

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held at 7.00pm on Wednesday 7th July 2021 in the Village Hall.

Present: Cllr Henry Collinge (Chair)
Cllr Tony Irons (Vice Chair)
Cllr Brigid Fairman
Cllr Richard Savory
Cllr Peter Dennis
Cllr Nicola Curl
Cllr Bobby Green

Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from C/Cllr Mark Kiddle-Morris.

2. To receive declarations of interest.

There were none received.

3. To approve the minutes of the meeting held 2nd June 2021.

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

4. To receive County and District Councillor reports.

In the absence of both the County and District Councillors, there were no reports.

5. Open Forum: an opportunity to hear from members of the public.

There were no members of the public present.

6. Highways

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

- Gateley Road – covered drain – in the absence of the County Cllr, there was no update.

b) To receive a report from the Public Rights of Way Warden.

Cllr Fairman reported that all cross-field paths in the parish have now been defined so as to be clear and passable and this includes the maize field.

The footpath running across the footbridge in School Road has been recently cleared by someone both at ground and head height and is a pleasure to walk.

However, the two paths that run in the direction of Harpers Green are very overgrown. On one you can get by and walk on the stubble field that runs alongside, but the other is waist height. This has been reported but a status update came back that no intervention was deemed necessary. Unfortunately, the budget for maintenance of rights of way, other than designated trails like the Peddars Way, in Norfolk is only around £100,000 for the whole county so it is not surprising that maintenance is so sparse. However, some footpaths in the County are now being cut.

c) To receive an update regarding the SAM II Speed Sign.

Cllr Fairman reported that the new batteries had been installed and the sign has been turned around to face traffic from the opposite direction on School Road. Whilst monitoring the sign, Cllr Fairman reported that vehicles do slow down when it lights up but the sign does need moving regularly, as drivers become complacent if it remains in one site for too long.

d) To receive an update regarding the installation of cattle grids near the Green.

In the absence of the County Cllr, there was no update.

e) To consider the frequency and timing of verge cutting by Norfolk County Council.

Cllr Curl will raise this item at the next meeting when the County Cllr is present. It was noted that most verges and junctions were seriously overgrown and this was dangerous in many places as visibility was severely reduced.

Cllr Dennis queried who was responsibility for the gravel surface of driveways being swept onto the roads as a dangerous incident had been reported to him whereby a driver had skidded on gravel from a driveway when having to make an emergency stop. The Clerk will investigate and contact the householder, if appropriate.

f) To consider any applications under the NCC Parish Partnership Scheme.

Council members will consider any ideas and bring them forward at the next meeting.

7. Planning

a) Applications for consideration.

- 3PL/2021/0858/HOU – Mill House, The Green – proposed single storey side extension – no concerns were raised and Cllr Irons proposed a ‘no comment’ response, this was seconded by Cllr Green and agreed by Council.
- 3PL/2021/0974/LB – Alms Cottage, Church Street – proposed Removal and Replacement of Roof Support Posts and Guttering - no concerns were raised and Cllr Curl proposed a ‘no comment’ response, this was seconded by Cllr Irons and agreed by Council.
- 3PL/2021/0958/HOU – Church House, Church Street - new Velux Roof light to Hall roof, replace existing front door with new door and 4 glass panels and replace rear utility room double door with a single door - no concerns were raised and Cllr Curl proposed a ‘no comment’ response, this was seconded by Cllr Irons and agreed by Council.

b) To note any planning decisions.

- 3PL/2021/0274/CU – Caravan, Back Lane, Stanfield - change of use of agricultural and brown field land to residential caravan use for an extended Traveller family. A maximum of two static caravans and three touring caravans to be stationed on the land, on either a temporary or permanent basis (Retrospective) – Council noted that a decision continued to be awaited.
- 3PL/2021/0789/HOU – Rowan Cottage, The Green - Single Storey Rear Extension – Council noted this application has now been approved.

8. Open Spaces

a) To receive an update regarding the long-term plan for the Jubilee Wood.

Cllr Dennis reported that only small works would be required this year and a quote is awaited.

b) To receive an update regarding the ragwort treatment of the Amenity Area.

Cllr Fairman reported that the area is now nearly clear but stressed some plants will return next year and need treating again. Council thanked Cllr Fairman for her hard work in treating the ragwort.

c) To consider any maintenance works required on the Green.

One quote had been received to clear the area alongside the beck to allow access for the digger. Council agreed to wait for a quote from the Environment Agency before considering a way forward.

d) To receive an update regarding the pond project and consider additional funding.

Council noted that no additional funding was now required as the Norfolk Wildlife Trust had agreed to help. It was hoped that funding would be in place for two pond renovations this year, one on the South Green and one on the North Green.

e) To note the minutes of the most recent Grazing Rights Holders meeting and to consider the way forward regarding the transition period for the management of the Green.

Council agreed that a fair way forward would be to allow a transition period for graziers before the rules were enforced, although it was hoped that the graziers would adhere to the rules in respect of access as those were a legal requirement. Cllr Dennis proposed that the rules be enforced as from the 1st January 2022, this was seconded by Cllr Curl and agreed by Council.

f) To consider the provision of an Information Notice Board.

Cllr Fairman reported that some funding may be available in the future for notice boards but advised Council that most people now used their phones to access footpath routes etc and queried the need for such a notice board. Council agreed to remove this item from the agenda.

g) To consider access to the Woods Lane dog bin.

Council noted that access to the bin was difficult when the grass was overgrown due to its location. Cllr Savory volunteered to move the bin closer to the pathway.

9. To receive reports on the regular checks.

- North Green (Cllr Bobby Green) - nothing to report.
- South Green (Cllr Nicola Curl) - the hay was lifted and the top half of the South Green is looking good- although the thistles are already beginning to make their presence felt. However, the lower half of the Green has not been cut yet and was only grazed for a very short while and therefore is in need of a more extensive and comprehensive period of grazing to ensure the best conditions for a healthy and diverse pasture. Currently there is no electric fencing on the Green.
- Churchyard (Cllr Tony Irons) - nothing to report.
- Play Area (Cllr Tony Irons) - all OK but the ground round each of the "Springers" is sunken needs one or two wheelbarrow loads of soil to level it, Cllr Dennis volunteered to carry out this work.
- Patch Corner (Cllr Peter Dennis) - nothing new to report. Cllr Irons proposed the purchase of a recycled plastic triple seat in black at a cost of £281.00, to replace the existing bench which was beyond repair. This was seconded by Cllr Fairman and agreed by Council.
- Allotments (Cllr Peter Dennis) - apart from a battle to keep rabbits from tunnelling under the end gates nothing new to report.

- Amenity Area (Cllr Peter Dennis) - the area has been cut for hay but is yet to be made. This could be a challenge given next week's forecast. Cllr. Fairman has done an excellent job with the Ragwort control and reduced the population hugely.
- Harpers Green (Cllr Peter Dennis) - generally no problems but because of the type of cattle being grazed the gorse in the open grazing at the Southern end of the common is growing away. The area of gorse and scrub cleared overwinter is now beginning to show grass re-establishment. By the time of the meeting there will be a caution sign on the gate advising of cows and calves grazing.

Council noted correspondence from the Rural Payments agency informing that the HLS scheme ends in 2022 and they are working on opportunities available to Council when the agreement ends and will be in touch later this year.

10. To consider the option of exploring a joint village initiative to replace septic tanks.

Cllr Dennis will be meeting with a company in the near future and will report back to the next meeting.

11. To investigate the low power supply available in the village and any problems arising from this.

Cllr Savory requested that this item be removed from the agenda as he had not been able to make any progress with the issue.

12. To consider the maintenance contract in respect of the defibrillator.

Cllr Irons had reviewed the maintenance contract and advised that it remained value for money and convenient too and advised that Council continue; Council supported this recommendation.

13. To consider any parish council commemoration to mark the Queens Platinum Jubilee in 2022.

Council agreed to liaise with other village organisations to see what was being planned to celebrate the Jubilee next year.

Cllr Irons suggested the planting of either an Oak or Yew tree at the Church to commemorate the occasion.

14. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2022 (attached).

The report was noted.

b) To review the Townlands rental fees.

Cllr Collinge proposed a 10% increase in the rental fees with effect from 1st October 2021, this was seconded by Cllr Curl and agreed by Council.

c) To consider approval of an annual direct debit payment in respect of membership of the Campaign for Rural England.

Cllr Collinge proposed approval of an annual direct debit payment to the Campaign for Rural England, this was seconded by Cllr Fairman and agreed by Council.

d) To approve the following payments.

Cllr Collinge proposed approval of the following payments, this was seconded by Cllr Curl and agreed by Council.

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|--|---------|
| • Clerk (July Salary & Expenses) | £354.24 |
| • Clerk (August Salary & Expenses - Warning Signs) | £388.79 |

- Grass Contractor (1) £162.00
- Grass Contractor (2) £640.00
- Westcotec – SAM II replacement batteries £192.00
- Westcotec – SAM II repairs £125.40
(50% of net amounts to be reclaimed from Litcham PC)
- Westcotec – SAM II brackets £6.00

15. Correspondence for circulation.

There was no correspondence for circulation.

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

There were no new items received for the next agenda.

17. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 1st September 2021 in the Village Hall.

Council noted the date of the next meeting and the meeting then closed at 7.49pm.

Signed:

Date:

BRISLEY PARISH COUNCIL
BANK RECONCILIATION AS AT 8th June 2021

Balance per bank statements

Barclays Current Account	21,638.96
Less any unrepresented cheques	36.00
Add any outstanding payments into bank	0.00
	21,602.96

The net balance reconciles to the Cash Book for the year, as follows:

Opening Balance as at 1st April 2021	19,865.50
Add receipts in the year	7,129.87
Less payments in the year	5,392.41
Closing balance per cash book	21,602.96

which includes the following reserves:

Higher Level Stewardship Scheme	6,511.71
Amenity Area	-965.00
Defibrillator	1,152.65
Townlands	244.00
Admin - Office Equipment	200.00
Open Spaces:	
Pond Project	190.00
Knotweed at The Hill	100.00
GENERAL RESERVE	14,169.60

BRISLEY PARISH COUNCIL - JULY 2021
BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2022

<u>PAYMENTS**</u>	<u>BUDGET</u> 2021/22	<u>SPEND</u> TO DATE	<u>AVAILABLE</u>	<u>%</u> <u>SPEND</u>
Salary	3993.00	1753.75	2239.25	44%
Admin	1651.00	1065.90	585.10	65%
Open Spaces***	5270.00	2617.36	2652.64	50%
Donations	0.00	100.00	-100.00	
TOTAL	10914.00	5537.01	5376.99	51%
HLS	270.00	0.00	270.00	0%
AMENITY AREA	3460.00	1317.84	2142.16	38%
TOWNLANDS	240.00	0.00	240.00	0%
DEFIBRILLATOR	451.00	0.00	451.00	0%

**includes payments awaiting authorisation at this meeting

***includes £921.60 for Village Hall car park which was not in the budget

<u>RECEIPTS</u>	<u>BUDGET</u> 2021/22	<u>RECEIVED</u> TO DATE*	<u>DUE</u>	<u>%</u> <u>RECEIVED</u>
Precept	11850.00	5925.00	5925.00	50%
Burials	0.00	0.00	0.00	
Bank Interest	0.00	0.00	0.00	
Wayleaves	508.00	0.00	508.00	0%
Allotments	455.00	10.00	445.00	2%
Admin*	0.00	494.89	-494.89	
TOTAL	12813.00	6429.89	6383.11	50%
HLS	1469.00	0.00	1469.00	0%
AMENITY AREA	2028.00	0.00	2028.00	0%
Defibrillator	0.00	0.00	0.00	0%
TOWN LANDS	240.00	0.00	240.00	0%

VAT refund of £987.84 due for year 2020/21.

Open Spaces includes the Churchyard, Patch Corner, the Play Area and the Allotments & the Christmas Tree project etc.