

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held at 6.30pm on Wednesday 6th October 2021 in the Village Hall.

Present: Cllr Henry Collinge (Chair)
Cllr Tony Irons (Vice Chair)
Cllr Peter Dennis
Cllr Bobby Green
Cllr Nicola Curl
Cllr Richard Savory
Cllr Julie Colley

District Cllr Gordon Bambridge
Eight Members of the public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting, apologies were received from County Cllr Mark Kiddle-Morris.

2. To consider the co-option of a new councillor.

Cllr Curl proposed that Julie Colley be co-opted as a new councillor, this was seconded by Cllr Collinge and agreed by Council. The Chairman welcomed Cllr Colley to the Council and she duly signed the declaration of acceptance of office form.

3. To receive declarations of interest.

Cllr Curl declared an interest in items 15 and 16.

4. To approve the minutes of the meeting held 1st September 2021.

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

5. To receive a Breckland presentation – Housing for Local People.

In the absence of the Breckland Officer, this presentation was deferred to the next meeting, with the meeting commencing at 6.30pm to allow for the additional time.

6. To receive County and District Councillor reports.

The Chairman read a report from C/Cllr Kiddle-Morris (attached).

District Cllr Bambridge reported that the budget for 2022/23 is being prepared and there were challenges due to previous commitments made.

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

A local farmer advised he was due to lift his sugar beet on fields adjoining the Gateley Road and that there would be delays for traffic. He apologised in advance but requested patience. The Chairman thanked him for the notification.

8. Highways

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

Gateley Road – covered drain – Council were advised that a Highways inspection will be taking place on the 18th October.

b) To consider the frequency and timing of verge cutting by Norfolk County Council.

Council noted the update in the C/Cllr's report regarding verge cutting and agreed the policy needs to be more flexible, two cuts are needed in some places as they can be very dangerous when the visibility is reduced, however, there are roads where one cut would be sufficient. It would also be helpful if cuts could take consideration of fledglings and wildflowers. The C/Cllr will be informed of Council's comments.

A member of the public reported that the staggered junction where the B1146 meets the B1145 is dangerous as visibility is much reduced when the verges are too long.

Cllr Irons reported that where the trod meets the footpath on Church Street there is a dip which causes pedestrians to walk onto the road which can be quite dangerous, this will be reported to Highways.

9. Planning

a) Applications for consideration.

There were no applications for consideration.

b) To note any planning decisions.

Council noted that a decision continued to be awaited in respect of the following planning application:

- 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).

Council noted the following two planning decisions:

- 3PL/2021/0967/F – The Bell Inn, The Green, Elmham Road – Three Bay Cart Shed – additional storage for pub – APPROVED.
- 3PL/2021/1109/O – Land off Gateley Road – REFUSED.
 - First Homes application.
 - 4, two bedroom semi-detached properties.
 - 1, 3 bedroom bungalow to be sold or rented under the new First homes regulations.
 - 2, 3 bedroom bungalows for self build.

c) To consider any further response to the planning appeal set out below.

- 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.

D/Cllr Bambridge advised Council that they could submit comments and advised them to do so. No new matters could be raised but Council were able to comment on matters raised in the application. Council agreed to submit a response and also, where possible, to advise those members of the public who had contacted the Council that an appeal had been submitted.

At this point in the meeting, the Chairman thanked the D/Cllr for his input and D/Cllr Bambridge left the meeting.

10. Open Spaces

a) To receive an update regarding maintenance at Jubilee Wood.

Cllr Irons proposed a days work by a contractor of up to £300 be approved to cut back the early stages of Ash dieback on the amenity area, this was seconded by Cllr Green and agreed by Council. Cllr Savory will liaise with the contractor. It was confirmed that a felling licence for these works was not required.

b) To receive an update regarding maintenance on the Green.

No further quotations had yet been received for the works at Panford Beck but the Chairman and Cllr Dennis will organise a volunteer working party to clear some of the blockages.

c) To receive an update regarding Green Lane.

Council noted that the lane had been cut at a cost of £30 and the sides will be trimmed back in due course.

d) To note the date of the next Grazing Rights Holders meeting and to consider the updated terms of reference.

Council noted that the next Grazing Rights Holders meeting will take place at 7.00pm on Monday 18th October. Cllr Dennis proposed approval of the Terms of Reference, this was seconded by Cllr Savory and agreed by Council.

e) To receive a report on an ELM Test and Trial for the Brisley commons.

Cllr Dennis reported that it was hoped Council could take part in an ELM Test and Trial which would be replacing the farmer's Basic Payment Scheme. This was being organised by the Upper Wensum Farm Cluster Group, of which the Council is a member. Although the scheme was in the very early stages, it was anticipated that the 'landscape project' would be relevant for the Brisley commons and it would also include pond restoration. This may be an opportunity to obtain long term funding for the commons. Workshops will be held next year.

11. To receive reports on the regular checks.

North Green (Cllr Bobby Green) – nothing new to report.

South Green (Cllr Nicola Curl) - the bottom part of South Green had been cut as the mob grazing had not been entirely successful. There is a bad thistle infestation between the Cricket Club and the ditch and a quote will be obtained for spraying next year.

Churchyard (Cllr Tony Irons) – nothing to report other than the mole collectors are being very efficient.

Play Area (Cllr Tony Irons) – the suppliers of the exercise bike have been chased up regarding the handle, which remains stuck.

Patch Corner (Cllr Peter Dennis) – the area will be strimmed during the autumn and the willow trees are getting large but will come down, into the pond, at some point, when it will be easier to clear them away.

Allotments (Cllr Peter Dennis) – nothing to report.

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

Harpers Green (Cllr Peter Dennis) – the gorse is growing although where it was cleared last year there is grass regrowth. Cllr Dennis proposed a one day's clearance of gorse each year, to be included in the budget, this was seconded by Cllr Curl and agreed by Council.

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

Cllr Curl reported that the group, which included many of the village groups, had met and were looking at the following ideas for the Jubilee weekend:

- Thursday – Beacon night at the Bell with the Queen's representative to light the beacon.
- Friday – Cricket match and Family Day with fancy dress/tractors and music at the Cricket Ground.
- Sunday – a Bring and Share Street Party.

They are also hoping to install a small bridge across the ditch on the route between the Bell and the Cricket Club with two trees planted at the sides, this would be the Jubilee Bridge.

Council approved an application for a grant from 'Awards for All' in the name of the Parish Council and supported the proposals.

13. To consider the installation of electric vehicle charging points in the village.

Council noted there were two charging points at The Bell and considered that to be adequate.

14. To note the date of the defibrillator training course and to consider approval to supply refreshments.

Council noted the course was being held at 10.00am on Saturday 16th October and everyone is welcome to attend. Council agreed that no refreshments should be provided.

15. To consider proposals submitted by the Cricket Club to improve the Cricket Ground/Club House.

A representative of the Cricket Club set out the proposals to improve the facilities at the Cricket Club which would make it both more useful and visually pleasing. The Ground was being used for more village events and benefitted the village as an outdoor venue, with indoor events being held at the Village Hall. Council supported the proposals and advised that Section 38 permission would be required from the Planning Inspectorate. The Cricket Club will require a formal lease of the Ground in order to apply for grant funding and quotations will be obtained prior to the next meeting of the Council.

16. To consider appointing a Parish Council representative to sit on the Cricket Club committee.

Cllr Collinge proposed that Cllr Dennis be appointed as the Parish Council representative on the Cricket Club committee, this was seconded by Cllr Irons and agreed by Council. Cllr Dennis will attend the AGM on the 7th November.

17. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2022.

Council noted the report (attached) and agreed to set aside a one-off wayleave payment of £756 for works to the Green.

b) To appoint an internal auditor for the year ending 31st March 2022.

Cllr Irons proposed that Mr Bergin be appointed as internal auditor for the year ending 31st March 2022 at a cost of £25, this was seconded by Cllr Curl and agreed by Council.

c) To review the burial ground fees.

Cllr Savory proposed no increase to the burial ground fees, this was seconded by Cllr Curl and agreed by Council.

d) To receive an update regarding the grass cutting contracts and consider additional works.

Council noted that the contracts for 2022 would continue as agreed in 2021. Cllr Dennis proposed that an annual cut of Green Lane at a cost of £30 and an annual cut of the outer edge of the amenity area at a cost of £110 be included in the annual contract. This was seconded by Cllr Savory and agreed by Council.

e) To consider the requirement of a deposit payable by new allotment holders, returnable when vacating the plot in an acceptable condition.

Cllr Dennis reported that there was a cost to Council to bring a plot back to a manageable condition when vacated and left in a poor condition and proposed a £50 deposit for new plot holders, this was seconded by Cllr Irons. There were six votes in favour, with one abstention, the proposal being carried.

f) To approve the following payments.

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

• Clerk (Oct Salary & Expenses)	£364.09
• Grass Contractor (1 – Sept)	£330.00
• Grass Contractor (2 - Sept)	£320.00
• RBL – Poppy Wreaths x 2	£34.00
• Play Area Inspection	£144.00
• Community Heartbeat – Defib Training	£210.00
• SLCC (Brisley £58.50)	£144.00
• Clerk (Training – Essential Update Seminar)	£19.50
• Community Heartbeat – Annual Support Cost	£151.20

18. Correspondence for circulation.

There was no correspondence for circulation.

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

There were no new items for the next agenda.

20. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 3rd November 2021 in the Village Hall.

Council noted the date of the next meeting and that it would commence at 6.30pm to allow time for the Breckland presentation. The meeting then closed at 8.05pm.

Signed:

Date:

County Councillor for Necton and Launditch

Report for October 2021

Budget: The Council's budget for 22/23 was due to be agreed at the Cabinet meeting on the 4th of October prior to the annual consultation process. However, the government is due to issue a statement on the Comprehensive Spending Review (CSR) on the 26th of October. This may (or may not) alter the assumptions and calculations for next year's budget that have been made so far. Consequently, to allow for any recalculations required by changes in government funding and other regulations the future budget will be agreed at cabinet in either November or December with public consultation on the proposals being held in either December or January. The budget will be set at a meeting of full Council in February next year.

Grass Cutting: The grass cutting regime of roadside verges and other areas will change next year. The "rural" cut will consist of 2 cuts on A & B roads and only one on C & U roads. The "urban" cut will be brought back "in house" (previously a Breckland contract run by Serco) and will consist of 4 cuts. I have expressed concerns that the visibility at some junctions on C & U roads may be affected by the lack of a second cut on those roads which are being taken forward by the highways team.

Parish Partnership: A reminder that the deadline for applications for funding from the parish partnership is 10th December. The partnership will fund 50% of the cost of small-scale highway improvements; the other half of the funding coming from the parish.

Members Personal Budget: The personal budget for members has been increased this year from £6k to £10k. I can now allocate funding from this "pot" towards not only highway projects but also small schemes to support the environment in any of the 23 parishes within my division. Applications can be made direct to me for consideration.

Councillor's Tree Fund: I have been allocated several "tree packs" as part of a pilot scheme for the 21/22 planting season. This forms part of the "One Million Trees for Norfolk" initiative being funded by NCC. I will attach a leaflet on the scheme when forwarding this report.

Mark Kiddle-Morris

BRISLEY PARISH COUNCIL
BANK RECONCILIATION AS AT 7th September 2021

Balance per bank statements	
Barclays Current Account	17,878.71
Less any unpresented cheques	0.00
Add any outstanding payments into bank	0.00
	17,878.71

The net balance reconciles to the Cash Book for the year, as follows:

Opening Balance as at 1st April 2021	19,901.50
Add receipts in the year	8,102.62
Less payments in the year	10,125.41
Closing balance per cash book	17,878.71

which includes the following reserves:

Higher Level Stewardship Scheme	6,511.71
Amenity Area	-1,130.00
Defibrillator	1,152.65
Townlands	244.00
Admin - Office Equipment	200.00
Open Spaces:	
Pond Project	190.00
Knotweed at The Hill	100.00
GENERAL RESERVE	10,610.35

BRISLEY PARISH COUNCIL - OCTOBER 2021
BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2022

<u>PAYMENTS**</u>	<u>BUDGET</u> 2021/22	<u>SPEND</u> TO DATE	<u>AVAILABLE</u>	<u>%</u> <u>SPEND</u>
Salary	3993.00	2455.25	1537.75	61%
Admin*	1651.00	1792.63	-141.63	109%
Open Spaces***	5270.00	4461.78	808.22	85%
Donations	0.00	100.00	-100.00	
TOTAL	10914.00	8809.66	2104.34	81%
HLS	270.00	275.00	-5.00	102%
AMENITY AREA	3460.00	1592.84	1867.16	46%
TOWNLANDS	240.00	0.00	240.00	0%
DEFIBRILLATOR	451.00	401.00	50.00	89%

*includes Village Hall Recycling and SAM II costs

**includes payments awaiting authorisation at this meeting

***includes £921.60 for Village Hall car park which was not in the budget

<u>RECEIPTS</u>	<u>BUDGET</u> 2021/22	<u>RECEIVED</u> TO DATE*	<u>DUE</u>	<u>%</u> <u>RECEIVED</u>
Precept	11850.00	11850.00	0.00	100%
Burials	0.00	0.00	0.00	
Bank Interest	0.00	0.00	0.00	
Wayleaves	508.00	508.63	-0.63	100%
Allotments	455.00	10.00	445.00	2%
Admin*	0.00	627.15	-627.15	
TOTAL	12813.00	12995.78	-182.78	101%
HLS	1469.00	0.00	1469.00	0%
AMENITY AREA	2028.00	0.00	2028.00	
Defibrillator	0.00	0.00	0.00	
TOWN LANDS	240.00	44.00	196.00	18%

*SLCC, Village Hall Recycling and SAM II refund from Litcham PC

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