



The next meeting of Brundall Parish Council will be held on Monday **27th January 2025** at 7pm in the **St Laurence Centre, Brundall**.
Members of Brundall Parish Council are summoned to attend.

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 Meetings held on 16th December 2024**
4. **To report on actions arising from the Minutes not on the Agenda** (for information only):
12 – application for funding for the Neighbourhood Plan - complete
5. **To consider a resolution to adjourn the Meeting for 15 minutes for public participation and County Councillor's and District Councillors reports**
6. **Re-convene the meeting**
7. **Updates and Reports:**
 - a) Land Management Committee, including:
 - i. To approve the cost of a dismantling inspection of the zipwire
 - b) Recreation and Wellbeing Committee:
 - i. To consider approving a budget for the first print of a newsletter
 - c) Road Safety group
8. **To consider the following documents and policies recommended by the Advisory & Scrutiny Committee**
 - a) Privacy Notice – review with no amendments
 - b) GDPR Policy – minor amendments to reflect updated advice on who is the Data Controller
 - c) Disciplinary Policy – new
 - d) Grievance Policy – new
 - e) Recruitment Policy – new
 - f) Appraisal form – new
 - g) Biodiversity Working Group Terms of Reference – revised Aims and Objectives
9. **To consider the following planning application(s):**
 - a) 2024/2563 - Front extension, creation of first floor by raising ridge line including erection of dormers and demolition of garage at Wych Hazel 10 Laurel Drive Brundall Norfolk NR13 5R
10. **To ratify comments on the following planning application(s)**
 - a) 2024/3667 - demolition of rear porch. New single storey rear and side extension at Byroads 46 Holmesdale Road Brundall Norfolk NR13 5LX.

The Council had NO OBJECTIONS to the application.
 - b) 2023/3021 - 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 Location: Land East Of The Memorial Hall Links Avenue Brundall NR13 5LL

The Council had the following comments:

- These comments also apply to planning application 2023/3272.
- The PRoW should be 3m wide to enable it to be a cycleway. It should also be lit for safety reasons.
- Concerns regarding the emergency access road include: no details on the intersection with Links Avenue; the Council would prefer grasscrete to tarmac surface; who will be responsible for the future maintenance; how will the access on to the road be managed; can it follow the footpath to the first drive
- Removal or lowering of the sewer inspection covers are required
- Maintenance schedules and/or management plans for the attenuation ponds are not included
- There is no management plan for the construction traffic
- Details of how the green spaces will be maintained and protected is not provided

11. To consider the following consultation(s):

- a) Postwick with Witton Neighbourhood Plan pre-submission Regulation 14 consultation - [Neighbourhood Plan – Postwick with Witton Parish Council](#)

12. To discuss the Land Management Committee proposal to employ a Handyman/General Operative

13. To consider the updated Strategy Day Action Plan

14. To update on the review of the Neighbourhood Plan

- a) To agree a date for an inception meeting via Zoom in early March
b) To agree a date for a workshop day in March

15. To receive an update on the vacancy for a Councillor

16. To review the tender and contract details for the Grass Cutting contract

17. To consider the meeting dates for the next year

18. Finance, including:

- To consider a grant request for £300 from Sign with Me
- To discuss the insurance renewal
- To receive the quarterly bank reconciliations to 31st December 2024
- To consider transferring £100,000 to the Broadland Parish Deposit account
- To approve bills for payment for January 2025
- To note payments made in November and December 2024

19. Parish Clerk's Correspondence

20. Items for next agenda (not for discussion)

21. Date for the next Parish Council meeting: 24th February 2025

Claudia Dickson Parish Clerk 22/1/25