

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held on Wednesday 5th June 2024, at 7.00pm in the Village Hall.

Present: Cllr Henry Collinge (Chair)
Cllr Tony Irons (Vice Chair)
Cllr Peter Dennis
Cllr Bobby Green
Cllr Bridget Diggins
Cllr Richard Dykes

Five Members of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Julie Colley were approved. Apologies were also received from District Cllr Gordon Bambridge and County Cllr Mark Kiddle-Morris.

2. To receive declarations of interest.

Cllrs Dennis and Dykes declared an interest in item 7.a (0445) and will leave the room when the application is considered.

3. To approve the minutes of the meeting held 1st May 2024.

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

4. To receive County and District Councillor reports.

In the absence of both councillors, there was no report.

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

The applicant of the planning application being considered was present to answer any queries and assured Council that the design of the proposal minimised any negative impact, both visually and environmentally. No objections had been submitted by the Historic Buildings Consultant.

A resident queried the request from Council to stop mowing a section of the Hill and why had they been singled out. Council responded that it was acceptable to continue mowing areas which had historically been mown but no new areas are to be mown; this is in support of the Council's biodiversity policy. The member of the public was assured that the invasive species are being dealt with.

A member of the public raised the problem of flooding at the top end of School Road, where water was being impeded by a culvert which had recently been reduced in size: the culvert in question was the responsibility of the resident and the Parish Council as landowner. The Chairman said a survey of the whole village will be carried out during the summer by the Local Flood Authority and it was anticipated that any issues identified can then be resolved. However, the Parish Council will investigate the issue highlighted.

A member of the public said that the potholes on the Gateley Road have now been repaired but the water running onto the road will result in more potholes. The Chairman said he will try to identify where the covered drain is and Highways will then again be asked to reinstate it. The water coming onto the road from the adjacent field will also be reported to Highways.

A member of the public said they had recently found a large amount of litter on the amenity area and would it be possible to have a bin. The Chairman said this was hopefully a one-off issue as litter was not normally a problem in the village. It would be a simple matter to install a bin but much more challenging to get Breckland to agree to add it to their collection schedule. The issue will be monitored and if it continues to be a problem, signage will be considered.

6. Highway Matters

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

Council noted the following updates:

- Gateley Road issues – flooding/drain, silt on road & potholes – this matter was discussed at item 5 above.
- School Road, blocked drain – reported to Highways and works programmed – C/Cllr chasing up.
- Footpath 16 (nr Village Hall) signage (to include Village Hall and Church) – new fingerpost will be erected at Village Hall end but wording cannot include ‘Church’ – the Parish Council were advised that they are permitted to add additional signage if they wish, at both ends of the footpath, and Cllr Irons proposed a budget of £60 to purchase two wooden pointers, one for either end of the footpath, this was seconded by Cllr Dykes and unanimously agreed by Council.
- School Road – Council noted the request submitted to Highways to include on winter gritting route.
- Footpath 16 – the resident at the Village Hall end will be requested to cut back their overhanging hedge.

b) To consider if there are any speeding issues in School Road.

The Chairman thanked the volunteer who kindly looked after the SAM II sign on behalf of the Parish Council.

The data collected shows evidence of many vehicles exceeding the speed limit and the police will be contacted to see what can be done. In addition, Highways will be asked to attend and advise on any traffic calming measures which could be put in place, although it was accepted that these may be unaffordable for the Parish Council.

A member of the public suggested involving the School and Press and it was agreed that if the above measures were unsuccessful, this would be a good way forward.

More data will be collected from the SAM II sign.

c) To consider flooding issues in School Road and possible resolutions.

This issue had been dealt with at item 5 above.

7. Planning

a) Applications for consideration.

- 3PL/2024/0445/HOU – The Gables, Gateley Road - demolition of existing side / rear single-storey extension and entrance porch. Construction of new two-storey side and rear extensions, new sun room and entrance porch. Demolition and replacement of existing single-storey outbuilding (over same footprint) – the applicant assured Council that all construction traffic would use the front entrance of the property and not use the rear entrance which runs across the common. The Chairman proposed a no objection response with the dark skies lighting policy as comment. This was seconded by Cllr Diggins and unanimously agreed by Council.

b) To note any planning decisions/appeals.

There were no decisions/appeals to note.

c) To receive an update regarding the Breckland Local Plan and consider any action.

Council noted that the consultation is now open and will consider the matter at the July meeting: Cllrs' Dykes and Colley will attend a consultation event and advise Council thereafter.

8. Open Spaces

a) To receive an update re the appeal to the Section 38 Application decision.

There was no update on the appeal.

b) To consider, in conjunction with the PCC, a fenced wildflower area in the churchyard.

Council noted that the PCC have agreed in principle to a wildflower area and a site meeting of both parties and a local ecologist will be held to progress the matter.

c) To receive an update regarding the new hedgerow regulations and agricultural land.

Council noted the new regulations in respect of grant funding and Cllr Dennis confirmed that they are currently met and no action is required.

d) To receive an update regarding plans to treat the invasive species on common land.

Council noted the plans in place to deal with the invasive species at Harpers Green and at The Hill.

e) To consider any action required on the vacant allotment half plot.

Cllr Collinge proposed approval of works to make the vacant plot manageable by the grass contractor at a cost of £100, this was seconded by Cllr Irons, with five votes for and one abstention the vote was carried.

f) To receive a report regarding the 'Our Common' event being held on the 13th June 2024.

Council noted the plans in place for the event and that flyers were being circulated to all households in the village. A risk assessment has been carried out and attendees will be advised accordingly.

9. To receive reports on the regular inspection of village sites where the Council has a responsibility and consider any actions required.

North Green (Cllr Green) - nothing to report.

South Green (Cllr Diggins) – final area of grazing now completed and the sheep have gone – the fencing is still to come down. Top areas are to be cut for hay. Biodiversity is noticeably improving.

Footpaths (Cllr Diggins) – nothing to report.

Churchyard (Cllr Irons) – no change in condition of the ground. A meeting will be held with the contractor to discuss cutting the overhanging trees.

The contractor will have to charge Council for a new blade, at a cost of £90. This is due to the stones on the disturbed ground which is yet to be reinstated. If works to reinstate the ground are not carried out it was agreed the contractor will cut the edge of the churchyard near to the works and leave the rest of it. There are concerns that a stone could fly up and break a window. The groundwork contractor will be notified of the additional cost.

Play area (Cllr Irons) – nothing to report.

Patch Corner (Cllr Dennis) – thanks to Cllr Green for replacing the rotten fence posts. The willow will be cut back when the weather permits. Cllr Green will install the new cycle racks to the bus shelter.

Allotments (Cllr Dennis) – a rather disturbing incident occurred over the weekend of 1st/2nd June when a part concrete slab was removed from an allotment and used as a base for a BBQ on a bench in the play area. The slab should not have been taken, it should not have been used on a play area bench particularly for a BBQ, and having done so the slab and BBQ should have been cleared up. The whole area relies on people being responsible and leaving it clean and tidy and it is hoped that this is a one-off event.

Plot holders are reminded to make sure the pathways between the plots and the perimeter grass margin are kept clear so our contractors can mow these areas safely without obstructions.

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

Harpers Green (Cllr Dennis) - the Green is still very wet but the cattle are not poaching the ground too badly. There is a little ragwort again this year and on the north side of Harpers Lane the Himalayan Balsam is growing fast but this will be dealt with.

There is a flat roller left adjacent to the main grazing area. This should not have been used without permission from the Parish Council and Cllr Green will investigate.

10. To receive an update regarding the replacement sewage treatment plant scheme.

Cllr Dykes updated Council as the 'Village Champion' in this matter. He said that a Fakenham contractor has been appointed to run a trial project, replacing 100 septic tanks. Norfolk Environmental Credits will be meeting with the contractor and will encourage them to include Brisley in the trial. Currently there are 23 interested households in the village.

Cllr Dykes is suggesting they proceed by holding a Village meeting with all interested parties to answer any questions and move forward in a positive way.

The Chairman thanked Cllr Dykes for taking on this role.

11. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2025.

The financial report (attached) was noted.

b) To consider the Breckland Ward Boundary Review - Initial Consultation.

Council had no matters to raise in respect of the consultation.

c) To receive an update to the request to the Grazing Rights Holder for reimbursement of seed costs for restoration of North Green.

Council noted that no payment has yet been received and another reminder will be sent.

d) To consider the allocation of Townlands funds.

Council agreed to leave this in abeyance until a decision regarding the wildflower area at the church is made.

e) To approve the following payments and note any receipts.

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

P11	2 x Cycle Stands (J9 Ltd)	£49.03
P12	Grass Contractor 2 - April	£680.00
P13	Grass Contractor 1	£210.00
P14	Clerk (June Salary & Allowance)	£456.12 (SO)
P15	Website – Domain & Hosting (refund to Clerk)	£120.46
P16	Clerk Expenses	£45.23

12. Correspondence for consideration.

George Freeman, MP – invitation to June meeting – Council noted that due to the forthcoming election, Mr Freeman will not attend a meeting in the near future.

A request regarding drainage into a common pond had been received and the applicant has been advised to apply to the Environment Agency for initial approval.

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

There were no new items received for the next agenda.

14. To note the next meeting of the Parish Council will be held on Wednesday 3rd July 2024, at 7.00pm in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 8.25pm.

Signed:

Date:

BRISLEY PARISH COUNCIL

FINANCIAL REPORT

JUNE 2024

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2025									
JUNE 2024									
PAYMENTS*	BUDGET 2024/25	SPEND TO DATE	AVAILABLE	% SPEND	RECEIPTS	BUDGET 2023/24	RECEIVED TO DATE	DUE	% RECEIVED
Salary	5,628	1,331	4,297	24%	Precept	13,000	6,500	6,500	50%
Admin	2,011	821	1,190	41%	Burials	-	-	-	-
Open Spaces	11,134	2,469	8,665	22%	Wayleaves	511	-	511	0%
Donations	-	-	-	-	Allotments	585	-	585	0%
TOTAL	18,773	4,621	14,152	25%	Amenity	2,028	-	2,028	0%
					HMRC	-	-	-	-
HLS (Harpers)	900.00	0.00	900.00	0%	Admin	-	-	-	-
					Bank Interest	-	-	11.51	-
TOWNLANDS	270.00	0.00	623.00	0%	TOTAL	16,124	6,500	9,636	40%
DEFIBRILLATOR	226.00	0.00	226.00	0%	HLS (Harpers)	1,469	-	1,469	0%
					TOWN LANDS	270	-	270	0%
<i>*includes payments as listed on agenda</i>									

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

Bank Reconciliation as at 7th May 2024	
Balance per bank statements	
Barclays Savings Account	25,011.51
Barclays Current Account	3,626.01
Less any unrepresented cheques	0.00
Add any outstanding payments into bank	0.00
	28,637.52
The net balance reconciles to the Cash Book for the year, as follows:	
Opening Balance as at 1st April 2024	25,356.70
Add receipts in the year	6,500.00
Less payments in the year	4,734.79
Closing balance per cash book	27,121.91
which includes the following reserves:	
Higher Level Stewardship Scheme (Harpers)	6,832.71
Defibrillator	430.65
Townlands	353.00
Admin - Office Equipment	59.17
Open Spaces:	
Pond Project	1,319.96
Allotment Deposits	330.00
Knotweed at The Hill	<u>15.00</u>
GENERAL RESERVE	17,781.42