

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

In attendance: Cllrs K Wilkins (Chair), G Abbott, K Applegate, A Bonham, L Britt, G Buckley, P Gabillia, L Mogford, R Tungate, P Wooldridge

Clerk(s): Mrs C Dickson

County Cllr J Davis

District Cllrs E Laming and J Davis

Members of the public: 2

1. Apologies for absence

Apologies were received from Cllrs M Savory and J Warns. These were noted.

2. Declarations of interest

12. ii. Finance - payments – Cllr Buckley

3. Minutes of the last meeting

It was resolved to APPROVE, with 2 abstentions, the minutes of the Parish Council meeting held on 22nd June 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. a) ii. Countryside Park car park improvements – the Council chose a contractor to undertake the work

7. b) check whether the new trees growing on Brundall Village Park land need to be removed before the land is handed over – no

8. c) do any of our policies include a timeframe and/or schedule for staff returning to work - none found

11. vii. Should the asset value on the AGAR be purchase price or current value – the value for the AGAR is the purchase price, a separate column is the valuation for insurance purposes.

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.

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

No other public participation.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

Countryside Park - resurfacing of the car park has been completed and initial feedback from users is positive. The circular bench that used to be outside the Memorial Hall will be relocated into the orchard. The Countryside Park Group are considering which type of tree to plant in the middle.

Allotments – the Allotment Association recommended 3 tenant evictions due to the neglected state of their plots. 2 have now been resolved after the tenants put some effort into improving their plots. The remaining tenant was evicted. The allotment hedge will be trimmed on the 7th September.

Church Fen – trial improvements to a 25m section of the eastern footpath will take place on the 10th and 11th August. It will be able to remain open during the works. Repairs have been undertaken on one of the bridges but both bridges will need further repairs or to be replaced.

Concerns have been raised about a recent Social Media post from a local business highlighting swimming in the river from Church Fen. 'Improvements' have been made to an informal ladder up a tree on the river's edge and a diving platform appears to have been/is being constructed.

The Council asked the **Clerks** to:

- review the signage on the site, putting additional signs on the entrance gate
- Contact the Broads Authority to see if they have any advice or have had similar situations
- Ask the Police to do some site visits

In addition contacting Yare Valley Churches and the Scouts to talk to their young members about the dangers of swimming in the river. The **Clerk** will speak to the owner of The Ram about his Facebook post.

A budget of £500 was AGREED to improve the signage.

The committee was going to ask for approval for the cost repairs to the boardwalk however its condition has deteriorated so much that it is now in a very poor state of repair. The Council debated whether efforts should be concentrated on the eastern path and the boardwalk be closed until a plan for replacement has been drawn up.

The Council APPROVED closing the boardwalk by taking the ends away. A budget of £2,000 was APPROVED.

Additional signage will be put on the site to explain the closure. A Social Media post will go out. Further improvements to the eastern path will be considered and a longer term plan for replacing the boardwalk will be expedited.

Miscellaneous – 2 new dog bins were approved to be installed near the play area at BMH and at the Cemetery. A new gate for the Meadow View play area was also approved.

The Council discussed a request from UK Power Networks for a wayleave agreement to run an electricity cable behind the Shards in order to connect power to a box on the other side of Cucumber Lane. UKPN are unable to connect to a closer box on The Pastures as it is run by a management company and their other alternative is to connect to a cable at top of Cucumber Lane by the roundabout. This would mean closure of Cucumber Lane for at least 2 weeks whereas connecting to the supply on our land would mean an 8 day closure. The wayleave is offering a £150 one off payment. The Council agreed it was the right thing to do to allow UKPN to connect across our land but the wayleave payment offered was too low. The **Clerk** will respond and ask for an increased offer.

b) Recreation and Wellbeing Committee – Cllr Wilkins

The S106 Deed of Variation has finally been signed by all parties and is completed. The contract with Groundwork East for the design of both pieces of land has also been signed.

The BDC S106 Officer wants a meeting with BPC and Groundwork East and us to discuss the next steps to ensure we don't fall foul of the S106 agreement or planning.

The working group met with GE where they presented some initial designs. It appears to be fitting brief but there are no costings yet. The plans were only shown during the online meeting and have not yet been circulated via email. BVPG needs to look at plans in detail before sharing with councillors. There is probably not enough money to do everything suggested in the initial plans but we want to know what is possible for finding future funding.

Accessibility is not possible for the whole site but there should be at least one accessible point to the river in the initial phase. The Environment Agency may have restrictions for a path going by the river.

Awareness of ongoing maintenance costs is key as well.

The design should show a cohesive relationship with the Brundall Memorial Hall field.

An awful lot of work was done before contract was signed. Groundwork East were thanked for doing this. They are aware that the timeframes are tight.

[Cllrs Britt and Buckley left the meeting]

c) Brundall Community Leisure – Cllrs Wilkins and Gabillia

There has not been a meeting with CSF recently but one is due. The sinking fund annual payment has been received.

The BCL directors met on Friday to discuss concerns raised about the employees of Mr Scaffolding using the car park at the Sports Hub.

They had a wider conversation about the relationship between BPC and BCL. The directors do not feel it is working for BCL and it doesn't seem to be working for the Parish Council either. The issues appear to be whether more should be reported to BPC and who is responsible for what. BCL was set up as a separate company but BPC appoints, and can remove, the 3 directors.

BCL has a priority to secure the sinking fund/carpet replacement. The pitch carpet will need replacing in 10 years time at a cost of £250,000 at today's prices. There is currently £25,000 in the sinking fund. This is a known challenge for all pitches. None of these sites make much of a profit and the advice has always been not to run it ourselves. If we restrict CSF's ability to raise income then the Parish Council and residents will end up footing the bill. CSF have kept prices the same for the next 12 months.

It would be beneficial for everyone to understand who is responsible for what and what should be reported where. The **Clerks** will circulate the agreements between BPC and BCL, BCL and CSF, and the lease and produce a summary. A group to include BCL directors, the Clerk, and any other councillors interested will see if there would be a better structure for achieving the reporting the Council wants.

The **Clerk** was asked to circulate CSF's agreement with Mr Scaffolding.

The Council accepted the trial of allowing Mr Scaffolding's employees using the Sports Hub car park unless any objections are received.

Any meeting notes between CSF and BCL can be circulated to councillors.

d) Road Safety Group – Cllrs Bonham and Abbott

The issue of vans parking behind the bollards at the top of The Dales was reported to Highways, however they said it is a temporary issue while the house is being renovated and they will not install additional bollards. This does impact the Safer Journey to School efforts as it affects visibility.

The Village Gates are being are still being chased

The Community Speed Watch team have a new recruit. There are CSW signs around the village but they are not easily seen and may need cleaning or replacing. **Clerks** to locate.

8. Advisory & Scrutiny Committee documents

a) Information Audit document

Adapted from an old version of a GDPR document to add in the length of time any records should be held.

The document was APPROVED by the Council.

b) Flyposting Statement

As requested at the last meeting a Flyposting Statement was created to state the Council's position.

The document was APPROVED by the Council.

9. To consider any planning applications received

No planning applications were received this month.

10. Strategy Day Action Plan

The Action Plan was reviewed. It needs a complete rework as it is now 2 years old and the Council needs to review whether it still has value.

New SAM2 locations – new locations to record movements leaving the village on Postwick Lane, Cucumber Lane, and Strumpshaw Road have been discussed with Highways. **Clerk** to confirm costs and locations at the September meeting.

11. Volunteer Event

The Deputy Clerk (RM) did a really good job preparing for it. Formal thanks. Thanks to Deputy Clerk (CW) and councillors Buckley, Wooldridge, and Abbott for their help.

The event was very well received. It was lovely to be able to celebrate so many groups doing good work in the village.

The Council AGREED it was worth doing again on an annual basis.

All the groups who attended will be celebrated in the newsletter.

12. Finance, including

i) To ratify appointing H Smith of Honingham to resurface the Countryside Park car park

The Council RATIFIED the decision to accept a quote of £6,688 + VAT from H Smith & Sons to resurface the Countryside Park car park. The work has been completed making the car park much safer.

ii) Bills for payment for July 2026

The invoices for payment for June of £32,269.09 had been circulated to Councillors (see below).

All payments were APPROVED.

iii) Payments made in June 2026

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

13. Parish Clerk's correspondence

The Council received a letter from Jerome Mayhew MP with an update on his work to improve the mobile phone coverage in the village.

It was reported that the Vodafone coverage has improved in the last few months, maybe because they have switched the 3G mast back on.

14. Items for the next agenda

Neighbourhood Plan update

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

24th August 2026

28th September 2026

The meeting finished at 21:22.

Signed:

Dated:

12. ii. Finance

PAYMENTS FOR July 2026

	Net	VAT	Gross
Parish clerk costs	£7,607.48	£0.00	£7,607.48
Office expense	£164.84	£2.80	£167.64
Telephone	£19.80	£0.00	£19.80
Room Hire	£595.25	£0.00	£595.25
Neighbourhood Plan	£2,008.10	£0.00	£2,008.10
Grass cutting monthly contract	£1,082.45	£216.49	£1,298.94
Street Lighting	£273.16	£21.16	£294.32
Maintenance Operative	£18.31	£3.66	£21.97
Volunteers event	£1,010.45	£7.20	£1,017.65
Cemetery	£27.65	£0.00	£27.65
Allotments	£619.85	£0.00	£619.85
Cremer's Meadow	£151.18	£12.24	£163.42
Church Fen	£115.81	£4.50	£120.31
S106	£1,785.00	£357.00	£2,142.00
IT	£162.06	£0.00	£162.06
Sports Hub	£796.32	£104.63	£900.95
CIL	£6,545.75	£1,309.15	£7,854.90
Legal Fees	£6,039.00	£1,207.80	£7,246.80
Total expenditure	£29,022.46	£3,246.63	£32,269.09

RECEIPTS FOR July 2026

Precept	
Cemetery	£1,847.50

Allotments	£14.06
VAT refund	£1,713.63
Newsletter advertising	
Interest	£897.46
Miscellaneous	

Total Income	£4,472.65
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HSBC Current A/C as at 24/7/26	£1,694.15
HSBC Deposit A/C as at 24/7/26	£22,303.19
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 24/7/26	£20,000.00
Unity Bank Savings A/C as at 24/7/26	£193,565.91
Transfers to/from Deposit A/C from/to Current A/c	£21,647.28
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 31/3/26	£276,549.55