

# Minutes of the Parish Council

## Meeting held on Monday 20<sup>th</sup> May 2024 at 19:00 at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

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**Present:** [08]

Cllr K Wilkins (Chairman), Cllr L Britt, Cllr G Buckley, 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)

District Cllrs Davis and Laming and 3 members of the public.

|                  | <i>Details</i>                                                                                                                                                                                                                                                                                                                                                            | <i>Action</i> |
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|                  | <b>Housekeeping</b><br>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.                                                                                                |               |
| <b>2024-0070</b> | <b>Election of the Chairman of the Council</b><br>Cllr Warns proposed Kevin Wilkins for Chairman, Cllr Buckley seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Wilkins as Chairman. Cllr Wilkins signed the Declaration of Acceptance of Office                                                                                |               |
| <b>2024-0071</b> | <b>Election of the Vice-Chairman of the Council</b><br>Cllr Wilkins proposed Joe Warns for Vice-Chairman and Cllr Mickelburgh seconded the proposal. As no other nominations were received a unanimous vote elected Cllr Warns as Vice-Chairman.<br>Cllr Warns left the meeting.                                                                                          |               |
| <b>2024-0072</b> | <b>Apologies for Absence</b><br>Apologies for absence were received from Cllr G Abbott and Cllr A Bonham.                                                                                                                                                                                                                                                                 |               |
| <b>2024-0073</b> | <b>Declarations of Interest</b><br>Cllr Gabillia - 2024-0080 – appeal of refusal of planning application 2023/0369                                                                                                                                                                                                                                                        |               |
| <b>2024-0074</b> | <b>Minutes of the Previous Meetings</b><br>It was <b>resolved</b> , with 1 abstention, to approve the Minutes of the Parish Council meeting held on the 22 <sup>nd</sup> April 2024 at 7.00pm.<br>The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins.                                                                                                   |               |
| <b>2024-0075</b> | <b>Actions from the Minutes (Not on the Agenda)</b><br>2024-0060 – ideas for the barn on Brundall Village Park – the Deputy Clerk is collating<br>2024-0062 – response to the Broads Authority consultation – Cllr Britt is actioning<br>2024-0067 – planning query regarding the new benches outside the Bay Leaf restaurant – this is now a planning enforcement matter |               |
| <b>2024-0076</b> | <b>Committees, subcommittees, working groups and Outside Bodies.</b><br>A list of Committees, sub-committees and working groups was presented to Councillors. There are currently vacancies on:<br>Recreation and Wellbeing<br>Advisory and Scrutiny<br>Environment<br>Road Safety                                                                                        |               |

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|           | <p>Cllr Buckley was appointed to the Environment Committee. The other vacancies will be revisited when a new Councillor is appointed.</p> <p>The revised Committee list was unanimously <b>approved</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                         |
| 2024-0077 | <p><b>Review of Council documents</b></p> <p><u>Standing Orders</u></p> <p>The Clerk recommended an additional item to section 5 j that would allow some actions detailed for the Annual Meeting of the Parish Council to be carried out at other points of the year (e.g. review of the policies, procedures and practices). The amended SOs will be considered at the next meeting in June.*</p> <p><u>Financial Regulations</u></p> <p>The Clerk asked the Council to consider various amendments to the new Financial Regulations, including the maximum amounts the Clerk and Chairman can authorise in between meetings, and who should oversee payments of salaries. The Clerk was also asked to clarify the payment procedure. The amended FRs will be considered at the next meeting in June.*</p> <p><u>Effectiveness of Internal Control</u></p> <p>Item 1, Scope of the Internal Audit – there has not been a 6 monthly Internal Audit for the last 2 years. This was identified as an area of development. Going forward the finance sub-group will be meeting with the RFO every 3 months which should make a 6 monthly Internal Audit achievable. The Effectiveness of Internal Control was <b>approved</b>.</p> <p><u>Asset Register as at May 2024</u></p> <p>The Sports Hub and associated equipment was removed from the Asset Register as they are now insured by Brundall Community Leisure Ltd. The Council asked that they be detailed, but as a separate section. The revised Asset Register will be presented at the June meeting.*</p> <p><u>Risk Assessments</u></p> <p>The Clerk was asked to add the Sports Hub with a comment that it has been leased to Brundall Community Leisure Ltd.*</p> | <p>*Clerk</p> <p>*Clerk</p> <p>*Clerk</p> <p>*Clerk</p> |
| 2024-0078 | <p><b>Meeting adjourned to allow for the public participation and County Councillors' and District Councillors' reports.</b></p> <p>CCllr Proctor submitted a report. It is available on the Council website.</p> <p>DCllr Laming read out her and DCllr Davis's report (see below).</p> <p>There was no other Public Participation.</p> <p><b>The meeting was re-convened.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                         |
| 2024-0079 | <p><b>Reports:</b></p> <p><b>Sports Hub Sub Group – Cllr Wilkins</b></p> <p>The building has reached Practical Completion all bar the building control certificates, which are expected shortly. The keys handed over by the contractor. It has been completed on time, on budget, and to a high standard.</p> <p>Brundall Community Leisure are arranging a meeting with CSF to discuss the handover and operation of the facility.</p> <p><b>Land Management – Cllr Tungate</b></p> <p>We held a meeting on the 24<sup>th</sup> April.</p> <p>Cemetery – it was agreed to tidy up the public entrance to the spare field. A car wash sign will be removed and shrubs planted in the containers already on site. The Community Pay Back team (CPBT) will help. 7 headstones will be repaired/made safe. The DClerk is looking at funding for Euro sized goal posts for the spare field.</p> <p>Countryside Park – the artwork for the new notice board has finally been approved. Cycle racks will be installed next to the new notice board. It was agreed to keep the Postwick Lane pedestrian access gate open and a new sign, with the new logo, will be ordered.</p> <p>New signs were also approved for Church Fen, the play areas, and the Countryside Park.</p> <p>Church Fen – emergency boardwalk repairs were undertaken last week. It was reported that</p>                                                                                                                                                                                                                                                                                                                                                    | <p>*Clerks</p>                                          |

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|           | <p>the chicken wire is lifting in places – the Clerks will check this.* The DClerk and Cllr Tungate met the CPBT coordinator and agreed tasks that could be undertaken.</p> <p>Land Management is planning an open day at Brundall Memorial Hall on the 18<sup>th</sup> July between 3 and 7pm to showcase the owned and managed land. This will be followed by individual open days for each piece of land.</p> <p>Cremer's Meadow – the bridge planning permission is expected this week. Construction is expected to start on the 10<sup>th</sup> June. The 10<sup>th</sup> anniversary open day is on the 22<sup>nd</sup> June and the area must be made safe by then. There are concerns if the construction overruns. There will be independent advertising of the open day and any opening ceremony for the bridge.</p> <p><b>Environment – Cllr Buckley</b></p> <p>The Committee is looking for access to the duck pond on Brundall Village Park to carry out maintenance works.</p> <p>A discussion on testing of mud at Cremer's Meadow and Church Fen will be referred to Land Management.</p> <p>Bird boxes and bat boxes have been erected in suitable trees.</p> <p>The Biodiversity WG are creating a database of wild spaces in Brundall and are mapping the habitats around the village.</p> <p>Eddie Wozniakowski will be attending the Net Zero Communities event on behalf of the Council.</p> <p><b>Brundall Memorial Hall</b></p> <p>No report was given. The AGM will be held in June and a successful fundraising event was held over the weekend.</p> <p><b>Road Safety – Cllr Savory</b></p> <p>The SAM2 was on The Dales last month. There were 63,381 journeys, a 16% decrease. The number of vehicles travelling over 25mph reduced from 13 to 9%. 3 vehicles were recorded going over 45mph.</p> <p>The data from Postwick Lane were 21,000 journeys, a slight decrease, with 65mph being the fastest recorded speed. 26mph was the average. 5 vehicles were recorded travelling over 60mph. There was a slight increase in vehicles travelling over 35mph from 4.9 to 5.5%.</p> <p><b>Social Media – Cllr Savory</b></p> <p>There continues to be an increase in the number of people our posts are reaching, however there are very few engagements from the under 25s and the majority of those that view the posts are over 45.</p> |              |
| 2024-0080 | <p><b>Planning – applications considered</b></p> <p>The following applications were considered:</p> <p>2023/3696 - amended application – demolition of existing dwelling, and erection of single storey dwelling with vehicular access at St George, 15 Highfield Avenue, NR13 5NT. The Council agreed to reiterate their previous objections. The associated application has increased the number of parking spaces from 17 to 19 which increases the number of vehicle movements. Both applications should be considered together. The revised plans make the new house closer to the neighbour with a slightly wider road. The Council unanimously approved objecting to the application.</p> <p>2023/0369 - appeal of refusal – APP/K2610/W/24/3338694 - Land at Oakhill, Brundall. The Council agreed to reiterate their existing objections to the plans. The houses will not be connected to the main sewer but will have septic tanks instead however the road to the houses cannot be made strong enough to take the weight of the septic tank lorries because of the tree roots. Cllr Britt will construct a comment for the appeal.*</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | *Cllr Britt. |
| 2024-0081 | <p><b>Parish Councillor vacancy</b></p> <p>1 application has been received. They will be contacted and have an informal interview with Cllrs Savory, Gabillia, and Whitehouse.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |
| 2024-0082 | <p><b>Strategy Day</b></p> <p>It was difficult to find a day in May or June where 9 or more Councillors were available. The</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | *Clerk       |

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|                  | Clerk will circulate dates for September.*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>2024-0083</b> | <p><b>Finance</b></p> <p>Additional solicitors costs in relation to the Deed of Variation for Brundall Village Park were <b>approved</b>. The costs have risen from £900 to £2,000. Approval was given for costs up to £3,000.</p> <p>A donation of £200 to the 1<sup>st</sup> Brundall Guides for camp equipment was unanimously <b>approved</b>.</p> <p>HSBC current account signatories are Cllr Wilkins, Cllr Savory, and the Clerk.</p> <p>Signatories for the BDC Parish Deposit Account are John Warne, Cllr Savory, Cllr Wilkins, and Cllr Mickelburgh. The removal of John Warne and addition of Cllr Whitehouse was <b>approved</b>.</p> <p>Signatories for Unity Trust are Cllr Wilkins, Cllr Savory, and the Clerk. The addition of Cllr Whitehouse is still pending confirmation by Unity.</p> <p>The Direct Debits and Standing Orders were noted. The annual payment to Currys for backup will be cancelled at renewal. The remaining DDs and SOs were <b>approved</b>.</p> <p>The final accounts for the year ending 31<sup>st</sup> March 2024 had been circulated to Councillors in advance of the meeting. The recommendation for the transfer of £8,041 under spend on the staffing budget to a Staffing Earmarked Reserve was <b>approved</b>.</p> <p>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.</p> <p>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 <b>approved</b>.</p> <p>The Internal Audit Report for the financial year ending 31<sup>st</sup> March 2024 had been circulated in advance of the meeting. There were no issues raised. VAT advice for the Sports Hub had been sought from Elysian and Minerva.</p> <p>The Governance Statement of the Annual Return for 2023-24 was considered and unanimously <b>approved</b>.</p> <p>The Accounting Statements of the Annual Return for 2023-24 were considered and unanimously <b>approved</b>.</p> <p>Bills for payment for May 2023 of £12,704.58 had been circulated to Councillors in advance of the meeting (see below). The payments were unanimously <b>approved</b> by the Council.</p> <p>The payments made in April 2024 have been confirmed by Cllr Britt.</p> |  |
| <b>2024-0084</b> | <p><b>Clerk's Correspondence</b></p> <p>A letter requesting the Council support hedgehog highways will be forwarded to the Environment Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>2024-0085</b> | <p><b>Update on negotiations with Shell</b></p> <p>There has been no update since the last meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>2024-0086</b> | <p><b>Items for the Next Agenda</b></p> <p>Strategy Day<br/>Co-option<br/>BVP barn update<br/>The Bridge</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>2024-0087</b> | <p><b>Date, time, and venue of next Parish Council Meeting</b></p> <p>24<sup>th</sup> June 2024 at 7pm at the St Laurence Centre.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>2024-0088</b> | <p><b>Closed Session: to review payment IP2225</b></p> <p>The Council reviewed payment IP2225 and agreed that it would not be paid.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

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| Signed as a true record ..... Date ..... |
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## 2024-0078 – 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](mailto: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)

## 2024-0083 – Finance

### PAYMENTS FOR May 2024

|                                | Net               | VAT            | Gross             |
|--------------------------------|-------------------|----------------|-------------------|
| Parish clerk costs             | £6,241.37         | £0.00          | £6,241.37         |
| Office expense                 | £19.38            | £15.48         | £34.86            |
| Telephone                      | £95.57            | £19.12         | £114.69           |
| Room Hire                      | £126.00           | £0.00          | £126.00           |
| Training                       | £380.00           | £76.00         | £456.00           |
| Annual Fees                    | £336.00           | £35.20         | £371.20           |
| Grass cutting monthly contract | £1,034.83         | £206.97        | £1,241.80         |
| Street Lighting                | £285.06           | £26.14         | £311.20           |
| Handyman and cleaning          | £572.97           | £0.00          | £572.97           |
| Church Fen                     | £430.00           | £0.00          | £430.00           |
| Trees                          | £248.00           | £0.00          | £248.00           |
| Grants / Donations             | £1,256.00         | £0.00          | £1,256.00         |
| IT                             | £147.00           | £0.00          | £147.00           |
| Sports Hub                     | £1,012.72         | £140.77        | £1,153.49         |
| <b>Total expenditure</b>       | <b>£12,184.90</b> | <b>£519.68</b> | <b>£12,704.58</b> |

### RECEIPTS FOR May 2024

|          |            |
|----------|------------|
| Precept  | £81,310.00 |
| Cemetery | £605.00    |

|                     |             |
|---------------------|-------------|
| Allotments          | £11.25      |
| Football Foundation | £156,195.00 |
| Interest            | £2.88       |

|                     |                    |
|---------------------|--------------------|
| <b>Total Income</b> | <b>£238,124.13</b> |
|---------------------|--------------------|

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|---------------------------------------------------|-------------|
| HSBC Current A/C as at 17/5/24                    | £12,952.26  |
| HSBC Deposit A/C as at 17/5/24                    | £1,810.22   |
| 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 17/5/24                      | £25,635.45  |
| Unity Bank Savings A/C as at 17/5/24              | £160,431.16 |
| Transfers to/from Deposit A/C from/to Current A/c | £160,000.00 |
| Transfers to/from BDC Parish Deposit              | £0.00       |
| BDC Parish Deposit A/C as at 1/4/24               | £66,113.24  |