

Brisley Parish Council

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

Minutes of a meeting of Brisley Parish Council held at 7.00pm on Wednesday 2nd October 2019 in the Village Hall.

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

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

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr Nicola Curl and D/Cllr Gordon Bambridge.

2. To receive declarations of interest.

Cllr Savory declared an interest in item 8(b) – 3PN/2019/0027/UC.

3. To approve the minutes of the meeting held on Wednesday 4th September 2019.

Cllr Fairman proposed that the minutes be accepted as a true record, this was seconded by Cllr Savory 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.

A copy of the Clerk's Report is attached.

5. To receive County/District Councillor reports.

C/Cllr Kiddle-Morris reported that the ongoing Minerals & Waste Consultation ends on 30th October 2019, with the nearest sites being at Beetley, which are both a continuation of existing sites.

The Early Child and Family outreach service commenced on 1st October and it was hoped would reach more children than its predecessor, Sure Start. Litcham is the closest venue although Brisley now has the Stay & Play Group who were advised to contact the C/Councillor for funding advice.

Norse Highways will take over the existing highways service, which will result in a saving for the County Council although there will be no change in service. All existing personnel are being transferred to the new company.

The Breckland Local Plan has now been passed and is expected to be adopted by Breckland in early November although early challenges are expected.

The Chairman thanked the Cllr for his input.

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

A resident raised the issue of the high volume of traffic using the Gateley Road, in both directions, which had increased significantly since the traffic calming measures were installed in North Elmham and the road is now extremely dangerous for pedestrians, cyclists and other road users. There is now a continual flow of traffic and farm machinery. Traffic coming off from the B1145 often does not slow down and speeds onto the Gateley Road, as the wide visibility splay allows them to do this. Near misses are increasing and new signage, speed humps, a risk assessment and action is urgently required. Furthermore, the farm machinery using the road are destroying the verges and leaving the road in a very mucky condition, which they are supposed to clean up.

The Chairman responded that the Council were aware of the problem and the SAM II sign has been located in the road to capture data for evidential purposes in taking this matter to Highways. It was agreed to request a site meeting with Highways to take this matter forward. Council will also continue to try to speak to the farmers concerned who may not be aware of the damage they are doing. The Chairman thanked the resident for their input.

7. Highways

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

Council noted the following updates:

- FP 6 – NCC will check access is clear following harvest of the maize and this will be monitored to ensure the path is kept clear.
- FP6 at Manor Farm Field – missing signage (see item 9h below) – Council agreed that a fingerpost sign can be erected on the common.
- Stile at FP 5 (from amenity) – this has now been cleared.
- Height of stile steps – advice from NCC is that, unless the steps are in need of repair and dangerous, no changes can be enforced on existing stiles. However, permission for new stiles is now rarely granted.

b) To receive an update regarding issues on the Gateley Road.

This matter had been dealt with at item 6 above.

8. Planning

a) Applications for consideration.

There were no applications for consideration.

b) Decisions to note.

Council noted the following decisions.

Application	Parish Council Comments	Breckland Status
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.	Brisley Parish Council had no comments in respect of this application.	APPROVED.
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.	Brisley Parish Council had no comments in respect of this application.	Undecided.

<p>3PN/2019/0027/UC Agricultural Building at Maltings Farm Gateley Road Brisley</p>	<p>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.</p>	<p>PERMITTED</p>
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c) To consider new housing options in Brisley.

No information had been received from the agent who had raised this issue so there was nothing to consider.

d) To consider a letter to the Norfolk Strategic Planning Member Forum re rural Norfolk.

It was agreed that Council should read the literature available and reconsider at the November meeting.

9. Open Spaces

a) To consider any amendments to the grass cutting contract in respect of the churchyard.

Councillors had inspected the churchyard following the most recent cut and not found a problem, it was felt the area was looking neat and tidy. Consequently, Council agreed that additional works to blow the grass cuttings from the graves was not required. The resident who had complained will be notified.

b) To receive an update re HLS and Harpers Common.

Cllr Dennis reported that he had met with the contractor and agreed the works required, in places up to 2m of gorse had encroached onto the common. Cllr Dennis proposed that the works be approved, at a cost of up to £700, and this was seconded by Cllr Fairman and agreed by Council.

It was also noted that the area of common on the opposite side of Harpers Lane may need some attention in the future. There is one large conifer that may have to be removed. Drainage works were considered but it was agreed it was likely to be a blind ditch dug many years ago to prevent the area being used by travellers.

There is some additional bramble clearance work required at the common and this is a suitable job for the Busy Brisley volunteers.

c) To receive an update regarding the ragwort on the Amenity Area.

Cllr Dennis reported that he has had difficulties in finding a contractor willing to do the work but it is hoped it will be carried out within the next two weeks. However, if this does not happen the matter will then have to wait until Spring.

d) To receive an update regarding actions required in the Play Area inspection report.

The issues raised in the inspection report and had been raised with the contractors who had installed the equipment. Where necessary, the repairs will be made.

e) To receive an update regarding the invasive weed in Patch Corner pond.

Cllr Savory had been unable to make progress with this matter and will report back at the November meeting.

f) To note the date of the Grazing Rights Holders meeting – Monday 28th October 2019.

The date of the next meeting of the Grazing Rights Holders was noted.

g) To consider repairs to the Parish Council notice board at the Village Hall.

A quote for the repairs was not yet available.

h) To consider granting permission for a footpath (FP6) fingerpost on the Green.

This item had been dealt with at item 7(a) above.

i) To consider any action required to the spoil heap and straw bales on the track alongside Manor Barn.

Council agreed to level the spoil heap but saw no problem with the straw bales, although they should be monitored and kept tidy. The plannings heap is for ongoing road maintenance and used as required.

j) To consider any action required to the Manor Farm pond.

Council reconsidered whether any action was required to the Manor Farm pond and, given there were no visibility issues and a cost of £175 to clear, it was agreed no action was required. However, if the pond is part of the ongoing pond project it may be cleared at some point in the future.

Cllr Savory left the meeting at this point.

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

- North Green – no problems reported.
- South Green – no problems reported.
- Footpaths & Stiles – the cross-field path from Fludges Lane has not been reinstated and this will be monitored.
- Churchyard – neat and tidy.
- Patch Corner – a willow tree has grown over the bus shelter and needs cutting back and the area needs a general clear up which will be carried out in due course. Cllr Green reported that he continued to catch moles at both Patch Corner and the Churchyard and he was thanked by the Council for his efforts.
- Play Area – it was reported that the handicapped swing harness will be in situ next week where it will be locked away in a box with the lock combination available from the Clerk and the Stay & Play Group.
- Allotments – the gate at the west end will need replacing next year. Council agreed that a prospective new tenant could be offered a site free of charge for the remainder of the year.
- Amenity Area – no problems reported other than the ragwort which was discussed at item 9(c).

11. Finance & Governance Matters

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

Council noted the financial report and no queries were raised.

b) To appoint an internal auditor for the year ending 31st March 2020.

Cllr Collinge proposed that Mr Bergin be appointed as internal auditor, at a cost of £25, for the year ending 31st March 2020. This was seconded by Cllr Dennis and agreed by Council.

c) To consider approval of Clerks attendance at an Essential Update Seminar (£18.17)

Cllr Fairman proposed approval of the Clerks attendance at the seminar at a cost to the Council of £18.17. This was seconded by Cllr Green and agreed by Council.

d) To consider approval of renewal of Clerk’s SLCC membership (£51.48)

Cllr Collinge proposed approval of the renewal of Clerk’s SLCC membership at a cost to the Council of £51.48. This was seconded by Cllr Irons and agreed by Council.

e) To receive an update regarding council banking.

Two bank signatories now have online banking access, with one pending, and it is hoped the Clerk will soon be able to set up the payments.

f) To review the Burial Ground fees.

Council agreed there was no need to increase the burial ground fees.

g) To consider a donation request from the Citizens Advice Bureau.

Council agreed to consider this request alongside other donation requests at the March meeting.

h) To approve the following payments.

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

• Clerk (October – Salary/Expenses)	£330.59
• Norfolk PTS (Essential Seminar)	£48.00 (see 11c above)
• SLCC Annual Membership	£136.00 (see 11d above)
• Grass Contractor	£102.00
• Grass Contractor	£270.00
• Play Area Inspection	£108.00
• Contractor (Ponds on The Hill)	£2,160.00

12. Correspondence for consideration.

Council noted the following correspondence:

- Community, Well-being, Environment and Parish & Town Councils (NALC).
- Disability Network Norfolk Group
- UWCFG Newsletter – Summer 2019
- Norfolk County Council Division Boundary Consultation
- Breckland Update – Brexit Preparations

In respect of the Norfolk Minerals & Waste Review Consultation, it was agreed that as there was no change to current arrangements no response was required.

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

No new items were received for the next agenda.

14. To confirm the next meeting of the Parish Council will be held on Wednesday 6th November 2019 at 7.00pm in the Village Hall.

Council noted the date of the next meeting.

The meeting closed at 8.25pm.

Signed:

Date:

Brisley Parish Council

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

- **Play Area** – the new play equipment has been installed, with the exception of the handicapped swing seat which is now on order. The harness for this swing needs to be removed when not in use to prevent misuse and weathering so a box is being purchased to store it in with a combination lock. The box can then be installed in a convenient location, with a notice for anyone wishing to use it to obtain the combination from either myself or the Stay & Play Group Leader.
- **Green Energy Project** – work is ongoing to find consultants who can quote on the feasibility work. This is a lengthy process.
- **Ponds Project** – some grant funding may now be available via the Upper Wensum Cluster Farm Group and the representative is liaising with Mrs Diggins, the project leader, and the representative from the Norfolk Wildlife Trust. Two dates in October have been set aside for the works.
- **The Hill** – work has been completed on the second pond. UK Power Networks will be carrying out some further tree work in the near future to remove any remaining branches from near to the lines/transformer. A second treatment to the Japanese knotweed will also be carried out in due course.



The second pond now ready for any winter flooding.

- **Notice Board on the Green** – the contractor will remove and renovate the notice board and relocate as advised. The Cricket Club has raised no objections to the proposed new location at the Cricket Club car park.

Sheryl Irving
Clerk
Brisley Parish Council