

## **Brisley Parish Council**

### **THE ANNUAL MEETING OF BRISLEY PARISH COUNCIL WILL BE HELD ON WEDNESDAY 1<sup>ST</sup> MAY 2024, 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.**

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#### **AGENDA**

1. Election of Chairman and signing of the Declaration of Acceptance of Office form.
2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.
3. Welcome and apologies for absence.
4. To receive declarations of interest.
5. To approve the minutes of the meeting held on 6<sup>th</sup> March 2024 and the extraordinary meeting held on 15<sup>th</sup> April 2024.
6. To receive County and District Councillor reports.
7. Open Forum: an opportunity to hear from members of the public.
8. Highway Matters
  - a) To receive an update on matters reported to Norfolk and Breckland Councils.
    - To receive an update to the formal request submitted to Norfolk County Council for a speed limit on the B1145, from Panford Beck to existing speed limit and the request for better signage for the unfenced common to alert drivers to the loose sheep – 40mph speed limit confirmed and will go ahead in 2024/25 financial year.
    - Gateley Road flooding – a site meeting has been held with the Highways Engineer and photos showing the extent of the flooding have been sent.
    - Gateley Road silt on road – reported to Highways and will be cleaned.
    - School Road, blocked drain – reported to Highways and works programmed – C/Cllr chasing up.
    - SLOWS on School Road – existing SLOW to be repainted in 2024.
    - Amended Footpath 16 (nr Village Hall) signage (to include Village Hall and Church) – request submitted to Highways – C/Cllr chasing up.
  - b) To consider installing a bike rack at the bus shelter.

9. Planning
  - a) Applications for consideration.
    - 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/2022/0818/F – Barracouta, Fakenham Road - proposed change of use of workshop to a dwelling with associated works.
    - 3PL/2024/0018/F – Mill Farm Barn, The Green - proposed Change of use of existing holiday let to residential dwelling - Amended Red Line Location / Site Plan – APPROVED.
  - c) To receive an update regarding the ‘Housing for Local People’ scheme.
  - d) To receive an update regarding the Breckland Local Plan and consider any action.
10. Open Spaces
  - a) To receive an update re the appeal to the Section 38 Application decision.
  - b) To receive a report regarding a vegetation survey of Brisley Green.
11. To receive reports on the regular inspection of village sites where the Council has a responsibility and consider any actions required.
12. Finance & Governance Matters
  - a) To receive a financial report for the year ending 31<sup>st</sup> March 2025.
  - b) To consider the contested invoice for the Uncontested Election May 2023
  - c) To receive an update to the request to the Grazing Rights Holder for reimbursement of seed costs for restoration of North Green.
  - d) To consider the allocation of Townlands funds.
  - e) To receive an update regarding the Council insurance renewal.
  - f) To receive the internal auditors report and consider any recommendations.
  - g) To approve the annual governance statement in the 2023-24 Annual Return.
  - h) To approve the Statement of Accounts in the 2023-24 Annual Return.
  - i) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
  - j) To approve the following payments and note any receipts.

PAYMENTS

P65	Digger Hire (2023/24)	£233.64*
P5	Clerk (April Salary & Allowance) (includes annual incremental increase)	£TBC (SO)
P5	HMRC – PAYE	£TBC
P10	Clerk (May Salary & Allowance)	£TBC
P4	Seed for North Green repairs	£84.00*
P2	Norfolk County Council – Amenity Rent	£750.00*
P3	Grass Contractor 1 (including allotment plough)	£216.00*
P6	Grass Contractor 2	£340.00*
P7	Environment Agency – Drainage Charges	£43.65
P8	Internal Auditor	£45.00
P9	Council Insurance Renewal –	£tbc

*\*, (SO) or (DD) indicates payment has been made.*

RECEIPTS

Precept 2024/25 (1 of 2)

£6,500

13. Correspondence for consideration.  
*(any correspondence received after the agenda has been published will be circulated at the meeting).*
  14. To receive any new items for the next agenda.
  15. To note the next meeting of the Parish Council will be held on Wednesday 5<sup>th</sup> June 2024, at 7.00pm in the Village Hall.
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Clerk to the Council  
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Tuesday 23<sup>rd</sup> April 2024