

Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 24th October 2022 at 19:00 at the St Laurence Centre, Brundall



Present:

Chairman: Cllr K Wilkins

Cllr G Abbott, Cllr A Bonham, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr M Savory, Cllr R Tungate, Cllr J Warne, Cllr J Warns, Cllr C Whitehouse

Parish Clerk(s): S Smyth, C Dickson

3 members of the public

	<i>Details</i>	<i>Action</i>
	Housekeeping The Chairman welcomed those in attendance and advised members of the public of the procedure for them speaking at Meetings of the Parish Council. The meeting is live streamed via Facebook and recorded.	
2022-0154	Apologies for Absence Cllr L Britt. Noted.	
2022-0155	Declarations of Interests of items on the agenda None.	
2022-0156	Minutes of the Previous Meeting It was resolved , with 4 abstentions to approve the Minutes of the Parish Council meeting held on 26 th September 2022. The minutes were signed by the Chairman of the meeting, Cllr Wilkins.	
2022-0157	Actions from the Minutes (Not on the Agenda) 2022-0146 – width of footpath/cycleway – for the path to be a cycleway it needs to be 3m 2022-0149 – “slow down” stickers – ordered 2022-0149 – Highways Engineer site visit at Berryfields - requested 2022-0151 – formal letter to the football club regarding football being played on the cemetery burial ground– actioned	
2022-0158	Public Participation CCllr Andrew Proctor sent his apologies. DCllr Laming read out her and DCllr Davis’s report (see end). Su Allport, who runs the Green Pod on Links Avenue, won the Helping Hands Award. There has been an increase in ASB incidents in Broadland. It is good that the Park and Ride is opening over Christmas. This is a benefit to resident and businesses. Further opening times would be preferred but it is a good start. The Clerks will publicise on social media. Amy Gould, Vice Chair of Brundall Bolts sent the following report: Many apologies for not being able to attend tonight, AND thank you for reading this progress report tonight Firstly, we are delighted to see that the 3G sports pitch is being built with such fast progress. When we attended the parish council meeting in July, the club was growing, with 40 players registered and had 4 teams affiliated in the FA for season 2022/23.	

	Since then we now have over 70 players registered, and over 20 volunteers supporting these players and teams in many ways. Every week we seem to be getting enquiries for all age groups and more volunteers from the community wanting to help. The 2022/23 youth league is in full swing and the teams are playing their league matches every Sunday morning either at home (which is temporarily in Postwick) or away at clubs in the region. We also entered teams in football tournaments over the summer. We have also very recently started 'Mini Bolts' which is for children in years 1 and 2. This is a weekly session run by two of our coaches - Tony Harrison and Leon Thorpe. This session has been incredibly popular, and we already have 15 children signed up from the community. Another strength of the Bolts football club is the growing number of female players that are joining - including a substantial number in the Mini Bolts. We are also looking to start Brundall Wildcats - a programme developed by the FA, which is a non-competitive football for girls who want to give it a go for the very first time. We would like to thank the Parish Council for their continued support of our club in particular with regard to the development of 3 G pitch. We hope to meet soon with regard to booking our slots and the cost of this.	
2022-0159	Chairman's Report I am delighted to be able to report that the construction for Phase 1 of the Sports Hub, which is the 3G sports pitch, has now started and is due for completion in Spring next year. Resident will now be able to see the site take shape after many years of planning and preparation and this is a real credit to all those who have been involved either Previously or currently. You will hear under sub group updates the further preparatory work which is being developed for phase 2. I would also like to mention a positive approach that this council is taking to environmental issues and the establishment of a committee to take forward this agenda. We will look to ratify the terms of reference for the committee later and also make appointments to the committee so that this important area of work can move forwards. As we are progressing through autumn and in to the colder months we need to be aware of the need for residents to keep warm this winter balanced with the increased cost of living. I would ask that our community gives whatever support it can this winter to those who are the most vulnerable.	
2022-0160	Committee Reports Sports Hub – given by Cllr Wilkins Work in relation to Phase 2, the building, is ongoing. We are still waiting for final drawings before going out to tender. We have to consider the whole timeline, in terms of an interim facility for once the pitch is ready, and an operator. There is lots still going on. Thanks to Cllrs Gabillia and Whitehouse for putting up the banner advertising the facility. The Clerk has had 5 enquiries on the back of it. Plans for the building will be shared when complete. Village Green and Country Park projects – given by Cllr Gabillia Village Green: no further update since the Memorial Hall meeting on the 21st September. They took away our presentation and we are waiting for them to let us know their ideas for their site so we can make sure the VG is developed in a complementary manner. Country Park: the draft CIO constitution has been shared with Blofield. The preference for the attenuation ponds to be as deep as possible has been fed back to Hopkins Homes. The next meeting with Blofield is on the 2nd November. Brundall Memorial Hall – given by Cllr Bonham The draft annual occupational lease for the Parish Council office was discussed. This is a requirement from the Memorial Hall as part of their change to a Charitable Incorporated Organisation and has an annual renewal clause. The Parish Council is the only renter that has sole use of a room in the hall and this is something the Charity Commission has been looking at recently. The occupational lease was unanimously approved.	
2022-0161	Recreation and Wellbeing Committee The last meeting was on 17th October and received updates from the groups that feed into the Committee. The search for new vicar is ongoing. The 1 applicant withdrew before interview. Brundall school doesn't officially have a Head at the moment still. Sarah Shirras is the	

	Federation Head but covering Brundall as well. This should be resolved in January. Memorial Hall is in a strong position trustees are discussing their future vision at their next meeting. Warm places and Safer Journey to School were also discussed.	
2022-0162	Advisory and Scrutiny Committee The following documents were considered and presented to the Council for approval. The Deputy Clerk had circulated a summary of the amendments (see below). Cllr Warne explained the changes made. 1. Communications Policy - to add Social Media responses and remove IT and equipment 2. IT Equipment Policy – creation of a separate policy These policies were unanimously approved. 3. Grants and Donations Policies - to incorporate the application forms into the policies and add a description of what a Grant and a Donation is Unanimously approved. 4. Land Management Committee ToR revision – a few changes put forward from the LM July meeting, with the addition of 'governance' as a responsibility and Village Green to the pieces of looked after land. And an increase to £1,500 before expenditure needs to be approved by full Council. Unanimously approved. 5. Countryside Park Group ToR (new) Withdrawn from consideration with a recommendation that a working party be formed to look at a general Working Group Terms of Reference in order that every working group managing land on behalf of the Council should have the same starting point.. The WG should include representatives from Land Management, Cremer's, the Countryside Park Group, and the Village Green.* The hard work gone into the CPG ToR was acknowledged but it was felt a loose framework for all WGs was needed first in order that specific ToR could then be created for each group. This is about the management of the people not the site. 6. Staffing Committee ToR – a small amendment to add that a member of staff's Mentor cannot do their appraisal. Unanimously approved. 7. Allotment Waiting List Policy (revised) 8. Allotment Animal Husbandry document (new) 9. Allotment Livestock Registration Form (new) Unanimously approved. 10. GDPR Policy (review) Deferred to the next A&S meeting.	*Clerks
2022-0163	Staffing Committee Both Clerks will attend all future meetings to aid communication and dissemination of decisions. Modern working was discussed. A mix of home and office working is now the norm. Times and days for the office being open was set and has been publicised. A review of the job descriptions was made to make sure they are complimentary and do not duplicate work. And also to ensure both Clerks have sufficient capacity to do all the work. The review is not quite complete yet. Mentoring and staff appraisals were discussed. Cllr Wilkins will undertake the Clerk's appraisal and Cllr Britt the Deputy Clerk's. It was agreed that neither member of staff's Mentor can undertake their appraisal. The appraisal itself is confidential but some points will be shared with the Staffing Committee. Travel and mileage claims were also discussed and a method agreed, however this still needs some work and therefore the Clerks mileage claims this month will be taken back to the committee for review.	
2022-0164	Environment Committee	

	The formation of the committee was approved in September. Cllr Warns will chair the committee to get it up and running with 2 additional councillors as permanent members. Initially this will be the chairs of the Land Management and Recreation and Wellbeing Committees, Cllrs Abbott and Savory. Cllr Warne expressed an interest in joining the committee once the Terms of Reference have been through the Advisory and Scrutiny Committee. The following applicants were put forward for co-option to the Committee: Cllr Joe Warns Cllr Mike Savory Cllr Graham Abbott Richard Farley John Fleetwood Chris Muskett Tim Strudwick Eddie Wozniakowski The Council unanimously approved the membership of the new Environment Committee. Co-option of the new associate member of the Recreation and Wellbeing Committee Emma King will be considered at the next meeting.	
2022-0165	Warm Spaces for Brundall There is a lot of worry across the whole country about the energy crisis. Local parishes are trying to do their bit by setting up or enabling warm spaces for residents over the winter. The Clerks have applied for a grant available from Norfolk Community Foundation for £2,000 to assist with energy bills, room hire, or anything else for the setting up of warm spaces. We have liaised with the Church who are happy to accommodate whatever is needed to provide a warm space during the day. This could coincide with their clubs. A condition on the grant is that each session has to be at least 4 hours but the church are happy to be flexible about this. The Memorial Hall lets to independent clubs and therefore does not have anyone on site to oversee the space or members of the public, so it is not possible for them to be part of the scheme. Brundall's Men's Shed would be happy to participate but it is very cold in the shed at the moment. They have applied themselves for a warm spaces grant and if successful will then open up when needed. The Library runs a cuppa session, and are providing hotwater bottles, clothing, and blankets in a pack. We have also received a tentative enquiry from the White Heron as they are looking into how they can help. So hopefully there will be a good provision in Brundall of warm spaces for residents to access during the week, and Saturdays at the Library. The administration of the grant will go to the Recreation and Wellbeing Committee. The empty vicarage could be explored as a venue. Raising awareness of what is available is important. We will advertise on the website, Facebook, in the Village Book, on the notice boards, and at the doctors. If we are not successful with the grant application who will open? BDC have a £600 grant available as well. If food is to be provided the Co-op might be able to help	
2022-0166	Consultations <u>Norfolk Minerals and Waste Local Plan Pre-Submission Stage</u> The Council had no comments. <u>Broads Authority</u> • Local Plan Issues and Options and call for sites • Design Guide The Council had no comments. <u>Broadland District Council – Councillors Code of Conduct (LGA Model)</u> The closing date for comments is the 16th November. It is an online consultation and councillors were recommended to submit individual comments. The Code of Conduct will return for	

	comment once adopted by BDC.	
2022-0167	Planning 20221509- Description: First floor extension over garage & single-story side & front extension. Internal alteration & remodelling Location: 2 Redcliffe Way, Brundall, NR13 5LS Application Type: Householder – No Objection	
2022-0168	Road Safety in Brundall – Cllrs Abbott and Savory There is no SAM2 data at present. Cllrs Savory, Bonham, and Abbot, and the Clerk, met Highways Engineer Paul Sellick at the entrance to Berryfields to discuss parking and road safety issues. He was quite receptive to installing double yellow lines extending 15m into Berryfields, although there may be funding difficulties in Highways in the coming year, and will put white T-bars painted in front of the dropped kerbs. A few parked cars create natural chicanes in a road slowing the traffic. The above measures tie in with the Safer Journey to School project. Further measures would be possible but there would be a cost. The rules have changed on repeater signs in a 20mph zone and Paul has ordered 8 for The Street to help reinforce the speed limit. The Road Safety group will still put up the stickers. Roundels on the road were a 'could' not 'would'. Highways cannot comment on the Safer Journey to School pathway off the LEMH site but a big chunk of the proposed new cycleway is actually along the top so Paul was asked to influence the width of that path. Discussions were also had on overhanging hedges and parking at the Dales. He will speak to John Bell and ask if they can put some wooden bollards on their grass to stop vehicles double parking. It was a positive and productive meeting Sarah Shirras, head of the primary school, got in contact to way Road Safety Week is the 14th to 20th November and is quite keen on a joint operation to promote it.	
2022-0169	Finance Bills for payment for October 2022– £67,924.44. The Clerk and Deputy Clerk's expenses were withdrawn for the Staffing Committee to consider the mileage claims. The revised schedule of £67,628.61 (see below) was unanimously approved by the Council. The September payments had been circulated to the Council but have not yet been checked by Cllr Britt. These were deferred to the November meeting. The 2nd quarter bank reconciliation and budget vs actual figures were unanimously approved. The Council approved the recommendation from the Land Management Committee to accept a quote of £1,371.50 to adapt the existing allotment gates to make them taller. A donation of £50 to the Royal British Legion was unanimously approved. Cllrs Wilkins and Gabillia will attend the Remembrance Services to lay the wreaths. A payment of £17.50 for the Poppy Wreath was approved. Costs for repairing and/or replacing the SAM2 device were considered. It was agreed that a second opinion on the repair would be sought and Parish Partnership funding would be applied for a new machine.*	*Clerks
2022-0170	Clerk's Correspondence The Clerk and Cllr Mickelburgh attended the Pride in Place presentation. A report will be provided at a later date A resident in Braydeston Avenue has been in contact about the state of the road. It is an unadopted road, not private. It has been passed on to the Road Safety Group.	
2022-0171	Items for the Next Agenda Co-option of Emma King on the Environment Committee	
2022-0172	Date, time, and venue of next Parish Council Meeting 28th November 2022 at 7pm at the St Laurence Centre. The meeting finished at 21:00.	

Signed as a true record Date

2022-0169

PAYMENTS FOR October 2022

	Net	VAT	Gross
Parish clerk costs	£5,470.76	£0.00	£5,470.76
Office expense	£174.27	£32.46	£206.73
Telephone	£42.95	£8.59	£51.54
Room Hire	£141.75	£0.00	£141.75
Grass cutting monthly contract	£633.17	£126.63	£759.80
Street Lighting	£299.38	£55.52	£354.90
Handyman and cleaning	£500.00	£0.00	£500.00
Repairs and Renewals	£390.00	£0.00	£390.00
S106	£47,323.93	£9,464.79	£56,788.72
Cemetery	£16.10	£0.00	£16.10
Allotments	£524.84	£0.00	£524.84
Countryside Park	£945.00	£0.00	£945.00
Cremer's Meadow	£0.00	£0.00	£0.00
Church Fen	£435.59	£43.39	£478.98
Trees	£72.91	£14.58	£87.49
Sports Hub	£760.00	£152.00	£912.00
Total expenditure	£57,730.65	£9,897.96	£67,628.61

RECEIPTS FOR October 2022

Precept	£68,875.00
Cemetery	£1,650.00
Allotments	£970.00
Interest	£50.20
Miscellaneous	£781.65

Total Income **£72,326.85**

HSBC Current A/C as at 20/10/22	£99,333.28
HSBC Deposit A/C as at 20/10/22	£165,122.60
Unity Bank A/C as at 20/10/22	£48,662.42
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 1/4/22	£511,779.03

2022-0158

Broadland District Councillors Report for Brundall Parish Council Meeting – 24 October 2022

The BDC Standards Committee reviewed 15 best practice recommendations from the Committee on Standards in Public Life and has recommended that the Council adopts the Local Government Association's (LGA) new model Councillor Code of Conduct, which is easier for members, officers and the public to understand and comply with. The matter of Civility in Public Life is also being considered.

A 6 week consultation on the model code is running currently, to seek the views of Councillors and parish and town councils. It ends on 16 November.

Cllr Davis attended the Norfolk Climate Change Partnership conference and workshop on 23 September. This was arranged by Annie Sommazzi, the new Broadland and South Norfolk Climate Change Officer.

In an interview on BBC Radio Norfolk on 27th September, Cllr Davis stressed the importance of reinstating the Park & Ride service at Postwick. In a press release released on 29 September, Norfolk County Council states that it will open Postwick Park and Ride from Monday 21 November until Christmas, giving residents another travel option for getting to Norwich during the festive season. Buses will run every 20 minutes starting from 8.30am Monday to Saturday with the last bus back from the bus station at 18.10. The group saver ticket costs £5.50 for up to five people.

BDC are offering a grant of up to £600 to support the provision of "Warm Spaces" this winter. It is available to town and parish councils and community groups. The grant is to fund the provision of a free space that residents can visit to keep warm during the winter and potentially engage in activities or access wider support services. The application form is on the website:

[Broadland District Council Warm Spaces Grant – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk)

BDC are offering a Keep it Going grant of up to £300 for not for profit community groups and organisations who are struggling with rising costs of living. Funds are from the Community at Heart Lottery and can help with venue hire costs, equipment hire or purchase, promotional materials etc. Support is available for groups from Community Capacity Officers.

<https://www.southnorfolkandbroadland.gov.uk/communities/keep-going-grant/1>

The Broadland Community at Hearts Award ceremony took place on 21 October. BDC thanks all those residents who were nominated for their work in supporting their local communities. Brundall Men's Shed won in the Community Group of the Year category, and Brooms Boats won Community Business of the Year. Congratulations!

BDC has been allocated approximately £550,000 of funding from the Rural England Prosperity Fund. This is to help address challenges faced by rural communities and can be used to support businesses, tourism, net zero infrastructure, research and development sites and farm businesses. It must be spent between April 2023 and March 2025.

Work continues to build a first-class customer service for both councils. The aim is to tailor the service to those who use it, and upgrade the use of digital technology to communicate more effectively with customers.

From 7 November South Norfolk Council staff and operations will be located temporarily at Thorpe Lodge. It is hoped that both BDC and SNC will move into the Horizon Centre in Spring 2023. Annual savings of £300,000 are forecast as a consequence of the move, with a 4.5yr return on investment. The combined carbon footprint reduction is 84%.

At Main Council on 13 October, BDC agreed to adopt an organisational target to reach net zero carbon emissions by 2030. Cllr Davis and Cllr Laming voted in favour of this but argued that the council should be adopting policies now which focus on the whole district, rather than just the council itself.

Cllr Laming attended the Civic Service for the Chairman of BDC on 16 October.

BDC is revising its Environmental Strategy and Delivery Plan. The current one was adopted in 2020. The revised version sets more ambitious targets and recognises progress made so far. There are two new commitments: to aim for Net Zero by 2030 for organisational emissions, and to align with the UK government 2050 target for wider district decarbonisation.

BDC was involved in discussions prior to the submission of Norfolk County Council's expression of interest in Investment Zones on 14 October 2022. An Investment Zone is a designated site which offers lower taxes, accelerated development, and wider support for local growth. Cllr Davis and Cllr Laming have serious concerns about the proposals and the potential impact this might have on local control of planning decisions and the environment.

There may well be a delay in the timetable for the Greater Norwich Local Plan (GNLP) as agreement has not been reached on the identification of Gypsy and Traveller sites by all the participating councils. Nutrient Neutrality concerns also need to be addressed.

The GNLP is a plan for the delivery of at least 40,500 homes between 2018 and 2038, with scope to deliver approximately 50,000 homes. Discussions between the relevant councils and the Inspectors are ongoing.

All district councils are involved in ongoing discussions surrounding the application from Norfolk County Council (NCC) to the government to request a Norfolk County Deal. Approval of a county deal would involve the transfer of more powers to the County Council as the lead Norfolk organisation, and the introduction of a directly elected leader. Assurances have been received from NCC that district councils will continue to have an important role and there are no plans for a reorganisation of local government.

Cllr Davis has been corresponding with Network Rail and the relevant landowner re the level crossing at Burnthouse Road, Cantley. The landowner says that in principle it might be possible for Network Rail to access his land to flatten out the railway embankment. This would give a good line of sight from the level crossing and there would be no need to sound the train horn, thus making the village quieter.

BDC is developing a new Anti-social Behaviour Policy which sets out the principles and policy for ASB investigation, intervention and enforcement.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 24/10/22)

2022-0162

Deputy Clerk's report following the Advisory & Scrutiny Committee meeting on the 18th October

Communications Policy

Sharon highlighted that the old Communications Policy does not include anything about Social Media posts. Following this a whole scale review of the policy took place including:

- removing and making into a separate policy the Information Technology element (for approval also)
- an introduction
- laying out the rules by which the Council should ensure all communications abide by
- Facebook and Social Media postings
- separating out paper correspondence and email correspondence
- texting
- video conferencing

Grants and Donations Policies

A few months ago Mike requested that the application form be incorporated into the actual policies to ensure it is clear whether applications received are grants or donations. A&S also added an opening sentence for each policy explaining what a grant or donation is (in the hopes applicants choose the correct one when applying).

Terms of Reference

Land Management Committee – amendments were approved at their July meeting and considered by A&S on Tuesday. A couple of additions to these were made:

- 'governance' was added to the list of responsibilities detailed at the start
- The Village Green group was added to the list of those to be included in the committee
- In light of the increase of costs everywhere the suggested single expenditure limit be £1,500 not £1,000.

Countryside Park Group – this was withdrawn with a recommendation to full Council to form a working party with a representative from each of Land Management, Cremer's Meadow, Countryside Park Group, and the Village Green to look at general Working Group Terms of Reference as it was felt that every working group managing land on behalf of the Council should have the same starting point.

Staffing Committee – a small change to say that a member of staff's Mentor can't do their appraisal.

Allotment Documents

I have taken over managing the waiting list for the allotments. The Waiting List Policy was previously held by the Allotment Association, but was approved, with a small amendment, at the Land Management Committee meeting in April. A&S made a few small amendments that can be seen in the tracked changes Word copy.

The Animal Husbandry and Livestock Registration documents were suggested by the Allotment Association, in part due to issues with a tenant not looking after their chickens properly. They were approved at the LMC meeting in July. One small change was made to the Livestock Registration Form to note when it was sent to the tenant and when it was received back.

GDPR Policy

We got to 2 hours and had all had enough so ran out of time to look at this. It was deferred to the next meeting.