

Minutes of the **Parish Council** meeting held on Monday 18th May 2026 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chair), K Applegate, L Britt, G Buckley, P Gabillia, M Savory, J Warns, P Wooldridge
Clerks: Mrs C Dickson, Mrs C Watkins

County Cllr J Davis

District Cllrs E Laming and J Davis

Members of the public: 0

1. Election of the Chair of the Council

Cllr Warns proposed Kevin Wilkins as Chair of the Council, Cllr Gabillia seconded. As no other nominations were received Cllr Wilkins was unanimously elected Chair. Cllr Wilkins signed the Declaration of Acceptance of office.

2. Election of the Vice-Chair of the Council

Cllr Wilkins proposed Joe Warns for Vice-Chair of the Council, Cllr Savory seconded. As no other nominations were received Cllr Warns was unanimously elected Vice-Chair.

3. Apologies for absence

Apologies were received from Cllrs G Abbott, A Bonham, L Mogford, and R Tungate. These were noted.

4. Declarations of interest

None received.

5. Minutes of the last meeting

It was resolved to APPROVE, with 2 abstentions, the minutes of the Parish Council meeting held on 11th May 2025. The minutes were signed by the Chair.

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

None.

7. Council Documents

a) Asset Register

Adjustments were made to the replacement costs at the Sports Hub. The rebuild cost of the pavilion was increased to £900,000 and the car park and Klargester were added. The **Clerk** will check the replacement cost of the carpet.

Replacement costs for all the streetlights were all increased in line with the last invoice received.

The amended Asset Register was APPROVED.

The Clerk will check the insurance gives adequate cover for all the assets.

b) Standing Orders

No amendments proposed. Noted.

c) Financial Regulations

No amendments proposed. Noted.

d) Financial Risk Assessment

Amendments included an update of amounts in line with the current insurance policy and changes to the admin procedures to reflect current working practices. This was APPROVED by the Council.

8. Committees, working groups, and outside bodies

a) Committee and working groups membership

The current committee and working group list was considered (see below).

b) To consider any changes to committees or working groups

No changes were made.

c) Appointment of members to outside bodies

Cllr Bonham was appointed as the Parish Council representative on the board of trustees for Brundall Memorial Hall

d) Approval of the committee list

The committee and working group list was APPROVED.

e) Appointment of the Chair of the Advisory & Scrutiny Committee

Cllr K Applegate was appointed Chair of the Advisory & Scrutiny Committee.

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

County Cllr Davis gave a report and the details were noted. It is available on the website. Cllr Wilkins congratulated him on his election to Norfolk County Council.

[CCllr Davis left the meeting]

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

10. The meeting was reconvened

11. To receive updates and reports

a) Land Management – Clerk

Church Fen – the boardwalk broken boards have been repaired.

Church Lane – the dangerous lime tree was removed on the 14th May. The Church were under the impression a different, dead, tree was to be removed but Land Management have never discussed that one. The Tree Advisor is checking whether it needs removing.

Network Rail have undertaken some drainage work at the bottom of the lane, right next to the level crossing. The movements of their vehicles has widened the lane making it more accessible.

Cremer's Meadow – the Poplars on the southern side of the site were discussed again. There has been various advice about whether they should or need to be removed but the committee agreed a plan to manage the trees, removing 2-3 per year.

Countryside Park – dog waste not being picked up was highlighted as a continuing problem. The Clerks are organising new notices to emphasise the BDC Public Spaces Protection Order.

The draft 5 year Management Plan was discussed. Views from all users are being sought.

The parkrun report to R&W was considered. Green waste will remain on the site but will be moved away from the paths.

Comments about the condition of the car park surface were considered. It has deteriorated and LM will be considering options for improvement or replacement.

County Farms are holding a drop in session for tenants on the 16th June and a LM member will be attending.

The committee approved the purchase and installation of a new grit bin on Nurseries Avenue after a request from a resident. NCC will fill the grit bin.

The committee considered and approved a suggestion to undertake an annual footpath and right of way audit.

Trees – the Community Payback Team helped the Tree Advisor clear some undergrowth at Low Farm Wood.

The Tree Advisor suggested the circular bench that used to be out the front of the Memorial Hall be located in the orchard. This was approved.

b) Recreation and Wellbeing Committee – Cllr Savory

The S106 Deed of Variation needs to be signed in wet ink rather than via DocuSign, which we were originally told. It has been agreed by all parties but is waiting for approval by HSBC therefore it still has not been signed.

The contractor approved to undertake the design of Brundall Village Park, Groundwork East, have been informed of the delay. They are getting quotes for the surveys needed so their work can begin as soon as possible. Broadland advised that we should not sign a contract with them until the S106 DoV is signed by all parties as the current S106 agreement does not give the Council any rights or responsibilities.

Hopkins have said that a site visit is possible but only areas where there is no work currently happening. Groundwork East have been invited to attend.

Cllrs Wilkins and Savory met with representatives of Brundall Memorial Hall to talk about the boundary and flow between the 2 pieces of land. Ideas and views were exchanged and it was a positive meeting.

c) Road Safety Group – Cllr Savory

There has been no further update on the village gates.

The **Clerks** were asked to contact Highways about parking behind the posts/bollards at the top of The Dales. It has turned into a private parking space.

Any future road closures on Yarmouth Road should start well before the McDonalds entrance. Too many cars ignored the signs and nearly caused accidents trying to get into the McDonalds car park.

The Highways Engineer has approved the location of bollards on the verge along Yarmouth Road.

12. To consider the following planning application(s)

- a) Tree Preservation Order BD0806 – Poplar on Land north of Cremer's Meadow adjacent to the watercourse, south of Brundall Road, Blofield, NR13 4LD. The Council SUPPORTS the application.
- b) 2026/01252 – Proposed 2 storey rear extension and carport addition to existing double garage. Renewal of planning permission 20211660 at 14 The Street, NR13 5LB. The Council had NO OBJECTIONS to the application but would urge the applicant to consult with their neighbours regarding their right to light as loss of light can have a significant impact.

13. Finance, including

i) To approve an additional £350 for the budget for the volunteers event

The Deputy Clerk (RM) provided provisional costings for the room hire, food, and additional supplies. 160 volunteers have confirmed attendance to date. This is a lot more than initially anticipated.

The Council APPROVED, with 1 abstention, an additional £500 for the budget for the volunteers event. Funding will come from general reserves.

ii) Bills for payment for May 2026 of £23,676.93 had been circulated to Councillors (see below).

The invoice from Copyright Agent was discussed. The Council cannot be 100% sure it is not a scam but the photo does have a licence which was not purchased in order to be used in the Broadland Tree Warden Network magazine Broadsheet. The financial risk from not paying is too high. The Clerk was asked to try to make payment by card before paying by bank transfer.

All payments were APPROVED.

iii) The payments made in April 2026 will be checked by Cllr Britt and reported at the June meeting.

14. Parish Clerk's correspondence

The Clerk has received a complaint about 2 streetlights not working on St Michaels Way. This has been a problem for several months. A new lantern has been ordered but not yet installed. The Clerk has requested an installation date.

15. Items for the next agenda

AGAR

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

22nd June 2026

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

17. To consider the draft Neighbourhood Plan for approval

The Council received a briefing from the Neighbourhood Plan consultants after the last meeting. Amendments were made to the Local Green Spaces following additional suggestions from councillors. The revised document has been circulated for review. The Local Green Space map needs amending on page 58, figure 26, to include all of the green spaces at Church Mead and the additional marsh area for number 18, and the individual green spaces maps for 18 and 20 need amending on page 80, figure 31.

Thanks were given to the consultants, Rachel Leggett and Andrea Long, for all their work. It would not have been possible to produce the document without their help.

Every household will need to be leafleted in advance of the draft plan 6 week consultation, starting with an open event on Wednesday 24th June between 3pm and 8pm, in the Lounge at the Memorial Hall.

Subject to the 3 Local Green Spaces maps being amended to include the revised areas agreed, the draft Neighbourhood Plan was APPROVED for consultation.

The meeting finished at 20:18.

Signed:

Dated:

8. Committee list

Land Management

Cllr Robin Tungate (Chair)

Cllr Graham Abbott

Cllr Ken Applegate

Cllr Gill Buckley

Cllr Lawrence Britt

Cllr Andrew Bonham (substitute)

Recreation and Wellbeing

Cllr Mike Savory (Chair)

Cllr Graham Abbott

Cllr Lawrence Britt

Cllr Phil Gabillia

Gill Buckley (Cremer's Meadow)

Jan Barrington (Brundall Memorial Hall)

Jeanette Lovett (1st Brundall Guides)

Carl Tunaley (Brundall Bolts)

Dave Hanson (Yare Valley Churches)

Chris Norburn (2nd Brundall Scouts)

Tim Strudwick (Environment Committee)

Vacancy – Brundall Primary School

Vacancy

Advisory and Scrutiny

Cllr Ken Applegate (Chair)

Cllr Robin Tungate

Cllr Andrew Bonham

Environment

Cllr Joe Warns (Chair)

Cllr Gill Buckley

Cllr Paul Wooldridge

Cllr Leslie Mogford

Chris Muskett

Tim Strudwick

Duncan Painter

Staffing

Cllr Kevin Wilkins

Cllr Ken Applegate
Cllr Lawrence Britt

Planning sub-group

Cllr Lawrence Britt
Cllr Graham Abbott
Cllr Leslie Mogford
Cllr Paul Wooldridge

Finance sub-group

Cllr Kevin Wilkins
Cllr Graham Abbott
Cllr Mike Savory
Cllr Robin Tungate

Cremer's Meadow

Cllr Gill Buckley (Council lead)

Brundall Village Park working group

Cllr Mike Savory
Cllr Gill Buckley
Cllr Phil Gabillia
Cllr Kevin Wilkins

Church Fen Working Group

Cllr Robin Tungate
Cllr Graham Abbott
Tim Strudwick
Duncan Painter

Neighbourhood Plan Steering Group

Cllr Kevin Wilkins
Cllr Graham Abbott
Cllr Ken Applegate
Cllr Andrew Bonham
Cllr Lawrence Britt
Cllr Gill Buckley

Road Safety sub-group

Cllr Graham Abbott
Cllr Andrew Bonham
Cllr Mike Savory

Social Media sub-group

Cllr Mike Savory
Cllr Phil Gabillia
Cllr Kevin Wilkins

Countryside Park Group

Cllr Lawrence Britt (Chair)

Cllr Graham Abbott

Lawson Bunn (Allotments)

Greg Chandler

Stuart Harper/James Howlett (parkrun)

Sarah Sloan

Tim Strudwick

Biodiversity Working Group

Chris Muskett

Duncan Painter

Tim Strudwick

Brundall Community Leisure Ltd

Cllr Kevin Wilkins

Cllr Phil Gabillia

Cllr Joe Warns

Appointments to Outside Bodies

Brundall Memorial Hall – Cllr Andrew Bonham

13. ii. Finance

PAYMENTS FOR May 2026

	Net	VAT	Gross
Parish clerk costs	£7,607.43	£0.00	£7,607.43
Office expense	£412.55	£0.00	£412.55
Telephone	£20.85	£0.00	£20.85
Room Hire	£704.00	£0.00	£704.00
Grass cutting monthly contract	£1,082.45	£216.49	£1,298.94
Street Lighting	£50.00	£10.00	£60.00
Maintenance Operative	£100.00	£0.00	£100.00
Repairs and Renewals	£16.45	£3.28	£19.73
Church Fen	£1,890.60	£0.00	£1,890.60
Trees	£1,290.00	£258.00	£1,548.00
Grants / Donations	£940.00	£0.00	£940.00
IT	£162.06	£0.00	£162.06
Sports Hub	£7,806.49	£1,106.28	£8,912.77
Total expenditure	£22,082.88	£1,594.05	£23,676.93

RECEIPTS FOR May 2026

Precept	£93,220.00
Cemetery	£2,469.00
Allotments	£11.25

Interest	£23.39
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Total Income	£95,723.64
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HSBC Current A/C as at 15/5/26	£2,509.38
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HSBC Deposit A/C as at 15/5/26	£22,255.56
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Transfers to/from Deposit A/C from/to Current A/c	£0.00
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Transfers to/ from Unity Bank	£0.00
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Unity Bank A/C as at 14/5/26	£28,139.68
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Unity Bank Savings A/C as at 14/5/26	£229,339.17
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Transfers to/ from Deposit A/C from/to Current A/c	£150,000.00
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Transfers to/ from BDC Parish Deposit	£0.00
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BDC Parish Deposit A/C as at 31/3/26	£276,549.55
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