

Minutes of the **Parish Council** meeting held on Monday 16th December 2024 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chairman), G Buckley, K Applegate, A Bonham, P Gabilia, J Mickelburgh, M Savory, R Tungate, J Warns and G Abbott
Clerk: Mrs C Dickson
District Cllrs E Laming and J Davis
Members of the public: 1

1 Apologies for absence

Apologies were received from Cllr L Britt.

2 Declarations of interest

Cllr Bonham – planning item 8.a).

3 Minutes of the last meeting

It was resolved to APPROVE, with 2 abstentions, the Minutes of the Parish Council meeting held on 16th November 2024, and they were signed by the Chair.

4 To report on actions arising from the Minutes not on the Agenda (for information only)

5 – information about Strumpshaw Recycling Centre on the noticeboards – not yet actioned, no information or request has been received from NCC. Cllr Warns reported that there has been a month's amnesty to allow for a bedding in period for the new booking system.

11 – Strategy Day Action Plan – dates and responsibilities are being added and will be reported at the January meeting.

13 – grants for the Neighbourhood Plan review – underway.

Cllr Wilkins wrote to Trevor Holden, Managing Director BDC, regarding lack of response to queries, and has had a response. He looked at the points raised, including parking charges which has also been responded to by the Assistant Director of Economic Growth, and the planning items, which are still under reserved matters. Cllr Wilkins asked for the planning issues to be kept active as there are some key points to develop.

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 and is available on the website.

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

A member of the public thanked the Council for registering Low Farm Wood as an Asset of Community Value.

DCllr Davis updated the Council on the Postwick footpath feasibility study. A consultant is being appointed next week to start in January and it is expected to be completed by March. Funding will then be required to undertake any recommendations.

It was noted that the Solar Park behind McDonalds has been approved. There will be a Costa, an electric car charging station, and solar park. A footpath and cycleway to Blofield on the north side of Yarmouth Road is a condition of the application, and a pedestrian refuge will be installed between the Church Mead development and the Sports Hub entrance.

6 The meeting was reconvened

7 To receive updates and reports

a) Recreation and Wellbeing Committee

The last meeting was on the 2nd December. New members were invited to join the Committee but full Council has to approve their co-option: Eleanor Mason for Brundall Memorial Hall, Jeanette Lovatt from Brundall Guides, and Carl Tunaley from Brundall Bolts. These were unanimously APPROVED.

BMH were asked to bring an update on their phased plans to the next meeting.

The new vicar was welcomed. He will attend a few meetings before considering joining the Committee.

A joint newsletter between the Council, Church, and BMH was discussed. A working group of the Deputy Clerk (RM), vicar, and Eleanor and Jeanette for BMH was formed to report back to the next meeting.

The feasibility study for footpath and cycleway improvements by Postwick PC was also discussed and noted.

b) Staffing Committee

A new appraisal system was agreed.

Employing a General Operative was discussed with regard to any employment considerations, but fundamentally there were no staffing issues to pick up on.

The committee confirmed Deputy Clerk Rachel Miller passing her probation period and ratified the employment of Clare Watkins as Deputy Clerk.

c) Road Safety Group

The Parish Partnership application for a feasibility study for a second pedestrian crossing on The Street has been submitted.

The group are meeting the Highways Engineer on Thursday to look at a location for the village gate on Cucumber Lane.

A business has raised a concern about the impact of any road closures during the installation of a new zebra crossing. This was noted.

8 To consider the following planning applications

[Cllr Bonham left the meeting]

- a) 2024/3525 - Single storey rear extension at Jasmine House, 5 Strumpshaw Road, Brundall, NR13 5PA

The Council had NO OBJECTIONS to the application.

[Cllr Bonham returned to the meeting]

- b) 2024/3409 – 5m x 2m fence mounted banner at Brundall Sports Hub, Yarmouth Road, NR13 5SH

The Council SUPPORTED the application.

The following application was received after the agenda was published.

- c) 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.

9 To consider the following Design Code consultation

a) Broads Authority Design Guide and Code Supplementary Planning Document (SPD) - [Consultations](#).

This was noted by the Council. Councillors may make individual comments.

10 Road name suggestions for the development on Highfield Avenue

The Council AGREED St George's Drive after the name of the house that was demolished. A second suggestion of Dahlia Drive as dahlias were grown there as well as roses was also APPROVED.

11 To consider Land Management's proposal to employ a General Operative/Handyman

Cllrs Tungate, Applegate, Savory, and Gabillia met to look at the wider issues, potential obstacles, and how to overcome them.

The key benefits that LM see in employing a Handyman are residents safety, speed of issue resolution, value for money, proactive rather than reactive maintenance of assets, improving our assets for the community, and alleviating pressure on the clerking team.

Cllr Tungate gave a summary of the meeting:

Lead in time – allowing sufficient time to make sure recruitment can be smoothly facilitated so the role and responsibilities are correct. A list of tasks has already been created but we need to prioritise them into a key list and desirable list. Details of how long each task takes is also important.

Preparing way for a Handyman and allowing sufficient time for recruitment. The current contractor has said he is willing to extend contract for 3 months which will allow us to advertise, prepare the risk assessments, ensure our insurance is sufficient, create a training & induction plan, and purchase any equipment.

A 1 year fixed contract was discussed last month and was identified as a preferred option. It carries less risk and allows the Council to carry out regular evaluations of the role, whether it is cost effective, and whether the hours are sufficient.

Hours – the initial suggestion of 7 ½ hours is probably on the low side of what is needed, and possibly more hours would be preferable, maybe up to 15 but that would be dependent on budget and tasks. It would be useful to have comparison on what can be done in 10 as compared to 15 hours.

The group suggest that LM bring the proposal to the January meeting with answers to the above.

The Finance Group looked at the proposal with the budget in mind at their meeting on the 5th December. The budget for the handyman/cleaner was the original starting point for LM but additional repairs and maintenance costs can be brought into the equation when considering the overall employment costs of a GO.

12 To discuss the next steps for a review of the Neighbourhood Plan

At the last meeting the Council supported the review with the expectation that it would be funded from grants. BDC have closed their grant funding for this financial year but will be reopening it in April.

The quote from Rachel Leggett Associates is to start work in April. Grant funding from Locality has to be spent within the financial year it is applied for and if the Government are slow to confirm their funding then Locality won't open the grants, possibly for a few months.

The quote is for £16,200, BDC will provide £6,000 and Locality £10,000, unless the review includes a Housing Needs Assessment and/or Design Codes then an extra £8,000 is available. Additional costs that the Council will have to fund include room hire and printing, possibly up to £1,500.

Rachel Leggett has confirmed it would be possible to do Stage 1 (initial meeting and workshop) in March. The **Clerk** will apply for Locality funding this week to enable this.

The Council agreed that they would proceed with Stage 1 of the review of the Neighbourhood Plan on the basis that it is funded, with the understanding that there may be a small amount of ancillary costs.

13 Finance, including

i) Budget / Precept 2025/26

The Finance Group met on the 5th December and looked carefully at the budget proposed by the RFO. A briefing note was circulated to all councillors.

A precept of £173,820 was APPROVED by the Council. This is an increase of 4.9% on 2024/25.

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

The Council considered additional information received but felt it did not answer all the questions raised. It was AGREED that the **Clerk** will ask the applicant to attend a meeting as it is not clear what is being offered or asked for.

iii) Insurance renewal

The renewal date is 22nd January, before the next meeting. It has not been possible to get a renewal quote, which is expected in early January. The budget is £2,400. If the renewal cost is in excess of this then quotes will be sought to be circulated to councillors.

iv) Bills for payment for December 2024 of £16,432.05 had been circulated to Councillors (see below). These were unanimously APPROVED.

v) The payments made in November have been circulated to all councillors and will be checked by Cllr Britt to be reported at the January meeting.

14 Parish Clerk's correspondence

None received.

15 Items for the next agenda

General Operative

Strategy Day Action Plan

Sports Hub update

16 Date for the next Parish Council Meeting

27th January 2025

Meeting Closed: 20.34

Signed:

Dated:

14. iv) PAYMENTS FOR December 2024

	Net	VAT	Gross
Parish clerk costs	£6,222.62	£0.00	£6,222.62
Office expense	£148.75	£13.45	£162.20
Telephone	£83.86	£6.79	£90.65
Room Hire	£304.00	£0.00	£304.00
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
Countryside Park	£375.00	£75.00	£450.00
Trees	£500.00	£0.00	£500.00
Projects	£3,900.00	£0.00	£3,900.00
IT	£154.35	£0.00	£154.35
Sports Hub	£122.68	£24.54	£147.22
Legal Fees	£1,850.00	£370.00	£2,220.00
Refuse collection	£239.20	£47.84	£287.04

Total expenditure	£15,683.32	£748.73	£16,432.05
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RECEIPTS FOR December 2024

Insurance	£1,600.00
Cemetery	£165.00
Allotments	£270.00
Interest	£18.34

Total Income	£2,053.34
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HSBC Current A/C as at 12/12/24	£12,625.31
HSBC Deposit A/C as at 12/12/24	£12,886.42
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 12/12/24	£8,790.30
Unity Bank Savings A/C as at 12/12/24	£116,567.05
Transfers to/from Deposit A/C from/to Current A/c	£10,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/24	£66,113.24