

Minutes of the **Parish Council** meeting held on Monday 24th February 2025 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chairman), G Abbott, K Applegate, A Bonham, L Britt, G Buckley, P Gabilia, M Savory, R Tungate, and P Wooldridge

Clerk: Mrs C Dickson

District Cllrs J Davis and E Laming

Members of the public: 1

1. Apologies for absence

Apologies were received from Cllr J Warns.

2. Declarations of interest

Cllr R Tungate – planning item 10. a)

Cllr G Buckley – finance item 14. iii.

3. Minutes of the last meeting

It was resolved to APPROVE the Minutes of the Parish Council meeting held on 27th January 2025, at 6.30 pm on 16th December 2024, and the confidential minutes of the meeting held at 6.30pm on the 16th December 2024. They were signed by the Chairman.

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

14 – date for the Neighbourhood Plan meetings – 10am, 14th March for the inception Zoom, 21st MArch 10am – 4pm for the workshop

18. iv. – transfer of £100,000 to the Broadland Parish Deposit scheme – completed

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

County Cllr A Proctor sent his apologies. His report is available on the website.

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

Cllr Wilkins has had correspondence with CCllr Proctor over the future of the Springdale Care Home site. There is nothing further to report at the moment, but it was AGREED that Cllr Wilkins will continue to ask for updates and information.

6. The meeting was reconvened

7. Parish Councillor vacancy

Cllrs Savory, Abbott, and Bonham interviewed both applicants. They recommended the co-option of Paul Wooldridge. A vote was held by secret ballot as per the Co-option Policy and Paul Wooldridge was co-opted. He signed the Declaration of Acceptance of Office and took a place on the Council. The second candidate will be invited to apply for the current vacancy.

8. To receive updates and reports

a) Land Management – Cllr Tungate

Play grounds – 2 safety inspection reports have been received for the play areas at BMH and Meadow View. Last month the Council approved the dismantling inspection of the zipwire. Other

suggested and recommended repairs were considered including replacing the safety matting which is a trip hazard, and the bearings of the carousel bowl at BMH. We are investigating the best options for these repairs. Other repairs suggested can be carried out by the Maintenance Operative.

Jubilee circular bench at BMH – the Memorial Hall asked us to move it so they can redevelop the front area. It is in good condition but needs to be moved by the 3rd March so it will be put into storage until a suitable new location is agreed.

The boardwalk at Church Fen remains closed for the time being. The CFWG are meeting a contractor this week and will seek at least one more quote. Quotes to repair the broken boards were quite expensive, and a board on the second bridge on the other footpath is also broken.

The owners of the piece of woodland at the bottom of the Memorial Hall field have offered a lease of 25 years, at a peppercorn rent, for the Council to take on the responsibility and management of the land. The committee agreed to have a survey on the trees before accepting the offer.

b) Environment Committee – Cllr Buckley

The Biodiversity Working Group presented their annual report. It is an impressive piece of work and will be very useful going forward as it gives us a baseline assessment of where we are now so we can chart our biodiversity improvements.

The BWG put forward a proposal to create a wildlife pond at the Countryside Park. Permission has been received for this from County Farms. The BWG are confident that grant funding can be found for the project.

The Council APPROVED co-opting Duncan Painter on to the Environment Committee.

The membership of the Church Fen working group will be Cllrs Abbott and Tungate, and Tim Strudwick and Duncan Painter.

c) Recreation and Wellbeing Committee – Cllr Savory

Brundall Bolts, the Guides, Brundall Memorial Hall, and the Church gave updates to the last meeting.

The Memorial Hall had been asked to provide details of their phased plan for development of their field in order for the Brundall Village Park Group to take this into account when considering plans for the Village Park. However, they currently only have ideas and a wish list with nothing formal planned, and no funding for anything after the development of the front area outside the hall. The BVPG will therefore proceed as per the information they had previously received.

Newsletter – the design was not finalised but it was agreed that the costs will be split 3 ways for the first issue, and it is hoped advertising and sponsorship will cover the costs going forward.

The meeting considered the current use of the budget and whether it could be used to be more proactive in the community. The committee considered whether they might want to ask for delegated authority to spend the budget on village events. The Committee will continue to consider how best to take this idea forward.

The Council APPROVED co-opting Dave Hanson, the vicar, to the Recreation and Wellbeing Committee.

d) Brundall Community Leisure Ltd – Cllr Gabillia

The postponed BCL meeting with CSF is due to take place tomorrow.

We spoke to Spire regarding the lease and they have given us some advice about the next steps, including getting a rental evaluation. It might be prudent to get a site valuation as well for the asset register and insurance.

The meeting tomorrow will be talking about options with CSF to take lease forward.

In order to satisfy one of their planning conditions Norfolk Homes would like to replace the fence on the eastern boundary line with a wooden boarded fence. This is not acceptable from a security standpoint. Legal advice has been taken and there is no definitive boundary line. BCL have not accepted that the fence needs to be replaced.

e) Road Safety Group

The designs for the village gates have been received but they didn't include the speed limit signs. This has been fed back to Highways and we are waiting for a response.

The **Clerk** will check the final costs with Highways.

9. To consider the following planning applications

- a) 2025/0423 - single storey front extension, two storey side extension and single storey rear extension at The Granary, Braydeston, Blofield NR13 5AP

The Council APPROVED the following comments:

Brundall Parish Council neither support or object to this planning application.

Though, as a large development with two nearby ponds, we would like to see an independent Environmental Impact Survey and Report. This could provide information on:

- a) Which mammals might be adversely affected by these building works e.g. Bats, Hedgehogs, Newts, Frogs etc;
- b) Which mitigation measures should be adopted to protect wildlife that inhabit the area;
- c) How this large development is dealing with waste water from the property (drains, septic tanks or main drains etc);
- d) As the property is near a very narrow lane, consideration needs to be given and planned for car parking and vehicle access arrangements;

Finally, if there are no proposals for any solar panels, heat pumps and EV charging, we invite the developer to put these features into their plans.

10. To ratify comments on 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

The Council submitted the following comments and objections to the application:

The proposed building is an overdevelopment of the site, out of proportion with neighbouring properties and will cause loss of amenity to the neighbour at number 12 Laurel Drive due to the height of the new roof line. The window at the east end of the extension will overlook the 3 properties down the hill on West End Avenue and cause them loss of privacy and amenity.

The Council RATIFIED the comments submitted.

11. To consider the following consultation

- a) South Norfolk and Broadland District Council Custom and Self-Build Housing Supplementary Planning Document - [Joint Supplementary Planning Documents for Broadland and South Norfolk Councils | Broadland and South Norfolk](#)

This was noted by the Council.

12. Strategy Day Action Plan

An updated plan had been circulated in advance of the meeting. A progress column will be added.

13. John Evans Award nominations

It was AGREED that a call for nominations will be made to residents via Social Media and the website. Any suggestions must be sent to the Clerk by the 18th March.

14. Finance, including

i) To consider the Grounds Maintenance tender submissions 2025-28

2 tenders were received and considered at the Land Management Committee meeting last week. Both were a comparable price but only 1 tender contained all of the information asked for. The budget for 2025/26 is £11,800, an increase on this financial year as the tender includes grass cutting and shrub and hedge maintenance at the Sports Hub.

The quote from Garden Guardian of £11,475.49 was unanimously APPROVED.

ii) To approve an increase in legal fees for the Brundall Village Park S106 Deed of Variation

Due to the length of time taken to make amends to the S106, and a slight change in brief to the Solicitor, the estimated fees have risen from £2,000 to £4,000. The variation includes merging the pots of money being offered for both areas of land which will give much more flexibility when planning the area as a whole. The Council agreed it is an important piece of work and APPROVED the increase.

iii) Bills for payment for February 2025 of £17,102.83 had been circulated to Councillors (see below). These were APPROVED.

iv) The payments made in January 2025 were circulated to all Councillors and have been checked by Cllr Britt. The query on the November payments was clarified as an expenses payment omitted in October and paid in November.

15. Parish Clerk's correspondence

A resident is interested in organising a litter pick on Postwick Lane but doesn't want to use her email address so asked if the Council could coordinate participants. Broadland are running their Big Broadland Litter Pick from the 1st March to 31st May and will provide litter pickers, hi-vis vests, rubbish sacks, safety guidance, and promotional materials. The Council were happy to coordinate and promote the litter pick, and may be able to organise others within the village.

16. Items for the next agenda

John Evans Good Citizen Award

Sports Hub update

Standing Orders regarding the term of the Chairman

Naming of a footpath

Neighbourhood Plan meetings feedback

17. Date for the next Parish Council Meeting

7th April 2025 – Annual Parish Meeting

28th April 2025 – monthly Parish Council meeting

Meeting Closed: 20.20

Signed:

Dated:

14. iii. Finance

PAYMENTS FOR February 2025

	Net	VAT	Gross
Parish clerk costs	£6,222.62	£0.00	£6,222.62
Office expense	£566.80	£95.87	£662.67
Telephone	£83.86	£6.79	£90.65
Room Hire	£102.00	£0.00	£102.00
Training	£168.00	£0.00	£168.00
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
Allotments	£64.08	£12.82	£76.90
Countryside Park	£190.90	£38.18	£229.08
Cremer's Meadow	£27.83	£5.56	£33.39
Projects	£867.50	£0.00	£867.50
IT	£259.35	£0.00	£259.35
Sports Hub	£305.58	£61.12	£366.70
Legal Fees	£5,030.00	£1,000.00	£6,030.00
Total expenditure	£15,671.38	£1,431.45	£17,102.83

RECEIPTS FOR February 2025

FF Grant	£0.00
Cemetery	£137.50
Allotments	£22.50
VAT	£0.00
Interest	£18.58
Miscellaneous	£300.00

Total Income	£478.58
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HSBC Current A/C as at 21/2/25	£12,087.58
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HSBC Deposit A/C as at 21/2/25	£11,921.87
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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 21/2/25	£15,758.09
Unity Bank Savings A/C as at 21/2/25	£77,377.66
Transfers to/from Deposit A/C from/to Current A/c	-£100,000.00
Transfers to/from BDC Parish Deposit	£100,000.00
BDC Parish Deposit A/C as at 12/2/25	£166,113.24