

# Brisley Parish Council

Minutes of the Annual Meeting of Brisley Parish Council held on Wednesday 10<sup>th</sup> May 2023 at 7.20pm, in the Village Hall.

**Present:** Cllr Henry Collinge (Chair)  
Cllr Tony Irons (Vice Chair)  
Cllr Julie Colley  
Cllr Peter Dennis  
Cllr Bobby Green  
Cllr Bridget Diggens

D/Cllr Gordon Bambridge  
C/Cllr Mark Kiddle-Morris  
One Members of the Public  
Sheryl Irving (Clerk)

## **1. Election of Chairman and signing of the declaration of acceptance of office form.**

Cllr Colley proposed that Cllr Collinge be elected as Chairman, this was seconded by Cllr Irons and unanimously agreed by Council. Cllr Collinge signed his declaration of acceptance of office form.

## **2. Election of Vice Chairman and signing of the declaration of acceptance of office form.**

Cllr Dennis proposed that Cllr Irons be elected as Vice Chairman, this was seconded by Cllr Green and unanimously agreed by Council. Cllr Irons signed his declaration of acceptance of office form.

## **3. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting, apologies were received from D/Cllr Bill Borrett.

The Chairman took this opportunity to thank both Nicola Curl and Richard Savory, who had both not stood for re-election.

Mrs Curl had been on the Council for many years and her expertise in areas such as planning, and the history of the village, had been invaluable; these comments were reiterated by Cllr Dennis. Council is grateful to Mrs Curl for her offer of continued support, particularly as the Village Mental Health Champion.

Mr Savory, although only a member for one term, had contributed greatly, particularly at the common and the amenity area where, without his supply of potato boxes for the removal of the tree guards, it would have been much harder to achieve.

The Chairman said that Council was sorry to see both leave. However, he welcomed the new member, Cllr Bridget Diggens, and said her knowledge would be a great use to the Council and everyone was grateful for her interest in parish matters.

## **4. To receive declarations of interest.**

There were none received.

**5. To approve the minutes of the meeting held on 1<sup>st</sup> March 2023 and the extra-ordinary meeting held on the 20<sup>th</sup> March 2023.**

Cllr Collinge proposed that the minutes be accepted as a true record of the meetings held on 1<sup>st</sup> March 2023 and 20<sup>th</sup> March 2023, this was seconded by Cllr Colley and agreed by Council, with one abstention. The Chairman duly signed the minutes.

**6. To consider the co-option of a new member to fill the one Council vacancy.**

There remains one vacancy on the Council and one person has expressed an interest. However, in the interests of fairness the vacancy will be advertised and filled by co-option at the June meeting.

**7. To consider adopting the General Power of Competence.**

Cllr Collinge proposed that '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 Irons and unanimously agreed by Council.

The General Power of Competence gives a local authority the power to do anything which individuals generally may do. It is a power of first resort, rather than an older power.

**8. To allocate the areas of Council responsibility to members.**

Council agreed to allocate the majority of the roles at the next meeting when a full Council would be in place, however, Cllr Diggins volunteered to monitor both the South Green and the public rights of way and this was agreed by Council. In the meantime, Council members would continue their current roles.

**9. To receive County and District Councillor reports.**

C/Cllr Kiddle-Morris reported that a new leader has been elected and there was now a new cabinet too. The results of the devolution consultation have been published, with a majority in favour of devolution.

Clerks Note: A question was raised as to how many people responded – the answer is between 1 and 2% of the population of Norfolk – 1211 responses.

D/Cllr Bambridge reported that the current issue being raised by most people is the 'New Town', at Bintree, which he is opposed to.

He confirmed Breckland Council remains in Conservative control, albeit with a reduced majority.

The Chairman thanked both Councillors for their reports and for everything they do on behalf of Brisley.

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

There were no matters raised.

## 11. Highways

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

Council noted the following updates:

- 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 – this is on the list for consideration in 2023/24 financial year.
- Gorse on Patch Corner – reported to Highways and has now been cut back.
- Gateley Road flooding – reported to Highways.
- Gateley Road potholes – reported to Highways and will be repaired.
- Fludges Lane potholes – reported to Highways and will be repaired.
- School Road, blocked drain – reported to Highways.

In response to a query, C/Cllr Kiddle-Morris agreed to get a definitive answer as to whether cattle grids could be installed on the B1145.

### b) To receive an update regarding highway safety measures for Fludges Lane.

Council noted that the resident had not responded and there was no further way forward with this matter. It was agreed to remove this item from the agenda.

## 12. Planning

### a) Applications for consideration.

- 3PL/2023/0430/HOU – Tumbleweed, School Road - proposed extension and internal alterations, addition of cart-shed, solar-panels & porch – there were no matters raised and a ‘no comment’ response was agreed.

### b) To note any planning decisions/appeals.

Council noted the following applications have been approved:

- 3PL/2023/0207/LB & 3PL/2023/0206/HOU – Chesham House, School Road – proposed internal layout changes, over clad with protective timber cladding, erection of porch & covered pergola, replacement of all rear windows with double glazed windows, double glazed sliding doors, 2 No. roof windows (all works to the rear of the dwelling).
- 3PL/2023/0004/HOU – Orchard Cottage, The Green - single storey side extension.
- 3PL/2023/0025/F – St Bartholomew’s Church, Church Street – construction of timber shed to accommodate accessible toilet – amended plans.

Council noted the following application has now been dismissed:

- 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.

Council noted that no decision has yet been made on the following applications:

- 3PL/2023/0249-HOU – Mill Farm Cottage, The Green - Proposed Extensions & Alterations (amended scheme).
- 3PL/2022/0818/F – Barracouta, Fakenham Road - proposed change of use of workshop to a dwelling with associated works.

**c) To receive an update regarding the 'Housing for Local People' scheme.**

Council noted that one area of land had been dismissed as unsuitable but there were two other options still under consideration.

**d) To consider any action in respect of the New Town site submitted to the Breckland Local Plan call for sites and a response to the Breckland 'Issues & Options' Local Plan Consultation.**

Cllr Collinge proposed a response to Q13, which related to 'new towns', opposing on the grounds of infrastructure and environment, this was seconded by Cllr Colley and unanimously agreed by Council.

**13. Open Spaces**

**a) To receive an update regarding effluent in the pond on South Green.**

The Chairman updated Council re the recent meeting with residents, which had been a good starting point but did not help to resolve the 'no blame' problem. Council agreed to obtain a quote for a drain survey of the area, to be considered at the next meeting.

**b) To note the temporary easement on the North Green ends on the 6<sup>th</sup> May and to consider any action required.**

The area has been reinstated and Council are grateful to the property owners who acted promptly.

**c) To consider any action in respect of fencing and farming equipment on the North Green.**

Cllr Green reported that the fencing had been moved and the farming equipment will be removed once the ground dries.

**d) To receive an update regarding the guidelines issued to Grazing Rights Holders.**

Council agreed that now Mr Savory was no longer a council member and had been taking this matter forward, to wait until the results of the Section 38 application and after the Clerk's attendance at a common land training course, before revisiting the regulations and rules.

**e) To receive an update regarding the Section 38 Application.**

Council noted that it may be some time before a decision is made.

**f) To note confirmation of insurance and firearms licence in respect of the operator who carries out vermin control on the Green.**

Council noted that the insurance and firearms licence are up to date for another year.

**g) To consider requesting an updated management plan for the Green, taking into account the needs of all stakeholders, and for the benefit of greater biodiversity.**

Council agreed to request that Norfolk Wildlife Trust update the management plan for the Green.

**h) To consider clearing an allotment plot.**

A quote to clear the allotment plot had been received but Council agreed to consider this matter at the next meeting, giving all council members an opportunity to look at the plot in question.

**14. To receive reports on the regular inspection checks of village sites where the Council has a responsibility.**

North Green (Cllr Bobby Green) - in good order and the fencing has been recently moved.

South Green (Cllr Bridget Diggins) – the area beyond Pond Farm is becoming full of thistles and nettles and needs to be grazed. The Clerk will contact the new grazing rights holder and request that he starts grazing, ideally cattle, followed by sheep.

Churchyard (Cllr Tony Irons) – nothing to report.

Play Area (Cllr Tony Irons) – The toddlers duck on a spring has been removed from the spring twice and had to be replaced. It seems unlikely to have happened in normal toddler use. Cllr Green volunteered to fix it so it could not be removed.

A new sign has been made for the handicap swing and Cllr Green volunteered to do put this up too.

Cllr Irons reported that a member of the public had complained that the rocks in the play area were dangerous for children climbing on them but he said the independent safety inspection, which was carried out every year, had never raised this as an issue. Council agreed that no action was required.

Patch Corner (Cllr Peter Dennis) – nothing to report.

Allotments (Cllr Peter Dennis) – It is good to see the new tenants making excellent progress on their plots, there is now just one whole vacant plot.

Amenity Area (Cllr Peter Dennis) – nothing to report.

Harpers Green (Cllr Peter Dennis) – Cattle are now back grazing the green and includes six cows, four calves and six heifers, which is about right for the livestock numbers.

#### **15. To receive an update regarding a Brisley Mental Health Champion.**

Council agreed to support the kind offer from Nicola Curl who had received training to be a Mental Health Champion and had volunteered to do so for Brisley. Mrs Curl will be contacted to decide the best way to take this forward.

#### **16. Finance & Governance Matters**

##### **a) To receive a financial report for the years ending 31<sup>st</sup> March 2023 (including the Internal Control Officers report) and 31<sup>st</sup> March 2024.**

The financial reports (attached) were noted.

##### **b) To receive the internal auditors report and consider any recommendations.**

The internal auditors report was noted and the recommendations agreed.

##### **c) To approve the annual governance statement in the 2022-23 Annual Return.**

Cllr Dennis proposed that the annual governance statement be approved, this was seconded by Cllr Collinge and unanimously agreed. The Chairman duly signed the statement.

##### **d) To approve the Statement of Accounts in the 2022-23 Annual Return.**

Cllr Irons proposed that the statement of accounts be approved, this was seconded by Cllr Colley and unanimously agreed. The Chairman duly signed the statement.

##### **e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.**

CLlr Irons proposed that the certificate of exemption be approved, this was seconded by CLlr Dennis and unanimously agreed. The Chairman duly signed the certificate.

**f) To receive an update regarding renewal of the Council Insurance.**

Council noted that the insurance will renew, the third year of a three year deal, and the cover remains adequate. There had been a higher than normal increase due to the current economic climate.

**g) To consider a reduction in annual rent for a new allotment tenant.**

Council agreed, that as the new tenant had not lost any real growing time and the plot had been prepared for them beforehand, not to give any reduction in annual rent.

**h) Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of a staffing issue – to approve the incremental salary increase.**

Council noted the contracted, incremental salary increase of the Clerk.

**i) To approve the following payments and note any receipts.**

CLlr Collinge proposed that the following payments be approved, this was seconded by CLlr Irons and unanimously agreed by Council. Council noted the receipts.

Ref	Payee	Amount
	PAYMENTS	
P1	Clerk (April Salary & Off All)	£412.49 (SO)
P1	HMRC	£8.20
P2	Clerk (May Salary & Off All)	£420.69 (SO)
P3	Grass Contractor 1	£63.00*
P4	Grass Contractor 2	£160.00*
P5	Environment Agency (General Drainage)	£43.10*
P6	Norfolk County Council – Amenity Rent	£750.00*
P7	Norfolk Parish Training & Support Subscription	£124.54
P8	Norfolk PTS (Clerk Training – FOI) (£41.14 to be reimbursed by 6 x Councils)	£48.00
P9	BHIB Insurance (Year 3 of 3)	£380.91
P10	Internal Auditor	£35.00
P11	Wave – Allotment Water	£47.60 (DD)
P12	SLCC Clerk Training Course – Common Land	£54.00
P13	Grass Contractor 1	£300.00
P14	Grass Contractor 2	£320.00
	<i>*, (SO) or (DD) indicates payment has been made.</i>	
	RECEIPTS	
R1	Precept (1 of 2)	£6227.00
R2	Allotment Rent/Deposit	£100.00

**17. Correspondence for consideration.**

Royal Norfolk Show Community Champions Tribute – Council agreed that there were many people in the village worthy of nomination and it was difficult to narrow it down to just one person but agreed to nominate Mr Dave Pearson, who did so much for the village, in many different ways.

**18. To receive any new items for the next agenda.**

There were no new items for the next agenda.

- 19. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 7<sup>th</sup> June 2023, in the Village Hall.**

The date of the next meeting was noted and the Chairman then closed the meeting at 8.52pm.

Signed:

Date:

---

DRAFT

<b>BRISLEY PARISH COUNCIL</b>			
<b>BANK RECONCILIATION AS AT 31/03/2023</b>			
<b>Balance per bank statements</b>			
Barclays Current Account		23,699.55	
Less any unrepresented cheques		0.00	
Add any outstanding payments into bank		0.00	
			<b>23,699.55</b>
<b>The net balance reconciles to the Cash Book for the year, as follows:</b>			
Opening Balance as at 1st April 2022		24,231.50	
Add receipts in the year		19,146.92	
Less payments in the year		19,678.87	
			<b>23,699.55</b>
<b>which includes the following reserves:</b>			
Brisley Green		336.42	
Higher Level Stewardship Scheme		7,115.71	
Defibrillator		700.65	
Townlands		228.00	
Admin - Office Equipment		59.17	
Open Spaces:			
Pond Project		200.00	
Allotment Deposits		150.00	
Knotweed at The Hill		15.00	
			<b>14,894.60</b>

**BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2023**

<b>PAYMENTS*</b>	<b>BUDGET 2022/23</b>	<b>SPEND TO DATE</b>	<b>AVAILABLE</b>	<b>% SPEND</b>	<b>RECEIPTS</b>	<b>BUDGET 2022/23</b>	<b>RECEIVED TO DATE</b>	<b>DUE</b>	<b>% RECEIVED</b>
Salary	4,641	4,768	- 127		Precept	12,150	12,150	-	100%
Admin	1,817	1,789	28		Burials	-	158	- 158	
Open Spaces	5,720	4,809	911		Wayleaves	509	509	0	100%
Amenity	3,410	2,163	1,247		Allotments	395	585	- 190	148%
Donations	-	-	-		Amenity	2,028	2,034	- 6	
<b>TOTAL</b>	<b>15,588</b>	<b>13,529</b>	<b>2,059</b>		Salary PAYE	-	11		
					Admin	-	101	- 101	
<b>HLS</b>	<b>900.00</b>	<b>1380.00</b>	<b>-480.00</b>		<b>TOTAL</b>	<b>15,082</b>	<b>15,547</b>	<b>- 465</b>	
					<b>HLS</b>	<b>728</b>	<b>1,469</b>	<b>- 741</b>	
<b>TOWNLANDS</b>	<b>264.00</b>	<b>500.00</b>	<b>-236.00</b>		<b>Defibrillator</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>DEFIBRILLATOR</b>	<b>226.00</b>	<b>226.00</b>	<b>0.00</b>		<b>TOWN LANDS</b>	<b>264</b>	<b>264</b>	<b>-</b>	
<i>*includes payments as listed on agenda</i>									

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



<b>BRISLEY PARISH COUNCIL</b>		
<b>Bank Reconciliation as at 11/04/2023</b>		
<b>Balance per bank statements</b>		
Barclays Current Account	28,864.06	
Less any unrepresented cheques	0.00	
Add any outstanding payments into bank	0.00	
		<b>28,864.06</b>
<b>The net balance reconciles to the Cash Book for the year, as follows:</b>		
Opening Balance as at 1st April 2023	23,699.55	
Add receipts in the year	6,327.00	
Less payments in the year	1,162.49	
		<b>28,864.06</b>
<b>which includes the following reserves:</b>		
Brisley Green	336.42	
Higher Level Stewardship Scheme (Harpers)	7,204.71	
Defibrillator	700.65	
Townlands	228.00	
Admin - Office Equipment	59.17	
Open Spaces:		
Pond Project	200.00	
Allotment Deposits	150.00	
Knotweed at The Hill	15.00	
		<b>19,970.11</b>

**BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2024  
MAY 2023**

<b>PAYMENTS*</b>	<b>BUDGET 2022/23</b>	<b>SPEND TO DATE</b>	<b>AVAILABLE</b>	<b>% SPEND</b>	<b>RECEIPTS</b>	<b>BUDGET 2022/23</b>	<b>RECEIVED TO DATE</b>	<b>DUE</b>	<b>% RECEIVED</b>
Salary	5,143	816	4,327		Precept	12,454	6,227	6,227	50%
Admin	3,106	667	2,439		Burials	-	-	-	
Open Spaces	9,406	1,053	8,353		Wayleaves	509	-	509	0%
Donations	-	-	-		Allotments	505	100	405	20%
<b>TOTAL</b>	<b>17,655</b>	<b>2,537</b>	<b>15,118</b>		Amenity	2,028	-	2,028	
					Salary PAYE	-	-	-	
<b>HLS (Harpers)</b>	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>		Admin	-	-	-	
					<b>TOTAL</b>	<b>15,496</b>	<b>6,327</b>	<b>9,169</b>	
<b>TOWNLANDS</b>	<b>264.00</b>	<b>0.00</b>	<b>264.00</b>		<b>HLS (Harpers)</b>	<b>1,469</b>	<b>-</b>	<b>1,469</b>	
					<b>TOWN LANDS</b>	<b>270</b>	<b>-</b>	<b>270</b>	
<b>DEFIBRILLATOR</b>	<b>226.00</b>	<b>0.00</b>	<b>226.00</b>						

\*includes payments as listed on agenda

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