

Minutes of the **Parish Council** meeting held on Monday 28th September 2026 at 7.00pm at the St Laurence Centre, Church Lane, Brundall, NR13 5LZ

In attendance: Cllrs K Wilkins (Chair), K Applegate, A Bonham, G Buckley, L Mogford, M Savory, P Gabillia, R Tungate, J Warns, P Wooldridge

Clerk(s): Mrs C Dickson

County Cllr J Davis

District Cllr E Laming, Cllr J Davis

Members of the public: 2

1. Apologies for absence

Apologies were received from Cllrs G Abbott and L Britt. These were noted.

2. Declarations of interest

None.

3. Minutes of the last meeting

It was resolved to APPROVE, with 4 abstentions, the minutes of the Parish Council meeting held on 24th August 2026. The minutes were signed by the Chair.

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

July 7. c) Summary of the Sports Hub agreements – completed

7. a) Were the boardwalk planks removed from Church Fen – the contractor reported that a couple from the boats asked them to leave a few for firewood so he did. He has now been asked to remove them all.

9. Defibrillator options and possible funding - ongoing

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. NCC are interested in not spot mobile phone areas.

District Cllr Laming summarised her and DCllr Davis's report and the details were noted. It is available on the website. DCllr Davis reported that a meeting was being held this week to discuss the parish boundary review request. BDC are purchasing houses for temporary accommodation to save on B&B costs. This is achieved through Government funding initiatives.

The analysis of the GLNP call for sites will not be finished until next year.

[CCllr Davis left the meeting]

No other public participation.

6. The meeting was reconvened

7. To receive updates and reports

a) Land Management – Cllr Tungate

Countryside Park and Allotments – 3 plot holders were evicted due to non-working of their plots. 2 further evictions were halted after the plots were improved.

Cemetery Fees – the Internal Auditor recommended reviewing the fees annually. They were considered against local parishes but no parish applies fees in the same way so a comparison is difficult. The committee agreed a CPI rate increase from the 1st June 2026 with an annual CPI increased from now on. This was APPROVED.

Church Fen – the tree with the diving platform will be removed over the winter with the cost to be confirmed at the October committee meeting. The BA ranger has offered assistance. The eastern path improvements will be extended in October. The initial test areas have worked well. The bridge closest to the river can be temporarily reinforced but will need to be replaced.

Boardwalk – the planks were not removed from the site despite that being requested and included in the quote. The contractor has been asked to remove them. Options to replace the boardwalk will hopefully be brought to full Council in November or December. A like for like replacement is being considered but also alternative routes, including one across the fen. A member of the BWG is testing the depth of the peat.

Forest Research requested permission to undertake a soil survey at Church Fen to repeat one that was carried out in 2006-7. This was approved by the committee with a request for the results.

Fires have been an issue during the summer with several attempted in a couple of places in the village.

b) Recreation and Wellbeing Committee – Cllr Savory

No committee meeting has been held since the last full Council meeting.

i. Update on Brundall Village Park.

Work on the Village Green has been paused to concentrate on the Country Park as this is more imminent. The working group met with Tim Strudwick to discuss the outline plans and ecological and biodiversity comments the BWG had.

Groundwork East are keen to freeze the designs. The working group are conscious of time but don't want to rush. The contract included fortnightly meetings, most easily achieved online but email questions and answers are proving hard to keep up with so the working group have requested a face-to-face meeting. This will be over and above the contract therefore may be an additional cost. The contract is for £31,000 per piece of land but the S106 funds received for the Country Park were £31,783 therefore there is a little leeway in the budget for additional meetings. This was APPROVED.

The S106 timeframe is still uncertain. BDC have been asked for an update but have not produced one yet. The working group suspect there are more non-open market dwellings in phase 1 of Brundall Meadows therefore it could be longer to get the design funding and land but after that the trigger points will come more quickly.

ii. Project Management

This is just for information at this point. The working group feel a face-to-face meeting with GWE will iron out the current communication issues but a project manager/project management company will be required for future phases – tender for the construction phase, choosing the contractor for construction, implementation. GWE have indicated they would be interested in continuing to work with the Council for the next phases but other companies will need to be invited to tender to comply with Financial Regulations. The Clerks are beginning to look at who might be able to help with this.

iii. Survey costs

The Council RATIFIED the approval and costs of additional surveys on the BVP Country Park area:

Water vole survey £650

NVC survey £1,155

c) Environment Committee – Cllr Buckley

The committee considered a water monitoring proposal for the Yare from the BWG. A revised proposal will be discussed at the next committee meeting.

Countryside Park Pond – we are still waiting for planning to be approved with the decision due this week. DCllr Laming has asked for an update as there are also concerns if conditions will be included. There is an issue with funding if planning permission is not granted soon as the pond needs to be dug whilst the ground is relatively hard and the BDC Future for Nature Fund grant needs to be spent by the end of the calendar year. The contractor cannot guarantee holding a slot if the planning permission is not granted soon.

Management plans – discussed the draft plans for Church Fen, Cremer's Meadow, and the Countryside Park. A member of the BWG is writing and updating them to make them all follow the same format.

d) Brundall Community Leisure – Cllrs Wilkins, Warne and Gabillia

The latest quarterly report from CSF has been circulated to councillors. This is not a public report and contains confidential financial information. A detailed income breakdown has not yet been received. Some costs have increased this year because of factors out of their control.

Priority booking is given to clubs who have a community emphasis over those who run on a commercial basis.

The new dugouts provide the ability for league matches to be played at the site which will increase revenue.

CSF expressed their appreciation for the new dugouts, the planters and tables. They all make for a better and more welcoming site.

A working group of Cllrs Wilkins, Warns, and Gabillia and Cllrs Tungate, Bonham, and Applegate will get together to review the BPC-BCL agreements. The BCL-operator lease will be considered separately. There are about 20 months until the operating lease expires.

e) Road Safety Group – Cllr Savory

Still no update on the Village Gates despite a request last week. The most recent information, received a few weeks ago, was that they were waiting for a hedge to be flailed.

Norfolk County Council are running the Parish Partnership scheme for 2027/28. Submissions need to be in by the 1st December 2026. Ideas suggested were flashing lights on Blofield/Brundall Road to indicate to traffic that someone is crossing and new SAM2 location posts.

Both ideas will be discussed by the Road Safety Group and costs brought to the October or November meetings.

8. To consider any planning applications received

- a) 2026/0365 – Proposed solar park and EV charging station including substation and battery storage with associated roadside services including a drive through café and 2 no. cafes (use class E(b)), the erection of a retail unit (use class E(a)), and associated access, parking, circulation spaces, ecological enhancements and drainage infrastructure at Land adjacent to McDonalds, Yarmouth Road, Postwick with Witton.
Both Postwick and Blofield Parish Councils have submitted objections and the Council agreed with the concerns they raised. The Council APPROVED comments to request:
- A 30mph speed limit from the roundabout through to Blofield
 - 3m footpath/cycleway from the site entrance to Blofield
 - Bollards along the edge of the footpath/cycleway to deter parking
 - Traffic calming measures on Yarmouth Road
- b) 2026/2273 – Single storey rear extension with a lean to roof and a masonry porch with a pitched roof at 3 Firtree Close, NR13 5RN. The Council had NO OBJECTIONS.

9. Stickers for bins

BDC have stickers on their dog waste bins giving contact details if there are issues with the bin. Cllr Applegate was able to report a damage bin and an new one has been installed without the sticker.

The **Clerks** will ask Broadland about putting a new sticker on the bin and investigate costs for having stickers on our own bins. The likely cost is below £100. APPROVAL was given to proceed with stickers for BPC bins.

10. Finance, including

i) First quarter bank reconciliations and finance reports

Received and noted.

ii) Finance Group update

The notes from the meeting were circulated to all Councillors (see below). These were noted.

The Council approved the recommendation to combine the Grants and Donations budget. The Council can still give donations but at their own discretion. The Donations Policy will be removed from the website. Advisory & Scrutiny was tasked with creating a criteria for Council donations.

iii) Annual pay award for staff

The Local Government pay scale uplift for 2026/27 has been agreed at 3.5%. This has been applied to all staff salaries. This was noted.

iv) Grant application from Brundall Memorial Hall

Brundall Memorial Hall applied for a grant of £300 towards the costs of their Christmas Fair. This was unanimously APPROVED.

v) AGAR External Audit report 2025/26

The External Audit report was received and noted. There were no 'except for' matter raised. The RFO was thanked for her work on the accounts and AGAR.

vi) Bills for payment for September 2026

The invoices for payment for September of £44,720.43 had been circulated to Councillors (see below). The RFO highlighted that there was no analysis of the invoices for the BVP design work. This has been requested but not yet received. All payments were APPROVED with the invoices from Groundwork East only being paid when the analysis is received.

vii) Payments made in August 2026

These were checked by Cllr Britt with no issues found. Noted.

11. Parish Clerk's correspondence

The next Cluster Meeting is tomorrow evening, Tuesday 29th September. No councillors or the clerk are available to attend. Apologies will be sent.

12. Items for the next agenda

Solicitors

Parish Partnership ideas

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

26th October 2026

23rd November 2026

The meeting finished at 21:19.

Signed:

Dated:

10. ii. Finance Group Update

Accounts to the 30th June 2026

The income and expenditure report had been circulated to all FG members.

Expenditure was at 17.9% of budget and income at 51.6%. This is after adjustments for earmarked reserve spending and income.

Grants given is at 91.4% of budget. The FG discussed combining Grants and Donations to just give out Grants. There is very little difference in the criteria and most applications are for Grants. This will be taken to full Council.

Land Management tree expenditure has already exceeded the budget because of the Lime tree on Church Lane that needed to be removed. There are separate budgets for the Cemetery, Church Fen, Countryside Park, Cremer's and the Allotments. Any future general LM tree work expenditure will need to come from Asset Management EMR or General Reserves.

The RFO is splitting the payroll costs this year into net salaries, NI & PAYE, and pension. The budget lines will be adjusted accordingly.

All EMR figures were reviewed and noted.

Additional Discussion

Cemetery income of £5,246 was noted. The Internal Auditor recommendation that Cemetery fees should be reviewed annually was discussed. This is on the LM agenda for September. Previous suggestions included an annual increase at CPI. FG agreed with this approach in tandem with a full comparison of neighbouring cemetery fees every 5 years.

10. vi. Finance

PAYMENTS FOR September 2026

	Net	VAT	Gross
Parish clerk costs	£9,158.12	£0.00	£9,158.12
Office expense	£381.05	£5.79	£386.84
Telephone	£19.80	£0.00	£19.80
Room Hire	£469.00	£0.00	£469.00

Annual Fees	£890.00	£168.00	£1,058.00
Grass cutting monthly contract	£1,082.45	£216.49	£1,298.94
Street Lighting	£323.79	£23.69	£347.48
Land Management	£296.97	£11.39	£308.36
Repairs and Renewals	£1,885.92	£32.18	£1,918.10
Cemetery	£502.00	£3.40	£505.40
Countryside Park	£83.49	£16.70	£100.19
Cremer's Meadow	£1,500.00	£300.00	£1,800.00
Church Fen	£161.00	£32.20	£193.20
S106	£20,000.00	£4,000.00	£24,000.00
IT	£162.06	£0.00	£162.06
Sports Hub	£62.32	£12.46	£74.78
CIL	£2,373.75	£474.75	£2,848.50
Newsletter	£71.66	£0.00	£71.66
Total expenditure	£39,423.38	£5,297.05	£44,720.43

RECEIPTS FOR September 2026

Cemetery	£1,887.50
Allotments	£6.25
Interest	£24.27
Miscellaneous	£32,022.57
Total Income	£33,940.59

HSBC Current A/C as at 22/9/26	£1,319.53
HSBC Deposit A/C as at 22/9/26	£22,351.71
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 22/9/26	£4,667.85
Unity Bank Savings A/C as at 22/9/26	£143,565.91
S106 Country Park as at 22/9/26	£31,783.53
S106 Village Green as at 22/9/26	£0.00
Transfers to/from Deposit A/C from/to Current A/c	£40,000.00
Transfers to/from BDC Parish Deposit	£0.00
BDC Parish Deposit A/C as at 31/3/26	£276,549.55