

Brisley Parish Council

THE ANNUAL MEETING OF BRISLEY PARISH COUNCIL WILL BE HELD ON WEDNESDAY 4TH MAY 2022, FOLLOWING THE ANNUAL PARISH MEETING COMMENCING AT 6.30PM, IN THE VILLAGE HALL.

**The public and press are cordially invited to attend and are able to address the
Council during the Public Participation session.
Our Standing Orders do not permit members of the public and press to take part in the debates.**

AGENDA

1. Election of Chairman and signing of the declaration of office acceptance form.
2. Election of Vice Chairman and signing of the declaration of office acceptance form.
3. Welcome and apologies for absence.
4. To receive declarations of interest.
5. To approve the minutes of the meeting held on 2nd March 2022 and the extra-ordinary meeting held on 4th April 2022.
6. To receive County and District Councillor reports.
7. Open Forum: an opportunity to hear from members of the public.
8. Highways
 - a) To receive an update on matters reported to Norfolk and Breckland Councils.
 - Gateley Road – covered drain – works still awaited.
 - Trod, Church Street – water collecting in surface – reported to Highways.
 - Church Street, near to the Square House – pavement too narrow for pushchairs and mobility scooters etc – C/Cllr Kiddle-Morris taking this matter forward and requesting that the pavement be widened.
 - Junction of School Road and Church Street – crash rail or bollards be installed on the verge - C/Cllr Kiddle-Morris taking this request forward.
 - Missing manhole cover, Woods Lane – reported to Highways.
 - Poor Surface of Car Park at Patch Corner – reported to Highways and will be repaired.
 - Potholes on Harpers Lane – reported to Highways but to consider sending request to British Gas.
9. Planning
 - a) Applications for consideration.
 - 3PL/2022/0362/HOU – 3 The Green – proposed Single Storey Extensions to Side and Rear.
 - 3PL/2022/0375/F – land off Gateley Road - resubmission of application reference 3PL/2021/0146/F - Full planning application for three detached dwellings with access via shared driveway directly from Gateley Road.

- 3PL/2022/0425/HOU – Chesham House, School road - alteration and renovation works to existing domestic outbuilding to form home office, home garage, gym and utility room.
 - 3PL/2022/0445/HOU - Bay Tree Cottage, School Road - single-Storey, one bedroom annexe for family member to sit in gap between two existing outbuildings and single storey rear extension to form an enclosed porch.
 - Any applications received since the publication of the agenda.
(Go to: <http://planning.breckland.gov.uk/OcellaWeb/planningSearch>).
- b) To note any planning decisions/appeals.
- 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).
 - Appeal - 3PL/2021/0146/F – land off Gateley Road east of Old Orchards and North of Butlers & Church House Barn, Gateley Road - Erection of three detached dwellings with integral garage with access via shared driveway directly from Gateley Road.
 - 3PL/2022/0161/HOU – The Old Carpenters, Woods Lane - proposed single storey front and side extensions to dwelling – APPROVED.
 - 3PL/2022/0099/LF – Chesham House, School Road – replacement front door and patio doors.
 - 3PL/2022/0323/LB – Chesham House, School Road - alteration and renovation works to existing domestic outbuilding to form home office, home gym, garage and utility room.
 - 3PL/2022/0324/HOU – Chesham House, School Road - alteration and extension work to rear of property to provide improved kitchen and dining room to ground floor and improved bedroom accommodation to first floor.
 - 3PL/2022/0364/LB – Chesham House, School Road - alteration and extension work to rear of property to provide improved kitchen and dining room to ground floor and improved bedroom accommodation to first floor.
 - Planning appeal: 3PL/2021/1109/O – land off Gateley Road - First Homes application. 4, two-bedroom semi-detached properties. 3, 3-bedroom bungalow to be sold or rented under the new First homes regulations.
- c) To receive an update regarding the ‘Housing for Local People’ scheme.
- d) To consider the Breckland call for Development sites and Local Green spaces.
- e) To consider contacting the Enforcement Team regarding increased activity at the site to the east of the B1146.

10. Open Spaces

- a) To note the minutes and consider any issues raised at the Grazing Rights Holders meeting held on 28th March 2022.
- b) To consider applying for free hedging plants to in-fill a hedge on the perimeter of the Amenity Area.
- c) To note the request to the landlord, County Farms, for drainage works on the Amenity Area.
- d) To note confirmation of insurance and firearms licence in respect of the operator who carries out vermin control on the Green.
- e) To consider the next step in dealing with effluent in pond on South Green and consider other works identified in recent walkabout.

11. To receive reports on the regular checks.
 - North Green
 - South Green
 - Churchyard
 - Play Area
 - Patch Corner
 - Allotments
 - Amenity Area
 - Harpers Green

12. To receive an update from the working party regarding the parish commemoration to mark the Queens Platinum Jubilee in 2022.

13. To consider adopting a Dark Skies Policy – ‘That this Council commends the control of obtrusive light and the reduction of sky glow in order to enhance conditions for nocturnal wildlife and prevent light pollution in Brisley’.

14. To consider, on behalf of the PCC, requesting that the County Council assist with funding the repairs required at St Bartholomew’s.

15. Finance & Governance Matters
 - f) To receive a financial report for the years ending 31st March 2022 and year ending 31st March 2023.
 - g) To receive the internal auditors report and consider any recommendations.
 - h) To approve the annual governance statement in the 2021-22 Annual Return.
 - i) To approve the accounting statements in the 2021-22 Annual Return.
 - j) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
 - k) To receive a report regarding the Council Insurance renewal due on 1st June 2022.
 - l) To receive an update regarding the change of allocation for Townlands funds.
 - m) To consider approval of Safeguarding Policy.
 - n) To approve the following payments:

• Clerk (May Salary, Expenses, Off All & April arrears)	£tbc
• HMRC – PAYE	£tbc
• Insurance Renewal	£tbc
• NCC – Amenity Rent	£750.00 (paid)
• General Drainage Charges – Amenity Area	£43.22
• Printer (Office Reserve) – refund to Clerk	£169.00
• Wave (Allotment Water)	£19.92 (DD)
• Grass Contractor (1)	£tbc
• Grass Contractor (2) including Allotment Preparation	£tbc
<u>Jubilee Project</u>	
• 2 x Trees for Jubilee Bridge	£443.80 (2021/22)
• Purple Sash Ribbon – refund to Clerk	£23.48
• 40 x Rosettes - refund to Clerk	£110.00
• Printing – posters/flyers	£145.20 (paid)
• 60 x Rosettes – refund to Clerk	£165.00
• Bunting – refund to Clerk	£41.94

16. Correspondence for circulation.
(any correspondence received after the agenda has been published will be circulated at the meeting).
 - Vattenfall project and team updates
 - Request to use the Jubilee Wood for research into how to combine tree planting with a natural regeneration/rewilding approach.
17. To receive any new items for the next agenda.
18. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 1st June 2022 in the Village Hall.

Sheryl Irving
Clerk to the Council
brisleyparishcouncil@gmail.com
Tuesday 26th April 2022