

Minutes of the **Parish Council** meeting held on Tuesday 23rd February 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, M Savory, R Tungate, J Warns
Clerk: Mrs C Dickson
District Cllrs J Davis and E Laming
Members of the public: 1

1. Apologies for absence

Apologies were received from Cllrs P Gabillia, P Wooldridge, and L Mogford. These were noted.

2. Declarations of interest

None received.

3. Minutes of the last meeting

It was resolved to APPROVE, with 1 abstention, the minutes of the Parish Council meeting held on 27th January 2025. They were signed by the Chair.

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

8. b) DCllr Davis contacting Anglian Water about the sewer bulkheads on LEMH – DCllr Davis has received an opinion on why they are raised but not a specific answer. He has asked for clarification but is awaiting response.

8. b) Asking Cllr Proctor to investigate the delay to the installation of the village gates – on hold as a response was received from the Highways engineer (see Road Safety update)

8. d) Request to Highways to repaint faded double yellow lines – completed and Highways will action but this may take several months.

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 but the May elections are now going ahead.

District Cllr Laming summarised her and Cllr Davis's report and the details were noted. It is available on the website. A Call for Sites for the new Local Plan has been published and runs until the 23rd March. The aim is get the plan ready for adoption within 3 years. A new plan is necessary because of the revised housing targets set by the Government which means the area does not have a 5 year housing land supply at present.

DCllr Davis had been contacted by a resident in Links Avenue because of problems they have had getting in and out of their drive. The same resident had contacted the Clerk who spoke to Highways. A t-bar would not help because the problem is caused by cars parked on the opposite side of the road, but parking restrictions might. However there is a cost to those.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

Storage facility for the Maintenance Operative – the proposal is to have this in the compound at the Sports Hub which has easier access than Cremer’s Meadow. The MO has found a metal container, similar to a shed, which will have room for trailer and tools. It comes flat packed and will need to be bolted together, which the CPBT can help/do. An advantage of this is that it is moveable so can be relocated if necessary. The cost is £1,793, including delivery. The MO has investigated options for his needs and recommended this one. The **Clerk** will confirm other options the MO considered. The **Clerk** will inform CSF that the storage container will be used for the trailer and will let them know when the CPBT will be on site to help erect it. The storage container at a cost of £1,793 was APPROVED.

Countryside Park – there have been ongoing problems with the state of some path surfaces and poor weather and maintenance work meant the western path needed to be closed 2 weeks ago at the suggestion of parkrun. Last week Cllrs Tungate, Buckley and Abbott inspected the path again but it was deemed still too slippery to use. Another inspection will be carried out this Thursday. Thanks were given to Community Payback who undertook maintenance work 2 weeks ago. Although the work they did was good, unfortunately the timing not great as the ground was soft and the western path got churned up.

Church Fen – prior to carrying out any extensive maintenance work or replacing the boardwalk it was decided to contact the land owner of the northern path and north west part of the boardwalk. There is a right of access but it is not clear whether there is a right to do any work. We would be looking to get a written agreement for access and maintenance work before commencing any work.

A problem with surface water draining off Postwick Lane into the Countryside Park will be dealt with by Highways.

Various tree surveys will be carried out at a cost of around £1,000.

Further repairs were authorised on the gate to the BMH play area at a cost of £1,100.

Cremer’s Meadow – the Friends are looking for solutions to improve the drainage on site which may include a new culvert. Professional opinions are needed before any work is carried out as the solution could be costly.

b) Recreation and Wellbeing Committee – Cllr Savory

Following a change of trustees there is a new Brundall Memorial Hall representative, Jan Barrington. Her co-option on to the committee was APPROVED.

- i. The committee is planning a Thank You event for all volunteers in the village. A budget of £750 is propose to come from £500 from last year’s accrual and £250 from current budget. This was APPROVED, with 1 abstention. The **Clerks** will contact Broadland to see how it could feed into the work they are doing for the Unicef Year of the Volunteer
- ii. Brundall Meadows S106 variation legal fees

We still have not received levels or lighting yet. BDC want to reopen S106 Deed of Variation to add BPC as a nominated body to the agreement in order to receive the land and funding, but they expect us to cover all the legal costs. If BPC is not added then Broadland will receive the land and funding, or Hopkins will be expected to deliver BVP.

The development under-provides open green space so Hopkins are required to make a financial contribution over and above what is in the S106 agreement, some of which will come to the Parish Council. Broadland’s rules say green spaces funds can only be spent in the parish therefore they have proposed an

additional variation to allow green space money to be spent in Country Park area. However, in the latest S106 draft Hopkins' solicitors have removed this amendment and we have asked for clarification on this.

As the amendment is for our benefit we have to accept Broadland's & Hopkins' legal costs, and our own, but there will be huge benefit to the Parish Council if the amendments are made.

Legal fees up to £4,000 were AGREED, with one vote against. The brief will restrict what is examined: make sure there are no changes that impact or are to the detriment to the Parish Council; are there any risks/additional risks to signing. Funding will come from the Persimmon funds, general reserves, or BVP CIL.

The following was APPROVED, with 1 abstention: the Council wants to continue the process of changing the S106 agreement to get the land in the knowledge there will be additional legal costs. If the costs for the Green Spaces amendment escalates then the Council agreed that could be omitted.

Thanks were given to the Deputy Clerk, RM, who has done a fantastic job putting together the tender documents. There is a Recreation & Wellbeing meeting on Monday 2nd March to look at the them and they will be circulated afterwards ready for the full Council meeting on the 23rd March. How the tenders are assessed needs to be included.

c) Environment Committee – Cllr Warns

At the meeting last Thursday the Biodiversity Working Group presented a comprehensive annual report. It will be available on the website. They will give a summary version to the Annual Parish Meeting and do a presentation to the Allotment Association.

The BWG are considering site open days, potentially with all sites open on one day.

Habitat at Countryside Park. A bird survey highlighted that the number of greenfinches reduced dramatically. The probably cause was thought to be the reduction of the tops of the fruit trees due to allotment rules on the height of trees. A request has been made for the remaining ones on edge of allotments be retained.

Volunteers, with specific skills, are needed.

d) Brundall Community Leisure – Cllr Wilkins

Cllrs Gabillia and Warns undertook a site visit to look at options around the CIL spend proposals.

Highways won't approve bollards on the verges due to concerns about potential displaced parking issues.

No proposals at present as we are waiting for final costings.

e) Road Safety Group – Cllr Savory

We should hear by the end of March about the latest Parish Partnership bid for a path on Blofield Road next to Cremer's Meadow exit.

The Village Gates are expected by the end of March. They have been on order but NCC have had unexpected supplier issues.

The A47 Blofield junction is not expected to open by the end of February, and may not be ready even by the end of March.

8. Advisory and Scrutiny documents for consideration

a) John Evans Good Citizen Award process

The amended process as per the discussions at the last meeting was presented and was APPROVED by the Council.

A request for nominations has been posted on Facebook and a reminder will be posted before the deadline. Several nominations have been received already.

b) Land Management Committee Terms of Reference

There were 3 amendments made:

- i. to allow the Committee to make a decision on evicting an allotment tenant, which would then be reported to Full Council.
- ii. To amend section 10 to say “Any new projects proposed on Council managed land...”
- iii. To increase the maximum spend before needing permission from full Council from £1500 to £2000.

The amendments were APPROVED.

c) Recreation and Wellbeing Committee Terms of Reference

These were amended to include details of how the committee budget should be spent and to remove the invitation only for a representative from the Land Management committee.

This was APPROVED by the Council.

9. To consider the following planning application(s)

- a) 2026/0134 –Single storey side extension, and replacement raised decking area with Veranda at Orchard Bungalow, 66 Cucumber Lane, NR13 5QR. The Council had NO OBJECTIONS.
- b) 2026/0291 – retrospective removal and relocation of Brundall Signal Box to County School Station (Mid-Norfolk Heritage Railway) at Brundall Station Signal Box, Station Road. Listed Building Consent. The Council had NO OBJECTIONS.

DCllr Laming updated the Council on an amended application for a solar park on Yarmouth Road. It includes an expanded area of solar panels, a 1200m² Sainsbury's, 2 cafes and a drive through. The planning area and access have not changed but the layout is different. A pedestrian refuge on Yarmouth Road has been retained as well as a pedestrian/cycleway on the North side of the road to Frogs Hole. It is not clear if it extends to McDonalds. DCllr Laming has asked for the road to be 30mph. The **Clerk** will collate and circulate the comments received from DCllr Laming and Blofield and Postwick Parish Councils. The Council would support a 30mph speed limit.

10. To confirm the councillor appointed as the Parish Council representative as a Brundall Memorial Hall (CIO) trustee

The Council CONFIRMED Cllr Andrew Bonham as Brundall Parish Council's representative as a Brundall Memorial Hall (CIO) trustee.

11. Review of the Strategy Day document

The changes were noted. It was agreed the next revision will include more precise timescales – the quarter as well as year it is expected.

12. Finance, including

- i) Brundall Twinning Association grant application for £200 towards transport costs

The Council APPROVED, by a majority decision, the grant application for £200 towards transport costs of the twinning visit in May 2026.

ii) Bills for payment for February 2026 of £10,878.27 had been circulated to Councillors (see below). These were APPROVED.

iii) The payments made in December 2025 and January 2026 have been checked by Cllr Britt. This was noted.

13. Parish Clerk's correspondence

None received.

14. Items for the next agenda

Maintenance Operative role

John Evans Award

Brundall Village Park design tender

15. Date for the next Parish Council Meeting

23rd March 2026

27th April 2026

Signed:

Dated:

12. ii) Finance

PAYMENTS FOR February 2026

	Net	VAT	Gross
Parish clerk costs	£7,212.41	£0.00	£7,212.41
Office expense	£293.32	£9.38	£302.70
Telephone	£18.00	£0.00	£18.00
Room Hire	£527.00	£0.00	£527.00
Annual Fees	£47.00	£0.00	£47.00
Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£493.66	£36.87	£530.53
Cemetery	£1.20	£0.00	£1.20
Countryside Park	£75.00	£0.00	£75.00
Cremer's Meadow	£395.00	£79.00	£474.00
IT	£154.35	£0.00	£154.35
Sports Hub	£61.08	£12.22	£73.30
Newsletter	£215.00	£0.00	£215.00
Total expenditure	£10,532.84	£345.43	£10,878.27

RECEIPTS FOR February 2026

Allotments	£42.38
Newsletter advertising	£42.00
Interest	26.35
Miscellaneous	£914.81

Total Income	£1,025.54
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HSBC Current A/C as at 20/2/26	£2,273.09
HSBC Deposit A/C as at 20/2/26	£22,184.05
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 20/2/26	£6,806.02
Unity Bank Savings A/C as at 20/2/26	£98,840.88
Transfers to/from Deposit A/C from/to Current A/c	£12,728.43
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 22/12/25	£269,318.76