

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

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

Clerk: Mrs C Dickson

District Cllrs J Davis and E Laming

Members of the public: 2

1. Apologies for absence

Apologies were received from Cllr J Warns, G Abbott, and P Wooldridge. These were noted.

2. Declarations of interest

Cllr K Wilkins – item 15, Standing Orders

3. Minutes of the last meeting

It was resolved to APPROVE the Minutes of the Parish Council meeting held on 24th February 2025. They were signed by the Chairman.

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

8. e) costs of the village gateways – waiting for final confirmation. This was noted.

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 updated his correspondence with CCllr Proctor over the future of the Springdale Care Home site. CCllr Proctor is still waiting for definite answers on the site's future but understands the intention is to retain it as a care facility. The current Norse contract for the site expires at the end of March 2026.

Cllr Wilkins has also asked CCllr Proctor for an update on Station Road.

DCllr Davis reported that Postwick Parish Council have received the draft feasibility study report on an improved footpath/cycleway from Postwick to Brundall Gardens railway station. The final report will be considered by Postwick Parish Council at their May meeting. It looks like a good solution if funding can be found and it was suggested to extend the link further to the main Brundall railway station. The Council were happy for the Safer Journey to School project to be referenced.

6. The meeting was reconvened

7. Parish Councillor vacancy

There have been no new applications since the last meeting. The second candidate for the last vacancy did not wish to be considered. The vacancy can be promoted in the next village newsletter.

8. To receive updates and reports

a) Land Management – Cllr Tungate

Allotments – there was a break-in at the allotments last week. Several Allotment Association sheds were broken into and at least 17 personal sheds also. Numerous items were taken and part of the

hedge was removed to enable an easier entrance and exit. Discussion are ongoing with the BAA with respect to improving security and deterrents and they will report back at the next meeting. There was a similar break in at Sprowston last week.

Cremer's Meadow –there have been issues with blocked culverts, levels of water and silting up of the river and run dike. The Friends have been investigating this for a number of months. Responsibility for these issues lies with the landowners, including the Parish Council. The Environment Agency used to manage some of these areas but no longer do. Advice has been sought from BDC's drainage team. The proposed way forward is for FoCM & LM to request to meet the landowner to seek a solution. The Orchid Day will be held in conjunction with Marty's Marsh on the 14th June.

Church Fen – the boardwalk remains closed. A quote for repair has been received but it lacked details, further information has been requested. The bridges on the other path will be repaired. Meetings with 2 contractors have been held to get information and quotes for a complete replacement. Improvements will be incorporated including increasing the width from 1.1m to 1.2m and adding passing places. The recommendation was for a complete replacement in one go rather than piecemeal as there are costs that would be repeated each time (eg welfare units and transport of materials). The Church Fen Working Group will be considering the quotes and recommendations as part of their remit. The **Clerks** will investigate the Lottery Heritage Fund for a grant.

One application has been received for the Maintenance Operative. Land Management will check they fit the criteria and then Staffing will interview.

b) Recreation and Wellbeing Committee – Cllr Savory

Newsletter – thanks were given to the Deputy Clerk (RM) for her work on the final draft. The Church and BMH need to get their information out by the end of the month, before the next R&W meeting therefore the Council are being asked to approve the content of the Parish Council section.

The Council APPROVED the draft content.

Going forward the Parish Council contribution to the newsletter will be considered by the Social Media Group.

c) Brundall Community Leisure Ltd – Cllr Gabillia

The meeting with CSF had to be postponed again due to illness. Dates in April are being investigated.

BCL asked the Council to fund the valuation assessment of the Brundall Sports Hub site both for lease and insurance purposes. The cost is £1,250. The Council APPROVED funding the assessment. BCL will be invoiced for the costs with payment expected when funds allow.

d) Road Safety Group – Cllr Savory

We have received confirmation of approval of our Parish Partnership funding application for a feasibility study for a second pedestrian crossing on The Street. Cllr Proctor has also offered to give £1,000 of his Ward Grant towards the scheme.

Approval has also been received for 3 new locations for the SAM2 sensors, on Cucumber Lane for traffic going towards the roundabout, on Strumpshaw Road for traffic travelling out of the village, and on Postwick Lane for traffic travelling out of the village. The Road Safety Group asked for funds to buy more brackets for the SAM2 sensors. The Council APPROVED up to £200 for 3 new brackets.

9. To consider the following planning applications

- a) 2025/0523 – Retrofit and addition of first floor and garden studio, single storey rear extension, conservatory, solar panels, modifications and demolition of garage to form workshop and larder at 7 Beverley Road, Brundall NR13 5QS. The Council had NO OBJECTIONS.
- b) Amended application 2024/3016 - Demolition of existing dwelling & garage. Replacement self build house and garage with new access drive at Oak Cottage 15 Blofield Road Brundall Norfolk NR13 5NN. The Council had NO OBJECTIONS.

10. To consider the following consultation

- a) Jerome Mayhew MP, mobile phone connectivity and broadband coverage in Brundall - [Connectivity | Jerome Mayhew](#).

There is poor coverage on most mobile networks throughout the village but the internet coverage is acceptable. Cllr Wilkins will respond on behalf of the Council.

- b) Norfolk and Suffolk Devolution - [Norfolk and Suffolk devolution consultation - GOV.UK](#)

This consultation is on a Mayoral Combined Authority for Norfolk and Suffolk but not on Local Authority reorganisation. This was noted by the Council.

The **Clerks** were asked to find out which areas of Brundall are owned and/or maintained by BDC in advance of any reorganisation into a Unitary Authority/ies.

11. John Evans Award nominations

6 nominations were received. The Council held a secret ballot and Julie Mickelburgh received more than 50% of the votes. Brundall Bolts received the next highest number of votes. Julie will be invited to attend the Annual Parish Meeting to receive the John Evans Good Citizen Award.

12. Invitation from Brundall Memorial Hall to be part of their VE Day community event

The Council were supportive of the event but did not feel they had any VE Day specific contributions to make. Brundall Local History Group will be including the Shard in their presentation. Councillors will attend individually but the Council decided not to have a display or run an activity.

13. Whole Council GDPR training

Advisory and Scrutiny looked at the GDPR Policy at their last meeting and are recommending the Council undertake GDPR training. There are obligations the Council as a body needs to meet which training will help councillors understand. The **Clerk** was asked to look for suitable online training instead of a course.

14. Neighbourhood Plan agreement

Cllrs Wilkins, Applegate, Bonham, Britt, and Buckley attended the workshop last Friday. It was a very useful session and laid out very clearly what will be required. The Steering Group will be those in attendance on Friday and Cllr Abbott.

The Neighbourhood Plan will be mostly funded by grants from Locality and Broadland DC. Funding for Stage 1 of £1,800, has been received. Funding for Stage 2 will, hopefully, be from Broadland but their criteria includes that a review must be substantial to receive the maximum grant of £6,000. The consultants are confident Brundall will qualify for that as the workshop agreed amendments to all 6 current policies and will be considering 10 new policies. Locality will open their funding applications from July and if Design Codes are incorporated into the revised plan this will unlock an additional £8,000 of grant funding.

If the consultants have underestimated the work required they will not invoice for the additional work however if a piece of work takes fewer hours they will only invoice for the hours worked. The quote received will only be exceeded if the Council ask for additional work to be undertaken.

The consultants have provided a dropbox for all their information and the Clerk has shared a OneDrive folder with the workshop participants, and will share it with those councillors unable to attend.

The agreement from the consultants was APPROVED and signed by Cllrs Wilkins and Britt and the Clerk.

15. Standing Order amendment

This item was considered at the end of the meeting. Cllr Wilkins left the meeting before the discussion. Cllr Applegate was elected Chairman for this item.

Standing Order 5. f. i. and ii. state:

- 5. f i. *The elected Chairman may only hold office up to a maximum of 4 years. Once this 4 year term has been completed that person cannot hold the office of Chairman again until one full year has expired, and;***
5. f ii. *The above Standing Order, 5. f i., will be suspended from May 2022 to April 2025*

Although there are no rules requiring limited terms for Chairman it is considered best practice. However 5. f. ii. was adopted in May 2022 in order that Cllr Wilkins could remain Chairman whilst the Sports Hub was completed. The Council is now undertaking another large piece of work, the review of the Neighbourhood Plan, and it was AGREED that 5. f. ii. Would be amended to: The above Standing Order, 5. f. i. will be suspended from May 2025 up to April 2029.

16. Finance, including

i) To consider a grant request from the 2nd Brundall Brownies

The grant request was for £300 to reduce the cost of the summer pack holiday for parents. This does not fit any of the grant policy criteria, however the Council could fund activities and supplies for the event.

The Council APPROVED the grant of £300 to pay for activities and supplies for the 2nd Brundall Brownies summer pack holiday.

ii) To consider a grant request from Brundall Local History Group

The grant request was for £200 (although mis-stated on the agenda at £300) for a Discovery Trail based on life in Brundall during the Edwardian period (1901-1911). An explanation and rough draft of the map was presented by members of the group.

The Council APPROVED a grant of £200 up to a maximum of £300 if additional printing and/or design costs increase before production.

- iii) The Neighbourhood Plan expenditure is £1,800, as per the grant from Locality, to be paid by the end of the month. This was noted as all invoices have been received and circulated to councillors.
- iv) Bills for payment for March 2025 of £12,479.19 had been circulated to Councillors (see below). These were APPROVED.
- v) The payments made in February 2025 were circulated to all Councillors and have been checked by Cllr Britt. This was noted.

17. Parish Clerk's correspondence

None received not on the agenda.

18. Items for the next agenda

GDPR training

19. Date for the next Parish Council Meeting

28th April 2025

Meeting Closed: 21.18

Signed:

Dated:

16. iv. Finance

PAYMENTS FOR March 2025

	Net	VAT	Gross
Parish clerk costs	£6,222.62	£0.00	£6,222.62
Office expense	£202.92	£20.68	£223.60
Telephone	£86.10	£7.26	£93.36
Room Hire	£157.00	£0.00	£157.00
Annual Fees	£778.00	£35.20	£813.20
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	£448.00	£0.00	£448.00
Projects	£1,831.20	£0.00	£1,831.20
Grants / Donations	£300.00	£0.00	£300.00
Play equipment	£125.00	£25.00	£150.00
IT	£154.35	£0.00	£154.35
Sports Hub	£76.57	£15.32	£91.89
Total expenditure	£12,164.62	£314.57	£12,479.19

RECEIPTS FOR March 2025

Allotments	101.26
Miscellaneous	£16.10
Total Income	£117.36

HSBC Current A/C as at 17/3/25	£11,607.49
HSBC Deposit A/C as at 17/3/25	£11,937.97
Tsfers 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 17/3/25	£2,357.21
Unity Bank Savings A/C as at 17/3/25	£75,377.66
Tnsfers to/from Deposit A/C from/to Current A/c	£2,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 12/2/25	£166,113.24