

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held at 7.00pm on Wednesday 7th September 2022 in the Village Hall.

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

Two members of the public
County Cllr Mark Kiddle-Morris
District Cllr Gordon Bambridge
Five officers from Breckland District Council and Broadland Housing
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.

There were none received.

3. To approve the minutes of the meeting held on 6th July 2022 and the extra-ordinary meeting held on the 8th August 2022.

Cllr Colley proposed that the minutes of the meeting held on 6th July 2022 be accepted as a true record, this was seconded by Cllr Green and unanimously agreed by Council. The Chairman duly signed the minutes.

Cllr Colley proposed that the minutes of the meeting held on 8th August 2022 be accepted as a true record, this was seconded by Cllr Green and unanimously agreed by Council. The Chairman duly signed the minutes.

4. To receive a report regarding the results of the recent Housing Needs Survey.

Council received a report from Breckland District Council and Broadland Housing with the results of the recent survey. There had been 38 responses to the survey, which was considered a good response in a village the size of Brisley, with eight identifying as having a housing need. This result is sufficient to move onto the next stage of the process, locating a suitable site, either adjacent to the village boundary or well-related to the village. The proposal is for an eight dwelling development, farmhouse style, with two of those for the open market which will offset the cost of the build.

In response to questions, it was confirmed that the dwellings would be high-energy efficient with solar panels and heat pumps. The survey indicated there was a need for more shared ownership properties, rather than rental, with a mix of houses and bungalows. The shared ownership properties are capped at 80% and all are protected in perpetuity for local housing needs.

The nutrient neutrality issue continues to delay housing projects and the current embargo is likely to last for another twelve months, until the mitigation work is complete.

Council agreed that any site should not be situated on the smaller roads as any increase in traffic would result in additional highway safety issues.

A site of between one and one and a half acres was required, normally agricultural land. The land would be purchased at a price slightly higher than agricultural land and it was hoped the Council would assist with the call for sites.

Cllr Collinge proposed that Council continue to the next stage and work with Broadland/Breckland to locate potential sites, this was seconded by Cllr Savory and unanimously agreed by Council.

The Chairman thanked the officers for the presentation and the officers then left the meeting.

5. To receive County and District Councillor reports.

C/Cllr Kiddle-Morris reported that a scheme was being put together in respect of the pavement widening on Church Street and he was chasing up the Gateley Road drain issue.

Cllr Dennis requested better signage for the unfenced common, as there had been many near-misses this year with the sheep loose on the common; the C/Cllr agreed to progress this issue.

In respect to a request for an extension of the 30mph limit, the C/Cllr informed the meeting that there was no funding available at the present time.

D/Cllr Bambridge reported on the Breckland Local Plan and Housing Strategy which did not currently meet rural needs and was being reviewed currently. There is little provision to help young people or anyone wanting to downsize to remain in rural villages.

Cllr Savory raised the problem of the infrastructure, sewage, roads, power supply etc, being inadequate and felt it should be included in the Local Plan, with developers being required to ensure it was provided as part of the planning approval. The D/Cllr agreed but said this was a decision for central government and advised Council to write to him. He regularly lobbied on this subject and supportive letters help his case. He felt that central government need to give local Districts more powers to control developers.

Cllr Savory proposed that Council write a letter to that effect, this was seconded by Cllr Dennis and unanimously agreed by Council.

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

One member of the public was satisfied with the action being taken in respect of the loose sheep on the highway and had nothing more to add.

A member of the public requested assistance with the removal of Himalayan Balsam at Harpers Green and also thought the ditches needed attention. Cllr Dennis inspects the site regularly but will take another look at the ditches. Busy Brisley will assist with the removal of the Balsam as much as possible.

7. Highways

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

- Gateley Road – covered drain – works still awaited and now being chased up again.
- Trod, Church Street – water collecting in surface – reported to Highways and works carried out but this will continue to be monitored.
- Church Street, near to the Square House – pavement too narrow for pushchairs and mobility scooters etc – C/Cllr Kiddle-Morris is taking this matter forward and a scheme is being put together.
- Brisley Footpath 6 – impassable again – reported to Highways who have written to the person responsible but no action has been taken and the path remains inaccessible for another year.
- Overgrown gorse on junction of B1145 & School Road – reported to Highways and works programmed.

8. Planning

a) Applications for consideration.

- 3PL/2022/0889/LB & 0888/F – Chesham House - proposal to install 20 in number, 390w solar panels on a ground mounted array, along with 2x 5kw batteries and an appropriate inverter. Installation proposed in rear field out of sight of the main property. This would be in lieu of the roof mounted solar panels on an outbuilding conversion, which have been approved in *3PL/2022/0425/HOU and 3PL/2022/0323/LB* - Cllr Collinge proposed a 'no comment' response, this was seconded by Cllr Irons and unanimously agreed by Council.
- 3PL/2022/0905/HOU – Mill Farm Cottage, The Green - proposed Two Storey Side, First Floor Rear and Garden Room Extensions with Alterations – Cllr Irons proposed a 'no comment' response, this was seconded by Cllr Collinge and unanimously approved agreed by Council.
- 3PL/2022/0818/F (amended) - Barracouta, Fakenham Road - proposed change of use of workshop to a dwelling with associated works – Cllr Collinge proposed that the original comments be resubmitted with the addition that the Parish Council does not support this application and had not been consulted by the applicants, as suggested in the application, this was seconded by Cllr Dennis and unanimously agreed by Council.

b) To note any planning decisions/appeals.

Council noted that no decisions had yet been made on the following applications:

- 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).
- Planning appeal: 3PL/2021/1109/O – land off Gateley Road - First Homes application. 4, two-bedroom semi-detached properties. 3, 3-bedroom bungalow to be sold or rented under the new First homes regulations.
- 3PL/2022/0765/LB – Chesham House, School Road – replacement hardwood replica sash window.

Council noted the following two applications have now been approved.

- 3PL/2022/0445/HOU - Bay Tree Cottage, School Road - single-Storey, one bedroom annexe for family member, to sit in gap between two existing outbuildings and a single storey rear extension to form an enclosed porch.
- 3PL/2022/0832/F – St Bartholomew’s Church, Church Street - removing the concrete tiles from the south aisle roof of the church and recovering in terne-coated stainless steel.

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

This item had been dealt with at item 4 above.

9. Open Spaces

a) To receive an update regarding drainage works on the Amenity Area.

Cllr Dennis reported that this matter cannot be progressed this year and Council agreed to bring it forward again next year.

b) To receive an update regarding effluent in pond on South Green and the 2022 pond project works.

Council noted there was no update from the Environment Agency regarding the effluent in the South Green Pond.

Cllr Dennis reported that two ponds are being restored this year, one on the South Green and the one on the centre of the North Green. Grant assistance and an ELMS trial has made both of these projects possible, with no funding required from the Parish Council. Some electric fencing will be required around the North Green pond but this will be confirmed once the works have been completed.

c) To consider tree works at Patch Corner and Green Lane.

Council had sought three quotes for the works, with two being received. Cllr Collinge proposed approval of a quotation for both works at a maximum cost of £990.00, this was seconded by Cllr Irons and unanimously agreed by Council.

d) To consider any potential income from hay making on Amenity Area and Common.

Council agreed that a better approach to the management of the Green is timely, with a new Grazing Rights Holder at Old Hall Farm. However, it was agreed that any potential income would be offset by the cost to produce the hay. Grazing rights holders do not have any rights to the hay but Council agreed there was no benefit in taking the hay themselves.

10. To receive reports on the regular inspection checks of village sites where the Council has a responsibility.

North Green (Cllr Green) – a tree had come down but was removed quickly.

South Green (Cllr Nicola Curl) – the sheep have been everywhere, as they are allowed to be under rules for grazing on commons, it is for to home owners on the Green to secure their properties against animals grazing on the common.

The 'electric' wire is up for cattle grazing, just south of Pond Farm.

Thistles are regrowing and further consideration needs to be given to their removal.

Churchyard (Cllr Tony Irons) – nothing to report.

Play Area (Cllr Tony Irons) – nothing to report.

Patch Corner (Cllr Peter Dennis) – works to willow approved (see item 9c. above).

Allotments (Cllr Peter Dennis) – a number of the Christmas trees may have been lost due to the prolonged hot dry summer. We may need to replant next year when we can see what has survived.

There has been a keenly contested competition for the tallest Sunflower and largest Pumpkin. Despite the summer we have had it is a credit to all who managed to grow some very impressive entries.

The perimeter hedge has been cut.

Council noted that a car had been driving to the allotments and on the amenity area and allotment holders were to be advised that driving on the amenity area was only permitted to and from the site in exceptional circumstances, such as moving heavy equipment, in all other instances the overspill car park was to be used.

Amenity Area (Cllr Tony Irons) – the Jubilee hedging will be arriving in November for planting.

Harpers Green (Cllr Peter Dennis) – there are now four head of livestock on the Green, two cows, one young calf and one approx. year old follower. That is about right for the available grass. The whole area has been topped by our contractor.

11. To receive an update regarding remaining grant funds received to mark the Queens Platinum Jubilee in 2022.

Council noted that there was approx. £300 left in the fund and agreed to consider further options at the next meeting.

12. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2023.

The financial report (attached) was noted.

b) To appoint an internal auditor for the year ending 31st March 2023.

Cllr Dennis proposed that Mrs Dann be appointed as internal auditor at a cost of £35, this was seconded by Cllr Irons and unanimously agreed by Council.

c) To consider the option to opt out of the SAAA central external auditor appointment arrangements.

Cllr Collinge proposed that Council do not opt out of the arrangements, this was seconded by Cllr Irons and unanimously agreed by Council.

d) To consider a monthly standing order for salary/office allowance payments.

Cllr Collinge proposed approval of a standing order for salary/office allowance payments, with effect from October, this was seconded by Cllr Irons and unanimously agreed by Council.

e) To receive an update regarding the change of allocation for Townlands funds.

Council agreed that a notice should be placed in the forthcoming newsletter advising residents of the availability of the small fund, which can assist with hardship matters.

f) To consider delegating management of the commons to the Clerk.

Cllr Dennis proposed delegating management of the commons to the Clerk, which will assist with timely management, this was seconded by Cllr Savory and unanimously agreed by Council. Standing Orders and other relevant documents will be amended accordingly.

g) To approve the following payments.

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

• Clerk (Sept Salary, Off All & Expenses)	£383.15
• Grass Contractor 1	£180.00
• Village Hall – Jubilee Book/Photos	£82.55
• Community Heartbeat – Annual Support	£151.20
• Wave – Allotment Water	£12.73 (DD)
• Community Heartbeat VETS	£120.00 (paid)
• Play Area Inspection	£144.00 (paid)

13. Correspondence for circulation.

- Breckland Mental Health – Community Enabler – Council noted that Cllr Curl will be having the relevant training and will advise Council accordingly.
- Breckland Local Plan (Partial Review) Regulation 19 Consultation – Council noted this was ongoing and no action was required.

- Response from George Freeman re the HND – Council agreed to request that Mr Freeman raise this matter with the Business Secretary and Energy Secretary.

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

There were no new items raised for the next agenda.

15. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 5th October 2022 in the Village Hall.

Council noted the date of the next meeting and the Chairman then closed the meeting at 9.08pm.

Signed:

Date:

BRISLEY PARISH COUNCIL			
BANK RECONCILIATION AS AT 05/09/2022			
Balance per bank statements			
Barclays Current Account		23,683.11	
Less any unrepresented cheques		0.00	
Add any outstanding payments into bank		0.00	
			23,683.11
The net balance reconciles to the Cash Book for the year, as follows:			
Opening Balance as at 1st April 2022		24,231.50	
Add receipts in the year		8,199.85	
Less payments in the year		8,748.24	
Closing balance per cash book			23,683.11
which includes the following reserves:			
Brisley Green (Panford Beck works)		336.42	
Higher Level Stewardship Scheme		7,115.71	
Defibrillator		1,152.65	
Townlands		464.00	
Admin - Office Equipment		59.17	
Jubilee Fund		368.64	
Open Spaces:			
Pond Project		200.00	
Allotment Deposit		100.00	
Knotweed at The Hill		40.00	
GENERAL RESERVE			13,846.52

BRISLEY PARISH COUNCIL - SEPTEMBER 2022									
BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2023									
PAYMENTS*	BUDGET	SPEND	AVAILABLE	%	RECEIPTS	BUDGET	RECEIVED	DUE	%
	2022/23	TO DATE		SPEND		2022/23	TO DATE		RECEIVED
Salary	4,641	2,183	2,458		Precept	12,150	6,075	6,075	50%
Admin	1,817	892	925		Burials	-	-	-	
Open Spaces	5,720	2,437	3,283		Bank Interest	-	-	-	
Amenity	3,410	1,013	3,410		Wayleaves	509	509	0	100%
Donations	-	-	-		Allotments	395	75	320	19%
TOTAL	15,588	6,525	9,063		Amenity	2,028	-	2,028	
					Admin	-	7	7	
HLS	900.00	275.00	625.00		TOTAL	15,082	6,666	8,416	
TOWNLANDS	264.00	0.00	264.00		HLS	728	-	728	
DEFIBRILLATOR	226.00	226.00	0.00		Defibrillator	-	-	-	
JUBILEE PROJECT (All)	2650.00	2281.36	368.64		TOWN LANDS	264	-	264	
<i>*includes payments as listed on agenda</i>									