

Minutes of the Parish Council

Meeting held on Monday 24th June 2024 at 19:00 at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

Present:

Cllr K Wilkins (Chairman), Cllr G Abbott, Cllr K Applegate, Cllr L Britt, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr R Tungate, Cllr J Warns, Cllr C Whitehouse

Parish Clerk(s): C Dickson (Parish Clerk)

District Cllrs Davis and Laming and 2 members of the public.

	Details	Action
	Housekeeping Cllr Wilkins welcomed those in attendance and advised that the meeting was not being live-streamed this month. It is currently a pre-election period and therefore there should be no promotion of any political party or candidate.	
2024-0089	Apologies for Absence Apologies for absence were received from Cllr M Savory and Cllr A Bonham.	
2024-0090	Declarations of Interest Cllr Buckley - 2024-0080 – payments	
2024-0091	Minutes of the Previous Meetings It was resolved , with 1 abstention, to approve the Minutes of the Parish Council meeting held on the 20 th May 2024 at 7.00pm. The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins.	
2024-0092	Actions from the Minutes (Not on the Agenda) 2024-0079 – lifting chicken wire at Church Fen – the Deputy Clerk is investigating 2024-0080 – comment to appeal APP/K2610/W/24/3338694 Land at Oakhill – actioned 2024-0067 – strategy day dates – not all Councillors have responded yet. It is likely to be between 9.30 and 12ish.	
2024-0093	Meeting adjourned to allow for the public participation and County Councillors' and District Councillors' reports. DCllr Laming read out her and DCllr Davis's report (see below). There has still been no response from the planning officer regarding queries on the planning application for Brundall Village Park despite copying in Phil Courtier, Head of Place, and DCllr Laming forwarding to Ben Burgess, Assistant Director of Planning. The Council agreed to send a letter of complaint to the Managing Director. There was no other Public Participation. The meeting was re-convened.	
2024-0094	Co-option The Council unanimously approved the interview panel's recommendation to co-opt Ken Applegate on to the Council. Cllr Applegate signed the declaration of acceptance of office and joined the Council. Cllr Applegate was appointed to the Land Management and Advisory and Scrutiny Committees.	
2024-0095	Revised Council documents	

	The Council considered revised documents: Standing Orders – to add 5. J. xx. allowing the Council to defer some items at the Annual Parish Council meeting to other months. Financial Regulations – to adjust the maximum limits of authorisation and contract limits. Asset Register – to add the Sports Hub. The Council approved the amendments.	
2024-0096	Reports: Sports Hub Sub Group – Cllr Wilkins The Sports Hub Group continuing in the short term. The building is complete, with couple of snags to sort out but is ready to be opened. Cllrs Wilkins and Whitehouse met CSF at NEST a couple of weeks ago to talk about the transfer of the building to them to operate. The vibe and enthusiasm on the site was incredible. If that energy and expertise transferred to Brundall then we are in a good place. By opening the building now CSF can plan for summer schools and summer events. CSF will be in contact with the local schools to offer time during the day. They are looking at how building will be used and maximizing its use. It was an uplifting meeting. CSF gave their report of year on how the pitch has been used without the building. Bookings have increased substantially, the prime times are booked. We are looking to amend the current lease to include the building, but this will not hold up use of building as it is now open for use. There will be an official opening in September. Brundall Community Leisure will report regularly and will be looking at opportunities to develop the site going forward, learning from what CSF have done at the NEST. We have confidence that the site will be run very tightly with proper H&S, safeguarding, regular maintenance procedures in place. Budget – the build and capital spend is on track. The valuation of project came in on budget, and additional expenditure was authorised within the total budget. The Clerk will contact CSF about a date for the formal opening. The Football Foundation require 2 months notice. Recreation and Wellbeing – Cllr Gabillia An update was received from the Brundall Memorial Hall. Bookings are good and some grants have been received for the works to the Lounge. Cremer's Meadow open day on the 22nd June went well, it was the 10th anniversary of the aquisition of the site. Shirley and Kevin gave a short talk each. Thanks were given to Cllr Buckley, the Friends, and other volunteers, for their management of the site. Bridge – men were on site this morning starting the installation. Cremer's will be shut for 2 weeks whilst the work is taking place. Brundall Bolts advised that their awards ceremony took place on the 9th June using the new pavilion at the Sports Hub. Cllr Whitehouse attended, and they raised just over £1,000. Recreational Facilities – repairs to Church Fen boardwalk have been carried out and the hut at Cremer's Meadow will be repaired. Safer Journey to School – we have still received no response from Chris Raine regarding the discrepancies between the appeal documents and the reserved matters. Dog bin locations were discussed. Purchase of the Countryside Park document – this was reviewed and approved with a recommendation for it to go to Land Management for review, and then full Council. The Clerk will engage with County Farms to gauge their position on selling pieces of land. Snowy's – no further locations proposed. There have been 6 applications for the Chairman's post. Good discussions have been held with Brundall Memorial Hall. Newsletter – the new vicar is arriving on the 29th July. He will be invited to the next meeting to discuss the possibility of working together to produce a village newsletter together. The Deputy Clerk is organising a road opening ceremony for the Church Mead roads Christine	

	Lamb Drive and David Capp Road on the 12th July. The families and the school will be invited. Brundall Village Park – nothing back from Broadland Planning. The committee had a long chat about the barn, looking at potential uses alongside other considerations, including the 2022 survey of residents. The recommendation is to demolish it as per the reserved matters application. The Council resolved, with 1 abstention, not to pursue retaining the steel framed barn on the Brundall Village Park site. Land Management – Cllr Tungate A showcase event for will be held on the 18th July, 4-8pm, at Brundall Memorial Hall to raise awareness of our open spaces. To engage with residents, get feedback, and look for future volunteers. There will be slide shows and brief talks on each area. There is a planning meeting on the 27th June. Following the 18th July there will be individual open days to raise more awareness. Parkrun – 4 tons of sand for areas of the paths was approved, to be laid in stages from November. The bus shelters will be cleaned. Countryside Park - thanks were given to Greg Chandler for tidying up the pedestrian entrance. New bicycle stands will be installed soon, next to the new notice board. Several trees planted as part of the Sports Hub landscaping have been vandalised and completely uprooted. They will be replaced at some point but it may be necessary to consider a new location. It was the 9th birthday of parkrun on Saturday. 134 people ran and it is an ongoing success. A question was raised about the ownership of Low Farm Wood. Brundall Memorial Hall The AGM was held on the 19th June with 2 residents in attendance. Social Media – Cllr Gabillia No issues to report. Road Safety – Cllr Abbott Cllr Abbott gave feedback from the annual Community Speed Watch conference: • There are 102 CSW teams in Norfolk and most of them have the same problems with recruitment. • 3 more average speed zones are to be created in Norfolk, including the Acle Straight. 50,000 vehicles were recorded across all Police speed camera equipment in Norfolk. They aim to cut road deaths and accidents. • They are allowed to enforce a 20mph zone if it can be shown that around 20% of all traffic exceeds the speed limit. • Operation Octane is dealing with multiple car meets by engaging with participants to inform them of the risks of high speed driving. • A new smaller motor bike has been purchased to allow the traffic officers to monitor speeds in locations that aren't accessible to the camera van. There has been no update from Highways on the issues previously raised. The Clerk has received complaints about speeding on Cucumber Lane, Berryfields and East Avenue. The Deputy Clerk is progressing the gateways project. The RS group will look at what could be done with the PP money received for Staithe Lane.*	*RS Group
2024-0097	Planning – applications considered The following applications were considered: 2024/1316 – single storey garage conversion, removal of car port and single storey front extension at Harwalan, 18 West End Avenue, NR13 5RF 2024/1664 – single storey side extension and repositioning entrance door with external steps	

	and roof canopy at Mistletoe, 26 Highfield Avenue, Brundall, NR13 5NT The Council approved no objections to both applications.	
2024-0098	Dog Waste bins Discussed as part of the Land Management update. Land Management approved 3 new dog waste bins at the Countryside Park (an additional one on the other side of the car park), Berryfields (a second one due to the quantity of waste), and West End Avenue (as close to LFW as possible). West End Avenue is a private road and permission will be needed from residents. The Clerk had received correspondence from 2 residents regarding the green wheelie bin at Braydeston Church not being emptied last week due to the amount of dog waste being placed in it. The Contracts Office confirmed to DCllr Laming that due to manual handling restrictions they would not empty green bins that were more than half full of dog waste. Broadland no longer supply waste bins but do allow Parish Councils to install them and pay for their emptying. The cost of a new bin is around £200 and emptying costs are currently £239.70 per year for a weekly empty. The Council unanimously approved all 4 bins. Land Management will investigate if the current CP bin can be moved instead of providing a new one.	
2024-0099	Finance Additional Broadland District Council solicitors costs in relation to the Deed of Variation for Brundall Village Park were approved. As the party requesting the amendment to the Deed of Variation the Parish Council is liable for the legal fees of the other parties. The additional amount requested was £1,500. Approval was given for costs up to £3,000. Bills for payment for June 2023 of £114,060.64 had been circulated to Councillors in advance of the meeting (see below). The payments were unanimously approved by the Council. The payments made in May 2024 have been confirmed by Cllr Britt.	
2024-0100	Clerk's Correspondence Several complaints have been received about weeds along footpaths and kerbs. A request for help with works to trees on Braydeston Avenue. BDC informed the resident that the Parish Council had been involved in the past. A resident asked for help asking NCC to adopt Braydeston Avenue. NCC informed them that it could be requested via S38, however this requires the road to be up to highway standard first.	
2024-0101	Items for the Next Agenda None received.	
2024-0102	Date, time, and venue of next Parish Council Meeting 22nd July 2024 at 7pm at the St Laurence Centre.	
	Closed session: <i>This session is held with the public and press being excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960 for the following items of business on the grounds that they may involve the likely disclosure of confidential and exempt information</i>	
2024-0103	Update on negotiations with Shell Confirmation has been received that reasonable legal and agents fees will be paid by Shell. A new offer was considered but rejected. The Council agreed a response to the offer.	
2024-0104	Staffing Committee update An update was received regarding the position of Deputy Clerk.	

Signed as a true record Date
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2024-0093 – Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting – 24 June 2024

The Greater Norwich Development Partnership was set up in 2017 to progress the Greater Norwich Local Plan. Now the plan has been adopted the partnership will be continued to co-ordinate joint working on planning and infrastructure funding and provision.

BDC adopted the following policies at Main Council on 24 May 2024:

Domestic Abuse Housing Association (DAHA) Client Policy: BDC has adopted a new Policy for residents experiencing domestic abuse. The council is working towards achieving DAHA accreditation by Autumn 2024 in line with other local authorities in Norfolk. On average 13 cases of Domestic Abuse per month were reported across both BDC and SNC in 2023.

Tenancy Policy: The council is now a registered housing provider and is aiming to support tenants by offering the best service possible.

Temporary Accommodation Placement Policy: The council has a duty under statute to provide accommodation placements for those facing homelessness.

Private Rented Sector Offer Policy: Covering the fair use of Private Rented Sector Offers

Procedure for reviewing homeless decisions: Ensuring decisions are fair, consistent and transparent.

The Postwick Park and Ride has been extended until at least Summer 2024, when a wider review and re-tendering of the whole Park and Ride service will be undertaken. First Bus are in consultation with NCC re providing a service to Broadland Gate in Postwick.

Veolia has launched this year's Sustainability Fund to support people across Broadland to improve biodiversity in their local environments and communities. Veolia's Sustainability Fund is open to not-for-profit organisations, community groups, or individuals in areas where the company delivers waste and street cleansing services for the community. Up to £1,000 in funding is available per project. All applications will be considered, but projects should aim to fulfil at least one of the following criteria: enhancing biodiversity; promoting sustainable behaviours (reduce, reuse, recycle); protecting or preserving resources and the environment by using recycled, reused, or reclaimed materials. The closing date for applications is 30 September 2024.

<https://www.veolia.co.uk/sustainability-fund>

Broadland District Council elected a new Chair, Cllr Adrian Tipple, on 23 May 2024. Councillor Caroline Karimi-Ghovanlou was elected to the post of Vice-Chair.

Councillor Sue Holland was re-elected as Broadland District Council's Leader for a second year, and the new Cabinet team is:

- Councillor Sue Holland, Leader.
- Councillor Natasha Harpley, Deputy Leader and Communities and Housing
- Councillor Steve Riley, Finance
- Councillor Dan Roper, Transformation and Organisational Development
- Councillor Martin Booth, Economic Development
- Councillor Jan Davis, Environmental Excellence
- Councillor Stuart Beadle, Planning

BDC is putting preparations in place for the General Election on 4 July. More information is available here: <https://www.southnorfolkandbroadland.gov.uk/elections/general-election>

BDC and SNC will be rolling out new Community Employability Projects which are being funded by the government UK Shared Prosperity Fund. This is to support people to overcome barriers to employment and training. Projects relevant to BDC are:

The Mason Trust – for people out of work aged 16-24 yrs

Social Moments – a mobile food trailer to use at community events which hires young people currently out of mainstream education, offering practical work experience for young people aged 16 plus

Aylsham Community Trust – to address barriers to employment through 3 formal qualifications

The Matthew Project – to support NEET individuals in both districts aged 16-24 yrs

Cup OT Peer Worker – training to support those with mental health issues

Action Community Enterprise – to help people out of work/on Universal Credit to transition to the workplace. It will offer 1-1 support, workshops, coaching and financial literacy to residents in Rackheath, Salhouse and possibly other areas.

Housing and Benefits – Tenancy and Money workshops. Referrals will come via the housing team, especially for those struggling to maintain their tenancies.

For more information contact teresa.chippett@southnorfolkandbroadland.gov.uk

Two new Financial Wellbeing co-ordinators will be employed who will be inked to the Help Hub. They will take a holistic approach to assess residents' needs and make links with primary care, Job Centre plus and the employment support centre.

The Town and Parish Council Forum meetings continue to be held online monthly. These meetings are recorded now and will be circulated. The next one is on Tuesday 9 July at 11.00 am.

A Town and Parish Forum Summit meeting will be held on 13 November 9.30 am - 12.30 pm.

Please forward any agenda item suggestions to Andy Sexton
andy.sexton@southnorfolkandbroadland.gov.uk

Nominations are now open for the BDC Community at Heart Awards 2024. These are sponsored by Clarion Housing Group and are to celebrate the achievements of residents in Broadland. There are 9 categories this year:

- **Young Achiever Award** - A young person (aged 18 and under) who has made an exceptional contribution to their community.
- **Community Organisation of the Year** - A community organisation who has made a significant impact to the community.
- **Business in the Community Award** - A local business or commercial organisation that has gone above and beyond to support the local community.
- **Volunteer of the Year** - An individual who selflessly devotes their time and energy to the community.
- **Green at Heart Award** - An individual, school or community organisation who has made an extra effort to have a positive impact on the environment.
- **Connecting Communities Award** - An individual, school or community organisation that has gone out of their way to encourage communities to come together and promote inclusivity.
- **Lifetime Achievement Award** - A person who has dedicated over 20 years of their life to the community, volunteering for the benefit of others and deserves special recognition for their efforts and commitment.
- **Healthy and Active Award** - An individual, school or community organisation that has gone above and beyond in facilitating healthy and active lifestyles.

Nominations close on 29 August and the awards will be presented on 17 October. For more information and to nominate go to:

<https://www.southnorfolkandbroadland.gov.uk/communities/community-heart-awards-2024>

For those who are making funding bids to finance projects in their communities, here are some guidance links:

<https://www.charity-fundraising.org.uk/grant-fundraising-top-bid-writing-tips>

<https://www.norfolkfoundation.com/funding-support/guidance-resources/>

A useful resource is available called the Natural Flood Management Handbook. Link attached

<https://norfolkriverstrust.org/wp-content/uploads/2024/02/NFM-Handbook-East-Anglia.pdf>

On 6 June Cllr Davis and Cllr Laming attended the 80th commemoration of D-Day flag raising ceremony at the Horizon Centre.

Cllr Laming has put her members Ward Grant of £1000 towards planned improvements for Brundall Memorial Hall which include replacing the current patio doors with bifold doors, removing the post that is in the centre of the room, landscaping the external south facing area immediately outside the Lounge turning it into a seating area which is lacking around the hall. Hopefully some of this work will be carried out in Summer 2024 should sufficient overall funding be raised.

Enthusiastic residents have recently revived the Buckenham and Hassingham Social Club. Cllr Davis has put his Ward Grant of £1,000 towards improvements of the club hall. The hall needs refurbishment and volunteers have done a great job to date through well-attended working groups and events. The following improvements are planned:

- Flooring in the toilet area
- Repairs to entrance doors

- Improvements to the fire exit door with push bar
- Replacement of a missing window panel.

Cllr Davis and Cllr Laming attended the event to unveil the new village sign in Postwick on 15 June.



(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 19/6/24)

2024-0099 – Finance

PAYMENTS FOR June 2024

	Net	VAT	Gross
Parish clerk costs	£6,200.81	£0.00	£6,200.81
Office expense	£520.60	£49.33	£569.93
Telephone	£103.89	£10.80	£114.69
Room Hire	£98.00	£0.00	£98.00
Grass cutting monthly contract	£1,168.36	£233.68	£1,402.04
Street Lighting	£2,072.48	£384.62	£2,457.10
Handyman and cleaning	£572.97	£0.00	£572.97
Countryside Park	£3,475.00	£695.00	£4,170.00
Cremer's Meadow	£5.28	£1.05	£6.33
Grants / Donations	£200.00	£0.00	£200.00
IT	£147.00	£0.00	£147.00
Sports Hub	£80,902.14	£16,180.43	£97,082.57
Legal Fees	£866.00	£173.20	£1,039.20
Total expenditure	£96,332.53	£17,728.11	£114,060.64

RECEIPTS FOR June 2024

Delegated grass functions	£7,641.21
Cemetery	£55.00
Allotments	
VAT	£984.52
Interest	£2.98
Miscellaneous	£3,462.73
Total Income	£12,146.44

HSBC Current A/C as at 19/6/24	£20,252.15
HSBC Deposit A/C as at 19/6/24	£1,813.20
Transfers to/from Deposit A/C from/to Current A/c	£0.00
Transfers to/from Unity Bank	£0.00
Unity Bank A/C as at 18/6/24	£25,536.06
Unity Bank Savings A/C as at 18/6/24	£100,431.16
Transfers to/from Deposit A/C from/to Current A/c	£60,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/24	£66,113.24