

Minutes of the **Parish Council** meeting held on Tuesday 27th January 2026 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, L Britt, G Buckley, P Gabillia, M Savory, R Tungate, J Warns, P Wooldridge

Clerk: Mrs C Dickson

District Cllr J Davis

Members of the public: 2

1. Apologies for absence

No apologies were received.

2. Declarations of interest

Cllr Buckley, 11. iv. Finance payments for approval

3. Minutes of the last meeting

It was resolved to APPROVE the minutes of the Parish Council meeting held on 15th December 2025. They were signed by the Chair.

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

4. Cadent community fund – awaiting response. This liaison officer is investigating.

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 report mentions that the Cabinet discussed the sale of Norse care homes, including Springdale. Approval in principle was given to sell 20 homes to Stow Healthcare. This looks more reassuring that Springdale will stay within the care sector for the time being but beyond that isn't known.

[Cllr Gabillia joined the meeting]

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

The Brundall parkrun Event Director thanked members of the Land Management committee who attended the parkrun on Saturday.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

Thanks to parkrun for welcoming us on Saturday. There was a great community spirit and was a good place to meet people. The committee is formulating a protocol for use of the Countryside Park. It is a collaborative effort giving parkrun certainty going forward. Once agreed it can be used as a basis for other user groups of the Countryside Park. Meeting the Regional Ambassador gave a greater understanding of how parkrun works and was very useful.

The Broadland Tree Warden Network is being disbanded on the 3rd February. Richard Farley will remain as a volunteer and advisor for any tree issues. However the Council is going to need more volunteers to manage the work. Low Farm Wood was managed by the BTWN and the committee will enter discussions with County Farms over future maintenance responsibilities.

A report from the Maintenance Operative was received. He will be doing maintenance on several bus shelters, helped by a grant of £800 from BDC. Approval was given for the purchase of a trailer. Cllr Tungate is putting together a paper on the benefits of retaining the role of the MO. This will be considered by the Staffing Committee and Finance Group in preparation for a decision at the March full Council meeting.

b) Recreation and Wellbeing Committee – Cllr Savory

At the last meeting the Memorial Hall thanked the Parish Council for the grant towards the Christmas Fair, and the Church asked for help contacting the Tree Warden. Parkrun gave an update of their year and asked if the Council could promote parkrun for its wellbeing and exercise benefits, and the Friends of Cremer's updated about the temporary ditch at the entrance.

The next edition of the Newsletter has been approved and will be distributed next week. Advertising is going well.

The Brundall Village Park Group are still waiting for the plans of the Village Green levels. These were promised at the beginning of December but the plan eventually produced was too complicated to easily interpret so we are waiting for a simplified version. The revised lighting plan is also outstanding.

Members of the committee held a brainstorming session to discuss an overall vision for the Park. A Facebook post is pending to ask any interested businesses to take part in a Request For Information, a pre-tender stage. We will provide documents that are already in public domain, including the village survey, the S106 agreement, and Neighbourhood Plan survey. The committee agreed that the general feel for the Park should be an open space that is accessible to all while finding a balance between both wildlife and an open space for residents to enjoy, including paths and benches. Tender documents produced from the information received will be brought to full Council for approval.

DCllr Davis offered to contact Anglian Water to ask about lowering the sewer bulkheads.

c) Brundall Community Leisure – Cllr Gabillia

Car parking remains an issue. The installation of bollards on Yarmouth Road was approved at the last meeting but Highways have said they would not be allowed on Highways land. However it is not clear where the boundary is. The Deputy Clerk is arranging a site visit to confirm.

There is general poor parking on site with people using the disabled spaces. CSF are not able to enforce this as they usually only have one member of staff on site.

The spare piece of tarmac next to the building has become a default parking area. It is currently coned and taped off and the Deputy Clerk is looking at installing planters and picnic tables to create an outdoor seating area.

CSF proposed that we use the spare grass area for a car park extension. This would cost a significant amount of money. We are requesting a meeting with a planning officer for advice.

We are looking at installing a pedestrian gate on the Berryfields side. The original idea was a gate straight out behind the Klargesters but Norfolk Homes have installed a wooden fence and the management company for this piece of land has not responded to email contact. However it would be possible to have a path parallel to

the pitch to a gate at the south west corner of the site into the spare cemetery field. Costs are being considered.

It is hoped that once Reedcutters Way/David Capp Road is open this will make a difference to the parking.

Prices for dugouts have been received but their location needs confirming as access is needed for maintenance of the floodlights where they pivot down.

CSF have provided costs for maintenance and cleaning of the community room. Unfortunately these are significant and it would not be viable for the Council to take on responsibility for letting the room. They are being asked if the kitchen could be sublet to provide a café service for users of the Sports Hub.

The Council APPROVED spending £810 of Sports Hub CIL on blinds for the community room. A decision on a shed was deferred for additional quotes.

d) Road Safety Group – Cllr Savory

The group has concerns that there are currently 3 Parish Partnership applications live and unfulfilled: this year's path at Cremer's, the pedestrian crossing feasibility study from 2024/25, and the village gates submitted in December 2023. The village gates delay was a supplier issue but it is unclear if this has been resolved. The **Clerk** will ask Cllr Proctor to investigate.

There have been parking problems recently with people parking on the green verges. We may investigate Parish Partnership funding for bollards. The parking on The Dales is over double yellow lines. King's Lynn parking enforcement said faded yellow lines aren't enforceable. The **Clerk** will contact Highways to ask for the lines to be repainted. The old school markings opposite are not yet removed.

e) Neighbourhood Plan – Cllr Wilkins

The draft plan is progressing really well. The most recent meeting was to look at the draft policies. The consultant is now drafting the supporting text.

Members of the Brundall Village Park group with DCllr Davis met with the Managing Director of Broadland District Council to talk about the possibility of a boundary review to bring the Country Park area of BVP within the parish of Brundall. He was very supportive and asked the officers present for reasons why it is not possible to amend it. He is also investigating whether it would be possible for the rules restricting funding from under provision of green spaces to only be spent in the parish to be widened. It was a productive meeting.

The aim is for something to be ready for public consultation by July.

8. **Advisory and Scrutiny documents for consideration**

At their last meeting the committee considered Terms of Reference for the Recreation & Wellbeing and Land Management committees. A few minor changes were made and these have been referred back to the committees for comment.

The allotment tenancy agreement was also discussed. The current one is long and complicated so a few alternative simpler ones were considered. These, and the thought process of the committee, have been referred on to the Allotment Association for their views. They will feed back to the March LM meeting. Any changes will only affect new tenants.

a) John Evans Good Citizen Award process

2 different selection process options were discussed. The first is the current process and the second would include resident participation.

The Council debated the merits of both options, including input from a member of the public who had questioned the process last year.

It was AGREED to continue with the Council selecting the recipient.

All those putting forward a nomination will be invited to the March full Council meeting to expand on the nomination, although this will not be compulsory.

It was AGREED that no person, persons, or group can be nominated again within 5 years.

It was AGREED that serving councillors will be excluded from nomination and for at least 12 months after leaving the Council and that they cannot be nominated for their Council work.

The **Clerk** will draft a revised process for approval at the next meeting. In the meantime a request for nominations will be publicised.

b) CIL grant application form

The committee considered this because there is a discrepancy between the questions on this form and the Grants and Donations forms about participation of Brundall residents and percentages involved. The Grants and Donations forms do not ask for the percentage of Brundall residents in the group requesting funding. Therefore the amendment to the CIL application form is to remove this question.

This was APPROVED by the Council.

9. To consider the following planning application(s)

- a) 2025/3725 – Proposed single storey rear extension, proposed infill front extension (below existing roof line) to replace existing bay, proposed garage conversion and rendering of ground floor front elevation at 31 Westfield Road, NR13 5LF. The Council had NO OBJECTIONS.

10. To consider planning consultation(s) received:

- a) [Broads Authority Landscape Character Assessment Supplementary Planning document](#)

The consultation was noted. Land Management and Environment committees will consider it with reference to Church Fen.

11. Finance, including

i) Insurance renewal update

The renewal documents had been circulated to councillors. The premium is £3,905.39 to the 21st January 2027. This is a significant increase on last year but the External Auditor picked up that the Sports Hub, as a Council asset, should be on the Council insurance not Brundall Community Leisure's. The insurance renewal was APPROVED.

The Council discussed the costs apportioned to the Sports Hub. An expenditure budget will be created so these can be monitored by the Council.

ii) Bank reconciliations to the 31st December 2025

The bank reconciliations for HSBC and Unity Trust bank accounts were circulated to councillors in advance of the meeting. These were noted.

iii) Actuals vs Budget report to 31st December 2025

The Actuals vs Budget report for the year to 31st December 2025 was circulated to councillors in advance of the meeting. Expenditure to date is 56.2% of budget, but does not include the Asset and Road Safety accruals. This was noted.

- iv) Bills for payment for January 2026 of £16,059.01 had been circulated to Councillors (see below). The Clerk is waiting for an adjustment to one invoice. These were APPROVED.
- v) The payments made in December 2025 will be checked by Cllr Britt.

12. Parish Clerk's correspondence

The Clerks of Brundall, Blofield, and Postwick with Witton Parish Councils have been communicating regarding the scheduled eSmart road works in April and May. The Council APPROVED coordinated communications on all upcoming works on Yarmouth Road and Cucumber Lane.

The eSmart works will be closing the west bound carriageway of Yarmouth Road and south bound carriageway of Cucumber Lane from the 15th April to the 20th May for new electric cabling to the Shell garage. The road closures will be at the same time.

Cadent will be closing Cucumber Lane at some point for gas main upgrade works. The date has yet to be confirmed, and so has the length of closure. It is also not known if both carriageways will be affected.

The postponed works on the Cucumber Lane roundabout are also not yet scheduled. These will entail the complete closure of Yarmouth Road followed by the complete closure of Cucumber Lane. The works will take about 5 weeks.

The Clerks of all 3 parishes are in correspondence with NCC Highways about the coordination of all these road closures, which we hope will mean as minimal disruption as possible. None of the works will start until after the A47 junction at Blofield is open. Details of how much the junction will be operational are unclear.

The Clerk has attended Assertion 10 training. This is a new box on the AGAR form that asks whether the Council is GDPR compliant, including the website and policies.

13. Items for the next agenda

Insurance

John Evans Award

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

14. Date for the next Parish Council Meeting

23rd February 2026

23rd March 2026

Signed:

Dated:

11. iv) Finance

PAYMENTS FOR January 2026

	Net	VAT	Gross
Parish clerk costs	£7,212.41	£0.00	£7,212.41
Office expense	£111.36	£12.37	£123.73
Telephone	£18.00	£0.00	£18.00
Room Hire	£495.00	£0.00	£495.00
Insurance	£3,905.39	£0.00	£3,905.39
Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£890.62	-£169.66	£720.96
Cemetery	£430.85	£27.83	£458.68
Allotments	£306.73	£53.62	£360.35
Countryside Park	£445.00	£89.00	£534.00
Cremer's Meadow	£23.70	£0.00	£23.70
Play equipment	£180.00	£36.00	£216.00
IT	£154.35	£0.00	£154.35
Sports Hub	£363.41	£72.69	£436.10
Newsletter	£36.64	£7.32	£43.96
Neighbourhood Plan	£90.50	£18.10	£108.60
Total expenditure	£15,703.78	£355.23	£16,059.01

RECEIPTS FOR January 2026

Cemetery	£640.00
Allotments	£101.25
Interest	26.32
Miscellaneous	£2,229.62
Total Income	£2,997.19

HSBC Current A/C as at 22/1/26	£2,606.22
HSBC Deposit A/C as at 21/1/26	£22,157.70
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 21/1/26	£8,921.45
Unity Bank Savings A/C as at 21/1/26	£111,569.31
Transfers to/from Deposit A/C from/to Current A/c	£115,000.00
Transfers to/from BDC Parish Deposit	£100,000.00
BDC Parish Deposit A/C as at 22/12/25	£269,318.76