

# Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held at 6.30pm on Wednesday 1<sup>st</sup> December 2021 in the Village Hall.

**Present:** Cllr Henry Collinge (Chair)  
Cllr Tony Irons (Vice Chair)  
Cllr Peter Dennis  
Cllr Bobby Green  
Cllr Richard Savory  
Cllr Julie Colley

District Cllr Gordon Bambridge  
County Cllr Mark Kiddle-Morris  
One Member of the Public  
Mr James Heaton – Breckland Council  
Mr Rick Martin – Community Action Norfolk  
Sheryl Irving (Clerk)

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

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Nicola Curl were approved.

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

Cllr Collinge declared an interest in item 8b – 3PL/2021/1505/VAR and will leave the room during the discussion.

## **3. To approve the minutes of the meeting held on 3<sup>rd</sup> November 2021.**

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

## **4. To receive a Breckland presentation – Housing for Local People.**

Mr Heaton, from Breckland Council, and Mr Martin, from Community Action Norfolk, gave a presentation: Housing for Local People.

Mr Heaton said there was likely to be a need for social housing in the village to enable local people to stay near friends and families and this scheme was an opportunity to provide that housing.

Under the Rural Exception Site scheme, an assessment is carried out to determine the need in the village and then a site is identified, normally a small patch of agricultural land which would not usually get permission for housing, with four to six homes being built on it but no large-scale executive developments. Any site should be adjacent to the village and is sold to the housing association at a slightly higher price than normal agricultural land. No developers are involved in the scheme, there are no profits to be made and all housing is built by the housing associations. The properties are then either rented or offered as shared ownership (up to 80% and sold at full market

value). There is a clear allocation policy giving local people the first opportunity, and this policy remains in-perpetuity.

Mr Martin outlined the Community Led scheme whereby a community group becomes the landlord, examples include schemes for older people to reduce loneliness, to support well-being, for families or young people. Again, this scheme is not for profit and will provide affordable housing. This option does give the parish council more control over what is built and who can live there. Access to suitable experts is available for any council wishing to go down this route.

Both schemes are backed by Government grants. Once a scheme is identified it must go through the normal planning process.

The advantage of both schemes is that they offer local people an affordable way to remain in the village.

After some questions, the Chairman thanked Mr Heaton and Mr Martin for the presentation and Council will consider the way forward at the next meeting. Mr Heaton and Mr Martin then left the meeting.

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

County Cllr Kiddle-Morris reported that the budget consultation was now commencing, and £24M was having to be saved by efficiencies. There was likely to be a 1.99% increase in the basic rate with a 1% increase in respect of social care.

He reminded Council that free tree packs were still available.

The County Cllr sought Council approval for attendance at alternate monthly meetings due to the high number of meetings he attended each month. He will still be available to take matters forward at any time between meetings; Council did not foresee any issues.

District Cllr Bambridge reported that things had been quiet in the Ward but he had been busy with litter and fly-tipping issues and emergency planning. He also reported that action was now being taken in respect of the outstanding planning application at Stanfield (item 8b).

The Chairman thanked both Councillors and D/Cllr Bambridge then left the meeting.

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

There were no matters raised by members of the public.

##### **7. Highways**

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

Council noted the following updates:

- Gateley Road – covered drain – reported to Highways and works programmed.
- Trod, Church Street – water collecting in surface – C/Cllr Kiddle-Morris is taking this matter forward.

- Gorse at junction of Church Street/School Road – reported to Highways but no action being taken at the present time.
- Overhanging trees at south end of School Road – reported to Highways and works programmed.
- Church Street, near to the Square House – pavement too narrow for pushchairs and mobility scooters etc – C/Cllr Kiddle-Morris will take this matter forward and request that the pavement be widened.
- Junction of School Road and Church Street – Cllr Irons requested that either a crash rail or bollards be installed on the verge, following a crash into the corner house the previous week – C/Cllr Kiddle-Morris will take this matter forward.

## 8. Planning

### a) Applications for consideration.

Cllr Collinge left the meeting while the first application was discussed.

- 3PL/2021/1505/VAR – Manor Farm, Elmham Road - variation of Condition No2 on 3PL/2020/1228/F - removal of the set back in garden room west elevation wall (squaring off the extension) – Council raised no issues and a ‘no comment’ response was agreed.
- 3PL/2021/1537/HOU - Hall Farm, Church Street - proposed Extension to Front and Side Elevations to form Enclosed Porch – Council raised no issues and a ‘no comment’ response was agreed.
- 3PL/2021/1572/HOU – Ramsdale, School Road - proposed Single Storey Side & Rear Extension – Council raised no issues and a ‘no comment’ response was agreed.

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

D/Cllr Bambridge had updated Council in respect of the Stanfield application (item 5). There was no decision yet in respect of the Appeal on the Gateley Road application.

- 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).
- Appeal - 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.

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

## 9. Open Spaces

### a) To receive an update regarding maintenance at Jubilee Wood.

Council noted that an officer from Norfolk County Council (the landlord of the Amenity Area land) had inspected the Ash trees with dieback and, despite them being adjacent to a well-used footpath, recommended no action at this time. Another inspection will be carried out next year. Council agreed to be advised by NCC and no action will be taken.

**b) To receive an update regarding maintenance on the Green.**

Council noted that the ditch adjacent to the Cricket Club had been cleared and this will assist with drainage going into winter. The works to Panford Beck had been nearly completed with just some small hand works remaining and Cllr Dennis will organise a volunteer party. Council thanked Cllr Dennis for his efforts in bringing this matter to a conclusion.

Council considered better access to the North Green for walkers and a mown tractor width path was suggested, alongside the B1145. However, Council noted that the new regulations in respect of fencing would come into force on the 1<sup>st</sup> January and much of the electric fencing was due to be removed on that date.

**10. To receive reports on the regular checks.**

North Green (Cllr Green) - an attempt has been made to clear the clay pit although it was noted that the pond was full of newts.

South Green (Cllr Curl) - the Grazing Right Holder has his sheep grazing on the South Green. He has removed the troublemakers who were jumping out and the sheep are now seemingly calm and settled. The pond on the east side has been cleared and looks very good.

Council agreed to an annual walkaround of the Green to discuss ongoing maintenance issues, particularly in respect of the pond project and drainage matters.

Churchyard (Cllr Irons) - nothing to report.

Play Area (Cllr Irons) - thanks to Cllr Dennis who has fixed the handle of the exercise bike.

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

Allotments (Cllr Dennis) - the perimeter hedge has now been trimmed and looks good, thanks to the contractors efforts.

Amenity Area (Cllr Dennis) - hedge cutting has been completed both around the perimeter of the area and in the car park.

Harpers Green (Cllr Dennis) - the cattle are now off the green for the winter.

**11. To receive an update from the working party regarding joint parish commemoration to mark the Queens Platinum Jubilee in 2022.**

Cllr Savory reported on the progress being made by the Working Party and outlined the current plans:

Thursday – a bonfire at the Bell, to be lit at the same time as beacons across the country.

Friday – a fun sports/games afternoon with a vintage vehicle display at the Cricket Club. A sponsored cycle ride ‘prison run’ from Kings Lynn to the Crypt at Brisley Church; it was hoped the

cycle ride would raise funds for the Church. The sports/games could be moved to the Saturday if the weather was not favourable on the Friday.

Sunday – a bring your own table/food street party at the Village Hall with games at the amenity area. A big screen will show national celebrations.

A Jubilee Bridge on the Green.

Cllr Irons reported he had been successful in obtaining grant funding for the event.

**12. To receive an update regarding proposals submitted by the Cricket Club to improve the Cricket Ground/Club House.**

Council agreed to defer this item until further notice from the Cricket Club, who had a new Chairman in place.

**13. To receive an update regarding the defibrillator and the cabinet previously located at the School.**

Cllr Irons reported that the recent refresher course had not been well supported, with only three attendees, and proposed that no further sessions be held. A useful video was available for anyone who required training.

A request from the School Parents Association had been received to use the cabinet purchased by the Council for a defibrillator sited at the school previously, it was the intention of the Association to install a new unit. Council approved the request.

At this point Cllr Green left the meeting due to other commitments.

**14. Finance & Governance Matters**

**a) To receive a financial report for the year ending 31st March 2022.**

There were no matters raised and the report (attached) was noted.

**b) To consider the draft budget and set the precept for the year ending 31<sup>st</sup> March 2023.**

Council considered the budget and, due to increasing costs, Cllr Collinge proposed a small increase in the precept to £12,150, this was seconded by Cllr Savory and agreed by Council.

**c) To approve the following payments:**

Council noted there was an ongoing issue in respect of the recent pond works invoices but it was anticipated that further funding could be obtained.

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

• Clerk (Dec Salary & Expenses)	£354.24
• Clerk (Jan Salary)	£350.75
• Grass Contractor (Hedging and Ditch)	£780.00
• Digger Hire (Drainage Reserve)	£147.88

• Digger Hire	£818.40
• Tree Works	£431.25 (TBC)

**15. Correspondence for circulation.**

- Breckland – meetings with senior management team – Council declined the offer of a meeting but agreed matters should be dealt with as they arise.
- DEFRA – Notice under Regulation 5(3)(b) of the Nitrate Pollution Prevention Regulations 2015 – Council noted the amended regulations and confirmed they were compliant.
- Presentation of Plaque by the Lord Lieutenant of Norfolk to commemorate the resilience of the community during the time of the pandemic – Council agreed that the Clerk should take delivery of the plaque and liaise with the Village Hall Committee to have it displayed at the Village Hall.

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

Council agreed that the meeting in February should be advertised as widely as possible as the 'Housing for Local People' scheme would be discussed and a way forward agreed by Council. It would be helpful to know the views of residents.

**17. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 2<sup>nd</sup> February 2022 in the Village Hall.**

Council noted the date of the next meeting and the meeting then closed at 8.34pm.

Signed:

Date:

**BANK RECONCILIATION AS AT 9th November 2021**

**Balance per bank statements**

Barclays Current Account	21,579.74
Less any unpresented cheques	0.00
Add any outstanding payments into bank	0.00
	<b>21,579.74</b>

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

Opening Balance as at 1st April 2021	19,901.50
Add receipts in the year	15,389.44
Less payments in the year	13,711.20
<b>Closing balance per cash book</b>	<b>21,579.74</b>

**which includes the following reserves:**

Brisley Green (Panford Beck works)	632.50	504.55
Higher Level Stewardship Scheme	6,511.71	
Defibrillator	1,152.65	
Townlands	464.00	
Admin - Office Equipment	200.00	
Open Spaces:		
Pond Project	190.00	
Knotweed at The Hill	70.00	
<b>GENERAL RESERVE</b>		<b>12,358.88</b>

**BRISLEY PARISH COUNCIL - NOVEMBER 2021  
BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2022**

<b>PAYMENTS**</b>	<b>BUDGET 2021/22</b>	<b>SPEND TO DATE</b>	<b>AVAILABLE SPEND</b>	<b>% SPEND</b>	<b>RECEIPTS</b>	<b>BUDGET 2021/22</b>	<b>RECEIVED TO DATE*</b>	<b>DUEDUE</b>	<b>% RECEIVED</b>
Salary	3993.00	3507.50	485.50	88%	Precept	11850.00	11850.00	0.00	100%
Admin*	1651.00	1945.03	-294.03	118%	Burials	0.00	331.00	-331.00	
Open Spaces***	5270.00	5416.39	-146.39	103%	Bank Interest	0.00	0.00	0.00	
Donations	0.00	100.00	-100.00		Wayleaves	508.00	1265.05	-757.05	249%
<b>TOTAL</b>	<b>10914.00</b>	<b>10968.92</b>	<b>-54.92</b>	<b>101%</b>	Allotments	455.00	10.00	445.00	2%
HLS	270.00	275.00	-5.00	102%	Admin*	0.00	681.55	-681.55	
<b>AMENITY AREA</b>	<b>3460.00</b>	<b>2797.84</b>	<b>662.16</b>	<b>81%</b>	<b>TOTAL</b>	<b>12813.00</b>	<b>14137.60</b>	<b>-1324.60</b>	<b>110%</b>
<b>TOWNLANDS</b>	<b>240.00</b>	<b>0.00</b>	<b>240.00</b>	<b>0%</b>	<b>HLS</b>	<b>1469.00</b>	<b>0.00</b>	<b>1469.00</b>	<b>0%</b>
<b>DEFIBRILLATOR</b>	<b>451.00</b>	<b>401.00</b>	<b>50.00</b>	<b>89%</b>	<b>AMENITY AREA</b>	<b>2028.00</b>	<b>0.00</b>	<b>2028.00</b>	
*includes Village Hall Recycling and SAM II costs									
**includes payments awaiting authorisation at this meeting									
***includes £921.60 for Village Hall car park which was not in the budget and £504.55 for drainage works hire which will be met with reserves.									
Open Spaces includes the Churchyard, Patch Corner, the Play Area and the Allotments & the Christmas Tree project etc.									
*SLCC refunds from other PCs, Village Hall Recycling and SAM II refund from Litcham PC									