

Minutes of the **Parish Council** meeting held on Monday 22nd September 2025 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs G Buckley (Chair), G Abbott, A Bonham, L Britt, L Mogford, R Tungate
Clerk: Mrs C Dickson
County Cllr A Proctor, District Cllrs J Davis and E Laming
Members of the public: 5

1. Apologies for absence

Apologies were received from Cllrs K Applegate, P Gabillia, M Savory, J Warns, K Wilkins, P Wooldridge. 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 28th July 2025. They were signed by the Chairman.

It was resolved to APPROVE, with 1 abstention, the confidential minutes of the Parish Council meeting held on 28th July 2025. They were signed by the Chairman.

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

8. e) Site meeting with Highways re the Brundall Meadows entrance – update from Road Safety Group on the agenda

13. a) RSG to look at schemes for NCC Parish Partnership Funding 2026/27 – ongoing

13. b) RSG to consider bus shelter funding – ongoing

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 read highlights from his report, which is available on the website. Town and Parish Councils are not yet affected by the Local Government Reorganisation but there may be opportunities for them to take on additional facilities and responsibilities at some point should they wish to do so. There will be a consultation on Council Tax increases due to the Governments funding offer. Cllr Proctor still has £4,000 available from his member fund.

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

Chris Norburn from the 2nd Brundall Scouts gave a presentation on the Scout pack and hut in Brundall, what they do, how they help the community, and their plans for upgrading the Scout hut. The project will cost in the region of £370,000 and they have submitted an application for CIL funding from the Council. This will be considered by the Finance Group as per the CIL Policy.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

Cremer's Meadow – the Cut & Clear day last week was successful but sooo wet!

Church Fen – there has been a site visit with Norfolk Wildlife Trust to discuss the maintenance plan. They were very supportive and agreed to share grants and funding information. We need to concentrate on the more productive routes rather than a scattergun approach for funding. They were unaware of the site and considered it quite unique in relation to the scope of work.

CPBT have spent 5 days cutting back vegetation and tidying up the site. The committee would like to express gratitude for their hard work. The CFWG would like to progress collaboration with the Broads Authority as they were part of the original boardwalk partnership and they are keen to re-establish that relationship. Cllrs Mogford and Tungate will meet to see if there is a way to do this.

Social Media – the committee would like to promote more the managed sites and encourage volunteer recruitment.

The Maintenance Operative report has been circulated. It highlights the good work undertaken by the MO in the early stages of his employment. He has been invited to the November meeting for introductions and discussions about managing the assets.

b) Recreation and Wellbeing Committee – Clerk

The Guides reported that one of their pack has been selected to represent Norfolk at an international jamboree in Sweden next year.

Yare Valley Churches had their Community Pantry open over the summer, Mondays and Thursdays. More families are using it and both Co-Ops are collecting food for it. They are now holding a weekly Youth Club, the taster session in July had 8 attendees.

The Newsletter is doing well, with Deputy Clerk RM praised for doing a brilliant job putting it together.

Parkrun is thriving, celebrating 10 years. They also collect for the church Community Pantry.

The Maintenance Operative has been asked to look at repairing the wall of the Richard Barrington memorial.

The Brundall Village Park Group met the BDC planning officer. The variation to the S106 agreement we have been pursuing may have been on incorrect advice. There is hopefully a more straight forward way to achieve the same thing, flexibility to use the pots of money how we want. The planning officer was asked to talk to Hopkins Homes about 3 outstanding items: the surface material of the emergency access across BVP; lowering the sewer bulkheads; and whether Hopkins Homes will accept our wish for bollard lighting on the footpath. There has been no response to requests for updates on this information.

c) Environment Committee – Cllr Buckley

Cllr Warns was elected Chairman for the next year.

Chris Muskett will be attending a workshop for a new Future for Nature Fund launched by Broadland for biodiversity projects. It is hoped the Council can apply for £5,000 towards a pond at the Countryside Park.

The BWG will shortly start work on a biodiversity improvement project at the Cemetery. A small area will be cleared and sown with wildflowers to encourage an increase in bees and insects. This is a prototype and the group hope to roll out more around the village over time.

The BWG would like to more Gardening for Nature events, perhaps on a smaller, more targeted scale.

Tim Strudwick undertook a biodiversity audit of the wood at the bottom of Berryfields. It is a nice bit of woodland with some good trees.

All the draft management plans are in progress, with some expected to be completed by the end of the year.

d) Brundall Community Leisure Ltd – Clerk

The meeting with CSF was postponed by them again. The directors are looking to meet with them in October to discuss the lease, in the meantime legal advice has been received.

e) Road Safety Group – Cllr Bonham

The meeting with the Highways Engineer on the 8th September was very useful. He is checking whether the layout of the entrance to Brundall Meadows is per the plan.

He was concerned that the drainage won't work properly because there appears to be a dip in the road surface by the kerb drain. It was flooded during the recent heavy rainfall.

It may be possible to install a footpath from the Cremer's Meadow entrance up Blofield Road towards Highfield Avenue for about 10m, with a dropped kerb on either side of the road. This will be confirmed later this week.

The village gates have still not been installed.

f) Neighbourhood Plan – Clerk

Good progress is being made. A meeting was held to discuss the survey results and it was agreed to publish everything that didn't include personal data. The consultant is using the results to put together some new policies, and there is a meeting later in October to look at ideas for a Design Guide.

The Important Views and Green Spaces are nearly finished.

8. To consider creating a Planning Committee

The Clerk suggested creating a Planning Committee to catch applications where the deadline is before the next full Council meeting. It would not need to meet every month, only when there was a need. Deputy Clerk CW would be prepared to Clerk it, and is attending training in November.

The Council APPROVED the principle of a Planning Committee. The **Clerk** will bring draft Terms of Reference to consider to the next meeting.

9. To consider the following planning application(s)

- a) 2025/2447 – Variation of condition 2 - Flat roof dormer to large window to Master bedroom looking incongruous to principle elevation. Changing to gable assimilates window far better to location. Raising roof to reflect existing ground levels of consented permission 2025/0423 (Single storey front extension, two storey side extension and single storey rear extension) Date of Decision: 15/05/2025 at The Granary, Braydeston, Blofield N13 5AP. The Council had NO OBJECTIONS.
- b) 2025/2661 – Proposed cart lodge with storage at Spindleberry House, Blakes Lane, NR13 5NJ. The Council had NO OBJECTIONS.
- c) 2025/2738 – Replacing the existing conservatory and installing a new conservatory at Woodhurst, 69 The Street NR13 5LZ. The Council had NO OBJECTIONS.
- d) 2025/2765 – Replacement external staircase and balcony at 80A The Street NR13 5LH. The Council had NO OBJECTIONS.

- e) 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.

10. To ratify comments for the following planning applications

- a) 2025/2276 – Details of conditions 13 & 24 and part details of conditions 7 - (7) details of emergency access onto Links Avenue, (13) detailed plans of the roads, footways, cycleways, street lighting, foul and surface water drainage & (24) details of existing and proposed ground and slab levels at Land East of Brundall Memorial Hall, Links Avenue, NR13 5LL. The Council submitted the following comments:
- A request for the emergency access to be grasscrete not tarmac so it won't be used as a short cut by motorbikes and scooters, and blends in better to the village park
 - A request for 2 bollards at either end of the emergency access to deter vehicular access
 - Noting that Norfolk County Council Highways have not approved the detailed construction drawings, signing, lining and bollards and therefore it is premature to discharge condition 7. And likewise for condition 13, the detailed plans of the roads, footways, and sewers for phase 2 have not yet been approved.
 - Condition 13 includes the streetlighting but there are no plans on the portal.

The comments submitted were noted and RATIFIED.

11. To consider consultations received

- a) Local Plan for the Broads – Regulation 19 version: [Consultations](#). The consultation was noted.

12. To confirm the names for the roads for the Brundall Meadows development

The Council put forward a selection of names of local residents and boatyards for consideration by Hopkins Homes for the Brundall Meadows development (see below). Hopkins Homes selected the following:

Richard Barrington	Barrington Close
Janet Muter	Muter Close
James Fawcett	Fawcett Close
James Harper	Harper Grove
Joyce Lambert	Lambert Grove
George Mollett	Mollet Court
Eileen Watson	Watson Court
Esther/Henry Read	Read Court
The 3 Drake Brothers	Drake Court
Henry Flowers	Flowers Drive
Henry Little	Little Drive
Alan Hunter	Hunters Drive

Approval has been received for use of the names of those who died within the last 20 years. It has not been possible to trace living relatives of those who died more than 100 years ago.

The Council APPROVED the list of names put forward. It was agreed that the Council has, to the best of their ability, attempted to contact the living relatives of those suggested.

13. Finance, including

i) Brundall Memorial Hall grant application - £250 to support their Christmas Fair

The Acle and Brundall Lions will not be doing their usual craft fair this year so BMH is planning a community event along the lines of their VE Day celebration. The application is for £250 to cover refreshments (£60), decorations (£140), and prizes and advertising (£50).

The Council APPROVED the grant of £250.

ii) Giggles Toddler Group grant application - £260 for running costs

Giggles Toddler Group is struggling for numbers due to the increase in free nursery places and a falling birth rate therefore is asking for support with running costs for this year. The application is for insurance (£140), 10 weeks of healthy snacks (£50), and 10 weeks of craft activities (£70).

The Council APPROVED the grant of £260.

iii) Brundall Local History Group grant application - £200 towards a further print run of the Victorian and Edwardian Discovery Trail leaflet

The launch of the leaflet in May was a great success, so much so BLHG have only got 25 left. They would like the trail to continue and perhaps launch it again in the New Year. The application is for £200 towards a revised print of 1000 copies. The Council had no objections to Brundall Local History Group seeking additional sponsors for the leaflet.

The Council APPROVED a *donation* of £200.

iv) The Deputy Clerk's (RM) laptop has not been functioning properly and will not support Windows 11, therefore a replacement has been purchased at a cost of £445 + VAT, plus an admin fee to transfer the data. This was APPROVED and noted.

v) The Clerk's laptop will also not support Windows 11. The purchase of a new laptop for the Clerk was APPROVED.

vi) The Clerk requested approval of the purchase of a laptop for the Maintenance Operative so he can access the weekly check and risk assessment documents, and to also enable him to download the SAM2 data when moving the sensors around. The purchase of a laptop or tablet was APPROVED, to be decided in consultation with the MO.

vii) Bills for payment for August 2025 of £21,251.76 had been circulated to Councillors (see below). These were APPROVED.

viii) Bills for payment for September 2025 of £11,593.47 had been circulated to Councillors (see below). These were APPROVED.

ix) The payments made in June, July, and August 2025 have been checked by Cllr Britt. This was noted.

14. Parish Clerk's correspondence

a) Various emails and comments on Facebook have been received regarding the removal of flags erected on lampposts around the village. All these have been responded to stating the Council is considering advice and guidance received, reviewing the next steps, and deciding what action, if any, to take regarding this matter. This was noted.

- b) There have been ongoing problems with the emptying of the green bin we pay for on Church Lane. It was not emptied for 3 collections despite repeated reporting and coordinating with Broadland, who do not seem to be able to get to the bottom of why Veolia have stopped collecting. The bin now appears to have gone missing. DCllr Davis is following this up.

15. Items for the next agenda

Planning Committee draft Terms of Reference

New printer for the Clerk

16. Date for the next Parish Council Meeting

27th October 2025

24th November 2025

Signed:

Dated:

12. Brundall Meadows road name suggestions

Richard and Peter Barrington

Charles Broom

John Evans

Janet Muter

Dot Barber

Henry Fiske

Joyce Lambert

Little Switzerland

Joan Adams

Alan Hunter

Eileen Watson

Esther Read

Drake

Harvey

Flowers

Fawcett

Mollett

Little

WW1 war dead

13. vii) Finance

PAYMENTS FOR August 2025

	Net	VAT	Gross
Parish clerk costs	£8,097.01	£0.00	£8,097.01
Office expense	£610.49	£109.18	£719.67
Telephone	£54.29	£7.26	£61.55
Room Hire	£243.50	£0.00	£243.50
Training	£40.00	£0.00	£40.00
Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£50.00	£10.00	£60.00
Countryside Park	£23.32	£4.66	£27.98
Church Fen	£750.00	£0.00	£750.00
Play equipment	£8,138.85	£1,627.77	£9,766.62
IT	£154.35	£0.00	£154.35
Sports Hub	£69.41	£13.89	£83.30
Total expenditure	£19,271.04	£1,980.72	£21,251.76

RECEIPTS FOR August 2025

Cemetery	£2,310.50
Newsletter advertising	£154.00
Interest	18.63
Miscellaneous	£400.30
Total Income	£2,883.43

HSBC Current A/C as at 22/8/25	£4,021.53
HSBC Deposit A/C as at 22/8/25	£22,024.22
Transfers to/from Deposit A/C from/to Current A/c	£10,000.00
Transfers to/from Unity Bank	£0.00
Unity Bank A/C as at 22/8/25	£7,011.79
Unity Bank Savings A/C as at 22/8/25	£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

13. viii) Finance

PAYMENTS FOR September 2025

	Net	VAT	Gross
Parish clerk costs	£7,212.41	£0.00	£7,212.41
Office expense	£765.92	£149.33	£915.25
Telephone	£54.29	£7.26	£61.55
Room Hire	£449.00	£0.00	£449.00
Training	£104.00	£20.80	£124.80
Annual Fees	£50.00	£0.00	£50.00

Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£50.00	£10.00	£60.00
Cremer's Meadow	£340.50	£29.60	£370.10
Trees	£290.00	£28.00	£318.00
Projects	£13.00	£2.60	£15.60
Play equipment	£200.00	£40.00	£240.00
IT	£154.35	£0.00	£154.35
Sports Hub	£357.86	£16.77	£374.63
Total expenditure	£11,081.15	£512.32	£11,593.47

RECEIPTS FOR September 2025

Precept	£86,910.00
Cemetery	£385.00
Allotments	5.62
Newsletter advertising	£28.00
Miscellaneous	£11,473.20
Total Income	£98,801.82

HSBC Current A/C as at 18/9/25	£3,911.28
HSBC Deposit A/C as at 22/8/25	£22,024.22
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 18/9/25	£98,792.23
Unity Bank Savings A/C as at 18/9/25	£89,850.10
Transfers to/from Deposit A/C from/to Current A/c	£13,933.63