

Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 28th November 2022 at 19:00 at the St Laurence Centre, Brundall



Present: Chairman: Cllr K Wilkins Cllr G Abbott, 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 4 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.	
2022-0173	Apologies for Absence None received.	
2022-0174	Declarations of Interests of items on the agenda None received.	
2022-0175	Minutes of the Previous Meeting It was unanimously resolved to approve the Minutes of the Parish Council meeting held on 24 th October 2022. The minutes were signed by the Chairman of the meeting, Cllr Wilkins.	
2022-0176	Actions from the Minutes (Not on the Agenda) 2022-0162 – Working Party Terms of Reference working party – meeting date to be arranged 2022-0169 – SAM2 repair/replacement – on agenda	
2022-0177	Public Participation DCllr Laming read out her and DCllr Davis's report (see end). The Park and Ride is now open for Christmas shopping and Cllr Laming was thanked for her lobbying for this. A member of the public reported a lorry parked on the new pavement alongside the Sports Hub when he walked passed earlier. And the unpaved area at the Blofield end of the pavement has been seeded for grass but the earth has not been compacted enough to prevent it rutting when lorries park up. The installation of wooden posts would prevent this. The Clerk has already spoken to Norfolk Homes about this problem. There will be a T-bar on the dropped kerb by the pedestrian entrance to the spare cemetery field. The Clerk will contact McDonalds to re-erect their signs asking people not to park on the road.* Double yellow lines would be appropriate.	*Clerk
2022-0178	Chairman's Report None given.	
2022-0179	Committee Reports Sports Hub – given by Cllr Wilkins Construction of the pitch is progressing well and on schedule. There is still lots of working going on in the background, including looking for an operator. There will be a relatively small interim facility for the operator. Building: we have received the finalised drawings. There has been a slight change to the	

	dimensions to comply with FF regulations for changing facility sizes. Amended planning permission is needed but this was already needed due to rotating the building. The M&E report needs to be updated and then everything can be collated ready for the tender process. All documents will be shared with the Council before the tender is published. The quarterly community update will be published in December. Brundall Community Leisure Limited is to be activated as a live company (currently dormant) from the 1st January 2023. Current directors are Cllrs Wilkins, Warns, and Whitehouse. Cllr Savory highlighted that Standing Order 18 d) iii requires contracts and tenders over £25,000 to be advertised in a local paper. Village Green and Country Park projects – given by Cllr Gabillia Village Green: no further update since we met with Brundall Memorial Hall on 21st September 2022. The trustees of the Memorial Hall are going to consider how they intend to develop their buildings/land and update Brundall Parish Council so that the Parish Council can look to design the Village Green in a complimentary manner. The Clerk has emailed the Memorial Hall to schedule a follow up meeting so that we can start to move our design phase forward. Country Park: Blofield PC discussed the Country Park and the proposed CIO at our meeting on 2nd November 2022. We expect them to share their intentions following a vote at their full council meeting on 5th December 2022. Hopkins Homes confirmed at the start of November that plans for Reserved Matters (the majority of houses on the development) on the project were undergoing a final review so we may see them soon via the Planning Sub-Group. Brundall Memorial Hall – given by Cllr Bonham Notices for the EGM on the 12th December to discuss changing to a CIO have been published. The meeting clashes with the next Recreation and Wellbeing Committee meeting.	
2022-0180	Land Management Committee – given by Cllr Abbott Our last meeting was on 17th November, and reports were received with thanks, from all of the various groups. Key points from our meeting. Allotments: The costs of taller gates for the allotments with push button locking, and self closing hydraulic mechanisms were considered and discussed at length. It was agreed to go ahead with this proposal. The pedestrian gate will have a hydraulic closure, but not have a drop bolt. The vehicle gate will have a drop bolt, but no hydraulic closure. Cemetery: A request to site an additional memorial bench was considered and approved. Cremers Meadow: Costs to service the new barn door were considered, but the need to service every 6 months, in view of the low frequency of use was questioned, and is being discussed with the supplier. Countryside Park & Parkrun: The new notice board was discussed and decisions taken on the final design, including artwork fixings and toughened glass closure. The use of sand on the paths, and a drainage pond, has proved beneficial to the drainage of the paths. Church Fen: Decisions were taken to replace the rotten boards and all the chicken wire. Hopefully this can be completed before the winter/spring high tides. Low Farm Wood: The purchase of timber to make 2 benches was approved. To be made by the tree warden. An open day is planned for Saturday April 8th. The Broadland Tree Warden Network to organise. Financial reports were received from the Deputy Clerk. Current spending stands at 49% of budget. A very busy and packed meeting. Meeting dates for 2023 were approved to allow for more frequent meeting during busy periods. The Committee will be trialling the use of Trello, project management software, to share information and make for smoother decision making at meetings.	
2022-0181	Recreation and Wellbeing Committee – given by Cllr Savory There has not been a meeting this month so no report to give. Thanks were given to the Clerks for their work on the Warm Spaces.	

2022-0182	Environment Committee – given by Cllr Warns The inaugural meeting last week was well attended. Draft Terms of Reference were constructed and these will be put to the Advisory & Scrutiny Committee before approval by full Council. It will be a remit body to recommend actions to full Council. The committee is aware of the volume of work that might come from other committees. The membership of the committee has a raft of competencies and skills that will be a really useful asset for the Council. The Council unanimously approved the co-option of Emma King to the committee.	
2022-0183	Staffing Committee – given by Cllr Wilkins The Staffing Committee met again to update on a few issues raised following the last meeting. Both Clerks were in attendance which helped with communication and decisions. The responsibilities of the Clerks were revisited and agreed to ensure lead responsibilities were clear and there is an even work load. This remains dynamic and will be kept under review. Travel claims were reviewed and a revised method was agreed. Thanks were given to Cllr Buckley for her explanatory flow chart. The agreed National Pay Award for Local Government employees was received on the 1st November. A £1/hour increase has been awarded, backdated to 1st April 2022. An additional 1 day's holiday, pro rata for part time employees, from 1st April 2023 was also included.	
2022-0184	Warm Spaces for Brundall The application for a grant from Norfolk Community Foundation for £2,000 was successful. The Clerks have been liaising with Yare Valley Churches for them to provide a Warm Space at the St Lawrence Centre. A leaflet is being produced to include opening times and other useful information. It will be welcoming but also delicately worded. The Clerks have also successfully applied for a £600 grant from Broadland District Council. £200 of this has been earmarked for clothing – hats, scarves, gloves – and the remainder to help keep the Warm Space open and running. Spending of both grants will be overseen by the Recreation and Wellbeing Committee. Yare Valley Churches will invoice the Council for their expenditure.	
2022-0185	Consultations <u>Boundary Commission Review</u> The proposal includes changing Broadland's boundary to include Drayton and Taverham, and a name change to Broadland and Fakenham. This would make the West side of the constituency more densely populated than the East side and may indirectly impact Brundall The consultation deadline for comments is the 5th December 2022. The Council did not express any views.	
2022-0186	Planning 20221797 Description: Proposed arqiva smart metering 1no omni at 13.83m mean mounted on proposed 12m streetworks pole. Proposed arqiva smart metering 1no GPS antenna at 12.4m mean mounted on proposed streetworks pole. Proposed arqiva smart metering 1no 3G omni antenna at 3.8m mean mounted on proposed streetworks pole. Proposed arqiva smart metering equipment enclosure to be installed on a roof foundation. Location: Land at Berryfields Pumping Station, Berryfields, Brundall, NR13 5NJ Application Type: Prior Notification – Telecommunications. 4 Dec. In principle the Council has no objection to the technology proposed but the proposed site of the mast is inappropriate and the Council resolved, with one abstention, to object on the grounds of environmental and safety issues: - No environmental or ecological impact survey appears to have been carried out or mentioned in the statement of support for the application. - There is a nearby Pipistrelle bat colony and the Bat conservation trust states "To date, results from studies carried out investigating the aversive effect of electromagnetic radiation on foraging bats have been largely unclear. Bat activity was significantly reduced in habitats exposed to an EMF (electromagnetic field) strength of greater than 2 v/m when compared to matched sites registering EMF levels of zero" - The location chosen is at the lowest point on the estate and the application states this means a taller mast will be required, almost 14 meters in height which is nearly twice as high as the surrounding houses.	

	The mast would be located within 12 meters of a dwelling. The long term effects of living that close to a mast are unclear and the residents would like an independent report from an expert on EMF radiation to assure them there are no hazards presented from living so close. The Council will open a separate dialogue with Anglian Water to see if the floodlights at the Sports Hub would be a suitable alternative location for the mast. 20221787 Description: Two storey rear extension & re-model front dormer windows Location: 37 Strumpshaw Road, Brundall, NR13 5PG Application Type: Householder. 3 Dec – No Objection 20221761 Description: 1) First storey rear extension above existing single storey. 2) Revised front door position. 3) Front Elevation window changes. 4) First floor side windows on North-West and South-East Elevations. 5) Single storey fill-in front extension. 6) Rear Elevation door/window changes. Location: 3 Oakdale Road, Brundall, NR13 5AF Application Type: Householder. 1 Dec – No Objection 20221758 Description: Re-modelling, internal and external alterations Location: 17 Saint Michaels Way, Brundall, NR13 5PF Application Type: Householder. 30 Nov – No Objection 20221812 Description: Single storey side extension Location: 46 Saint Laurence Avenue, Brundall, NR13 5QH Application Type: Householder. 9 Dec – No Objection	
2022-0187	Road Safety in Brundall – Cllr Savory The Clerk asked other companies to quote repair the SAM2 but the general consensus was they wouldn't. Westcotec have quoted £929 ex VAT for the repair. The Council approved applying for the purchase of 2 Elan City speed sensors at £2,250 through the Parish Partnership scheme, subject to being allowed to use and purchase 2.* If the PP scheme only allows the purchase of 1 then the Council approved applying for 1 and revisiting the repair of the current SAM2 at the next meeting. Renting the equipment in the meantime will be investigated.* Road Safety Week was the 14th to 20th November and we ran a successful and well supported campaign on Facebook highlighting various issues. Thank you to the school for the work they have been doing on illegal parking. The Police were in attendance on several days and one driver was issued with a ticket. It came across really well and we would look to do it again next year. Cllr Wilkins thanked Cllr Savory for all the work done on the communications, and Cllr Savory thanked the Police for their participation.	*Clerks *Clerks
2022-0188	Finance Bills for payment for November 2022– £462,735.27. The payments were unanimously approved by the Council. Cllr Britt checked and confirmed the September and October payments. This was noted by the Council.	
2022-0189	Clerk's Correspondence None received.	
2022-0190	Items for the Next Agenda Report from a meeting attended by Cllr Buckley and the Deputy Clerk about the sale/purchase of Buckenham Woods Precept/Budget Repair costs of the Rotaweb play equipment	
2022-0191	Date, time, and venue of next Parish Council Meeting 19th December 2022 at 7pm at the St Laurence Centre. The meeting finished at 20:22.	
Signed as a true record Date		

2022-0188

PAYMENTS FOR November 2022

	Net	Net	Gross
Parish clerk costs	£8,028.74	£0.00	£8,028.74
Office expense	£812.55	£125.24	£937.79
Telephone	£42.95	£8.59	£51.54
Room Hire	£238.00	£0.00	£238.00
Grass cutting monthly contract	£633.17	£126.63	£759.80
Street Lighting	£276.59	£51.33	£327.92
Handyman and cleaning	£680.00	£0.00	£680.00
S106	£375,870.07	£75,174.01	£451,044.08
Cremer's Meadow	£39.99	£7.99	£47.98
Trees	£602.84	£16.58	£619.42
Total expenditure	£387,224.90	£75,510.37	£462,735.27

RECEIPTS FOR November 2022

S106	£421,714.00
Cemetery	£1,457.50
Allotments	£1,042.50
CIL	£39,819.06
Interest	£75.42
Miscellaneous	£2,000.00
Total Income	£466,108.48

HSBC Current A/C as at 25/11/22	£408,266.88
HSBC Deposit A/C as at 20/10/22	£185,198.09
Unity Bank A/C as at 20/10/22	£117,565.58
Transfers to/from Deposit A/C from/to Current A/c	£30,000.00
Transfers to/from BDC Parish Deposit	£0.00
Transfers to/from Unity Bank	£130,000.00
BDC Parish Deposit A/C as at 1/4/22	£511,779.03

2022-0177

Broadland District Councillors Report for Brundall Parish Council Meeting – 28 November 2022

The Local Government Association Peer Review Report has now been published following the visit of the team to BDC and SNC in July 2022. An action plan has been approved by Cabinet for the councils to follow and the Peer Review team will visit again in 6 months time.

The Waste Depot site at Frettenham which is currently used by Veolia is to be redeveloped. Renewable energy facilities will be part of the development plan.

A future increase in demand for temporary accommodation is expected in both Broadland and South Norfolk. It is proposed to create an additional capital budget of over £1m to purchase additional temporary accommodation that the council directly owns and manages, and increase staff numbers on the relevant team.

BDC has introduced a Business Builder support programme to provide advice and training for those looking to start up a business. The programme also provides a combination of grants, advice, input from external business mentors and training at Carrowbreck training centre for established businesses.

On 16 November, Cllr Jan Davis helped to supervise schoolchildren planting a hedge with suitable varieties of tree whips at Cantley School. The group of supervisors also included the Cantley parish tree warden, Cantley School Headteacher and BDC Environmental Project Assistant. 420 saplings came via an grant application Jan made to the Woodland Trust entitled "Trees for Schools."

A Broadland Landowner tree planting grant is now open for applications. The grant covers up to £1000 of tree and guard stock (not labour) and the funding is for 100% of a project. There is no requirement for a proportion contribution from the applicant. If you are aware of any private landowners, farmers, or SME who might be interested in applying for a grant, please do let them know about this opportunity.

The links to the application form and guidance documents are attached below:

[Broadland: £1,000 grants available to boost green future – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk/broadland-south-norfolk-business-awards/business-awards-categories)

[Broadland Landowner Tree Planting Grant – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk/broadland-south-norfolk-business-awards/business-awards-categories)

Cllr Davis joined a panel of speakers at the Forum in Norwich on Wednesday 9 November to discuss the catastrophic consequences of a nuclear strike given the situation in Ukraine, associated threats of the use of nuclear weapons, and the presence of nuclear weapons and bombers at Lakenheath making East Anglia a potential target. Cllr Davis spoke on emergency planning and preparedness measures.

BDC is looking at the possibility of providing Electric Vehicle Charging Points (EVCP's) on council owned car parks.

Nominations remain open until 12 December for the Broadland and South Norfolk Business Awards. There are 11 categories and "Retailer of the Year" and "Pub of the Year" are open for public nomination, so please do put your favourite retailer or pub forward to be considered. Winners will be announced on 7 March.

<https://www.southnorfolkandbroadland.gov.uk/broadland-south-norfolk-business-awards/business-awards-categories>

Cllr Davis and Cllr Laming attended the Brundall Remembrance Day Service at the Shard, and the Remembrance Day service at St Laurence Church.

Cllr Davis and Cllr Laming have signed up to a new website called Mapolitic which enables residents to view posts on local matters.

<https://www.mapolitic.co.uk/dashboard>

The BDC Business Regulatory Support Hub provides advice for local businesses on a range of matters free of charge.

<https://www.southnorfolkandbroadland.gov.uk/business/business-regulatory-support-hub>

Cllr Davis is liaising with parish tree wardens in relation to a tree of concern near Southwood Hall.

Brundall Mens Shed has been awarded £500 from the BDC Members Ward Grant scheme for installation of LED lighting to reduce their energy bill, and Brundall Allotment Association has been awarded £500 towards the cost of acquiring a defibrillator for the site.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 24/11/22)