

Brisley Parish Council

Bay Tree Cottage, School Road, Brisley, NR20 5LH

Minutes of a meeting held at 7.00pm on Wednesday 4th September 2019 in the Village Hall.

Present: Cllr Henry Collinge (Chairman) – who arrived late to the meeting
Cllr Peter Dennis
Cllr Bobby Green
Cllr Brigid Fairman
Cllr Richard Savory

C/Cllr Mark Kiddle-Morris
Five members of the public
Sheryl Irving (Clerk)

In the absence of the Chairman, Cllr Peter Dennis was elected Chairman.

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr's Irons & Curl and D/Cllr Gordon Bambridge.

At this point in the meeting, Cllr Collinge arrived and took the chair.

2. To receive declarations of interest.

Cllr Savory declared an interest in item 9b regarding planning application 3PN/2019/0027/UC and Cllr Dennis declared an interest in item 10a regarding the allotments.

3. To approve the minutes of the meeting held on Wednesday 3rd July 2019.

Cllr Dennis proposed that the minutes be accepted as a true record, this was seconded by Cllr Green and agreed by Council. The Chairman duly signed the minutes.

4. To receive a Clerk's Report on the progress of items from previous meetings.

The Clerks Report is attached to the minutes.

5. To receive an update from the Chairman.

The Chairman reported that, although this item will be removed from future agendas, he wanted to thank and recognise the importance of the many volunteers who contributed to the village, be it keeping the area around their property tidy or attending the volunteer working parties or helping out at events. The village is looking the best it has done for many years and there had been many well-attended events held in the village this year, from the Bear Hunt, Village BBQ, Stay & Play Group amongst many others, and none of them would be possible without the assistance of volunteers. Council endorsed the Chairman's comments.

6. To receive County/District Councillor reports.

C/Cllr Kiddle-Morris reported there had been no meetings held in August and subsequently there was little to report. The Annual Review is available on the County Council website for anyone who may be interested.

A government grant is now available to households and businesses with low broadband speeds and details are on the Gov.UK website. In addition, all government buildings will be connected with ultra high speed broadband and

local households/businesses will be able to tap into this, at a cost, if near enough; Brisley School will be connected as part of this scheme. Government buildings are now available for the installation of mobile phone masts, in an attempt to reduce mobile not-spots, these must be shared by all providers to increase coverage for everyone.

The Chairman thanked C/Cllr Kiddle-Morris for his input.

7. Open Forum: an opportunity for members of the public to raise new issues or speak in relation to items on the agenda.

The Chairman opened the session noting how encouraging it was to see many members of the public present.

A member of the public stated that the condition of the graves after grass cutting, with cuttings left on memorials, was grave desecration and felt this was disrespectful – some Council members did not agree and believed the churchyard was looking very neat and tidy this year, however, Council agreed to obtain a quote for clearance of cuttings for consideration at the next meeting.

A member of the public queried whether anything could be done about the state of the Gateley Road with agricultural vehicles destroying the verges– it was noted that vehicles up to 3.25m, which is wider than the narrow road, are permitted to use the highway, however, C/Cllr Kiddle-Morris will request an inspection by Highways. Council members will also speak to the farmers concerned as they may not be aware of the damage they are creating. It was noted that there had been a general increase in traffic using the road in recent times.

A planning agent was in attendance to gauge any Council interest in purchasing local building plots for smaller properties intended for the rental market. It was suggested that a market survey would be required before any decision could be reached. Council agreed to consider this item at the next meeting.

8. Highways

a) To receive an update on any matters reported to Norfolk and Breckland Councils.

- Woods Lane – missing name plate – this will be replaced.
- Overgrown hedge – Gateley Road – it is hoped this will be cut back once hedge cutting commences.
- Fly tipping – Elmham Road – this had been removed by Breckland.
- Obscured signs – Gateley Road & Woods Lane – reported to the Highway Rangers to deal.
- Fludges Lane – missing fingerposts – these have now been replaced.
- Footpath near Church – possible stile obstruction – confirmation had now been received that the possible obstruction was acceptable and no further action would be taken.
- Footpath No. 6 – overgrown – an enforcement letter from the County Council had been sent to the landowner.

b) To consider options re the Gateley Road speeding issue.

Additional signage options were considered but the SAM II sign was agreed as the next step to ascertain the size of the problem. C/Cllr Kiddle-Morris agreed that the 30mph repeater post would be the most suitable location for the SAM II sign although the sign is to be located in School Road when it is next available.

9. Planning

a) Applications for consideration.

The following applications were considered:

Application	Details	Comments
3PL/2019/0898/VAR Groom Cottage, The Green	Variation of Condition No 2 on 3PL/2018/0026/HOU – insert window to east elevation of garage building.	Cllr Collinge proposed a response of no comment, this was seconded by Cllr Green and agreed by Council.

3PL/2019/0977/F Above Ground Installation Harpers Lane, Horningtoft	Installation of Photovoltaic (PV) panels, a Molded Case Circuit Breaker (MCCB) and Inverter kiosk, associated footpaths and underground cabling within the Brisley Above Ground Installation (AGI) site.	Cllr Collinge proposed a response of no comment, this was seconded by Cllr Fairman and agreed by Council.
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b) Decisions to note.

The following decisions were noted:

Application	Parish Council Comments	Breckland Status
3PL/2019/0592/HOU Tumbleweed, School Road. Proposed front extension and conversion of garage/outhouse to playroom/study/cloakroom and utility.	No comments.	APPROVED
3PN/2019/0027/UC Agricultural Building at Maltings Farm Gateley Road Brisley	Conversion of agricultural building to one dwelling (permitted development) – amended application. Brisley Parish Council object to this application on the grounds that this application falls outside of the Town and Country Planning Order 2015, Schedule 2, Part 3, Class Q, paragraphs Q1.i(i) in that the building will require a major rebuild for conversion to a dwelling house, and Q2.1(e) in that removal of this agricultural building will lead to the loss of infrastructure needed to farm at this location.	Undecided
3PL/2019/0662/F – Builders Yard, Oaklands, Gateley Road - Conversion of builders store and joinery workshop to dwelling.	Brisley Parish Council has no comment in respect of this application	APPROVED.

10. Open Spaces

a) To receive a report regarding the allotments (Christmas Tree venture).

A report regarding a Christmas Tree venture was circulated and it was agreed initially to consult the current allotment holders for their views and then to reconsider at the December meeting.

b) To consider approval of strimming by a volunteer around a restored pond.

It was agreed to permit the volunteer to strim the pond, under the guidance of Mrs Diggins, the lead person of the pond project, and Cllr Dennis agreed to inspect the strimmer beforehand, to comply with insurance conditions.

c) To receive a report regarding the Pond project.

Two weekends in October had been ear-marked for the project. The Chairman had met with Mrs Diggins and confirmed that no volunteer was permitted to use a chainsaw, due to insurance rules. There is a lot of scrub to be removed and burnt.

No additional funding is available through the Upper Wensum Farm Cluster Group.

d) To consider the renovation & relocation of The Green notice board.

Cllr Collinge proposed the renovation of the notice board at a maximum cost of £200 and the relocation to the Cricket Club car park, subject to the agreement of the Cricket Club. This was seconded by Cllr Fairman and agreed by Council.

e) To consider approval of a request to site a fruit cage on an allotment plot.

Council agreed the request to site a fruit cage on an allotment plot.

f) To consider additional hedging work at Harpers Common.

Council agreed that Cllr's Dennis and Green should meet with the contractor to discuss any works required although any works must be within the Higher Level Stewardship management plan.

g) To consider any action in respect of the Himalayan Balsam on The Hill.

Council agreed to do nothing as a volunteer had kindly offered to trim the balsam.

h) To consider a request to stain posts on the School Road entrance to the amenity area.

Council agreed the request to stain the posts on the School Road entrance to the amenity area and were grateful to the volunteer.

i) To consider any clearance work required at Patch Corner.

Council were aware there was an invasive weed in the pond at Patch Corner, however, a digger would be needed for works to remove it. It was agreed to consult a pond professional as to the way forward.

j) To consider any actions required in the Play Area inspection report.

The actions related to the equipment recently installed and Cllr Irons will liaise with the contractor in due course.

11. To receive reports on the regular checks and discuss any issues arising.

- North Green – there is no signage at the Manor Farm stile and this will be reported.
- South Green – the green is neat and has been weed topped.
- Footpaths & Stiles – the stile in the corner of the amenity area is overgrown and the owner will be contacted.
- Churchyard – the area is neat and tidy.
- Patch Corner – a tree bough had been removed from near the memorial and the annual clear up will take place before the end of the year.
- Play Area – the play area is in a good condition.
- Allotments – the gate will need replacing at some point in the near future, otherwise all is neat and tidy.
- Amenity Area – the ragwort had been topped but Council agreed to spray at the end of the month. A budget of £290 was available and Cllr Collinge proposed increasing this to £500. This was seconded by Cllr Savory and agreed by Council.

12. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2020.

The financial report was noted by Council, there were no queries raised.

b) To note the external auditors report for year ending 31st March 2019.

Council noted that, with the exception of an amount in a wrong column, the external auditors found no other matters giving cause for concern that relevant legislation and regulatory requirements had not been met.

c) To receive an update regarding council banking.

Confirmation of the mandate change was still awaited, Cllr Dennis will contact the bank to try and move the issue forward.

d) To note the Clerk's CiLCA achievement and consider changes to contract.

Council congratulated the Clerk on her achievement and Cllr Collinge proposed approval of the change to the employment contract relating to pay scales and annual leave. This was seconded by Cllr Dennis and agreed by Council.

e) To consider adopting the General Power of Competence.

Cllr Collinge proposed that the following resolution be agreed:

The Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence.

This was seconded by Cllr Fairman and agreed by Council. Accordingly, Brisley Parish Council now has the General Power of Competence.

f) To consider any projects for the financial year commencing 1st April 2020.

Council raised the following Items to be considered within the budget for 2020/21: additional ditching work on the common, the Christmas tree project and a new gate for the allotment.

g) To note August payments (approved in July).

Council noted the following payments, which had been approved in the July meeting.

• Clerk (August – Salary)	£317.10
• NGF Play Ltd (Grant funded)	£11,167.02
• Garden Centre (Grant funded)	£138.31
• Grass Contractor (July)	£540.00

h) To approve the following payments.

Cllr Savory proposed approval of the following payments, this was seconded by Cllr Fairman and agreed by Council:

• Clerk (September – Salary/Expenses/CiLCA)	£481.40
• Grass Contractor	£816.00
• Grass Contractor	£270.00
• CPRE – Housing Conference (2 x delegates)	£50.00
• PKF (External Audit Fee)	£240.00
• Community Heartbeat (VETS)	£120.00 (Defib Fund)
• Breckland (Election Fee)	£75.00
• Beetley PC (SAM II replacement battery)	£13.06
• Community Heartbeat (annual support)	£151.20 (Defib Fund)

13. Correspondence for circulation.

The following correspondence was noted by Council:

- Western Link Update
- Vattenfall Newsletter
- Police Parish Newsletter – July & August
- Review of Breckland Polling Districts
- NHS Review

- RAF Benevolent Fund in Norfolk
- Farming & the Highways
- Energy Microgrids & Wetlands etc.
- Great Dunham School – request for Governor.
- Independent Living Skills Programme

14. To receive any new items for the next agenda.

It was agreed to include the parish council notice board at the village hall on the next agenda.

15. To confirm the next meeting of the Parish Council will be held on Wednesday 2nd October 2019 at 7.00pm in the Village Hall.

Council noted the date of the next meeting.

The meeting closed at 8.50pm.

Signed:

Date:

Brisley Parish Council

Clerk's Report – September 2019 (matters for information only)

- **Highway Items** – all highway related issues, now including ranger jobs, are to be reported via the online reporting form. It will be helpful if anyone reporting an issue to the Clerk can include a map reference and photo.
- **New Regulations re Septic Tanks** – further information from the Environment Agency is now available, as follows:
 1. NR20 5LH is in a Zone 3 Protected Area - which has some but not extensive restrictions for septic tanks. The most important restriction is that no tank or treatment plant is allowed to be installed within 50m of a well, borehole or spring that is used for the supply of potable water (for cooking and drinking).
 2. The critical issue is for tanks/treatment plants that discharge directly into ditches/open water courses. These systems do need to be replaced or upgraded by January 2020.
 3. Tanks/treatment plants that discharge into the ground and discharge less than 2 cu.m or 2000 litres per day do not need to be replaced - and do not come under the new regulations.
 4. Treatment plants that discharge in excess of 5 cu.m or 5000 litres per day will require a permit. Treatment plants that discharge less than 2 cu.m or 2000 litres per day directly into the ground do not require a permit.
 5. The actual requirements are all covered by the General Binding Rules. It would appear that if your tank/treatment plant meets the standards stated in these Rules then you do not need a permit. If your tank doesn't meet the Rules - then you do.
 6. For those people who come into category 2 above - ie have tanks that discharge directly into open water courses - then they have some options to meet the new requirements. These options are either replace with new, change the discharge part of the system to ground based as opposed to into the ditch/water course or amend the system to add a secondary treatment plant to the existing tank.

The Environment Agency stated that they did not know how this new regulation would be monitored, and also how they would regulate. However, if the systems are not compliant then individuals would be liable to prosecution. If anyone is selling/buying a home they will have to state what sort of system they have - and this may well give rise to changes that would be required.

(The detail above was provided by an informed resident). To be published in the next newsletter.

- **Play Area** – the new play equipment has been installed, with the exception of the handicapped swing seat – the child's mother is in consultation with the supplier to ensure the correct seat is fitted. The Stay & Play group have used the remaining funds from the grant for allotment equipment and the plot has been planted up and is being well used. A sand pit is also being put in on the plot. Cllr Irons has prepared a press release regarding this collaborative project.

The fireman's pole has been painted and the football nets repaired.

An inspection of the play area has been carried out and that report is an item on the agenda.

- **Green Energy Project** – approval has been given for the parish council (led by a volunteer) to lead this application and to commission the study and to proceed on to a full application for a feasibility study. The next step is to outline the specific activities and to seek three quotes where possible for each item.
- **Brisley Village Sign – School Road** – a resident kindly renovated the Brisley village sign at the top end of School Road and the grateful thanks of Council have been passed to them. There are no costs to be reimbursed.
- **Ponds on The Hill** – clearance work has commenced on the second pond and it is hoped all works will be completed by the end of September.

Sheryl Irving
Clerk
Brisley Parish Council