

Minutes of the meeting of the **Advisory and Scrutiny Committee** held on Monday 12th January 2026 at 7.00pm via Zoom.

In attendance: Cllr K Applegate (Chair), Cllr R Tungate, Cllr A Bonham
Clerk: Mrs. C Dickson,
Members of the public: 0

1. Apologies for absence

None received.

2. Declarations of interest

None received.

3. Minutes of the last meeting

The minutes of the meeting held on 30th September 2025 were AGREED as a true and correct record of the meeting and will be signed by the Chair.

4. Matters arising from the previous minutes

9 – review of alternative allotment tenancy agreements – on agenda

5. Public Participation

None

6. Meeting resumed

7. John Evans Good Citizen Award nomination and selection process

The committee considered two processes the Clerk had drafted. One is for the Council to select the recipient and the second for the whole village to have a vote. Several amendments were made and the final draft process was agreed as:

The John Evans Good Citizen Award was started in 2008. Initially just a Good Citizen Award to celebrate a resident or group that have contributed to the life of the village it was renamed the John Evans Award in June 2010 to honour John who was a Parish Councillor and founder of the 2nd Brundall Scouts.

The Award is presented to the recipient at the Annual Parish Meeting, usually held in April.

Nomination Process 1

1. The Council will consider the nomination process at the January meeting.
2. Nominations may be for a person, persons, or group but they must reside, work, or operate within Brundall.
3. Nominations for the Award will be requested from councillors and members of the public. This will be publicised on the website, notice boards, and Social Media.
4. All nominations must include a short paragraph explaining why the person or group has been put forward and what contribution they make to Brundall.
5. Nominations will be considered at the March full Council meeting. Those that do not meet the criteria will be excluded.
6. The Council will vote on all eligible nominees with each councillor having one vote only.

Nomination Process 2

1. The Council will consider the nomination process at the January meeting.

2. Nominations may be for a person, persons, or group but they must reside, work, or operate within Brundall.
3. Nominations for the Award will be requested from councillors and members of the public. This will be publicised on the website, notice boards, and Social Media.
4. All nominations must include a short paragraph explaining why the person or group has been put forward and what contribution they make to Brundall.
5. Nominations will be considered at the February full Council meeting. Those that do not meet the criteria will be excluded.
6. All eligible nominations will be published on the Council website, notice boards, and Social Media. Voting ballots will be available from the Parish Council office, to download online, and at other locations around the village.
7. All residents can have one vote. The ballot paper will include house name/number and postcode. If the ballot paper is not completed correctly it will be discounted.
8. Council members will also vote.
9. The Council will count the votes received at the March full Council meeting and will announce the recipient afterwards.

Recipients

No recipient of the Award, or the group they represent, can be nominated again for 5 years.

The Committee are **recommending** Nomination Process 2 for consideration by the full Council.

The **Clerk** will ask Brundall Local History Group if they have any more information on John Evans for the introduction.

8. To review the Recreation and Wellbeing Committee Terms of Reference

The committee were asked by the Recreation and Wellbeing Committee to review an amendment for details on how their budget could be spent.

There was a discussion about whether the ToR described the remit of the R&W committee. An 'Objective' section was added to include the description of how the committee is appointed and what it is there for.

Reference to a representative of the Land Management Committee being able to attend meetings "by invitation in an advisory capacity" was removed.

The revised Terms of Reference will be referred back to the Recreation and Wellbeing Committee and will be considered by full Council if agreed.

9. To review the Allotment Eviction Process

The Land Management Committee asked the committee to add a clause to detail the process of eviction in the case of non-payment of rent. The following was added as a separate process:

Non-payment of rent

1. Non-payment of rent is a matter solely for BPC. All rents are paid directly to BPC and therefore do not involve the BAA.
2. BPC will send reminders to plot holders if a rent remains unpaid after 1 month of sending the annual invoice.
3. A further reminder will be sent within 30 days of the first reminder.

4. If the rent remains unpaid after a further 30 days, notice of termination of the tenancy agreement will be sent. The tenant will have 2 weeks to clear their plot. Any items left after this period can be disposed of by the BAA.

In addition the Committee removed "The BAA are not responsible for investigating or evicting tenants." from clause 2 of the Breach of Tenancy Agreement section.

The revised eviction process will be considered by the Land Management Committee and referred to full Council if approved.

10. To review the Land Management Terms of Reference

An additional clause was added to give the committee the power to decide on allotment tenant evictions:

"9. The Committee will carry out any allotment tenancy evictions and will inform the Council of the decision at the next meeting."

The word "new" was inserted into clause 10: "Any new projects proposed on Council managed land cannot be authorised until a site visit by Land Management members has been undertaken."

The committee had a discussion about increasing the single item spending limit from £1,500 to £2,000. Evidence is needed that this is a problem.

The revised Terms of Reference were referred to Land Management for approval.

11. To consider the Grants and Donations Policies for references to how many residents of Brundall will benefit

This was put forward for review following an application for CIL where the application form asks for both how many people will benefit from the project and how many of those are Brundall parishioners.

The committee decided that the CIL application form should be revised to only ask how many Brundall residents will benefit from the project.

The amended CIL Application Form was **recommended** to full Council for approval.

12. Allotment tenancy agreements

The committee looked at several alternative allotment tenancy agreements. The current agreement is long, running to 8 pages, and the committee considered whether it would be possible to condense it.

The **Clerk** will send the alternative agreements to the Brundall Allotment Association to ask if they would support condensing the agreement, for future tenants only.

One of the agreements included a deposit, non-refundable if the plot is left in an unusable state. This could be considered for a new agreement.

13. Items for the next agenda

Recreation and Wellbeing ToR – after R&W consideration

Allotment tenancy agreements

Memorial bench policy if required

14. Dates for the next meetings:

TBC – 2 month's time in March

Meeting Closed: 20.36

Signed:

Dated: