

# Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held on Wednesday 4<sup>th</sup> September 2024, at 7.00pm in the Village Hall.

Present: Cllr Henry Collinge (Chair)  
Cllr Peter Dennis  
Cllr Bobby Green  
Cllr Julie Colley  
Cllr Bridget Diggins  
Cllr Richard Dykes

C/Cllr Mark Kiddle-Morris  
Nine Members of the Public  
Sheryl Irving (Clerk)

## **1. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Irons were approved. Apologies were also received from District Cllr Gordon Bambridge and County Cllr Mark Kiddle-Morris will arrive late.

## **2. To receive declarations of interest.**

Cllr Dykes declared an interest in item 7a and will leave the meeting whilst it is being discussed.

## **3. To approve the minutes of the meeting held 3<sup>rd</sup> July 2024.**

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

## **4. To receive County and District Councillor reports.**

This item was remitted to later in the meeting.

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

Two representatives from the Cricket Club thanked the Parish Council for their historic support of the Club and reported on the merger with North Elmham and the recent successes, with the 1st Team now Champions of Division 1 West. As a result of this the Club may now be offered promotion into the next upper pyramid, however, this does bring challenges as there is criteria to be met, such as they must have a youth team and the facilities must also have showers. The Club are hoping to be accepted to the next league on condition that showers will be put in place next season and this can be achieved in the short term by the use of mobile showers, sited near to the pavilion. However, a longer term solution will be required and the plan is to alter the internal layout of the pavilion and install three showers in each changing room. There are no firm proposals at present and the Club will seek approval from the Parish Council for any changes.

The Chairman congratulated the Club on their success and thanked them for the update. Council confirmed their ongoing support, subject to firm details. The Club was advised to make contact re the current replacement septic tank scheme and to also ensure works meet any planning requirements.

County Cllr Mark Kiddle-Morris arrived at this point in the meeting.

A member of the public queried as to whether the flood survey of the village had been carried out and the County Cllr had no update but confirmed it will be carried out. The member of the public said the problem at the top end of School Road was the bridge across the common which had had a reduced culvert installed. The Parish Council will continue to await the results of the flood survey which will identify the issues and then action can be considered, once there is the evidence.

A member of the public reported that they were hoping to install mains water to their property and neighbouring properties and it may be that the pipework will need to go across common land. The Chairman confirmed that the Parish Council will be supportive, subject to detail.

The Chairman then asked the County Cllr to give his report and answer any questions. There was nothing to report but a query was raised re District car parking charges. The C/Cllr confirmed that options are still being considered and a consultation will take place in November. District budgets are extremely tight and this is one way to save money so other services do not need to be cut. If the suggestion to increase Council Tax goes to referendum it will need to be done properly, with numbered ballot papers, and a count etc, hence the high cost.

The Chairman asked for an update regarding School Road speeding mitigation measures and the C/Cllr reported that the Highway Engineer had inspected the road but the report was yet to be received.

A query was asked about the new pedestrian crossing on Quebec Road in Dereham, which was extremely high. The C/Cllr reported that Highways are looking at it again.

## **6. Highway Matters**

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

Council noted the following updates:

- School Road, blocked drain – ditch now cleared and drain to be inspected.
- The raised verges at the top of School Road are a safety issue due to the lack of highway visibility and the C/Cllr is investigating.

### **b) To receive an update regarding speeding issues in School Road.**

The Police have added School Road to the villages targeted for speeding checks although no update was available. The highway survey continues to be awaited.

### **c) To note the Parish Partnership Scheme and to consider any projects for 50/50 grant funding.**

Council noted the December closing date and members advised to bring forward any ideas.

## 7. Planning

### a) Applications for consideration.

- 3PL/2024/0614/LB & 0615/HOU – Rose Cottage, School Road - proposed two storey extension, enlarged garage and siting two new outbuildings bin store / shed to front boundary & shed to side/rear boundary – Council considered this issue and heard from residents of neighbouring properties and the applicant. Cllr Collinge proposed that objections to the scheme be submitted on the grounds that it does not meet the Parish Council dark skies policy, flooding concerns need to be addressed, it is over-development of the site and neighbouring objections need to be considered. This was seconded by Cllr Dennis and unanimously agreed by Council.

### b) To note any planning decisions/appeals.

Council noted the following application has been approved:

- 3PL/2024/0445/HOU – The Gables, Gateley Road - demolition of existing side / rear single-storey extension and entrance porch. Construction of new two-storey side and rear extensions, new sun room and entrance porch. Demolition and replacement of existing single-storey outbuilding (over same footprint).

Council noted that prior approval was not required in respect of the following application:

- 3AG/2024/0011/AG – Hall Farm, Church Street - erection of Proposed Lambing Shed & Store.

### c) To receive an update regarding the Breckland Local Plan and consider any action.

Council noted that, due to the increase in housing numbers required by the new Government, the Local Plan is likely to be delayed.

The C/Cllr confirmed that 1400 new dwellings are held up by the nutrient neutrality issue and the replacement of septic tanks with sewage treatment plants will generate approx. ten house credits per one replacement. Credits for one three-bedroom house will cost developers approx. £8,000 and Norfolk Environmental Credits will distribute any credits for maximum benefit, so self builders and other small builders are not likely to benefit initially.

## 8. Open Spaces

### a) To receive an update re the appeal to the Section 38 Application decision.

Council noted that no update has been received.

### b) To receive an update regarding a wildflower area in the churchyard.

The Chairman reported on a meeting held with Council members, members of the PCC and our local ecology expert. A wildflower area behind the church, between the footpath and the permissive footpath was suggested, with footpaths cut through and around, and local volunteers maintaining the area. It was agreed that it may be a challenge to engage local people to assist but the option was always there to return the area to mowed grass if the scheme did not work, however, Council were hopeful that there would be interest. Cllr Collinge proposed an application to 'Awards for All' for wildflower grass seed and hand tools (scythes and rakes) to maintain the area, this was seconded by Cllr Diggins and unanimously agreed by Council.

**c) To receive an update regarding the works to the polluted South Green pond.**

Cllr Diggins reported that the tree works will be completed this week and the Grazing Rights Holder has kindly agreed to carry out the pond works.

**d) To consider any works required to the trees in the churchyard.**

Council noted that the quote was still awaited.

**e) To receive an update regarding the application for hedgerow plants for the amenity area.**

Council noted that no decision has been received in respect to the application for additional hedgerow plants.

**f) To consider an application to the Coronation Living Heritage Fund for a Community Orchard.**

Council agreed that as just one household and the School had declared an interest in an orchard, not to go ahead at the present time. This will continue to be reviewed if there is more interest from the village at any time in the future.

**g) To note the date of the next grazing rights holders meeting – Monday 7<sup>th</sup> October.**

Council noted the date of the next grazing rights holders meeting.

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

North Green (Cllr Green) - the green is looking good and hay has been cut, although the bales are yet to be removed.

Cllr Green will ensure that the Grazing Rights Holder cuts the final area of hay.

South Green (Cllr Diggins) – sheep have grazed from very bottom up to cricket pitch following the hay cut. The areas towards the bottom will be topped by the Grazing Rights Holder to knock back thistle and grass the sheep haven't eaten.

Footpaths (Cllr Diggins) – some issues were raised by two members of the public over access on paths around North Green and Amenity area, these are hopefully being resolved through contacting the landowners.

Churchyard (Cllr Irons) – the area is looking very tidy. Council considered an issue raised by the grass contractor in that there were many stones left after the drainage works and the contractor will be advised to cut the grass longer which should resolve the issue.

Play area (Cllr Irons) – there are broken steps to the large slide and the bridge are damaged, the equipment has been taken out of use where necessary. A quote is awaited for the repairs.

Council noted that the annual inspection has been delayed due to staff shortages.

Patch Corner (Cllr Dennis) – nothing new to report.

Allotments (Cllr Dennis) – there is now full tenancy at the site.

Amenity Area (Cllr Dennis) – one of the posts at the Gateley Road entrance has rotted and needs replacing. Cllr Collinge proposed the purchase of a new post, with a budget of up to £30, this was seconded by Cllr Dykes and unanimously agreed by Council. Cllrs Dennis and Green volunteered to install the new post.

The Ash Dieback affecting the trees on the northern boundary has progressed and the dead branches may need to be removed before they drop on to the perimeter path. The County Council are responsible for the trees on the perimeter and have been advised of the problem.

Harpers Green (Cllr Dennis) – the area is looking good at the moment but the far end needs mulching to allow continued access. Cllr Dennis will obtain a quote.

The Hill – Council noted that the Japanese Knotweed is being treated this month.

**10. To receive an update regarding the replacement sewage treatment plant scheme.**

Cllr Dykes reported that there had been 57 registrations from the village, with eight tanks installed by the end of the week and eight more booked in, ten have pulled out. Council agreed to now remove this item from the agenda.

**11. To consider ideas for the format of the Annual Parish Meeting (Chair's decision).**

The Chairman moved this item to the next meeting as there was no urgency.

**12. Finance & Governance Matters**

**a) To receive a financial report for the year ending 31<sup>st</sup> March 2025.**

Council noted the financial report (attached).

**b) To appoint an internal auditor for the year ending 31<sup>st</sup> March 2025.**

Cllr Collinge proposed approval of Mrs Dann at the cost of £50, this was seconded by Cllr Diggins and unanimously agreed by Council.

**c) To receive an update to the request to the Grazing Rights Holder for reimbursement of seed costs for restoration of North Green.**

Council agreed not to pursue this matter further.

**d) To consider the allocation of Townlands funds.**

Council agreed to approach the School to identify any possible need.

**e) To consider an alternative option for printing costs.**

At the request of the Clerk, Cllr Collinge proposed that Council increase the Clerk's Allowance to £20 per month to include day to day printing costs, including paper, this was seconded by Cllr Dykes and unanimously agreed by Council.

**f) To approve the following payments and note any receipts.**

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

<u>PAYMENTS</u>		
P25	Clerk (August Salary & Allowance)	£456.12 (SO)
P22	Grass Contractor 2 (June)	£340.00
P26	Play Equipment – Foot Rests	£18.00
P27	Grass Contractor 1 (July)	£694.80
P29	Grass Contractor 2 (July)	£680.00
P28	Community Heartbeat – VETS	£120.00
P30	Clerk – Expenses	£35.97
P31	Wooden Fingerpost Signs (Clerk Reimbursement)	£70.00
P32	Grass Contractor 1 (August)	£357
P24A	WAVE – Allotment Water	£20.87 (DD)
P34	Clerk (September Salary & Allowance)	£456.12 (SO)
P35	Conservation Volunteers	£116.0
<u>RECEIPTS</u>		
R2	Wayleaves	£510.16
	Allotment Rent/Deposit (Half Plot)	£60.00

**13. Correspondence for consideration.**

The Introduction of Car Parking Charges within Breckland – this had been discussed earlier in the meeting at item 4.

**14. To receive any new items for the next agenda.**

There were no new items for the next agenda.

**15. To note the next meeting of the Parish Council will be held on Wednesday 2<sup>nd</sup> October 2024, at 7.00pm in the Village Hall.**

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.36pm.

Signed:

Date:

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**BRISLEY PARISH COUNCIL**

**FINANCIAL REPORT**

**SEPTEMBER 2024**

<b>BRISLEY PARISH COUNCIL</b>		
<b>Bank Reconciliation as at 13th August 2024</b>		
<b>Balance per bank statements</b>		
Barclays Savings Account	23,094.57	
Barclays Current Account	1,546.99	
Less any unpresented cheques	36.00	
Add any outstanding payments into bank	0.00	
		<b>24,605.56</b>
<b>The net balance reconciles to the Cash Book for the year, as follows:</b>		
Opening Balance as at 1st April 2024	25,356.70	
Add receipts in the year	7,717.79	
Less payments in the year	8,468.93	
<b>Closing balance per cash book</b>		<b>24,605.56</b>
<b>which includes the following reserves:</b>		
Higher Level Stewardship Scheme (Harpers)	6,832.71	
Defibrillator	430.65	
Townlands	353.00	
Admin - Office Equipment	59.17	
Open Spaces:		
Pond Project	1,319.96	
Allotment Deposits	330.00	
Knotweed at The Hill	15.00	
<b>GENERAL RESERVE</b>		<b>15,265.07</b>

**BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2025**  
September 2024

<b>PAYMENTS*</b>	<b>BUDGET 2024/25</b>	<b>SPEND TO DATE</b>	<b>AVAILABLE</b>	<b>% SPEND</b>	<b>RECEIPTS</b>	<b>BUDGET 2023/24</b>	<b>RECEIVED TO DATE</b>	<b>DUE</b>	<b>% RECEIVED</b>
Salary	5,628	2,662	2,966	47%	Precept	13,000	6,500	6,500	50%
Admin	2,011	964	1,047	48%	Burials	-	-	-	
Open Spaces	11,134	4,651	6,483	42%	Wayleaves	511	510	1	100%
Donations	-	-	-		Allotments	585	60	525	10%
<b>TOTAL</b>	<b>18,773</b>	<b>8,277</b>	<b>10,496</b>	<b>44%</b>	Amenity	2,028	-	2,028	0%
					HMRC	-	-	-	
<b>HLS (Harpers)</b>	<b>900.00</b>	<b>334.00</b>	<b>566.00</b>	<b>37%</b>	Admin	-	-	-	
					Bank Interest	-	83.06	0	
<b>TOWNLANDS</b>	<b>270.00</b>	<b>0.00</b>	<b>623.00</b>	<b>0%</b>	<b>TOTAL</b>	<b>16,124</b>	<b>7,070</b>	<b>9,054</b>	<b>44%</b>
<b>DEFIBRILLATOR</b>	<b>226.00</b>	<b>100.00</b>	<b>126.00</b>	<b>44%</b>	<b>HLS (Harpers)</b>	<b>1,469</b>	<b>-</b>	<b>1,469</b>	<b>0%</b>
					<b>TOWN LANDS</b>	<b>270</b>	<b>-</b>	<b>270</b>	<b>0%</b>

\*includes payments as listed on agenda

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