



Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 20th April 2023 at 19:00 in the Memorial Hall

Present: Cllr Robin Tungate (Chairman), Cllr Gill Buckley, Cllr Graham Abbott, Cllr Mike Savory, Stuart Harper (parkrun director), Richard Farley (tree warden), Rob Aram (BAA), John McMillan (BAA), Tim Strudwick (Env Cttee) Deputy Parish Clerk: C Dickson		
	<i>Details</i>	<i>Action</i>
LM-0630	Apologies for Absence Cllr Lawrence Britt	
LM-0631	Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI) None received	
LM-0632	Minutes of the meeting held on the 16th March 2023 Clarification was received from the Clerk re minute item LM-0613, the Highways funding is for the pedestrian crossing only. The minutes of the meeting held on the 16 th March 2023 were approved , with 1 abstention, as accurate and were signed by Cllr Tungate as Chairman of the meeting.	
LM-0633	Matters Arising LM-0618 – additional standpipes for the allotments – on agenda LM-0619 – request Garden Guardian tidy up the laurel bush at the Cemetery – ongoing LM-0621 – email response – completed LM-0621 – barrier – on agenda LM-0621 – aerial photo – completed LM-0621 – notice board – on agenda LM-0621 – response to John Fleetwood – completed LM-0623 – moving the Youth Shelter – ongoing LM-0624 – ties on trees at the Sports Hub – the request has been passed on to the contractors and it will be done when they are on site to seed the grass. The Tree Warden is happy to loosen them if the contractor agrees. LM-0625 – contact the Broads Authority about a pollarded tree – ongoing. It has a BA TPO tag.	
LM-0634	Chairman's Report – Cllr Tungate At the start of the New Year there is a lot of exciting new work ongoing such as Cremer's Meadow's Bridge, and the Low Farm Wood improvements look great with the new seating area attracting more and more visitors. The Countryside Park remains a popular place due to being well maintained and hosting the Parkrun. The newly planted orchard is looking fantastic. We have got some challenges ahead, particularly the Church Fen boardwalk, and the ever increasing cost of keeping our open spaces safe and properly maintained whilst providing the public value for money. Brundall certainly has some wonderful community spaces which we can all be proud of. I would like to thank all the Committee members for their hard work in the past 12 months and the Deputy Clerk continuing support. It is also great to see continuity on the committee which enables us to build on our hard work over the past year.	
LM-0635	General Public Participation None.	

LM-0636	Updates from other Council Committees – Cllr Savory and Deputy Clerk Recreation and Wellbeing's Committee meeting on Monday was the longest for some time, running over 2 hours. The Council has told Broadland it intends to design and deliver both the Country Park and the Village Green. The Committee will propose to full Council to amalgamate the 2 separate subgroups for the Village Green and Country Park into one and rename the project Brundall Village Park. As it will be a recreation area the design and implementation will be managed by the Recreation and Wellbeing Committee. The Committee is also looking at current and future recreation land, what we own and what we might want to own. A future location for Snowy's Nursery is being investigated. Cllrs Savory and Buckley, as the Chair of Snowy's, will meet with the school to look at its future. Norfolk Community Foundation is being asked if the unspent money from the Warm Spaces grant from can be given to the Church for their community pantry. The funding application for the Safer Journey to School route has been postponed as the land will not be transferred for a couple of years. Environment Committee: the Biodiversity Working Group would like to do a species list data gathering exercise at some point during the coming year. They will liaise with the relevant land area groups before starting. Data will include birds, insects, and grasses, and will be reported to Land Management via the Environment Committee. Cllr Buckley circulated the Norfolk Wildlife Trust County Wildlife Sites citation for Cremer's Meadow and Marty's Marsh for information. An operator for the Sports Hub has been appointed but will not be announced until the contracts have been signed. When the Sports Hub opens the landscaped area around it will be the responsibility of the LMC to manage.	
LM-0637	Allotments The Committee received and noted the Allotment report (attached). May 4th has been pencilled in for the installation of the new gates. Youth Shelter: the cost for a concrete base, hire of a trailer to transport, and anchor bolts will be around £860. This cost was approved by the Committee. Work is continuing to loosen the 270 tamper-proof bolts, 150 so far. Some have proved easy but some very difficult. The timescale for move will be weeks not months. The Memorial Hall have requested to be kept up to date with the logistics. Taps/standpipes: so far only Anglian Water has been contacted for a quote - £3,600. With an additional 6 dip tanks the cost will rise to £4,200. The BAA are therefore looking to do some of the work themselves. AW expect to be notified of the work and, in the meantime, a request for installing the 1 missing standpipe has been submitted to AW. Parts will be around £200. This was approved by the Committee. More details and a plan will be required before the extension can be approved.	
LM-0638	Cemetery The new memorial bench has been delivered and will be installed shortly. The Tree Warden will be painting one of the benches to keep it in good repair.	
LM-0639	Cremer's Meadow The Committee received and noted the Cremer's report (attached). The Tree Warden has removed spikes at the base of trees on Marty's Marsh and at the entrance to Cremer's. The Bridge: • The planning permission submission is nearly complete. It is an outline permission with conditions to be determined, being submitted online. • The recommended path materials are type 1 gravel with a timber edging, surface 25mm above existing. A plastic grid is not suitable, as well as woodchips, as both would float when the area floods. • The site will probably need to be closed during the works. Cllr Buckley asked if it would be possible to have a cabinet for trophies and wards at the Sports	

	Hub. Cremer's has won several awards and the Council has nowhere to display them. Cremer's would like to request help from the Environment Committee with the pond.	
LM-0640	Countryside Park The Committee received and noted the Countryside Park Group report (attached). Notice board: try to keep map illustration as simple as possible. The information to be included on the map should be the bare bones of when park was established and a few pictures round the edge of flora and fauna relevant to the park. The Countryside Code and contact details could also be included. The Deputy Clerk will make contact to update Harry Stebbings on the preferred design and to ask for a sketch.* Councillors will visit the site to look for the best location.* Bike racks: metal ones are best for security. Councillors will visit the site to look for a suitable location.* It will need to be in a visible location or cyclists will not want to leave their bikes. We need to offer the facility as an alternative method of getting to the site. Cllr Tungate will investigate costs.* RA presented his idea for a permanently fixed stepladder to assist with the opening of the overhead barrier. The Health and Safety risks associated with a fixed stepladder were discussed. Cllrs were asked to visit the site before considering the proposal.* The Countryside Park Group have requested a further 4 days of the Unpaid Work Team to help widen the path on the west side and complete the trench to the pond. The DClerk will ask the Clerk to action.*	*DClerk *All Cllrs *All Cllrs *Cllr Tungate *All Cllrs *DClerk
LM-0641	Parkrun The Committee received and noted the parkrun report (attached). No further issues or comments to note.	
LM-0642	Smaller Areas An update on the Youth Shelter is given above at LM-0637. The zipwire has been closed due to a cable grip coming loose from the brake tyre. Wicksteed have been contacted for a quote for repair.	
LM-0643	Tree Management, including Low Farm Wood The Committee received and noted the BTWN report and Low Farm Wood report (attached). The purchase of tags to enable the labelling of all Council trees was approved. It will cost about £60. The Tree Warden requested the Council consider a donation to Brundall Men's Shed for help with constructing the LFW benches. A donation of £50 was approved. This will be considered at the May full Council meeting. The Deputy Clerk will send a letter of thanks.* The wood chipper will be needed for around 3 weeks in September for LFW. There are a few stumps protruding on the new paths. These will be ground down by the Tree Warden. The Committee discussed the current system of tree inspections. Over the next few months the Deputy Clerk and Tree Warden will log all trees on all Council owned and leased land. This will include tagging, noting the species, and taking a What3Words photo. This information will be collated on a spreadsheet along with the date of recording in order that a regular schedule of inspections can be created.	*DClerk
LM-0644	Church Fen The Committee received and noted the Tree Warden's Church Fen report (attached). Approval was given for the Tree Warden to repair the broken bridge. The Committee discussed if they wished already approved repairs to go ahead. The contractor will be contacted and asked if he would be prepared to do the work if there was assistance with moving the boards. Moving the spare boards from Cremer's barn will be coordinated with moving the Youth Shelter. The Church will be asked if the spare planks can be stored in the churchyard to make transporting them to site a lot easier. The correct sized chicken wire will be purchased. A pile of mesh has been left at the bottom of Church Lane. The DClerk will check if this was	*DClerk

	part of the recent replacement chicken wire works.*	
LM-0645	Finance The Year End figures were circulated in advance (see below) and were noted. The invoice for the chicken wire repair and replacement was approved . The purchase of screwdriver heads to aid the dismantling of the Youth Shelter was approved .	
LM-0646	Correspondence An email was received about the accessibility, or not, of LFW and the orchard. It is not possible or appropriate to make them accessible for all. The lady in question is not able to walk to the Countryside Park due to the state of the pedestrian access off Postwick Lane. This is a NCC Highways issue as the footpath is necessarily narrow at that point. She will be signposted to the use of the Church mobility vehicle.	
LM-0647	Items for the next agenda Notice board Cycle racks Countryside Park barrier Youth Shelter Goal posts on the spare Cemetery field – to consider replacing the removed ones.	
LM-0648	Date for the next meeting(s) of the Land Management Committee 18 th May 15 th June 14 th September 12 th October 16 th November The meeting finished at 21:08.	
Signed as a true record Date		

LM-0645**Land Management Expenses as at 31/3/23**

paint for toilet shed	21.23
green spray paint	4.99
fit new bins at MH & bus stop	92.00
warning tape for Rotaweb	16.24
dog waste bags	87.32
dog waste bags	106.04
stop cock key	6.58
manhole key	9.28

343.68
Tree Management**Countryside Park**

Expenditure	rent	1,009.44
	pond line marker	13.50
	pegs to mark orchard	17.52
	pond fence	600.00
	sand for paths	600.00
	tarpaulin to cover sand	21.00
	angle iron for signs	13.13
	cones to mark out orchard	9.99
	sand for paths	200.00
	top soil & wood chips for orchard trees	275.00
	plant labels	23.04
	orchard hedging	66.00

LFW finger post	68.00
Jubilee tree plaques	63.82
wood chipper hire	200.00
chipper fuel & saw blades	67.19
wood chipper hire	100.00
handsaw blades	49.51
fuel for wood chipper	66.99
bulbs for Low Farm Wood	62.92
chainsaw fuel	33.33
Chainsaw works 20.9-30.11.22	250.00
Donation to the BTWN	250.00
wood chipper hire Nov-Dec 22	270.00
chipper & chainsaw fuel	80.29
wood for bench & angle iron	219.21
wood chipper fuel	23.13
bolts for LFW benches	46.00
chainsaw fuel	20.00
handsaw blades	49.51
chainsaw fuel	16.67

1,936.57

Play Equipment

annual inspection	270.00
new gate for Meadow View	180.00

450.00

Cemetery

dog bin post, latch, bench	195.00
water	55.66
green waste removal	200.00
padlock for gate	5.83

456.49

Cemetery Income (12,530.00)

To note: Allotments are now not included in the LM budget and capital expenditure is accounted for separately (see below)

Capital/Reserves Expenditure:

Cemetery grave infill cemetery reserve 1,100.00 provision made 2020/21

Church Fen

Total 2,848.62

Portaloo for UPWT	110.00
tree root safety signs	20.85
tree works	300.00
angle iron for signs	13.14
chicken wire	162.46
overhanging branch removal	120.00

616.45

Brundall Parish Allotments**Expenditure**

rent	721.03
water	729.00
equipment	615.27
repairs	49.27
sundries	36.67
cesspit	

Total 2,151.24**Income**

rent	(2,192.50)
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Deficit / (Surplus) **(41.26)**

Clerk's costs (approx) 500.00
458.74

Total 6,651.81
Cremer's 521.18

Land Management Spending

Budget 9,730.00

% of budget 74%

7,1

Cremer's barn door insp & repair	asset management	168.94		
lidded bin for bus shelter	asset management	120.95		
2 hooded bins	asset management	233.90		
cableway & cantilever swing repairs	asset management	1,432.34		
Cremer's pond headwall	Cremer's reserve	2,500.00	provision made 2020/21	
Cremer's pond headwall	asset management	4,000.00		
Church Fen boardwalk repair	asset management	485.00		
			Asset Mgmt	
Countryside Park bin screens	asset management	680.00	reserve	10,478.33
Cremer's barn door replacement	asset management	2,690.00	Cemetery reserve	2,885.00
paving to Shard & bench	cemetery reserve	1,395.00	Cremer's reserve	2,500.00
Church Fen boardwalk planks	asset management	367.20		
Church Fen boardwalk repair	asset management	300.00		
Cemetery gates repair	cemetery reserve	390.00		
		15,863.33		

Cremer's Meadow 2022-23 Expenditure and Income

as at 31/3/23

	Total	NWT Grant	Cables Donation	Donation Other	Precept Expenditure
Balance b/f		122.23	156.09	200.00	
two forks	47.49	47.49			
tags for trees	60.90				60.90
drainage rates	18.05				18.05
donation received	(25.00)			(25.00)	
trugs	29.45				29.45
notice board keys	15.45				15.45
socket ends for pond inflow	24.54				24.54
padlocks for pond sluice	28.32				28.32
BADCOG cut & clear day	40.00				40.00
Cut & Clear day BVCG	192.50				192.50
Insurance claim	(781.65)			(781.65)	
padlocks	62.67				62.67
Insurance - mattock & trolley	169.08			169.08	
Insurance - loppers	36.66			36.66	
Insurance - secateurs	44.76			44.76	
Insurance - tree lopper	67.47			67.47	
Insurance - gloves	21.36			21.36	
Insurance - spade	21.67			21.67	
Insurance - mattock	24.99			24.99	

Insurance - shovel	19.16			19.16	
Insurance - weed puller	20.82			20.82	
Watering cans	13.48			13.48	
Dogs on Lead signs	43.80				43.80
Mike Cable tree	33.00		33.00		
bin bags	5.50				5.50
Total	234.47	47.49	33.00	(367.20)	521.18
Balances remaining		<u>74.74</u>	<u>123.09</u>	<u>567.20</u>	
Insurance claim				(355.68)	

Brundall Parish Allotments **as at**
31/3/23

Expenditure	rent	721.03	<u>Equipment</u>	
	water	729.00	dip tanks	549.96
	equipment	615.27	dip tank funnels & hoses	65.31
	repairs	49.27		
	sundries	36.67		
	cesspit			<u>615.27</u>
	Total	<u>2,151.24</u>		
Income	rent	(2,192.50)	<u>Repairs</u>	
			wooden post for tap	12.60
	Deficit / (Surplus)	(41.26)	fuel for hedge cutter	20.00
	Clerk's costs		fuel for hedge cutter	16.67
	(approx)	500.00		
		458.74		<u>49.27</u>
EMR as at 1.4.21		8,844.71	<u>Sundries</u>	
Add:				
income	2,192.50		fuel for hedge trimmer	20.00
Less: expenditure	(2,151.24)		fuel for hedge trimmer	16.67
EMR Current Balance		<u>8,885.97</u>		<u>36.67</u>