

## **Brisley Parish Council**

Minutes of the meeting of Brisley Parish Council held at 7.00pm on Wednesday 2<sup>nd</sup> March 2022 in the Village Hall.

**Present:** Cllr Tony Irons (Chair)  
Cllr Peter Dennis  
Cllr Nicola Curl  
Cllr Bobby Green  
Cllr Julie Colley  
Cllr Richard Savory

One Member of the Public  
Sheryl Irving (Clerk)

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

In the absence of the Chairman, Cllr Collinge, Cllr Irons took the chair and welcomed everyone to the meeting. Apologies from Cllr Collinge were approved and apologies from C/Cllr Kiddle-Morris and D/Cllr Bambridge were also received.

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

There were none received.

### **3. To approve the minutes of the meeting held on 2<sup>nd</sup> February 2022.**

Cllr Dennis proposed that the minutes of the meeting held on 2<sup>nd</sup> February 2022 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.**

In the absence of either councillor, there was no report.

Council was advised that the bin collection days may change after the 21<sup>st</sup> March and the bins must be outside at the earlier time of 6.30am. A leaflet will be circulated by Breckland to all residents.

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

The pothole on Harpers Lane was raised and the member of the public was assured it had been reported to Highways.

### **6. Highways**

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

Council noted the following updates:

- Gateley Road – covered drain – works awaited.

- Trod, Church Street – water collecting in surface – reported to Highways and C/Cllr Kiddle-Morris taking forward.
- Church Street, near to the Square House – pavement too narrow for pushchairs and mobility scooters etc – C/Cllr Kiddle-Morris taking this matter forward and requesting that the pavement be widened.
- Junction of School Road and Church Street – crash rail or bollards be installed on the verge - C/Cllr Kiddle-Morris taking this request forward.
- Missing manhole cover, Woods Lane – reported to Highways.
- Poor Surface of Car Park at Patch Corner – reported to Highways and will be repaired.
- Potholes on Harpers Lane – reported to Highways.

**a) To consider additional signage and a display map of footpaths.**

Council was informed that there was no additional signage available for footpath signs, as raised at the previous meeting. The signage in question related to the Norfolk Trails.

Council agreed that most people now used the internet for footpath information and noted that a link to the Norfolk definitive map had been added to the website. Costs for a display map had been previously sought and were over £1,000. Council agreed this item can now be removed from the agenda.

## 7. Planning

**a) Applications for consideration.**

- 3PL/2022/0161/HOU – The Old Carpenters, Woods Lane - proposed single storey front and side extensions to dwelling – No issues were raised and Council agreed a ‘no comment’ response.
- 3PL/2022/0099/LB – Chesham House, School Road – replacement front door and patio doors – Cllr Curl proposed that an objection be submitted that the proposed replacement doors were not architecturally in keeping with the period of the house, which is a listed building, this was seconded by Cllr Colley and unanimously agreed by Council.

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

- 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) – Council noted that a meeting with Stanfield Parish Council and Breckland regarding this application was being held on the 9<sup>th</sup> March and the Chairman will attend on behalf of Brisley Parish Council.

Council noted the following updates:

- 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 – a decision is still awaited.

- 3PL/2021/1703/HOU – Maltings Farm, Gateley Road - extension to front of farmhouse, new roof on existing conservatory and larch cladding to first floor – APPROVED.
- 3PL/2022/0006/F – Ash Leigh, Gateley Road - proposed Conversion of Former Builders Storage Building to Holiday Unit – APPROVED.

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

Council was advised that Breckland are looking for interest from Housing Associations and grant funding for the survey to ascertain interest in the village.

**8. Open Spaces**

**a) To receive an update regarding maintenance and management of the Green.**

Council was pleased to note that the fencing had been removed from the North Green and the whole Green was now being grazed well and in accordance with the regulations, and with access available.

Cllr Curl proposed that the three hectares of thistles on the South Green be weed sprayed, together with an area on the North Green, up to a cost of £500, this was seconded by Cllr Green and unanimously agreed by Council.

Council approved a request by the Norfolk Wildlife Trust to hold a Pond Training Session on the Green on the 21<sup>st</sup> September and it was hoped that some places on the session would be available for council members.

Council noted that two local residents were carrying out minor upkeep of the pond adjacent to their property, Cllr Curl is monitoring.

Council agreed to approach Professor Carl Sayer to test the water along the ponds on the west side of the South Green as there continued to be effluent discharging into them.

Council agreed that the gorse on the North Green should be whacked back by the contractor in 2023 and this will be included in the budget for 2023/24.

**b) To note the date of the next Grazing Rights Holders meeting – 28<sup>th</sup> March 2022.**

Council noted the date of the next meeting and that the grazing rights holders were to be invited to a Workshop on the 24<sup>th</sup> March regarding the ELM test and trial for Brisley Green.

**c) To consider improvements to the wildflower area on the Centenary Field.**

Cllr Savory proposed that additional wildflower seeds are purchased together with the weed spray required to kill off the grass in the copse, this was seconded by Cllr Green and unanimously agreed by Council.

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

North Green (Cllr Bobby Green) – nothing new to report.

South Green (Cllr Nicola Curl) - the South Green survived the storms, a tree in the newly excavated pond on the east side of the Green has uprooted but has fallen in a spot where it can stay. The sheep are now grazing the strip nearest to the B1145.

Council was also advised that the School may be carrying out pond dippings on the Green.

Churchyard (Cllr Tony Irons) - nothing to report.

Play Area (Cllr Tony Irons) - the recent winds removed two of the tree guards around the area and another two from the memorial trees; these will be replaced by Cllr Dennis.

Cllr Curl proposed that the 'No Dogs' sign which is missing from one entrance be replaced at a cost of £10.45, this was seconded by Cllr Colley and unanimously agreed by Council.

Patch Corner (Cllr Peter Dennis) – nothing new to report on the pond side. However, Power Networks have made a mess on the corner opposite the bus shelter. Despite having been notified some months ago that there was a problem with unstable trees around the overhead lines, it wasn't until they were blown over that they arrived in force to tackle it, resulting in a large amount of tree debris and deep wheel ruts on the area which is kept mown for better visibility on the corner. A complaint will be submitted to Power Networks, also notifying them that not all the trees resting on the lines have been cleared.

Allotments (Cllr Peter Dennis) - unfortunately our new plot holder had their polytunnel removed by storm Eunice.

The allotment gates have been repaired and a hard base installed to deter the rabbits from entering. Council thanked Cllrs Dennis and Green for carrying out this work.

Pupils from the school helped plant the latest batch of Christmas trees on the 11th February; Council thanked Cllr Dennis for preparing the area for planting.

Amenity Area (Cllr Peter Dennis) – Council agreed that the benches in the Amenity Area need attention. It was agreed to investigate appropriate treatments and to obtain a quote for the work from a local person.

Council agreed to approach a neighbouring farmer for agreement to plant a hedge in a gap around the amenity area, it was hoped that free hedging plants would be available later in the year.

Harpers Green (Cllr Peter Dennis) – the contractor has completed the mulching work that should improve grass regeneration whilst maintaining a great scrub habitat for turtle doves and other wildlife.

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

Cllr Savory reported that the following events have been planned:

Thursday 2<sup>nd</sup> June – a bonfire and food van and bar at the Brisley Bell, with the lighting of the fire to take place at 9.45pm to coincide with lighting of beacons across the country.

Friday 3<sup>rd</sup> June – a sports day at the Cricket Club with the opening of the Jubilee Bridge in the afternoon and cricket matches later in the day, together with a car and tractor display.

Sunday 5<sup>th</sup> June – a Big Lunch at the Village Hall with the Queen’s speech shown on the big screen.

There will also be a flower display in the church over the weekend and members of the public will be invited to do a display.

It was hoped that some idea of numbers attending could be obtained for the events. The events will be circulated via a newsletter later in the month and the Chairman requested additional copy from council members.

## **11. Finance & Governance Matters**

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

The financial report was noted (attached). Council was advised that the Norfolk Wildlife Trust had agreed to fund the £400 shortfall in respect of the pond project in 2021.

### **b) To consider approval of a co-option policy.**

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

### **c) To consider allocation of Townlands funds.**

Council agreed that the Charity Commission should be approached to ascertain if the purpose of the charity can be amended from ‘poverty’ to ‘for the good of the village’ as it was difficult to identify any ‘poverty’ matters.

### **d) To consider any charitable donations.**

Council agreed that no further charity donations should be made this year as £100 had already been donated to the Duke of Edinburgh’s Award Scheme.

### **e) To receive an update regarding the Clerk’s office allowance.**

Council noted that the office allowance will now be paid monthly, rather than annually.

### **f) To approve the following payments:**

Cllr Curl proposed that the following payments be approved, this was seconded by Cllr Colley and unanimously agreed.

• Clerk (March Salary & Expenses)	£360.75
• Harpers Green Works – Contractor	£708.00
• Cllr Dennis – Allotment Gate	£119.42
• Concrete – Allotment Gate	£49.44
• Clerk (Pay Award Arrears)	£57.20
• HMRC	£16.00

#### **2022/23 Financial Year:**

• Clerk:	
April Salary (incl incremental salary increase) & Office Allowance	£368.87
• HMRC (PAYE)	£1.40
• Norfolk PTS Subscription	£121.50

Council noted that the April salary did not include the recent pay award increase and any arrears will be included in the May salary.

**12. Correspondence for circulation.**

Council noted the following correspondence and no action was required.

- Great British Spring Clean 2022
- NRF Support to Community Resilience
- Offshore Transmission Network Group Update

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

Cllr Curl requested that consideration of a Dark Skies Policy be added to the next agenda.

**14. To note the Annual Meeting of the Parish Council will be held at 7.00pm on Wednesday 4<sup>th</sup> May 2022 in the Village Hall, following the Annual Parish Meeting which commences at 6.30pm.**

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.15pm.

Signed:

Date:

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

<b>PAYMENTS**</b>	<b>BUDGET 2021/22</b>	<b>SPEND TO DATE</b>	<b>AVAILABLE</b>	<b>% SPEND</b>	<b>RECEIPTS</b>	<b>BUDGET 2021/22</b>	<b>RECEIVED TO DATE</b>	<b>DUE</b>	<b>% RECEIVED</b>
Salary	3993.00	4209.00	-216.00	105%	Precept	11850.00	11850.00	0.00	100%
Admin*	1651.00	2192.83	-541.83	133%	Burials	0.00	817.00	-817.00	
Open Spaces***	5270.00	6700.25	-1430.25	127%	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>13202.08</b>	<b>-2288.08</b>	<b>121%</b>	Allotments	455.00	540.00	-85.00	119%
					Admin*	0.00	712.65	-712.65	
<b>HLS</b>	<b>270.00</b>	<b>865.00</b>	<b>-595.00</b>	<b>320%</b>	<b>TOTAL</b>	<b>12813.00</b>	<b>15184.70</b>	<b>-2371.70</b>	<b>119%</b>
<b>AMENITY AREA</b>	<b>3460.00</b>	<b>2797.84</b>	<b>662.16</b>	<b>81%</b>	<b>HLS</b>	<b>1469.00</b>	<b>1469.00</b>	<b>0.00</b>	<b>100%</b>
<b>TOWNLANDS</b>	<b>240.00</b>	<b>0.00</b>	<b>240.00</b>	<b>0%</b>	<b>AMENITY AREA</b>	<b>2028.00</b>	<b>2034.00</b>	<b>-6.00</b>	
<b>DEFIBRILLATOR</b>	<b>451.00</b>	<b>401.00</b>	<b>50.00</b>	<b>89%</b>	<b>Defibrillator</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
*includes Village Hall Recycling and SAM II costs					<b>TOWN LANDS</b>	<b>240.00</b>	<b>264.00</b>	<b>-24.00</b>	<b>110%</b>
**includes payments awaiting authorisation at this meeting					*SLCC refunds from other PCs, Village Hall Recycling and SAM II refund from Litcham PC				
***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.									

<b>BRISLEY PARISH COUNCIL</b>	
<b>BANK RECONCILIATION AS AT 8th February 2022</b>	
<b>Balance per bank statements</b>	
Barclays Current Account	25,537.50
Less any unrepresented cheques	0.00
Add any outstanding payments into bank	50.00
	<b>25,587.50</b>
<b>The net balance reconciles to the Cash Book for the year, as follows:</b>	
Opening Balance as at 1st April 2021	19,901.50
Add receipts in the year	22,989.54
Less payments in the year	17,303.54
	<b>25,587.50</b>
<b>which includes the following reserves:</b>	
Brisley Green (Panford Beck works)	336.42
Higher Level Stewardship Scheme	7,705.71
Defibrillator	1,152.65
Townlands	464.00
Admin - Office Equipment	200.00
Jubilee Fund	2,550.00
Open Spaces:	
Allotment Deposit	50.00
Knotweed at The Hill	40.00
<b>GENERAL RESERVE</b>	<b>13,088.72</b>