

## Brisley Parish Council

Minutes of the Annual Meeting of Brisley Parish Council held at 7.30pm, following the Annual Parish Meeting, on Wednesday 4<sup>th</sup> May 2022 in the Village Hall.

Present: Cllr Henry Collinge  
Cllr Tony Irons  
Cllr Peter Dennis  
Cllr Bobby Green  
Cllr Julie Colley  
Cllr Richard Savory

D/Cllr Gordon Bambridge  
Sheryl Irving (Clerk)

### **1. Election of Chairman and signing of the declaration of acceptance of office form.**

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

### **2. Election of Vice Chairman and signing of the declaration of acceptance of office form.**

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

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

The Chairman welcomed everyone to the meeting. Apologies from Cllr Nicola Curl were approved, with apologies also being received from C/Cllr Mark Kiddle-Morris.

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

There were none received.

### **5. To approve the minutes of the meeting held on 2<sup>nd</sup> March 2022 and the extra-ordinary meeting held on 4<sup>th</sup> April 2022.**

Cllr Savory proposed that the minutes of the meeting held on 2<sup>nd</sup> March 2022 be accepted as a true record of the meeting, this was seconded by Cllr Colley and unanimously agreed by Council.

Cllr Colley proposed that the minutes of the meeting held on 4<sup>th</sup> April 2022 be accepted as a true record of the meeting, this was seconded by Cllr Dennis and unanimously agreed by Council.

The Chairman duly signed both minutes.

## **6. To receive County and District Councillor reports.**

D/Cllr Bambridge reported that Breckland has opened a facility in Thetford for the homeless in the District; there being a high number of homeless families in Breckland. The funding of £1.3M has been allocated from 'dead' projects.

There are now nearly 140 Mental Health Champions (volunteers) in the District who can give advice and help to anyone in need.

Breckland now has its own Home Adaptions Team who can ensure housing is suitable for the health needs of residents, in both private and local authority housing.

The new waste contract is going well although some team members had Covid which caused some difficulties. Rubbish and recyclables all increased during Covid.

The D/Cllr was asked how villages can create better environments to help the elderly remain in the village. Cllr Bambridge said that most relevant policy was made by Central Government which preferred to centralise people in towns and cities. However, Breckland is in favour of facilities in villages but for those villages without shops etc, it is difficult, although many services are available on-line, shopping etc, but for day-to-day care, in-person help is required. Many carers are priced out of living in villages and it is hoped the housing for local people scheme can go some way in addressing this.

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

There were no members of the public present.

## **8. Highways**

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

- Gateley Road – covered drain – works still awaited.
- Trod, Church Street – water collecting in surface – reported to Highways.
- 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 – has been repaired but badly and this will be reported to Highways.
- Potholes on Harpers Lane – reported to Highways but Council now understand this is the responsibility of British Gas and a request will be sent to them.
- Brisley BR8 and Stanfield BR2 overgrown bridleway – reported to Highways and will be cut as part of the annual maintenance later this month.
- Brisley Footpath 6 – surface has been sown and will become impassable again – reported to Highways.

Complaints had been received about heavy farm traffic using the Gateley Road and destroying the verges. It was noted that there was little could be done due to the size of modern farm machinery and many of the vehicles were contractors using the Gateley Road as a cut-through to North Elmham, however, Cllr Savory will speak to local farmers and ask them to slow down.

The Sam II sign will be located further down School Road and on Church Road when it returns from Litcham Parish Council.

## 9. Planning

### a) Applications for consideration.

- 3PL/2022/0362/HOU – 3 The Green – proposed Single Storey Extensions to Side and Rear – Council had no comments in respect of this application.
- 3PL/2022/0375/F – land off Gateley Road - resubmission of application reference 3PL/2021/0146/F - Full planning application for three detached dwellings with access via shared driveway directly from Gateley Road – Cllr Collinge proposed that the previous comments be resubmitted with the addition of comments regarding highway safety and effluent discharge, this was seconded by Cllr Savory and unanimously agreed by Council.
- 3PL/2022/0425/HOU – Chesham House, School road - alteration and renovation works to existing domestic outbuilding to form home office, home garage, gym and utility room – Cllr Collinge proposed that the same comments be submitted as were made to the LB application, this was seconded by Cllr Savory and unanimously agreed by Council.
- 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 – Council had no comments in respect of this application.

### 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) – the Chairman reported he had attended a meeting at Stanfield Parish Council where a Breckland representative had been in attendance and explained that there was unlikely to be a resolution in the near future as the occupiers of the site had claimed traveller status and this was being established.

The updates listed below were noted:

- 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 – UNDECIDED.

- 3PL/2022/0161/HOU – The Old Carpenters, Woods Lane - proposed single storey front and side extensions to dwelling – APPROVED.
- 3PL/2022/0099/LF – Chesham House, School Road – replacement front door and patio doors – UNDECIDED.
- 3PL/2022/0323/LB – Chesham House, School Road - alteration and renovation works to existing domestic outbuilding to form home office, home gym, garage and utility room – UNDECIDED.
- 3PL/2022/0324/HOU – Chesham House, School Road - alteration and extension work to rear of property to provide improved kitchen and dining room to ground floor and improved bedroom accommodation to first floor – UNDECIDED.
- 3PL/2022/0364/LB – Chesham House, School Road - alteration and extension work to rear of property to provide improved kitchen and dining room to ground floor and improved bedroom accommodation to first floor – UNDECIDED.
- 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 – UNDECIDED.

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

Breckland had been unable to obtain grant funding for the survey but a local Housing Association had agreed to fund one, on the condition that Council committed to working with them in the event the scheme was progressed. Cllr Irons proposed that Council agree to the survey and condition, this was seconded by Cllr Dennis and unanimously agreed by Council.

**d) To consider the Breckland call for Development sites and Local Green spaces.**

Council noted the request and agreed there was no need to submit sites or spaces.

**e) To consider contacting the Enforcement Team regarding increased activity at the site to the east of the B1146.**

Council noted the increased activity at the site and agreed to contact the Breckland Enforcement Team to investigate.

**10. Open Spaces**

**a) To note the minutes and consider any issues raised at the Grazing Rights Holders meeting held on 28<sup>th</sup> March 2022.**

Council noted the minutes and no issues had been raised for consideration.

**b) To consider applying for free hedging plants to in-fill a hedge on the perimeter of the Amenity Area.**

The local farmer had agreed to the planting and will maintain their side of the new hedge. That being the case, Cllr Collinge proposed that 420 plants be obtained free from the Woodland Trust, this was seconded by Cllr Irons and unanimously agreed by Council. The trees would be received and planted later in the year.

**c) To note the request to the landlord, County Farms, for drainage works on the Amenity Area.**

The request was noted but Council had been informed that maintenance work was part of the tenancy agreement. Cllr Dennis will contact the adjacent landowner to consider possible joint works.

**d) To note confirmation of insurance and firearms licence in respect of the operator who carries out vermin control on the Green.**

Council noted that the annual check had taken place and all was in order.

**e) To consider the next step in dealing with effluent in pond on South Green and consider other works identified in recent walkabout.**

Council agreed that Breckland Environment Protection Officer should be contacted regarding the testing of possible sources of effluent. The householders will be contacted once the procedure is known. Many of the other works identified on the walkabout can be carried out by the Brisley Volunteers.

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

North Green (Cllr Bobby Green) – the area is being grazed appropriately and the thistles have been weed sprayed.

Cllr Dennis requested permission to host a ‘Meet your Neighbours’ event on the Gateley Road end of the common and this was approved.

A potential problem was noted in that a large mobile home is currently on the common but it is hoped it will be moved off in the near future.

South Green (Cllr Nicola Curl) – nothing to report.

Churchyard (Cllr Tony Irons) – nothing to report.

Play Area (Cllr Peter Dennis) – too many people continue to have their dogs with them at the play area, apart from the disease transmission issue, it can often be very off-putting for other children using the area who are not comfortable around dogs. Users of the play area are requested to please abide by the regulations and keep dogs off the area.

Patch Corner (Cllr Peter Dennis) – thanks are due to a local resident for clearing the mess left by UK Power Networks after their tree felling attempts.

Allotments (Cllr Peter Dennis) – everybody is hoping for some rain and warmth to get crops growing. It is good to have another new allotment holder on one of the half plots and we wish them well. There is now only a couple of opportunities for a whole or half plot to rent so anyone interested should contact the Clerk to secure one.

Amenity Area (Cllr Peter Dennis) – a recent drama when a dog became stuck down the badger sett requiring the services of the Norfolk Fire and Rescue services to get it out. A timely reminder to

keep dogs under close control particularly at this time of year when there are a number of ground nesting birds and other wildlife with young in the area.

The issue of dog mess is again a problem and Cllr Savory proposed a budget of £100 for new signage asking walkers to pick up all their dogs' mess, this was seconded by Cllr Green and unanimously agreed by Council.

Harpers Green (Cllr Peter Dennis) - the Green is looking fantastic at the moment with the gorse in full flower and the grass growing away. There are now eight head of cattle grazing the area, seven of which are adult cows plus one of about eight months. At present that is sufficient for the grass available but it will have to be monitored in case the grass is not grazed enough.

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

Cllr Savory reported that all the leaflets and posters for the event had been distributed and A-boards advertising the events will be put around the village. On the Thursday and Friday parking will be on the field adjacent to The Bell, with parking for the Sunday event on the field opposite the Village Hall.

Donations have been received from Gateley, Beetley and Bilney parishes.

The bridge has been built and will be opened on the Friday by seven people, one for each decade and who attended the village school. The oak trees have been planted and a plaque will be considered later on.

**13. To consider adopting a Dark Skies Policy – ‘That this Council commends the control of obtrusive light and the reduction of sky glow in order to enhance conditions for nocturnal wildlife and prevent light pollution in Brisley’.**

Cllr Irons proposed that this Council commends the control of obtrusive light and the reduction of sky glow in order to enhance conditions for nocturnal wildlife and prevent light pollution in Brisley, this was seconded by Cllr Colley, with six votes for and one abstention, the proposal was passed.

Cllr Collinge proposed that the policy should be included in the response to the planning application above, 3PL/2022/0375/F, and this was seconded by Cllr Irons and unanimously agreed by Council.

**14. To consider, on behalf of the PCC, requesting that the County Council assist with funding the repairs required at St Bartholomew's.**

Cllr Collinge proposed that Council request County Council assistance with funding for the repairs required at St Bartholomew's Church, this was seconded by Cllr Savory and unanimously agreed.

**15. Finance & Governance Matters**

**a) To receive a financial report for the years ending 31st March 2022 and year ending 31st March 2023.**

The financial reports were noted.

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

Council noted the internal auditors report and agreed to the minor recommendations made in the report.

**c) To approve the annual governance statement in the 2021-22 Annual Return.**

Cllr Irons proposed approval of the annual governance statement in the 2021-22 Annual Return, this was seconded by Cllr Colley and unanimously agreed by Council.

**d) To approve the accounting statements in the 2021-22 Annual Return.**

Cllr Irons proposed approval of the accounting statements in the 2021-22 Annual Return, this was seconded by Cllr Colley and unanimously 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 Irons proposed approval of the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, this was seconded by Cllr Colley and unanimously agreed by Council.

**f) To receive a report regarding the Council Insurance renewal due on 1<sup>st</sup> June 2022.**

Council noted that three quotations had been requested, with two being received. Cllr Collinge proposed that the lowest quote be accepted, which provided adequate cover and was for a three-year period, this was seconded by Cllr Irons and unanimously agreed by Council.

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

Cllr Collinge proposed that an application be submitted to change the objects of the Charity from 'poverty' to 'for the benefit of the community, this was seconded by Cllr Dennis and unanimously agreed by Council. An application will be made to the Charity Commission.

**h) To consider approval of Safeguarding Policy.**

Cllr Savory proposed approval of the Safeguarding Policy, this was seconded by Cllr Irons and unanimously agreed by Council.

**i) To approve the following payments:**

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

• Clerk (May Salary, Expenses, Off All & April arrears)	£409.53
• HMRC – PAYE	£3.80
• Insurance Renewal	£344.28
• NCC – Amenity Rent	£750.00 (paid)
• General Drainage Charges – Amenity Area	£43.22
• Printer (Office Reserve) – refund to Clerk	£169.00
• Wave (Allotment Water)	£19.92 (DD)
• Grass Contractor (1)	£380.00
• Grass Contractor (2) including Allotment Preparation	£796.80
• Internal Auditor	£35.00
<u>Jubilee Project</u>	
• 2 x Trees for Jubilee Bridge	£443.80 (2021/22)

• Purple Sash Ribbon – refund to Clerk	£23.48
• 40 x Rosettes - refund to Clerk	£110.00
• Printing – posters/flyers	£145.20 (paid)
• 60 x Rosettes – refund to Clerk	£165.00
• Bunting – refund to Clerk	£41.94

**16. Correspondence for circulation.**

- Vattenfall project and team updates – Council agreed to reconsider once more was known regarding the Community Fund.
- Request to use the Jubilee Wood for research into how to combine tree planting with a natural regeneration/rewilding approach – Council agreed the request and Cllr Dennis will liaise with the student.

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

There were no new items received for the next agenda.

**18. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 1<sup>st</sup> June 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: \_\_\_\_\_



<b>BRISLEY PARISH COUNCIL</b>			
<b>BANK RECONCILIATION AS AT 31st March 2022</b>			
<b>Balance per bank statements</b>			
Barclays Current Account		24,231.50	
Less any unrepresented cheques		0.00	
Add any outstanding payments into bank		0.00	
			<b>24,231.50</b>
<b>The net balance reconciles to the Cash Book for the year, as follows:</b>			
Opening Balance as at 1st April 2021		19,865.50	
Add receipts in the year		23,425.54	
Less payments in the year		19,059.54	
			<b>24,231.50</b>
<b>which includes the following reserves:</b>			
Brisley Green (Panford Beck works)		336.42	
Higher Level Stewardship Scheme		7,115.71	
Defibrillator		1,152.65	
Townlands		464.00	
Admin - Office Equipment		200.00	
Jubilee Fund		2,106.20	
Open Spaces:			
Allotment Deposit		50.00	
Knotweed at The Hill		40.00	
			<b>12,766.52</b>

<b>BRISLEY PARISH COUNCIL - MARCH 2022</b>									
<b>BUDGET REPORT AT YEAR END - 31ST MARCH 2022</b>									
<b>PAYMENTS**</b>	<b>BUDGET</b>	<b>SPEND</b>	<b>AVAILABLE</b>	<b>%</b>	<b>RECEIPTS</b>	<b>BUDGET</b>	<b>RECEIVED</b>	<b>DUE</b>	<b>%</b>
	<b>2021/22</b>	<b>TO DATE</b>		<b>SPEND</b>		<b>2021/22</b>	<b>TO DATE</b>		<b>RECEIVED</b>
Salary	3993.00	4283.60	-290.60	107%	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	6741.45	-1471.45	128%	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>13317.88</b>	<b>-2403.88</b>	<b>122%</b>	Allotments	455.00	540.00	-85.00	119%
					Admin*	0.00	748.65	-748.65	
<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>15220.70</b>	<b>-2407.70</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> 240.00 264.00 -24.00 110%				
**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.									

**BRISLEY PARISH COUNCIL - MAY 2023**  
**BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2023**

<b>PAYMENTS*</b>	<b>BUDGET 2022/23</b>	<b>SPEND TO DATE</b>	<b>AVAILABLE</b>	<b>% SPEND</b>	<b>RECEIPTS</b>	<b>BUDGET 2022/23</b>	<b>RECEIVED TO DATE</b>	<b>DUE</b>	<b>% RECEIVED</b>
Salary	4,641	726	3,915		Precept	12,150	6,075	6,075	50%
Admin	1,817	313	1,504		Burials	-	-	-	
Open Spaces	5,720	20	5,700		Bank Interest	-	-	-	
Amenity	3,410	43	3,410		Wayleaves	509	-	509	0%
Donations	-	-	-		Allotments	395	-	395	0%
<b>TOTAL</b>	<b>15,588</b>	<b>1,103</b>	<b>14,485</b>		Amenity	2,028	-	2,028	
					Admin	-	-	-	
<b>HLS</b>	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>		<b>TOTAL</b>	<b>15,082</b>	<b>6,075</b>	<b>9,007</b>	
<b>TOWNLANDS</b>	<b>264.00</b>	<b>0.00</b>	<b>264.00</b>		<b>HLS</b>	<b>728</b>	<b>-</b>	<b>728</b>	
<b>DEFIBRILLATOR</b>	<b>226.00</b>	<b>0.00</b>	<b>226.00</b>		<b>Defibrillator</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>JUBILEE PROJECT</b>	<b>2550.00</b>	<b>1634.66</b>	<b>915.34</b>		<b>TOWN LANDS</b>	<b>264</b>	<b>-</b>	<b>264</b>	
<i>*includes payments as listed on agenda</i>									