

Minutes of the Parish Council

Meeting held on Monday 23rd

September 2024 at 19:00 at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

Present:

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

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

District Cllrs Davis and Laming and 10 members of the public.

	<i>Details</i>	<i>Action</i>
	Housekeeping Cllr Wilkins welcomed those in attendance and advised everyone of the emergency exits. The meeting is recorded for minute taking purposes.	
2024-0119	Apologies for Absence Apologies for absence were received from Cllr K Applegate, Cllr A Bonham, and Cllr G Abbott.	
2024-0120	Declarations of Interest Cllr R Tungate, planning application 2024/2563. Cllr G Buckley, finance, payments to be made this month.	
2024-0121	Minutes of the Previous Meetings It was resolved , with 3 abstentions, to approve the Minutes of the Parish Council meeting held on the 22 nd July 2024. The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins. Thanks were given to Cllr Savory for chairing the meeting.	
2024-0122	Actions from the Minutes (Not on the Agenda) None.	
2024-0123	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). Cllr Davis helped Postwick Parish Council put together a bid for funding for a feasibility study on improving the footpath link from Postwick to Brundall Gardens station. Brundall Parish Council is supportive of improving a walking and cycling route to Postwick. CCllr Proctor submitted a report that is available on the website. The meeting was re-convened.	
2024-0124	Reports: Sports Hub Sub Group – Cllr Wilkins The final budget position for the pavilion is £726,542.03, a 0.5% overspend on the contract price. This was only achieved with the help of REAL Consulting through their management of the project and control of the spend. We retain a percentage of contract, and the funders of the pavilion retain a percentage of the funding, for 1 year. There are some additional works the SH group would like the Council to consider but the list is not quite finalised. The 2 items for a decision tonight are a clock to help users leave the pitch on	

	time, and welcome signage. Other items will be deferred to the next meeting for final prices. A budget of £500 for the signage – welcome sign and plaques, including fitting – was approved. The clock was deferred for costs to be determined. The opening event will be on the 26th October. Land Management – Cllr Tungate <u>Broadland Tree Warden Network</u> There will be a refocus of the Tree Warden resource to enable them to concentrate on specific areas: Low Farm Wood (owned by County Farms), the trees at the Cemetery, the Countryside Park orchard, Jubilee Line and disease resistant elm. They will do ad hoc work and inspections for the Council when asked, including tree surveys and input into management plans. <u>Countryside Park</u> Cllr Proctor secured funding through his Ward grant to fund dropping the raised kerbs either side of the entrance to give better access. The new notice board has been installed. <u>Allotments</u> The Allotment rents are remaining unchanged. Costs were approved to cut the outside and top of the allotment hedge. The allotment holders will trim the inside of the hedge. <u>Church Fen</u> Further emergency repairs have been required to the boardwalk and it was temporarily closed for safety reasons. A new working group is being formed of 4 members of the LM & Env Committees to create a 5 year management plan. ToR have been drafted for A&S to look at. <u>Cremer's Meadow</u> The bridge officially opened on the 3rd September and thanks have been sent to Blofield Parish Council for their support and collaboration throughout the project. We have entered into an agreement with the Norfolk Wildlife Trust for renovation of the pond to create a habitat for the great crested newts. There is no commitment or cost to the Parish but they have not found a contractor as yet. <u>Cemetery fees</u> LM considered revised Cemetery fees in comparison to other Norfolk Parish/Town Council fee structures. A proposed new fee structure was presented to the Council for consideration. The Council approved, with 1 vote against, the new fee structure with the following amendment: the Exclusive Rights of Burial fees for burials will be £200, £300, and £400 for residents, Blofield residents, and non-Brundall Residents respectively. LM would like the Council to consider an earmarked reserve for the Cemetery income and expenditure, the same as for the allotments. This would enable a reserve to be built up for the future expansion of the Cemetery into the spare field without increasing the precept. This was approved. Environment Committee – Cllr Warns Mud testing at Church Fen was discussed because of a possibility of dredging the dykes to build up the eastern path. But the river has historically been affected by mercury, which has seeped into the dykes, therefore dredging was deemed too difficult to undertake and it was decided to leave the mud as is. Testing the mud in the Cremer's Meadow pond was also considered in case taking any dredgings off site was necessary. The pond working group have talked to a contractor and it is possible to leave the dredgings on site so no testing is required. It is hoped that Cremer's pond can be revitalised as a habitat for great crested newts. Funding is available as they are not currently on site but there are some in the village. BWG submitted detailed reports on their surveys. CF most biodiverse area of PC land.	
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	5 bird boxes have been installed at LFW. 3 bat boxes have been installed at CF, LFW, and CM. The man who provided the bat boxes will come back later in the year to check whether they have been used. HH have given permission for dredging work on the duck pond on Brundall Village Park, subject to further paperwork. As LFW is managed by the BTWN the Parish Council cannot ask volunteers to undertake work as they would not be covered by our insurance. BWG are going to talk to the Ecology department at UEA for help with their surveys. Road Safety Group – Cllr Savory The group has an aspiration for a second pedestrian crossing around the shop area. The Council were supportive of the idea. Finance Group – Cllr Wilkins The Finance Group met on the 5th September to review the first 4 months. The Council is currently on budget with the only outstanding item is to review the amount of CIL remaining after the completion of the Sports Hub. Social Media – Cllr Savory Nothing to report.	
2024-0125	Advisory & Scrutiny Committee The following policies were considered: Social Media Policy – extracted from the Communications Policy to be a stand alone policy, with one amendment to explain how approval of the Facebook posts are actioned. Communications Policy – revised following the removal of Social Media to a separate policy, and the inclusion of WhatsApp messages as a method of communication Livestreaming Policy – A&S reviewed the draft policy, created by the Deputy Clerk, but it does not state under which circumstances the Council should livestream a meeting, or how long recordings should be available for. The Council were happy to accept the policy as it is as the meetings are no longer livestreamed on a regular basis. Staff Expenses Policy – drafted in light of the Clerks contracts of employment stating there is an Expenses Policy. The above policies were approved. Community Infrastructure Levy (CIL) Policy – to create guidelines for external organisations to apply for any CIL funds the Council may hold. CIL funds can be spent on any qualifying project within Brundall that benefits the village and residents. The Clerk was asked to seek advice from NPTS whether a specific CIL policy was a good idea.*	*Clerk
2024-0126	Sub-group Terms of Reference <u>Social Media Group</u> Draft ToR for the Social Media Group were considered and approved. <u>Finance Group</u> Draft ToR for the Finance Group were considered. The remit of the group has recently changed from budget setting and Year End accounts to include quarterly monitoring. LM requested the Chairman of the Committee have a permanent place on the Working Group. The Chairman of LM will be present at the budget discussions in November and the membership of the group will be discussed then and brought back to full Council.	
2024-0127	Planning – comments to be ratified The following applications were received in August and comments submitted between meetings: 2024/2113 - rear infill extension with associated alterations at 4 St Michaels Way, Brundall, NR13 5PF – no objections. This was approved by the Council.	
2024-0128	Planning – applications considered The following applications were considered: <u>2023/3021</u> - Reserved matters details of appearance, landscaping, layout and scale of 147	

	dwellings, open space, associated access, car parking, garaging, drainage infrastructure and other associated works following outline/hybrid permission 20211917 at Land East Of The Memorial Hall Links Avenue Brundall NR13 5LL. The Council delegated the response to the Brundall Village Park Group. <u>2024/2563</u> – two storey front extension, proposed first floor by raising ridge line and erecting dormers on both sides of the roof, erection of front porch and demolition of garage at Wych Hazel, 10 Laurel Drive, Brundall, NR13 5RE. Several residents of Laurel Drive and West End Avenue attended the meeting and made representations against aspects of the planning application. The Council approved, with 1 abstention, objecting to the application on the following points: • An expansive extension and over development of the site • Loss of privacy/amenity of adjacent houses and gardens • The proposed redevelopment is out of character with the surrounding properties • No impact assessment has been carried out on the environment and tree <u>Notification of appeal 2023/3696</u> - demolition of existing dwelling, and erection of single storey dwelling with vehicular access at St George 15 Highfield Avenue Brundall Norfolk NR13 5NT. The Council noted the appeal but no comments are required. [the Council approved extending the meeting by 20 minutes]	
2024-0129	Asset of Community Value The Council considered whether to register Springdale Care Home as an ACV but decided to defer until more information was known about the future plans of the building. Several questions were asked by BDC about the reasons for putting forward Low Farm Wood for ACV designation. No response was agreed as it was felt the original application was enough.	
2024-0130	Parish Partnership Funding 2025/26 Details of the current funding criteria were circulated to Councillors. The closing date is the 6th December 2024. The Road Safety Group will look into applying for a feasibility study for a second pedestrian crossing on The Street.	
2024-0131	AED's (defibrillators) in Brundall 2 members of Brundall and District First Responders attended the meeting to talk about the defibrillators in the village. The listed ones are at the marina, Scout Hut, McDonalds, and Co-op but they have not been checked or looked after since installation and have needed consumables and some repairs/replacement to a couple of the boxes. The Brundall Responders have replaced any pads and batteries and made sure all AEDs are now working but asked the Council if they could be the nominated Guardians going forward. The Council would be responsible for the costs of replacement pads, batteries, boxes and AEDs as and when required. Costs include: Box - £500 – replacement depends on weathering AED - £1,042 – every 10 years Battery - £325 – every 4-5 years Pads - £85 – every 2 years or if used The Responders will undertake the checks on the AEDs every month and inform the Council when replacements are needed. The Council approved becoming Guardians of the 4 AEDs at the marina, Scout Hut, McDonalds, and the Co-op. £1,000 per year will be added to the budget to allow for replacements, and the Council will work with the local businesses to see if they will take some ownership of the AEDs placed on or near their premises. There are additional AEDs at Brundall Memorial Hall, Brundall Sports Hub, and the Church.	
2024-0132	Parish Councillor attending a Guides meeting in November Details will be re-circulated to Councillors.	
2024-0133	Finance The External Audit has been received with an 'except for' matter regarding the treatment of the CIL advance. This was not added to either box 3 (other receipts) or box 5 (loan repayments) on	

	the AGAR therefore those figures will need to be restated next year. Technically the Council did not receive these amounts as BDC reduced the amount of the loan against the CIL received however the Council prepares income and expenditure accounts and should have grossed up the relevant sections on the AGAR. This does not affect the accuracy of the AGAR or Year End accounts for 2023/24. A quote of £1,850 + VAT from Cozens for a replacement lamppost outside 78 St Laurence Avenue was accepted. Payment of all members of staff by standing order was approved. The Council approved applying for Silver membership of Community Action Norfolk. Bills for payment for August 2024 of £21,935.67 had been circulated to Councillors in August (see below). These were unanimously approved. The invoices for payment for September of £12,183.07 had been circulated to Councillors in advance of the meeting (see below). The Council decided not to renew the subscription to the Councils Direct magazine, 1 free copy is received anyway. The revised payments schedule was approved with 1 abstention. The payments made in July 2024 were circulated to Councillors and have been confirmed by Cllr Britt.	
2024-0134	Clerk's Correspondence Members of the Brundall Local History Group attended the meeting to ask if the Parish Council would consider taking ownership and responsibility for the weathervane that used to sit on top of Springdale Care Home. It was designed by the County architect and belongs to Norfolk County Council however neither Norse nor NCC wish to retain ownership now that the care home is closing. Norse offered it to BLHG but they do not have the facilities or ability to store or care for something that large. BLHG contacted the County Museum Service to see if they would have it but was told that that sort of item is not in their collection policy. Norse and Norfolk County Council would be happy for the Parish Council to have it with the following caveats: • It is taken as seen • It becomes our responsibility • We cannot return it to Norfolk County Council • We must arrange our own storage • Collection has to be within 1 month of the 12th September The Council unanimously approved taking ownership of the Springdale weathervane.	
2024-0135	Items for the Next Agenda Parish Partnership funds 2023/24 and 2024/25 ACV	
2024-0136	Date, time, and venue of next Parish Council Meeting 28th October 2024 at 7pm at the St Laurence Centre. The meeting closed at 21.47.	
	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>	
2024-0137	Update on negotiations with Shell The Council has accepted an offer from Shell for the easement across the Spare Cemetery field. It was agreed to ring-fence this amount for future projects.	
2024-0138	Staffing Committee update - Cllr Wilkins 4 interviews were held for the vacant Deputy Clerk position. 1 candidate was offered the role and accepted, but subsequently withdrew for family reasons. The Clerk, Deputy Clerk, and Cllr Buckley held an informal chat with the reserve candidate and she was offered and accepted the position for 14 hours per week. She will start on the 7th October.	

Signed as a true record Date

2024-0123 – Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting – 23 September 2024

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>

Each local authority in England and Wales is required to have a scheme for the allocation of social housing. The Housing Allocations Policy was agreed at Main Council on 25 July 2024 following consultation and legislative changes. The number of households on the BDC housing list has increased to over 1100. This is more than double the number waiting 5 years or so ago and the policy changes will help the council to respond more efficiently to those in need.

The Norfolk Green Infrastructure and Recreational Avoidance and Mitigation Strategy (GIRAMS) is to ensure the council meets his legal duty under the conservation of habitats and species regulations 2017. GIRAMS has been prepared by the 8 Local Planning Authorities of Norfolk in conjunction with Norfolk County Council. Its purpose is to deliver the mitigation necessary to avoid adverse effects on internationally designated sites from the impacts of residential development that is forecast to be delivered across Norfolk until 2038. A Norfolk wide Recreational Impact Avoidance and Mitigation Strategy (RAMS) board has now been set up to oversee the projects to be delivered which will be funded from the tariff collected from new development.

CLlr Laming attended the Yare Valley Churches Institution service for the Rev David Hanson at St Laurence Church, Brundall on 29 July led by the Bishop of Thetford, Ian Bishop.

A Carbon Literacy Training Course has been launched in Broadland and is specifically designed for Town and Parish Councillors and community groups. The intention is to see how this pilot is received in Broadland, with the possibility of rolling out to South Norfolk.

It is an Accredited (Carbon Literacy Trust) bespoke Course which covers the science and effects of climate change on a national and local scale and will have an in-depth section on actions that local groups can take including case studies and funding options.

It is a free 7-hour course with lunch/refreshments provided. There are 3 sessions available for a maximum of 3 people from each organisation. These are on:

Tuesday 24th September - full day at the Horizon Centre, Broadland District Council office

Saturday 19th October full day at Horsford Village Hall

2 evenings on Monday 4th November and Monday 11th November – need to attend both – at the Diamond Centre in Sprowston

If you are interested and would like to book places please contact BDC on

environmentalstrategy@southnorfolkandbroadland.gov.uk

For more information see: [Home - The Carbon Literacy Project](#)

If your council is interested in having a Bottle Bank as part of a joint working agreement with Broadland District Council, please complete the following survey: <https://forms.office.com/e/6Y85JMvkF7>.

A new trod/footpath has been built along part of Norwich Road, Strumpshaw, to improve the safety of pedestrians in the village.

Broadland District Council has a new information section on its website about Nationally Significant Infrastructure Projects such as major highway schemes, electricity projects and offshore windfarms. There is also an interactive map.

<https://www.southnorfolkandbroadland.gov.uk/nationally-significant-infrastructure-projects>

The Solar Together Scheme run in conjunction with Broadland District Council is open for registrations. This is a group buying scheme for solar PV and battery storage systems

<https://solartogether.co.uk/broadland/home>

Applications for the Veolia Sustainability Fund are still open. A successful project will provide evidence of one or more of the following: Enhancing biodiversity, promoting sustainable waste behaviours (reduce, reuse and/or recycle), Protecting or preserving resources and the environment, Its use of recycled, reused or reclaimed materials. The closing date is 30 September 2024. <https://www.veolia.co.uk/sustainability-fund>

BDC will be producing a Design Code to shape the requirements for future development in the district.

BDC has plans for a new visitor centre and café at Broadland Country Park. The proposed plans can be viewed on the website from 9 September and residents will be able to submit their comments on the plans.

<https://www.southnorfolkandbroadland.gov.uk/broadland-country-park-1/visitor-centre-consultation>

Cllr Davis is working closely with the manager and consultants for the Net Zero Fast Followers Project, which is engaging with all of the parishes in Brundall Ward. A funding bid has been submitted for a study to explore the feasibility of a cycleway linking Postwick and Brundall.

Cllr Davis is the Broadland Council representative on Community Rail Norfolk and attended the AGM at Norwich Station on the 6 September. The Wherry Line Community Rail Partnership (CRP) is a member of Community Rail Norfolk. The volunteer station adopters for Cantley station are members of the Wherry Line CRP.

Cllr Davis will be assisting with leading a World Café to be held in Reeppham on 30 September.

Cllr Jess Royal (Burlingham Ward) and Cllr Laming attended a "Celebrating Nature" service at St Edmund Church, Acle, on 8 September. There were some inspiring displays from many local groups involved in promoting biodiversity and enhancing nature in the local area.

Members Ward Grants may be used to purchase first aid bleed kits for local communities. The shelf life of these is approximately 2 years, and courses can be delivered if needed on their use. They could be useful in rural areas as severe bleeding could occur as a result of trauma in any location.

There will be a Town and Parish Summit held at the Horizon Centre on 13 November from 9.30 – 12.30 in the morning. Planning will be covered, and parishes are welcome to submit additional topics for the agenda to Andy Sexton andy.sexton@southnorfolkandbroadland.gov.uk

There are 2 officers at Broadland District Council who are responsible for overseeing the Inspection and Maintenance of Surface Water Drainage Features. They are Nathan Harris and Katie Spillman. Please do report any matters of concern with watercourses or drainage infrastructure in the parish.

Broadland District Council are keen to work with young people in the district, and members of the Youth Advisory Board came to speak to council members and officers early on in September.

Broadland District Council is committed to breaking the silence around domestic abuse and making sure survivors can get the support they need. The Councils have updated the information available on their website for residents who need help, visit the [domestic abuse pages](#), or call 01508 533933/01603 430431. If you or someone you know is in immediate danger please call 999.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming on 22/9/24)

2024-0133 – Finance

PAYMENTS FOR August 2024

	Net	VAT	Gross
Parish clerk costs	£8,423.62	£0.00	£8,423.62
Office expense	£183.82	£32.61	£216.43
Telephone	£86.47	£17.28	£103.75
Room Hire	£210.00	£0.00	£210.00
Training	£415.00	£83.00	£498.00
Grass cutting monthly contract	£924.83	£184.97	£1,109.80
Street Lighting	£499.98	£70.12	£570.10
Handyman and cleaning	£572.97	£0.00	£572.97
Repairs and Renewals	£38.00	£7.60	£45.60
Cemetery	£99.79	£14.94	£114.73
Allotments	£276.44	£0.00	£276.44
Countryside Park	£34.57	£6.91	£41.48
Cremer's Meadow	£2,116.20	£421.00	£2,537.20
Projects	£2,620.00	£0.00	£2,620.00
IT	£313.25	£0.00	£313.25
Sports Hub	£3,568.58	£713.72	£4,282.30
Total expenditure	£20,383.52	£1,552.15	£21,935.67

RECEIPTS FOR August 2024

Cemetery	£82.50
Interest	£2.99
Miscellaneous	£413.50

Total Income **£498.99**

HSBC Current A/C as at 21/8/24	£20,087.15
HSBC Deposit A/C as at 21/8/24	£1,819.08
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 21/8/24	£7,496.19
Unity Bank Savings A/C as at 21/8/24	£51,110.69
Transfers to/from Deposit A/C from/to Current A/c	£50,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/24	£66,113.24

PAYMENTS FOR September 2024

	Net	VAT	Gross
Parish clerk costs	£4,823.66	£0.00	£4,823.66
Office expense	£766.94	£137.48	£904.42
Telephone	£83.86	£6.79	£90.65
Room Hire	£297.00	£0.00	£297.00
Annual Fees	£1,365.00	£273.00	£1,638.00
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
Cemetery	£300.00	£60.00	£360.00

Allotments	£15.54	£3.11	£18.65
Cremer's Meadow	£302.96	£7.45	£310.41
Church Fen	£1,365.00	£0.00	£1,365.00
IT	£154.35	£0.00	£154.35
Sports Hub	£57.88	£11.58	£69.46
Land Management	£157.50	£0.00	£157.50
Refuse collection	£0.00	£0.00	£0.00

Total expenditure	£11,472.55	£710.52	£12,183.07
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RECEIPTS FOR September 2024

Sports Hub Grant	£31,583.00
Cemetery	£770.00
Allotments	£33.75
Interest	£8.84
Miscellaneous	£2,154.62

Total Income	£34,550.21
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HSBC Current A/C as at 19/9/24	£12,210.01
HSBC Deposit A/C as at 19/9/24	£11,827.92
Transfers to/from Deposit A/C from/to Current A/c	£10,000.00
Transfers to/from Unity Bank	£0.00
Unity Bank A/C as at 19/9/24	£19,333.09
Unity Bank Savings A/C as at 19/9/24	£56,110.69
Transfers to/from Deposit A/C from/to Current A/c	£20,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/24	£66,113.24