

Minutes of the **Parish Council** meeting held on Monday 23rd June 2025 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chairman), G Abbott, K Applegate, A Bonham, P Gabillia, M Savory, R Tungate, J Warns
Clerk: Mrs C Dickson

District Cllrs J Davis and E Laming

Members of the public: 3

1. Apologies for absence

Apologies were received from Cllrs G Buckley, L Britt, P Wooldridge. These were noted.

2. Declarations of interest

Cllr Wilkins – 9. b)

Cllr Savory – 10. b)

3. Minutes of the last meeting

The following was added to the last paragraph of 12. b): Highways didn't see us wanting a 3m cycle path as a reasonable objection to the reserved matters.

It was resolved to APPROVE, with 1 abstention, the amended minutes of the Parish Council meeting held on 19th May 2025. They were signed by the Chairman.

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

11. Advertising the Councillor vacancy – completed

12. a) v. photos of the Cemetery car park - completed

12. e) Strumpshaw Steam Rally info to Cadent – completed

14. NCC Local Nature Recovery Strategy précis – circulated

17. Following communication with the Masters student it was Cllr Wilkins not Cllr Applegate who met and discussed her questions.

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, primarily about Norfolk County Council's position on Local Government Reform is available on the website. There is a new Norfolk Community Fund with each councillor having a grant of up to £5,000 to help community groups. Matched funding is not required for grants under £500, but is for those over £500. There will be help with Crowdfunding.

District Cllr E Laming summarised her and Cllr Davis's report and the details were noted. It is available on the website.

6. The meeting was reconvened

7. Parish Councillor Vacancy

3 applications have been received. 2 applicants were in attendance at the meeting. Cllrs Savory, Tungate, and Abbott will conduct the interviews.

8. To receive updates and reports

a) Land Management – Cllr Tungate

The Committee considered a request from the Brundall Allotment Association to start the process of evicting a tenant who has not paid their rent or cultivated their plot. This is underway.

The Church Fen working group met last week and are drafting a Management Plan. A member of the BWG has mended 2 boards on the bridges. The Deputy Clerk (CW) and members of the CFWG met Matt Davies from The Fringe Project on site for advice on the boardwalk and other paths. The boardwalk is in a decent condition at present although rotting of the supports would be a continuing problem if wood is used for replacement. He prefers plastic. The Eastern footpath is uneven with boggy spots. It would be possible to install a boardwalk although there would be environmental challenges. He recommended thinning out the trees to improve the view across to the reeds, they could be chipped on site and use the chippings to stabilise the eastern path. All this work would be dependent on volunteers, with Matt Davies supervising. He will be producing a more comprehensive report than the one received 2 years ago. It was a positive meeting.

- i. The Council APPROVED the request from Brundall Allotment Association for the Council to include their defibrillator on the asset register.

b) Recreation and Wellbeing Committee – Cllr Savory

Updates were received from Brundall Memorial Hall, Brundall Bolts, Brundall Guides, the Church, Parkrun, and the Newsletter.

- i. The lighting scheme for Brundall Meadows has been sent to the Council for approval as the Council will be taking on responsibility for the streetlights in due course. As part of that the BVPG asked if it would be possible to have lights on the footpath. Streetlights were offered initially but it was agreed lower level bollards would be more suitable and less light polluting. Options for 7, 16, or 32 lights were discussed. 32 lights would give continuous lighting for the whole path. There would be more risk of damage and more energy use but the safety concerns override these considerations. The Council APPROVED requesting 32 bollard lights on the Public Right of Way. There will be no lighting on the unadopted roads.

The BVPG and A&S met this morning to discuss the BVPG ToR. An agreement was reached over the governance and reporting lines and the revised ToR will be brought to the July meeting.

c) Brundall Community Leisure Ltd – Cllr Gabillia

The contractor has finished the snagging work on the pavilion. The Completion certificate will now be issued which will trigger the final invoice and we can then claim the final FF grant.

d) Road Safety Group – Cllr Savory

- i. There has not been enough downloadable SAM2 data due to the batteries not holding their charge for more than a week. The Clerk and Chairman authorised the purchase of 2 new batteries during the month in order to collect data immediately. Retrospective APPROVAL for the purchase was given by the Council.

The apparent traffic data collection on The Street is likely to be for the pedestrian crossing feasibility study.

e) Neighbourhood Plan – Cllr Wilkins

- i. The Government has withdrawn funding and technical support for Neighbourhood Plans with immediate effect. Our current plan will 'expire' in 2026 although it will still be relevant for planning applications and we will still receive 25% CIL funding from new developments.
- ii. The NP consultants have submitted a revised quote to remove the technical support for a Design Code and include 2 days more work to prepare a slimmed down Design Code at an additional cost of £800.
- iii. Funding for stages 1 and 2, £5,800, has been received from Locality and BDC but funding is required for the rest of the quote of £11,200. An additional £2,000 is available from BDC but the remaining £9,200 is currently unfunded.

It is possible to use CIL funds towards the NP but the Council has received £12,742.50 from the Persimmon fund from the Pastures development for legal fees over the past couple of years, that is not allocated to any costs this financial year. It was AGREED to use the Persimmon receipt, up to £10,000, to complete the Neighbourhood Plan by mid 2027.

At the last meeting it was agreed that the survey required for the review will be an individual online one. All houses will be leafleted to include signposting to the Clerks for help completing the surveys if required.

- iv. The last NPSG meeting discussed the possibility of requesting a parish boundary change so that the whole of Brundall Village Park is within the parish. It would be helpful if this could be completed before the NP is finished so the whole Park can be included in the Plan. The Council APPROVED requesting a boundary amendment from BDC but to consult with Blofield PC first.

9. To consider the following planning application(s)

- a) 2025/1266 - Single storey side extension at 40 Postwick Lane NR13 5RQ. The Council had NO OBJECTIONS.
- b) 2025/1209 – Two-storey side extension at 10 Lake View Drive NR13 5LT. The Council had NO OBJECTIONS.
- c) 2025/1599 – erect a new 6 foot high fence with 2 foot trellis on top of fence at Hawthorn Lodge, 34 The Street NR13 5LJ. The Council APPROVED objecting on the grounds that a 6ft fence with additional 2 foot trellis on The Street would be a safety issue for pedestrians and other traffic due to visibility issues from the drive of the property.
- d) 2025/1755 – Front and side extension at 22 Brecklands Road NR13 5PE. The Council had NO OBJECTIONS.

Delegated authority to the planning group was APPROVED to comment on planning application BA/2025/0113/FUL. Comments will be circulated in advance of submission.

10. To ratify comments for 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 NR13 5QS. This application is a resubmission. The Council had NO OBJECTIONS.
- b) 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 pregnancy masseuse business.

The comments submitted were noted and RATIFIED.

11. Brundall to Postwick cycle feasibility study

A feasibility study report from consultants to Postwick PC was circulated to councillors in advance of the meeting. It would be possible to improve and upgrade parts of the current footpath from Postwick to Brundall Gardens railway station but the costs would be around £250,000, possibly double including legal fees.

The upgrade was not identified as a priority for Postwick PC at present when they considered where to spend their S106 and CIL funds.

The report was noted by the Council.

12. Review of Strategy Day Action Plan

An updated Action Plan had been circulated to Councillors with the meeting documents. It was noted.

13. Finance, including

i) Grant request from Snowy's Nursery and Pre-School for the refurbishment of their outdoor learning area

The Council considered the grant request for £300. The preference is to give for specific items. The Council approved a grant of £430 for the wooden play shop/house as long as funding has not already been achieved for this.

ii) Internal Audit Report

The Internal Audit report was received and noted. 3 items were highlighted for consideration and follow up:

- The Clerk will minute the Band D amount when the budget and precept is approved.
- Budget monitoring will now be taking place every quarter, and will be reported to full Council and relevant committees.
- The VAT amount claimed for the year exceeded the de minimus level of £7,500 due to the Sports Hub pavilion build and legal fees. VAT advice has been received.

iii) The Governance Statement of the Annual Return for 2024-25 was considered and unanimously APPROVED.

iv) The Accounting Statements of the Annual Return for 2024-25 were considered and unanimously APPROVED.

v) Broadland Parish Deposit Account signatories

The current signatories for the Broadland Parish Deposit Account include 2 former councillors. The Clerk proposed the signatories should be the same as those for Unity Trust Bank – Cllrs Wilkins, Savory, and Gabillia, the Clerk, and Deputy Clerk Clare Watkins. This was APPROVED.

vi) Bills for payment for June 2025 of £13,038.96 had been circulated to Councillors (see below). These were APPROVED.

vii) The payments made in April 2025 have been checked by Cllr Britt. This was noted.

The payments made in May 2025 have not yet been checked. This will be reported to the July meeting. It was AGREED that Cllr Bonham will be the reserve councillor to check both the payments and salaries.

14. Parish Clerk's correspondence

Hopkins Homes have requested road name suggestions for the Brundall Meadows development. The Clerk has circulated a list of suggestions so far and there has been a post on Facebook asking for residents ideas as well. The **Deputy Clerks** will collate and circulate before the 15th July.

15. Items for the next agenda

Brundall Village Park Terms of Reference

16. Date for the next Parish Council Meeting

28th July 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

17. Sports Hub

A confidential report from BCL was circulated to all councillors before the meeting.

The Council APPROVED paying the legal fee costs of around £2,500 for advice from Spire regarding the current license agreement and new lease negotiations.

It was AGREED that any new lease will be brought to full Council before signing.

The **Clerk** will check the BPC-BCL agreement for insurance responsibility.

Signed:

Dated:

13. vi. Finance

PAYMENTS FOR June 2025

	Net	VAT	Gross
Parish clerk costs	£6,501.28	£0.00	£6,501.28
Office expense	£235.69	£21.62	£257.31
Telephone	£104.28	£14.52	£118.80
Room Hire	£394.50	£0.00	£394.50
Annual Fees	£160.00	£0.00	£160.00
Grass cutting monthly contract	£1,040.65	£208.13	£1,248.78
Street Lighting	£489.79	£40.20	£529.99
Handyman and cleaning	£572.97	£0.00	£572.97
Allotments	£49.58	£9.91	£59.49
Countryside Park	£253.66	£46.33	£299.99
Cremer's Meadow	£107.52	£14.40	£121.92
Trees	£350.00	£70.00	£420.00
Projects	£175.50	£35.10	£210.60
Grants / Donations	£100.00	£0.00	£100.00
Play equipment	£1,424.14	£284.83	£1,708.97
IT	£154.35	£0.00	£154.35
Sports Hub	£69.41	£13.27	£82.68
Newsletter	£97.33	£0.00	£97.33

Total expenditure	£12,280.65	£758.31	£13,038.96
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RECEIPTS FOR June 2025

Persimmon	£12,742.50
Cemetery	£282.50
Allotments	
Delegated Grass NCC	£4,224.94
Newsletter advertising	£102.00
Interest	16.68
Miscellaneous	

Total Income	£17,368.62
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HSBC Current A/C as at 18/6/25	£15,048.71
HSBC Deposit A/C as at 18/6/25	£11,989.43
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 18/6/25	£15,331.57
Unity Bank Savings A/C as at 18/6/25	£143,094.19
Transfers to/from Deposit A/C from/to Current A/c	£0.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/25	£169,318.76