

## **Brisley Parish Council**

Minutes of a meeting of Brisley Parish Council held at 7.00pm on Wednesday 2<sup>nd</sup> February 2022 in the Village Hall.

**Present:** Cllr Henry Collinge (Chair)  
Cllr Tony Irons (Vice Chair)  
Cllr Peter Dennis  
Cllr Bobby Green  
Cllr Nicola Curl  
Cllr Julie Colley

District Cllr Gordon Bambridge  
18 Members of the Public  
Sheryl Irving (Clerk)

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

The Chairman welcomed everyone to the meeting. Apologies from Cllr Richard Savory were approved, together with apologies from County Cllr Mark Kiddle-Morris.

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

There were none received.

### **3. To approve the minutes of the meetings held on 1<sup>st</sup> December 2021 and the 20<sup>th</sup> December 2021.**

Cllr Tony Irons proposed that the minutes of the meetings held on 1<sup>st</sup> December and 20<sup>th</sup> December be accepted as true records of the meetings, this was seconded by Cllr Dennis and unanimously agreed by Council. The Chairman duly signed the minutes.

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

D/Cllr Bambridge reported on increases to the Council Tax for the year commencing 1<sup>st</sup> April 2022.

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

A member of the public requested an update regarding the appeal for 3PL/2021/0146/F – land off Gateley Road, and was informed it was likely to take some time before the result was known.

### **6. Highways**

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

Council noted the following updates:

- Gateley Road – covered drain – works 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 is taking this request forward but has advised it was unlikely to be approved after one incident.
- Missing manhole on Woods Lane – reported to Highways.
- Wide vehicles destroying verges on Gateley Road – it was noted that there was little could be done as any road improvements were most unlikely.

**b) To receive a report regarding village footpaths.**

Cllr Dennis reported some relevant points arising from a recent webinar he had attended:

- The need for a footpath map to be displayed, either on a notice board or the website.
- Footpath numbering to be included on the footpath signs.
- Funding and advice is available to local businesses who wish to provide services for winter tourism, for example rest stops for cyclists.

Costs etc will be investigated in respect of the first two bullet points for consideration at the next meeting in March.

## 7. Planning

**a) Applications for consideration.**

Cllr Collinge proposed a ‘no comment’ response to the following application, this was seconded by Cllr Curl and unanimously agreed by Council.

- 3PL/2021/1703/HOU – Maltings Farm, Gateley Road - extension to front of farmhouse, new roof on existing conservatory and larch cladding to first floor.

Cllr Dennis did not contribute to the following application as it related to his neighbour. Cllr Collinge proposed a ‘no comment’ response to the following application, this was seconded by Cllr Irons and unanimously agreed by Council.

- 3PL/2022/0006/F – Ash Leigh, Gateley Road - proposed Conversion of Former Builders Storage Building to Holiday Unit.

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

Council noted the following updates in respect of planning decisions:

- 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.
- 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/2021/1505/VAR – Manor Farm, Elmham Road - variation of Condition No2 on 3PL/2020/1228/F - removal of the set back in garden room west elevation wall (squaring off the extension) – APPROVED.

- 3PL/2021/1537/HOU - Hall Farm, Church Street - proposed Extension to Front and Side Elevations to form Enclosed Porch – APPROVED.
- 3PL/2021/1572/HOU – Ramsdale, School Road - proposed Single Storey Side & Rear Extension – APPROVED.
- 3PL/2021/1634/F – Hall Farm, Church Street – proposed standing of Shepherd’s Hut for holiday accommodation – APPROVED.

**c) To consider progressing with the ‘Housing for Local People’ scheme.**

The Chairman invited comments from members of the public and points were raised in respect of the need for housing for local people, is Brisley the right place, the village and the school need young people, where would the site be located, young people cannot currently afford to stay in the village, would local people receive priority and for how long, who would pay for any road improvements.

D/Cllr Bambridge said that this scheme was the only way to get affordable housing for local people in the long term as the properties can never be sold and the rights of local people will stand in perpetuity.

The Chairman said that the first steps were to ask Breckland to identify need by way of a survey and identify any interest of housing associations. If Council agreed to proceed at this stage, this did not mean they were obligated to go ahead.

Cllr Irons proposed that Council should continue to investigate both schemes and members of the public will be kept informed and invited to contribute as things progress, this was seconded by Cllr Curl and unanimously agreed by Council.

The Chairman thanked the District Cllr for his input and D/Cllr Bambridge left the meeting.

**8. Open Spaces**

**a) To receive an update regarding maintenance and management of the Green.**

Council noted that the management guidance for grazing rights holders had come into force on the 1<sup>st</sup> January but the majority of the North Green continued to be fenced. It was important that this was removed as Council had a legal liability to ensure public access was not restricted.

Council agreed that the Grazing Right Holder in question should be spoken to, and this will be followed up by a letter, requesting that the fencing on the North Green be removed by the 16<sup>th</sup> February 2022. Council will offer assistance to do so.

The South Green is being grazed/fenced in line with regulations.

**b) To consider replacing the Allotment gate.**

Cllr Dennis reported a rabbit problem at the allotments and advised that a solid base was required under the gates. Cllr Collinge proposed a £200 budget, this was seconded by Cllr Irons and agreed by Council.

Cllrs Dennis and Green will look at the most cost-effective way to do this work.

**c) To receive an update regarding the Higher Level Stewardship Scheme for Harpers Green.**

Cllr Dennis reported that one days work by a mulcher will take place at Harpers shortly, this will mainly be clearing some areas around stands of trees and stopping further encroachment of gorse onto the open grass. This will keep the common at a good mixture of open grass and scrub, ideal conditions for the turtle doves who make their home there.

Council noted the Higher Level Stewardship Scheme has been extended to 30<sup>th</sup> June 2023.

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

North Green (Cllr Green) – the electric fencing needs to be removed.

South Green (Cllr Curl) - the sheep escaped from their fencing for the first time in a long while but they have now moved onto the Cricket Pitch.

Churchyard (Cllr Irons) – there is some evidence of mole activity and this will be dealt with.

Play Area (Cllr Irons) - nothing to report.

Patch Corner (Cllr Dennis) - now the water level has dropped a little Cllr Dennis will strim the bank and cut back the willow. The bus shelter could do with a tidy up if possible.

Allotments (Cllr Dennis) - it is good to see the new tenant getting to work on their plot. The next batch of Christmas trees will be delivered next week and they will be planted by children from the school.

Amenity Area (Cllr Dennis) - there some tidying up to be done on the trees by the end of February. In respect of the ragwort, which needs to be cleared from the open grass for the hay making, Cllr Collinge proposed approval of the purchase of the spot treatment up to £200, this was seconded by Cllr Curl and agreed by Council. Cllr Dennis will take this matter forward.

Harpers Green (Cllr Peter Dennis) - the area is in good condition generally with a wealth of wildlife.

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

Cllr Curl reported that event planning continued and proposed that relevant payments using the grant funds of £2,550 be made as and when required, this was seconded by Cllr Irons and unanimously agreed by Council.

**11. Finance & Governance Matters**

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

Council noted the financial report (attached).

**b) To note the retirement of the internal auditor and to appoint a replacement.**

Council noted the retirement of the appointed internal auditor and thanked him for his service. Cllr Collinge proposed that Mrs Dann be appointed as internal auditor at a cost of £35 for the year ending 31st March 2022, this was seconded by Cllr Dennis and unanimously agreed by Council.

**c) To consider approval of the following policy documents.**

Cllr Curl proposed that the following policy documents be approved, this was seconded by Cllr Irons and unanimously agreed by Council.

- Financial Regulations
- Assets Register
- Risk Assessment & Management Policy
- Equality & Diversity Policy
- Allotment Policy
- Lone Workers Policy
- Complaints Procedure

**d) To approve the following payments.**

Cllr Collinge proposed that the following payments be approved, this was seconded by Cllr Dennis and unanimously agreed by Council.

- |   |             |
|---|-------------|
| • Clerk (Feb Salary & Expenses)           | £359.73     |
| • Contractor (Allotment Plot Preparation) | £72.00      |
| • UWECG Membership                        | £80.00      |
| • WAVE – Allotment Water                  | £11.09 (DD) |
| • Village Hall Hire 2021                  | £152.00     |

**12. Correspondence for circulation.**

Council agreed there were no suitable candidates who fitted the criteria for a nomination for the Queen's Jubilee Garden Party Draw.

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

The poor condition of the parking area at Patch Corner was raised and this will be reported to Highways and added to the March agenda.

**14. To note the meeting dates for 2022**

Council noted the meeting dates for 2022, as follows:

- 2nd March
- 4<sup>th</sup> May (Annual Meetings – 6.30pm start)
- 1<sup>st</sup> June
- 6<sup>th</sup> July
- 7<sup>th</sup> September

- 5<sup>th</sup> October
- 2<sup>nd</sup> November
- 7<sup>th</sup> December

**15. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 2<sup>nd</sup> March 2022 in the Village Hall.**

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.02pm.

**Signed:**

**Date:**

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**BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2022**

<b>PAYMENTS**</b>	<b>BUDGET 2021/22</b>	<b>SPEND TO DATE</b>	<b>AVAILABLE</b>	<b>% SPEND</b>	<b>RECEIPTS</b>	<b>BUDGET 2021/22</b>	<b>RECEIVED TO DATE*</b>	<b>DUE</b>	<b>% RECEIVED</b>
Salary	3993.00	3858.25	134.75	97%	Precept	11850.00	11850.00	0.00	100%
Admin*	1651.00	2032.51	-381.51	123%	Burials	0.00	817.00	-817.00	
Open Spaces***	5270.00	6540.73	-1270.73	124%	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>12531.49</b>	<b>-1617.49</b>	<b>115%</b>	Allotments	455.00	490.00	-35.00	108%
					Admin*	0.00	712.65	-712.65	
<b>HLS</b>	<b>270.00</b>	<b>275.00</b>	<b>-5.00</b>	<b>102%</b>	<b>TOTAL</b>	<b>12813.00</b>	<b>15134.70</b>	<b>-2321.70</b>	<b>118%</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> <b>240.00</b> <b>264.00</b> <b>-24.00</b> <b>110%</b>				
**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.									

**BANK RECONCILIATION AS AT 11th January 2022**

<b>Balance per bank statements</b>	
Barclays Current Account	25,664.62
Less any unpresented cheques	0.00
Add any outstanding payments into bank	486.00
	<b>26,150.62</b>
<b>The net balance reconciles to the Cash Book for the year, as follows:</b>	
Opening Balance as at 1st April 2021	19,901.50
Add receipts in the year	22,877.84
Less payments in the year	16,628.72
<b>Closing balance per cash book</b>	<b>26,150.62</b>
<b>which includes the following reserves:</b>	
Brisley Green (Panford Beck works)	336.42
Higher Level Stewardship Scheme	7,980.71
Defibrillator	1,152.65
Townlands	464.00
Admin - Office Equipment	200.00
Jubilee Fund	2,550.00
Open Spaces:	
Allotment Deposit	50.00
Knotweed at The Hill	40.00
<b>GENERAL RESERVE</b>	<b>13,376.84</b>