

Minutes of the Parish Council

Meeting held on Monday 22nd July 2024 at 19:00 at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

Present:

Cllr M Savory (Chairman), Cllr K Applegate, Cllr A Bonham, Cllr L Britt, Cllr G Buckley, Cllr J Mickelburgh, Cllr R Tungate, Cllr C Whitehouse

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

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

	<i>Details</i>	<i>Action</i>
	Housekeeping Cllr Savory welcomed those in attendance and advised that the meeting was not being live-streamed this month.	
2024-0105	Election of Chairman of the meeting Cllr Savory was unanimously elected chairman of the meeting.	
2024-0106	Apologies for Absence Apologies for absence were received from Cllr K Wilkins, Cllr J Warns, Cllr P Gabillia and Cllr G Abbott.	
2024-0107	Declarations of Interest None received.	
2024-0108	Minutes of the Previous Meetings It was resolved , with 2 abstentions, to approve the Minutes of the Parish Council meeting held on the 24 th June 2024, and the confidential minute notes for 2024-0103 and 2024-0104. The Minutes were signed by the Chairman of the Meeting, Cllr Savory.	
2024-0109	Actions from the Minutes (Not on the Agenda) 2024-0096 – Staithe Lane Parish Partnership funding – ongoing.	
2024-0110	Meeting adjourned to allow for the public participation and County Councillors' and District Councillors' reports. DCllr Davis read out his and DCllr Laming's report (see below). There is a news article in the EDP about the Park and Ride that includes that the tender will be for a service to be run without funding support from NCC. The tender will be for all P&Rs together. Greg Chandler informed the meeting that the 1 st August is the 100 th anniversary of the opening of Brundall Gardens Station. There will be a celebration on Saturday 3 rd August at 3pm for the station adopters and 4pm for residents and other interested parties. All Councillors are welcome to attend. It's a bring-your-own bottle event if you would like an alcoholic drink. The meeting was re-convened.	
2024-0111	Reports: Sports Hub Sub Group – Cllr Whitehouse The final report has been submitted to the GNGB to update them on the completed projected, including statistics on the usage and the budget.	

	The pavilion is open and being used. There are a few remaining queries and issues to resolve. Brundall Memorial Hall – Cllr Bonham No updates to report. Open Spaces event – Cllr Tungate An event to celebrate the Parish Council's open spaces was held on the 18th July. The Deputy Clerk, Friends of Cremer's, and Allotments put in a lot of work. The footfall was thin but those that did attend were interested in volunteering and it is something to build on. 2 Social Media posts will go out thanking everyone for taking part and listing the areas of land. A whole Council drop in event was proposed to give residents a chance to talk to the Council in person as well as showcasing the land we own and lease. Social Media – Cllr Savory The group have been trying to tie-in everything as much as possible but there has been a lot going on. The posts are currently schedule 2 ½ weeks ahead because of work and holidays. If the Council has any ideas for posts please let the group know.	
2024-0112	Planning – applications considered The following applications were considered: 2024/1859 – erection of outbuilding at Fraydohn, 64 Cucumber Lane, Brundall, NR13 5QR. The Council approved no objections to the application as long as one of the conditions of approval was that the outbuilding be for residential use only. 2022/0688 – construct 2 no dwellings and associated garages at Riverview House, 8 Station Road, Brundall, NR13 5LA. Revised plans have been submitted, including a pavement section either side of the drive, that Highways are now supporting. The Council felt that safe pedestrian access is still not addressed as the top section of Station Road is still narrow and there is not a pavement along the whole road. DCllr Laming will call in the application for consideration at a Planning meeting. She will be pre-determined so cannot vote on the application but will be able to speak. The pavement included in the application adds no value to pedestrians using the road. The Council approved the following objections: Although this application has met the relevant conditions the access to the site is not safe and the Council has safety concerns for pedestrians. The Council objects to the earthworks to install the pavement as they will disturb tree roots and have impact on the health of the trees.	
2024-0113	Finance Additional solicitors costs of £360 in relation to the Deed of Variation for Brundall Village Park were approved. The quarterly bank reconciliations were circulated to Councillors in advance of the meeting and were noted. Bills for payment for July 2023 of £45,636.04 had been circulated to Councillors in advance of the meeting (see below). The Clerk gave the following clarifications: - The invoice from H Smith is £1,101.01 overstated due to an error is a spreadsheet formula. This will be deducted from the final retention bill. - It has not been possible to calculate the final salary figure for the Deputy Clerk therefore the Parish Clerks costs figure is an estimate. The actual figures will be reported at the next meeting. The payments were unanimously approved by the Council. The payments made in June 2024 were circulated to Councillors and will be confirmed by Cllr Britt.	
2024-0114	Clerk's Correspondence The Clerk has received an email regarding the general untidiness of the village. The Council has no power to do any verge, kerb, or hedge maintenance. All of those are the responsibility of Norfolk County Council. The Guides do a Parliament week each year in November which is when they find out how our democracy works. Last year Jan attended and talked about what a District Councillor does and	

	the role of a District Council. They have asked if it would be possible for a Parish Councillor to go this year to explain about Parish Councillors and Councillors.	
2024-0115	Update on negotiations with Shell No update received from Shell.	
2024-0116	Items for the Next Agenda None received.	
2024-0102	Date, time, and venue of next Parish Council Meeting 23 rd September 2024 at 7pm at the St Laurence Centre. The meeting closed at 19.57.	
	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>	
2024-0104	Staffing Committee update Cllr Buckley gave an update from the last meeting: Minor amendments were made to the Job Descriptions of the Clerk and Deputy Clerk. The appraisal system is being reviewed. A staff expenses policy was considered and has been referred to the Advisory & Scrutiny Committee. 3 members of the committee, Cllrs Buckley, Britt, and Whitehouse, held an informal interview meeting with the Admin Assistant. She was offered a Deputy Clerk's position and has accepted. She will be working 18 hours per week. A second Deputy Clerk's position has been advertised for 14 hours per week to keep the staffing costs within budget for the year. There have been 2 applicants and short-listing will take place on Friday.	
Signed as a true record Date		

2024-0110 – Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting – 22 July 2024

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 Wednesday 7 August at 2.00 pm and will feature a presentation on Natural Flood Management.

- The following topics were discussed at the Town and Parish Council meeting held on 9 July:
- Annual Play Area Inspections: favourable inspection fees may be arranged through BDC by being added to a Schedule the Council has with ROSPA, who will carry out the work. This is likely to be of interest for parishes paying in excess of £75 for Inspections.
- Bottle Bank Initiative: BDC is introducing a joint working agreement between the District Council and town/parish council on the installation of bottle banks across the districts. The district council organises the operational running of the bank. The town/parish council provides a suitable location for siting and are responsible for the general management of the site. In return the District Council make a yearly payment of £50 per bank to the town/parish councils known as “Adopter Payments”.

- The benefits of the Bottle Bank scheme are:
- Collect a high-quality recyclable material.
- Generate income for the local authority through recycling credits and for the town/parish councils through Adopter agreements.
- Look out for a survey to be circulated to express interest in joining the Bottle Bank scheme.
- Volunteers are being sought to be interviewed for a Town and Parish Councillor recruitment video. Contact Ella.wilkinson@southnorfolkandbroadland.gov.uk if you are interested.

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

A new First Bus Green Line bus route (17) started running on 23 June 2024 which serves the Broadland Gate Business Park and stops near the entrance to the Oaks housing development.

BDC have purchased two Zephyr air quality monitors. These will provide the council with real-time, detailed measurements, allowing comparison of air quality in different parts of the district.

Bookings for Tots2Teens Summer sessions are now available. For more information on how to register, book onto sessions, and to see the brochure, follow this link:

<https://www.southnorfolkandbroadland.gov.uk/communities/tots-2-teens>

The WH Smith, Post Office, M&S and Costa outlets are no longer in place at Gridserve at Broadland Gate. Cllr Laming spoke to a staff member on 10 July who said that they are expecting a Costa outlet to be reinstated in the next 2 weeks, together with some sort of food retail outlet at a later date.

The Beverley Road Residents Association in Brundall has been awarded a BDC Get it Started Grant to set up a Beverley Community Orchard. They aim to improve the biodiversity and community benefit of shared “amenity land” spaces on Beverley Road, Foster Close, and Parker Close, by planting wildflower areas, reducing mowing, and planting community orchard trees. They would also like to formalise and support an area where children on the street currently play football without any goalposts. The funds of £300 will go towards trees, topsoil, goalposts and anything left over will be spent of wildflower seeds.

Cabinet has approved the Productivity Plan for BDC which will be submitted to the Department of Levelling Up, Housing and Communities. This looks at how the council has transformed the way it delivers goods and services, how it uses technology, and how it can make efficiency savings and work with central government. The plan will be published on the BDC website. The draft plan can be viewed here under item 11 of the Cabinet Agenda 16 July 2024

<https://democracy.southnorfolkandbroadland.gov.uk/ieListDocuments.aspx?CId=143&MId=907&Ver=4>

Cllr Laming attended a Community Links Network Meeting on 15 July. This team are part of the Help Hub and aim to bring together community groups and provide them with resources. They are providing a new Community Toolkit and will be hosting quarterly meetings. All Community Group representatives in the district are welcome to get involved. If you would like more

information please contact: Lauren Harris Community Capacity Officer 01508 533936 lauren.harris@southnorfolkandbroadland.gov.uk

The BDC Enhancement Awards scheme is now open for nominations from 15 July. These awards recognise and celebrate projects that have significantly improved existing buildings or brought buildings back to life, while enhancing Broadland's built environment and preserving the unique character of the district. By highlighting exceptional projects, the Council aims to raise design standards in the area. Judging will take place in September, with winners invited to an awards evening in October at the Horizon Business Centre.

To nominate a project, submit eight photographs and a short statement (no more than 100 words) explaining why it deserves the award. Send your entries

to chris.bennett@southnorfolkandbroadland.gov.uk by 12 August 2024.

For queries regarding your entry, contact Chris Bennett at 01508 533828.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 21/7/24)

2024-0113 – Finance

PAYMENTS FOR July 2024

	Net	VAT	Gross
Parish clerk costs	£6,356.58	£0.00	£6,356.58
Office expense	£165.64	£18.27	£183.91
Telephone	£103.96	£10.81	£114.77
Room Hire	£192.00	£0.00	£192.00
Training	£92.00	£0.00	£92.00
Grass cutting monthly contract	£924.83	£184.97	£1,109.80
Street Lighting	£285.06	£26.14	£311.20
Handyman and cleaning	£572.97	£0.00	£572.97
Repairs and Renewals	£1,111.70	£152.34	£1,264.04
Cemetery	£1,637.00	£327.40	£1,964.40
IT	£147.00	£0.00	£147.00
Sports Hub	£27,472.81	£5,494.56	£32,967.37
Legal Fees	£300.00	£60.00	£360.00
Total expenditure	£39,361.55	£6,274.49	£45,636.04

RECEIPTS FOR July 2024

Cemetery	£995.50
Allotments	£22.50
Interest	£682.42
Miscellaneous	£957.00
Total Income	£2,657.42

HSBC Current A/C as at 17/7/24	£20,731.28
HSBC Deposit A/C as at 17/7/24	£1,816.09
Trnsfers 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 17/7/24	£5,975.32
Unity Bank Savings A/C as at 17/7/24	£101,110.69
Trnsfrs to/ from Deposit A/C from/ to Current A/c	£0.00
Transfers to/ from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/24	£66,113.24