

Minutes of the **Parish Council** meeting held on Monday 22nd June 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, G Buckley, P Gabillia, L Mogford, M Savory, R Tungate

Clerk(s): Mrs C Dickson

County Cllr J Davis

District Cllrs E Laming and J Davis

Members of the public: 1

The Wifi was not working at the venue therefore it was not possible to view all the documents during the meeting but all relevant information was circulated to councillors in advance.

1. Apologies for absence

Apologies were received from Cllrs A Bonham, P Wooldridge and J Warns. These were noted.

2. Declarations of interest

7. b) iii. Allotment rents – Cllrs Britt, Buckley, Savory, Wilkins

3. Minutes of the last meeting

It was resolved to APPROVE, with 3 abstentions, the minutes of the Parish Council meeting held on 18th May 2025. The minutes were signed by the Chair.

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

May 7. a) Replacement costs of the Sports Hub pitch carpet – the estimate from the contractors is £250,000 to £300,000 to uplift and replace at current prices

May 7. a) check insurance cover is adequate – confirmed

May 11. c) contact Highways regarding parking behind the bollards at the top of The Dales – waiting for a reply

5. 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. The Government have launched a £61m Community Fund to enable community assets in danger of closing to be purchased.

The markings for the spaces at the Shoppers car park are very worn and people are parking in the disabled spaces because it is not clear that is what they are. The markings will be redone shortly and CCllr Davis asked if the Council had a view on whether there should still be 2 disabled spaces. The current dimensions for disabled spaces are much larger than what is there at present therefore 2 will take up more space. The Council's preference was that 2 disabled spaces be retained.

A motion to postpone the sale of the Norse care homes, including Springdale, was rejected, therefore the sale is still going ahead.

CCllr Davis met with UK Power Networks to talk about proposals to run a power cable across Cucumber Lane to a box on The Pastures. The Clerk and Deputy Clerk (RM) had also met them last week. The Pastures has private utilities therefore UKPN are unable to connect to their supply. The original plan was to join up with a cable at the top of Cucumber Lane, near the roundabout, with a road closure of several weeks. However, with the Council's

permission, they could connect to the supply running through the cemetery, which would mean a shorter road closure of only 8 days. The proposals will be considered by Land Management at their July meeting.

District Cllr Laming summarised her and Cllr Davis's report and the details were noted. It is available on the website. Local Government Reorganisation is expected to go ahead on the current timetable. There are several legal challenges but these have not progressed enough yet to delay proceedings. It may be approved by Government in the summer, or autumn if not. A shadow authority will be elected in 2027 with the new authority taking over in 2028.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

i. Countryside Pond contractor

Two quotes for digging the pond were received. A third contractor was contacted but did not quote. The budget for digging the pond, and therefore the size of the pond, was reduced to £9,000 to stay within the whole project budget. The Council APPROVED appointing ABBCO Pond and Lake Services to dig the pond at a cost of £9,000 subject to planning permission being granted.

ii. Countryside Park car park improvements

The current surface is wearing away exposing larger stones making it potentially unsafe and a risk to users. Doing nothing is not an option.

A proposal of 125 tonnes of MOT Type 1 subbase to be spread and rolled by volunteers at a cost of £3,676.25 was considered. In addition the Tree Advisor has offered to drive a small digger to help spread the materials for the CPBT to rake into place.

The Council APPROVED the cost up to £4,000 subject to a further quote from at least one contractor to do the work. The Clerks will circulate the quote for councillors to consider as the decision cannot wait until the July meeting.

iii. Allotment rent increase

The committee proposed increasing the allotment rents from £45 per annum for a full sized plot to £50 per annum. Smaller plots are pro rata'd. And to increase the minimum amount to be held in the allotment earmarked reserve from £2,000 to £3,000.

This was APPROVED, with 4 abstentions.

Cremer's Meadow – a quote to reduce 3 poplars was approved. All wood will be retained on site. The Welcome Day was held on the 20th June with thanks given to Cllr Buckley and the Friends for all their work. An application to the Internal Drainage Board was approved for works to dig a new culvert and clear an old bridge over the ditch on the southern side.

The new storage container for the Maintenance Operative has arrived. It was constructed with the help of the CPBT.

Church Fen – the Broads Authority have confirmed planning permission is not required for improvement works to the eastern path. These works will go ahead in the next month or so with the help of the CPBT. The boardwalk is closed again due to broken planks and a couple of fallen trees.

b) Recreation and Wellbeing Committee – Cllr Savory

The S106 Deed of Variation has been signed by Broadland. HSBC suggested a few minor amendments but Spire did not consider them material.

The first Brundall Meadows house is occupied already.

The Clerks had a site visit with Groundwork East. There is a lot of overgrowth on the site, particularly of tree saplings near the attenuation ponds. The **Clerk** will ask BDC if Hopkins have a responsibility to clear them before handing the land over.

Thanks were given to the Deputy Clerk (RM) for her work on preparing for the Volunteer event. Over 100 people are attending and the Scouts will be assisting on the day.

Signage around the village remains a work in progress.

The committee are investigating a wellbeing initiative of pause benches around the village to give residents places to rest when walking to and from the shops or out for exercise. Locations and funding are being looked at.

c) Environment Committee

The agenda item on Citizen Science was deferred to the next meeting. Councillors were generally in favour of regular water sampling of the river Yare but further information is needed.

d) Road Safety Group – Cllr Savory

We have recently discovered that the village gateways were never ordered by Highways therefore there will be a further 8 week delay on their installation.

Vans are still parking behind the bollards at the top of The Dales.

e) Neighbourhood Plan

The draft plan is out for consultation from the 24th June 2026 to the 10th August. An open event will be held at the Memorial Hall on the 24th June, 3pm until 8pm.

Thanks were given to everyone for their efforts in delivering the flyers for the event.

8. Advisory & Scrutiny Committee documents

a) Review of Internal Control

Minor amendments were made to reflect how the Council currently operates.

The document was APPROVED by the Council.

b) Effectiveness of Internal Control

Amendments were made to 1.Scope of Internal Audit and 5. Audit Planning and reporting sections to reflect current working practices.

The document was APPROVED by the Council.

c) Sickness and Absence Policy

This was a new policy proposed by the Staffing Committee. The **Clerk** will check whether any other policies include a Return to Work scheme.

The policy was APPROVED by the Council.

9. To consider the following planning application(s)

- a) 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. The Council SUPPORTS the application.

This is a revised application. The Council had NO OBJECTIONS.

- b) 2026/1145 – Erection of no. Self Build Dwelling at Land South of Strumpshaw Road.

The Council agreed to OBJECT, with 1 vote against, on the grounds that the site is outside the village settlement area, is in a flood zone, the environmental and biodiversity impact would be too great, and the access on to Strumpshaw Road is not suitable.

10. Strategy Day Action Plan

Due to a failure of the wifi it was not possible to review this. It was deferred to the July meeting.

11. Finance, including

- i) Increase in the HMRC Approved Mileage Allowance Payment

HMRC have increased the Approved Mileage Allowance Payment by 10p to £0.55 per mile backdated to the 1st April 2026. 3 members of staff have 45p per mile in their contracts and the fourth has 'mileage will be paid at the HMRC rate per mile'. The Council AGREED to increase the mileage rate paid to £0.55 per mile for all employees, backdated to the 1st April 2026.

- ii) Surveys for Brundall Village Park

Groundwork East requested 2 surveys be commissioned for Brundall Village Park as soon as possible. This was approved via email. The surveys were a preliminary ecology assessment (PEA) at a cost of £1,785, and a topographical survey at a cost of £2,360, total £4,145. The decision to approve was ratified by the Council.

- iii) Accounts for the year ending 31st March 2026

The RFO prepared a report for the Council to consider (see below).

The Council APPROVED the following recommendations:

- The Asset Management earmarked reserve is capped at a maximum of 10% of the value of the asset register
- The Land Management earmarked reserve is incorporated into the Asset Management EMR
- £5,392.04 of General Reserves is allocated to the Asset Management EMR to make the net accrual for the year £30,000
- £787 of General Reserves is allocated to the Road Safety EMR to make the net accrual for the year £9,000
- An accrual of £6,250 is created for the Parish Partnership footpath at Cremer's Meadow.

- iv) Internal Audit report for 2025-26

The Internal Audit report was noted. It is available on the website.

The Finance Group will be meeting quarterly and the Clerk will ensure quarterly bank reconciliations are shared with the Council.

Land Management will review the Cemetery fees at their next meeting.

v) AGAR Internal Audit Report 2025-26

The completed AGAR Internal Audit report 2025-26 was noted.

vi) Governance Statement for the Annual Return 2025-26

The Governance Statement for the Annual Return 2025-26 was considered, completed and unanimously APPROVED.

vii) Accounting Statements for the Annual Return 2025-26

The Accounting Statements for the Annual Return 2025-26 were considered and unanimously APPROVED.

The stated value of the assets is the purchase price not current value. The **Clerk** will check with the Internal Auditor whether this is usual practice.

viii) Additional bank signatory

Following a discussion about the Review of Internal Control (see item 8. a)), the Council decided to add a fourth bank signatory. Cllr Bonham was unanimously APPROVED to be the additional bank signatory.

ix) Bills for payment for June 2026

The invoices for payment for June of £18,493.71 had been circulated to Councillors (see below).

All payments were APPROVED.

x) Payments made in April 2026 and May 2026

These have been checked by Cllr Britt with no issues found.

12. Parish Clerk's correspondence

The Clerk has a phone call about access to Church Fen in order to take diving gear to the river to try to retrieve a dropped mobile phone. But did not receive an update about whether it was successful.

13. Items for the next agenda

Strategy Day Action Plan

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

27th July 2026

The meeting finished at 21:12.

Signed:

Dated:

11. iii. Finance – RFO report

The accounts are complete for the year ending 31st March 2026 and all the reports have been uploaded to the OneDrive folder. The headline figures are:

Income

Precept	£173,820
CIL	£ 83,941
NCC grant for bus shelter maintenance	£ 800
Delegated Function grass cutting	£ 4,225
Cemetery (EMR)	£ 5,723
Rent of cemetery car park	£ 2,555
Allotment (EMR)	£ 2,544
Newsletter advertising	£ 744
BDC Neighbourhood Plan grant	£ 4,500
Grants for a Countryside Park pond	£ 7,000
FF grant for the Sports Hub pavilion	£ 11,896
Persimmon refund of legal fees	£ 12,742
Interest	£ 10,408

Expenditure

Administration	£ 106,787
Sports Hub pavilion	£ 5,205
Newsletter	£ 435
Street Lighting	£ 4,184
Land Management	£ 7,695
Cemetery (EMR)	£ 2,209
Allotments (EMR)	£ 2,590
Countryside Park	£ 4,240
Cremer's Meadow	£ 1,557
Neighbourhood Plan	£ 198

Earmarked Reserves	Opening balance 2025	Money Out	Transfers In	Closing balance 2026
Staffing	8,041.48			8,041.48
Countryside Park pond	0.00		12,000.00	12,000.00
Land Management	5,940.94			5,940.94
Asset Management	100,305.56	(11,332.98)	30,000.00	118,972.58
Allotments	5,320.57	(2,613.04)	2,566.86	5,274.39
Cemetery	9,864.79	(2,209.35)	8,278.00	15,933.44
Cremer's Meadow	434.55			434.55
Cremer's Cable donation	123.09			123.09
Recreation and Wellbeing	500.00		750.00	1,250.00
Newsletter	0.00	(264.98)	774.00	509.02
Road Safety	34,412.08	(787.00)	9,000.00	42,625.08
Neighbourhood Plan	0.00	(4,111.70)	14,500.00	10,388.30
CIL Sports Hub	39,076.67	(11,945.21)	7,556.99	34,688.45
CIL Berryfields	11,655.70	(11,655.70)		0.00
CIL Brundall Meadows	0.00		63,712.24	63,712.24

CIL Miscellaneous	0.00	(22,257.33)	24,143.61	1,886.28
Total	215,675.43	(67,177.29)	173,281.70	321,779.84

The General Reserves were £49,632 at the start of April 2025 and finished the year at £65,983. The Reserves Policy requires at minimum of 3/12th's of the precept be retained in general reserves, which would be £43,455 for the 2025/26 year.

The Finance subgroup met on the 2nd June. In attendance were Cllrs Wilkins, Savory, and Abbott, and the Clerk/RFO. The following was discussed:

What is the maximum amount the Council should hold in the Asset Management earmarked reserve. The FG felt this should not be more than 10% of the amount listed on the Asset Register. This is currently £1.6m, therefore the Asset EMR should not be more than £160,000.

The RFO proposed turning the Land Management earmarked reserve into a Tree Management EMR for emergency tree works. The FG felt trees were an asset and therefore the LM EMR could be incorporated into the Asset EMR. The LM EMR has not been used for a number of years. This suggestion was discussed at the LM meeting on the 11th June and was agreed.

The RFO would like a net accrual of £30,000 to the Asset Management EMR and £9,000 to the Road Safety EMR. With the above suggestion this would mean an additional £5,392.04 of General Reserves into Asset Management EMR and £787 into Road Safety EMR.

A final suggestion from the FG was to accrue £6,250 from the surplus General Reserves for the Parish Partnership footpath at Cremer's Meadow.

The net result of the above would be General Reserves ending the year at £53,554, well above the minimum of £43,455.

Recommendations

Once reached the Asset Management EMR is capped at 10% of the value of all assets and will not be increased above that.

The Land Management EMR is incorporated into the Asset Management EMR.

£5,392.04 of General Reserves is allocated to the Asset Management EMR.

£787 of General Reserves is allocated to the Road Safety EMR.

An accrual of £6,250 is created for the Parish Partnership footpath at Cremer's Meadow.

11. ix. Finance

PAYMENTS FOR June 2026

	Net	VAT	Gross
Parish clerk costs	£7,607.48	£0.00	£7,607.48
Office expense	£640.48	£31.20	£671.68
Telephone	£19.80	£0.00	£19.80
Room Hire	£488.00	£0.00	£488.00
Annual Fees	£160.00	£0.00	£160.00
Neighbourhood Plan	£4,017.66	£8.34	£4,026.00
Grass cutting monthly contract	£1,082.45	£216.49	£1,298.94
Street Lighting	£976.09	£115.56	£1,091.65
Volunteers event	£146.25	£0.00	£146.25
Countryside Park	£1,050.00	£210.00	£1,260.00
IT	£270.66	£21.72	£292.38
Sports Hub	£275.29	£55.06	£330.35

Newsletter	£215.00	£0.00	£215.00
Land Management	£863.48	£22.70	£886.18
Total expenditure	£17,812.64	£681.07	£18,493.71

RECEIPTS FOR June 2026

Precept	
Cemetery	£2,319.00
Allotments	£11.25
CIL	
Newsletter advertising	£98.00
Interest	£24.19
Miscellaneous	£4,501.94
Total Income	£6,954.38

HSBC Current A/C as at 19/6/26	£2,212.88
HSBC Deposit A/C as at 19/6/26	£22,279.75
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 19/6/26	£20,502.64
Unity Bank Savings A/C as at 19/6/26	£219,339.17
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 31/3/26	£276,549.55