

Brisley Parish Council

THE ANNUAL MEETING OF BRISLEY PARISH COUNCIL WILL BE HELD ON WEDNESDAY 10TH MAY 2023, FOLLOWING THE ANNUAL PARISH MEETING COMMENCING AT 6.30PM, IN THE VILLAGE HALL.

**The public and press are cordially invited to attend and are able to address the
Council during the Public Participation session.
Our Standing Orders do not permit members of the public and press to take part in the debates.**

AGENDA

1. Election of Chairman and signing of the declaration of office acceptance form.
2. Election of Vice Chairman and signing of the declaration of office acceptance form.
3. Welcome and apologies for absence.
4. To receive declarations of interest.
5. To approve the minutes of the meeting held on 1st March 2023 and the extra-ordinary meeting held on the 20th March 2023.
6. To consider the co-option of a new member to fill the one Council vacancy.
7. To consider adopting the General Power of Competence.
8. To allocate the areas of Council responsibility to members.
9. To receive County and District Councillor reports.
10. Open Forum: an opportunity to hear from members of the public.
11. Highways
 - a) To receive an update on matters reported to Norfolk and Breckland Councils.
 - 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.
 - Gorse on Patch Corner – reported to Highways and has now been cut back.
 - Gateley Road flooding – reported to Highways.
 - Gateley Road potholes – reported to Highways and will be repaired.
 - Fludges Lane potholes – reported to Highways.
 - School Road, blocked drain – reported to Highways.
 - b) To receive an update regarding highway safety measures for Fludges Lane.

12. Planning
- a) Applications for consideration.
- 3PL/2023/0430/HOU – Tumbleweed, School Road - proposed extension and internal alterations, addition of cart-shed, solar-panels & porch
 - Any applications received since the publication of the agenda.
(Go to: <http://planning.breckland.gov.uk/OcellaWeb/planningSearch>).
- b) To note any planning decisions/appeals.
- 3PL/2023/0207/LB & 3PL/2023/0206/HOU – Chesham House, School Road – proposed internal layout changes, over clad with protective timber cladding, erection of porch & covered pergola, replacement of all rear windows with double glazed windows, double glazed sliding doors, 2 No. roof windows (all works to the rear of the dwelling) – APPROVED.
 - 3PL/2023/0249-HOU – Mill Farm Cottage, The Green - Proposed Extensions & Alterations (amended scheme).
 - 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 – DISMISSED.
 - 3PL/2022/0818/F – Barracouta, Fakenham Road - proposed change of use of workshop to a dwelling with associated works.
 - 3PL/2023/0004/HOU – Orchard Cottage, The Green - single storey side extension – APPROVED.
 - 3PL/2023/0025/F – St Bartholomew’s Church, Church Street – construction of timber shed to accommodate accessible toilet – amended plans – APPROVED.
- c) To receive an update regarding the ‘Housing for Local People’ scheme.
- d) To consider any action in respect of the New Town site submitted to the Breckland Local Plan call for sites and a response to the Breckland ‘Issues & Options’ Local Plan Consultation.
13. Open Spaces
- a) To receive an update regarding effluent in the pond on South Green.
- b) To note the temporary easement on the North Green ends on the 6th May and to consider any action required.
- c) To consider any action in respect of fencing and farming equipment on the North Green.
- d) To receive an update regarding the guidelines issued to Grazing Rights Holders.
- e) To receive an update regarding the Section 38 Application.
- f) To note confirmation of insurance and firearms licence in respect of the operator who carries out vermin control on the Green.
- g) To consider requesting an updated management plan for the Green, taking into account the needs of all stakeholders, and for the benefit of greater biodiversity.
- h) To consider clearing an allotment plot.
14. To receive reports on the regular inspection checks of village sites where the Council has a responsibility.
15. To receive an update regarding a Brisley Mental Health Champion.

16. Finance & Governance Matters
- To receive a financial report for the years ending 31st March 2023 (including the Internal Control Officers report) and 31st March 2024.
 - To receive the internal auditors report and consider any recommendations.
 - To approve the annual governance statement in the 2022-23 Annual Return.
 - To approve the Statement of Accounts in the 2022-23 Annual Return.
 - To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
 - To receive an update regarding renewal of the Council Insurance.
 - To consider a reduction in annual rent for a new allotment tenant.
 - Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of a staffing issue – to approve the incremental salary increase.
 - To approve the following payments and note any receipts.

Ref	Payee	Amount
PAYMENTS		
P1	Clerk (April Salary & Off All)	£TBC (SO)
P1	HMRC	£TBC
P2	Clerk (May Salary & Off All)	£TBC (SO)
P3	Grass Contractor 1	£63.00*
P4	Grass Contractor 2	£160.00*
P5	Environment Agency (General Drainage)	£43.10*
P6	Norfolk County Council – Amenity Rent	£750.00*
P7	Norfolk Parish Training & Support Subscription	£124.54
P8	Norfolk PTS (Clerk Training – FOI) (£41.14 to be reimbursed by 6 x Councils)	£48.00
P9	BHIB Insurance (Year 3 of 3)	£380.91
P10	Internal Auditor	£35.00
P11	Wave – Allotment Water	£47.60 (DD)
P12	SLCC Clerk Training Course – Common Land	£54.00
P13	Grass Contractor 1	TBC
P14	Grass Contractor 2	TBC
*, (SO) or (DD) indicates payment has been made.		
RECEIPTS		
R1	Precept (1 of 2)	£6227.00
R2	Allotment Rent/Deposit	£100.00

17. Correspondence for consideration.
(any correspondence received after the agenda has been published will be circulated at the meeting).
- Royal Norfolk Show Community Champions Tribute
18. To receive any new items for the next agenda.
19. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 7th June 2023, in the Village Hall.