

Minutes of the **Parish Council** meeting held on Monday 11th May 2026 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chair), K Applegate, A Bonham, P Gabillia, M Savory, R Tungate, P Wooldridge
Clerk: Mrs C Dickson
Members of the public: 0

1. Apologies for absence

Apologies were received from Cllrs G Abbott, L Britt, G Buckley, 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 27th April 2025. The minutes were signed by the Chair.

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

7. c) Circulating the latest report from CSF - completed

7. c) Assisting CSF with investigating a business rates reduction for the Sports Hub – completed. DCllr E Laming contacted the BDC Business Rates department. CSF have a reduction in rates for their other premises but this is capped and they cannot claim any more relief. This information has been passed on to CSF.

5. To consider a resolution to adjourn the Meeting for 15 minutes for public participation and County and District Councillors' reports

No public in attendance.

6. The meeting was reconvened

7. To receive updates and reports

a) Brundall Community Leisure – Cllr Gabillia

BCL submitted a summary of the CIL funds already committed and spent, and a request for further expenditure in order to use all of the CIL funds allocated to the Sports Hub:

Remaining Allocated CIL	£34,688.45
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Approved Items

Blinds	£810.00
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Bollards (H Smith & Sons)	£3,997.00
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Planters	£2,000.25
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Tables	£2,502.00
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Total Approved Spend	£9,309.25
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Items for Approval

Bollards (cost uplift due to delay in confirming)	£750.50
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Dugouts (MH Goals)	£17,181.50
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Adjustment to fence & pitch to install dugouts (Slatters)	£4,172.00
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Plants and soil for planters	£1,000.14
Total for Approval	£23,104.14
Total CIL expenditure	£32,413.39
Balance remaining	£2,275.06

The Council APPROVED the proposed CIL expenditure of £23,104.14 and an additional £2,275.06 for the pitch sinking fund.

The annual sinking fund invoice has been sent to CSF.

8. To consider the following planning application(s)

- a) BA/2026/0096 – Replacement of 137m of existing timber quay heading with steel piling, and GRP decking at Windmill Harbour, Riverside Estate. The replacement is like for like with no impact on neighbouring houses or the surrounding environment. The Council noted the application but did not have any comments.

9. Items for the next agenda

Neighbourhood Plan

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

18th May – Annual meeting of the Parish Council

22nd June

Closed Session: This session is 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

11. To receive a recommendation from the Recreation & Wellbeing committee for a preferred contractor for the design of Brundall Village Park

Cllrs Gabillia and Buckley, and Chris Norburn (member of the Recreation and Wellbeing Committee with tender and contract experience) evaluated all the tenders. A moderation meeting including Cllrs Wilkins and Savory then assessed all the scoring to agree an average score for each tender. That average score was then adjusted for the weighting given to each evaluation criteria and all 3 evaluations ranked one tender above the others.

Several members of the evaluation and moderation team asked AI to evaluate the tenders after the process was complete. This was noted but the results were not used at any point to assess the tenders.

Members of the Brundall Village Park Group met the contractor to talk through their tender submission. The meeting went well and they showed an understanding of and passion for the project.

The Council APPROVED the principle of appointing Groundwork East to design Brundall Village Park subject to signing the S106 Deed of Variation. Groundwork East are a charity with the environment at the heart of what they do. Their tender was the only one that talked about needing a permit from the Environment Agency and the urgency to get that process underway as soon as possible.

The meeting finished at 19:43.

Signed:

Dated: