

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held at 7.00pm on Wednesday 7th June 2023 in the Village Hall.

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

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

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. There were no apologies for absence.

2. To receive declarations of interest.

There were none received.

3. To approve the minutes of the meeting held 10th May 2023 and the extra-ordinary meeting held on 17th May 2023.

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

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

Mr Dykes and Mr Bidewell were in attendance and wished to be considered for co-option onto the Council to fill the one vacancy. They both said a brief piece about themselves and were then asked to leave the room when a ballot was held, with Mr Dykes receiving a majority of the votes and therefore being co-opted onto Council. The Chairman thanked Mr Dykes and Mr Bidewell for their interest and hoped Mr Bidewell would continue to contribute as a grazing rights holder.

5. To allocate the areas of Council responsibility to members.

All members were happy to continue with their current roles, with Cllr Colley being appointed as internal control officer.

6. To receive County and District Councillor reports.

C/Cllr Kiddle-Morris reported that, in addition to his personal budget of £12,000 and the parish partnership scheme, there was now an additional £10,400 available for his area for small scale highway improvements, with no match funding required. For example, a 30mph or SLOW painted on the road would cost approx. £400. The closing date for applications is in November and Council were advised to bring forward any suggestions.

The D/Cllr gave an update on the 'New Town' and said that a meeting with George Freeman, MP, and the Campaign against the New Town was due to be held soon. The responses received by Breckland to the recent consultation would be considered in respect of the new Local Plan and the sites put forward in the recent 'call for sites' were also due to be considered, one of these being the 'new town' site at Bintree. The D/Cllr advised that objections must be on the grounds of the environment and infrastructure in order to succeed.

In response to a question, the D/Cllr said there is a need for new housing for the descendants of residents but if we wanted Norfolk to stay a rural county then our MP must be asked to take this forward on our behalf. Currently Breckland has to build approx. 700 houses per year and this target is being met.

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

There were no comments from members of the public.

The Chairman agreed to bring forward item 9 to enable the D/Cllr to leave the meeting as soon as possible – **Item 9. Planning:**

a) Applications for consideration.

There were no new applications to consider.

b) To note any planning decisions/appeals.

Council noted that the following application has been approved.

- 3PL/2023/0249-HOU – Mill Farm Cottage, The Green - Proposed Extensions & Alterations (amended scheme).

Council noted that no decision has been made in respect of the following application.

- 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.

There was no update in respect of this item.

The Chairman thanked D/Cllr Bambridge for his input and the D/Cllr then left the meeting.

8. 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 with no update at present.
- Gateley Road flooding – reported to Highways.
- Gateley Road potholes – reported to Highways and will be repaired.
- Fludges Lane potholes – reported to Highways and now repaired.
- School Road, blocked drain – reported to Highways.

b) To receive an update from C/Cllr Kiddle-Morris regarding cattle grids on the B1145.

The C/Cllr confirmed that Highways will not permit cattle grids being installed on the B1145, which rules this option out.

c) To consider a request to extend the speed limit further along Fludges Lane.

Council agreed that this should be considered once the speed limit on the B1145 (see a. above) has been decided.

The Chairman thanked C/Cllr Kiddle-Morris for his input and the C/Cllr then left the meeting.

9. Planning

This item had been dealt with earlier in the meeting.

10. Open Spaces

a) To receive an update regarding effluent in the pond on South Green and a drain survey.

Council noted that no response had been received from the three drain companies contacted about a drain survey.

Cllr Dennis suggested that a buffer pond be built and the Norfolk Wildlife Trust are investigating the feasibility of this suggestion. Council members agreed that it appeared to be a good resolution to the problem.

b) To consider any action in respect of the farming equipment on the North Green.

No action had been taken in respect of the farming equipment on the North Green and Cllr Irons proposed that a letter be sent to the Grazing Rights Holder informing them that it must be removed, this was seconded by Cllr Dennis and put to the vote with six in favour and one abstention.

c) To receive an update regarding the Section 38 Application.

The draft response to objections was approved, with the addition of the new information regarding the installation of cattle grids on the B1145.

d) To receive a report regarding an updated management plan for the Green.

Council noted that a new management plan would be produced but could take up to two years, with all stakeholders being consulted. Invisible fencing for the cattle is being investigated although it is likely to be too costly.

e) To consider bat boxes at Harpers Green.

The North Norfolk Conservation Group had recently attended at Harpers Green and cleared much of the ragwort. They had offered to put up some bat boxes and this offer was gratefully received.

f) To consider a request from the Cricket Club to display sponsorship signage at the perimeter of the Cricket Ground.

Cllr Irons informed Council that no permanent advertising was permitted within a conservation area. Council wished to support the Cricket Club as much as possible and Cllr Green proposed that the Club could erect any number of signs on match days but there was to be no permanent advertising, this was seconded by Cllr Diggins and unanimously agreed by Council.

g) To consider a proposed diversion of parts of Brisley Footpath nos. 14 and 15.

No objections were raised to the proposed diversion. However, the landowner was to be contacted and notified of the Green boundary. A request for a small permissive path was also to be made.

h) To consider any works to clear the unused allotment plot.

Council agreed to reconsider this at the September meeting.

i) To consider any action regarding a tree planted on the Green to the front of The Bell.

Council agreed that any additional trees were not wanted on Council land due to the high costs of maintaining them, both now and in the future. That being the case, Cllr Irons proposed that Council do not permit the planting of any trees anywhere on Council land without permission of the Parish Council, this was seconded by Cllr Colley and unanimously agreed by Council. Council will ask for the tree in question to be removed.

11. To receive reports on the regular inspections of village sites where the Council has a responsibility.

North Green - Cllr Green reported that there are some thistles on the Green which need to be topped before they flower. Council agreed to ask the contractor to do this work at the appropriate time.

South Green- Cllr Diggins reported that almost immediately following the last meeting, grazing commenced on the lower sections of the south green. Two separate areas of electric fencing are now in situ with access being kept open down the track to Beck Farm and Old Hall Barn. The first area is now well eaten back and the sheep are in the second area. Temporary fencing can be in place for up to six months, with no more than 10% of the Green fenced at any one time and the fencing removed for six months before it can return again.

The bottom end below Old Hall Barn is a different matter due to heavy infestation of nettle and thistle following topping and non-removal of dead grass, ideally this would be cut after the orchids have finished and all toppings removed, then grazed with cattle. It is understood that the grazier would prefer to use cattle at the bottom as it is almost impossible to make sheep proof.

Parts of the South Green will be cut for hay by a grazing rights holder.

Churchyard- Cllr Irons reported that there was some mole activity at NE of church.

Play area - Cllr Irons reported that Cllr Green has put up the contact sign for the disabled swing harness and has fixed a security device to the duck spring so it will not come off in future.

He also advised that some adjustments to the warning signs needs to be made and Cllr Green will deal with this.

Patch Corner - Cllr Dennis reported that he will cut back the Willow by the bus shelter as it is beginning to grow over it.

Allotments - Cllr Dennis had nothing new to report.

Amenity Area - Cllr Dennis reported that the notice board at the School Road entrance is in need of some refurbishment and Cllr Dykes volunteered to take a look to see what could be done.

A grazing rights holder will cut the area for hay.

Harpers Green - Cllr Dennis reported that the conservation volunteers have made an excellent job of clearing ragwort from the Green. Our contractor will be requested to top the area so as to get best control of both thistles and gorse, probably in about a fortnight.

Footpaths - Cllr Diggins had previously reported on this matter (see item 10.g above).

12. To receive an update regarding a Brisley Mental Health Champion.

Council noted that the services of our Mental Health Champion are now being advertised on the website and will also be in the next newsletter.

13. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2024.

The financial report was noted.

b) To consider a revised planning policy in respect of responses to applications.

Cllr Collinge proposed approval of the planning policy (as set out below), this was seconded by Cllr Colley and unanimously agreed by Council. Standing Orders will be amended accordingly.

- *The Parish Council believes that its constituents are best served by the Parish Council responding to applications in a timely fashion.*

- *Where possible, all applications will be considered at an ordinary meeting. Extensions to allow this to happen will be requested if the timescales are reasonable.*
- *In the event a meeting is not taking place within the required planning time frame, and an extension cannot be obtained, and to ensure that consultations on planning applications are dealt with in time, the Parish Council has delegated authority to the Clerk to respond on behalf of the Council, following consultation with all Council members (by email). Council members must respond within the time-scale in the email sent for comments by the Clerk.*
- *The decision of the Clerk will be taken in liaison with the Chairman.*
- *In respect of any contentious applications, any Council member can request that the Chairman call an extra-ordinary meeting to discuss the application in public. This must be requested within the time-scale as set out in the email for comments sent from the Clerk.*
- *All decisions will be reported at the next ordinary Council meeting.*

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

Council considered a request from the CPRE for an increased subscription but there was no proposal to do so.

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

PAYMENTS

P15	Clerk (June Salary & Off All)	£420.69 (SO)
P16	Norfolk PTS – Training Cllr Diggins	£44.00
P17	Grass Contractor 1	£210.00
P18	Grass Contractor 2	£640.00
P19	Clerk (Expenses)	£86.45
P20	CPRE Subscription	£36.00

The following receipts were noted.

RECEIPTS

R3	HMRC PAYE Refund	£9.60
R4	Training Reimbursement	£34.30
R5	VAT Refund	£1,257.91

14. Correspondence for consideration.

Council considered the request from Beeston with Bittering Parish Council to hire the SAM II sign but agreed not to do so as we only have the use of the sign for six months in each year.

Council noted the forthcoming Amenity Area rent review and the Clerk, together with Cllr Irons, will meet with the County Council surveyor on site.

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

There were no new items received for the next agenda.

16. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 5th July 2023, in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 8.48pm.

Signed:

Date:

BRISLEY PARISH COUNCIL

Bank Reconciliation as at 01/06/2023

Balance per bank statements

Barclays Current Account 28,195.83

Less any unpresented cheques 35.00

Add any outstanding payments into bank 0.00

28,160.83

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

Opening Balance as at 1st April 2023 23,699.55

Add receipts in the year 7,628.81

Less payments in the year 3,167.53

Closing balance per cash book 28,160.83

which includes the following reserves:

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

GENERAL RESERVE 19,266.88

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2024

MAY 2023

PAYMENTS*	BUDGET	SPEND	AVAILABLE	%	RECEIPTS	BUDGET	RECEIVED	DUE	%
	2022/23	TO DATE		SPEND		2022/23	TO DATE		RECEIVED
Salary	5,143	1,225	3,918		Precept	12,454	6,227	6,227	50%
Admin	3,106	671	2,435		Burials	-	-	-	
Open Spaces	9,406	1,798	7,608		Wayleaves	509	-	509	0%
Donations	-	-	-		Allotments	505	100	405	20%
TOTAL	17,655	3,694	13,961		Amenity	2,028	-	2,028	
					Salary PAYE	-	10		
HLS (Harpers)	900.00	0.00	900.00		Admin	-	34	34	
					TOTAL	15,496	6,371	9,125	
TOWNLANDS	264.00	0.00	264.00		HLS (Harpers)	1,469	-	1,469	
DEFIBRILLATOR	226.00	0.00	226.00		TOWN LANDS	270	-	270	
<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.