

Brisley Parish Council

Minutes of the Annual Meeting of Brisley Parish Council held virtually on Wednesday 5th May 2021, commencing at 7.40pm, following the Annual Parish Meeting.

Present: Cllr Henry Collinge (Chairman)
Cllr Tony Irons (Vice Chair)
Cllr Peter Dennis
Cllr Bobby Green
Cllr Brigid Fairman
Cllr Nicola Curl
Cllr Richard Savory

One member of the public
Sheryl Irving (Clerk)

1. Election of Chairman and signing of the declaration of acceptance of office.

Cllr Curl proposed that Cllr Collinge be elected as Chairman of the Parish Council, this was seconded by Cllr Irons and agreed by Council. Cllr Collinge duly signed the declaration of acceptance of office form.

2. Election of Vice-Chairman and signing of the declaration of acceptance of office.

Cllr Collinge proposed that Cllr Irons be elected as Vice Chairman of the Parish Council, this was seconded by Cllr Curl and agreed by Council. Cllr Irons duly signed the declaration of acceptance of office form.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting, apologies were received from D/Cllr Bambridge and C/Cllr Kiddle-Morris.

4. To receive declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on 3rd March 2021 and the extra-ordinary meeting held on 24th March 2021.

Cllr Irons proposed that the minutes of the meeting held on 3rd March 2021 be accepted as a true record of the meeting, this was seconded by Cllr Green and agreed by Council. The Chairman will sign the minutes in due course.

Cllr Collinge proposed that the minutes of the meeting held on 24th March 2021 be accepted as a true record of the meeting, this was seconded by Cllr Green and agreed by Council. The Chairman will sign the minutes in due course.

6. To receive County and District Councillor reports.

Both Councillors had presented annual reports at the Annual Parish meeting and no additional updates were available.

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

There were no matters raised.

8. Highways

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

Council noted that the SLOW roundel had been painted on the B1145. There was no update in respect of the covered drain on the Gateley Road.

b) To receive a report from the Public Rights of Way Warden.

CLlr Fairman had submitted a report and this is attached. In addition, she assured Council that she would be closely monitoring FP6 this year to ensure it remained open to members of the public.

c) To receive an update regarding the SAM II Speed Sign.

The SAM II sign is currently being repaired and CLlr Fairman is waiting for a further update regarding the number of Councils who wished to continue to contribute to its maintenance.

9. Planning

a) Applications for consideration.

There were no applications for consideration.

b) To note any planning decisions.

Council noted the following decisions:

- 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 – REFUSED.
- 3PL/2021/0170/HOU – Ash Leigh, Gateley Road – Proposed Single Garage – APPROVED.
- 3PL/2021/0059/HOU – Brisley Barn, The Green - Single storey pitched roof extension to front aspect, two storey pitched roof extension to side (to include annexe accommodation) to include balcony and rear rooflight, conversion of barn to rear to provide separate annexe accommodation to Brisley Barn, rooflights to front roof slope of main dwelling, and erection of replacement gates and wall to front entrance – APPROVED.
- 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) – UNDECIDED.

10. Open Spaces

a) To receive an update regarding the long-term plan for the Jubilee Wood.

CLlr Dennis reported that he had held a site inspection with the contractor who had carried out the amenity works in 2020. No major works will be required this year although the mature ash trees on the perimeter will be monitored closely as they are showing the early signs of ash die-back and will need cutting back at some point in the future.

The contractor noted that there were a large number of deer in the area and had suggested that Council consider fencing off one section of woodland and seed it with wildflowers. Council agreed that the high cost of fencing prohibits this at the present time but this is possibly an idea for the future.

Cllr Dennis reported that it was impossible to get a long term contract for the amenity works as the works required each year would vary enormously. Ideally, a walk round each spring is required to assess any works which would then be carried out in the autumn. It was unfortunate that this did not fit in with the budget preparations.

Cllr Dennis hopes to have a quote for the works required this year by the next meeting.

b) To receive an update regarding the ragwort treatment of the Amenity Area.

Cllr Fairman reported that she was making good progress with the ragwort treatment and that at least 95% of the ragwort was within the woodland; that being the case the proposed tractor spraying would not have been an efficient use of Council funds.

c) To receive an update in respect of the RSPB TD Feed Plot grant application, to be located on the Amenity Area.

Council noted that the application had not been successful so the plan will not go ahead. However, Council will continue to support the TD's where possible.

d) To consider any maintenance works required on the Green.

Cllr Dennis reported that the most urgent works required was to finish the ditching works commenced some years ago, with the final section leading up to Panford Bridge. Unfortunately, it will not be a simple matter as access is difficult and will require a large amount of chainsaw work to the surrounding trees which is likely to be expensive. Cllr Dennis will obtain quotes for consideration.

Cllr Green suggested that a contractor may do the works in exchange for the firewood and Cllr Irons suggested that grant funds could be available, particularly if it was combined with the pond project. The Internal Drainage Board will also be approached as it was understood they had cleared a section further downstream.

Cllr Dennis also reported it was hoped that, with the assistance of both the Norfolk Wildlife Trust and the Upper Wensum Cluster Farm Group, two further ponds would be cleared this year.

e) To consider a management document for the Green.

A draft document for the management of the Green had been previously circulated for consideration. At the present time, Council is not fulfilling its duties in respect of the Green, particularly with regard to open access and fencing, and this could be challenged at any point.

It was queried as to whether the rules could be enforced and Council were assured that if there were problems then the issue can be referred to Natural England who have ultimate responsibility for common land. It was noted that there was no flexibility for Council to increase the area permitted to be fenced at any one time, the 10% was set in law. In recent years, much of the fencing on the Green appeared to be permanent and this is not permitted. Cattle grids would be ideal as no fencing would then be needed, however, these are unaffordable.

Council agreed that our Natural England advisor be asked to attend a meeting of the Grazing Rights Holders to explain the rules and answer any questions.

Cllr Curl proposed that the invitation was extended to the Natural England advisor and the document then be ratified once the Grazing Rights Holders had all been briefed.

A counter-proposition was made by Cllr Collinge who proposed that Council approve the document and then extend the invitation to the Natural England advisor to speak to the Grazing Rights Holders.

There was no seconder for the first proposition, with Cllr Dennis seconding the proposition made by Cllr Collinge which was then put to the vote, as follows: For – 3, Against 1, with 3 absenstions, the vote was carried.

f) To consider any action in respect of encroachment onto the Commons.

Council noted that there were various places on the commons where adjoining properties were encroaching onto it. Council considered writing to individual households to reinforce that it was Council-owned common land but Cllr Curl suggested an item on the website and in the next newsletter, this was seconded by Cllr Irons and agreed by Council.

11. To receive reports on the regular checks.

North Green – Cllr Green reported that there was no grass at all on the North Green as it had been grazed down to nothing. However, the wildlife was good with many deer and rabbits and this was probably due to the low number of dog walkers who used the North Green. Cllr Green thought that the proposed footpath around the perimeter would destroy this special site.

South Green – Cllr Curl reported that the sheep have moved to the North Green for lambing and there are no electric fences currently. Cllr Curl felt it might be useful for the Council to reinstate their inspections of the Green to look at maintenance etc to help plan for the future.

Churchyard – Cllr Irons reported that the Churchyard was neat and tidy and the grass had recently been cut. The Chairman thought there may be one or two mole hills and these will be dealt with.

Play Area – Cllr Irons reported that the area was in good order. Together with Cllr Dennis, he had planted the replacement trees in the Memorial Copse and the nine remaining trees, which had been obtained free of charge from the Woodland Trust, had been planted on the perimeter of the play area to try and define the border and discourage dog walkers from using it. He suggested a small fence along the side would deter people and Council approved further investigation and installation, if a nil cost could be achieved.

Patch Corner – Cllr Dennis reported that the willows have been cut back and in due course the bank will be strimmed. The remaining seat is not in a very good state and Council should soon be looking to replace it.

Allotments – Cllr Dennis had nothing to report other than the need to replace the gate at the Play area end, as had been agreed previously.

Amenity Area – Cllr Dennis reported that Cllr Fairman’s ragwort spraying was being successful and it is quite difficult to find any at the moment.

Harpers Green – Cllr Dennis reported that the cattle should be back on the Green grazing by now, they were due to be turned out on the 30th.

Approx. 30 people attended the UWFCG meeting on the 29th to look at the Green and learn about helping the TD population to expand. Timing is everything and one was heard calling during the presentations. Many thanks to the parishioner for allowing the group to use her yard.

12. To consider the option of exploring a joint village initiative to replace septic tanks.

Cllr Dennis reported that he was having no success with the companies he had approached. An interesting option is a company who can convert existing tanks into treatment plants and he will continue to try to obtain further information.

13. To investigate the low power supply available in the village and any problems arising from this.

Cllr Savory reported he was waiting to hear from Network Power UK regarding this issue; they had acknowledged there were problems in Norfolk.

14. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2021 and 2022.

There were no queries raised and Council noted the reports, which are attached.

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

Council noted that the recommendations made by the Internal Auditor were already in practice. Otherwise, everything was in good order.

c) To approve the annual governance statement in the 2020-21 Annual Return.

Cllr Dennis proposed approval of the 2020 -21 annual governance statement, this was seconded by Cllr Irons and agreed by Council.

d) To approve the Accounting Statements in the 2020-21 Annual Return.

Cllr Savory proposed approval of the 2020-21 accounting statements, this was seconded by Cllr Dennis and agreed by Council.

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

Cllr Collinge proposed approval of the certification of exemption from a limited assurance review, this was seconded by Cllr Savory and agreed by Council.

f) To approve a donation to the Duke of Edinburgh Award Scheme in respect of the life-time work and dedication to our young people of Prince Philip.

Council had previously approved a donation upon the death of Prince Philip and Cllr Irons proposed an amount of £100, this was seconded by Cllr Green and agreed by Council.

g) To consider a contribution towards the aggregate for the Village Hall overflow car park.

Council had received a request from the Village Hall Committee to contribute towards the aggregate for the overflow car park at a cost of up to £940, plus VAT. Council agreed that as the car park had been used in the main by visitors to the amenity area over the last year or so, it was only fair that Council fund this in full. Cllr Collinge proposed that the Parish Council purchases up to 40 tonnes of aggregate at a total cost of approx. £940 but should consider more cost effective methods if appropriate, this was seconded by Cllr Savory and agreed by Council.

Council noted that the Village Hall Committee were planning to replace the roof but agreed that grant funding should be considered initially prior to any funding from the Parish Council.

h) To consider the part-year rent for a new allotment tenant.

Cllr Collinge proposed a reduced rent of £10 for the 2021 year for a new tenant who had commenced in April on a plot where some works were required, this was seconded by Cllr Savory and agreed by Council.

Council agreed to advertise 'prepared plots' which Council would rotavate and make ready for immediate planting which, it was hoped, would encourage more people to consider taking a plot on.

i) To note the Council Insurance renewal due on 1st June 2021.

Council noted that the insurance was due to renew on the 1st June, this was the final year of the three year contract and the cover remained appropriate.

j) To approve the following payments.

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

| | |
|---|------------------------|
| • Clerk (May Salary & Expenses) | £371.43 |
| • Clerk (Planning System Training Course) | £7.33 |
| • Norfolk PTS Annual Subscription | £118.50 |
| • Grass Contractor | £162.00 |
| • Grass Contractor | £320.00 |
| • Insurance Renewal | £344.28 |
| • Wave – Allotment Water | £15.76 (DD) |
| • Cllr Dennis (Chain for Amenity Area) | £24.98 |
| • Environment Agency (Drainage Charges) | £42.78 |
| • Internal Auditor | £13.00 |
| • Tree Contractor (Harpers – Poplar) | £365.00 (paid 5.3.21) |
| • Cllr Fairman (Ragwort Herbicide) | £285.12 (paid 6.4.21) |
| • NCC – Amenity Rent | £750.00 (paid 12.4.21) |

15. Correspondence for circulation.

A request had been received to occasionally fly a small box kite on the Green, Council approved this request but agreed the applicant must be advised to be aware of the grazing animals and walkers etc.

A request from the Friends of Brisley School had been received for the Parish Council to take on the responsibility of the defibrillator which had been donated to the School some time ago but the School no longer wished to be involved. Council agreed that there was no need for an additional defibrillator at that location as one was provided centrally in the village at the Hall, and there was an annual cost for the insurance and the voluntary emergency telephone system. That being the case, Council agreed to decline the offer but suggested the Cricket Club may be a suitable location for the unit.

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

There were no new items received for the next agenda.

17. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 2nd June 2021.

Council noted the date of the next meeting, which will be held in the Village Hall, and the Chairman then closed the meeting at 9.25pm.

Signed:

Date:

BRISLEY PARISH COUNCIL

REPORT FROM THE PUBLIC RIGHTS OF WAY WARDEN

MAY 2021

Re. footpath 6, the crossfield path to the green, that has been used to grow maize, it has now been ploughed and prepared for seeding, but the path across it has not yet been marked.

There is a notice on the footpath sign stating the statutory requirements for crossfield paths to be marked and unobstructed. Leaflets have been set out to all farmers reminding of their responsibilities.

In 2004 the Local Government Ombudsman advised NNC to review its footpath enforcement procedure to ensure it is complying with its statutory duty to ensure landowners reinstate footpaths in accordance with the law.

With a new broom now in charge at Highways and a general shift in council towards green initiatives, encouraging exercise in green spaces etc. it seems there is more willingness to value the path network, which for years has been neglected and underfunded. This has not yet been translated into any extra cash for maintenance though, with money going to “jam tomorrow”, tourist centred schemes like the Greenways to Greenspaces Project.

Seeing what transpires with this particular path this year in terms of enforcement will be interesting.

The permissive path leading from the church past the agricultural barn now has a gate instead of a stile which makes it more useable.

The webinar on parish rights of way was attended by over 60 parish councils and poor signage and maintenance were recurring themes.

Cllr B Fairman
PROW Warden

FINANCIAL REPORT FOR YEAR ENDING 31ST MARCH 2021 @ 31ST MARCH 2021

| BANK RECONCILIATION AS AT 31ST MARCH 2021 | | |
|--|---------------|------------------|
| Balance per bank statements | | |
| Barclays Current Account | 19,901.50 | |
| Less any unrepresented cheques | 36.00 | |
| Add any outstanding payments into bank | 0.00 | |
| | | 19,865.50 |
| The net balance reconciles to the Cash Book for the year, as follows: | | |
| Opening Balance as at 1st April 2020 | 16,495.56 | |
| Add receipts in the year | 20,498.80 | |
| Less payments in the year | 17,128.86 | |
| Closing balance per cash book | | 19,865.50 |
| which includes the following reserves: | | |
| Higher Level Stewardship Scheme | 6,511.71 | |
| Amenity Area | 281.98 | |
| Defibrillator (includes 2017 TL & £250 PC donation) | 1,152.65 | |
| Centenary Field | 15.86 | |
| Townlands | 244.00 | |
| Admin - Office Equipment | 200.00 | |
| Play Area Grant | 131.18 | |
| Open Spaces: | | |
| Pond Project | 190.00 | |
| Weed Spraying | 650.00 | |
| Knotweed at The Hill | <u>100.00</u> | |
| GENERAL RESERVE | | 10,388.12 |

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2021 - at 31st March 2021

| PAYMENTS | BUDGET 20/21 | SPEND TO DATE | AVAILABLE | % SPEND | RECEIPTS | BUDGET 20/21 | RECEIVED TO DATE* | DUE | % RECEIVED |
|---|-------------------------|--------------------------|------------------|--------------------|----------------------|-------------------------|------------------------------|----------------|-----------------------|
| Salary | 3993.00 | 4124.86 | -131.86 | 103% | Precept | 11500.00 | 11500.00 | 0.00 | 100% |
| Admin | 1540.00 | 1621.52 | -81.52 | 105% | Burials | 0.00 | 0.00 | 0.00 | |
| Open Spaces* | 6840.00 | 4482.62 | 2357.38 | 66% | Bank Interest | 0.00 | 0.00 | 0.00 | |
| Donations | 0.00 | 0.00 | 0.00 | | Wayleaves | 508.00 | 508.63 | -0.63 | 100% |
| TOTAL | 12373.00 | 10229.00 | 2144.00 | 83% | Allotments | 455.00 | 480.00 | -25.00 | 105% |
| HLS | 270.00 | 1255.00 | -985.00 | 465% | Admin* | 0.00 | 759.35 | -759.35 | |
| AMENITY AREA | 2705.00 | 3801.79 | -1096.79 | 141% | TOTAL | 12463.00 | 13247.98 | -784.98 | 106% |
| TOWNLANDS | 240.00 | 419.23 | -179.23 | 175% | HLS | 1469.00 | 1469.00 | 0.00 | 100% |
| DEFIBRILLATOR | 226.00 | 226.00 | 0.00 | 100% | AMENITY AREA | 2028.00 | 2028.00 | 0.00 | |
| Notes: | | | | | Defibrillator | 0.00 | 0.00 | 0.00 | |
| Other Spending approved (above budget) | | | | | TOWN LANDS | 240.00 | 240.00 | 0.00 | 100% |
| Amenity | Ragwort | £610 | (budget £500) | | | | | | |
| Amenity | Skip | £410 | | | | | | | |
| Amenity | Tree Thinning | £600 | | | | | | | |
| Open Spaces | Green Lane | £30 | | | | | | | |
| Open Spaces | Dead Tree | £450 | | | | | | | |
| Salary | Arrears | £65.94 | | | | | | | |
| HLS | Tree Works etc | £975.00 | | | | | | | |

*Open Spaces includes the Churchyard, Patch Corner, the Play Area and the Allotments & the Christmas Tree project etc.

FINANCIAL REPORT FOR YEAR ENDING 31ST MARCH 2022 – MAY 2021

| BANK RECONCILIATION AS AT 13.04.2021 | | |
|--|-----------|------------------|
| Balance per bank statements | | |
| Barclays Current Account | 24,290.63 | |
| Less any unpresented cheques | 36.00 | |
| Add any outstanding payments into bank | 0.00 | |
| | | 24,254.63 |
| The net balance reconciles to the Cash Book for the year, as follows: | | |
| Opening Balance as at 1st April 2021 | 19,865.50 | |
| Add receipts in the year | 5,925.00 | |
| Less payments in the year | 1,535.87 | |
| Closing balance per cash book | | 24,254.63 |
| which includes the following reserves: | | |
| Higher Level Stewardship Scheme | 6,511.71 | |
| Amenity Area | -753.36 | |
| Defibrillator | 1,152.65 | |
| Townlands | 244.00 | |
| Admin - Office Equipment | 200.00 | |
| Open Spaces: | | |
| Pond Project | 190.00 | |
| Knotweed at The Hill | 100.00 | |
| GENERAL RESERVE | | 16,609.63 |

| BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2022 | | | | | | | | | |
|--|---------------------------|--------------------------|------------------|--------------------|---|---------------------------|------------------------------|----------------|-----------------------|
| | | | | | | | | | |
| PAYMENTS** | BUDGET 2021/22 | SPEND TO DATE | AVAILABLE | % SPEND | RECEIPTS | BUDGET 2021/22 | RECEIVED TO DATE* | DUE | % RECEIVED |
| Salary | 3993.00 | 701.50 | 3291.50 | 18% | Precept | 11850.00 | 5925.00 | 5925.00 | 50% |
| Admin | 1651.00 | 653.79 | 997.21 | 40% | Burials | 0.00 | 0.00 | 0.00 | |
| Open Spaces* | 5270.00 | 15.76 | 5254.24 | 0% | Bank Interest | 0.00 | 0.00 | 0.00 | |
| Donations | 0.00 | 0.00 | 0.00 | | Wayleaves | 508.00 | 0.00 | 508.00 | 0% |
| TOTAL | 10914.00 | 1371.05 | 9542.95 | 13% | Allotments | 455.00 | 0.00 | 455.00 | 0% |
| | | | | | Admin* | 0.00 | 0.00 | 0.00 | |
| HLS | 270.00 | 0.00 | 270.00 | 0% | TOTAL | 12813.00 | 5925.00 | 6888.00 | 46% |
| AMENITY AREA | 3460.00 | 1051.20 | 2408.80 | 30% | HLS | 1469.00 | 0.00 | 1469.00 | 0% |
| TOWNLANDS | 240.00 | 0.00 | 240.00 | 0% | AMENITY AREA | 2028.00 | 0.00 | 2028.00 | |
| DEFIBRILLATOR | 451.00 | 0.00 | 451.00 | 0% | Defibrillator | 0.00 | 0.00 | 0.00 | |
| | | | | | TOWN LANDS | 240.00 | 0.00 | 240.00 | 0% |
| **includes payments awaiting authorisation at this meeting | | | | | VAT refund of £987.84 due for year 2020/21. | | | | |
| *Open Spaces includes the Churchyard, Patch Corner, the Play Area and the Allotments & the Christmas Tree project etc. | | | | | | | | | |