

Minutes of the **Parish Council** meeting held on Monday 19th May 2025 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chairman), K Applegate, 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. Election of a Chairman

Cllr Warns proposed Kevin Wilkins for Chairman, Cllr Savory seconded. As no other nominations were received Cllr Wilkins was unanimously elected Chairman. Cllr Wilkins signed the Declaration of Acceptance of Office.

2. Election of a Vice-Chairman

Cllr Wilkins proposed Joe Warns for Vice-Chairman, Cllr Gabillia seconded. As no other nominations were received Cllr Warns was unanimously elected Vice-Chairman. Cllr Warns signed the Declaration of Acceptance of Office.

3. Apologies for absence

Apologies were received from Cllrs A Bonham, L Britt, G Abbott. These were noted.

4. Declarations of interest

Cllr Savory – 13. c)

5. Minutes of the last meeting

It was resolved to APPROVE the minutes of the Parish Council meeting held on 28th April 2025. They were signed by the Chairman.

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. Cllr Buckley applied but did not receive a reply so did not attend.

7. To consider the following Council documents:

- a) Amended Staffing Committee Terms of Reference to a minimum of 3 members
References to gender neutrality were also removed. The amended ToR were unanimously APPROVED.
- b) Asset Register as at May 2025
APPROVED with the addition of the defibrillator at the Sports Hub.
The **Clerks** will update the replacement costs to reflect current prices. The Arnold Keys valuation report will be used for the Sports Hub valuation.
- c) Risk Assessments
The **Clerks** to update the process for undertaking and recording Risk Assessments. Any new RAs will detail the relevant Committee responsible. RAs for contractors will also be logged.

8. Committees, Working Groups, and appointments to outside bodies

- a) Cllr Buckley stood down from the Staffing Committee. She recommended that the Council consider a second councillor be appointed to Cremer's Meadow.
The Church Fen Working Group of Cllr Abbott, Cllr Tungate, Tim Strudwick and Duncan Painter was added to the list.

The Neighbourhood Plan Steering Group of Cllrs Wilkins, Applegate, Abbott, Bonham, Buckley, and Britt was also added.

- b) Cllr Applegate was appointed Chairman of the Advisory & Scrutiny Committee.
- c) Cllr Bonham was appointed the Parish Council Trustee at Brundall Memorial Hall.
- d) The amended Committee list was approved.

9. 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.

10. The meeting was reconvened

11. Parish Councillor Vacancy

No new applications have been received. **Clerk** to re-advertise.

12. To receive updates and reports

a) Land Management – Cllr Tungate

The Committee considered quotes for remedial actions recommended in the last play equipment inspection report:

- i. Skate park surface replacement – the surface is worn and now not fit for purpose. Quotes were received to repair the sections in front of the ramps where there are gaps, the sections between the ramps, and the whole surface. There is a signed agreement with BMH that gives us authority to do any remedial work. The Council APPROVED the cost of £4,380 to resurface the whole area.
- ii. Resurfacing of the safety matting under the Meadow View play equipment – 3 quotes were obtained for various different types of matting with differing life expectancies. The quote for a carpet overlay of £6,165.85 was APPROVED.
- iii. Rock bowl bearing service and replacement if required – the bearings are grinding as they have not been greased adequately since the last replacement. The maximum cost expected is £2,100 if the whole unit needs replacing. The Council APPROVED a maximum spend of £2,500.
- iv. Memorial Hall climbing frame safety surfacing edging replacement – the safety surface edging is worn and recommended replacing to be blended in with the existing matting. It will be a contrast colour. The cost of £1,9873 was APPROVED.
- v. Cemetery car park lease – this has been agreed at £400 per month with Toureen, the contractors undertaking the works at the Shell Garage. The lease document was APPROVED by the Council, with 1 abstention. **Cllr Wooldridge** will take photos of the car park before the lease takes effect and inspection of the car park will be included in the regular maintenance checks.

b) Recreation and Wellbeing Committee – Cllr Savory

The committee was due to meet last week to discuss a briefing document for a tender for designs for Brundall Village park but as the ToR for the working group have not yet been approved this meeting was cancelled. The BVPG and A&S will meet to discuss the ToR.

Cllrs Wilkins and Savory had a constructive meeting with representatives from Brundall Memorial Hall to talk about future plans for the Memorial Hall field and Brundall Village Park. It was a productive and important meeting for both sides to understand where each other's future visions are going. The play area will remain on BMH land.

A response has been received from Highways regarding a request to incorporate a cycleway into the footpath along the southern boundary of the Brundall Meadows development. However it is not possible to create a cycleway out of a footpath without cancelling the Public Right of Way and creating a cycleway separately therefore they will not object as this isn't a reasonable planning objection. Highways didn't see us wanting a 3m cycle path as a reasonable objection to the reserved matters.

c) Brundall Community Leisure Ltd – Cllr Gabillia

The rental assessment has still not been received from Arnold Keys therefore it has not been possible to progress the lease.

The final snagging meeting is scheduled for the 30th May with Smiths, REAL Consulting, CSF and BCL.

d) Environment Committee – Cllr Warns

Norfolk County Farms had no objections to a pond at the Countryside Park. This is an outline proposal at present and has no funding to proceed yet.

Eddie Wozniakowski has resigned from the Biodiversity Working Group for personal reasons and will be much missed.

The BWG will look for biodiversity improvements at the woods at the bottom of the BMH field as requested by Land Management, who are considering a 25 year lease for management and responsibility of the area. A tree survey undertaken highlighted a tree needing urgent work. The landowner has been asked to undertake the work before the Council signs a lease.

Cremer's Pond – there are no newts in residence and due to the steep sides of the pond it is not a suitable habitat for them therefore Norfolk Ponds will not help with any improvements. The Friends are considering options to improve the water quality, starting with what do we want the pond to look like.

The Committee considered the request from LM to discuss how best to improve the paths at the Countryside Park. There is no good alternative to sand, although too much will make the surface unstable and slippery when dry.

e) Road Safety Group – Cllr Savory

The planned dropped kerbs at the Countryside Park required a road closure but this was cancelled by National Highways. The work will be done by NCC Highways without a road closure.

Gateways – it is not possible to have speed limit signs on the Strumpshaw Road gateways but, depending on their location, it may be possible on Postwick Lane. They will be included in the Cucumber Lane gateways because they will be located at the speed limit change. The final designs have not yet been agreed but they will be happening.

Dangerous driving through the current gas main works road closures was reported. Cadent could consider installing CCTV cameras to catch those ignoring the signs. The **Clerk** was asked to email Cadent to inform them it is the Strumpshaw Steam Rally this weekend.

f) Neighbourhood Plan – Cllr Wilkins

The next meeting is on Friday to look at the character appraisal of the housing in Brundall, green spaces, and important views. This will then feed into a Design Code for future development.

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. No documents had been uploaded therefore it was not possible to make any comments.

The Council also considered the following applications received after the agenda was published:

- b) 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 NR13 5QS. This application is a resubmission. The Council had NO OBJECTIONS.
- c) 2025/1455 – Conversion of existing garage at 38 Maurecourt Drive NR13 5SE. The Council had NO OBJECTIONS but commented that parking may be an issue if the converted space is used for to run a masseuse business.

These comments will be ratified at the next meeting.

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. Comprehensive documentation was supplied, including all the other sites considered. The Government will impose the mast whether the Council objects or not. The Council had NO OBJECTIONS.
- b) [Help shape the future of Norfolk's council services - Norfolk County Council](#) The consultation was noted.
- c) [Norfolk County Council Local Nature Recovery Strategy](#) This would be useful for the Neighbourhood Plan. **Cllr Warns** will précis.

15. Review of Strategy Day Action Plan

This was deferred to the June meeting.

16. Finance, including

- i) To consider the final accounts for the year ending 31st March 2025

The request for £500 of the unused Recreation and Wellbeing Committee budget to be rolled into 2025/26 was APPROVED.

The Year End position was noted.

The Year End CIL was noted.

- ii) HSBC current account signatories are Cllr Wilkins, Cllr Savory, and the Clerk.

Signatories for the BDC Parish Deposit Account are Cllr Savory and Cllr Wilkins.

Signatories for Unity Trust are Cllr Wilkins, Cllr Savory, and the Clerk. The addition of Cllr Gabillia is still pending confirmation by Unity. The addition of the Deputy Clerk (CM) has not yet been completed.

- iii) The Direct Debits and Standing Orders were noted.

- iv) Bills for payment for May 2025 of £15,247.78 had been circulated to Councillors (see below). These were APPROVED.

- v) The payments made in April 2025 were circulated to all Councillors. They will be checked by Cllr Britt. This was noted.

17. Parish Clerk's correspondence

A university student has requested to interview a councillor for her Masters. **Cllr Applegate** will respond.

The Beavers leader asked for areas to litter pick with his pack but complimented the village on being very clean as he could not find any litter.

18. Items for the next agenda

Payments made in April

Strategy Action Plan

AGAR

Brundall Village Park Terms of Reference

19. Date 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

One applicant was interviewed who was very capable of undertaking the role and of offering more skills if required. However he would not take the position on the salary being offered therefore the Council considered if they would be willing to offer a higher rate of pay.

The Council APPROVED offering a higher salary scale with the increase in the cost to come from reserves and cost savings. Future expenditure will need to be budgeted for.

Signed:

Dated:

16. iv. Finance

PAYMENTS FOR May 2025

	Net	VAT	Gross
Parish clerk costs	£6,501.28	£0.00	£6,501.28
Office expense	£82.04	£2.60	£84.64
Telephone	£67.99	£7.26	£75.25
Grass cutting monthly contract	£1,038.99	£207.80	£1,246.79
Street Lighting	£262.31	£24.58	£286.89
Handyman and cleaning	£572.97	£0.00	£572.97
Repairs and Renewals	£1,250.00	£0.00	£1,250.00

Cemetery	£185.00	£37.00	£222.00
Cremer's Meadow	£16.66	£3.33	£19.99
Church Fen	£970.00	£0.00	£970.00
Projects	£111.50	£22.30	£133.80
Grants / Donations	£330.88	£11.48	£342.36
IT	£291.35	£0.00	£291.35
Sports Hub	£1,401.27	£17.39	£1,418.66
Legal Fees	£1,526.50	£305.30	£1,831.80
Total expenditure	£14,608.74	£639.04	£15,247.78

RECEIPTS FOR May 2025

Precept	£86,910.00
Cemetery	£220.00
Allotments	56.25
Neighbourhood Plan grant BDC	£4,500.00
CIL	
Interest	16.94
Miscellaneous	
Total Income	£91,703.19

HSBC Current A/C as at 16/5/25	£11,127.38
HSBC Deposit A/C as at 16/4/25	£11,972.75
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 16/5/25	£13,805.05
Unity Bank Savings A/C as at 16/5/25	£143,094.19
Transfers to/from Deposit A/C from/to Current A/c	£80,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 31/3/25	£169,318.76