

The next meeting of Brundall Parish Council will be held on Monday **27th October 2025** at 7pm in the **St Laurence Centre, Brundall**.
Members of Brundall Parish Council are summoned to attend.

Agenda

Housekeeping

1. **To consider apologies for absence**
2. **Declarations of interest on items on the Agenda**
3. **To confirm the Minutes of the Parish Council meeting(s) held on 22nd September 2025**
4. **To report on actions arising from the Minutes not on the Agenda** (for information only):
5. **To consider a resolution to adjourn the Meeting for 15 minutes for public participation and County Councillor and District Councillors reports**
6. **Re-convene the meeting**
7. **Updates and Reports:**
 - a) Land Management Committee
 - b) Recreation and Wellbeing Committee
 - c) Environment Committee
 - d) Brundall Community Leisure Ltd
 - e) Road Safety group, including:
 - i. Items to consider for submission for Parish Partnership funding
 - f) Neighbourhood Plan
8. **Advisory & Scrutiny Committee, including:**
 - a) Staffing Committee Terms of Reference – to remove the election of a vice-chairman, amending who takes the minutes when the Clerk is not in attendance, adding a reference to the Recruitment Policy
 - b) Reserves Policy – annual reserve figures to be moved to an addendum for approval at the same meeting as the AGAR
 - c) Pension Policy – no amendments
9. **To consider draft Terms of Reference for a Planning Committee**
10. **To consider the following planning application(s):**
 - a) 2025/2922 – Proposed cart lodge at The Barn, 43 The Street, NR13 5AA
11. **To ratify comments for the following planning applications:**
 - a) 2025/2786 – 2 x replacement fascia signs (front and side) and 1 x window display at Brundall Home Hardware, Links Avenue, NR13 5LL. The Council had no objections.
12. **To review the Strategy Day Action Plan**
13. **Finance, including:**
 - i. To discuss approving applying for a Unity Corporate Purchasing Card
 - ii. To receive the External Audit report
 - iii. To approve the revised Asset Register
 - iv. To approve bills for payment for October 2025
 - v. To note payments made in September 2025

14. Wreath laying Sunday 9th November

To nominate a Councillor to attend.

15. Parish Clerk's Correspondence, including:

16. Items for next agenda (not for discussion)

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

24th November 2025

15th December 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

18. Sports Hub

To discuss the current lease/facility management agreement and options to take forward

Claudia Dickson Parish Clerk 21/10/25