

Minutes of the **Parish Council** meeting held on Monday 27th October 2025 at 7.00pm
at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs J Warns (Chair), G Abbott, K Applegate, A Bonham, L Britt, M Savory, R Tungate, P Wooldridge
Clerk: Mrs C Dickson
County District Cllrs J Davis and E Laming
Members of the public: 1

1. Apologies for absence

Apologies were received from Cllrs G Buckley, P Gabillia, K Wilkins. These were noted.

2. Declarations of interest

None received.

3. Minutes of the last meeting

It was resolved to APPROVE, with 4 abstentions, the minutes of the Parish Council meeting held on 22nd September 2025. They were signed by the Chair.

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

None not on the agenda.

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.

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

The **Clerk** will investigate inviting the Help Hub van to Brundall.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

A biodiversity improvement area has been created at Cemetery. The committee would like to thank the Biodiversity Working Group volunteers for their work on this.

The landlords of the woodland at the bottom of BMH field have dealt with the dead tree. This now paves the way for the Council to lease land in order to manage and improve it.

Church Fen – the boardwalk has closed for the past 2 weeks due to dangerous broken boards and slippery surfaces. The surface has deteriorated, partly due to flooding and high water levels. The Church Fen Working Group is obtaining quotes and looking at funding options, including upgrades to the eastern path.

The Clerk informed the meeting that the contractors using the cemetery car park had too many vans parked there on Friday. They were contacted and assurances were made that this will not happen again. They are grateful we allowed them to use the car park, and they have been parking respectfully.

b) Recreation and Wellbeing Committee – Cllr Savory

At the meeting on the 13th October reports and updates were received from Brundall Memorial Hall, Brundall Bolts, Brundall Guides, Parkrun, and the Church. Some of the key items discussed were:

Communication – sometimes things happen in other committees that the Social Media group don't hear about, e.g. the Church Fen boardwalk closure. It was agreed that other committee agendas will include an item for SM posts following each meeting.

Newsletter – continues to go well. Thanks were given to the Deputy Clerk (RM) from both the Church and Memorial Hall for all her work.

Neighbourhood Plan Survey results – the committee looked at some of the ideas suggested by residents and have agreed to look at some of them to see if they are feasible to take further.

Brundall Village Park – Cllrs Wilkins, Savory, and Buckley and the Clerk met with Hopkins Homes and the BDC S106 & CIL officers. There were some challenging moments with previously agreed actions seemingly forgotten. The key points from the meeting were:

- The footpath will be 2m wide and tarmac with no room to widen it as it will be hard up against the Westfield Road fences and Brundall Meadows gardens. Previous conversations had indicated it may be possible to have a 5m wide path but the current development layout will not allow this. NCC Highways have said there is no requirement for lighting on footpaths so it will not be installed. This information was passed on to HH in July but the Council was not informed. We were told windows will be overlooking the path and this will give extra security.
- The emergency access will be tarmac and 3m wide, and will double as a cycle path. It will also be unlit.
- Landscaping plans for the entrance road are being considered by the BWG to ensure they are appropriate for the location.
- Money – the original S106 had 2 separate pots for the Country Park area and Village Green and the Council requested they be merged to enable a holistic planning of the 2 pieces of land. It is now clear that there is no will from Hopkins to do this and the current draft amended the S106 agreement has terms that are to the Council's detriment, therefore the BVPG recommend not pursuing this any further and reverting to the original S106 agreement. The Park will be designed as a whole but the money will remain in separate pots and will need to be invoiced as such by any contractor.
- Country Park area – work will begin shortly on digging the attenuation basins including tracks for the heavy machinery needed. Once completed the basins and any churned up land will be seeded with an appropriate plant mix for that area. No work will take place on the land next to the river.
- Sewer bulkheads – the Council's position has always been that they must be levelled. This was made clear at the previous meeting and was agreed by Hopkins. At this meeting we were informed that they are Anglian Water sewer drains and they do not have permission to do any work on them. We made it very clear the Council will be pursuing the levelling of the drain covers.
- The money for the design of the Country Park area may be available from June 2026. The Country Park land may be handed over 18 months after that, depending on how quickly the houses sell.

A further meeting with the BDC S106 and CIL officers has been scheduled for the 5th November, and another meeting with Hopkins will happen later in the month.

The Council unanimously APPROVED not progressing any further with amending the S106 agreement to merge the funds for the Country Park and Village Green.

c) Environment Committee – Clerk

A member of the Biodiversity Working Group attended a workshop for the BDC Future for Nature Fund. They will be submitting an application for the £5,000 grant for constructing a pond at the Countryside Park, as approved by Land Management.

Quotes received for the work range between £10,000 and £15,000. A smaller pond can be built for £5,000, but the biodiversity benefits would not be as great. If the Council could match fund any grants received it would be possible to have the size of pond recommended by the BWG.

The **Clerk** will ask the BDC Future Fund for Nature for an extension to the submission date to after the next meeting so additional funding can be discussed.

The **Clerk** will make suggestions to the next meeting for which budget or earmarked reserve matched funds could come from.

d) Road Safety Group – Cllr Savory

The RSG met with the Highways Engineer to look at the entrance to Brundall Meadows opposite Cremer's Meadow in September. It was a productive and helpful meeting. The Highways Engineer has now spoken to the NCC Safety Team about how to make it safer to cross there. A plan has been put forward to move the Cremer's Meadow fence back about 1.5m and create a footpath/pavement along road towards Brundall with dropped kerbs on both sides. The concerns are that it is getting closer to the Highfield Avenue junction but the NCC Highways safety team have decided that is the safest direction to go and the best way to do it. The Parish Partnership funding scheme's deadline for submission is early December. Highways have estimated the cost at around £12,500.

The Road Safety Group are recommending this scheme for a PP application. PP funding is for 50% of the costs therefore the Council will need to fund the remaining 50%.

However it transpires that the piece of land where the new path will sit is in the parish of Blofield. Highways have not yet confirmed whether we can apply for PP funding for a scheme outside our parish boundary.

The Council gave general support to the proposed application. Final details will be circulated for next meeting.

The Village Gateways have been on order for 8 weeks, which is longer than normal. The expectation is the middle of November.

The upcoming Yarmouth Road and Cucumber Lane road closures were discussed. The **Clerk** will email NCC Cllr Graham Plant, the cabinet member responsible for Highways, to voice concerns over the number of road closures in Brundall and Blofield this year, the impact the road closures will have on traffic through the village, and where the Brundall Meadows construction traffic will go. The Council wants the improvements the works will provide but are worried about the organisation of the closures.

A SAM2 device will be located on Postwick Lane during the works to monitor the amount of traffic.

e) Neighbourhood Plan – Clerk

A meeting to discuss a Design Code guide was held last week. The consultant will be producing a draft to consider.

3 more meetings have been scheduled for the next month.

8. Advisory & Scrutiny documents

a) Staffing Committee Terms of Reference

The driver for reviewing these ToR was reducing the number of members to a minimum of 3, approved at the May 2025 full Council meeting. Following on from that it is not viable to have a vice-chair of the committee so this was removed. Who takes the minutes when the Clerk is not in attendance was also revised and a referring to the Recruitment Policy during the recruitment process was added.

The revised Staffing Committee Terms of Reference were APPROVED.

b) Allotment eviction process

This was referred to the committee to review by Land Management. Several amendments have been put forward but the draft revised process will be passed to LM for consideration before coming to full Council for review. One of the suggested amendments is that the eviction of a tenant is judged and approved by LM, who will then advise full Council. Currently evictions need to be approved at full Council.

c) Reserves Policy

The current policy needs revising every year to update the figures in the reserves. The suggested review is that the annual financial information is moved to an appendix which can be approved at the same full Council meeting that the Year End accounts are agreed.

The revised Reserves Policy was APPROVED.

d) Pension Policy

No amendments were suggested. This was a regular review for audit purposes.

The Pension Policy was APPROVED.

e) John Evans Award nomination and selection process

The committee was asked to look at the nomination and selection process for John Evans Award recipients but found that the history of the award was unclear. The Clerk has unearthed that a Good Citizen Award was suggested at a full Council meeting on the 14th February 2008, to be included on the Annual Parish Meeting agenda that year. It was renamed the John Evans Award in June 2010 but no nomination or selection criteria could be found in old minutes. Requests for nominations from residents have been advertised in years prior to 2020.

The committee will review this information and suggest a process to take forward.

9. To consider creating a Planning Committee

The Clerk presented draft Terms of Reference for a Planning Committee. Several amendments were agreed:

- The trigger for an application to be considered by full Council will be more than 1 dwelling
- If the committee decides to object to a planning application this must be referred to full Council first
- Any councillor may request an application be considered at a full Council meeting
- The agenda for committee meetings will be circulated to all councillors for information prior to the meeting

The Clerk will circulate the amended ToR before the next meeting.

10. To consider the following planning application(s)

a) 2025/2922 – Proposed cart lodge at The Barn, 43 The Street, NR13 5AA. The Council had NO OBJECTIONS.

11. To ratify comments for the following planning application(s)

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.

The comments submitted were noted and RATIFIED.

12. To review the Strategy Day Action Plan

The Clerk presented an updated plan. Councillors requested a traffic light system to more easily highlight which stage each action was at:

Red – in progress, problems encountered

Orange – in progress, action needed

Green – in progress, on target

Blue – completed

White/no highlight – not started

The revised plan will be considered at the next meeting.

13. Finance, including

i) Unity Trust Bank Corporate Purchasing Card

The Clerk requested a Corporate Purchasing Card for the Clerks to use to make incidental purchases. Currently they need to buy items and reclaim the money via expenses.

The Council APPROVED the applying for a Unity Trust Bank Corporate Purchasing Card. The Finance Group will consider what controls should be put in place.

ii) External Audit Report

The External Audit raised an 'except for' matter relating to the listing of the Sports Hub on the Asset Register. It was removed from the Council Asset Register last year and held on a separate one for Brundall Community Leisure Ltd however it is a Parish Council asset and should be listed as such. This was not raised as an issue by the External Auditor last year but for the AGAR for 2025/26 the Asset amount for 2024/25 will need to be restated to include the Sports Hub and included in the Council's assets going forward.

This was noted by the Council.

iii) Revised Asset Register

A revised Asset Register was presented to include the Sports Hub and equipment.

The revised Asset Register was APPROVED.

iv) Bills for payment for October 2025 of £17,944.35 had been circulated to Councillors (see below). These were APPROVED.

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

14. Wreath laying Sunday 9th November

Cllr Wooldridge will lay the wreath at the Church service on Sunday 9th November.

15. Parish Clerk's correspondence

The Clerk received a suggestion that, now the councillor's photos are no longer displayed at the Memorial Hall, they could be included on the website. This was agreed by the Council. Greg Chandler gave his permission for the photos to be used and he will be credited on the website. **Clerk** to action.

16. Items for the next agenda

Parish Partnership submission

Planning Committee draft Terms of Reference

Funding for a pond at the Countryside Park

17. Date for the next Parish Council Meeting

15th December 2025

26th January 2026

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

Brundall Community Leisure Ltd submitted a briefing document with details of their last meeting with Community Sports Foundation. This was discussed and noted.

The Council agreed that not triggering the break clause was the best course of action at the current time.

CSF will be asked for the log of their inspection and maintenance checks.

Signed:

Dated:

13. iv) Finance

PAYMENTS FOR October 2025

	Net	VAT	Gross
Parish clerk costs	£7,218.81	£0.00	£7,218.81
Office expense	£1,993.43	£212.14	£2,205.57
Telephone	£54.29	£7.26	£61.55
Room Hire	£1,409.00	£0.00	£1,409.00
Annual Fees	£1,050.00	£210.00	£1,260.00
Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£50.00	£10.00	£60.00
Cemetery	£23.53	£0.00	£23.53
Allotments	£22.50	£0.00	£22.50
Countryside Park	£1,195.00	£50.00	£1,245.00

Cremer's Meadow	£18.00	£0.00	£18.00
Grants / Donations	£710.00	£0.00	£710.00
IT	£154.35	£0.00	£154.35
Sports Hub	£92.58	£18.51	£111.09
Professional Fees	£1,250.00	£250.00	£1,500.00
Land Management	£290.44	£58.12	£348.56
Total expenditure	£16,571.75	£1,023.99	£17,595.74

RECEIPTS FOR October 2025

Precept	
Cemetery	£275.00
Allotments	1304.75
CIL	£72,196.93
Newsletter advertising	£38.00
Interest	704.21
Miscellaneous	£2,262.00
Total Income	£76,780.89

HSBC Current A/C as at 22/10/25	£4,230.34
HSBC Deposit A/C as at 22/10/25	£22,078.74
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 24/10/25	£80,100.49
Unity Bank Savings A/C as at 24/10/25	£170,499.79
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 1/4/25	£169,318.76