

Brisley Parish Council

Bay Tree Cottage, School Road, Brisley, NR20 5LH

Minutes of the meeting held at 7.00pm on Wednesday 3rd July 2019 in the Village Hall.

Present:
Cllr H Collinge (Chairman)
Cllr T Irons (Vice-Chairman)
Cllr P Dennis
Cllr B Fairman
Cllr N Curl

District Cllr Gordon Bambridge
County Cllr Mark Kiddle-Morris
Sheryl Irving (Clerk)
One member of the public

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr's Green and Savory.

2. Election of Vice-Chairman and signing of declaration of office

Cllr Collinge proposed that Cllr Irons be elected as Vice-Chairman, this was seconded by Cllr Fairman and agreed by Council. Cllr Irons duly signed his acceptance of office form.

3. To receive declarations of interest.

There were no declarations received.

4. To approve the minutes of the meeting held on Wednesday 5th June 2019.

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

5. To receive a Clerks Report on the progress of items from previous meetings.

The Clerks Report is attached to the minutes.

6. To receive an update from the Chairman.

This item was deferred to the next meeting.

7. To receive County/District Councillor reports.

C/Cllr Kiddle-Morris reported that the first cabinet meeting had taken place together with the three select committees. The meetings are available to view on You Tube.

D/Cllr Bambridge reported that the Local Plan is now at the final consultation stage and will finish on the 8th July. Although the plan has been ongoing for some eight to nine years, it is now anticipated that the Inspector will approve in early August when it will then return to Breckland for adoption. This will then give the Council the required five year land supply. However, once the Plan has been adopted, the D/Cllr will be seeking revisions to include Government changes on environmental and design matters. In addition, he will seek to amend policies HOU4 & HOU5, which relate to small settlements, and which were altered by the Inspector.

Cllr Dennis stated that he believed the planning process in Norfolk was flawed and councils should have a shared policy direction. The current plans destroy the rural nature of Norfolk with too many houses being built, which will in turn impact on tourism, a major source of income for much of Norfolk.

D/Cllr Bambridge suggested a letter to the Norfolk Strategic Planning Member Forum which oversees the planning process in Norfolk.

The Chairman thanked both Cllr's for their inputs.

8. Open Forum: an opportunity for members of the public to raise new issues or speak in relation to items on the agenda.

A member of the public thanked the Chairman for his 'Busy Brisley' initiative and suggested some further projects such as a litter pick, bus shelter overhaul, village hall work etc.

The member of the public also raised the visibility issue at the junction of School Road with the B1146 which is currently cut by a volunteer, in addition to the cuts by Highways, and suggested this be included in the grass cutting contracts.

The Chairman thanked the member of public for their comments.

At this point in the meeting, D/Cllr Bambridge left the meeting.

9. Highways

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

The Clerk reported that the landowner of FP5 had been notified of the route of the footpath and had agreed to keep it clear.

b) To consider any new issues within the village.

The Rangers are due in the village and it was suggested they could clear the brambles at Patch Corner, clear the speed signs on the Gateley Road, clear weeds on School Road pavement and cut the splay at the B1146 junction.

This item will be removed from the next agenda as the Clerk has requested that any new issues be reported to her as soon as possible.

c) To receive an update re the Joint Parish Council meeting regarding speeding on B1145.

The Chairman had attended a meeting with representatives from Litcham and Billingford parish councils. It had been agreed to encourage more councils to join the group and Brisley will support any measures which will reduce speeding.

10. Planning

a) Applications for consideration.

Application Details	Parish Council Comments
3PL/2019/0592/HOU Tumbleweed, School Road. Proposed front extension and conversion of garage/outhouse to playroom/study/cloakroom and utility.	No comment.

<p>3PN/2019/0027/UC Agricultural Building at Maltings Farm Gateley Road Brisley Conversion of agricultural building to one dwelling (permitted development)</p>	<p>Cllr Dennis proposed that the Council object on the grounds of: This application falls outside of the Town and Country Planning Order 2015, Schedule 2, Part 3, Class Q, paragraphs Q1.i(i) in that the building will require a major rebuild for conversion to a dwelling house, and Q2.1(e) in that removal of this agricultural building will lead to the loss of infrastructure needed to farm at this location. This was seconded by Cllr Curl and agreed by Council.</p>
<p>3PL/2019/0662/F Builders Yard Oaklands Gateley Road Brisley Conversion of builders store and joinery workshop to dwelling.</p>	<p>No comment.</p>

b) Decisions to note.

There were no decisions to note.

11. To receive a report regarding funding for community green energy projects.

A speaker had been invited to give an input into government funding currently available to certain groups, including parish councils, for community green energy projects, such as solar farms, heat pumps, bio-mass heat networks etc. The first stage of the process will be to commence a feasibility study and full funding is available for this process. Cllr Collinge proposed that Council make an application for feasibility funding, this was seconded by Cllr Curl and agreed by Council. The speaker kindly volunteered to submit the application on behalf of the parish council.

In addition, there may be a water scheme linking villages together to recycle grey water but more information will be available at a later date.

The speaker was thanked for their input.

12. Open Spaces

a) To consider an alternative location for the Notice Board currently located on the South Green.

Council agreed a location near to the Bell would be more suitable and an inspection of the notice board will be carried out as to the way forward.

b) To consider removal of the moles from the churchyard.

The grass contractor had raised the issue of moles in the churchyard and Cllr Green is dealing with the matter on behalf of the Council.

13. To receive reports on the regular checks and discuss any issues arising.

- North Green – Hay has been cut and baled and the other end is looking very good. Species bird feeding is on-going.
- South Green – Hay has been cut and baled. The electric fence is installed, and cattle are grazing. Both orchids and bee orchids are currently in bloom.
- Footpaths & Stiles – The stile near to Old Hall Farm has been repaired. Fingerpost signs are missing from Fludges Lane footpaths and will be reported. The pathways have been cut very well by the landowner.
- Churchyard – The whole area is very neat and tidy.
- Play Area – The football nets require repair and Cllr Irons will deal.
- Patch Corner – The corner is currently tidy.
- Allotments – The netting will require repair but an inspection will take place later in the year when things have died back.

- Amenity Area – Cllr Dennis will attempt to strim some of the ragwort between the trees before it goes to seed. Overall, the area is looking very good, the hay has been cut and baled.

14. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2020.

Council noted the financial report.

b) To receive an update regarding council banking.

The Chairman must be a signatory to the account and a mandate change will be made. In addition, it is hoped the Clerk will soon have access to the account.

Council agreed that a letter of complaint was in order due to the very poor service received since the account had been opened.

c) To consider approval of an Equality Policy.

Cllr Collinge proposed that the policy, with an amendment, be adopted by Council. This was seconded by Cllr Irons and agreed by Council.

d) To review the Risk Assessment & Management Policy.

Some minor amendments had been made to the policy and Cllr Irons proposed approval of the amended document. This was seconded by Cllr Fairman and agreed by Council.

e) To nominate councillors to attend a Breckland Planning Training Session.

Cllr's Fairman and Dennis will attend the training session.

f) To review the Townlands rental fees.

It was agreed not to make any changes to the fees which had been increased in 2018.

g) To consider a donation request from Norfolk Age UK.

This donation request will be considered later in the year with any other requests.

h) To approve the following payments.

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

• Clerk (July - Salary)	£365.09
• Grass Contractor	£270.00
• Grass Contractor	£186.00

i) To approve payments for August.

Cllr Curl proposed approval of the following payments, subject to appropriate invoices, and this was seconded by Cllr Irons and agreed by Council.

• Clerk (August – Salary & Expenses)	£317.10
• Grass Contractor	£540.00
• Grass Contractor	£462.00
• Play Area Installer	£11,167.02
• Garden Centre (equipment)	£103.00

15. Correspondence for circulation.

- Tracks Newsletter – Spring edition – noted by Council.
- Police Parish Newsletter – June edition – noted by Council.

- Parish Partnership Scheme – Highway improvements – it was agreed to research the cost of a speed sign and establish if this could be part funded by this scheme.

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

There were no new items received.

17. To confirm the next meeting of the Parish Council will be held on Wednesday 4th September 2019 at 7.00pm in the Village Hall.

Council noted the date of the next meeting.

The meeting closed at 8.40pm.

Signed:

Date:

Brisley Parish Council

Clerk's Report – July 2019 (matters for information only)

- **Clerk's Report** – a new item on the agenda to update ongoing matters and which do not require any discussion at the present time. The Report will be published with the agenda and available to members of the public. If a councillor has an update for any meeting please send to Clerk in good time for inclusion.
- **Village Hall Car Park** – at the June meeting, a query was raised by a Village Hall Committee member re ownership of the car park.

Records show that the parish council are the custodian trustees and have no specific duties other than holding the title to the charity's property. The hall is administered by a management committee who are the trustees. Legal advice (obtained in 1998) stated that 'a car park attached to a village hall on land belonging to the charity is private property, it belongs to the charity'. The Village Hall Committee have been advised accordingly.

- **SAM II Sign** - the police engagement officer is not able to provide information re the statistics obtained from the sign and advises that the manufacturers are contacted. There is some useful information on the Westcotec website for anyone interested.
 - **New Regulations re Septic Tanks** – C/Clr Kiddle-Morris has advised there is no funding available at the present time for householders who will have to upgrade their septic tanks post January 2020. (The new regulations state that all septic tanks in England & Wales that discharge into a watercourse or ditch must be replaced by 1st January 2020, to comply with the new Environment Agency General Binding Rules). A combined village approach to Anglian Water for mains drainage has been suggested.
 - **Meeting with Highways** – in response to the issue re speeding near to the Village Hall, I am waiting to hear from the Highways Engineer to arrange a site visit to discuss a location for the SAM II sign and a possible 'Slow Down' sign.
 - **New Play Equipment** – the installation of the new play equipment will commence on or near to the 15th July 2019. The insurance policy has been updated to include the new equipment at no additional cost. The Stay & Play group have starting planting on the allotment. Arrangements are in hand for the purchase of equipment with the remaining grant funds.
 - **Registration of Brisley Green** – further to the application to register Brisley Green, I have been informed that we do not need to register the land (as it is common land and already has a land parcel number) to apply for any Higher Level Stewardship Scheme. I am waiting to hear from our HLS advisor in order to take the HLS application forward.
 - **Cricket Club Loan** – the paperwork has been completed and the loan to the Cricket Club has been made.
 - **Harper's Green** – re the bird food authorised for purchase at the May meeting, this has now been kindly donated by the Upper Wensum Farm Cluster Group. In addition, the Group may open up its membership to the Parish Council next year. If so, a representative will be invited to a council meeting so an informed decision can be made.
 - **Allotments** – a full report from Cllr Dennis as to options for the future will be available at the September meeting.
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