

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held at 7.00pm on Wednesday 6th September 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 Richard Dykes

District Cllr Gordon Bambridge
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies from County Cllr Kiddle-Morris were noted.

2. To receive declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 5th July 2023.

Cllr Irons proposed that the minutes of the meeting held on 5th July 2023 be accepted as a true record of the meeting, this was seconded by Cllr Colley and unanimously agreed by Council. The Chairman duly signed the minutes.

4. To receive County and District Councillor reports.

A written report was received from C/Cllr Kiddle-Morris and no matters were raised.

D/Cllr Bambridge updated Council on the Local Plan and the proposed New Town. Drop-in sessions regarding the Local Plan were being held and Cllrs Colley and Dykes will be attending, on behalf of Council. The recent consultation had received over 2,000 comments regarding the New Town and 35 parish council had also passed comment. Ideally the New Town should be turned down in principle at an early stage but backed up with real planning objections, infrastructure and environmental.

Council agreed to invite a Breckland Planning Officer to the next meeting.

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

There were no members of the public present.

6. 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.
- Gateley Road flooding – reported to Highways who could not locate a problem and no action will be taken – C/Cllr Kiddle-Morris will be requested to intervene and arrange a site visit with a member of the parish council and a highways engineer.
- School Road, blocked drain – reported to Highways and works programmed.
- Hedge on School Road – reported to Highways and works confirmed.
- Overgrown hedge at The Hill – Cllr Green proposed that this be added to the hedge cutting contract at a cost of £20, this was seconded by Cllr Irons and unanimously agreed by Council.
- Fly-tipping on road between Fludges Lane and the B1145 – reported to Breckland.

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

This will not be progressed until a decision on the B1145 speed limit is made.

c) To receive an update on highway improvements to be considered for funding by the County Cllr and/or an application under the Parish Partnership Scheme (Footpath 16 signage and SLOWs on School Road).

There was no update on the two requests submitted to Highways.

7. Planning

a) Applications for consideration.

- 3PL/2023/0806/HOU – 1 Fludges Lane - single Storey Extension to dwelling-house – Council agreed a ‘no comment’ response.

b) To note any planning decisions/appeals.

Council noted no decision had been made on the following application:

- 3PL/2022/0818/F – Barracouta, Fakenham Road - proposed change of use of workshop to a dwelling with associated works.

Council noted that the following application had been approved:

- 3PL/2023/0430/HOU – Tumbleweed, School Road - proposed extension, rendering of dwelling, internal alterations, solar-panels and porch. Detached cart shed to front.

c) To receive an update regarding the ‘Housing for Local People’ scheme.

There was no update in respect of this matter.

d) To receive an update regarding the ‘New Town’.

This item had been dealt with at item 4 above.

e) To consider the Breckland Local Plan Validation List consultation.

Council raised no comments in respect of the consultation.

8. Open Spaces

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

Council agreed that Cllr Diggins will arrange a site visit with a Grazing Rights Holder and the UWCFG officer to take forward the idea to clear the pond and build a bund to keep the effluent out of the main pond. Costings and permissions can then be obtained, if necessary.

b) To consider weed control – Thistles on North Green & Ragwort on Amenity Area, including any budget requirements for year ending 31st March 2025.

Quotes to top the thistles on both the North Green and South Green will be obtained so they can be included in the budget for 2024/25.

It was hoped that much more of the ragwort would be removed during hay-making on the Amenity Area in 2024 and additional topping would not be required.

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

Council noted that the Clerk was meeting the Planning Inspectorate Officer in October.

d) To consider the following allotment site matters:

- to receive an update regarding works to plot 14 – Council noted that the plot had now been cleared and ploughed and the new tenant was able to proceed.
- to consider a rent reduction for the remainder of the year for new plot holders 14 and 2S - Council agreed to waive the rental fee for the remainder of 2023 on the condition that the rent for 2024 was paid immediately.
- to note our insurance cover regarding bonfires on the site – Council noted that the insurance cover only applied to land managed by the Council so any bonfires on tenanted plots were the responsibility of plot holders. Current tenants had been advised and the tenancy agreement updated.

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

North Green (Cllr Bobby Green) - nothing to report.

South Green (Cllr Bridget Diggins) – sheep grazing continues on the third and final area. It was hoped cattle will graze the bottom area.

Footpaths (Cllr Bridget Diggins) - no particular issues but thanks to parishioners who are cutting back brambles and nettles from the three stiles.

Churchyard (Cllr Tony Irons) – the base for the new church toilets has been laid.

Play area (Cllr Tony Irons) – there were tears in the goal nets which have been repaired. Cllr Irons proposed the purchase of one ‘No dogs allowed’ sign to put where visitors enter the play area from the car park, as there were often dogs on the play area. This was seconded by Cllr Diggins and unanimously agreed by Council. Cllr Green volunteered to put the sign up.

Patch Corner (Cllr Peter Dennis) – a working party will be required this autumn to control willow growth and generally tidy up the area, this will be arranged later in the year.

Amenity Area (Cllr Peter Dennis) – Cllrs Dennis and Diggins will survey the woodland and mark any trees for removal, with quotes being obtained for the works for the next meeting. Ongoing, annual maintenance of selective thinning will be required going forward.

Norfolk County Council will be asked to survey the Ash trees on the east boundary.

Harpers Green (Cllr Peter Dennis) – there has been significant regrowth of thistles etc across the area and Cllr Collinge proposed topping the areas affected, this was seconded by Cllr Irons and unanimously agreed by Council.

Cllr Green suggested the fencing on the east side needed replacing and Cllr Dennis will inspect and report back to Council, additionally the boundaries will be checked to ensure the fence line is on the Common owned by the Parish Council.

The Hill – the Japanese Knotweed is back again this year and the contractor will return soon to treat it. There is a small sum left in the budget and the treatment should not cost much more.

A NCC Nature Recovery Officer contacted the Clerk regarding the Himalayan Balsam at The Hill. He was informed we were dealing with the Knotweed initially and would then tackle the Balsam, which he agreed seemed sensible. However, he is hoping he can help us next year by putting us in touch with a team of volunteers who may be able to come and pull the Balsam for us.

10. Finance & Governance Matters

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

The financial report (attached) was noted.

b) To consider the appointment of an internal auditor for the year ending 31st March 2024.

Cllr Collinge proposed that Mrs Dann be appointed as internal auditor for the year ending 31st March 2024 at a cost of £45, this was seconded by Cllr Irons and unanimously agreed by Council.

c) To note an amended meeting date – was 7th February 2024, now 31st January 2024.

Council noted the amended meeting date.

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

Cllr Collinge proposed the following payments be approved, this was seconded by Cllr Dykes and unanimously agreed by Council. The receipts were noted.

PAYMENTS

| | | |
|-----|--|--------------|
| P29 | Clerk (August Salary & Off All) | £420.69 (SO) |
| P34 | Clerk (September Salary & Off All) | £420.69 (SO) |
| P27 | Grass Contractor 2 (June) | £320.00 |
| P28 | Allotment Water Bill (9.4.23 – 8.7.23) | £53.79 (DD) |
| P31 | Grass Contractor 1 (July) | £1,174.80 |
| P30 | Grass Contractor 2 (July) | £320.00 |
| P32 | Digger Hire (Allotment) | £103.20 |
| P33 | Digger Fuel | £17.82 |
| P31 | Grass Contractor 1 (August) | £613.50 |
| P30 | Grass Contractor 2 (August) | £320.00 |
| R7 | Village Hall (Recycling Payment) | £145.37 |
| P35 | Clerk Expenses | £38.07 |
| P36 | SLCC Membership | £50.49 |

RECEIPTS

| | | |
|----|--------------------------------|---------|
| R7 | NCC Recycling Credit | £145.37 |
| R8 | Allotment Deposits (1.5 plots) | £80.00 |
| R9 | Wayleave Payment | £510.99 |

11. Correspondence for consideration.

Council noted the correspondence and no action was required.

- Vattenfall Construction Update & Community Information Drop-In Events.
- Norfolk Parishes Movement for an Offshore Transmission Network Update.

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

Council agreed to add the defibrillator to the next agenda.

13. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 4th October 2023, in the Village Hall.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.18pm.

Signed:

Date:

| BUDGET REPORT FOR YEAR ENDING 31 ST MARCH 2024 | | | | | | | | | |
|---|---------------|---------------|---------------|-------|----------------------|---------------|--------------|--------------|----------|
| SEPTEMBER 2023 | | | | | | | | | |
| PAYMENTS* | BUDGET | SPEND | AVAILABLE | % | RECEIPTS | BUDGET | RECEIVED | DUE | % |
| | 2023/24 | TO DATE | | SPEND | | 2023/24 | TO DATE | | RECEIVED |
| Salary | 5,143 | 2,449 | 2,694 | 48% | Precept | 12,454 | 6,227 | 6,227 | 50% |
| Admin | 3,106 | 1,158 | 1,948 | 37% | Burials | - | 350 | 350 | |
| Open Spaces | 9,406 | 4,253 | 5,153 | 45% | Wayleaves | 509 | 511 | 2 | 100% |
| Donations | - | - | - | | Allotments | 505 | 180 | 325 | 36% |
| TOTAL | 17,655 | 7,860 | 9,795 | | Amenity | 2,028 | - | 2,028 | 0% |
| | | | | | Salary PAYE | - | 10 | | |
| HLS (Harpers) | 900.00 | 334.00 | 566.00 | | Admin | - | 187 | 187 | |
| | | | | | TOTAL | 15,496 | 7,464 | 8,032 | |
| TOWNLANDS | 264.00 | 0.00 | 264.00 | | HLS (Harpers) | 1,469 | - | 1,469 | |
| DEFIBRILLATOR | 226.00 | 100.00 | 126.00 | | 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. | | | | | | | | | |

Bank Reconciliation as at 8th August 2023

Balance per bank statements

| | |
|--|-----------|
| Barclays Current Account | 23,938.09 |
| Less any unrepresented cheques | 103.20 |
| Add any outstanding payments into bank | 0.00 |

23,834.89

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 | 8,211.04 |
| Less payments in the year | 8,075.70 |

Closing balance per cash book

23,834.89

which includes the following reserves:

| | |
|---|--------------|
| Higher Level Stewardship Scheme (Harpers) | 6,870.71 |
| Defibrillator | 700.65 |
| Townlands | 228.00 |
| Admin - Office Equipment | 59.17 |
| Open Spaces: | |
| Pond Project | 200.00 |
| Allotment Deposits | 280.00 |
| Knotweed at The Hill | <u>15.00</u> |

GENERAL RESERVE

15,481.36