

Minutes of the **Parish Council** meeting held on Monday 27th April 2026 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chair), G Abbott, A Bonham, L Britt, P Gabillia, L Mogford, M Savory, R Tungate, J Warns
Clerk: Mrs C Dickson
District Cllr E Laming
Members of the public: 1

1. Apologies for absence

Apologies were received from Cllrs K Applegate, G Buckley, and P Wooldridge. These were noted.

2. Declarations of interest

Cllr Wilkins - Item 9 – planning application 2026/0498, the applicant is a neighbour.

3. Minutes of the last meeting

It was resolved to APPROVE the minutes of the Parish Council meeting held on 23rd 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)

8. a) investigating the costs of the new path installed by Strumpshaw Parish Council is ongoing.

15. b) contract of employment for the Maintenance operative – completed

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

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

Changes to the planning legislation, expected in the Autumn, were discussed. Over 90% of decisions will be made by delegated decision by planning officers. Only applications that are deemed contentious will be considered by the LA planning committee. The Head of Planning in conjunction with the Chair of the planning committee will decide which ones go to the committee. If there is no agreement the planning officer will decide. This is a huge change to the system. If a Local Authority wants to refuse a developments of over 150 houses this will need agreement of the Government Planning Minister. Consultation will still take place but District Council ward councillors will not be able to call in applications for a committee decision. Neighbourhood Plans will still be valid and will have to be considered for an application decision. There may be some sort of transition from the old legislation to the new for applications expected to be decided by committee.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

Church Fen – progress on the boardwalk is a bit stuck. Permission is needed from the owner of the land where the boardwalk starts and we have not managed to make contact yet. In the meantime repairs have been approved, including a contingency if it is found that more boards need while the works are going on. Hopefully the boardwalk will be open again soon.

The ambition is to improve the access and reduce flooding issues on the eastern path by building up the lowest levels. We aim to provide a surface that remains firm, level, and useable reducing daily flooding which will significantly improve accessibility at all times of the year. We are not looking to raising the height of the path much. To test this approach, and subject to the approval of the Broads Authority who have already been contacted, the Church Fen Working Group, with help from the CPBT, will be doing a test patch in July with 2 tonnes of type 1 crushed aggregate on several sunken sections. If this is successful then the improvements will be extended another 70m. It is positive we can do something constructive to improve access until the boardwalk can be replaced. The draft refreshed 5 year management plan was considered by the committee with feedback being incorporated.

Church Lane – a lime tree has been deemed dangerous on the left hand side nearing the railway. Ownership of the land is not clear and, whilst the Council does not take responsibility for trees on private land, LM considered this case an exception, without setting a precedent, as we have a duty of care to the public and volunteers accessing Church Fen. The committee's approach was firstly to contact Network Rail who have access to the level crossing and also have a duty of care for their employees. They have been given a short period of time to respond. If they don't then the committee gave approval to the costs of removing the tree, £1,290.

Tree Strategy – the Broadland Tree Warden Network wrote a tree strategy for the Parish Council a few years ago. Now that the BTWN are no longer operating this is being reviewed and rewritten to become a Parish Council document.

Several members of the public attended the meeting to give their views on the proposed pond at the Countryside Park. They were concerned the proposals had not been communicated well enough, but a member of the Countryside Park Group had not been feeding back to the Allotment Association. This has now been resolved. Planning permission will be required for the pond and residents will be able to respond.

b) Recreation and Wellbeing Committee – Cllr Savory

i. Brundall Village Park design tender update

4 tenders were received by the deadline. An evaluation and moderation process has been followed. Cllrs Buckley and Gabillia, and Chris Norburn (a member of the R&W committee with tender and evaluation experience) independently evaluated the tenders. A moderation meeting including Cllrs Wilkins and Savory scrutinised the marking of each tender and agreed a final score for each one. A clear favourite emerged both from the raw moderated score and after weighting had been applied. An online meeting is being held with them to get a feel for them and see if we can work with them.

An additional R&W meeting is being held on the 30th April for the committee to review the tenders and consider the recommendation from the moderation meeting. The results of this will be brought to an additional full Council meeting on the 11th May when a preferred contractor will be selected.

ii. Volunteer event 12th July

An event to thank all volunteers in the village will be held on Sunday 12th July at Brundall Memorial Hall. It will be afternoon tea between 2.30pm and 4pm. Councillors were requested to help the Deputy Clerks at the event as the Clerk will be on leave.

iii. Replacement of 2 village maps

The committee has been looking at replacing out of date maps at the Church and Tingdene. These are sponsored by companies that no longer exist, eg Budgens. The idea is to replace them with a map showing walking routes through the village rather than every road. Examples from a Norfolk Company, Rocket Design, were shown. The Council liked the style.

A quote of £1,200 for the artwork was APPROVED.

c) Brundall Community Leisure – Cllr Gabillia

The third quarter report from CSF will be circulated to councillors after the meeting. Unique participants are up 32%, just under 2,500 unique participants using the Sports Hub. Engagement hours is just over 48,000, up 33% from last year. Lots of clubs are using it, with some clubs booking for a range of their teams on a regular basis. Generally usage is limited to the evenings because of participant availability. No safeguarding issues have been reported so CSF are asking teams to report anything to themselves. CSF report again that they do not think there is enough car parking although issues have eased since David Capp Road opened. After 9 months of this financial year CSF are operating the site at a £6k loss. There are areas where they can save some money but it is generally comparable to last year. They have asked for help getting a reduction in business rates. The **Clerk** has been asked to investigate.

The Clerks have gone back to Highways for a discussion about installing bollards on the verge but have not had a response yet.

BCL requested CIL funding for planters and tables to be positioned next to the pavilion to prevent unacceptable parking on an area used by children to wait to be picked up parents. Quotes of £2,502 for 4 octagonal picnic tables and £2,000.25 for 6 1.8m planters were APPROVED.

d) Road Safety Group – Cllr Savory

We are still waiting for an installation date for the village gates.

We have had confirmation of the Parish Partnership funding for the short section of footpath by the Cremer's Meadow entrance on Brundall Road.

8. Advisory and Scrutiny documents for consideration

a) Training Policy

This is a new policy drafted by the Staffing Committee.

b) Risk Register

This has not been reviewed since 2021. It has been updated to reflect current working practices.

c) Risk Management Policy

This has also not been reviewed since 2021. The policy itself has not been changed but a flow chart showing roles and responsibilities has been removed because it is not relevant, and guidelines for working parties have been separated out into a new document for volunteers.

d) IT Equipment Policy

This used to be called the IT and Equipment Policy but it refers only to equipment so has been renamed and updated to reflect current working practices.

e) IT Policy

This is a new policy taken from Norfolk Parish Training and Support to help the Council comply with the new Assertion 10 on the AGAR (Annual Governance and Accountability Return).

f) Communications Policy

This has been revised to update the office address and removal of the section on flyposting. Advisory & Scrutiny will consider whether a separate flyposting policy is needed.

All the policies and documents were APPROVED.

9. To consider the following planning application(s)

- a) 2026/0498 – Erection of self-build dwelling and formation of vehicular access at Land Rear of 10 Strumpshaw Road. The proposed dwelling is a 2 storey house with 2 garages on a narrow unadopted road. The Council APPROVED, with 1 abstention, OBJECTING on the grounds that the dwelling is oversized and out of proportion for the plot, is out of proportion compared to the neighbouring houses.

10. Planning enforcement notice for Brundall Sports Hub

A planning enforcement notice was received for Brundall Sports Hub regarding the car park lights being left on overnight. The planning permission for the site stated that use of the facility, including lighting, was permitted between 08:00 and 22:00.

The manual for the lighting scheme was received but the operator has not been able to find where to programme the car park lights therefore they are manually turned off every evening. This is acceptable to BDC Planning Enforcement and the case has been closed.

11. Review of the Broads Plan 2027-2032

The Council noted a letter from the Broads Authority asking for comments on the current plan, areas for improvement, and priorities going forward. Councillors to forward any comments to the Clerk for submission.

12. Finance, including

i) Cancer Community Chest grant application for £480 towards their King's Award celebration

The Council APPROVED, with 1 vote against, a grant of £140 of £40 for the hire of Brundall Memorial Hall and £100 towards the refreshments.

ii) Acle and Brundall Lions grant application for £300 towards their Summer Fete

The Council APPROVED, with 1 vote against, a grant of £300 towards the printing/advertising and ticket printing costs.

The Clerk reported that although the Council approved a grant of £300 last year it does not appear that it was paid.

iii) Brundall Station Adopters grant application for £300 towards the purchase of perennial flowers

The Brundall Station Adopters have received a grant of £200 from Greater Anglia which has been spent on planting bulbs however they will not give him any more funding this year. The Greater Rail Partnership have been approached for funding also.

The Council APPROVED, with 1 abstention and 1 vote against, a grant of £200 to match that received by Greater Anglia.

iv) Copyright infringement

The Clerk received correspondence indicating the Council had infringed the copyright of a photo published in the Broadland Tree Warden Network's publication Broadsheet. Despite putting the Broadsheet magazine on the website in good faith ignorance of the lack of a licence to publish the photo is not a defence in law.

A fee of £400 has been requested to settle the matter. The Clerk has responded acknowledging that the matter needs to be resolved but not accepting liability.

v) Internal Auditor for 2025/26

The Council APPROVED appointing Sonya Blythe as the Internal Auditor for 2025/26.

The **Clerk** will investigate possibly changing auditors for next year.

vi) Bills for payment for April 2026 of £17,402.22 had been circulated to Councillors (see below). These were APPROVED.

vii) The payments made in March 2026 have been checked by Cllr Britt. A 20p tax adjustment was queried as this was deducted from expenses after the salaries had been paid. All payments were correct. This was noted.

13. Parish Clerk's correspondence

- a) A letter was received from Yare Valley Rotary offering support and help with fundraising. This was noted.
- b) The Chairman, Clerk, and Cllr Gabillia have received invitations to the Cancer Community Chest King's Award celebration.

14. Items for the next agenda

Brundall Village Park design tenders

CIL expenditure on dugouts at Brundall Sports Hub

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

11th May – BVP design tenders

18th May – Annual meeting of the Parish Council

The meeting finished at 21:11.

Signed:

Dated:

12. vii. Finance

PAYMENTS FOR April 2026

	Net	VAT	Gross
Parish clerk costs	£7,607.53	£0.00	£7,607.53

Office expense	£184.60	£9.74	£194.34
Telephone	£18.00	£0.00	£18.00
Room Hire	£519.00	£0.00	£519.00
Annual Fees	£230.00	£42.00	£272.00
Grass cutting monthly contract	£1,039.82	£207.96	£1,247.78
Street Lighting	£385.01	£26.75	£411.76
Repairs and Renewals	£31.23	£6.25	£37.48
Cemetery	£23.37	£0.00	£23.37
Allotments	£41.56	£0.00	£41.56
Countryside Park	£634.73	£0.00	£634.73
Cremer's Meadow	£37.50	£0.00	£37.50
Trees	£335.00	£67.00	£402.00
Grants / Donations	£5,000.00	£0.00	£5,000.00
Play equipment	£24.97	£4.99	£29.96
IT	£162.06	£0.00	£162.06
Sports Hub	£368.02	£17.35	£385.37
Newsletter	£215.00	£0.00	£215.00
Road Safety	£135.64	£27.14	£162.78
Total expenditure	£16,993.04	£409.18	£17,402.22

RECEIPTS FOR April 2026

VAT	£12,253.37
Cemetery	£0.00
Allotments	£16.88
CIL	£87,197.34
Newsletter advertising	£98.00
Interest	£7,753.37
Miscellaneous	£3,549.85

Total Income	£110,868.81
HSBC Current A/C as at 24/4/26	£1,265.05
HSBC Deposit A/C as at 24/4/26	£22,232.17
Transfers to/from Deposit A/C from/to Current A/c	£0.00
Transfers to/from Unity Bank	£0.00
HSBC Deposit A/C as at 24/4/26	£90,728.61
Transfers to/from Deposit A/C from/to Current A/c	£79,339.17
Transfers to/from Deposit A/C from/to Current A/c	-£10,000.00
Transfers to/from BDC Parish Deposit	£0.00
Unity Bank Savings A/C as at 24/4/26	£276,549.55