

Minutes of the **Parish Council** meeting held on Monday 24th November 2025 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chair), G Abbott, K Applegate, A Bonham, G Buckley, P Gabillia, M Savory, R Tungate, J Warns

Clerk: Mrs C Dickson

District Cllr E Laming

Members of the public: 2

1. Apologies for absence

Apologies were received from Cllrs L Britt and P Wooldridge. These were noted.

2. Declarations of interest

Cllr G Buckley – 12. v. payments for November 2025

Cllr R Tungate – 9. b) planning application 2025/3446

3. Minutes of the last meeting

It was resolved to APPROVE, with 3 abstentions, the minutes of the Parish Council meeting held on 27th October 2025. They were signed by the Chair.

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

5. To invite the BDC Help Hub van to Brundall – ongoing

7. c) Request a submission extension for the BDC Future for Nature Fund to after the next meeting – completed

15. Councillor photos on the website - completed

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. The Government consultation on Local Government Reorganisation is now running until the 11th January 2026.

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. To receive updates and reports

a) Land Management – Cllr Tungate

Countryside Park – the committee is looking to draft user agreements over the next few months to detail terms of usage for groups that use the park. We will take a collaborative approach to provide certainty and avoid misunderstandings going forward. The committee is looking again at drainage issues in the south west corner of the park. There is a fenced off dry ditch where there was an intention to do further works but these did not happen. Options and costs will be explored. The Environment Committee has also discussed this and suggested a hard engineering solution is needed.

Church Fen – the boardwalk is closed and it is not possible to undertake repairs at the moment due to the high water levels. It is being monitored by the Church Fen Working Group when it is safe to do so. The Community

Payback Team are continuing to do maintenance tasks on the west path, which is ok at the north end but muddy further towards the river.

Maintenance Operative – was welcomed to the last meeting and contributed ideas on various issues, including storage and transportation which the committee is considering.

Sports Hub – quotes for bollards on the verge were noted but no recommendation has been made. The land comes under the responsibility of the LM committee but this is outside the area leased by the site operator. Funding will come from CIL earmarked for the Sports Hub and therefore outside the remit of the committee. Future maintenance and costs will be the responsibility of LM. The bollards solve the safety issue of parking on the splays but they cannot have any reflectors on them. The quote from Smiths for £4,372.50 was ACCEPTED by the Council. This will be provided by the remaining Sports Hub CIL.

Quotes for additional works at the Sports Hub will be brought to the next full Council meeting.

The committee agreed a donation to the Broadland Tree Warden Network of £100 for the work and support they give.

Church Lane – Yare Valley Churches asked the Council to help with the costs of works to the trees in the churchyard, including 2 trees on or overhanging Church Lane. The ownership of Church Lane is not clear but it is not Parish Council land and is therefore outside the remit of Land Management. There were concerns that agreeing to contribute towards any work could set a precedent. If the trees become dangerous then this can be revisited.

b) Recreation and Wellbeing Committee – Cllr Savory

There has not been a committee meeting since last Council meeting but the Brundall Village Park Group have had a couple of meetings with Broadland and Hopkins Homes.

A meeting with the BDC S106 and CIL officers was held to discuss what the Council's responsibilities were with regard to the S106 agreement and if we were to deliver the CP and VG what timings we would have to hit and potential pitfalls if we didn't. We were informed that there is no flexibility for not meeting the milestones within the S106 agreement. If the money is not spent by the time the next milestone arrives then Hopkins will take that underspend off the next payment.

The BVPG then met to rough out ideas for the design of BVP and to think about what could be deliverable within budget and timeframes. The ideas were shared with the meeting.

There was then a meeting with Hopkins and BDC which brought a bit more clarity. The Business Development Officer who oversees the CIL and S106 departments chaired the meeting. The average number of houses built per year is 50. Hopkins are currently working a bit below this.

The funds for the design of the Country Park area of BVP are likely to be released in April 2026. At the current build rate the land is likely to be received 1 year later with 9 months to deliver the park.

The funds for the design of the Village Green area of BVP are likely to be released in June 2026, with a 1 year + a couple of months before receiving the land, then 7 months to deliver the green.

These milestones must be met or we will not receive the full maintenance funding.

The Business Development Officer wants to reopen the S106 agreement variation in order to have the land transferred directly to BPC. He is confused as to how and why it ended where it is. Hopkins were asked again if they would merge the pots and it was a definite no.

The Council also needs to consider the environmental impact of not delivering BVP ourselves. There is a lower risk of over or under spending if HH deliver, but a higher risk that we wouldn't get what we wanted. HH would need to consult but do not have to deliver our exact specifications or enable us to enhance the land in a suitable way afterwards. The Council has ambitions to link BVP to other areas, e.g. Cremer's, BMH, the new bit of woodland by Berryfields.

In addition to the funding detailed in the S106 agreement for the Country Park and Village Green the Council will receive £50,000 for future maintenance of the open spaces.

BDC requested the Council confirm their resolution to take on the Country Park and Village Green and the open spaces. The Council RESOLVED to confirm the long held ambition of the Council and accept the green spaces in the Brundall Meadows development and take ownership and deliver the Country Park and Village Green.

BVPG will collate a list of ideas to put into a tender document for R&W to consider. That will then be brought to full Council in order for the tender to go out in the New Year.

Footpath – the Council previously passed resolution to accept bollard lighting on the footpath. Unfortunately Highways have said no to bollards. Hopkins have been asking for their lighting scheme to be approved by the Council but at the meeting offered 5 or 6 streetlights where the private drives meet the path. They are at a similar distance apart to the ones that will be alongside the roads. The Council will ACCEPT in principle taking responsibility for the maintenance and other costs of the streetlights on the public right of way next to the Brundall Meadows development once installed subject to confirmation of the final design. The Council also confirmed they would ACCEPT the streetlights on the development as per the standing resolution to do so. The **Clerk** will confirm this to Hopkins when the plans are received.

Hopkins will be sending details of the ground levels of the VG by the 5th December. The land surrounding the sewer bulkheads is to be terraced up to their height as it is not possible to lower them to ground level.

Hopkins also needed urgent acceptance of the planting scheme for the entrance road. This is for enhancements in advance of the show houses being opened. Members of the Biodiversity Working Group were asked for their opinions and concerns were raised about future maintenance and the plants suggested being too formal for the surroundings. The BVPG decided a pragmatic approach should be taken and are recommending the planting scheme be accepted, with changes possible once the land has been transferred. The Council ACCEPTED the planting scheme as provided on drawing H0007-LLA-ZZ-GF-DR-L-0201.

c) Environment Committee – Cllr J Warns

At the last committee meeting members of the public attended to raise concerns about flood risk from the proposed pond at the Countryside Park. The costings, safety, exact site and neighbours proximity were discussed. No extra water will be put added, it will just be collecting run off from the park acting like a soak away or attenuation basin. It will be a shallow depression with reed bed and may dry out in the summer.

There is a thick layer of clay on top with sand underneath. It is an experiment but will be natural with no liner. There will be a flood risk assessment undertaken and a planning application may need to be submitted when any concerns can be raised.

A member of the public reported neighbours think it would be a nice addition to the CP. Land Management is supporting the project.

The costs will be between £10,000 and £15,000 and the Environment Committee is asking the Council to match fund the Broadland Future for Nature Fund application of £5,000. Other funding will be explored therefore it is hoped the Council will not need to contribute the full £5,000.

The pond will be accessible but fenced. The Council requested sight of the quotes received. **Clerk** to circulate after the meeting. Fencing needs to be included in the costings.

The Council APPROVED, with one abstention, match funding the application up to £5,000.

The **Clerk** will circulate the application before submission.

d) Brundall Community Leisure – Cllr Wilkins

We have completed year 2 of the facility being open, and the first whole year with the pavilion. The pitch is booked every evening weekday between 5 and 10 and Saturday and Sundays between 9am and 3pm. CSF believe they have hit a ceiling on the number of regular bookings. However there is little daytime use of the pitch but there is scope to improve use of the building.

Everything comes back to car parking issues, particularly congestion during change over times. The site cannot be extended so the main thing is to make the most use of what we have. The usage is in line with other similar facilities.

CSF would like more use from the schools but there are possible safeguarding issues if the room is used at the same time. The year end report was encouraging and gives an opportunity to reflect on where we are and what options there might be for maximizing use of facility as a whole.

The facility is not losing money and the sinking fund is being paid.

e) Road Safety Group – Cllr Savory

There is no update on the installation of the village gates.

Blofield Parish Council have given their support for the Parish Partnership scheme to install a footpath next to the Cremer's Meadow exit on to Brundall Road. The cost will be £12,500 in total, £6,250 for the Council to pay. The Council APPROVED applying for Parish Partnership funding for a footpath and fence at the Cremer's Meadow exit on to Brundall Road.

The flooding under the railway bridge was discussed. Recent works filled in a sinkhole and it was suggested this might have contributed to the recent flooding. The **Clerk** will ask Highways if the Council can share details of proposed works. A formal diversion route will be requested.

f) Neighbourhood Plan – Cllr Wilkins

Work to progress the Design Code guide is going well.

New policies are being drafted with a meeting to be held next week to discuss the first few.

8. To consider draft Terms of Reference for a Planning Committee

The Clerk presented revised draft Terms of Reference for a Planning Committee.

The Council discussed whether a formal committee was the right way forward at the present time and decided that it was not needed, but a more formal approach than present would be a good compromise. The Clerks will be more active in arranging physical meetings of the planning group so that comments on any applications received

can be included in the documents for the monthly full Council meeting. The planning group will aim to meet the Monday or Tuesday before a full Council meeting.

9. To consider the following planning application(s)

- a) 2025/3265 – Single storey pitched roof extension to the rear elevation and garage conversion at 92 Lackford Close, NR13 5NL. The Council had NO OBJECTIONS.
- b) 2025/3446 – Proposed front extension to detached bungalow at Wych Hazel, 10 Laurel Drive, NR13 5RE. The Council had NO OBJECTIONS.
- c) 2025/3462 – Single storey rear extension at 18 Strumpshaw Road, NR13 5PA [considered after item 6]. A neighbour attended the meeting to explain the impact the proposed extension would have on their house and garden.

It was AGREED that the planning group would undertake a site visit and circulate a recommended response.

10. To consider planning consultations received:

- a) [GNLP Draft Policy 2: Sustainable Communities SPD](#)
- b) [Draft Implementation of the Greater Norwich Green Infrastructure Strategy SPD](#)

The consultations were noted.

11. To review the revised Strategy Day Action Plan

A revised Strategy Day Action plan was presented to the Council. A traffic-light system is now included to show how each item is progressing and highlighting any issues.

12. Finance, including

- i) [Budget update from the Finance Group](#)

The draft budget has been reviewed. The key factor is the tax base which we are expecting to change because of the new houses on Church Mead. The group came to a provisional assessment of the budget but need the final tax base figure before being able to make a recommendation.

- ii) [Donation request from Headway Suffolk for £200](#)

Headway Suffolk are taking over the support of people with brain injuries and neurological conditions in Norfolk after the insolvency of Headway Norfolk. They were asking for a donation towards the purchase of a laptop to assist with this work.

The Council rejected the application as they did not feel it gave enough information about how Brundall residents specifically would be supported by this.

- iii) [Quote for a replacement streetlight lamp outside Brundall Memorial Hall](#)

A quote for £475.00 + VAT from Cozens was considered. The light has been broken for some time making the car park of Brundall Memorial Hall quite dark.

The quote was APPROVED. The contractor will be asked if the light can be tilted outwards towards the car park away from the adjacent garden.

- iv) Bills for payment for November 2025 of £12,141.81 had been circulated to Councillors (see below). These were APPROVED.

- v) The payments made in October 2025 have not yet been checked. These will be brought to the December meeting.

13. Parish Clerk's correspondence

A resident emailed to complain that the car park lights at the Sports Hub are on all the time. Norfolk Homes have removed a hedge that was shielding the lights from those on Church Mead, however this was part of the landscaping under the planning approval. BCL will take this forward.

Several complaints have been received about the flooding under the bridge, and one local business complained that cars are using Cuckoo Lane for the diversion.

Cadent have informed the Council that there will be road closures 26th Jan through to 13th March for their next gas infrastructure improvement works. The **Clerk** will request specific details for the main roads.

14. Items for the next agenda

Precept budget for 2026/27

Brundall Village Park update

Quotes for additional items at the Sports Hub to be provided via CIL

15. 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

16. Sports Hub

Brundall Community Leisure Ltd gave an update on recent meetings with members of Community Sports Foundation. Collaboration on managing the site was discussed. Those in attendance were shown the logs of the inspection and maintenance checks.

The Council AGREED to explore options and costs for extending the car park.

Signed:

Dated:

12. iv) Finance

PAYMENTS FOR November 2025

	Net	VAT	Gross
Parish clerk costs	£7,212.41	£0.00	£7,212.41
Office expense	£202.76	£23.86	£226.62
Telephone	£127.48	£21.90	£149.38

Room Hire	£559.00	£0.00	£559.00
Training	£36.00	£7.20	£43.20
Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£1,300.09	£260.01	£1,560.10
Maintenance Operative	£64.21	£12.85	£77.06
Repairs and Renewals	£13.00	£0.00	£13.00
Cremer's Meadow	£250.02	£50.00	£300.02
Trees	£100.00	£0.00	£100.00
Projects	£205.50	£41.10	£246.60
IT	£154.35	£0.00	£154.35
Sports Hub	£69.41	£13.89	£83.30
Newsletter	£168.99	£0.00	£168.99
Total expenditure	£11,503.04	£638.77	£12,141.81

RECEIPTS FOR November 2025

Precept	
Cemetery	£860.00
Allotments	£789.55
Newsletter advertising	£154.00
Interest	£27.20
Miscellaneous	£400.00
Total Income	£2,230.75

HSBC Current A/C as at 21/11/25	£2,460.81
HSBC Deposit A/C as at 21/11/25	£22,105.94
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 18/11/25	£12,727.68
Unity Bank Savings A/C as at 18/11/25	£225,499.79
Transfers to/from Deposit A/C from/to Current A/c	£55,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/25	£169,318.76