



Brundall Parish Council Land Management Committee

Minutes of a Meeting Held on 8th September 2023 at 19:00 in the Memorial Hall

Present: Cllr Robin Tungate (Chairman), Cllr Gill Buckley, Cllr Mike Savory, Stuart Harper (parkrun director), Sarah Sloan (BAA), Rob Aram (BAA), John McMillan (BAA), Tim Strudwick (Env Cttee)

Deputy Parish Clerk: C Dickson

	<i>Details</i>	<i>Action</i>
LM-0689	Apologies for Absence Cllr Graham Abbott, Cllr Lawrence Britt, Richard Farley (tree warden).	
LM-0690	Declarations of Disclosable (DPI) or Non-Disclosable Pecuniary Interests (NDPI) None received.	
LM-0691	Minutes of the meeting held on the 15th June 2023 The minutes of the meeting held on the 15 th June 2023 were approved as accurate and were signed by Cllr Tungate as Chairman of the meeting. It was noted that the minutes for the 18 th May did not record the attendance of Cllr Britt.	
LM-0692	Matters Arising None that are not on the agenda.	
LM-0693	Chairman's Report – Cllr Tungate Welcome back every one after the summer break. I look forward to us all working together over the coming months. There is a lot of hard work ahead of us and I suspect some tricky decisions to be made in the tight budgets we are working to and delivering value for money for our parishioners. In July I enjoyed walking around the allotments and appreciated the hard work put in by the allotment holders. Finally I would like to express my thanks to the Deputy Clerk for keeping the Committee informed of developments over the summer and providing a Clerk's report for the meeting.	
LM-0694	General Public Participation None received.	
LM-0695	Updates from other Council Committees – Cllr Savory and Tim Strudwick Recreation and Wellbeing: the last meeting was on 14 th August. The future of Brundall Village Park was discussed, a legal process is underway to have a Deed of Variation on the S106 agreement to add BPC as a party to the agreement for direct transfer of the land. Documents to put a case for the purchase of the Countryside Park are being collated, Parkrun and the allotments have already submitted theirs, and the Environment Committee should be providing a report soon. A survey will be put out to parishioners next week for information gathering on the use, knowledge and views of the CP. Brundall has qualified for a Mindful Village designation as enough residents attended a Mental Health first aid course. Environment Committee: the Biodiversity sub-group reported on their site surveys of the Countryside Park and Low Farm Wood. This work has been repeating the Phase 1 vegetation surveys completed in 2015. There will be a report in due course. The sub-group are also undertaking a biodiversity audit of the parish, collating all existing information, from national and local surveys. There are currently more than 10,000 species recorded, including wildlife. There is lots of information available on garden birds, the most common is the blackbird, but there are lots of gaps. The sub-group will have a big push next year to fill in the gaps and would like to engage residents with a public survey.	

LM-0696	Revised schedule of meeting dates A schedule of meetings roughly every 6 weeks was proposed. The following meeting dates were approved: 19th October 2023 7th December 2023 11th January 2024 22nd February 2024 4th April 2024 16th May 2024 20th June 2024 8th August 2024 19th September 2024	
LM-0697	Allotments The Committee received and noted the Allotment report (attached). Standpipes extension: Anglian Water are happy with what we are doing. We have learnt from the pilot tap and have included a 10% contingency in the estimate for the work (see attached). The maximum expected costs are £3,050. Full Council approval will be needed as it is over the £1,500 limit for the Committee. The funds will come from the allotment reserve. The Committee approved recommending the project and expected costs to Full Council for approval. Consideration of including a tap for the orchard was deferred as the Tree Warden was not in attendance. The BTWN will be asked how they will manage its security. Youth Shelter: there is not much to update. The base has been constructed and each individual piece of the shelter is being inspected for damage and wear. We are about half way through. Reassembly will hopefully take place in October. Animal Husbandry document: the current information document does not direct tenants or potential tenants to contact the Parish Council before adding livestock to their plots. An additional sentence of "Allotment tenants must complete a Livestock Registration Form and request permission from Brundall Parish Council before adding any livestock to their plot" was approved. The information will also be added to the Tenants Welcome document. * Insurance: the BAA requested confirmation that the Council insurance covers volunteers using hedge trimmers. The Deputy Clerk will check, and also what is covered by the insurance and what is not.*	*DClerk *DClerk
LM-0698	Cemetery The Clerk provided some prices for new goal posts. The DClerk was asked to contact the FA to see if they had a recommendation.* Cllr Buckley will ask the Central England Co-op if they would support the costs.* A request to close off the entrance to the spare cemetery field to prevent it being used as a cut through was discussed. Closing it completely was not thought appropriate as the field is used by residents but it would be possible to narrow it by adding some hedging. The Tree Warden will be consulted. The Clerk asked the Committee to discuss the placing of plants and additional decorations on graves in contravention of the Cemetery regulations. The Committee decided that, in order to be fair and respectful to all those buried and their visiting relatives, any ornaments placed on graves will be moved to the near the headstone. This will enable the grass to be mown throughout the whole Cemetery. The Tree Warden has repainted the WWII memorial bench.	*DClerk *Cllr Buckley
LM-0699	Cremer's Meadow The Committee received and noted the Cremer's report (attached). It was a very successful Cut and Clear day on the 6th September. 30 people came from Bure Valley Conservation Group and 3 people from the village, 1 of whom will be returning. The Bridge planning permission: BDC have asked for a flood risk assessment and an amendment to the management plan. The contractor has provided additional information. There is a pending re-consultation with the Environment Agency and ecologist outstanding on additional information. The best case scenario is that they are happy and BDC can continue to the decision, otherwise additional information will be required. The deadline for comments on the application has been extended to the 22nd September.	

	Wood to prop up the hut has been purchased.	
LM-0700	Countryside Park No report was received from the Countryside Park Group. When considering the costs for the new post for the chain across the car park allotment exit at the July meeting the full Council discussed the possibility of replacing the chain with a proper hung gate and asked the Committee to look into it. The Parkrun director circulated a photo of the old allotment gate in position and it would only reach half way. The Committee decided it was a discussion for when the Council owns the land. Cllrs Savory, Abbott, Buckley, and Britt, the Deputy Clerk and the Parkrun director had a site visit on the 3rd August to look at a location for a larger entrance to the Park from the car park, and locations for the notice board, cycle racks, and memorial bench. The following was approved: • A larger entrance to the Park from the car park will be created using the current eastern gap at https://what3words.com/heater.student.radically. 4 foot of hedge will be removed to the next tree and a couple of bollards will be installed roughly 2-3ft into the car park to deter parking directly in front of the gap, and prevent cars driving through. • The preferred location for the notice board is https://what3words.com/sofa.bucks.stammer. It will be visible from the new entrance and from the car park providing the hedge is maintained at 3ft high. • The preferred location for the bike racks was next to the notice board https://what3words.com/tolerates.excuse.flank. The Deputy Clerk will investigate types and costs.* • The preferred location for the Parkrun memorial bench is https://what3words.com/hasten.lifetimes.deck. This gives good views of the start line and 2 of the paths. • Harry Stebbing Workshop asked for a list of plants to include on the map. It was agreed cow parsley, snow drops, daffodils, oxeye daisy, poppy, oak, silver birch, dandelion, periwinkle, hazelnut, and field scabious would put forward. Whilst there was a digger on site for the Youth Shelter base the Tree Warden added some drainage ditches to the pond in the south west corner. Cllrs Savory and Britt, the Deputy Clerk and Parkrun director had a look after the above site meeting and suggest that these could be extended under the path in the corner to add in a couple of French Drains. It is hoped this could be undertaken at the same time as the standpipe extension. The suggestion of hedging along the northern boundary will be considered by the Environment Committee. Work was recently undertaken on a tree not on our land via the Countryside Park. The contractor said he would need access to the tree through the Countryside Park. All contact was via the Clerk but the Committee was copied in on the information. During the work a large area of vegetation was flattened. This was not notified to the Committee at the time or after. The contractor was contacted and said it was necessary to access the branches that needed removing. There should be an agreed procedure for future requests for access to trees not on Council land with risk assessments provided in advance.	*DClerk
LM-0701	Parkrun The Committee received and noted the parkrun report (attached). Parkrun are happy with the bench location proposed above. A quote for £336 to install a hardstanding for the bench was accepted.	
LM-0702	Smaller Areas A quote for repair of the broken slab by the Meadow View play area of £60 was accepted, for the value of the quote only. A quote of £20 to repair the broken Meadow View play area gate was accepted.	
LM-0703	Tree Management, including Low Farm Wood The Committee received and noted the BTWN report (attached). The litter bin at Low Farm Wood has not been progressed yet.	

	100 hedging plants @ £40 was approved. The Committee are appreciative of the work the Tree Warden does. They will not pay for his insurance but will pay for work undertaken if invoiced. The Committee were not sure if additional woodchip is needed for the orchard trees. This was deferred to the next meeting. A request to pay for a replacement Jubilee tree was deferred until the Countryside Park Group has completed the Management Plan and a proper assessment has been undertaken. There will be a pause in planting any new trees until there is a vision for the site. The Tree Warden and Deputy Clerk have recorded the condition of the 4 trees at the allotments and 16 trees at the Cemetery. Works are needed on 3 ash trees next to the Cemetery car park, and 1 dead tree needs removing in the Cemetery. The Tree Warden can remove the dead tree and the Deputy Clerk will inquire if he can also remove the dead branches from the ash trees.* Low Farm Wood: the plan is to complete the last stage of the thinning works in the winter. It will require the wood chipper for another 3 weeks. Norwich Round Table have approached the BTWN to undertake some tasks. Richard is suggesting maybe asking them help to clear the Himalayan Balsam at Church Fen if they don't have any work for them at Low Farm Wood.	*DClerk
LM-0704	Church Fen The Committee received and noted the Tree Warden's Church Fen reports (attached). In June some members of the Committee met Matt Davies from the Norwich Fringe Project to look at the boardwalk. A basic report costing £150 to cover what was discussed during the site visit was approved by Full Council in July. A full report could be commissioned to include options and costings but the cost has risen from £450 to £595. Cllr Tungate will call to ask for the short report.* Three quotes for the eradication of the Giant Hogweed were considered. The Committee approved accepting the quote from Plantscape of £288 including VAT. Himalayan Balsam: it is in an invasive annual plant that is very hard to eradicate. It produces a lot of seed each year that spreads widely. Any efforts to manage it need to be clear what the aim is. The best thing to do is focus on the areas we want to keep clear and put the effort in to managing them. The contractor doing the boardwalk came across some more boards that needing replacing asked if he could use his initiative. The Deputy Clerk gave approval for this, and was confirmed by the Committee.	*Cllr Tungate
LM-0705	Sports Hub The grounds maintenance contractor raised a couple of concerns about the hedging and fence at the Sports Hub. During the construction of the Sports Hub the fence on the eastern boundary (adjacent to the Norfolk Homes development) had to be moved as it apparently encroached into the Norfolk Homes land. The Sports Hub contractor disputed it but moved it nonetheless. The concrete fixings are now exposed at the bottom of the fence on the NH side and there is a concern that they could fall into the gardens of the homes. The profiling of the bank on our side does not match the plans submitted. This should have been picked up when the planning was signed off by Broadland. However remedial work may be necessary in the future. When the fence was moved hedging was not replanted and it will now grow right up against the fence making trimming it difficult. It would be possible to move the plants this autumn while they are still small. A meeting will be arranged with Norfolk Homes to ask what will be done with the exposed concrete and undercut bank.* Cllr Tungate, the Clerk, and members of the Sports Hub group should be invited. Future reports for the Sports Hub should be provided by Brundall Community Leisure.	*Clerks
LM-0706	Finance Expenditure for the first five months of the financial year has been £3,541.01, 36% of the budget. £1,110 has been costs for moving and installing the Youth Shelter. The Allotment Reserve is currently £5,501.14 The invoice from Bruce's Property Maintenance for further work on the boardwalk at Church Fen, including replacing a board and laying new chicken wire, for £367.07 was approved, with 1	

	abstention.	
LM-0707	Correspondence None received.	
LM-0708	Items for the next agenda Report from the Sports Hub sub-group Church Fen boardwalk report Goal posts on the spare Cemetery field	
LM-0709	Date for the next meeting(s) of the Land Management Committee 19 th October 7 th December 11 th January 2024 The meeting finished at 21:24.	
Signed as a true record Date		

LM-0706 Finances**Land Management Expenses****5.9.23**

new post for dog bin	50.00
screwdriver heads	50.22
screwdriver heads	13.95
new post for dog bin	62.00
supplies for Youth Shelter base	388.67
transport of Youth Shelter	70.00
supplies for Youth Shelter base	350.01
fuel for Youth Shelter base digger	25.48
supplies for Youth Shelter base	200.00
supplies for Youth Shelter base	11.90

1,222.23
Tree Management

LFW bench fixings	21.00

21.00
Play Equipment

Countryside Park

Expenditure

rent	551.25
replacement post	180.00

Total

731.25
Church Fen

chicken wire repair	218.87
spray paint to mark boards	11.00
syringes for Giant Hogweed	27.20

257.07
Brundall Parish Allotments

Expenditure

rent	393.75
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woodstain for bench	12.46
5 bar gate repair	55.00
headstones inspection	274.00

Income

Total	3,474.83
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3,884.83

	Total	NWT Grant	Cables Donation	Donation Other	Precept Expenditure
Balance b/f		74.74	123.09	567.20	
Insurance claim				(355.68)	
Scythe peening course	70.00				70.00
removal of poplar	750.00				750.00
weed puller - insurance	40.83			40.83	
sledgehammer - insurance	21.67			21.67	
manure drag - insurance	32.26			32.26	
barn door service	148.00				148.00
donations from Orchid Day	(80.00)			(80.00)	
wooden hay rake - insurance	90.00			90.00	
Total	1,072.76	-	0.00	(250.92)	968.00
Balances remaining		<u>74.74</u>	<u>123.09</u>	<u>818.12</u>	
Insurance claim				(170.92)	

Brundall Parish Allotments**5.9.23**

Expenditure	rent	393.75	<u>Equipment</u>	
	water	524.56	new gates	2,498.50
	equipment	2,498.50		
	repairs	58.02		
	sundries	-		
	cesspit			<u>2,498.50</u>
	Total	<u>3,474.83</u>		
Income	rent	(90.00)	<u>Repairs</u>	
			new standpipe supplies	58.02
	Deficit / (Surplus)	3,384.83		
	Clerk's costs (approx)	500.00		
		<u>3,884.83</u>		<u>58.02</u>

EMR as at 1.4.23		8,922.64	
Add: income	90.00	8,885.97	<u>Sundries</u>
Less: expenditure	(3,474.83)		
EMR Current Balance		<u>5,501.14</u>	<u>-</u>