



Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 26 June 2023 at 19:00 at the St Laurence Centre, Brundall

Present:

Cllr K Wilkins (Chairman), Cllr A Bonham, Cllr G Buckley, Cllr J Mickelburgh, Cllr R Tungate,
Cllr J Warns (Deputy Chairman)

Parish Clerk(s): S Smyth, C Dickson

	<i>Details</i>	<i>Action</i>
	Housekeeping Cllr Wilkins welcomed those in attendance and advised the locations of the fire exits. Cllr Wilkins advised that the meeting is not able to be live streamed this month.	
2023-0086	Apologies for Absence Cllr G Abbott, Cllr L Britt, Cllr P Gabillia, Cllr M Savory, Cllr J Warne, Cllr C Whitehouse. Noted.	
2023-0087	Declarations of Interest Cllr Buckley, Cllr Wilkins, Cllr Warns – 2023-0090 – Allotment rents. Cllr Buckley – 2023-0099 – Snowy's donation.	
2023-0088	Minutes of the Previous Meeting It was resolved , with 1 abstention, to approve the Minutes of the Parish Council meeting held on 22 nd May 2023. It was resolved , with 1 abstention, to approve the minutes of the Extra Ordinary meeting of the Parish Council held on the 5 th of April 2023. The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins.	
2023-0089	Actions from the Minutes (Not on the Agenda) 2023-0058 The revised Committee list was circulated. Cllr Bonham agreed to be in the Advisory and Scrutiny Committee.	
2023-0090	Reports: Land Management Committee (Cllr Tungate) Memorial Bench – Cllr Tungate explained that parkrun had raised the funds and wish to install a Memorial Bench in honour of the late Marie Palmer who was a much-loved park runner who was the oldest to take part in Brundall parkrun events. Stuart Harper, Event Director requested a slight change against policy for an engraved bench as opposed to adding a plaque to the bench. Land Management will finalize an approved location. It was resolved by a unanimous decision to allow the engraved bench to be installed at parkruns expense. Allotment Rent review. It is proposed by Land Management and after consultation with the BAA to raise the rent from £40 per year to £45 per year. It is the first rental increase in 2 years. The recent costs of projects in the last year have depleted the reserves and there is a project under consideration for new standpipes. Approved by a majority decision with three abstentions. The Youth shelter has been dismantled and taken to the allotment site. An estimate of the cost	

	to rebuild on sit will be issued. At Church Fen Matt Davies of the Norwich Fringe Project has assessed the boardwalk. He said the boardwalk has about 10 years of life left and recommends plans are made soon for the replacement of the whole structure. His estimated cost to replace is £200 per metre. The boardwalk is 284 metres long. Recycled plastic would be recommended. It could be replaced in sections. The east path could be improved by dredging the dikes and building matter over the path to raise it. It would involve some works to some trees. Raising awareness of the paths is vital to the project. Matt can compose a basic report for £150 or a more comprehensive report for £450.00. It was resolved unanimously to commission the basic report for £150 and then to reassess its findings. It was recommended to include the boardwalk at Church Fen in a Neighbourhood Plan Review if riverside access is included. Cremer's Meadow. The bridge planning application is in. A report has identified the presence of water voles. An environmental assessment and flood risk assessment are requested to be conducted. £80 has been raised for the welfare hut improvements. The Orchid count resulted in 7300 orchids this year as opposed to 5000 in previous years. The pond dip results show a slight improvement to the pond water quality. Recreation and Wellbeing Committee (Cllr Savory written report read out by Cllr Wilkins). The Recreation and Wellbeing Committee met on 12th June; the first thing discussed was the announcement of the Nest as operator of Brundall Sports Hub. The meeting was attended by representatives from Brundall Bolts who discussed they were meeting CSF to discuss plans. We received updates from the Memorial Hall, Environment Committee and Brundall School. It was suggested to Brundall Bolts that we would like them to send a representative to the committee to help update us which they agreed. The village park was discussed where an update was given around the meeting with Hopkins and the meeting with Brundall Memorial Hall. The subgroup working on the Village Green is meeting with the hall to ensure that the Village Park designed by Brundall Parish Council and the Hall land designed by The Trustees complement each other. We also discussed an update on the potential location for Snowy's. Gill and I, met with the school in a positive meeting and I have recently had a meeting with our MP to discuss what support he could give. This work will continue in the coming weeks/months as we look to secure the future for this important community asset for the village.	
2023-0091	Updated Risk Assessment The updated Risk Assessment, to include the Sports Hub, was unanimously approved.	
2023-0092	Meeting adjourned to allow for the public participation and County Councillors' and District Councillors' reports. The report was read out by Cllr Laming. Full report at end of these Minutes. Cllr Davis has been appointed as Broadland Councillor for environmental excellence on the Environment Committee and is asking for any ideas on how to improve the environment. Cllr Warns asked if Cllr Davis could feed any environmental matters into this Council's Environment Committee? The Chairman enquired how the Park and ride campaign was faring? Cllr Laming said that numbers needed to reinstate are over 75% usage. Currently they are at the 40% mark, so it is not hopeful.	
2023-0093	Planning Applications considered: 2023/1258-Proposal: Demolition of the existing sales and forecourt on site. Erection of a new sales building, forecourt, including underground fuel tanks, pumps, and canopy with provision of car parking and EVC bays with associated infrastructure and associated works (Revised) Location: Broadland Service Station Yarmouth Road Witton Norfolk NR13 5AR Applicant: Shell UK Oil Products Limited Application Type: Full Planning Permission. It was resolved unanimously to have No Objections. 2023-1446 Proposal: Demolition of existing rear lean-to and rear wall. Erection of rear extension Location: 21 Station New Road Brundall Norfolk NR13 5PQ Applicant: Pennick Application Type: Householder. It was resolved unanimously to have No Objections.	

	2023-0369 Proposal: Erection of 4 No. new dwellings (revised) Location: Land at Oakhill Brundall Norfolk Applicant: Mr Dass Application Type: Full Planning Permission (reconsult 16-6). It was resolved unanimously send in our previous comments to Object, as the application has not changed materially.	
2023-0094	Report from the Planning subgroup to carry out a Review of the Neighbourhood Plan 2016-2026. The Clerk had submitted a short report detailing the previous process and what is required. The Clerk is due to attend a forum on Neighbourhood Plan Reviews on Wed 28th June. This will allow the Council to receive more information on the next steps. The Council was in general agreement to go ahead and find out more information and to include an item on the Agenda for the July meeting.	
2023-0095	Local Cycling and Walking Infrastructure Plan (LCWIP) The Plan was noted	
2023-0096	Adoption of the LGA Code of Conduct It was agreed to include the proposed new LGA Code of Conduct to be considered at the next Advisory and Scrutiny Committee.	
2023-0097	Road Safety Report The road markings outside 23 The Street are for the zebra crossing. Brundall Community Speed watch is still going well.	
2023-0098	Assets of Community Value list As well as the Ram and the White Heron, it was resolved to add Low Farm Wood and the Countryside Park to be added to the List.*	*Clerk
2023-0099	Finance The Internal Audit reports for 2022-23 were noted by the Council. There was only one item of concern which was to update the Standing Orders regarding contracts. The Financial Reports for 2022-23 were noted by the Council. The Governance Statement of the Annual Return for 2023-23 was considered and approved unanimously. The Accounting Statements of the Annual Return for 2023-23 were considered and unanimously approved. Bills for payment for June 2023 had been circulated to Councillors £24,746.75 (see below). The payments were unanimously approved by the Council. The Council noted that Cllr Britt had confirmed the May 2023 payments. Consideration of contracting Social Media Consultant. 7 quotes were sought with 3 prices being submitted. A trial period from now until the end of the year will run. It was resolved by a majority decision with one against to commission Martin Reynolds at a cost of £147 per month. It was unanimously approved for Cremer's Cut and Clear costing at a total cost of £270. (BADCOG and Bure Valley Conservation). Donation to Snowys Nursery for the ramp repairs. It was resolved to donate £250 towards the ramp repair. Yare Valley churches donation request for £200 The application fails to meet the Policy criteria as it is unclear what exactly the money will be spent on. The Clerk will write to the Church to explain, and they are welcome to apply once again. *	*Clerk
2023-0100	Clerk's Correspondence The Council was copied into an email to Broadland District Council about a property that had been unoccupied for several years. Councillors mentioned two other properties of similar	

	concern and will forward the addresses to the Clerk to pass on to Broadland Housing Department.	
2023-0101	Items for the Next Agenda Feedback from the Cluster Meeting. Neighbourhood Plan Review. Holding a meeting in August.	
2023-0102	Date, time, and venue of next Parish Council Meeting 24 th July 2023 at 7pm at the St Laurence Centre.	
Signed as a true record Date		

2023-0099 Finance

PAYMENTS FOR June 2023

	Net	Net	Gross
Parish clerk costs	£5,796.37	£0.00	£5,796.37
Office expense	£737.27	£37.06	£774.33
Telephone	£49.76	£9.95	£59.71
Room Hire	£123.00	£0.00	£123.00
Training	£144.00	£0.00	£144.00
Annual Fees	£125.00	£0.00	£125.00
Grass cutting monthly contract	£791.30	£158.26	£949.56
Street Lighting	£399.12	£75.71	£474.83
Handyman and cleaning	£552.00	£0.00	£552.00
Cemetery	£1,134.00	£54.80	£1,188.80
Cremer's Meadow	£148.00	£29.60	£177.60
Church Fen	£948.18	£4.66	£952.84
Sports Hub	£8,046.63	£1,469.98	£9,516.61
CIL	£2,829.96	£565.99	£3,395.95
Refuse collection	£516.15	£0.00	£516.15
Total expenditure	£22,340.74	£2,406.01	£24,746.75

RECEIPTS FOR June 2023

Precept	
Cemetery	£852.50
Allotments	£20.00
VAT	£97,457.21
Interest	£49.29
Total Income	£98,379.00

HSBC Current A/C as at 22/6/23	£27,938.11
HSBC Deposit A/C as at 22/6/23	£140,629.91
Unity Bank A/C as at 19/5/23	£91,436.16
Transfers to/from Deposit A/C from/to Current A/c	£100,000.00
Transfers to/from BDC Parish Deposit	£0.00
Transfers to/from Unity Bank	£0.00
BDC Parish Deposit A/C as at 1/4/23	£63,321.35

2023-0092 Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting – 26 June 2023

A consultation on a Local Cycling and Walking Infrastructure Plan (LCWIP) for Norfolk is running until 13 July. The purpose of the LCWIP is to enable increased levels of cycling, walking, and wheeling across the county that offers more alternatives to travelling by car. The consultation builds on existing plans, including for Greater Norwich. The survey constrains the user to comment on specific towns in Norfolk, but it is possible to comment on what is missing from the plans. For example, a Mobility Hub at the Postwick P and R site connecting cycling and walking to a bus service. <https://norfolk.citizenspace.com/environment-transport-and-development/cycling-and-walking-networks-lcwip>

A joint letter from 11 Parish councils East of Norwich asking for the reinstatement of the Postwick Park and Ride was published in the Eastern Daily Press and the Norwich Evening News on 25 May 2023. It has also been forwarded to leaders at Norfolk County Council and relevant MPs.

The Broadland District Council Annual General Meeting was held on 25 May. A partnership of Liberal Democrat, Labour and Green councillors have formed the administration. Cllr Sue Holland was elected as Leader of the Council. Cllr Caroline Karimi-Ghovanlou was elected Chairman of the Council. The Leader has appointed 6 Cabinet Members to cover the following portfolios:

Economic Development – Cllr Martin Booth
Environmental Excellence– Cllr Jan Davis
Finance – Cllr Steve Riley
Communities and Housing – Cllr Natasha Harpley
Planning – Cllr Stuart Beadle
Transformation and Organisational Development – Cllr Dan Roper

A Centre Manager is to be employed to manage the Broadland Food Innovation Centre and to provide support with business plans and advice for start-ups and established food and drink businesses across the district.

A draft submission for the Greater Norwich Local Plan (GNLP) examination was approved by BDC cabinet on 13 June. This considers the need for additional gypsy and traveller pitches and proposes modifications to the plan. A minimum requirement of 52 gypsy and traveller pitches is required to 2038. Suggested allocations are in Stratton Strawless, Carleton Rode, Foulsham, Wymondham, Cawston and Ketteringham Depot for the period up till 2032. Some windfall pitches are expected to come forward by 2038. Following the consultation earlier this year, the proposed site at North Burlingham junction has been withdrawn. That site has been identified by the National Highways as required for the A47 dualling project.

A Planning in Health Protocol has been updated by the Norfolk Strategic Planning Framework and was endorsed by BDC Cabinet on 13 June. It sets out how relevant health organisations and planning authorities will collaborate in preparing local plans and determining planning applications. The aim is to ensure that health and wellbeing are key considerations in proposed future development.

The Brundall Walking Football Group which will be based at the new sports hub has been awarded £211.90 through a Broadland District Council Get It Started grant. The grant will be used to provide equipment needed for the team.

BDC and SNC have Pride in Place funding to allocate up till end of 2024.

Funding is available to make improvements to communities to make them better places to live. Round 2 applications can be made between 7 June and 28 July 2023.

Round 3 funding runs from November 2023 to February 2024. Revenue funding can address specific challenges or promote an opportunity, Feasibility funding can help improve understanding of local needs and develop community/green infrastructure projects, and Capital funding is for Round 3 in BDC to support new or improved community facilities. For more information, please contact Andy Sexton, Pride in Place Relationships Manager andy.sexton@southnorfolkandbroadland.gov.uk

A government Community Ownership Fund is available until March 2025 to help communities take ownership of assets (buildings or land) at risk of closure. Revenue funding can be used to fund project development costs. Capital funding applications will need a 20% match funding contribution. Further information is available at: <https://www.mycommunity.org.uk/community-ownership-fund>

A briefing event is to be held on 28 June online for parish/town councils who have an adopted Neighbourhood Plan in place which is due a review or modification. Network meetings are also held during the year for parishes developing a neighbourhood plan. For more information contact: neighbourhoodplans@southnorfolkandbroadland.gov.uk

The Brundall Men's Shed group have been awarded a Keep It Going Grant from BDC. The £300 grant will be used to purchase some fire safety equipment.

A planning application has been submitted to install 8 new Air Source Heat Pumps at the Horizon Building (Headquarters of BDC and SNC) to replace the existing gas fired heating plant. This will assist the council to meet its target to reach net zero on its own estates by 2030. The building already has Photovoltaic panels fitted.

Tom Sayer is a new manager running the Nutrient Neutrality Credit system. A report by Royal Haskoning sets out the mitigation solutions and the nutrient calculator to be used.

tom.sayer@southnorfolkandbroadland.gov.uk
<https://norfolkenvironmentalcredits.co.uk/>

<https://www.southnorfolkandbroadland.gov.uk/downloads/file/5962/royal-haskoning-final-norfolk-nutrient-strategy-nutrient-mitigation-solutions-report>

BDC plans to purchase additional residential units to house people who require temporary accommodation to meet rising demand.

An Autumn summit will be held by BDC for Parish and Town councils. One item for discussion is possible district level support for recruiting more parish and town councillors.

Cllr Laming attended a meeting at the Brundall parish council office on 19 June to discuss the possible compilation of a database of organisations which serve the area.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming 22/6/23)