

**Brockdish (inc. Thorpe Abbots) Parish Council**  
Minutes of scheduled Parish Council Meeting  
Thursday 27th November 2025 7pm Thorpe Abbots Village Hall

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**Present:** Cllrs MacKenzie Chair (CM) Castagnetti Vice Chair (EC) Cobbold (AC)  
Woodruffe.(SW)

**Public:** 1

**In Attendance:** County Cllr Wilby, District Cllr Hidson + Clerk

**1. Welcome**

Cllr CM welcomed all to the meeting.

**2a. To consider accepting apologies for absence:**

Cllr McCluskey (SM), Cllr Russell (SR) & District Cllr Thompson

**2b. To ratify the resignation of Derek Clark (12/11/25)**

A notice of the vacancy has been placed on village notice boards & websites. Once the expiry date of 09/12/25 has passed SNC will be in touch to either advise that an election request has been received, or with no election request, we may then proceed to co-option to fill the vacancy.

**3. To consider declarations of interest:**

Nil

**4. To approve the minutes of the last meeting of**

The minutes of 29th October were ratified as a true record of the meeting & a hard copy signed by Cllr CM.

Proposed: EC Seconded: CM

**5. The meeting adjourned for public participation:**

CH, the Chair of Thorpe Abbots Village Hall Committee informed the meeting that the village hall has been registered, & accepted as a registered charity. The next stage is to consult with parishioners about what they would like. A feasibility study report will be required & grants are available to cover the cost of this. Our vision is going to happen! Events held at the village hall are well supported.

**6. County & District Councillor Reports:**

To receive County Cllr Wilby's Report see Appendix A  
Delivered to the meeting by County Cllr Wilby.

To receive District Cllr Hudson's Report see Appendix B.  
Delivered to the meeting by District Cllr Hudson.

To receive District Cllr Thompson's Report see Appendix C  
Delivered to the meeting by Cllr EC.

**The meeting of the PC resumed:**

**7. Planning (applications/decisions/updates as notified by SNC):-**

**At Risk Register:** (ongoing)

**37 The Street, Brockdish.**

For information: Chris Bennett, Heritage Officer, SNC previously reported the property is now being investigated by another department (a very long process). The Community Enforcement Officer is involved & the council do have capacity to serve an improvement notice which requires remedial works to the property that would make the property safe for occupation. The notices tackle hazards within the property & its curtilage but are not targeted specifically at the appearance of the property - however they can consequently assist in the building being repaired which is important from the heritage point of view. An urgent work notice can not be served if the building is occupied - the owner is stating & providing evidence that this is the case, even though it is in poor condition. Cllr MacKenzie (Chair) contacted Chris Bennett via email on 30/03/25 for an update. Response received to say that the Compliance Officer is to take a look at the building - we will report back once he has done so. Chris Bennett has also contacted the empty homes officer for an update & will advise when he has received a response. Update received 23/06/25 'passed to another Officer & plans being made for a site visit. Cllr MacKenzie (Chair) contacted Chris Bennett on 27/06/25 to request an update, also sent an email 22/09/25, no response received. Telephoned CB on 25/09/25, CB not available, requested a call back. District Cllr Hudson raised the issue with the Planning Director (Philip Courtier) in advance of a full Council meeting to be held in October & informed Cllrs the property owner engages/disengages with SNC. A section 48 can be applied to allow access to inspect the property, & a decision will be made regarding this, or the property owner will be sent a final legal letter. District Cllr Hudson reassured Cllrs that this matter is being taken seriously by the Planning Dept. 27/11/25. Cllr Hudson updated the meeting: Still in discussion re: repairs notice, onus on person to comply with repairs. Ongoing discussions taking place.

**Action:** Cllr CM to continue requesting updates.

**Application:**

**2025/3577** Proposal: Lawful development certificate (existing) for use of former agricultural field as residential garden. Location: Chestnut Grove, Grove Road, Brockdish. Application type: Lawful development - existing development. PC supports this application.

**Decisions:**

**2025/2879** Crowe Hall, Grove Road, Brockdish  
Removal of existing concrete render of south elevation, re-render in lime, with insulated base & topcoat with parqueting, repair timber frames as required, partial sill replacement & replacement of four windows.  
Approved by SNC & supported by PC.

8. **Correspondence:** (sent to Cllrs upon receipt).  
a. Email received from Wilder Rivers Adviser re: River Waveney Vision Survey & Workshop invitation. Cllr SW to respond.  
b. Email received from GNLP Team Consultation Draft Policy 2 Sustainable Communities SPD & draft Implementation of Greater Norwich Infrastructure - not relevant to PC.  
c. Email from NCC re: Government Consultation on Norfolk's LGR. Cllr CM to complete.

9. **AOB/Updates/Matters Arising:-**

\*Flooding;

Ditch/stream clearance, Brockdish Common. Cllr SW informed the meeting that the

tree has been removed (thanks to SF & JC). Water can now flow to the river - no problems, no debris.

Cllr CM & Cllr SW met with Christine Douglas, WVfN & are happy for WVfN to undertake clearance to commence January 2026. WVfN to provide a monthly summary to Cllr SW who will present to the PC at scheduled meetings.

\*NWT Management Plan, Brockdish Common. Cllr SW contacted Sam Brown of NWT who informed the Management Plan is 10 years old August 2026 & would require reviewing. This would cost £375 per day x 3 days to complete a further management plan - not worthwhile. No legal obligation to comply with NWT Management Plan. Cllr CM & Cllr SW to meet with WVfN early in the new year to look at the Common. WVfN work on Mondays & could benefit with direction/input from PC (Cllr CM & Cllr SW) + feedback recorded & an annual meeting with a management plan.

**Action:** Cllr CM & Cllr SW to meet with WVfN.

\*Cllr CM informed Nathan Harris & Katie Spillman of change to flood risk [gov.uk](http://gov.uk) & asked if they had been made aware. No response received as yet, & Cllr CM still awaits response re: completing a Community Flood Plan for Brockdish.

**Action:** Cllr CM to contact NH & KS, SNC.

\*Speeding/Traffic Calming: Cllr EC reported the new operator of the Speed Enforcement Camera Team has not yet visited Brockdish. Clerk contacted PC McNeil who has contacted the speed camera team, who will contact the PC as soon as possible.

SAM2. The SAM2 is currently not working & with Westcotec for possible repair. Clerk has contacted Needham PC & awaits their response.

**Action:** Clerk to contact Needham PC following their meeting re:decision on SAM2 & Clerk to contact Westcotec re: SAM2 assessment payment.

Cllr AC provided an estimate from Messagemaker (£1656) for solar panel upgrade of the 2 SID units, purchased earlier this year. Clerk informed the estimated cost of poles is £199 per pole inc.delivery & installation, supplier Westcotec. It was agreed to submit a PPS bid for the solar panels & poles.

**Action:** Clerk submitted NCC PPS Bid. Decision expected at the end of March 2026.

Cllr AC provided an estimate from Messagemaker for data capture radar in the sum of £500 per unit. Bluetooth is available with data capture, but would require solar panels to work effectively. (Note: Cost to be taken from CIL).

**Action:** Cllrs agreed for Cllr AC to order one data capture radar. Cllr AC to collect from the supplier when in the area.

Additional 30mph sign. Cllr SW reported the sign is now in place. Permission is required from the farmer to trim the hedge.

**Action:** Clerk to advise Cllr CM of farmer's contact details, Cllr CM to contact farmer..

- \*Unpleasant odour, Thorpe Abbots. Reported to SNC who advised reporting to EA.  
**Action:** Clerk to report to EA.
- \*Brockdish Village Green: Replacement of hedging. Cllr SW to purchase hedging & will contact WvFN to plant.  
**Action:** Cllr SW.
- Seating Around Tree. Cllr EC. Clerk contacted CY & awaits his response.  
**Action:** Clerk
- \*To approve dates of scheduled PC meetings 2026. Cllrs approved.
- \*Clerk's Laptop. Hardware is starting to fail. Cllrs agreed for Clerk to obtain a price for a replacement.  
**Action:** Clerk to obtain price & inform Cllrs at next meeting.
- \*Allotments rental contract expires 28/02/26 (BATAAA). Clerk contacted the landowners, who are happy to continue with the rental arrangement.  
**Action:** Clerk to prepare a contract agreement January 2026.
- \*Thorpe Abbots new notice board. Cllr SM reported that the proposed new notice board would not fit on existing posts (new board too small). It was agreed to request GL to look at the existing notice board, with a few to refurbishment.  
**Action:** Clerk has contacted GL & awaits a response.
- \*Thorpe Abbots Pump 'No Parking' signs. Cllrs agreed for 4 signs to be purchased at 25/09/25 meeting.  
**Action:** Cllr SM to order signs once areas seeded Spring 2026 (GL to undertake seeding & tidying of areas).
- \*Xmas Tree Light Switch-On, Brockdish, 6th December at 17.30 hours.  
**Action:** Cllr EC to obtain a tree from JE.  
The date for Thorpe Abbots is on Saturday 13th December.  
**Action:** Cllr SM to obtain a tree from JE.
- \*Proposed Village Fete 2026, Brockdish. Date 4th July 2026. Cllr EC reported a committee meeting is planned for early December.  
**Action:** Cllr EC to update at the next scheduled meeting.
- \*Village Sign, Brockdish. Cllr CM & Cllr EC met with a local graphic designer on 24/09/25. Village sign design provided. However, a few changes suggested.  
**Action:** Cllr CM & Cllr EC to request an updated design & will inform of progress at the next meeting.
- \*Proposed notice board by Waveney Heights junction (green area), Brockdish. Clerk has enquired & land belongs to British Gas/Cadent.  
**Action:** Clerk to contact British Gas/Cadent.
- \*Picnic Bench for Brockdish Village Green, slabs laid & picnic bench sited on the village green.  
**Action:** Thank you to Cllrs EC & SW. Completed.

\*Cllr CM reported vehicles using farm access on Hall Road, Brockdish to access/exit A143. Contacted the tenant farmer who informed the gates are left open. Cllr CM contacted Cllr Bensly, NCC & signage stating 'Farm Access' can be supplied.

**Action:** Cllr CM still awaits a further response from Cllr Bensly..

\*Footpath Scole Road to St. Peters Close, Brockdish is overgrown. Culvert was cleared by Saffron contractors, however now filled with leaves

**Action:** Clerk reported to Saffron & leaves cleared. Completed.

\* Resident's car parked on road at St. Peters Close, Brockdish. Clerk checked & the vehicle is SORN. Police will not act as the vehicle is not obstructing the highway. SNC following up.

**Action:** Cllr CM to check if the vehicle has been moved.

\*PROW Footpath 3, Foredale Common. Broken stile. Clerk advised NCC the PC does not have ownership of the land, it is registered 'owner unknown' & no livestock are grazed there (May 2025). Stile still insitu, Clerk requested further updates & advised the enquiry has been passed to Sam's department 27/10/25.

**Action:** Clerk has requested updates, however no response has been received as yet.

\*Cllr AC raised concerns re: vehicles parking at bus stop, o/s village hall. Police can not take action/enforce no parking. NCC to supply & erect a 'Bus Stop' sign.

**Action:** Clerk contacted NCC for an update - in hand.

\*Cllr EC applied for Norfolk Community Fund grant of £450 (purchase of picnic bench, xmas tree lights & pickleball equipment). County Cllr Wilby supports.

**Action:** Clerk has completed relevant forms, etc. NCC approved, awaiting payment.

\*Clerk has contacted Utility Aid to make sure we are getting the best deal re: electricity consumption (street lights). Relevant documents submitted.

**Action:** Clerk awaiting contact from Utility Aid, Assignment Manager.

\* Village website. AS continues to update the village website. NALC website updated.

#### **AOB.**

\*Cllr SR notified PC this evening of her resignation.

**Action:** Clerk

\*Proposed use of Social Media by PC.

**Action:** Clerk to complete Social Media Policy for Cllrs approval.

\*Cllr CM to be the PC rep. link to Brockdish Village Hall

**10. Payments/Transactions for approval/authorisation: Oct Nov 2025 to date.**  
 COMMUNITY ACCOUNT (current). Proposed: Cllr CM Seconded: Cllr EC

| Payee                    | Description              | Amount         |
|--------------------------|--------------------------|----------------|
| nPower                   | Street Lights            | £360.56        |
| Pearce & Kemp Ltd        | Street Light maintenance | £37.50         |
| G. Leech                 | Grass cutting etc        | £25.00         |
| nPower                   | Street Lights            | £298.42        |
| M.A. Sweeney             | Domain Registration      | £19.20         |
| M.A. Sweeney             | Domain Registration      | £13.20         |
| <b>TOTAL EXPENDITURE</b> |                          | <b>£753.88</b> |
| BAL c/f                  |                          | £12168.13 +*   |

\*monies we hold: £892.53 re: Brockdish 'Xmas Switch On' donations (village sign?)  
 £67.79 re: Brockdish Defibrillator (funds from clothes bank)  
 (£5521.08 \*CIL April 2024 Hilltop Farm, Brockdish 2020/1618) & 2024/2250

**11. To consider items for the next Agenda.**

Social Media Policy

**12. To consider date of next scheduled meeting:**

To be held on Tuesday 6th January 2026 7pm Brockdish Village Hall.  
 The meeting closed at 20.50 hours.

Signed: ..... Date.....  
 Cllr Christine MacKenzie (Chair)

## County Cllr Wilby's Report to PC Meeting 27/11/25      Appendix A

Following a discussion at Full Council, NCCs Cabinet have voted in favour of proceeding with devolution. Devolution will bring new powers and funding to boost jobs, transport, housing and growth in Norfolk and Suffolk. Under the Government's devolution priority programme, Norfolk and Suffolk have been offered: The transfer of powers and funding from Whitehall, to enable decisions on jobs, skills, transport and housing to be taken in Norfolk and Suffolk and A multi-million-pound investment fund for 30years. The new devolved powers and funding would be overseen by a Mayor, elected in May 2026, to lead a new combined authority. You can find out more about devolution at [www.norfolk.gov.uk/devolution](http://www.norfolk.gov.uk/devolution)

Norfolk is outperforming the national trend when it comes to recruiting adoptive parents. Whilst there has been a 12% drop in families considering adoption across England this year, Norfolk County Council's Adoption Service has seen a significant rise. In 2024/25, 43 adoptive households were approved in Norfolk – a 53% increase on the previous year. These included 37 couples and six single adopters. Research shows that many prospective adopters worry they need a "perfect" home, but the reality is that children simply need a welcoming and loving environment. In fact, 41% of adoptive parents surveyed live in homes with two bedrooms or fewer, 65% do not have a garden, and 25% live in rented accommodation. Norfolk Adoption Service is currently seeking families for 10 children. If you or someone you know is considering adoption, please visit Norfolk Adoption Services online or call 01603 638343 for a friendly chat.

NCC has appointed Kier as its new long-term contractor responsible for the maintenance and construction of the county's highway network. Norfolk's highway network is one of the largest in the country, comprising around 6,000 miles of roads as well as extensive pedestrian and cycle paths. Kier will deliver a programme of highways maintenance and improvements, including road surfacing and surface dressing, bridge works, drainage and delivery of new transport infrastructure. A key feature of Kier's approach will be its commitment to local skills and employment. At any given time, Kier will employ at least 15 apprentices, providing structured training, professional qualifications, and career pathways for young people across Norfolk. The company will also run an annual 10-week programme for young people in care and care leavers, offering taster sessions, work experience and employability skills with support from chain partners.

Looking after your health as you get older is not just a recommendation – it's a vital investment in your future quality of life. Evidence shows that staying physically active, keeping up with recommended vaccinations and screenings and maintaining social connections are among the strongest predictors of how well you age. Norfolk is home to one of the highest ageing populations in the UK. Now, the county council's Public Health department has launched a new campaign to encourage residents aged 50 and over to prioritise their health so they can live healthier, more connected lives as they age. The campaign is centred around a brand-new Healthy Ageing website, called 'It's never too late' which highlights resources, guidance and opportunities to help residents. To explore the new webpage and find out more, visit [www.norfolk.gov.uk/healthyageing](http://www.norfolk.gov.uk/healthyageing)

**Re: School Playing field.** County Cllr Wilby informed the meeting that the PC will be informed when the school playing field becomes available to sell. It will be for sale at a reasonable amount. County Cllr Wilby will keep the PC updated.

## **District Cllr Hudson's Report to PC Meeting 27/11/25 Appendix B**

SNC LGR Open Consultation open until 11/01/2025.

SNC & Broadland Business Awards open for nominations.

Recent incident of flytipping following the employment of a waste disposal service. The public are reminded that when employing a contractor to dispose of waste, check that Your contractor has a legitimate license, ask to see a copy of the waste transfer notice & take a photograph of the waste being collected & loaded onto the contractors vehicle. BESS. All has gone quiet, paused. Suggests removing all signage re: BESS.

## **District Cllr Thompson's Report to PC Meeting 27/11/25 Appendix C**

Remembrance My thanks to all who helped organise and took part in Remembrance Services across our Parishes, earlier this month. These are powerful reminders of just how important our heritage and values are, and that we must never take the freedoms we enjoy, for granted.

Business Awards 2026 Nominations are now open for the 2026 Broadland and South Norfolk Business Awards!

•Businesses can nominate themselves in up to two of the following categories. •

Business Growth

•Business Innovation

•Employer of the Year

•Environmental Impact

•Food & Drink Producer of the Year

•Insurance, Financial or Professional Services

•Manufacturing and Engineering Business of the Year

•New Business

•Small Business of the Year

•Tourism Business of the Year

•Retailer of the Year

•Pub of the Year

Residents can vote for their favourite shop and pub and be entered into prize draws for the chance to win £100 of shopping and pub vouchers. Full details available here: [Broadland and South Norfolk Business Awards categories | Broadland and South Norfolk](#)

Nominations close 11:59pm on Friday 12 December 2025. The awards evening will take place on 18 March 2026 at Norwich City Football Club.

Planning Portal temporary suspension 28 Nov-1 Dec We have been advised that there will be IT works taking place on the Council's servers starting in the evening on Friday 28 November and finishing at lunchtime on Monday 1 December. This means that the planning portal pages will be unavailable during these times.

GRANTS:

Winter Pressures Grant I was pleased to be able to share the news recently, of the Winter pressures grant being maintained again this year.

CAF I am continuing to push SNC Cabinet members for a second round of CAF funding this fiscal year (likely in early 2026), and for the budget next year to be increased considerably.

I hope to have a definitive answer very soon, with any proposal then requiring sign off at the next full council meeting.

Nature Conservation Fund There is also likely to be a second round of the Nature Conservation Fund available in early 2026.