

Minutes of the **Parish Council** meeting held on Monday 23rd March 2026 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chair), G Abbott, K Applegate, L Britt, P Gabillia, L Mogford, M Savory, R Tungate, J Warns

Clerk: Mrs C Dickson

District Cllrs J Davis and E Laming

Stuart Pontin, Broadland District Council

Members of the public: 2

1. Apologies for absence

Apologies were received from Cllrs A Bonham, G Buckley, and P Wooldridge. These were noted.

2. Declarations of interest

None received.

3. Minutes of the last meeting

It was resolved to APPROVE, with 2 abstentions, the minutes of the Parish Council meeting held on 9th March 2025. The minutes were signed by the Chair.

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

Feb 8. a) alternative sheds for the MO – details of other sheds that the Maintenance Operative considered were circulated to councillors. These were noted.

7. b) amendment of the Brundall Village Park tender documents prior to publication – 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.

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

DCllr Davis gave an update on his attempts to talk to someone at Anglian Water about lowering the sewer bulkheads on the Village Park area of Brundall Village Park. His query was eventually sent to the complaints department, which was not helpful, however he attended a multi-agency group meeting, set up mainly to discuss flooding issues, and has made contact with the Network Manager for the area. A site meeting has been suggested. Thanks were given to DCllr Davis for his help with this matter.

6. The meeting was reconvened

7. John Evans Good Citizen Award

3 nominations were received for the John Evans Good Citizen Award for 2026:

Roger Wiltshire for his work as timekeeper and volunteer for Brundall parkrun

John Fleetwood for his services to the Broadland Tree Warden Network and assistance with tree advice in Brundall

Brundall parkrun Director Team for their volunteering efforts in running parkrun every Saturday

Those who put forward the nominations were invited to attend the meeting and expand on the nomination. Stuart Harper was in attendance and explained why he had put forward Roger Wilshire and Brundall parkrun Director Team. Richard Farley was not able to attend so sent an explanation for his nomination of John Fleetwood.

Councillors held a secret ballot to select their preferred candidate. The first vote produced a tie so a second ballot was held between the top 2 nominees. Roger Wiltshire was selected by a majority decision as the recipient of the John Evans Good Citizen Award 2026. He will be advised and invited to attend the Annual Parish Meeting to receive the plate.

8. To receive updates and reports

a) Land Management – Cllr Tungate

The 5 year management plans for Cremer's Meadow, Church Fen, and Countryside Park are due for consideration. They will include baseline data and targets for the next 5 years, and a revised biodiversity report. All will be presented to LM over the next 3 months.

Following the cessation of the Broadland Tree Warden Network Cllrs Tungate and Buckley met with the previous Tree Warden, Richard Farley. We are very grateful that he will continue as a Tree Advisor as a volunteer. He will be responsible for the Orchard, Jubilee line, and Low Farm Wood where Norfolk County Farms have approved the Parish Council taking on the maintenance of the wood. He will also be available to act in an advisory capacity for tree issues round the village. Contact will be via Land Management or the Clerks.

Church Fen. Now the weather has improved the emphasis will be on carrying out essential repairs and trying to reopen the boardwalk as soon as is practicably possible. The land owner of the north path has been approached to confirm permission to access relating to any proposed works now and in the future.

Contact has been made with the Broads Authority to ask for pre-planning permission advice.

The Church Fen Working Group met last week to discuss options for the eastern footpath. These included possibly ordering 20 tons of granite for a test strip to see if that is a feasible option.

A QR code for donations was suggested, to be displayed on Council land. The **Clerks** were asked to investigate.

Strumpshaw PC have just installed a long footpath next to Long Lane. This was delivered via Parish Partnership funding. **Clerk** to ascertain the costs.

b) Recreation and Wellbeing Committee – Cllr Savory

i. Brundall Meadows S106 agreement Deed of Variation

The aim of the Deed of Variation to the Brundall Meadow S106 agreement is to add Brundall Parish Council as a nominated body in order to receive the Brundall Village Park lands and funding. A decision on the amendments is needed as soon as possible so that the document can be signed before the first trigger point of the occupation of the 4th open market dwelling.

Adrian Jones from Spire has given his opinion on the amended document. His main points of concern were:

- there are onerous obligations on the Council, mainly to provide the schemes
- all the funds, including interest, should be kept separate as the Council may be required to account for what they have spent them on

- the drafting does not make sense in places and he could not work out what some of them are trying to achieve
- the document is unduly complicated

Councillors did not feel anything new was highlighted and they were aware of the issues raised.

Stuart Pontin, Business Improvement Team Manager at Broadland District Council, explained why Broadland felt it was important to have the amendments to the S106 agreement and what that would achieve – the ability for BPC to deliver Brundall Village Park directly. Occupation of the first open market dwelling triggers the S106 therefore it is imperative to get the amendment agreement and signed before that happens, which is expected in April.

It was agreed that the wording in the Deed of Variation is not perfect and each solicitor has a different style but the intention of the document is clear and remains the same.

The Council had no objections to the document but the feedback from Spire was only received this afternoon therefore it was AGREED that councillors were allowed 24 hours to review the amendments and Spire advice, to feed back any comments to the Clerk, and after that the Clerk has delegated authority to action the comments.

The Council also AGREED to set up 2 bank accounts, one each for the Village Park and County Park S106 funds. All expenditure will be put through those accounts.

Following the previous meeting DCllrs Davis and Laming discussed the legal fees for the S106 amendment with officers at Broadland and it was agreed that BDC will meet their own legal fees. Hopkins Homes have capped their fees at £2,000. Spire have not yet submitted their legal costs.

The revised lighting scheme, adding in streetlights on the PRoW, for Brundall Meadows has not yet been received.

Monday 11th May has been pencilled in to review the Design tenders.

c) Brundall Community Leisure – Cllr Gabillia

The next quarterly meeting with CSF will be held on the 10th April.

Some of the challenges with parking seem to have reduced now that David Capp Road is open. This could be because people are walking instead of driving. This will continue to be monitored.

We need a further conversation with Highways about the proposed bollards.

Prices for planters & picnic tables have been received for the spare area next to the pavilion. These are to deter/prevent unauthorised.

d) Staffing Committee – Cllr Wilkins

To consider making the role of the Maintenance Operative permanent. The fixed term contract for the role began on the 1st July 2025.

Land Management drafted a report looking at the costs and benefits of employing a Maintenance Operative, with a recommendation to make the role permanent. This was considered by Staffing who were happy to support the proposal. The document then went to the Finance Group to consider the financial implications. The budget for 2026/27 includes provision for an MO for the full year and the Finance Group also supported the recommendation.

The Council APPROVED making the post of Maintenance Operative a permanent position on the basis of a 14 hour week.

A draft training policy will be considered by Advisory & Scrutiny.

e) Road Safety Group – Cllr Savory

Cllr Savory updated the Council on the results of the feasibility study for a second pedestrian crossing on The Street.

The section of road assessed was from the Finch Way roundabout to the shoppers car park.

The conclusion of the feasibility study was: In view of the fact this is a walking route to school and overall The Street is a well used crossing location, a zebra crossing is desirable. This to be located at the western speed table and will require localised footway widening. This will also have the benefit of improving sideways from Links Avenue. There is no current County Council budget for providing pedestrian crossings, therefore a central government grant or other external funding would need to be secured to deliver the scheme. This proposal will be added to the local walking and cycling improvement plan to be considered for any future funding opportunities that come forward.

The total cost would be around £256,000.

9. Advisory and Scrutiny documents for consideration

a) IT Policy

Withdrawn so the committee can look at the Communications Policy, Staff Equipment Policy, and Social Media Policy all together.

b) Website Accessibility Statement

This was updated for the current contact details.

The amendments were APPROVED.

c) Freedom of Information Policy

This was updated for the current contact details and minor amendments for formatting and change in emphasis from will to must/have to.

The amendments were APPROVED.

d) Data Protection Advice form for Councillors

This is a new form for councillors to state their contact preferences, what information, if any, they are happy to be shared outside the Council. In addition it details their responsibilities when handling data and asks them to confirm they have noted measures that are recommended for compliance with GDPR legislation.

The Council APPROVED the adoption of the Data Protection Advice form. It will be circulated to all councillors and will be provided to new councillors on election or co-option.

e) Environment Committee Terms of Reference

This was revised to remove reference to the Broadland Tree Warden Network which folded on the 3rd February 2026.

The amendment was APPROVED.

10. To consider the following planning application(s)

- a) BA/2025/0408/FUL – proposed demolition of office/storage cabin and replace with holiday lodge in alternative location at Boatyard, Riverside Estate. The Council had NO COMMENT.
- b) 2026/0291 – proposed 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. Amended application. The Council had NO OBJECTIONS.

11. Finance, including

- i) 2nd Brundall Scouts CIL grant application for £36,000 towards the renovation of their Scout Hut

As per the CIL grant application policy the Finance Group considered this application. CIL from each development is held in separate earmarked reserves. Available CIL is currently £63,712.24 from Brundall Meadows and £6,886.28 from smaller miscellaneous projects.

The Council had a discussion about the Brundall Village Park project and reserving the CIL received from the Brundall Meadows development until costs were known for the project, including any additional items the Council might want to include. A proposal to reserve the current and future CIL from the Brundall Meadows development until the costs for what the Council chooses to do with the Brundall Village Park land are known was APPROVED.

Therefore, current available CIL for any CIL grant application is £6,886.28. The Council APPROVED a grant of £5,000 to the 2nd Brundall Scouts for the renovation of their Scout Hut.

- ii) The Finance Group met last week and reviewed the December quarterly expenditure and actuals vs budget report. There are variations within some budget lines but any overspends have validated reasons, eg rent expenditure on the new office.

The total projected spend is within budget and the FG were satisfied with the finance reports.

- iii) Bills for payment for March 2026 of £30,485.45 had been circulated to Councillors (see below). These were APPROVED.

- iv) The payments made in February 2026 have been checked by Cllr Britt with no issues found. This was noted.

12. Parish Clerk's correspondence

A letter was received from Caister Primary Federation to inform recipients that it will be merging with The Hive Federation. This was noted.

The Clerk and DCllr Laming had correspondence from Snowy's Nursery expressing concern over the number and size of potholes on Braydeston Avenue, an unadopted road. They felt the school should be contributing to the repair. Previously there was collaboration between NCC and residents to repair the road but because the school is in a federation they have no responsibility to maintain the road.

Cancer Community Chest are holding a celebration for receiving the King's Award for voluntary service on the 1st June at Brundall Memorial Hall. They have asked for a donation towards the event and will be submitting an application at the next meeting. The Parish Council will be invited.

13. Items for the next agenda

None received.

14. Date(s) for the next Parish Council Meeting(s)

20th April (Annual Parish Meeting)

27th April

The meeting finished at 20:56.

Closed Session: This session was 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

15. Update on confidential staffing matters

a) Staff appraisals

All Clerks have had their annual appraisals and all were more than satisfactory. They will all receive 1 salary increment point.

The Council thanked all members of staff for their work.

b) Employment of the Maintenance Operative

The Council APPROVED employing Mr Andy Bruce as a permanent employee in the role of Maintenance Operative from the 1st April.

The **Clerk** will prepare a contract of employment.

Cllr Applegate has recently attended an Employment Law training course and he highlighted that there have been some disputes between councillors and clerks that have resulted in fines for the councillors when court action has been taken.

The meeting finished at 21:10.

Signed:

Dated:

11. iii) Finance

PAYMENTS FOR March 2026

	Net	VAT	Gross
Parish clerk costs	£7,212.41	£0.00	£7,212.41
Office expense	£159.84	£29.13	£188.97
Telephone	£18.00	£0.00	£18.00
Room Hire	£535.00	£0.00	£535.00
Training	£100.00	£20.00	£120.00
Annual Fees	£751.00	£150.20	£901.20
Neighbourhood Plan	£2,911.70	£0.00	£2,911.70
Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£390.77	£27.04	£417.81
Maintenance Operative	£2,740.41	£383.56	£3,123.97
Repairs and Renewals	£51.60	£10.32	£61.92

Cemetery	£175.00	£35.00	£210.00
Cremer's Meadow	£26.29	£0.00	£26.29
Trees	£34.93	£0.00	£34.93
Refuse collection	£1,672.00	£334.40	£2,006.40
Grants / Donations	£200.00	£0.00	£200.00
Play equipment	£1,110.00	£0.00	£1,110.00
IT	£154.35	£0.00	£154.35
Sports Hub	£3,128.94	£625.78	£3,754.72
Road Safety	£6,250.00	£0.00	£6,250.00
Total expenditure	£28,662.06	£1,823.39	£30,485.45

RECEIPTS FOR March 2026

Cemetery	£777.50
Interest	23.83
Miscellaneous	£5,114.81
Total Income	£5,916.14

HSBC Current A/C as at 20/3/26	£1,966.04
HSBC Deposit A/C as at 20/3/26	£22,207.88
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 20/3/26	£10,330.16
Unity Bank Savings A/C as at 20/3/26	£88,840.88
Transfers to/from Deposit A/C from/to Current A/c	£10,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 22/12/25	£269,318.76