

Brockdish (inc. Thorpe Abbots) Parish Council

Minutes of scheduled Parish Council Meeting
Tuesday 6th January 2026 7pm Brockdish Village Hall

Present: Cllrs MacKenzie Chair (CM) Castagnetti Vice Chair (EC), McCluskey (SM), Woodruffe.(SW)

Public: 1

In Attendance: District Cllrs Hudson & Thompson + Clerk

1. Welcome

Cllr CM welcomed all to the meeting.

2. To consider accepting apologies for absence:

Cllr Cobbold (AC) & County Cllr Wilby.

3. To consider declarations of interest:

Nil

4. To approve the minutes of the last meeting of

The minutes of 27th November 2025 were ratified as a true record of the meeting & a hard copy signed by Cllr CM.

Proposed: EC Seconded: CM

5. Public Open Forum

*Resident of Brockdish (JM) attended the meeting to express his interest in standing as a Parish Councillor. It is proposed to proceed to co-option at the next scheduled meeting.

*It was reported that a vehicle has been driven dangerously throughout the village.

Action: Clerk to report to PC Phillips.

6. County & District Councillor Reports:

To receive District Cllr Thompson's Report see Appendix A

Delivered to the meeting by District Cllr Thompson

To receive District Cllr Hudson's Report see Appendix B.

Delivered to the meeting by District Cllr Hudson.

To receive County Cllr Wilby's Report see Appendix C

Delivered to the meeting by Cllr EC.

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

At Risk Register: (ongoing)

37 The Street, Brockdish.

For information::District Cllr Hudson raised the issue with the Planning Director, 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.

06/01/26 Inspections required, need to gain access.

Action: District Cllr Hudson & Cllr CM to continue to provide updates as & when available.

Application:

2025/3730 Valley View, Hall Road, Brockdish

Variation of condition 2 to increase ridge height & cladding changes of consented permission 2022/1241 03/10/22 (which consented to first floor extension & detached cart-lodge).

PC supports this application.

2025/3922 For information: Village Green, Grove Road, Brockdish

T1 Field Maple - remove fallen tree on village green. T2 Hawthorn - remove small tree that is growing in the channel of the Brook. PC proposes to replant a new tree & continue the new hedging to improve the look of the green once these are removed.

8. **Correspondence:** (sent to Cllrs upon receipt).

a.To consider Redenhall with Harleston Town Council Car Parking Contribution, to preserve free parking. Considered & approved to contribute £100.

b.To consider SNC Consultation LGR 3 proposals - noted.

c To consider SNC Consultation on the Adoption of Sex Establishment Legislation & Policy open until 25/02/26. - noted. Agreed not to respond.

d.To note SN VCHAP Hearing Sessions to begin 13/01/26 - noted.

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

*Flooding: County Cllr Wilby informed Cllr SW that Mark Ogden, Flood & Water Manager, NCC has recently left, replaced by Katie. Cllr James Bensly & Katie would like to visit Brockdish during the first week of February, meeting with Cllrs CM & SW. Cllr SW reported re: Surveys of 4 properties no results received as yet. Rented property can apply for a grant, details provided to the tenant & property owner. Cllr SW reported EA Risk of Flooding map does not appear to be correct, requires a face-to face meeting to ensure it is correct.

Cllr SW reported stream/ditch, Brockdish Common. Landowners other side are happy to help, together with WVfN.

*WVfN. Email received. Brockdish Common & Foredale, Cllr SW to be 'link' between PC & WVfN & together, a management plan will be drawn up.

Wildlife Friendly Village. WVfN to continue with Derek Clark as the lead member.

Old School Playing field. Awaiting decision from NCC (all credit to be given to Derek Clark if decision is favourable). WVfN to work in partnership with PC. WVfN has ideas about how the site could be developed & would be happy to complete a management plan with the PC. WVfN would seek additional funds from appropriate sources.

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

*Cllr CM informed Nathan Harris & Katie Spillman of change to flood risk gov.uk & asked if they had been made aware. No response received. Cllr CM still awaits response re: completing a Community Flood Plan for Brockdish.

Action: Cllr CM to contact Nathan Harris & Katie Spillman, 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.

Action: Clerk to contact PC McNeil again for update.

SAM2. The SAM2 is currently not working & with Westcotec for possible repair. Clerk has contacted Needham PC who informed one of their Cllrs is to seek to repair.

Action: Clerk to contact Westcotec re: SAM2 assessment payment & for return of SAM2.

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. Hopefully, before the end of February 2026.

Additional 30mph sign. Cllr SW reported the sign is now in place. Cllr CM contacted the landowner for permission to cut the hedge near the sign. Permission given.

Action: Cllrs CM & SW to arrange cutting hedge.

*Unpleasant odour, Thorpe Abbots. Reported to SNC who advised reporting to EA.

Action: Clerk has reported to EA.

*Brockdish Village Green: Replacement hedging, all planted.

Action: SW. **Completed.**

Seating Around a Tree. Clerk contacted CY price quoted £325 to make, deliver & put together around the tree, to enable seating to be moved if required. Could be an issue with bird droppings? Cllr EC to investigate.

Action: Cllr EC to report back at the next scheduled meeting.

*To consider & approve Social Media Policy..Approved by Cllrs.

Action: Clerk to undertake (facebook & Instagram).

*Councillor Vacancies. Interest expressed this evening, proceed to co-option. One vacancy remaining (c-option), would be preferable to have another Cllr from Thorpe Abbots.

*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 before the end of February 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 Gareth Leech to look at the existing notice board, with a few to refurbishment.

Action: Clerk has contacted Gareth Leech & awaits a response. Clerk to contact again.

*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 (Gareth Leech to undertake seeding & tidying of areas).

*Proposed Village Fete 2026, Brockdish. Date 4th July 2026. Cllr EC reported a committee meeting is planned for January 2026.

Action: Cllr EC to update at the next scheduled meeting.

*Village Sign, Brockdish. Cllr CM & Cllr EC met with a local graphic designer. Design provided including further suggestions. Graphic designer to recommend material of sign.

Action: Cllr CM & Cllr EC to update at the next scheduled meeting.

*Proposed notice board by Waveney Heights junction (green area), Brockdish. Clerk has enquired & land belongs to British Gas/Cadent. No response received from Cadent. Could a notice board be placed on the other side of the junction?

Action: Cllr SW to seek advice/request permission for noticeboard from Gary Overland, NCC.

*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 & will raise issue during meeting with Cllr Bensly early February.

* Resident's car parked on road at St. Peters Close, Brockdish, vehicle sorn. SNC following up.

Action: Clerk to contact SNC for an update.

*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. To request a further update.

*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: Bus Stop sign in place. **Completed.**

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

Action: Payment received. **Completed.**

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

Action: Informed we are currently on the best value tariff/price available. **Completed.**

* Village website. Anette Sweeney continues to update the village website. NALC website updated (Clerk).

AOB.

*Cllr CM reported an access issue with FP6 which cuts across from FP8 (Grove Road to Scole Road, Brockdish). Cllr CM has requested that FP6 be legally removed & diverted to continue along FP8 across the A143 at a public crossing point to join FP19 & re-join FP6a at Brockdish Church.

Action: Cllr CM to update once response received.

*Cllr CM reported blocked drain o/s Grove Cottage, Grove Road, Brockdish.

Action: Cllr CM to report.

*Cllr CM reported the defibrillator had been removed twice. Spare pads used? Would benefit from a replacement cabinet (metal) in the near future.

Action: Cllr CM to check pads & order replacements if necessary.

*Cllr SM reported trees, Thorpe Abbots, that may be at risk of falling. Clerk has previously reported January 2025. NCC response: 'We have assessed this problem & it does not meet our criteria at this time. We will continue to monitor as part of our routine inspections'.

Action: Cllrs SW & CM to take a look. Cllr SW to speak with Gary Overland, NCC if necessary.

*Cllr SM reported Footpath 9 field has had seeds sown, which therefore, obstructs the footpath. (previously reported & letter written to the land owner by NCC)..

Action: Clerk to report to the NCC Trails team.

*Clerk requested to attend training re: Assertion 10 Digital & Data Compliance. Cllrs considered & approved.

Action: Clerk.

10. Payments/Transactions for approval/authorisation: Dec 2025 & Jan 2026 to date. COMMUNITY ACCOUNT (current). Proposed: Cllr CM Seconded: Cllr EC

Payee (Payments)	Description	Amount
SW reimbursement	Xmas Tree Lights	£49.99
SW reimbursement	Fittings re: Xmas Tree	£45.45
Pearce & Kemp Ltd	Street Light maintenance	£37.50
SW reimbursement	Hedging Brockdish Village Green	£183.65
nPower	Street Lights	£37.50
J.Elsden	2 Xmas Trees	£155.00
TH reimbursement	Ink Cartridges	£65.93

Pearce & Kemp Ltd	Street Light maintenance	£37.50
TOTAL PAYMENTS		£969.67
Income (receipts)		
NCC Grant	Xmas lights, fittings pickleball equipment	£450.00
TOTAL RECEIPTS		£450.00
Balance c/f		£11632.46*

*monies we hold: £892.53 re: Brockdish 'Xmas Switch On' donations (village sign?)
£13.29 re: Brockdish Defibrillator (funds from clothes bank)
£5521.08 *CIL April 2024 Hilltop Farm, Brockdish 2020/1618& 2024/2250
£8878.38 * Bal: £18510.84

To consider & approve draft budget 26/27 & to consider/approve precept requirement 26/27.

Cllrs considered & approved draft budget for 2026/27.

Cllrs approved & agreed to an increase in the precept request to £17280 to meet budget expenditure. Clerk to submit request to SNC.

11. To consider items for the next Agenda:

IT Policy

12. To consider date of next scheduled meeting:

To be held on Thursday 26th February 2026 7pm Thorpe Abbots Village Hall.

The meeting closed at 21:00 hours.

Signed: Date.....

Cllr Christine MacKenzie (Chair)

District Cllr Thompson's Report to PC Meeting 06/01/26 Appendix A

Town and Parish Forum

I have attached the slides and meeting notes from the Town & Parish Council Forum on the 9th December. Unfortunately, the team were unable to record the meeting due to technical difficulties. The next forum will be held in February, and details will be circulated in the near future.

GRANTS:

Winter Pressures Grant

I was pleased to see the Brockdish Village Hall receive £250 towards games and food for their warm space initiative and I encourage all community groups to explore potential funding opportunities, via the SNC website, here: [Community funding | Broadland and South Norfolk](#)

Should any groups like support in considering a grant application, I'll be more than happy to help.

CAF

I am continuing to push SNC Cabinet members for a second round of CAF funding in early 2026 and expect an update by the next Parish Council meeting.

SNC Budget Consultation

The consultation for the 2026/7 budget is now open.

I encourage all councillors to share your views via the consultation form, here: [South Norfolk Council - Budget Consultation 2026/27 | Broadland and South Norfolk](#)

With significant reductions in central government funding in 2026/27 and future settlements, a *future* funding gap is likely.

Council Tax.

South Norfolk Council receives only 7.5% of council tax. (See below)

A £1 increase contributes around £54,000 to the budget, and the Council is limited to a £5 or 3% annual increase.

Where does your Council Tax go?

For 2025/26, the average Band D Council Tax for South Norfolk residents is £2,367.89, of which South Norfolk Council’s share is **£175.00**. The remainder is allocated to Norfolk County Council, the Police & Crime Commissioner, parishes, and special expenses.

	24/25 Band D (£)	%
Norfolk County Council	1,755.63	74.1%
Police & Crime Commissioner	329.85	14.0%
South Norfolk Council	175.00	7.5%
Special Expenses	0.14	0.0%
Parishes (Average)	101.27	4.4%
Total Band D Council Tax	2,367.89	100.0%

Public Space Protection Orders across Broadland and South Norfolk Council areas

Vehicle PSPO’s

Link: Vehicle related anti-social behaviour | Broadland and South Norfolk

Applies to all publicly accessible roads and land across both Council areas

Covers various activities including anti social driving, doughnuts, racing, car cruises, littering, loud exhausts, loud radios, littering

The PSPO's provide an opportunity to set the standard of behaviour required on our districts and enable Police and Council enforcement officers to engage early when they believe behaviours may or will fall below that standard, or take enforcement action when the behaviour has. These powers complement the existing powers already held by the Police, and the Officer/s will decide which is the most appropriate action to take. The PSPO's are both in operation 365 days per year, 24 hours per day.

Penalties

£100 fixed penalty to vehicle driver or owner,

Prosecution up to £1000 / potential seizure and forfeiture for serious / repeat offenders. Could also be subject to Criminal Behaviour Order with conditions and prohibitions

Reporting: Police 101 / 999 if dangerous.

Council : ideally with location and vehicle details (number plate etc)

<https://forms.southnorfolkandbroadland.gov.uk/pub/Nuisance.ofml>

Police also have powers to seize vehicles driven dangerously, with illegal mods or which are excessively loud. Courts could order destruction. There may also be insurance and driving licence offences.

Dog fouling and dogs prohibited in enclosed play areas PSPO

Link: Public Space Protection Order (PSPO) Dog Fouling & Dog Control | Broadland and South

Norfolk<https://www.southnorfolkandbroadland.gov.uk/community-safety/public-space-protection-order/s/dog-fouling-public-space-protection-order>

Applies to all publicly accessible land and enclosed play areas across both Council areas

Dog walkers required to clean up after their dogs and dispose of appropriately. (bags in bushes, left on the floor thrown over hedges etc is littering)

Dogs are prohibited from being in enclosed children's play areas

The PSPO's are in operation 365 days per year, 24 hours per day

Penalties £100 fixed penalty issued to dog walker

Prosecution up to £1000. Could also be subject to Criminal Behaviour Order with conditions and prohibitions

Littering - £150 FPN or if prosecuted £2500

Reporting: Where's the Fly-tip? | Broadland and South Norfolk

<https://www.southnorfolkandbroadland.gov.uk/fly-tipping>

Flytipping and proper waste disposal

Householders

Correct waste disposal via your bins Find your bin collection day | Broadland and South Norfolk

<https://www.southnorfolkandbroadland.gov.uk/rubbish-recycling/bin-collections-and-app/find-bin-collection-day>

Bulky waste collections Domestic bulky waste collection - Broadland | Broadland and South

Norfolk

<https://www.southnorfolkandbroadland.gov.uk/rubbish-recycling/bulky-waste/bulky-waste-broadland>

Reduce, reuse, recycle – charities, Freecycle

The tip (Need to book first) Norfolk Recycling Centre bookings - Norfolk County Council

<https://www.norfolk.gov.uk/article/62632/Norfolk-recycling-centre-bookings>

Christmas Tree Recycling – The Tip, Local charities see internet. Garden waste bins.

If using a business – check they are registered with the EA. Visit Public Registers Online and also ask for details from the collector

Do not trust the random waste collector or the person on social media unless they can show they are registered. You could be liable if they don't dispose of your waste correctly

Fixed penalty notice for flytipping upto £1000. Prosecution – Individuals Up to £50, 000 Business – Unlimited!

Clean up costs can be awarded against those prosecuted, Vehicle can also be seized and crushed if convicted!

Complaints Where's the Fly-tip? | Broadland and South Norfolk

<https://www.southnorfolkandbroadland.gov.uk/rubbish-recycling/keeping-streets-clean/flytipping-littering>

Large Scale Waste Deposits

Report suspicious activity, unusual lorry movements, activity at odd hours and signs of unusual odours to the EA 24 Hours 0800 807060

District Cllr Hudson's Report to PC Meeting 06/01/26 Appendix B

The Budget Consultation allocations as per District Cllr Thompson's report.

LGR - The Government announced the proposed elections will be delayed, May 2026 to May 2028.

Brockdish Xmas Tree looked good outside the village hall. Nice to hear that bar nights are now taking place regularly.

District Cllr Hudson wished all a happy new year.

County Cllr Wilby's Report to PC Meeting 06/01/26 Appendix C

The Government has announced that it is delaying the mayoral elections in Norfolk and Suffolk and three other areas in the devolution priority programme, from May 2026 to May 2028. The Government says that the delay is intended to give councils time to complete preparations for local government reorganisation and the introduction of unitary authorities in 2028. Norfolk and Suffolk County Councils have been making extensive preparations for the mayoral elections and for the launch of the County Combined Authority next spring. They were ready to hit the ground running and start to deliver for the people of Norfolk and Suffolk. The news is therefore, extremely disappointing. NCC are seeking answers for what this means for our well-advanced plans to set up the County Combined Authority and deliver the investment and powers that we were promised.

To keep you and your loved ones safe at home this winter, Norfolk Fire and Rescue Service (NFRS) is sharing some key advice. The best start to protecting your home is to carry out an online home fire safety check on the fire service's website: norfolk.gov.uk/fire. Those who are elderly or vulnerable are entitled to a FREE in-person visit from NFRS to assess the fire safety of their homes – people can

check their eligibility on the website. Please look out for your friends, relatives and neighbours, especially if they are elderly or live alone.

The Norfolk and Suffolk Music Hub, led by NCC, has secured a second year of funding for its Ambassadors Programme. The funding will enable the Hub to offer the programme to a new cohort of young people with special educational needs and disabilities (SEND) while introducing new opportunities for previous participants to return as peer mentors. Last year, 37 young people completed the programme, this year, 70 will take part, supported by returning ambassadors. The programme offers music related work placements to boost confidence and boost skills. NCC was appointed by Arts Council England to lead the Norfolk and Suffolk Music Hub from September 2024 as part of a national programme delivering high-quality music education for all children and young people.

People in Norfolk with disabilities and long-term health issues that are keeping them out of employment are to receive support from the newly launched Connect to Work programme which will support more than 4,000 people facing barriers to employment. Connect to Work aims to build on the achievements of the previous Working Well Norfolk and Local Supported Employment projects and reduce the county's higher than average economically inactive population. It is aimed at people aged 18 and over from Norfolk including people with mental and physical health challenges, learning disabilities, neurodiversity, care leavers, carers, military veterans, ex-offenders, the homeless and victims of domestic abuse. To find out how to access support email connecttowork@norfolk.gov.uk