

Brundall Parish Council Environment Committee

Minutes of the Inaugural Meeting Held on 22nd November 2022 at 19:00 at the Memorial Hall Lounge



Present: Cllr Joe Warns (Chairman), Cllr Graham Abbott, Cllr Mike Savory, John Fleetwood (BTW Chairman), Richard Farley (TW), Tim Strudwick, Chris Muskett, Eddie Wozniakowski Clerk, Sharon Smyth and Deputy Parish Clerk, Claudia Dickson		
	<i>Details</i>	<i>Action</i>
EV001	Housekeeping The Chairman thanked everyone for attending and advised the safety procedures for the room.	
EV002	Apologies for Absence None	
EV003	Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI) none.	
EV004	Introductions and Background Cllr Savory gave a brief overview as to why the Council has set up this new Committee. Everyone introduced themselves and gave short details of their background.	
EV005	Draft Environment Committee Terms of Reference The Committee worked on the draft document and produced the below draft to be presented to the Advisory and Scrutiny Committee, after which it will be put before full council for full approval: Aims of the Committee: The Environment Committee has been created to make Brundall a better place to live for both people and wildlife. Powers. The Committee will have the power to form subgroups from time to time to support its work. The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion. The Committee can put forward recommendations and reports to the full Council for resolution, including requests for expenditure. Urgent environmental matters requiring expenditure will be dealt with as per the Council's Financial Regulations. Meetings: Meeting shall be held at least four times a year, the dates, and times to be added to the Council's Calendar of Meetings. Other ad-hoc meetings shall be called in accordance with the Council's Standing Orders. Minutes will be taken by either the Clerk or Deputy Clerk. Membership: Appointments to the Environment Committee shall be a minimum of 3 Councillors. Non-councillors can form part of the Committee. Membership shall be no more than 12. Applications to co-opt at Committee	

	shall be confirmed at full Council. The term of office shall be one year or, if appointed mid-term, until the next Annual Meeting of the Parish Council in May. Non-councillor members of the Committee are subject to the same rules as Committee members regarding confidentiality. Chairman. The Chairman of the Committee shall be a Councillor and they shall be appointed at the Annual Meeting of the Council in May, or, in the case of resignation of the appointed Councillor, at the next Council Meeting. Conduct. All Committee members will be expected to have due regard to the Council's Code of Conduct, Council policies and guidance. Voting. All Committee members will be able to vote whether they are Councillors or non-councillors. Quorum: At all Committee meetings three people with a power to vote shall form a quorum and at least one Councillor must be present for the meeting to go ahead. If only one Councillor is present that Councillor must Chair the Meeting. Reporting. The Environment Committee will report its work to full Council. Finance Any expenditure required will be subject to the Council's Financial Regulations. Any expenditure required will need to be approved at full Council. The Committee agreed that the Councils Biodiversity Vision for Brundall is still valid. Planning Applications can be looked at by this Committee but due to the tight deadlines they must be sent to the Members once received. Any comments will be passed to the subgroup to include in their prepared comments to submit. Other Council Committees will be expected to pass on any matters relating to the environment to this Committee.	
EV006	General Public Participation None.	
EV007	AOB Richard said that the fruit trees are on order for the Countryside Park orchard (56 trees) and will be planted in late January/early February. Could the school pond be an area to help with? There is an upcoming meeting for Buckenham Wood where some members of the Council are attending to look at preventing it being sold.	
EV008	Items for the Next Agenda Cremer's Meadow/Countryside Park/Management Plans. An overview of the sites in Brundall for the Committee to assess.	
EV009	Date for the next meeting(s) 16th February 2023 The meeting finished at 8.50pm.	
Signed as a true record Date		