

Minutes of the **Parish Council** meeting held on Monday 27th January 2025 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs J Warns (Chairman), A Bonham, L Britt, G Buckley, P Gabilia, and M Savory
Clerk: Mrs C Dickson
District Cllr J Davis
Members of the public: 7

1. Apologies for absence

Apologies were received from Cllrs G Abbott, K Applegate, K Wilkins, and R Tugate.

Julie Mickelburgh has tendered her resignation as a Parish Councillor with immediate effect. She has been a long serving member of the Parish Council and will be missed. Cllr Buckley will organise flowers.

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 at 7pm on 16th December 2024, and they were signed by the Chair. The minutes of the meeting held at 6.30pm will be considered at the February meeting.

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

12 – application for funding for the Neighbourhood Plan – completed and funding received.

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

Cllr E Laming sent her apologies.

No County Councillor report was received before the meeting.

District Cllr Davis briefly summarised his report and the details were noted. It is available on the website.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management

The Committee asked full Council to approve the cost of a full dismantling inspection of the zipwire as the maximum cost is above the Committee's approval limit. This type of inspection is recommended on a regular basis and has not been undertaken for a few years. The cost of the inspection and replacement of all parts would be £2,727.08. This was APPROVED.

The boardwalk at Church Fen has been temporarily closed due to deterioration of the chicken wire covering the planks. A resident tripped and banged their head last week and Land Management felt it was not safe to use until the wire can be replaced.

b) Recreation and Wellbeing Committee

The next meeting is 10th February where the Committee will be considering a joint newsletter with the Church and Memorial Hall. The Committee are requesting permission to spend up to £200 from their budget if the design of the proposed newsletter is agreed which would allow it to proceed immediately

instead of having to wait for the next full Council meeting. Printing costs are estimated to be £300 split between the 3 organisations. Spend of up to £200 was APPROVED.

c) Sports Hub

Cllr Gabillia gave a brief update. The BCL meeting with CSF has had to be postponed a couple of times due to illness and has now been scheduled for when Cllr Wilkins is available. A meeting with the solicitor to look at the lease has been arranged for Friday.

d) Road Safety Group

The Clerk and Cllrs Savory and Abbott met the Highways Engineer to look at the location of the village gate on Cucumber Lane. The brown 'Welcome to Brundall' sign will be moved to the other side of Cucumber Lane, just before the tree and the gateways will be placed underneath the speed limit signs. They will both be white but, due to the narrowness of the verge on the west side of the road, one will be a full gate and the other just a post.

This combination will be replicated at the other 2 sites on Postwick Lane and Strumpshaw Road, partly for consistency and partly because both locations also have one narrow verge.

8. Advisory and Scrutiny Committee documents

a) Privacy Notice

This was reviewed by the Committee and a condensed version provided by NPTS is recommended to the Council. This was APPROVED.

b) GDPR Policy

A few small amendments are proposed to update the Policy for the latest guidance. The Data Controller is the Council not the Clerk, who is the Data Processor. The Advisory and Scrutiny Committee is responsible for managing the policy. This was APPROVED.

c) New Disciplinary, Grievance, and Recruitment Policies

The Committee had reviewed the Employment Policy but found it was not fit for purpose so are proposing to replace it with new Disciplinary, Grievance and Recruitment Policies. The Policies were APPROVED with the proviso that the **Clerk** will amend the Recruitment Policy to be written in the third person throughout.

d) Appraisal Form

The Staffing Committee created a new appraisal form for all staff appraisals. This was APPROVED.

e) Biodiversity Working Group Terms of Reference

The revised BWG ToR were APPROVED with the following amendment: the final paragraph of the Aims and Objectives now reads 'The BWG will assist and advise the Environment Committee with the management plans for all Council owned and managed land.'

9. To consider the following planning applications

- 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

This is a resubmitted application. The Council objected to the last plans on the grounds of overdevelopment of the site, out of character with neighbouring properties, against the heritage of the surrounding development, and overlooking of neighbouring properties causing loss of privacy and amenity. The Council APPROVED resubmitting all the previous objections, noting the amendment of a Juliette balcony to a window but that this still overlooks the 3 properties down the hill.

The following application was received after the agenda was published.

- b) 2024/3525 - Single storey rear extension and first floor rendering at Jasmine House, 5 Strumpshaw Road, Brundall, NR13 5PA

This is a resubmitted application with no amendments to the plans, only a slight change to the description. The Council had NO OBJECTIONS. Cllr Bonham did not participate in this discussion.

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

The Council RATIFIED the comments submitted for both applications.

11. To consider the following consultation

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

This was noted by the Council and support was given for the footpath/cycleway to link to Brundall.

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

A further paper was submitted to Councillors detailing what would be expected from the Handyman, how many hours this is expected to take, how much it is likely to cost, and a suggested route for taking the proposal forward.

The Council AGREED to advertise for a Handyman working 14 hours per week on salary scale SCP15, to be employed on a 1 year contract initially with the possibility of making the role permanent at the end of the contract, subject to a review at 9 months.

The contractor currently undertaking the litter picking and cleaning will be asked to extend his contract by 3 months to allow time to put together the necessary contract and recruitment time.

13. Strategy Day Action Plan

An updated plan had been circulated in advance of the meeting, however due to the number of councillors not able to attend tonight this item was deferred to the next meeting.

14.To discuss the next steps for a review of the Neighbourhood Plan

The Council AGREED the evening of Friday 14th March for the inception Zoom and Friday 21st March for the workshop day. **Clerk** will coordinate with the consultant.

15.Parish Councillor vacancy

2 applications have been received, and both have attended the meeting tonight. Cllr Savory agreed to be on the interview panel, the **Clerk** will ask for further volunteers and coordinate a suitable interview date.

16.Grounds Maintenance tender documents

The Council reviewed and APPROVED the revised Grounds Maintenance tender documents for the period 1st April 2025 to 31st March 2028. The submission deadline was agreed as 5pm on the 19th February 2025 and any tenders received will be considered by the Land Management Committee for approval at the February full Council meeting.

17.Meeting dates 2025/2026

A schedule of meeting dates for 2025/2026 were considered and APPROVED by the Council.

Committees may amend the dates of their meetings as and when required.

18.Finance, including

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

The applicant attended the meeting and gave a full explanation of the sessions she is wanting to provide. The Council AGREED to fund 1 free place per week for a Brundall resident for 1 year up to a maximum of £300. Updates on how many people have been funded was requested.

ii) Insurance renewal

The insurance renewal of £1,873.62 was retrospectively APPROVED.

iii) The quarterly bank reconciliations to the 31st December 2024 were noted.

iv) The Council APPROVED transferring £100,000 to the Broadland Parish Deposit account.

v) Bills for payment for January 2025 of £13,530.20 had been circulated to Councillors (see below). These were unanimously APPROVED.

vi) The payments made in November and December were circulated to all Councillors and have been checked by Cllr Britt. There was one query on the November payments which will be reported at the February meeting.

19.Parish Clerk's correspondence

None received.

20.Items for the next agenda

Strategy Day Action Plan

Neighbourhood Plan

Co-option

Sports Hub update

21.Date for the next Parish Council Meeting

24th February 2025

Meeting Closed: 21.03

Signed:

Dated:

18 v) Finance

PAYMENTS FOR January 2025

	Net	VAT	Gross
Parish clerk costs	£6,222.62	£0.00	£6,222.62
Office expense	£235.51	£25.45	£260.96
Telephone	£117.81	£13.58	£131.39
Room Hire	£70.00	£0.00	£70.00
Training	£290.00	£58.00	£348.00
Insurance	£1,873.62	£0.00	£1,873.62
Annual Fees	£16.00	£0.00	£16.00
Grass cutting monthly contract	£924.83	£184.97	£1,109.80
Street Lighting	£277.48	£25.62	£303.10
Handyman and cleaning	£572.97	£0.00	£572.97
Cemetery	£19.50	£0.00	£19.50
Allotments	£73.64	£0.00	£73.64
Countryside Park	£1,206.70	£114.00	£1,320.70
Trees	£72.49	£14.50	£86.99
Projects	£746.60	£149.32	£895.92
IT	£154.35	£0.00	£154.35
Sports Hub	£58.86	£11.78	£70.64
Total expenditure	£12,932.98	£597.22	£13,530.20

RECEIPTS FOR January 2025

FF Grant	£7,328.00
Cemetery	£3,187.00
Allotments	146.25
VAT	£82,241.98
Interest	£829.59
Miscellaneous	£1,957.00
Total Income	£95,689.82

HSBC Current A/C as at 22/1/25	£12,409.08
HSBC Deposit A/C as at 22/1/25	£11,903.29
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 12/1/25	£25,100.33
Unity Bank Savings A/C as at 22/1/25	£177,377.66
Transfers to/from Deposit A/C from/to Current A/c	£70,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/24	£66,113.24