

In attendance: Cllrs K Wilkins (Chairman), L Britt, K Applegate, P Gabilia, J Mickelburgh, M Savory, R Tungate, J Warns and G Abbott

Clerk: Mrs C Dickson, Deputy Clerk: Mrs C Watkins

District Cllr E Laming

Members of the public: 3

1 Apologies for absence

Apologies were accepted from Cllrs G Buckley and A Bonham.

There have been no applicants for the vacancy. The Council agreed to advertise the vacancy again after Christmas.

2 Declarations of interest

None received.

3 Minutes of the last meeting

It was resolved to APPROVE the Minutes of the Parish Council meeting held on 28th October 2024 and they were signed by the Chair.

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. However there had been no response from BDC. Cllr Wilkins wanted to be noted in the minutes that the lack of response from BDC on several issues was unacceptable and as such he has felt the need to complain to the Managing Director. Again, no response has been received.

2024-0144 - contact County Farms regarding intention to renew the Countryside Park lease, deferred indefinitely as the Biodiversity Designated Funds for the proposals by SWECO have been suspended.

5 To consider a resolution to adjourn the Meeting for 15 minutes for public participation and County and District Councillors' reports

The County Councillor report was received this afternoon. It was noted. It will be circulated and is available on the website.

District Cllr E Laming briefly surmised her report and details were noted. It is available on the website.

The new booking system for Strumpshaw Recycling Centre was discussed. It is only possible to book one slot per car per weekend. Any problems should be reported to NCC. The **Clerks** will put information posters about the changes on the notice boards.

6 The meeting was reconvened

7 To receive updates and reports

a) Land Management Committee including:

i) To present a paper regarding employing a General Operative/ Handyman

Cllr R Tungate presented a summary report of the papers that were prepared by the Land Management Committee. The Council's assets are expanding, there is a duty of care for Public Safety and providing value for money to parishioners. This proposal to employ a General Operative is cost neutral to the Council and shows that the Land Management Committee has a clear strategy moving forward.

The issue was fairly debated. There was no vote on the proposal. It was AGREED that Cllrs Tungate, Applegate, Savory and Gabilia will meet to look at the questions raised during the debate.

It will also be discussed by the Staffing Committee, and Finance Group as part of the budget setting, and brought back to the next full Council meeting.

b) Environment Committee

It was noted that the Biodiversity Designated Funds from Highways England is no longer available.

The members of the Biodiversity Working Group are keen to start developing a management plan for the meadow and river area of Brundall Village Park in order to be prepared and ready once the Council gets the land. The Brundall Village Park Group will co-ordinate with the BWG once a plan for the area has been developed.

Cllr M Savory thanked the Biodiversity group for all the work they are doing at the duck pond.

c) Road Safety Group including:

- i) An update on the Parish Partnership grant for this current year and the potential application for next year

In 2021 the Council approved a document that was submitted to Norfolk County Highways, which included the consideration of a second pedestrian crossing on the Street, potentially near the shops. This would help people wishing to use the shops and children on the way to school, enhancing the Safer Journey to School Project.

A feasibility study for a second pedestrian crossing near the shops would cost £3,000. The Council APPROVED applying to the Parish Partnership Scheme for the feasibility study. The cost to the Council would be £1,500 from the Road Safety reserves.

8 Advisory and Scrutiny Committee

To consider the following documents and policies

- a) Terms of Reference for the Social Media Group – revised to report to Recreation and Wellbeing not full Council
- b) Terms of Reference for a Church Fen Working Group – new
- c) Elected Members Expenses Policy – new
- d) Staff Expenses Policy – revised, section 4. Subsistence revised in line with the Elected Members Expenses Policy.
- e) Gifted Bench Policy – revised, to increase the charges for the benches and installation charges to be dependent on location and actual cost.
- f) Terms of Reference Land Management Committee – revised, as per advice received that it is not possible to have non-voting members of a committee that manages land.
- g) Records Management and Retention Policy – revised, in line with legal and statutory requirements.
- h) WhatsApp retention and deletion – the committee asked councillors to be aware of what they message on WhatsApp, or text, and that all messages are covered by Freedom of Information legislation. They recommended that messages be deleted when no longer relevant.

The Council resolved to APPROVE all of the above documents and policies.

It was noted that the current Employment Policy does not have a lot of structure or clarity and it is being revised.

9 To consider the following planning applications

- a) 2024/3235 - installation of a domestic air source heat pump(12kW) at 38 St Laurence Avenue

No objections

- b) 2024/3016 – demolition of existing dwelling and garage. Replacement self-build house and garage with new access drive at Oak Cottage, 15 Blofield Road

No objections

- c) 2024/3320 – front and rear single storey extension, garage conversion and roof redesign at 6 Station New Road

No objections

- d) 2024/3257 – details reserved by condition 7 and 11 of 20211917 – archaeology post excavation report at Brundall Memorial Hall

Noted

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

The appeal has been allowed by the inspector.

11 To discuss the Strategy Day action plan

It was agreed that this is a directional document and as such would be more useful if there was a timeline associated with actions and a completion date along with who is responsible. This will be looked at after Christmas by the **Clerks** and will be added to the Agenda as a standing item for review with effect from February.

12 To consider whether the Council would like to respond to the Government consultation on remote attendance and proxy voting at local authority meetings

It was AGREED that the Cllrs would respond individually.

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

It was AGREED to accept the quote from Rachel Leggett Associates with Compass Point to assist with the review of the Neighbourhood Plan. The **Clerks** will be apply for grants from Locality and Broadland District Council to cover most of the costs.

The review will be a time-consuming process, however it is invaluable. There can be a steering group set up including residents as long as there are proper Terms of Reference in place.

14 Finance, including

- i) To receive the bank reconciliations to 31st October 2024

AGREED

- ii) To consider a grant request for £300 from Sign with Me.

Cllr R Tungate stated that although the provision for children needing this kind of help is valuable, the application reads as a business set up grant. The Council need to know what the money is actually for and where will the money be spent? Will this benefit anyone in Brundall?

It was AGREED that the **Clerk** will ask the applicant for further details.

- iii) To consider additional costs for the LEMH S106 Deed of Variation

Our solicitors are having significant difficulties engaging with the solicitors from one of the other parties, incurring additional costs.

The Council to AGREED to an additional £2,000+VAT.

- iv) Bills for payment for November 2024 of £14,286.11 had been circulated to Councillors (see below). These were unanimously APPROVED.

- v) The payments made in August, September and November have been checked by Cllr Britt and were noted.
- vi) The Council's agreement with Brundall Community Leisure includes a grant of £5,000. To date only £1,100 has been paid.

15 Parish Clerk's correspondence

None.

16 Items for the next agenda

Budget
General Operative
Neighbourhood Plan
Sports Hub Lease

17 Date for the next Parish Council Meeting

16th December 2024

18 Closed Session

The discussion of the Sports Hub pavilion lease negotiations between BCL and CSF was deferred to the next meeting. Legal advice relating to the lease was received this afternoon, too late to be considered by BCL before the meeting.

Meeting Closed: 21.37

Signed:

Dated:

14. iv) PAYMENTS FOR November 2024

	Net	VAT	Gross
Parish clerk costs	£6,222.62	£0.00	£6,222.62
Office expense	£285.28	£25.07	£310.35
Telephone	£75.54	£15.11	£90.65
Room Hire	£236.00	£0.00	£236.00
Grass cutting monthly contract	£924.83	£184.97	£1,109.80
Street Lighting	£2,127.48	£395.62	£2,523.10
Handyman and cleaning	£572.97	£0.00	£572.97
Repairs and Renewals	£160.00	£0.00	£160.00
Allotments	£1,238.69	£247.78	£1,486.47
Countryside Park	£215.00	£43.00	£258.00
Cremer's Meadow	£315.00	£63.00	£378.00
IT	£154.35	£0.00	£154.35
Sports Hub	£413.96	£82.80	£496.76
Refuse collection	£239.20	£47.84	£287.04
Total expenditure	£13,180.92	£1,105.19	£14,286.11

RECEIPTS FOR November 2024

Cemetery	
Allotments	£1,721.25
VAT	
Miscellaneous	

Total Income	£1,721.25
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HSBC Current A/C as at 19/11/24	£11,865.97
HSBC Deposit A/C as at 19/11/24	£12,868.08
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 19/11/24	£11,574.29
Unity Bank Savings A/C as at 19/11/24	£126,567.05
Transfers 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