

Minutes of the **Parish Council** meeting held on Monday 28th July 2025 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chairman), G Abbott, K Applegate, L Britt, G Buckley, P Gabillia, M Savory, P Wooldridge, L Mogford

Clerk: Mrs C Dickson

District Cllrs J Davis and E Laming

Members of the public: 1

1. Apologies for absence

Apologies were received from Cllrs A Bonham, R Tungate, J Warns. These were noted.

2. Declarations of interest

None received.

3. Minutes of the last meeting

It was resolved to APPROVE, with 1 abstention, the minutes of the Parish Council meeting held on 23rd June 2025. They were signed by the Chairman.

It was resolved to APPROVE, with 2 abstentions, the confidential minutes of the Parish Council meeting held on 23rd June 2025. They were signed by the Chairman.

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

14. Brundall Meadow road names collated and circulated – completed

17. SH insurance responsibility – currently under investigation

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. Cllr Wilkins updated the Council on correspondence he and CCllr Proctor have had regarding the Springdale site. Cabinet will discuss responses to the tender process in October. The site remains identified as a care facility either residential care as previously or housing with care.

There are no plans to house asylum seekers there.

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

The 3 applicants were interviewed by Cllrs Savory and Tungate. The recommendation was to co-opt Mr Leslie Mogford. The Council voted, by a majority decision, to co-opt Mr Leslie Mogford on to the Council.

It was agreed he will join the Environment Committee and Planning sub-group.

8. To receive updates and reports

a) Land Management

The meeting in July was cancelled so there is no further update, apart from the tenant who had not paid their rent or cultivated their plot has now been evicted.

b) Advisory and Scrutiny Committee – Cllr Applegate

A revised Terms of Reference for the Brundall Village Park Group were presented to the Council. Items amended included: engagement with the Memorial Hall and consultation with residents, consideration of the costs of the project, notes of the meetings to be provided so full Council has sight of how decisions were reached.

The revised Brundall Village Park Group Terms of Reference were APPROVED.

c) Recreation and Wellbeing Committee – Cllr Savory

Now that the BVPG ToR have been approved it was confirmed that the group will be meeting the LEMH planning officer to discuss the S106 agreement and outstanding issues.

d) Brundall Community Leisure Ltd – Cllr Gabillia

There is a meeting next week with CSF to receive financial and usage updates, and discuss the lease.

They have recently received funding for Padel Courts at the Nest so there may be a discussion about whether this would be suitable for Brundall.

e) Road Safety Group – Cllr Savory

Highways have informed us that the village gates should be installed in August.

Concerns have been raised about the new Brundall Meadows entrance off Blofield Road, whether it has encroached on to the road too much and the safety of those leaving Cremer's Meadow. The **Clerk** will request a site meeting with the Highways Engineer.

- i. Despite the new SAM2 batteries there are still problems achieving a full month's worth of SAM2 data. The Clerks suspect the charger is not working as efficiently as it was and request a new one. The Council APPROVED for the purchase of a new SAM2 battery charger at a cost of £84 + VAT + £7.50 delivery.

The 'Respect our Village' temporary sign on Postwick Lane is a standard diversion sign. DCllr Davis spoke with National Highways about these some time ago and they have liaised with NCC.

f) Neighbourhood Plan – Cllr Wilkins

The survey is now open and, as of last week, there had been over 300 responses.

Thanks were given to all the Councillors and other helpers who had delivered notification leaflets to every house.

9. To consider the following planning application(s)

- a) 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. The Council had NO OBJECTIONS.
- b) 2025/1888 – Listed building consent to replace 3 first floor C1920 single glazed windows with timber framed leaded slimline double-glazed units. Renew front porch with similar design wooden painted (white) design but without brick footing/standing and with tiled roof. Remove and replace cement-based render and gypsum-based plasters from internal walls (on those outside facing walls) and replace with insulating lime-based renders and finishing lime-based plasters. Rewire the sockets and lighting circuits and replace

sockets/switches/lights in the older section of the house upstairs and replace cement renders on a number of walls at Braydeston Cottage, 8 The Street, NR13 5LB. The Council had NO OBJECTIONS.

- c) 2025/1902 – Two storey front extension and single new garage at 34 at Hawthorn Lodge, 34 The Street NR13 5LJ. The Council had NO OBJECTIONS.
- d) 2025/1599 – amended application – Erect a new 6 foot high fence at Hawthorn Lodge, 34 The Street NR13 5LJ. The Council objected to the original application on safety concerns for pedestrians. These have not changed for this application.
- e) 2025/1943 – Single storey rear extension, loft conversion and conversion of outbuilding to home office/hobby room at 98 The Street NR13 5LP. The Council had NO OBJECTIONS.

10. To ratify comments for the following planning applications

- a) BA/2025/0113/FUL – Retention of replacement quay heading and boardwalk at Brundall Harbour, Riverside Estate. The Council had NO OBJECTIONS. Application now approved, subject to conditions.

The comments submitted were noted and RATIFIED.

11. To consider supporting Blofield Parish Council's application for funding from the GNGB for a Blofield Park Community Hub

The Council supported the application.

12. Finance, including

- i) New streetlight electricity contract

The current streetlight electricity contract expires on the 31st July 2025. The Deputy Clerk (CW) contacted several companies and brokers for quotes but only received one response. The contract is with the current supplier, SSE Energy Solutions, and will cost £12,610.87 over 38 months, which is about £100 more per month.

The Council APPROVED the new contract.

- ii) Email address for the Maintenance Operative

The Clerks requested a dedicated .gov.uk email for the Maintenance Operative in order to keep the work requests away from personal emails and so he could be added to the Microsoft To Do Lists. The annual cost would be £44.64 and would not include access to the OneDrive. This was APPROVED.

- iii) Bills for payment for July 2025 of £39,932.04 had been circulated to Councillors (see below). These were APPROVED.

- iv) The payments made in May 2025 have been checked by Cllr Britt. This was noted.

The payments made in June 2025 have not yet been checked but will be given to Cllr Britt at the end of the meeting.

The Council was appraised that the national salary pay award for 2025/26 for Councils has been agreed at 3.2%. This is within the budget allowed which was calculated on a 4% increase. The scale point increases will be implemented in the August salaries and will be back dated to April.

13. Parish Clerk's correspondence

- a) SNBDC Climate Change and Sustainability Workshop – the details were circulated before the meeting and were noted.
- b) NCC Parish Partnership Funding 2026/27 – the **Road Safety Group** will consider any suitable schemes.

c) NCC Bus Shelter grant scheme – the **Road Safety Group** will liaise with the Maintenance Operative.

14. Items for the next agenda

None received.

15. Date for the next Parish Council Meeting

22nd September 2025. The Council is not planning on holding a meeting in August but will do so if required.

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

16. Office administration and Staffing update

A confidential report from the Staffing Committee and Finance Group was circulated to all councillors before the meeting. The Council APPROVED moving forward with the recommendation in parallel with speaking to Brundall Memorial Hall.

A change in a staff member's hours was noted.

Signed:

Dated:

12. iii. Finance

PAYMENTS FOR July 2025

	Net	VAT	Gross
Parish clerk costs	£7,371.61	£0.00	£7,371.61
Office expense	£88.71	£6.18	£94.89
Telephone	£54.87	£7.26	£62.13
Room Hire	£234.00	£0.00	£234.00
Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£285.06	£26.14	£311.20
Cemetery	£28.37	£0.00	£28.37
Allotments	£886.10	£0.00	£886.10
Cremer's Meadow	£125.00	£25.00	£150.00
Grants / Donations	£430.00	£0.00	£430.00
Play equipment	£5,694.98	£1,139.00	£6,833.98
IT	£259.35	£21.00	£280.35
Sports Hub	£17,169.70	£3,433.93	£20,603.63
Neighbourhood Plan	£1,398.00	£0.00	£1,398.00
Total expenditure	£35,065.57	£4,866.47	£39,932.04

RECEIPTS FOR July 2025

Cemetery	£82.50
Allotments	5.62
Interest	705.70
Miscellaneous	£800.00
Total Income	£1,593.82

HSBC Current A/C as at 24/7/25	£14,650.10
HSBC Deposit A/C as at 24/7/25	£12,005.59
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 24/7/25	£37,023.48
Unity Bank Savings A/C as at 24/7/25	£103,783.73
Transfers to/from Deposit A/C from/to Current A/c	£40,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/25	£169,318.76