

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held at 7.00pm on Wednesday 6th December 2023 in the Village Hall.

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

Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

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

2. To receive declarations of interest.

Cllr Dykes declared an interest in planning application 3PL/2023/1064/F and will not take part in the discussion.

3. To approve the minutes of the meeting held on 1st November 2023.

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

4. To receive County and District Councillor reports.

In his absence, C/Cllr Kiddle-Morris had submitted a written report, no matters from it were raised by Council.

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

There were no members of the public present.

6. Highways - 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 – a site meeting has been held with the Highways Engineer and photos showing the extent of the flooding have been sent.
- School Road, blocked drain – reported to Highways and works programmed.
- Flooding on School Road – reported to Highways and will be resolved.
- SLOWS on School Road – request submitted to Highways – existing SLOW to be repainted in 2024.
- Amended Footpath 16 (nr Village Hall) signage (to include Village Hall and Church) – request submitted to Highways.
- Request to extend the speed limit further along Fludges Lane – on hold until speed limit on B1145 confirmed.
- Reduced culvert on School Road – Highways to be requested to confirm legal status.

7. Planning

a) Applications for consideration.

- 3PL/2023/1049/HOU – Sunnyside House, School road - two-storey and single-storey rear extensions – no issues were raised by Council and a ‘no comment’ response will be submitted.
- 3PL/2023/1064/F – Church House, Church Street - change of use of an existing outbuilding (a part only) used for occasional bedroom and bathroom to Class C1 for holiday let – no issues were raised by Council and a ‘no comment’ response will be submitted.

b) To note any planning decisions/appeals.

Council noted that 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 the following application had been approved:

- 3PL/2023/0935/HOU – Willow Farm, Woods Lane - single-storey extensions and alterations to existing dwelling.

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

There was no update available.

d) To receive an update regarding the Breckland Local Plan and the ‘New Town’.

Council noted that the proposed site submitted for the ‘New Town’ had not been considered suitable for development and will not be included in the Local Plan.

8. Open Spaces

a) To receive an update regarding the plan to deal with the effluent in the pond on South Green.

Three quotes had been obtained for the tree works on the South Green Pond and the maintenance work at the Amenity Area. Cllr Collinge proposed that quote no. 3 be accepted for both jobs, this was seconded by Cllr Green and unanimously agreed by Council.

A meeting with the Farm Advisor and Wensum Farmers Lead of the Upper Wensum Environmental Cluster Group was taking place in early January to explore any funding options.

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

Council noted that the application had been approved, however, a condition that any area over the permitted 10% fenced would require two gates fitted to a BS standard. Council agreed this was not practical as the fencing was moved on a regular basis and a minimum of four gates would be required on both Greens. A letter expressing the disappointment of Council will be sent to the Planning Inspectorate.

c) To consider the quotes for tree maintenance/removal in the Amenity Area.

This item was dealt with at item a) above.

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 new metal grain bins sited on the edge of the village were considered as they stood out on the landscape when the sun was shining. The bins they had replaced had been painted green and merged into the countryside. It was agreed to identify the owner and contact them to see if there was anything that could be done to soften the impact on the landscape.

South Green (Cllr Diggins) – nothing to report.

Footpaths (Cllr Diggins) – - the broken stile on Footpath 14, beyond the first meadow, has been reported to the landowner and will be repaired before any stock goes back in the meadow.

Churchyard (Cllr Irons) – the ongoing works in the churchyard are being monitored and Cllr Irons will ensure that they are made good at completion so there are no issues for the grass contractor. Council was reassured in that they are a specialist contractor and well-used to working within similar environments.

Play area (Cllr Irons) – a bracket on the baby swing is broken and the company who installed the equipment have been asked to repair. In the meantime, the swing has been taken out of use.

Patch Corner (Cllr Dennis) – one of the posts holding the railings has rotted and two or three others are not good and will need replacing. Cllr Green volunteered to inspect and make good, if possible.

Allotments (Cllr Peter Dennis) – the compost bins and incinerator are now in place.

Amenity Area (Cllr Dennis) – the plaque for the memorial tree is now back in place.

Cllr Diggins suggested applying for some free orchard trees via the Coronation Living Heritage Fund but Council agreed that when this had been considered previously, it was thought that an interest from the village would be required otherwise the required maintenance would be too much. It was agreed to put something in the next newsletter to see if there was any interest in having a village orchard.

Harpers Green (Cllr Dennis) – nothing new to report.

10. To consider a policy to conserve and enhance biodiversity in Brisley, in accordance with the Environment Act 2021.

Cllr Collinge proposed approval of the draft policy, this was seconded by Cllr Dennis and unanimously agreed by Council.

11. Finance & Governance Matters

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

The financial report (attached) was noted.

b) To receive an update regarding the election invoice challenge.

Council noted that no response had been received from Breckland, following a second email setting out the challenge.

c) To consider the draft budget and set the precept for the year ending 31st March 2025.

Council was wary of increasing the precept by too much due to the current high cost of living and agreed that a smaller increase would be preferable this year, with the deficit being taken from the general reserve. Accordingly, Cllr Dennis proposed that the draft budget be accepted and the precept for the year ending 31st March 2025 be set at £13,000. This was seconded by Cllr Green and unanimously agreed by Council.

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

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

P51	Clerk (December Salary & Off All) (including back-dated pay award for 2023/24)	£644.79(SO)
P51	HMRC – PAYE	£54.00
P52	UWECG Annual Membership	£80.00
P53	Clerk Expenses	£34.72
P54	Printing – Defibrillator Card	£42.00
P55	ICO Renewal (Data Protection)	£35.00 (DD)

12. Correspondence for consideration.

Fundraising Opportunity – Metal Detecting Event on Parish Land – Council agreed to initially investigate if metal detecting was permitted on common land and this matter will be reconsidered at the next meeting.

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

There were no new items received for the next agenda.

- 14. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 31st January 2024, in the Village Hall.**

The date of the next meeting was noted and the Chairman then closed the meeting at 7.55pm.

Signed: _____

Date: _____

BRISLEY PARISH COUNCIL

FINANCIAL REPORT – DECEMBER 2023

Bank Reconciliation as at 7th November 2023		
Balance per bank statements		
Barclays Current Account	26,896.23	
Less any unrepresented cheques	35.00	
Add any outstanding payments into bank	0.00	
		26,861.23
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	16,537.99	
Less payments in the year	13,376.31	
Closing balance per cash book		26,861.23
which includes the following reserves:		
Higher Level Stewardship Scheme (Harpers)	6,503.71	
Defibrillator	465.65	
Townlands	353.00	
Admin - Office Equipment	59.17	
Open Spaces:		
Pond Project	1,319.96	
Allotment Deposits	280.00	
Knotweed at The Hill	<u>15.00</u>	
GENERAL RESERVE		17,864.74

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2024

NOVEMBER 2023

PAYMENTS*	BUDGET	SPEND	AVAILABLE	%	RECEIPTS	BUDGET	RECEIVED	DUE	%
	2023/24	TO DATE		SPEND		2023/24	TO DATE		RECEIVED
Salary	5,143	3,952	1,191	77%	Precept	12,454	12,454	-	100%
Admin	3,106	1,490	1,616	48%	Burials	-	350	-	350
Open Spaces	9,406	7,062	2,344	75%	Wayleaves	509	511	-	2
Donations	-	-	-		Allotments	505	355	150	70%
TOTAL	17,655	12,504	5,151		Amenity	2,028	-	2,028	0%
					Salary PAYE	-	10	-	
HLS (Harpers)	900.00	701.00	199.00		Admin	-	211	-	211
					TOTAL	15,496	13,890	1,606	
TOWNLANDS	264.00	0.00	264.00		HLS (Harpers)	1,469	-	1,469	
DEFIBRILLATOR	226.00	235.00	-9.00		TOWN LANDS	270	270	-	
<i>*includes payments as listed on agenda</i>									