

Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 27rd February 2023 at 19:00 at the St Laurence Centre, Brundall



Present: Chairman: Cllr K Wilkins Cllr A Bonham, Cllr L Britt, 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.	
2023-0001	Apologies for Absence Cllr G Abbott.	
2023-0002	Declarations of Interests of items on the agenda Cllrs Wilkins, Warns and Whitehouse are directors of Brundall Community Leisure – agenda item 20 a), minute ref 2023-0019. Cllr Warns declared an interest in a planning item.	
2023-0003	Minutes of the Previous Meeting It was resolved , with 1 abstention, to approve the Minutes of the Parish Council meeting held on 23 rd January 2023. It was unanimously resolved to approve the confidential notes from the meeting held on the 19 th December 2022. Both sets of minutes were signed by the Chairman of the meeting, Cllr Wilkins.	
2023-0004	Actions from the Minutes (Not on the Agenda) 2022-0214 – The Deputy Clerk circulated the letter relating to Park and Ride to Councillors 2022-0217 – Paper by Environment Committee to purchase Countryside Park – pending 2022-0220 – Grit bins – pending 2022-0206 – Examination of IT costs – pending	
2023-0005	Public Participation CCllr Proctor gave the following report: Avian flu – the most recent case in Norfolk was reported on the 25 th February. The advice is keep on footpaths, dogs on lead, don't touch dead birds, don't feed wild birds. Buses – the £2 fare per journey has been extended to the 30 th June. There are 9 participating companies. £50m has been received to improve services over the next 3 years, to expand routes and services. This could possibly be used to reopen the Postwick P&R. EV charging points – 46 new points have been installed in Norwich. CCllr Proctor would be happy to contribute some of his Highways fund to EV points in Brundall. £5k has been allocated this year to the bridge between Marty's Marsh and Cremer's Meadow. The budget for 2023/24 was approved on the 21 st February. There will be an impact on Council Tax as we have committed to taking extra money for the overspend on Adult Social Care and Children's Services, an increase of £30m. Highways - the Parish Partnership application for SAM2 devices has been approved. A	

	feasibility study will be undertaken on Station Road for improvements at a cost of £10k. Any works will be funded from CIL and Funding for Future. County Deal – there is a consultation ongoing at the moment, 6th Feb to 20th March, details on the website. The local events are being held on the 6th March in the Forum and the 9th March in Acle library. DCllr Davis read out his and DCllr Laming's report (see end). The tabled an amendment to the budget for funding for Warm Homes insulation and low carbon heating but it was not successful. No further public participation.	
2023-0006	Chairman's Report Nothing to add that isn't on the agenda.	
2023-0007	Committee Reports Sports Hub – given by Cllr Wilkins The pitch and car park are complete bar a couple of snags. The handover meeting was last week. There are one or two small outstanding issues but it is essentially finished. There has been interest from a few operators and we are looking to put together a short list for appointing by the end of March. The temporary facilities have arrived but are not yet plumbed in. Funding applications for the permanent building are still in progress. The GNGB application needs a change request for additional funds, hopefully by the end of March. The Football Foundation grant will be submitted when all other funding is in place. The tender for the building is ready to go but we are waiting for the GNGB to confirm the changed application has been successful. The planning application has been submitted. The bare earth round the site will be groomed and grassed in March. Country Park – given by Cllr Gabillia Hopkins have sent through their draft drainage plans. The DClerk will ask for the SUDs to be marked out.* The subgroup will be meeting with the BDC S106 officer to talk about the options for the Council. The deadline to decide whether and how to take the land is the 29th March. An extra full Council meeting may be required. Village Green – given by Cllr Gabillia The subgroup met last week to look at the draft plans for the development and brainstorm ideas for the land. These will be developed over the next few months. Aspirations from the Memorial Hall and village survey results will be fleshed out. Cllr Warns suggested the Council should check the size of the land being offered aligns with the S106 agreement. Hopkins will be asked to mark out the Village Green area but final plans have not yet been submitted to Broadland. Memorial Hall – Cllr Bonham The Trustees met last week and have requested that the Youth Shelter be removed. It is an eyesore and had been closed for the last 5 years. There will be a cost to removal but it could be repurposed elsewhere in the village. An agreement in principle to remove it from the Memorial Hall land was approved. Land Management will take the process forward. Recreation and Wellbeing – given by Cllr Savory The last meeting was on the 6th February. Tom Woods, the sports coordinator for the Church, is leaving Yare Valley Churches. The committee thanked Tom for all his work in the village and wrote to the Church to voice their appreciation. Updates were received on the Sports Hub, Village Green, Country Park, Memorial Hall and school. Discussions centred round the school and road safety. The Warm Spaces initiative appears to have been well received, alongside a community pantry designed to help those in need. The Church has seen new faces using these facilities in the village. The committee began a new project to identify green spaces within the village that the Parish Council may wish to take ownership of in the future, alongside what activities are currently taking place on Council owned and managed land and are they in the right place. We see this as quite a large and important project for the future of Brundall.	*DClerk

	Advisory and Scrutiny – given by Cllr Warne The following documents were put forward by the Committee for full Council approval: 1. Working Groups Terms of Reference – unanimously approved 2. A Framework for 'Friends Of' Groups – unanimously approved 3. Terms of Reference for the new Environment Committee. Advisory & Scrutiny had made several changes to the draft ToR put forward by the Environment Committee. These were detailed by Cllr Warne. Three additional changes were made: i. 1. i. was amended to '3 Parish Councillors'. ii. 5. 'who will Chair the meeting' was added at the end of the sentence. iii. 8. 'to the appropriate body' was inserted after '...and recommendations made...' The amended Terms of Reference were unanimously approved. 4. GDPR Policy – the content of this policy was not changed but reference to the Deputy Clerk was added. It was unanimously approved. Cllr Warne thanked Cllrs Mickelburgh and Tungate, and the Deputy Clerk for their work on the policies. Environment Committee - given by Cllr Warns The last meeting was on the 16th February, chaired by Cllr Abbott. Membership changes of Cllr Savory departing and Cllr Warne being co-opted were approved, with one abstention. Creation of a Biodiversity Working Group was unanimously approved. The Biodiversity Action Plan (BAP) was considered. Its review schedule was amended from every 5 years to annually. It was approved, with 1 abstention.	
2023-0008	Planning The following comments submitted by the Planning Group were ratified, with one abstention: BA/2023/0015/FUL) for development of a dry mooring boatyard, with associate storage provision, and car parking on the delineated site - Objections as follows: a) impact on environmental, ecological and biodiversity development of the site b) provision of poor road access c) visual impact on countryside park and nearby areas d) provision of a high hedge and its narrow footpath path along the site 20230099: Description: Single storey flat roof extension to rear Location: 1 Rose Walk, Brundall, BR13 5NE Application Type: Householder – No Objections 20230125 - Description: Single storey rear extension. Location: 29 Medeswell Close, Brundall, NR13 5QG Application Type: Householder – No Objections Applications to consider: 20230171: Description: Variation of planning permission 20191377 for 3G pitch to changes to car park layout and discharge condition 3 foul drainage, condition 4 surface water drainage and 16 ecology - changes to the Pavilion Building relating to Condition 2 Location: Land At Yarmouth Road, Yarmouth Road, Witton, NR13 5AR Application Type: Removal/Variation of a condition (S73). This application is the Parish Council's for the Sports Hub, and was noted. Consultations: Norfolk County Council County Deal. Open until the 20th March. Consultation events will be held in the Forum on the 6th March and at Acle Library on the 9th March. Councillors will respond as individuals. GNLP Gypsy and Traveller site allocations. Open until the 13th March. The nearest allocation is the North Burlingham A47 junction. An open meeting has been arranged at Lingwood Village Hall on the 7th March.	
2023-0009	Calendar of Meetings for 2023-24 The Annual Parish Meeting will now be held on Wednesday 5th April instead of Monday 3rd April.	
2023-0010	Road Safety in Brundall – Cllr Savory Zebra crossing: NCC have applied for Government funding for the crossing, to cover the whole	

	cost. The original cost was £120k but £225k has been allocated to allow for any eventuality. It is 5th on the NCC priority list of road improvements as they are focusing on walking schemes near schools. There will be a decision within 12 months. SAM2 device: it appears we have been successful with our application for 2 new devices. The Deputy Clerk will ask if one can be bought now.*	*DClerk
2023-0011	King's Coronation The Parish Council will look to support any village activities but will not arrange any themselves.	
2023-0012	Bridge between Marty's Marsh and Cremer's Meadow Cllr Buckley had circulated a paper before the meeting detailing the history and issues to be discussed and decided (see below). The Deputy Clerk at Blofield sent through their draft minutes and resolutions for the bridge. The cost will be between £17,000 and £20,000. Funding has been secured. A preferred contractor was approved. Planning permission is required. A plan of the bridge was provided. The bridge will be mainly sited on Brundall Parish Council land but the steps and landing pad on the Marty's Marsh side will be on Blofield Parish Council land. The proposal to accept the resolution from Blofield Parish Council in principle on condition that path reinforcement as required between the bridge and the path up to the gate onto Blofield Road be included in the project at no cost to Brundall PC was approved by 8 votes for and 3 votes against. Blofield resolved in March 2022: Brundall Parish Council take ownership of the bridge as it is solely on their land Brundall Parish Council will be responsible for insuring the bridge Should a replacement be required in the future the two councils will meet to discuss the funding of the replacement Blofield Parish Council agree to share any maintenance costs (not bank related) with Brundall Parish Council on a 50%/50% basis As confirmed by Brundall Parish Council, maintenance of both banks the bridge sits upon will be the responsibility of Brundall Parish Council as the land is in their ownership.	
2023-0013	John Evans Good Citizen Award 2023 Nominations to the Clerk by the 20th March.	
2023-0014	Elections 2023 The local elections will be held on the 4th May. All Parish and District Councillors are up for re-election. Nominations open on the 17th March and the deadline to submit nomination papers is 4pm on Tuesday 4th April. Papers must be hand delivered to the new Horizon building. The Clerk will circulate the details.	
2023-0015	Finance Bills for payment for February 2023– £233,151.14 (see below). The payments were unanimously approved by the Council. Cllr Britt confirmed the January 2023 payments. The Sports Hub contractor has not provided a gate to the facility. They were due to provide a swing barrier but the sub-group thought this was not secure enough considering the rest of the site has 6ft fencing. Two quotes for 6ft high and 7ft width gates were considered. The G&G Fencing quote for £2,573.00 was unanimously accepted.	
2023-0016	Clerk's Correspondence The Clerk circulated correspondence between a member of the public and a BDC planning officer regarding a Highways comment about pedestrian access via Blakes Lane for planning application 20220688. This was noted. Norfolk County Council have received funding to expand the EV charging infrastructure and are targeting rural tourist locations. The Clerk has submitted an expression of interest.	
2023-0017	Items for the Next Agenda John Evans Award Bridge	

	Sports Hub Leases	
2023-0018	Date, time, and venue of next Parish Council Meeting 27 th March 2023 at 7pm at the St Laurence Centre. The meeting finished at 21:40.	
2023-0019	Closed Session a) Draft leases for the Sports Hub and operator had been circulated to Councillors before the meeting. They will be scrutinised by Councillors and discussed at the March meeting. b) The Deputy Clerk's request for payment of overtime accrued was approved.	
Signed as a true record Date		

2023-0005Broadland District Councillors Report for Brundall Parish Council Meeting – 27 February 2023

The Broads Internal Drainage Board (IDB) and Norfolk Rivers IDB are increasing their levies on district councils due to raised operating costs. The Broads IDB has 37 pumping stations, all of which are powered by electricity to ensure that people, property and land are not flooded during periods of high rainfall.

BDC has now awarded the contract to fit out the Horizon building. Contractors will start on site by at the end of February 2023, and work should be completed by the end of April.

BDC is offering 3 hours of Handypersons service to any care leavers who move into a property in Broadland. The Broadland Handyperson service is available to residents over the age of 65yrs (extended to others in certain cases) and the hourly charge is £15.90 (excluding the cost of any materials). Some residents will have an exemption from the charges. For more information see: <https://www.southnorfolkandbroadland.gov.uk/help-stay-existing-home/broadland-handyperson-service>

The public consultation on allocation of Gypsy and Traveller sites for the Greater Norwich Local Plan from 30 January 2023 to 13 March 2023 is now open. You can find information about the sites, along with supporting information and useful FAQs, online from 30 January at www.gnlp.org.uk, where you can also comment. Several sites have been put forward including a 1 ha site proposed for the A47 North Burlingham junction to accommodate 15 residential pitches. The proposal does depend on the dualling of the A47 for the land to be made available.

BDC has migrated the planning portal to new software. For applications registered after 8 February, there is a new search button on the website which allows anyone to view applications and submit comments. The format of the planning references from this date will be: year/app e.g. 2023/0123 and this will be on all consultation letters.

Norfolk County Council are working in partnership with local authorities to create a local cycling and walking infrastructure plan (LCWIP) for Norfolk. This is to identify and prioritise short, medium and long-term active travel infrastructure schemes to increase levels of cycling, walking and wheeling in the county. The government ambition is for 50% of all journeys in towns and cities to be walked or cycled by 2030. Proposals within Broadland will be submitted for public comment in March 2023 over six weeks.

The Greater Norwich 5year Infrastructure Investment Plan 2023-2028 has been reviewed. £10,632, 243 of Community Infrastructure Levy (CIL) funding has been allocated to 9 projects in an Annual Growth Programme. One of these is in Broadland where £250,000 will be allocated to develop a 3G pitch in Youngs Park, Aylsham. Norfolk County Council will receive £2.5million to support the development of the education capital programme within Greater Norwich.

BDC and SNC have been awarded over £2m to install ground source heat pumps for the Horizon Centre and insulation and ground source heat pumps for Diss Leisure centre and carry out some energy efficient work on Kestrel House (temporary housing provision).

The upcoming May district and parish and town council elections will be a busy time for the District Election Services. It will be complex given the number of seats to be contested and the change in legislation that will require all in-person voters to present a valid photo ID. We need to ensure voters are aware of the need to bring valid identification with them when voting in person. Most residents are likely to have acceptable photographic ID. A list of acceptable documents can be found on the Council's website. Anyone without valid photo ID need to obtain a Voter Authentication Certificate (VAC). A registered voter can apply for a VAC online through the Government portal, which must be completed by the deadline, 5pm on Tuesday 25th April 2023. <https://www.electoralcommission.org.uk/i-am-a/voter/voter-id>

Congratulations to all those businesses in Brundall Ward who are finalists in the South Norfolk and Broadland Business Awards 2023. These include the following businesses:

Business Growth Award sponsored by Hethel Innovation: **Delta Fire** (Broadland Business Park, Postwick)

Business Supporting the Community sponsored by InTouch Systems: **Keeler Recruitment Ltd** (St Andrews Business Park, Postwick)

Broadland Pub of the Year sponsored by Pub is the Hub: The Shoulder of Mutton (Strumpshaw)

Broadland Retailer of the Year sponsored by Big Sky Living: **Brundall Home Hardware** (Brundall)
Winners will be announced on 7th March.

Active Norfolk and Waveney (NoW) is a coordination centre for physical activity referrals from the NHS and is a single point of contact across the county. Staff will contact anyone referred to them to set up a suitable programme of activity. Support is given for the first 12 weeks by the Active NoW team and from the BDC Help Hub afterwards if more is needed.

Yours Sincerely is a newsletter posted to community groups and individual residents throughout Broadland who have registered to receive it. It contains information regarding the Help Hub services, engaging chat, recipes, wellbeing advice and information about other community events. Yours Creatively is a new addition to this newsletter. Working with local artists, 5 different art projects have been created that can be done at home or in a community group, and recipients will also receive a small pack of art materials to enable them to take part. If you know of any individuals or community groups that would benefit from receiving the Yours Sincerely/Yours Creatively newsletter just ask them to email their name and address to: communities@southnorfolkandbroadland.gov.uk

Broadland District Council is working with partners to make Broadland a Mindful District. Community groups and small businesses are being offered 2 types of free mental health training. The aim is to develop a network of volunteer Wellbeing Champions. Wellbeing Champions provide low level mental health related support to people in the community. If you would like to find out more information on the project or training dates, please visit the website or email michaela.beaumont@southnorfolkandbroadland.gov.uk
<https://www.southnorfolkandbroadland.gov.uk/communities/mindful-towns-villages>

All district councillors now have the opportunity to attend Carbon Literacy training to raise awareness of the need to reduce carbon emissions and how to achieve it.

[Nathan Harris is the BDC Flood and Water Management Officer. This role is funded by the](#) district to deliver a programme to support local resilience and identify actions to reduce flooding. A Surface Water Drainage Officer will also be appointed. This will be a practical role to inspect, investigate and resolve issues of land drainage. For more information contact: nathan.harris@southnorfolkandbroadland.gov.uk

On 6 February a meeting was held at the St Laurence Centre in Brundall to bring together organisations in the community to share knowledge and expertise. Cllr Davis and Cllr Laming attended. A small group is to be set up to take this forward.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 23/2/23)

2023-0012

Notes for the bridge discussion 27.2.23

History

Blofield initiated the concept of a bridge between the 2 sites and after significant discussion it was agreed by Brundall PC in January 2022 to allow it to be placed on Brundall land. Brundall owns both banks of the Run (approx. 4 feet on Blofield's side)

Brundall agreed to cover the insurance costs and make a planning permission application if required. Brundall has always refused to contribute financially to the project apart from the above.

The bridge has been subject to several discussions at Land Management, Full Council, by a small working group from both sides and visits to the site by LM and other interested parties.

Design and funding

There is now a favoured design, the costs of which will be covered by Blofield PC, Andrew Proctor's Members Fund and Green Infrastructure as follows

- Cllr. Andrew Proctor Members fund - £5,000
- Green Infrastructure funding (Helen Sibley) - £7,000
- Blofield Parish Council have committed up to £10,000 for the bridge but to reserve £2,000 of this for contingencies.

The proposed contractors and the design for the bridge are considered appropriate by experts within the Friends of Cremer's Meadow and unofficially approved by a LM site visit.

The bridge will have steps each side, as the height is required to meet Environment Agency standards. It will be made from recycled plastic and will have appropriate safety handrails etc. It will have a shingle area at the bottom of the steps for safety and maintenance purposes.

It will have a 20-25 year guarantee

Brundall's concerns

The increased footfall on Cremer's Meadow may cause damage to footpaths.

Brundall has asked for plastic webbing to be placed from the bridge going towards the northern gate to protect that area of potential high impact. It has also asked for signage to direct most visitors in that direction and away from the water meadow paths. It would wish for these to be part of the project.

Blofield has suggested that a direct application is made to Helen Sibley (Green Infrastructure) for funding for these as she has intimated that she should be able to find additional funding for the project.

Benefits for Brundall

A safer route between the two sites without having to use the road

Providing a link into a wide range of footpaths surrounding the village and those to be created in the future.

Future responsibilities – as proposed by Blofield and for possible discussion

Brundall approved, in January 2022, to apply for planning permission for the bridge. It was confirmed today that this is required.

Blofield have stated that the bridge will belong to Brundall as it is solely on Brundall land (this is possibly questionable as it is likely to stretch further onto Blofield owned land by a small distance)

Any future replacement will be discussed at the time by both councils

Any maintenance will be shared 50-50 basis although not any work relating to the banks which will be solely Brundall's responsibility.

2023-0014

PAYMENTS FOR February 2023

	Net	Net	Gross
Parish clerk costs	£5,760.92	£0.00	£5,760.92
Office expense	£238.33	£6.30	£244.63

Telephone	£42.95	£8.59	£51.54
Room Hire	£225.00	£0.00	£225.00
Annual Fees	£35.00	£0.00	£35.00
Grass cutting monthly contract	£633.17	£126.63	£759.80
Street Lighting	£671.59	£130.33	£801.92
Handyman and cleaning	£500.00	£0.00	£500.00
S106	£181,583.54	£36,287.91	£217,871.45
Allotments	£9.28	£1.86	£11.14
Countryside Park	£66.00	£0.00	£66.00
Trees	£40.98	£8.20	£49.18
Projects	£99.00	£0.00	£99.00
IT	£420.00	£0.00	£420.00
Play equipment	£4,967.97	£993.59	£5,961.56
Sports Hub	£245.00	£49.00	£294.00
Total expenditure	£195,538.73	£37,612.41	£233,151.14

RECEIPTS FOR February 2023

S106	£130,991.85
Cemetery	£385.00
Allotments	£0.00
VAT	£91,629.86
Interest	£84.65
Miscellaneous	

Total Income **£223,091.36**

HSBC Current A/C as at 23/2/23	£35,951.69
HSBC Deposit A/C as at 23/2/23	£40,434.97
Unity Bank A/C as at 21/2/23	£217,024.94
Transfers to/from Deposit A/C from/to Current A/c	£60,000.00
Transfers to/from BDC Parish Deposit	£0.00
Transfers to/from Unity Bank	£146,000.00
BDC Parish Deposit A/C as at 23/12/22	£58,016.03