

Minutes of the **Parish Council** meeting held on Monday 28th April 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 Gabillia, M Savory, R Tungate, J Warns, P Wooldridge
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 G Abbott. These were noted.

2. Declarations of interest

Cllr P Gabillia – item 9. d) planning 2025/1128

Cllr G Buckley – item 10. vi. payments

3. Minutes of the last meeting

Cllr Gabillia corrected the spelling of his surname. It was resolved to APPROVE the amended minutes of the Parish Council meeting held on 24th March 2025. They were signed by the Chairman.

Cllr Gabillia corrected the spelling of his surname. It was resolved to APPROVE the amended minutes of the Parish Council meeting held on 10th April 2025. They were signed by the Chairman.

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

8. a) Maintenance Operative interview – date agreed

10. a) Response to the connectivity consultation by Jerome Mayhew, MP – Jerome will be in Brundall on the 23rd May and meet with Cllr Wilkins. This is open to other councillors if they are available.

10. b) Areas of land in Brundall owned by Broadland DC – ongoing

13. Online Parish Council specific GDPR training – still looking. Cllr Wooldridge will contact the ICO for information.

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.

The **Clerk** was asked to recirculate the information on the Net Zero Communities event on Wednesday.

Both Broadland and Norfolk County Council have open consultations on the Local Government reorganisation.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

Church Fen – repairs to the boardwalk were approved and 5 boards have now been replaced.

Allotments – the committee decided there would be no increase in the rents this year. No significant costs are anticipated and there are healthy reserves.

Cemetery – contractors for the Shell garage works have requested to use the cemetery car park for the workers' cars and vans for a monthly fee. They will move when there is a funeral. Residents who are known to frequent the cemetery will be advised. The Council asked that vehicle registrations be requested in advance. Any money received will go into the cemetery earmarked reserve.

Installation costs for the goal posts on the spare cemetery field have been approved.

b) Recreation and Wellbeing Committee – Cllr Savory

Updates were received from local groups:

The works at the front of BMH are progressing well although it was not possible to move the blossom tree with the equipment available.

Brundall Bolts have had another successful season with 4 teams reaching semi-finals. They will be holding a tournament on the 22nd June at the Sports Hub with 17 teams participating. They will be basing those teams on the cemetery field during the day. Each team will have a limit to the number of cars they can bring to the Sports Hub to manage the capacity.

The Guides have had a successful term.

The Church advised they are had a consultation with users with an action plan resulting in them focussing on youth and young families. Plans for the extension have been dropped because it would not produce any additional worship space but was very costly.

Parkrun celebrated their 10th year in the village.

Cremer's Meadow requested £100 towards their Orchid Day for a banner, cards, and advertising. This was APPROVED by the Council.

Following on from this request the committee discussed the need to amend the ToR to define what the budget can be spent on.

The Newsletter has been well received. Thanks were given to the Deputy Clerk (RM), the Church and BMH for working well together to get it published.

Brundall Village Park Group – the committee began brainstorming ideas for the park in 2023 but due to delays in reserved matters this was not progressed. Now work has started on phase 1 of Brundall Meadows the committee is revisiting the project. As meetings are only held every other month additional meetings may be called to discuss the progress of designing the land. A briefing document will be drafted using the village survey results and brought to full Council for review. The committee will request permission from full Council to be allowed to use the briefing document to start a consultation process for the design of the park. The R&W ToR allow the co-option of experts on to the committee for specific projects. The committee agreed to invite a member of the BWG to become a temporary member of R&W to attend meetings targetted at the design of BVP. The Council APPROVED the co-option of Cllr Buckley on to the BVPG.

The committee would like to request £500 of their 2024/25 budget be brought into this financial year in anticipation of spending on community events. As this was not an agenda item it will be considered at the May meeting.

c) Brundall Community Leisure Ltd – Cllr Gabillia

Arnold Keys completed a rent assessment on the Sports Hub on the 14th April but the report has not yet been received.

BCL met with CSF 3 weeks ago and received their annual report for 2024. They had just under 28,000 attendances, with 2,024 hours of booked time. There are 11 adult and 32 youth teams using the pitch, and 5 other uses. It is fully booked in the evenings Monday to Thursday with CSF holding a goalkeeper technical session on a Friday night. Weekend bookings include matches.

Income from 1st June to 31st December was just under £30,000, but they were not able to advertise early enough for summer activities due to the building only being handed over in June. Expenditure was just over £30,000 therefore they made a small loss of £166. They did not have any bookings for the community room last year, which they are now offering for hire. At Easter they held very well attended sports camps which included use of the room and are planning more for the Whitsun half term and summer holidays.

It takes a lot of resources to run the site. The meeting was attended by their safeguarding officer, operations director, and health and safety advisor. The facility is professionally run. Their biggest challenge is to fill the daytime slots. They reported very little engagement from schools, even offering free use to begin with. This may be due to transportation issues getting the children to and from the facility.

There have been 11 injuries, 2 mid-level and 9 low level.

The meeting included a discussion about the lease situation. They understand the BCL reservations at how the lease is at the moment and have asked BCL to summarise them, as well as some of the additional items they have requested eg a digital clock, dugouts. CSF will look at how these might be funded or support BCL/The Council to get funding.

A meeting is scheduled on Wednesday with Spire for some advice on the lease.

As part of the agreement a payment is received for the replacement of the carpet, a sinking fund. This needs to be protected and therefore the money cannot be spent on other items.

Sponsorship boards – CSF have had some of their sponsors withdraw due to the current economic climate, which is similar to the BCL experience of it being difficult to get anyone to sponsor a board.

CSF would like more car parking on the site.

d) Road Safety Group – Cllr Savory

Gateways – the clerks have a meeting with the Highways Engineer on the 7th at 11am for an update on the final design.

A resident informed the Council that a black box placed on Postwick Lane was installed by the Police to monitor the speeds and types of vehicles using the road. Parking on the road near West End Avenue was a concern.

e) Neighbourhood Plan – Cllr Wilkins

We have received confirmation of approval of our BDC grant application for a £6,000 grant for the review of the Neighbourhood Plan. Further funding will be applied for when applications open in July. The revised plan is likely to include Design Codes to shape the design of future housing, and this also attracts more funding.

The Steering Group is working on mapping the ages of the houses on each road and all the green spaces.

Terms of Reference for the Neighbourhood Plan steering group were APPROVED.

8. Advisory and Scrutiny documents for consideration:

- a) Brundall Village Park Terms of Reference
These were withdrawn for further discussions and procedural issues
- b) Complaints Policy
This is a re-written policy. The old policy was clunky and not clear in its process. This one was from Norfolk Parish Training and Support and is much clearer to understand
- c) Financial Regulations
These have not changed since June last year.
- d) Financial Risk Assessment
The Clerk checked these to the current insurance cover. It was updated to include the recent play equipment inspection course the Clerks have attended and how often that should be repeated.
- e) Standing Orders
This will be comprehensively reviewed by the Clerk and A&S Committee, particularly sections 9 and 19 and brought back for consideration at a later date.
- f) Review of the Effectiveness of the system of Internal Audit
One small amendment to section 1 – that the Internal Audit will take place every 6 months from 2025.
- g) Review of Internal Control
No amendments
- h) Communications Group Terms of Reference
This was revised to include the newsletter content and any press releases.

The Council APPROVED items b), c), d), f), g), and h).

9. To consider the following planning applications

- a) 2025/09373 – Variation of condition 2 and 4 - (2) revised drawings (4) surfacing plan of original planning permission 2023/1258- Demolition of existing sales and forecourt on site. Erection of a new sales building, forecourt, including underground fuel tanks, pumps and canopy with provision of car parking and EVC bays with associated infrastructure and associated works (Revised) Date of decision: 29th January 2024 at Broadland Service Station, Yarmouth Road, Witton, NR13 5AR. The Council had NO OBJECTIONS.
- b) Amended application 2025/0423 - Single storey front extension, two storey side extension and single storey rear extension at The Granary Braydeston Blofield Norfolk NR13 5AP. The amendments include changes to the access around the building although there are no significant amendments to the building itself. An ecology report includes recommendations for a hand search for toads and frogs, and hedgehogs. The Council had NO OBJECTIONS but will submit previous comments minus the ecology requests.
- c) 2025/1063 - Approval of all reserved matters following outline permission 2023/3049 for 4-bedroom dwelling with 2 bay garage/cart lodge at Land Adjacent To 2 Strumpshaw Road, Brundall, Norfolk. All the requirements have been complied with. The Council had no further comments or objections.
- d) 2025/1128 - Erection of 4 no. dwellings with vehicular access and open space (re submission) at Land At Oakhill, Oakhill, Brundall, Norfolk.

A resident gave his views on the application, which has not changed in scale or disruption from the last one. There will be no septic tanks but there are no plans for how to join the dwellings to the mains drainage without disturbing the roots of the veteran trees on site. There is standing Government advice about the size of root protection areas around veteran trees, and it would not be possible to install mains drainage without trenching through the roots. The application has listed valuable woodland sites in the area but not included the wood on Oakhill.

The Council voted, with one abstention, to OBJECT on the grounds of overdevelopment of the site, impact on the tree roots, accessibility of the site, no safe pedestrian access. Cllr Davis will call in the application for consideration by the BDC Planning Committee if the officer is minded to approve.

10. Finance, including

i) To consider a grant request from the Acle & Brundall Lions

The grant request was for £300 towards their summer fete.

The Council APPROVED, by a majority, the grant of £300.

ii) The bank reconciliations to the 31st March 2025 were noted.

iii) The Council APPROVED appointing Sonya Blythe as Internal Auditor for the 2024/25 financial year.

iv) The Council APPROVED online payment access for the Deputy Clerk Clare Watkins.

v) The Council APPROVED accepting and signing the Parish Partnership agreement for a feasibility study for a second pedestrian crossing on The Street. The agreement is for £1,500 but CCllr Proctor is giving £1,000 of his Ward Grant towards the project therefore the Council's contribution is £500.

vi) Bills for payment for April 2025 of £17,028.20 had been circulated to Councillors (see below). These were APPROVED.

vii) The payments made in March 2025 were circulated to all Councillors and have been checked by Cllr Britt. This was noted.

The Finance Group met on Friday to look at the provisional accounts for 2024/25. The RFO will circulate a report ready for the May meeting.

11. Parish Clerk's correspondence

None received not on the agenda.

12. Items for the next agenda

Year End accounts

Brundall Village Park Terms of Reference

13. Date for the next Parish Council Meeting

19th May 2025

Meeting Closed: 20.52

Signed:

Dated:

10. vi. Finance

PAYMENTS FOR April 2025

	Net	VAT	Gross
Parish clerk costs	£6,501.28	£0.00	£6,501.28
Office expense	£243.90	£28.85	£272.75
Telephone	£67.99	£7.26	£75.25
Room Hire	£254.00	£0.00	£254.00
Annual Fees	£203.00	£40.60	£243.60
Grass cutting monthly contract	£924.83	£184.97	£1,109.80
Street Lighting	£689.87	£79.22	£769.09
Handyman and cleaning	£572.97	£0.00	£572.97
Cemetery	£1,087.27	£214.00	£1,301.27
Allotments	£50.79	£8.49	£59.28
Countryside Park	£1,195.00	£0.00	£1,195.00
Cremer's Meadow	£38.60	£2.82	£41.42
Church Fen	£650.00	£50.00	£700.00
Trees	£625.00	£125.00	£750.00
Projects	£597.33	£0.00	£597.33
Grants / Donations	£500.00	£0.00	£500.00
IT	£154.35	£0.00	£154.35
Sports Hub	£67.48	£13.50	£80.98
Legal Fees	£350.00	£70.00	£420.00
Refuse collection	£1,341.51	£88.32	£1,429.83
Total expenditure	£16,115.17	£913.03	£17,028.20

RECEIPTS FOR April 2025

FF Grant	£2,859.00
Allotments	25.32
VAT	£4,390.49
CIL	£11,744.13
Interest	3939.86
Miscellaneous	£50.00
Total Income	£23,008.80

HSBC Current A/C as at 22/4/25	£11,265.71
HSBC Deposit A/C as at 22/4/25	£11,955.81
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 22/4/25	£20,231.18
Unity Bank Savings A/C as at 22/4/25	£63,094.19
Transfers to/from Deposit A/C from/to Current A/c	£13,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 31/3/25	£169,318.76