

Agenda

Housekeeping

1. **To consider apologies for absence**
2. **Declarations of interest on items on the Agenda**
3. **To confirm the Minutes of the Parish Council Meeting held on 28th October 2024**
4. **To report on actions arising from the Minutes not on the Agenda** (for information only):
2024-0143 – response to BDC on the implementation of car parking charges – completed
2024-0144 – contact County Farms regarding intention to renew CP lease - deferred
5. **To consider a resolution to adjourn the Meeting for 15 minutes for public participation and County Councillors and District Councillors reports**
6. **Re-convene the meeting**
7. **Updates and Reports:**
 - a) Land Management Committee, including:
 - i. To present a paper regarding employing a General Operative/Handyman
 - b) Environment Committee
 - c) Road Safety group, including:
 - i. An update on the Parish Partnership grant for this current year and the potential application for next year
8. **Advisory & Scrutiny Committee**

To consider the following documents and policies:

 - a) Terms of Reference for the Social Media Group - revised
 - b) Terms of Reference for a Church Fen Working Group - new
 - c) Elected Members Expenses Policy – new
 - d) Staff Expenses Policy – revised
 - e) Gifted Bench Policy – revised
 - f) Terms of Reference Land Management Committee – revised
 - g) Records Management and Retention Policy – revised
 - h) WhatsApp retention and deletion – recommended action
9. **To consider the following planning application:**
 - a) 2024/3235 - installation of a domestic air source heat pump (12kW) at 38 Saint Laurence Avenue Brundall Norfolk NR13 5QH
 - b) 2024/3016 - Demolition of existing dwelling & garage. Replacement self build house and garage with new access drive at Oak Cottage 15 Blofield Road Brundall Norfolk NR13 5NN
 - c) 2024/3320 – front and rear single storey extension, garage conversion and roof redesign at 6 Station New Road, NR13 5PQ

- d) 2024/3257 - Details reserved by condition 7 and 11 of 20211917 - archaeology post excavation report at Brundall Memorial Hall Links Avenue Brundall Norfolk NR13 5LL

10. To note the following planning appeal:

- a) BA/2021/0001/COND Appeal Reference : APP/E9505/W/21/326775539 Replacement riverside chalet at Riverside Estate, Brundall, Norwich, NR13 5PU

11. To discuss the Strategy Day action plan

12. To consider whether the Council would like to respond to the Government consultation on remote attendance and proxy voting at local authority meetings - [Enabling remote attendance and proxy voting at local authority meetings - GOV.UK](#)

13. To discuss quotes received for consultants to assist with a review of the Neighbourhood Plan

14. Finance, including:

- i. To receive the bank reconciliations to 31st October 2024
- ii. To consider a grant request for £300 from Sign with Me
- iii. To consider additional costs for the LEMH S106 Deed of Variation
- iv. To approve bills for payment for November 2024
- v. To note payments made in August, September and October 2024

15. Parish Clerk's Correspondence

16. Items for next agenda (not for discussion)

17. Date for the next Parish Council meeting: 16th December 2024

Closed session: *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.*

18. To discuss Sports Hub pavilion lease negotiations between BCL and CSF

Chaudia Dickson

Parish Clerk 20/11/24