

Minutes of the Meeting of Brisley Parish Council Held at the Village Hall on Tuesday April 4th 2017 at 7.40pm

Present Councillor T Irons (Chair)
Councillor E Coe
Councillor K Brown
Councillor N Curl
Councillor P Dennis
Councillor J Dykes
County Councillor Mark Kiddle-Morris
14 Parishioners

1 Apologies for absence

Alan Cross

2 Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

3 Minutes of the previous Meeting

Signed as correct - proposed by Councillor Dykes Seconded by Councillor Dennis.

All were in favour. The minutes were duly signed by the Chairman.

4 Resolution to Adjourn the Meeting

Resolution to adjourn the meeting for 15 minutes for public participation was passed.

4.1 County Councillor Report

4.2 Mr Kiddle-Morris reported that Ofsted had audited Norfolk Children's services, they reported that there was improvement, however Mr Kiddle-Morris informed us that Norfolk found it difficult to recruit doctors, teachers and social workers. Mr Kiddle-Morris confirmed that the budget

was fine, and that the rest of his report was as delivered during the annual Meeting.

4.3 There were no matters raised by the public.

5 Centenary Fields

Richard Porter had been contacted by Tony Irons, we are waiting for a response.

6 Matters to report.

6.1 To receive report on election of new councillor.

We are trying to co-opt a new councillor; the post will be advertised in the next newsletter.

6.2 To receive a report on Townlands

It was decided to leave this until the new clerk was in position.

6.3 To receive report on Clerk

It was reported that the interviews had taken place, and a decision would be made within the next week.

6.4 To receive report on removing the damaged light fittings on the Village Hall carpark.

Dave Pearson reported that the Village Hall Committee had it in hand, Andrew Hill has taken them down, work would be completed soon, and it was reported that there was no live power from the box to the wires.

6.5 To receive report on repairing Village Sign

It was reported that the village sign needs to be replaced. Andrew Bird had been contacted, but he said he was too busy at the moment to make a new one. Councillor Curl reported that she recalled that prisoners from

Wayland Prison had made the previous one, and that she would contact them to see if this was something that they were still prepared to do. Councillor Dykes raised the point that the sign could be covered by insurance as the damage was caused by storm Doris. This could be looked in to. It was also suggested that Maurice Reader could be contacted as he used to produce this type of sign. Councillor Brown would email pictures of the sign to Councillor Curl to send to Wayland Prison to obtain their opinion.

- 6.6 Receive report on parking changes at the Clink
Councillor Irons had spoken to Richard Porter on the matter – County Estates have taken this on, and as such it is now out of our hands.

7 Highways

- 7.1 To receive a report on the Village Hall Parking Area
The aggregate for the village hall carpark would cost £460 + VAT and we would also need to pay for it to be spread. The money could come from the amenity area funding if it were to be done, as it would be of benefit to visitors to the play area, allotments etc. It will be reconsidered at the next meeting when we have a more concrete idea of our funding for this year.
- 7.2 Councillor Brown read out the letter received from Jon Winnett of Highways, regarding the gritting of School Road. He informed us that it would not be considered at this time. Councillor Kiddle-Morris asked if we would like him to speak to Highways again as there is a new person in position, he would suggest gritting on school days as a potential compromise. This suggestion was gratefully received.
- 7.3 The kerb stone on School Road was still un-mended, Councillor Brown to chase up.
- 7.4 To receive report on Footpaths

Councillor Curl enquired as to whether stiles were the responsibility of land owners. It was decided to contact land owners to remind them, Councillors Coe and Dennis will talk to Grazing Rights Holders at the next meeting, Sally Whales also to be contacted (as a stile owner but not a Grazing Rights holder) Councillor Irons to put a note in the next newsletter.

- 6.7 To note any new problems within the Village
The potholes in Gately Road were still un-mended, Councillor Brown to chase up.

8 Planning

- 8.1 No applications have been received.
8.2 No Decisions to report.

9 Brisley Common

- 9.1 To receive a report on the Common in front of the Bell Public House
Councillor Irons reported that no surface can be taken off the common without permission. Councillor Dennis pointed out that we should have been consulted, also that they had received permission to park on part of the land. After much discussion, it was decided that we had no choice and must report the matter to DEFRA. It was also confirmed than any other infringements would also be dealt with. It was noted that we did not put parking on the Hill for exactly these reasons. It was noted that the owner of the Bell had assured us that the surface would be re-instated with immediate effect, no effort has been made at this time.
- 9.2 Councillor Dykes stated that we must look at the garden area of 'Netherfield' the bungalow on Harpers Green, and also to write to them to remind them not to use the common as part of their garden. A member of the public commented that the Carpark at the Bell was an improvement, a

straw poll of the villagers' present was then taken to gauge the feeling of those in the room, 7 were for, 1 against and there were 6 abstentions. Councillor Dennis proposed sending a letter to the Bell to inform them that we were going to send a letter to DEFRA, to allow them time to comment, Councillor Curl seconded this and all were in favour. This letter would be drafted and sent as soon as possible.

9.3 To Consider continuing the Trod towards Brisley Bell Councillor Irons said Neville Middleton was to get back to him with a price, this had not yet been received. Councillor Kiddle-Morris informed us that we would need to check if Mr Middleton was an approved contractor if he were to do any of the work as it would be within 2 metres of the highway,- Councillor Irons will talk to Highways.

9.3 To Consider Nitrate Monitoring
Councillor Dennis has been in contact with Defra to discuss Nitrate Monitoring, it is unclear what exactly our responsibilities are. We need Graziers to record chemicals used and number of cattle on the common. The Common is no longer in the Stewardship scheme. Councillors Coe and Dennis will report back after Graziers meeting.

9.4 To receive report on Higher Level Stewardship
This had been dealt with in the general meeting.

10 Finance

10.1 Budget as circulated

Councillor Curl proposed and Councillor Coe seconded signing cheques as Presented. Councillor Dennis informed us that Natural England (having taken over from the Forestry Commission) require photographic evidence that the work on the amenity project has been completed to their satisfaction before

the balancing funds are paid to us. He informed us there is no reason why this will be a problem, but it was decided that the extra funds could not be included in the budget until confirmed. We need to go back over the accounts to check the actual amounts spent to put into the report, with the photos – it was felt that about the right amount had been spent. The annual maintenance claim has to be sent in by the second week in May, Councillor Irons has this in hand. The budget was approved in principal after the removal of the reserve funds, and also making an annotation regarding the claim to the extra funds from Natural England. Councillor Curl proposed, and Councillor Dennis seconded a resolution to formally review the budget in 3 months, (July). This was passed unanimously.

10.2 Internal Audit

Councillor Dykes has contacted the Clerk at Melton Constable Parish Council who has kindly given the name of their internal auditor – Michelle Pooley, - Councillor Dykes has made contact with Michelle and has been informed that she is prepared to undertake the internal audit at an approximate cost of £30.00, also, if the accounts prove more complex than anticipated, her husband, a qualified accountant, may be able to assist the Parish Council should it become necessary (given the councils go-ahead).

10.3 Discuss changing Bank Account to Local Branch

It was decided to leave the bank account as is until the new Clerk is in place, and then to discuss with them the need to change. We will return to this in June.

10.4 Report on Situation with Finances

Bryan Leigh has been asked to – and has agreed, to wrap up the end of year finances, so they can be internally audited, Councillor Brown made a projected approximate end of year account balance, however the March bank statement had not yet arrived, so the figure of £10,731.30 could be subject to alteration.

11 Amenity Project

11.1 Report on Amenity Project

This agenda item is to be removed.

11.2 Report on Allotments

Mainly dealt with by report in Annual meeting. Un-let allotments have been cut and are awaiting spraying off. Thanks to be passed on to Bruce Cobby for cutting the hedges around the inside perimeter of the allotments, and also for his help at Patch Corner.

11.3 Discuss Play area inspection

We need to find a company to inspect the play area, Councillor Dykes suggested asking the school who does theirs – Councillor Irons will do this. Councillor Curl asked if a risk assessment had been done on the play area equipment – this was confirmed to have been done.

12 Report on regular Checks

All checks have been made and no problems found.

13 Correspondence to be circulated

Circulated

14 Matters for next meeting not for discussion

Standing orders to be reviewed

Financial regulations to be reviewed.

15

**Date for the next Meeting of Brisley Parish Council Confirmed as
Wednesday 3rd May 2017 at 7pm at Brisley Village Hall - Annual General
Meeting.**

Meeting closed at 9.45pm.

DRAFT