

Brisley Parish Council

Minutes of the Annual Meeting of Brisley Parish Council held on Wednesday 1st May 2024 at 7.22pm in the Village Hall.

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

County Cllr Mark Kiddle-Morris
Sheryl Irving (Clerk)

1. Election of Chairman and signing of the Declaration of Acceptance of Office form.

Cllr Irons proposed that Cllr Collinge be elected as Chairman, this was seconded by Cllr Diggins and unanimously agreed by Council. Cllr Collinge duly signed his acceptance of office form.

2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.

Cllr Colley proposed that Cllr Irons be elected as Vice Chairman, this was seconded by Cllr Colley and unanimously agreed by Council. Cllr Irons duly signed his acceptance of office form.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting, there were no apologies for absence.

4. To receive declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on 6th March 2024 and the extraordinary meeting held on 15th April 2024.

With a minor amendment to the minutes of the meeting held on 15th April, Cllr Collinge proposed that both minutes be accepted as true records of the meetings, this was seconded by Cllr Dykes and unanimously agreed by Council. The Chairman duly signed the minutes.

6. To receive County and District Councillor reports.

Full reports had been received at the preceding Annual Parish Meeting but C/Cllr Kiddle-Morris added that a legal challenge is ongoing in respect of the dualling of the A47 and Natural England have refused a bat licence required for the Western Link, both of which are likely to delay works.

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

There were no members of the public present.

8. **Highway Matters**

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 – 40mph speed limit confirmed and will go ahead in 2024/25 financial year, this will now be removed from the agenda and any signage issues will be raised once the speed limit is in place.
- Gateley Road flooding – a site meeting has been held with the Highways Engineer and photos showing the extent of the flooding have been sent – the C/Cllr will chase this up.
- Gateley Road silt on road – reported to Highways and will be cleaned – the C/Cllr will chase this up.
- School Road, blocked drain – reported to Highways and works programmed – C/Cllr chasing up.
- SLOWS on School Road – existing SLOW to be repainted in 2024.
- Amended Footpath 16 (nr Village Hall) signage (to include Village Hall and Church) – request submitted to Highways – C/Cllr chasing up.
- Potholes on Gateley Road – reported to Highways and the C/Cllr will chase this up.

b) **To consider installing a bike rack at the bus shelter.**

In response to a request from a member of the public, Cllr Collinge proposed the purchase of two wall mounted bike racks at the bus shelter, this was seconded by Cllr Dykes and unanimously agreed by Council. Cllr Green volunteered to install the racks securely.

9. **Planning**

a) **Applications for consideration.**

There were no applications for consideration.

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

- 3PL/2022/0818/F – Barracouta, Fakenham Road - proposed change of use of workshop to a dwelling with associated works – due to the length of time this application has been waiting, it will be removed from the agenda until such time as a decision is made.

Council noted the following application has been approved.

- 3PL/2024/0018/F – Mill Farm Barn, The Green - proposed Change of use of existing holiday let to residential dwelling - Amended Red Line Location / Site Plan.

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

There was no update in respect of this scheme.

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

Council noted the next consultation has been delayed and is now due later this month.

10. Open Spaces

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

There was no update in respect of this appeal.

b) To receive a report regarding a vegetation survey of Brisley Green.

Council noted that a volunteer had agreed to survey the Green vegetation and this offer was gratefully accepted.

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

North Green – the badly poached area is being harrowed and reseeded, with the grazing rights holder responsible for the damage being asked to pay for the seeds.

South Green (Cllr Diggins) – the far bottom end of the south green is currently being grazed by sheep allowing full access to the footpath across the meadow. This is the start of the grazing regime and the sheep will be moved up over the south green in areas much as last year, with the grazier being more aware of access and the need to take fencing down at each stage.

Further investigations continue into the pollution in the ponds on the South Green and one household is investigating their system, unblocking a culvert and it is hoped that the release of a substantial quantity of water will improve the whole connectivity of the ponds. By doing this Council is better placed to obtain help for the restoration of the ponds.

Good quantities of migrant birds on the south green and the wildflower species are strong and gradually creeping back into the areas where formerly an annual dressing of nitrogen had been applied.

Footpaths (Cllr Diggins) – no reports of any difficulties and the stile on Footpath 14 has been duly mended.

Churchyard (Cllr Irons) – the ground is supposedly restored but clearly more urgently needs doing by the contractors to get it back to the original state. The need for the orange fencing will also be queried.

There are a number of small branches that have fallen and several trees have more potential for branches to fall, an estimate for works is being obtained.

A suggestion received to leave the churchyard for no-mow May was considered and the PCC will be consulted as to whether they would agree to the rear side of the church being fenced, allowing

sheep to graze later in the year, following wildflower growth. Council agreed the cemetery area and the front of the church should continue to be kept neat. Council also agreed that half of Patch Corner and the Play Area should be left unmown during May.

Play area (Cllr Irons) – nothing to report.

Patch Corner (Cllr Dennis) – The water level in the pond is very high which has prevented bankside clearing.

Allotments (Cllr Peter Dennis) – there is a lot of activity on the plots despite it being too cold and too wet.

Amenity Area (Cllr Dennis) – generally in good order but there are some excavations in pursuit of creating a BMX circuit. Unfortunately where this has happened it is dangerous to walkers and will be levelled.

Council agreed an article in the next newsletter to see if there was any interest amongst local parents to fundraise and build a simple BMX circuit in the amenity area.

With the hired digger, both end sections of the east side ditch have been cleared and all of the other side, which has released water to the watercourse on adjacent land. It is hoped this may help with the flooding on the Gateley Road.

The potholes in the overflow car park have also been repaired.

Harpers Green (Cllr Dennis) - cattle are now back on the Green, a little ahead of time but there is reasonable grass growth and the Green is drying out.

12. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2025.

The financial report (attached) was noted.

b) To consider the contested invoice for the Uncontested Election May 2023

Council considered the most recent correspondence from Breckland and Cllr Collinge proposed payment of the invoice, this was seconded by Cllr Irons 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 noted that the reimbursement has not yet been received and agreed to continue to pursue this action.

d) To consider the allocation of Townlands funds.

Council agreed not to allocate any funds at the present time.

e) To receive an update regarding the Council insurance renewal.

Council noted that two quotes had been received and Cllr Collinge proposed acceptance of the three year deal, with a first year cost of £413.29, this was seconded by Cllr Irons and unanimously agreed by Council.

f) To receive the internal auditors report and consider any recommendations.

Council noted the report and, in respect of the recommendation that Councillors should have specific Council e-mail addresses, Cllr Collinge proposed that Council continue as they are, this was seconded by Cllr Colley and unanimously agreed by Council. Council members were reminded that council emails are private and subject to data protection and must be treated accordingly.

g) To approve the annual governance statement in the 2023-24 Annual Return.

Cllr Colley proposed approval of the annual governance statement, this was seconded by Cllr Irons and unanimously agreed by Council. The Chairman and Clerk duly signed the statement.

h) To approve the Statement of Accounts in the 2023-24 Annual Return.

Cllr Diggins proposed approval of the statement of accounts, this was seconded by Cllr Dykes and unanimously agreed by Council. The Chairman duly signed the statement.

i) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr Green proposed approval of the certificate of exemption, this was seconded by Cllr Dennis and unanimously agreed by Council. The Chairman and Responsible Finance Officer duly signed the statement.

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

Cllr Collinge proposed that the following payments be approved, this was seconded by Cllr Irons and unanimously agreed by Council. The receipt was noted.

P65	Digger Hire (2023/24)	£233.64
P5	Clerk (April Salary & Allowance) (includes annual incremental increase)	£449.12 (SO)
P5	HMRC – PAYE	£7.00
P10	Clerk (May Salary & Allowance)	£456.12
P4	Seed for North Green repairs	£84.00
P2	Norfolk County Council – Amenity Rent	£750.00
P3	Grass Contractor 1 (including allotment plough)	£216.00
P6	Grass Contractor 2	£340.00
P7	Environment Agency – Drainage Charges	£43.65
P8	Internal Auditor	£45.00
P9	Council Insurance Renewal –	£413.29
P11	Grass Contractor 1	£210.00
P12	Breckland Election 2023	£75.00
RECEIPTS		
	Precept 2024/25 (1 of 2)	£6,500

13. Correspondence for consideration.

Council noted that an invitation to attend the June meeting had been sent to George Freeman, MP, in response to a letter from him requesting to meet the Council. To date, no response has been received.

Information had been received regarding works to improve water quality in the Wensum catchment and Cllr Dennis proposed that a letter be sent supporting the proposed works, this was seconded by Cllr Dykes and unanimously agreed by Council.

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

Cllr Dykes requested the following two items be added to the next agenda, both requested by a member of the public:

- School Road flooding.
- Speeding in School Road.

15. To note the next meeting of the Parish Council will be held on Wednesday 5th June 2024, at 7.00pm in the Village Hall.

Signed:

Date:

BRISLEY PARISH COUNCIL

FINANCIAL REPORT

MAY 2024

BRISLEY PARISH COUNCIL									
BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2025									
May 2024									
PAYMENTS*	BUDGET 2024/25	SPEND TO DATE	AVAILABLE	% SPEND	RECEIPTS	BUDGET 2023/24	RECEIVED TO DATE	DUE	% RECEIVED
Salary	5,628	887	4,741	16%	Precept	13,000	6,500	6,500	50%
Admin	2,011	200	1,811	10%	Burials	-	-	-	-
Open Spaces	11,134	1,398	9,736	13%	Wayleaves	511	-	511	0%
Donations	-	-	-	-	Allotments	585	-	585	0%
TOTAL	18,773	2,485	16,288	13%	Amenity	2,028	-	2,028	0%
					HMRC	-	-	-	-
					Admin	-	-	-	-
HLS (Harpers)	900.00	0.00	900.00	0%	Bank Interest	-	-	11.51	-
					TOTAL	16,124	6,500	9,636	40%
TOWNLANDS	270.00	0.00	623.00	0%	HLS (Harpers)	1,469	-	1,469	0%
DEFIBRILLATOR	226.00	0.00	226.00	0%	TOWN LANDS	270	-	270	0%
<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 9th April 2024	
Balance per bank statements	
Barclays Savings Account	20,011.51
Barclays Current Account	10,216.07
Less any unrepresented cheques	7.00
Add any outstanding payments into bank	0.00
	30,220.58
The net balance reconciles to the Cash Book for the year, as follows:	
Opening Balance as at 1st April 2023	25,356.70
Add receipts in the year	6,500.00
Less payments in the year	2,520.89
Closing balance per cash book	29,335.81
which includes the following reserves:	
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
GENERAL RESERVE	19,995.32