

The next meeting of Brundall Parish Council will be held on Monday **19th May 2025** at 7pm in the **St Laurence Centre, Brundall**.
Members of Brundall Parish Council are summoned to attend.

Agenda

Housekeeping

1. **To Elect the Chairman of the Council**
2. **To Elect the Vice-Chairman of the Council**
3. **To consider apologies for absence**
4. **Declarations of interest on items on the Agenda**
5. **To confirm the Minutes of the Parish Council meeting(s) held on 28th April 2025**
6. **To report on actions arising from the Minutes not on the Agenda** (for information only):
 5. Net Zero Communities event – details sent to Cllr Buckley
7. **To consider the following Council documents:**
 - a) Amended Staffing Committee Terms of Reference to a minimum of 3 members
 - b) Asset Register as at May 2025
 - c) Risk Assessments
8. **Committees, Working Groups, and appointments to outside bodies**
 - a) To consider the memberships of all Committees and Working Groups
 - b) To appoint the Chairman of the Advisory & Scrutiny Committee
 - c) To agree the appointments to outside bodies
 - d) To confirm the Committee list
9. **To consider a resolution to adjourn the Meeting for 15 minutes for public participation and County Councillor and District Councillors reports**
10. **Re-convene the meeting**
11. **To consider any applications for the Parish Councillor vacancy**
12. **Updates and Reports:**
 - a) Land Management Committee, including:
 - i. Skate park surface replacement: scope and costs
 - ii. Renewal of safety surfacing under MV play equipment @ a cost of £6,500 + VAT
 - iii. Rock bowl bearing service and replacement if required @ a maximum cost of £2,100 + VAT
 - iv. Climbing frame safety surfacing edging replacement @ a cost of £2,900 + VAT
 - v. Lease for use of the cemetery car park by the contractors working at the Shell garage
 - b) Recreation and Wellbeing Committee
 - c) Brundall Community Leisure Ltd
 - d) Environment Committee
 - e) Road Safety group
 - f) Neighbourhood Plan

13. To consider the following planning application(s):

- a) 2025/1349 - Rear, storey and a half extension and associated works at 3A East Avenue Brundall Norfolk NR13 5PB

14. To consider the following consultations:

- a) A pre-application consultation letter and proposed plans for a new telecommunications installation on the Riverside Estate, NR13 5PN
- b) [Help shape the future of Norfolk's council services - Norfolk County Council](#)
- c) [Norfolk County Council Local Nature Recovery Strategy](#)

15. To review progress on the Strategy Action Plan

16. Finance, including:

- i. To consider the final accounts for the year ending 31st March 2025 including an accrual of £500 from the 2024/25 budget into 2025/26
- ii. To review the bank signatories for Unity Trust Bank, HSBC, and the Broadland Deposit Account
- iii. To review the list of direct debits and standing orders
- iv. To approve bills for payment for May 2025
- v. To note payments made in April 2025

17. Parish Clerk's Correspondence

18. Items for next agenda (not for discussion)

19. Date(s) for the next Parish Council meeting:

23rd June 2025

Closed Session: This session is held with the public and press being excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960 for the following items of business on the grounds that they may involve the likely disclosure of confidential and exempt information

20. Appointment of a Maintenance Operative

Claudia Dickson Parish Clerk 14/5/25