

Minutes of the Parish Council

Meeting held on Monday 28th

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

Present:

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

Parish Clerk(s): C Dickson (Parish Clerk), C Watkins (Deputy Clerk)

District Cllrs Davis and Laming and 2 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.	
2024-0139	Apologies for Absence Apologies for absence were received from Cllr A Bonham, and Cllr G Abbott. Chris Whitehouse has resigned from the Council. Thanks were given to Chris for all he has achieved in his time as a councillor. He was a member of the Recreation & Wellbeing and Staffing Committees, and the Sports Hub, Finance, and Brundall Village Park working groups. Broadland are advertising the vacancy to ask if any residents wish to call for an election. When the 28 days for this are passed, and no election is called, the Council may co-opt.	
2024-0140	Declarations of Interest None received.	
2024-0141	Minutes of the Previous Meetings It was resolved , with 1 abstention, to approve the Minutes of the Parish Council meeting held on the 23 rd September 2024, and confidential minute 2024-0137. The Minutes were signed by the Chairman of the Meeting, Cllr Wilkins	
2024-0142	Actions from the Minutes (Not on the Agenda) 2024-0125 – to seek advice on whether to adopt a CIL policy – received and on agenda	
2024-0143	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). A Parking Management Plan has been discussed but this is a preliminary proposal and there will be a consultation in due course. Concerns were discussed that although the paper indicates the main sites under consideration are Reepham and Aylsham, other car parks, including Brundall, are mentioned and the possibility of rolling out charges across the district. Cllr Wilkins will submit a response on behalf of the Council.* First Bus and Simmons have won a contract to run Postwick Park and Ride for the next 8 years which is great news. It is hoped there will be an extension of the opening hours. Thanks were given to DCllr Laming for all the work she did on championing keeping it open. She has contacted NCC suggesting solar car ports to help keeping energy costs down. CCllr Proctor submitted a report that is available on the website. The meeting was re-convened.	*Cllr Wilkins
2024-0144	Reports:	

	Sports Hub Sub Group – Cllr Wilkins An event to officially open Brundall Sports Hub was held on Saturday 26th October. It was very well attended, including representatives from those bodies who had helped it happen – Broadland, GNGB, Football Foundation, Smiths of Honingham, CSF. It was a nice opportunity to thank everyone and celebrate it as a success story. Brundall Bolts also put on an exhibition match with a team from Martham. Thanks were given to Deputy Clerk Rachel for organizing the event. The member agreement between Brundall Parish Council (BPC) and Brundall Community Leisure (BCL) details that BPC is a Class A Member of BCL and as such appoints the Directors of BCL. Chris Whitehouse has offered to stay on as a Director of BCL but the Council felt that all Directors should be Councillors. Phil Gabillia was proposed and seconded, and approved, with 1 abstention, to be a Director of Brundall Community Leisure Ltd. Now that Brundall Sports Hub is fully and officially open it was agreed that the Sports Hub group will be disbanded. All queries from now on will be directed through BCL. BCL will report any issues with the land or facility to Land Management. Operational issues will be between BCL and CSF. BCL will report back to full Council after the quarterly/regular meetings with CSF. Land Management – Cllr Tungate The committee is trying a change in format with monthly meetings but only discussing some areas each time. <u>Countryside Park</u> A complaint was received about the state of the car park surface, with a possible puncture caused by the stones. The surface is 10 years old and was constructed as cinders laid on rubble. The cinders have now washed away leaving the rubble exposed. Although the surface is mainly level it is very stony. LM inspected the car park and contacted the landlord to ensure they were happy with any repairs. It is not cost effective to tarmac the whole area. There are various other options but no firm costs received yet. The prospective purchase document was discussed in July. The committee felt it laid the foundations for a proposal in future, possibly when the lease renewal is discussed in 4-5 years time. The committee were grateful for the work that had gone into it. The financial position and reason for purchase would need to be more detailed to present a clearer reason for the Council to proceed. Members of the committee held an online meeting with representatives from Sweco who are looking for projects that could enhance biodiversity on land near the A47 dualling. They had 3 proposals for Brundall, at Church Fen, Low Farm Wood, and the Countryside Park. The Countryside Park proposal was for a pond but, as the projects need to last 30 years, they were unsure whether the fact that we lease the land and only have 10 years left would be an issue. The Clerk was asked to see if County Farms would be able to say if the intention is to renew the lease when the time comes.* The Council agreed to put the aspiration to purchase the Countryside Park and Allotments land on hold for the time being. Recreation and Wellbeing – Cllr Savory The last meeting was held on the 14th October and the committee received updates from Brundall Memorial Hall, Brundall Guides, Cremer's Meadow, and Brundall Bolts. The Guides will put forward a volunteer to attend future committee meetings, and they will likely be co-opted as a member of the committee. BMH – the Lounge refurbishment is completed and they are moving on to the outside area as their next project. Brundall Bolts raised several concerns about access to the pitch by people not playing or coaching, and gates being left unlocked allowing children to exit the pitch unattended. They were asked to forward these to Brundall Community Leisure so they can address anything with CSF. Brundall Village Park have submitted a response to the LEMH reserved matters, and the committee approved the working group continuing with 3 members now that Chris Whitehouse has left the Council. The committee agreed to contact the church and new vicar to see if we can work together, with	*Clerk
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	BMH, to produce a village newsletter. The BMH representative has stood down as he is no longer a trustee. They will put forward a new trustee who is likely to be co-opted as a member of the committee. The consultation for Brundall Primary School to become an academy has been withdrawn. Brundall Memorial Hall The following report was received: Not much to report just we have received news that we have been successful in getting a Broadland District Council Community Grant for the redevelopment of the land at the front of the hall outside the Lounge. We have also been successful in obtaining a warm spaces grant from Broadland District Council this was not as much as we had hoped however it will keep the community cafe for a few months while we look for additional funding. We are continuing our fundraising efforts so please keep a look out for these and come and support us. Road Safety Group – Cllr Savory The Clerk and Deputy Clerk (RM) met with the new Highways Engineer. The wig-wag near the school and 20mph signage are being looked at. They had a conversation about doing a feasibility study for a second zebra crossing and are waiting for him to get back with costings. Hopefully that can be brought to full Council for a proposal next month. The Parish Partnership funding last year was for 5 gateways into the village. The Highways Engineer has been advised that the ones specified on the application will not stand out and he suggested a white one that will cost a bit more. Therefore we will only be able to afford 3 locations this year. The Council agreed on Postwick Lane, Cucumber Lane, and Strumpshaw Road. The other 2, Blofield Road and Yarmouth Road, will be deferred until the LEMH is developed and there is a trod path on Yarmouth Road. Discussions at the Strategy Day suggested Road Safety could report to R&W. However the issued they are looking at are a priority for the Council therefore they will continue to report to full Council. Social Media – Cllr Savory Engagement and responses are still growing, up by around 10%. A quick analysis shows that we are getting double the engagements of other local Councils, including Broadland. It was agreed that the Social Media Group will now report to R&W.	
2024-0145	Co-option Policy A revised Co-option Policy was considered, reducing the number of days required for advertising a vacancy for a Parish Councillor from 28 to 14 days. The vacancy is advertised by Broadland for 28 days therefore should not need another 4 weeks, and should reduce recruitment of a new Councillor by 1 month. The amended policy was approved.	
2024-0146	Community Infrastructure Levy (CIL) Policy The Community Infrastructure Levy (CIL) Policy was discussed again following advice from NPTS that it was sensible to have one. The Council approved its adoption.	
2024-0147	Committee vacancies Following the resignation of Chris Whitehouse the Council approved appointing Cllr Applegate to the Staffing Committee and as Chairman of the Advisory and Scrutiny Committee.	
2024-0148	Planning – withdrawal of an application The withdrawal of the following application was noted: 2024/1859 - erection of outbuilding at Fraydohn, 64 Cucumber Lane, NR13 5QR	
2024-0149	Strategy Day	

	8 out of 11 Councillors and all 3 Clerks met on the 16 th October for a strategy session coordinated by Norfolk Parish Training and Support. It was very useful and an action plan was produced for the Council to consider. This was only circulated last week and was therefore deferred to the next meeting.	
2024-0150	Parish Councillor attending a Guides meeting in November Cllr Buckley offered to attend but cannot do any Tuesdays in November. Cllr Savory will see if December 3 rd is acceptable instead.	
2024-0151	Attendance at the Remembrance Services Yare Valley Churches are holding 2 Remembrance Services, on Sunday 10 th November at St Laurence Church, and Monday 11 th November at the Shard. Cllr Wilkins will attend and lay a wreath at both services.	
2024-0152	Neighbourhood Plan 2 companies have been contracted and quotes requested however none received back yet.	
2024-0153	Finance Cllr Gabillia was approved as a third Councillor signatory on Unity Bank. Cllr Britt will liaise with the Clerk and confirm salary calculations. The new Local Government salary scales for 2024/25 have been published and have been applied to staff salaries for October and backdated to April. This was approved . The invoices for payment for October of £14,496.48 had been circulated to Councillors in advance of the meeting (see below). There are several invoices for supplies for work at the allotments to lay new pipes to provide taps for plots that do not currently have them. A member of the Allotment Association asked if payment for these could be withheld until they have been double checked. The Council agreed. The revised payments schedule was approved . Approval of the payments made in August and September 2024 was deferred to the next meeting.	
2024-0154	Clerk's Correspondence None received	
2024-0155	Items for the Next Agenda Parish Partnership funds 2023/24 and application 2024/25 Strategy Action Plan Quarterly bank reconciliations Neighbourhood Plan	
2024-0156	Date, time, and venue of next Parish Council Meeting 25 th November 2024 at 7pm at the St Laurence Centre. The meeting closed at 21.05.	
Signed as a true record Date		

2024-0143 – Public Participation

Broadland District Councillors Report for Brundall Parish Council Meeting – 28 October 2024

Cllr Davis and Cllr Laming attended the Parish Cluster meeting at Reedham Village Hall on 24 September at which ten parishes were represented.

BDC is now consulting on the second stage of the Design Code process. A Design Code establishes clear design requirements for the physical development of a site or area. It provides straightforward guidance to ensure high quality and appropriate development. Design Codes may cover themes such as the height of

buildings, their design and materials, landscaping, the design of bin stores, and the design of parking spaces. For more information and to view the consultation and respond go to:

<https://www.southnorfolkandbroadland.gov.uk/planning/future-development/emerging-local-plan/broadland-and-south-norfolk-district-wide-design-codes>

<https://southnorfolkandbroadland.placechangers.co.uk/page>

Cllr Davis and Cllr Laming attended the Norfolk Landscapes Conference and Exhibition at the Norfolk Showground on 2/10/24.

Cllr Davis and Cllr Laming attended the Norwich Society Conference on Adapting our City for Climate Change, at the Forum on 3/10/24.

Cllr Laming attended the Brundall Memorial Hall Community Café on 25 September and 23 October and spoke to members of the Hall Committee about their project for improvements to the hall. On 14/10/24 the BDC Community Grant Scheme Panel awarded £9000 to Brundall Memorial Hall for Phase 2 of the project to improve the outdoor hall facilities for residents.

We have both submitted responses to several recent consultations including the Norwich Western Link planning application, the Norfolk County Council Rail Consultation 2024, the government's National Planning Policy Framework Consultation and the Norfolk County Council Shaping Norfolk's Libraries consultation.

BDC has opened a new round of the Winter Pressures Grant for 2024/2025. The grant is to aid communities to support themselves with a focus on supporting the more vulnerable residents in their local area. Groups can apply for up to £500 which can be spent on resources that enable them to hold community cafe's, create Christmas hampers or supply those in need with warm clothing. We welcome innovative ideas and projects that link in with the Help Hub and other local support services. For more information and to apply go to:

<https://www.southnorfolkandbroadland.gov.uk/winter-pressures-grant>

Brundall Memorial Hall has already applied for a Winter Pressures Grant from BDC and have been awarded £276.25 towards the running of the community café which provides a warm space for residents.

Carbon Literacy Courses are available specifically designed for Town and Parish Councillors and community groups. Feedback from attendees on the first BDC course has been very good. The course is accredited (Carbon Literacy Trust) and 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 2 sessions available for a maximum of 3 people from each organisation. These are on:

Wednesday 6 November: 9.00 am - 4.30 pm at Horsford Village Hall

Wednesday 27 November 9.00 am - 4.30 pm full day at the Horizon Centre, Broadland Business Park

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](#)

and the promotional video for the training is here: [Carbon Literacy Training for Town and Parish council](#)

[The BDC and SNC Community Link Network](#) brings together residents living in the two districts who serve as community leaders, volunteers, or people who are affiliated with voluntary groups and organisations. This is to encourage collaboration, provide support and share information. Membership is open to anyone who is part of a voluntary, community, or social enterprise sector including a wide range of groups, from traditional organisations like Girl Guides and Rotary Clubs to newer initiatives like Community Fridges and Men's Sheds. Residents who are interested in learning more about opportunities to help in the voluntary sector and want to explore ways to get involved are also welcome to join.

To find out more about the network please call 01603 430431 or

email: communities@southnorfolkandbroadland.gov.uk

BDC is considering introducing a new parking management plan for council owned car parks, with the possible introduction of paid parking in Reepham and Aylsham, with a free first hour of parking. The County Council Norfolk Parking Partnership (NPP) manages civil parking enforcement in the district, and BDC operates off street parking provision. BDC currently contributes £10,000 per year to the NPP. This is likely to increase, and so are car park maintenance costs over the next 10 years.

BDC provides support and advice for new and growing businesses in the district. If you are associated with a business and would like to receive business news and information from the council, subscribe to the newsletter here: <https://www.southnorfolkandbroadland.gov.uk/business/starting-new-business>

The BDC Emergency Planning department has asked communities to consider preparing for winter by considering the risks and reviewing the current plans and networks in place. BDC is part of the Norfolk Resilience Forum. For more information on developing a plan, visit the website or contact Simon.Faraday-Drake@southnorfolkandbroadland.gov.uk

<https://www.southnorfolkandbroadland.gov.uk/communities/community-resilience>

On 16/10/24 Cllr Laming attended the Norfolk and Waveney Integrated Care System Conference at the Kings Centre which considered health and social care provision in the area.

At the BDC Main Council meeting on 17/10/24:

The council adopted a Revised Complaints Policy

The Reedham Neighbourhood Plan was adopted

It was agreed that Broadland Growth Limited (BGL) will be retained by BDC as a wholly owned company. BGL has completed 2 small housing developments in the past, one at Carrowbreck Meadow (14 homes) and one in Great Plumstead (22 homes)

The Annual Report of the Audit Committee (2023/24) was approved

A motion was passed to sign up to the Youth Advisory Board Pledge to “provide accessible, inclusive, safe play environments that challenge, excite, stimulate and promote the interaction of all young people of all abilities”, noting that full compliance with the pledge will require a staged implementation and may be restricted due to resources.

<https://www.map.uk.net/here-you/changing-world/everyone-has-right-play>

A motion was passed to oppose the government’s proposal to remove the Winter Fuel Payment from pensioners who do not claim Pension Credit or are on other benefits recognising the disproportionate impact this will have on our vulnerable residents, particularly those in rural communities like Broadland, and to write to the Secretary of State for Housing, Communities and Local Government and the Chancellor of the Exchequer, to ask that Winter Fuel Payments are reinstated to protect vulnerable pensioners.

A Veolia recycling event will be held in the Brundall Memorial Hall car park on Wednesday 13 November between 10.00 am and 2.00 pm. Residents will be able to drop off unwanted household small electrical and electronic devices and textiles (clothes, shoes, bed linen, curtains and towels) for recycling.

Nominations are now open for the BDC Business Awards, sponsored by Birketts. Businesses can nominate themselves in any one of 10 categories which include: Business Growth, Business Innovation, Employer of the Year, Environmental Impact, Excellence in Advanced Manufacturing and Engineering, Excellence in Insurance, Financial and Professional Services, Food and Drink Producer of the Year, New Business, Small Business of the Year and Tourism Business of the Year. Nominations close on 13/12/24. Winners will be announced on 19/3/24. Residents are also invited to vote for their favourite Retailer of the Year and Pub of the Year. By voting they will automatically be entered into a prize draw to have a chance of winning £100 of shopping and pub vouchers. <https://www.southnorfolkandbroadland.gov.uk/business/broadland-and-south-norfolk-business-awards>

2024-0153 – Finance

PAYMENTS FOR October 2024

	Net	VAT	Gross
Parish clerk costs	£7,400.59	£0.00	£7,400.59
Office expense	£206.96	£23.15	£230.11
Telephone	£75.54	£15.11	£90.65
Room Hire	£350.00	£0.00	£350.00
Training	£120.00	£0.00	£120.00
Annual Fees	£50.00	£0.00	£50.00
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	£556.00	£0.00	£556.00
Cemetery	£17.58	£0.00	£17.58
Allotments	£1,581.83	£278.44	£1,860.27
Countryside Park	£1,365.79	£84.17	£1,449.96
IT	£154.35	£0.00	£154.35
Sports Hub	£211.75	£11.35	£223.10
Total expenditure	£13,873.25	£623.33	£14,496.58

RECEIPTS FOR October 2024

Allotments	£45.00
Interest	£475.22

Total Income	£520.22
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HSBC Current A/C as at 23/10/24	£11,844.33
HSBC Deposit A/C as at 23/10/24	£11,846.78
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 23/10/24	£20,300.12
Unity Bank Savings A/C as at 23/10/24	£126,567.05
Transfers to/from Deposit A/C from/to Current A/c	£70,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/24	£66,113.24