

# Brisley Parish Council

THE ANNUAL MEETING OF BRISLEY PARISH COUNCIL WILL BE HELD ON WEDNESDAY 5TH MAY 2021,  
FOLLOWING THE ANNUAL PARISH MEETING COMMENCING AT 7.00 P.M.

This meeting will be held virtually via Zoom and members of the public or press are welcome to attend, the link to do so is set out below:

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/84357146157?pwd=eUNmdnd3REdOTW1STDU0YldoR1ZYZz09>

Meeting ID: 843 5714 6157 - Passcode: 934422

The public and press will be 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.
2. Election of Vice-Chairman and signing of the declaration of acceptance of office.
3. Welcome and apologies for absence.
4. To receive declarations of interest.
5. To approve the minutes of the meeting held on 3<sup>rd</sup> March 2021 and the extra-ordinary meeting held on 24<sup>th</sup> March 2021.
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.
    - Speed Limit request – B1145 from Mileham direction – SLOW roundel to be painted on road.
    - Gateley Road – covered drain – C/Clr investigating.
  - b) To receive a report from the Public Rights of Way Warden.
  - c) To receive an update regarding the SAM II Speed Sign.
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.
    - 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/2021/0170/HOU – Ash Leigh, Gateley Road – Proposed Single Garage – APPROVED.
    - 3PL/2021/0059/HOU – Brisley Barn, The Green - Single storey pitched roof extension to front aspect, two storey pitched roof extension to side (to include annexe accommodation) to include balcony and rear rooflight, conversion of barn to rear to provide separate annexe accommodation to Brisley Barn, rooflights to front roof slope of main dwelling, and erection of replacement gates and wall to front entrance – APPROVED.
    - 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).

10. Open Spaces
- a) To receive an update regarding the long-term plan for the Jubilee Wood.
  - b) To receive an update regarding the ragwort treatment of the Amenity Area.
  - c) To receive an update in respect of the RSPB TD Feed Plot grant application, to be located on the Amenity Area.
  - d) To consider any maintenance works required on the Green.
  - e) To consider a management document for the Green.
  - f) To consider any action in respect of encroachment onto the Commons.
11. To receive reports on the regular checks.
- North Green
  - South Green
  - Churchyard
  - Play Area
  - Patch Corner
  - Allotments
  - Amenity Area
  - Harpers Green
12. To consider the option of exploring a joint village initiative to replace septic tanks.
13. To investigate the low power supply available in the village and any problems arising from this.
14. Finance & Governance Matters
- a) To receive a financial report for the year ending 31st March 2021 and 2022.
  - b) To receive the internal auditors report and consider any recommendations.
  - c) To approve the annual governance statement in the 2020-21 Annual Return.
  - d) To approve the Accounting Statements in the 2020-21 Annual Return.
  - e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
  - f) To approve a donation to the Duke of Edinburgh Award Scheme in respect of the life-time work and dedication to our young people of Prince Philip.
  - g) To consider a contribution towards the aggregate for the Village Hall overflow car park.
  - h) To consider the part-year rent for a new allotment tenant.
  - i) To note the Council Insurance renewal due on 1<sup>st</sup> June 2021.
  - j) To approve the following payments:
 

• Clerk (May Salary & Expenses)	£TBC
• Clerk (Planning System Training Course)	£7.33
• Norfolk PTS Annual Subscription	£118.50
• Grass Contractors	£TBC
• Insurance Renewal	£344.28
• Wave – Allotment Water	£15.76 (DD)
• Cllr Dennis (Chain for Amenity Area)	£24.98
• Environment Agency (Drainage Charges)	£42.78
• Internal Auditor	£13.00
• Tree Contractor (Harpers – Poplar)	£365.00 (paid 5.3.21)
• Cllr Fairman (Ragwort Herbicide)	£285.12 (paid 6.4.21)
• NCC – Amenity Rent	£750.00 (paid 12.4.21)
15. Correspondence for circulation.  
(any correspondence received after the agenda has been published will be circulated at the meeting).
16. To receive any new items for the next agenda.
17. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 2<sup>nd</sup> June 2021.

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Sheryl Irving  
Clerk to the Council  
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Wednesday 28<sup>th</sup> April 2021