

Minutes of the **Parish Council** meeting held on Monday 15th December 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, P Wooldridge

Clerk: Mrs C Dickson

District Cllrs E Laming, J Davis

Members of the public: 1

1. Apologies for absence

Apologies were received from Cllrs L Britt, L Mogford, and J Warns. These were noted.

2. Declarations of interest

None received

3. Minutes of the last meeting

It was resolved to APPROVE the minutes of the Parish Council meeting held on 24th November 2025. They were signed by the Chair.

It was resolved to APPROVE the confidential minutes of the Parish Council meeting held on 24th November 2025. They were signed by the Chair.

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

- 7. b) Confirmation of the streetlight plan for Brundall Meadows – awaiting document
- 7. c) Circulation of quotes for the proposed Countryside Park pond – completed
- 7. c) Circulation of application for the Broadland Future for Nature fund – completed
- 7. e) Request for permission to share details of flood alleviation works and request for a formal diversion route – completed
- 15. Road closure details for the upcoming Cadent works on The Street, Cucumber Lane, and Postwick Lane – completed

The Chair has passed details of a community liaison officer to the Clerk for any queries when the Cadent works are in progress. They should be updating the Council as to when the significant works will happen. The **Clerk** will ask if Cadent have a community fund.

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 Davis summarised his and Cllr Laming's report and the details were noted. It is available on the website. There will be a Warm Homes event at Brundall Memorial Hall on the 28th January during their Wednesday coffee morning.

The Tree Warden, John Fleetwood, will be stepping down from the Broadland Tree Warden Network coordinator role. If a replacement cannot be found then it will fold.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

The Church Fen boardwalk remains closed. Regular Social Media updates would be good to remind the public of this.

The Maintenance Operative continues to identify necessary maintenance works before they get worse. This includes three bus shelters which might qualify for funding.

The annual play area inspections highlighted only light maintenance work needed this year, work that can be done by the MO.

Cemetery – a pipe was uncovered during the digging of a grave. It is not on any utility map but we suspect it is a water pipe. Tim Strudwick will try dowsing to see if it can be traced. The area can be used for ashes but not graves if we don't know the line it takes.

b) Recreation and Wellbeing Committee – Cllr Savory

At the last meeting updates were received from the usual village groups.

We also received an update from Scouts who were able to talk us through the project to renovate the Scout Hut and the funding they have received. The project will be phased it to achieve sufficient funding for each bit. Phase 1 are the toilets, then the roof. Chris Norburn was put forward as a representative from the Scouts to attend the Recreation and Wellbeing Committee. His co-option to the committee was APPROVED by the Council.

Ideas for a community event to thank our volunteers will be taken forward by Deputy Clerk RM.

2 signs at the Church and Tingdene are out of date, listing shops that no longer exist. The committee discussed replacing them but additional thought is needed because of the imminent BVP project and whether it should wait until that is delivered. This will be discussed at the next meeting.

Brundall Village Park – Cllr Buckley, the Clerk, and Deputy Clerk (RM) met with Broadland officers to talk about the process and timelines for delivering BVP and the tender process. The meeting was very helpful. Design suppliers were recommended and the Clerks will start early discussions to see if they can help. The committee requested that a member of the Biodiversity Working Group be co-opted for advice during the design and implementation process. This was APPROVED by the Council.

There will be an ad hoc meeting in January to brainstorm ideas for Brundall Village Park which the BVPG will then compare to the village survey and consider what to include in the tender.

Hopkins Homes have not yet produced the plan of the levels of the Village Green. This was promised by the 5th December and delayed until the 12th but has not yet been received.

The revised lighting plan has also not been presented to the Council for approval.

c) Brundall Community Leisure – Cllr Gabillia

Smiths have been asked to quote for installing a pedestrian gate on the southern fence however Norfolk Homes have installed a wooden fence up against our security fence.

Not all quotes for the CIL funding have been received yet. These will be presented to the January meeting.

CSF have approved a storage shed for the MO in the bin compound.

d) Road Safety Group – Cllr Savory

The Parish Partnership application for a length of footpath from the Brundall Road entrance of Cremer's Meadow has been submitted.

There is no update on the installation of the village gates or the feasibility study for a second pedestrian crossing.

e) Neighbourhood Plan – Cllr Wilkins

The draft plan is progressing quickly. Work is continuing in parallel on Design Code guide and policies, both revised and new.

The final draft revised plan must be approved by the Council before any public consultation. It was suggested that a full Council workshop is held with the consultants to work through the changes.

8. To consider the following planning application(s)

- a) 2025/3462 – Single storey rear extension at 18 Strumpshaw Road, NR13 5PA. The Council OBJECTED on the grounds that the extension would overlook the garden of the neighbouring property in Willow Close and would be overbearing. There were concerns about the impact the work would have on the retaining wall and that drainage from 18 Strumpshaw Road goes through the wall into the garden of the Willow Close property and that taking away some of the garden would increase water run-off potentially causing flooding.
- b) 2025/3639 – Variation of condition 2 minor design changes as requested by the applicant of permission 2025/1092 (Two storey front extension and new single garage) Date of Decision 14 August 2025 at Hawthorn Lodge, 34 The Street, NR13 5LJ. The Council had NO OBJECTIONS.
- c) BA/2025/0280/FUL – Replacement holiday cabin with new terrace/veranda at 61 Riverside Estate. The plans had not been available on the portal before the meeting therefore the planning group will look at these and circulate their comments.

9. To consider planning consultations received:

- a) [Broads Authority Local Plan for the Broads – Regulation 19 reconsultation](#)
- b) [Broadland District Council's Sex Establishment and Sexual Entertainment Venues Policy](#)

The consultations were noted.

10. Calendar dates for 2026/27

These were approved. Please see below for details.

11. Precept budget for 2026/27

Details of the precept budget had been circulated to councillors before the meeting along with a report from the RFO (see below).

Cllr Wilkins explained the process the Finance Group followed when reviewing and adjusting the budget proposed by the RFO.

The Council APPROVED the recommendation of a precept of £186,440, Band D amount £103.52, for the financial year 2026/27. This is a 4.9% increase on the precept for 2025/26, £4.87 per Band D property per year, or £0.41 per month.

12. Finance, including

- i) Insurance renewal update

Quotes are being sought for the insurance renewal to include the Sports Hub for 2026 but none have been received yet. These will be circulated when received.

ii) Transfer of £100,000 to the Broadland Parish Deposit account

The maximum guaranteed amount in any bank has risen to £120,000 but the Council currently has over £220,000 in Unity and the RFO recommended transferring £100,000 to the Broadland Parish Deposit Account. This was APPROVED.

iii) Bills for payment for December 2025 of £11,926.43 had been circulated to Councillors (see below). These were APPROVED.

iv) The payments made in October and November 2025 have been checked by Cllr Britt. This was noted.

13. Parish Clerk's correspondence

A resident attended the Land Management Committee to ask why the Council had not commented on a post on one of the Brundall Facebook groups complaining about the state of the Countryside Park. The Council does not generally comment on non-Council posts.

14. Items for the next agenda

Insurance

John Evans Award

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

15. Date for the next Parish Council Meeting

26th January 2026 – to be confirmed, may be rearranged due to a Norwich City FC home game

23rd February 2026

Signed:

Dated:

10. Meetings calendar 2026/27

Full Council meetings

7pm in the St Laurence Centre unless otherwise stated, usually the 4th Monday in the month:

April 27th 2026

May 18th 2026 – Annual Meeting of the Parish Council

June 22nd 2026

July 27th 2026

August 24th 2026 – if required

September 28th 2026

October 26th 2026

November 23rd 2026

December 14th 2026

January 25th 2027

February 22nd 2027

March 22nd 2027

Land Management Committee meetings

7pm in the Meeting Room at Brundall Memorial Hall unless otherwise stated:

April 9th 2026

May 14th 2026

June 11th 2026

July 9th 2026

August 13th 2026

September 10th 2026

October 8th 2026

November 12th 2026

December 10th 2026

January 14th 2027

February 11th 2027

March 11th 2027

Annual Parish Meeting

7pm in the St Laurence Centre:

April 20th 2026

Recreation and Wellbeing Committee meetings

7pm in the St Laurence Centre unless otherwise stated, generally the second Monday in the month:

April 13th 2026

June 8th 2026

August 10th 2026

October 12th 2026

December 7th 2026

February 8th 2027

Environment Committee meetings

7pm in the Meeting Room at Brundall Memorial Hall unless otherwise stated:

May 21st 2026

August 20th 2026

November 19th 2026

February 18th 2027

Staffing Committee meetings

9am in the small meeting room at Brundall Memorial Hall unless otherwise stated. Additional meetings are held when required and times and location may vary. As per the Terms of Reference at least 2 meetings will be held each year.

Advisory and Scrutiny Committee meetings

Meetings are held when required and times may vary. The meetings are usually held via Zoom.

11. Precept budget 2026/27

The Finance Group, of Kevin, Mike, Graham, Robin, and myself as RFO met on the 21st November to consider the RFO's proposals for the budget precept going forward. The budget presented for consideration at the Council meeting represents what was agreed by the sub-group.

This budget has projected income and expenditure for the period to 2029 and considers the potential future growth and development of the village. However, as most of the future is unknown and uncertain, any significant changes will, as a matter of course, be built into future budget planning.

The group considered the budget under the following headings:

Administration

This is expenditure that is necessary for the proper function of the Parish Council. This includes the staff costs, hire of office and meeting facilities, telephone, liability insurance and such like. It also includes a small allocation for the maintenance of facilities within the village that don't fall under Land Management, as well as allocations for community grants and donations.

Some costs have been adjusted in line with expenditure over the last couple of years, and a few costs have been adjusted up in expectation of inflation plus price rises. Any item highlighted in dark green has been changed from 2025/26. There are a few things to note:

- We are waiting for the insurance renewal quote, the renewal date is the 21st January. We will endeavour to get a quote before the meeting but this is quite often difficult.
- The new office is more expensive than the Memorial Hall therefore there is a consequential increase in this budget. However I will add that the BMH rent was offset by the Council paying for grass cutting, which is now invoiced to BMH.
- The donations and grants budgets have not been changed.
- The budget for the newsletter has been reduced. Advertising revenue has been going well and therefore the printing costs do not need to be supported as much.
- Tree management budgets for Cremer's Meadow and Church Fen have been increased.
- The staffing budget has been calculated for the Clerk at 28 hours, 2 Deputies at 14 hours each, and a Maintenance Operative at 10 hours.

Footway Lighting

This is a non-income generating activity and comprises of the cost electricity, repairs and maintenance. The fixed rate contract ended in July 2025, and it was not possible to get a similar rate, therefore there has been an increase in this budget.

Land Management

The Land Management budget again presented in combined lines rather than separated out for each area of land for ease of viewing.

The overall budget is more than last year due to an increase in the provision for tree management and a new provision for play equipment works that fall outside of the asset earmarked reserve (e.g. dismantling inspections of the zipwire)

Grass Cutting

The Council undertake delegated function grass cutting of verges on behalf of Norfolk County Council. The expenditure on this is more than covered by the funding received from NCC.

An average 5% increase has been applied to all other areas.

Road Safety earmarked reserve

The Council has long held ambitions to make a difference to the traffic issues in and around the village and therefore this budget line is to support traffic management solutions along The Street. Continuing provision will hopefully support a second pedestrian crossing nearer to the shops.

Asset Maintenance and Replacement earmarked reserve

This earmarked reserve is specifically for the maintenance, repair and replacement of all the Council's assets, including: streetlights, benches, play equipment, sheds and other infrastructure.

Cemetery Income and Expenditure

All income and expenditure is now through an earmarked reserve to cover the running costs of the Cemetery and future development plans.

Allotments

This is a self-financing activity where income received through the plot fees levied adequately covers the costs of maintaining this facility. Any surplus funds remaining at the end of the year are transferred to the allotments reserve, which provides for any future capital development needs.

Summary and recommendation

The 2025/26 the precept was increased by 4.9% to £173,820. The budget being presented for 2026/27 is £186,440, which represents an increase in real terms of 7.3% but, with the increase in the Tax Base (number of dwellings in the village), will actually represent an increase of 4.9% on the Parish element of the whole Council Tax bill. This is about £4.87 per Band D household for the year or £0.41 per month.

The Finance Group are recommending that the precept for 2026/27 be £186,440, which is an increase of 4.9% for Brundall Parish Council's element of the Council Tax bill.

12. iv) Finance

PAYMENTS FOR December 2025

	Net	VAT	Gross
Parish clerk costs	£7,212.41	£0.00	£7,212.41
Office expense	£224.94	£24.23	£249.17
Telephone	£18.00	£0.00	£18.00
Room Hire	£786.00	£0.00	£786.00
Training	£109.00	£0.00	£109.00
Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£444.94	£88.99	£533.93
Maintenance Operative	£339.16	£3.83	£342.99
Repairs and Renewals	£71.66	£0.00	£71.66
Countryside Park	£200.00	£40.00	£240.00
Cremer's Meadow	£420.00	£84.00	£504.00
Projects	£96.00	£19.20	£115.20
IT	£353.10	£0.00	£353.10
Sports Hub	£69.34	£13.87	£83.21
Newsletter	£49.98	£10.00	£59.98
Total expenditure	£11,434.35	£492.08	£11,926.43

RECEIPTS FOR December 2025

Cemetery	£155.00
Allotments	£179.50
Newsletter advertising	£84.00
Interest	£25.44
Miscellaneous	£114.84

Total Income	£558.78
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HSBC Current A/C as at 12/12/25	£2,211.20
HSBC Deposit A/C as at 12/12/25	£22,131.38
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 12/12/25	£2,768.14
Unity Bank Savings A/C as at 12/12/25	£225,499.79
Transfers to/from Deposit A/C from/to Current A/c	£0.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 1/4/25	£169,318.76