has taken place. There has been really positive feedback.</p> <p>No update was received from the Yare Valley Churches.</p> <p>A written report was received from the Memorial Hall. The CIO process is ongoing with a tentative completion date of January 2024. Hall bookings are usually slow in the summer. The cause of the damp in the Lounge has been established and a schedule of works with costs is being looked at. The Secretary, Jeanette, is a Mental Wellbeing Champion.</p> <p>Brundall Village Park – the S106 Deed of Variation is being drafted so that the land is transferred straight to the Council.</p> <p>No update was received on the future of Snowys Nursery.</p> <p><b>Staffing Committee – Cllr Wilkins</b></p> <p>The last meeting was on the 4<sup>th</sup> August. The process of staff appraisals was discussed and the staff appraisals have been completed. A review of the roles, responsibilities, and work load will</p> | *Clerks |
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|           | <p>be deferred until after the Strategy Day. The Committee is monitoring the workload through a log of the hours worked, to ensure leave taken, and not too much flexi-time is accrued.</p> <p><b>Advisory and Scrutiny Committee – Cllr Warne</b></p> <p>The minutes of the last meeting explain the amendments in full. Cllr Warne explained any major amendments:</p> <ul style="list-style-type: none"> <li>a) Revisions to the Standing Orders – updates to the Financial Controls and Procurement. Unanimously <b>approved</b>.</li> <li>b) Equalities Policy Statement – various minor amendments to wording, phrasing, and grammar. Unanimously <b>approved</b>.</li> <li>c) Freedom of Information document – reformatting of one section and the deletion of a paragraph on Document Retention. This was replaced with a reference to the Records Management and Retention Policy. Unanimously <b>approved</b>.</li> <li>d) Pension Policy – updated dates only. Unanimously <b>approved</b>.</li> <li>e) Reserves Policy – updated in line with Year End figures 31.3.2023. Cllr Savory requested the Traffic Management reserve is renamed Road Safety. The Policy was unanimously <b>approved</b> with the amendment.</li> <li>f) Vexatious Complaints Policy – Social Media was added to point 6 and point 9 was split in 2. Unanimously <b>approved</b>.</li> <li>g) Grants and Donations policies – to add a box to tick for the criteria of the application. It was felt this still wasn't clear enough and numbering of the sections of the policy itself was needed. The policies were unanimously <b>approved</b> with the suggested amendments.</li> </ul>                                                                                                                     |  |
| 2023-0131 | <p><b>Pilot Social Media management</b></p> <p>In July the Council approved the pilot Social Media content management by the appointment of Martin Reynolds. So far this has been facilitated by Cllrs Savory, Gabillia, and Wilkins helping to write and approve the Facebook posts. However this has not been discussed as a concept by the Council.</p> <p>Cllr Savory: we have received the first report from Martin since the start date on 1<sup>st</sup> August. Impressions are up 69%, Reactions are up 93%, Posts are up 138%, Interactions are up 59%, Shares are up 42%, Clicks are up 51%. A lot more people are seeing the posts and content that we are putting out there. Thanks were given to the Clerks and Councillors for consistent content and schedule.</p> <p>The Social Media Policy states the Clerk has the final approval for anything posted. This could be amended to approval being a majority view of the sub-group. The membership of the Social Media sub-group was <b>approved</b> as Cllrs Savory, Gabillia, and Wilkins.</p> <p>Cllr Savory is working on a new website for the Council and has got to the point where it needs input. <b>Approval</b> was given for Cllr Savory to have the login details for the current website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 2023-0132 | <p><b>Planning</b></p> <p>The processes of the planning subgroup recommendations and ensuing Council comments between meetings was discussed. Currently the planning sub-group consider an application and makes a recommendation for any comments or objections. This is emailed to all Councillors if a decision is needed before the next full Council meeting. This gives all Councillors a chance to give feedback. There is a scheme of delegation for the Clerk to collate the comments of Councillors and submit on behalf of the Council.</p> <p>The Council, or any resident, can request their District Councillor to call in an application to be considered by the BDC planning committee</p> <p><b>Applications to ratify:</b></p> <p><b>2023/2093:</b> Development of Land At Yarmouth Road Yarmouth Road Witton Norfolk, Proposal: Erection of a three-storey office building, a light industrial building, and an area of hardstanding to serve as car and lorry parking. No Objections. <b>Ratified</b>, with 2 abstentions.</p> <p><b>2023/2236-</b>Applicant: Mr and Mrs Simon and Laura Bennettbeck<br/>Location: 12 Laurel Drive Brundall Norfolk NR13 5RE. Proposal: Single storey side extension and roof alterations. Application Type: Householder. No Objections. <b>Ratified</b>, with 2 abstentions.</p> <p>BA/2023/0015/FUL Proposal: Extension to existing boatyard to provide dry berths for boats and provision of hard-standing and car parking Address: Land At Brundall Gardens Marina, West Lane, Brundall, Norwich. Applicant : Mr Samuel Dacre. To object as previous submission. <b>Ratified</b>.</p> <p><b>Planning Applications to consider:</b></p> <p><b>Application No. 2023/2723:</b> Location: Land Rear Of 15 Highfield Avenue Brundall Norfolk</p> |  |

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|                                          | Proposal: Erection of 5 no. single storey dwellings with associated garages and construction of a vehicular access (existing dwelling to be demolished). Application Type: Full Planning Permission. Deadline 6 October 2023. To submit the same objections as the last application, <b>approved</b> , with 2 abstentions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>2023-0133</b>                         | <b>Parish Partnerships 2024-25</b><br>The Road Safety team are working on some ideas but need to cost them before presenting them to Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>2023-0134</b>                         | <b>Road Safety Report</b><br>NCC have sent letters to residents regarding the new pedestrian crossing but omitted to include the location plan. The Clerk has contacted NCC to get this rectified. The plan will be posted on Facebook and the website.<br>Thanks were given to Cllr Savory for the latest SAM2 data report for The Street. 4 vehicles were recorded exceeding 50mph. The number of vehicles travelling more than 25mph has dropped from last year. The number of journeys recorded has dropped by 5,000. A new location on Berryfields has been approved by Highways.<br>Speeding data will be passed to the Police as Postwick Lane is particularly bad. Enforcement of speeding is as important as a reduction in speed.                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>2023-0135</b>                         | <b>Finance</b><br>Bills for payment for August 2023, £12,012.43, and September 2023, £14,584.77, had been circulated to Councillors in advance of the meeting (see below). The August payments were <b>ratified</b> and the September payments were <b>approved</b> , with 1 abstention. A request from Cremer's to pay £45.00 to BADCOG for their work at the Cut and Clear Day was approved. They will be asked to submit a donations form next year.<br>The Council noted that Cllr Britt had confirmed the July and August 2023 payments.<br>Due to simultaneous holidays some of the September payments were not authorised for several days. The RFO has requested a third signatory for Unity Trust Bank. Cllr Whitehouse was <b>approved</b> as the additional signatory.<br>The RFO also requested approval for the setting up of standing orders for the regular monthly invoice payments to Garden Guardian (grounds maintenance), Cozens (streetlight maintenance), Bruce's Property Maintenance (litter picking and cleaning), Norfolk Pension Fund, and Martin Reynolds (Social Media management). This was unanimously <b>approved</b> . |  |
| <b>2023-0136</b>                         | <b>Clerk's Correspondence</b><br>None received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>2023-0137</b>                         | <b>Items for the Next Agenda</b><br>Planning for the Strategy Day<br>Cluster Meeting report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>2023-0138</b>                         | <b>Date, time, and venue of next Parish Council Meeting</b><br>23 <sup>rd</sup> October 2023 at 7pm at the St Laurence Centre. The meeting finished at 20:46.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| Signed as a true record ..... Date ..... |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

## 2023-0135 Finance

### PAYMENTS FOR August 2023

|                    | Net       | Net   | Gross     |
|--------------------|-----------|-------|-----------|
| Parish clerk costs | £5,796.37 | £0.00 | £5,796.37 |
| Office expense     | £92.27    | £7.91 | £100.18   |
| Telephone          | £49.76    | £9.95 | £59.71    |
| Room Hire          | £72.00    | £0.00 | £72.00    |
| Training           | £295.00   | £0.00 | £295.00   |

|                                |           |         |           |
|--------------------------------|-----------|---------|-----------|
| Grass cutting monthly contract | £791.30   | £158.26 | £949.56   |
| Street Lighting                | £276.59   | £51.33  | £327.92   |
| Handyman and cleaning          | £552.00   | £0.00   | £552.00   |
| Repairs and Renewals           | £406.57   | £7.90   | £414.47   |
| Allotments                     | £237.38   | £47.48  | £284.86   |
| Grants / Donations             | £250.00   | £0.00   | £250.00   |
| IT                             | £147.00   | £0.00   | £147.00   |
| Sports Hub                     | £2,401.80 | £361.56 | £2,763.36 |

|                          |                   |                |                   |
|--------------------------|-------------------|----------------|-------------------|
| <b>Total expenditure</b> | <b>£11,368.04</b> | <b>£644.39</b> | <b>£12,012.43</b> |
|--------------------------|-------------------|----------------|-------------------|

#### RECEIPTS FOR August 2023

|               |           |
|---------------|-----------|
| Cemetery      | £1,397.00 |
| Allotments    | £5.00     |
| Interest      | £202.43   |
| Miscellaneous |           |

|                     |                  |
|---------------------|------------------|
| <b>Total Income</b> | <b>£1,604.43</b> |
|---------------------|------------------|

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|--------------------------------|------------|
| HSBC Current A/C as at 22/8/23 | £21,745.23 |
|--------------------------------|------------|

|                                |             |
|--------------------------------|-------------|
| HSBC Deposit A/C as at 22/8/23 | £140,992.49 |
|--------------------------------|-------------|

|                              |            |
|------------------------------|------------|
| Unity Bank A/C as at 22/8/23 | £51,016.76 |
|------------------------------|------------|

|                                                   |       |
|---------------------------------------------------|-------|
| Transfers to/from Deposit A/C from/to Current A/c | £0.00 |
|---------------------------------------------------|-------|

|                                      |       |
|--------------------------------------|-------|
| Transfers to/from BDC Parish Deposit | £0.00 |
|--------------------------------------|-------|

|                              |       |
|------------------------------|-------|
| Transfers to/from Unity Bank | £0.00 |
|------------------------------|-------|

|                                     |            |
|-------------------------------------|------------|
| BDC Parish Deposit A/C as at 1/4/23 | £63,321.35 |
|-------------------------------------|------------|

#### PAYMENTS FOR September 2023

|                       | Net       | Net     | Gross     |
|-----------------------|-----------|---------|-----------|
| Parish clerk costs    | £5,796.37 | £0.00   | £5,796.37 |
| Office expense        | £589.92   | £14.09  | £604.01   |
| Telephone             | £49.76    | £9.95   | £59.71    |
| Room Hire             | £90.00    | £0.00   | £90.00    |
| Annual Fees           | £2,114.00 | £420.00 | £2,534.00 |
| Grass cutting         | £791.30   | £158.26 | £949.56   |
| Street Lighting       | £291.85   | £54.13  | £345.98   |
| Handyman and cleaning | £552.00   | £0.00   | £552.00   |
| Repairs and Renewals  | £267.07   | £0.00   | £267.07   |
| Cemetery              | £44.24    | £8.85   | £53.09    |
| Allotments            | £41.67    | £8.33   | £50.00    |
| Cremer's Meadow       | £443.73   | £40.92  | £484.65   |
| IT                    | £147.00   | £0.00   | £147.00   |
| Sports Hub            | £833.74   | £101.44 | £935.18   |
| CIL                   | £1,000.00 | £200.00 | £1,200.00 |
| Refuse collection     | £516.15   | £0.00   | £516.15   |

|                          |                   |                  |                   |
|--------------------------|-------------------|------------------|-------------------|
| <b>Total expenditure</b> | <b>£13,568.80</b> | <b>£1,015.97</b> | <b>£14,584.77</b> |
|--------------------------|-------------------|------------------|-------------------|

#### RECEIPTS FOR September 2023

Precept

|                    |           |
|--------------------|-----------|
| Cemetery           |           |
| Allotments         | £5.00     |
| FF Grant for goals | £1,200.00 |
| Interest           | £220.64   |
| NCC PP SAM2        | £3,319.00 |

|                     |                  |
|---------------------|------------------|
| <b>Total Income</b> | <b>£4,744.64</b> |
|---------------------|------------------|

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|---------------------------------------------------|-------------|
| HSBC Current A/C as at 21/9/23                    | £23,086.82  |
| HSBC Deposit A/C as at 21/9/23                    | £141,213.13 |
| Unity Bank A/C as at 21/7/23                      | £43,821.65  |
| Transfers to/from Deposit A/C from/to Current A/c | £0.00       |
| Transfers to/from BDC Parish Deposit              | £0.00       |
| Transfers to/from Unity Bank                      | £0.00       |
| BDC Parish Deposit A/C as at 1/4/23               | £63,321.35  |

## 2023-0129 Public Participation

### Broadland District Councillors Report for Brundall Parish Council Meeting – 25 September 2023

Broadland District Council agreed to declare a Climate and Biodiversity Emergency at Main Council on 27 July 2023, to take action accordingly within the limits of its resources and powers and report back annually on progress.

District Council leaders including the BDC Leader have written to the Secretary of State for Levelling Up, Housing and Communities re the proposed County Devolution deal to raise matters of concern and to state their desire to retain the autonomy of district councils.

Thorpe Lodge has been advertised for 12 months for commercial use. The planning restriction has now ceased, and the council could apply for a change of use.

BDC has secured £3.4 million of Government funding to improve the energy efficiency of privately owned homes in Norfolk. Grants of up to £38,000 are available to low-income households that are off the mains gas grid for improvements such as loft and wall insulation, air source heat pumps and solar panels. For more information: <https://norfolkwarmhomes.org.uk/>

The applications have now closed for Round 2 of the Pride in Place Community Grants. There were 23 applications. Round 3 will open in November 2023 and applications will need to be submitted by the end of January 2024. Assessments for these will take place in February 2024 and spending has to be completed between April and December 2024.

£340,402 is available in total for BDC projects in Round 3.

Revenue funding can address specific challenges or promote an opportunity, Feasibility funding can help improve understanding of local needs and develop community/green infrastructure projects, and Capital funding is to support new or improved community facilities. Match funding is needed for capital project applications.

For more information please contact Andy Sexton, Pride in Place Relationships Manager  
[andy.sexton@southnorfolkandbroadland.gov.uk](mailto:andy.sexton@southnorfolkandbroadland.gov.uk)

A company has been established by a partnership of Councils and Anglian water called Norfolk Environmental Credits. It is looking to trade credits in the Yare catchment area in the next couple of months, and councils are awaiting further updates from the government.

<https://www.norfolkenvironmentalcredits.co.uk/>

The Solar Together scheme is a group-buying scheme for solar Photovoltaic (PV) and battery storage systems which is open to Broadland residents. This is now open for applications and registration must be completed by 27 October 2023.

<https://solartogether.co.uk/broadland/home>

BDC is considering introducing a Public Space Protection Order across the district to address Vehicle Related Antisocial Behaviour which has been on the rise in the area. If introduced it would come into place early in 2024. The period of public consultation is now open and closes on 29/9/23.

<https://www.southnorfolkandbroadland.gov.uk/neighbourhood-issues/vehicle-anti-social-behaviour>

Cllr Davis attended an event on 4/8/23 run by Postwick with Witton Parish Council to say thank you for the work of former parish councillors.

Applications for the 2023 Veolia Sustainability Fund close on 29 September. The fund supports projects which have both social and environmental benefits for their communities. For more information and to apply go to:

<https://www.veolia.co.uk/sustainability-fund>

BDC is part of an initiative called the Sanctuary Scheme to enable survivors of domestic abuse to continue to live in their own homes when it is safe to do so. When a referral is made, a trained officer will assess the home and can install extra security measures.

BDC agreed at Main Council on 27 July to increase the Member Ward Grant to £1000 per council member. This is a grant that each district councillor has to spend on projects within their wards. Cllr Laming has awarded her Members Ward grant to Snowy's pre-school and nursery. This went towards the cost of replacing an outdoor ramp which was beyond repair. The work was completed in August.

A new Community Grant Scheme has been set up by BDC. This is a £50,000 fund to support projects in communities that require larger sums to realise delivery and will support the Council's priority areas. Between £1,000 and £15,000 is available for any one project.

A Community Grant Scheme Panel will consider eligible applications and make decisions to award. The deadline for applications is 3 November 2023. A further round of applications will be held if there is money remaining following the first round.

<https://www.southnorfolkandbroadland.gov.uk/communities/community-grant-scheme>

Cllr Laming attended the BDC Harvest Civic Service at St Edmunds Church, Taverham on 10 September. Donations went to the Taverham, Thorpe Marriott and Drayton Community Food Bank.

The Postwick Park and Ride service is now up and running every 20 minutes starting at Postwick at 07.30am, with the last journey back from the bus station at 18.10pm, Monday to Saturday. Details of ticket prices and the timetable are on the Konectbus website

<https://www.konectbus.co.uk/503>

A number of local residents in the ward and Cllr Davis undertook training to become Wellbeing Champions. As a result Brundall has now achieved Mindful Village Status. Congratulations!

The Town and Parish Council Forum meeting platform may be changed from Zoom to Teams in future due to rising licence costs. The next online Forum meeting will be on 3 October. BDC aims to provide town and parish councils with contact details of BDC officers and departments.

The Norfolk Strategic Flood Alliance includes all the district councils, the Broads Authority, and other organisations including NALC (Norfolk Association of Local Councils) working in partnership to deal with flooding issues.

Watercourse Guidance has been produced and the aim is to make this as user friendly as possible. Norfolk County Council web pages have been updated with links to Environment Agency guidance. A PDF leaflet will be produced and sent out to all parish councils by the end of October. There will be a dedicated webinar produced as well for local councils to look at roles and responsibilities of organisations and landowners. Watercourses need to be maintained to an acceptable standard and parish councils could be involved with this. The guide gives practical information and funding advice.

[Living next to a watercourse in Norfolk - riparian owners - Norfolk County Council](#)

Email: [water.management@norfolk.gov.uk](mailto:water.management@norfolk.gov.uk) for more information, any reports of flooding or general enquiries

BDC has appointed a new Surface Water Drainage Officer called Katie Spillman. Contact Details: [katie.spillman@southnorfolkandbroadland.gov.uk](mailto:katie.spillman@southnorfolkandbroadland.gov.uk)

Safety Improvement works will be taking place on the A47 around Brundall and Acle to improve driver experience. The planned works are on the Brundall roundabout with Cucumber Lane, with other resurfacing works on the A47 between Brundall and Vauxhall roundabout, Gt Yarmouth. Work will take place overnight on weeknights only from 8 pm to 6 am, for 7 weeks in total starting on Monday 9 October and finishing on Friday 10 November. There will be a website set up to access key information.

A Parish and Town Council Summit will be held on 9 November from 9.30am-12.30pm at the Horizon Centre. The aim is to build closer relationships with town and parish councils, support them and engage them with the forthcoming 4 year strategic plan. Bookings from Town Clerks and councillors are welcomed with space allocated for 2 people per council. An Eventbrite invitation will be circulated. The agenda will cover a local government update, training on building a volunteer base and the recruitment of new councillors and promotion of a recycling campaign.

Town and parish councils are invited to complete this survey on district council service provision.

<https://www.smartsurvey.co.uk/s/TownandParishSummit/>

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 20/9/23)