

Brisley Parish Council

Bay Tree Cottage, School Road, Brisley, NR20 5LH

Minutes of the meeting held on Wednesday 5th September 2018 at 7.00pm in the village hall.

Present: Cllr E Coe
Cllr K Brown
Cllr P Dennis
Cllr B Green
Cllr T Irons
Cllr H Collinge

County Cllr M Kiddle-Morris
District Dllr Gordon Bambridge
Sheryl Irving (Clerk)

A representative of the Allotment Committee

There were no members of the public present.

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr N Curl.

2. To receive declarations of interests.

There were none received.

3. To approve the minutes of the meetings held on Wednesday 4th July 2018.

Cllr Irons proposed that the minutes be accepted as a true record, this was seconded by Cllr Dennis and agreed by Council. The minutes were duly signed by the Chairman.

4. County/District Councillor reports.

C/Cllr Kiddle-Morris gave the following update:

The council tax for 2019/20 is now being considered although four year period had been decided last year. However, it now appears that government will not approve another 3% increase for adult social care and there could be a £95M shortfall in the next two years.

The Police and Crime Commissioner continues with his bid to take over the fire service. The County Council are unanimous in their opposition to this. The consultation is currently available online and support for the County Council case would be appreciated – either by the council or as individuals. The consultation period ends on 16th September and the Secretary of State will make the final decision.

D/Cllr Bambridge gave the following update:

There had been numerous meetings regarding the proposed New Town, however, an application has yet to be submitted but must be made prior to 9th November 2018. If approved, the increase in traffic would certainly affect Brisley. Breckland now has a full housing supply to 2026 and does not see the need for the additional housing and it would also appear that the majority of Norfolk residents are against it. He advised the Council to consider their

comments and objections as there will be little time to comment should an application be submitted. North Elmham Parish Council are approaching nearby councils for support and advised that the Clerk make contact.

A question was put to the Cllr regarding the traffic gridlock which occurs regularly in Dereham and the Cllr reported that a traffic feasibility study was in the pipeline.

Finally, there will be a £1M fund going to the five towns in Breckland and funding may be available to surrounding villages.

The Chairman thanked both Councillors for their input.

5. Open forum for Public Participation: a 15 minute opportunity to hear from members of the public.

There were no members of the public present.

10.3 To receive a report from the Allotment Committee.

It was agreed to bring this item forward so the representative could leave the meeting.

The representative was pleased to report that there had been an improvement in the grass cutting and the vacant plots were now being looked after, however, the Mares Tail continues to present a problem. The fencing and gates appear to be in good order.

The terms of reference in respect of the Allotment Committee are to be reviewed and this is likely to be the final report from the allotment committee representative. The Chairman thanked the representative for both this report and work done previously.

6. Matters to report

6.1 To consider an application under the Parish Partnership Scheme for Village Gates.

It was agreed to further consider once full costs are known. Cllr Kiddle-Morris advised a site meeting with Highways to discuss the feasibility of the project.

6.2 To consider an in-house grass cutting scheme.

The Village Hall will not be able to accommodate storage of any machinery, however, the Clerk was tasked to make another approach regarding conversion of the old toilet block, if available.

6.3 To consider any action in respect of the proposed new Garden Town.

This item had been dealt with earlier in the meeting at item 4.

6.4 To receive an update in respect of the Village Emergency Telephone System (VETS).

The Clerk confirmed that testing the system was ongoing. She requested approval of two training sessions for the volunteers at a cost of £175 each. It was proving difficult to get full attendance on one date. Cllr Dennis proposed approval of two sessions, this was seconded by Cllr Irons and agreed by Council.

6.5 To consider a revised Burial Ground policy document.

Cllr Brown proposed approval of the policy document, with some minor amendments, this was seconded by Cllr Collinge and agreed by Council, with one absence.

The fees in respect of exclusive rights of burial were discussed and agreed, Cllr Brown proposed approval at the rates outlined, this was seconded by Cllr Irons and agreed by Council.

7. Highways

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

- Pot hole on the Elmham Road - this has now been repaired.

7.2 To consider any new issues within the village.

There were no new issues to report.

At this point in the meeting C/Cllr Kiddle-Morris left the meeting – the Chairman thanked him for attending.

8. Planning

8.1 Applications for consideration.

- Hall Farm, Church Street – change of use of land for siting of single Shepherds Hut in field behind barn for use as a couples holiday let and the installation of a septic tank.

Cllr Irons declined to take part in the debate as he lived adjacent to the site in question. The Council agreed the following response:

Brisley Parish Council objects to this application.

It is considered that a septic tank is not required for one shepherds hut and a chemical toilet, or a green alternative, would be more than sufficient.

In respect of access to the site, permission was granted for the new access entrance (3PL/2015/1447/F) on the basis that it would be used occasionally by one small tractor – there would be quite a substantial increase in traffic if this application was granted and the Council feels this will be of a detriment to the village.

The shepherds hut will have a large visual impact in the churchyard, which is in a conservation area. There are also concerns regarding the level of noise which may emanate from the site.

However, in the event that Breckland are minded to allow this application, the council request that a condition is attached which prohibits any further expansion or development of the site in question, and this condition should also include the adjacent barn (3AG/2018/0004/AG).

8.2 Decisions to note.

- Tree House, Gateley Road (objections submitted) – this application remains undecided.
- Proposed Replacement Storage Building, Willow Farm, Gateley Road (supported) – permission has been granted.

At this point in the meeting D/Cllr Bambridge left the meeting – the Chairman thanked him for attending.

9. Brisley Common

9.1 To receive a report on Higher Level Stewardship.

Cllr Dennis confirmed that the groundworks were due to commence at the end of September, with the fencing work following shortly after. The ditching work on the common will also take place at the same time and it was agreed to extend the area to include a section which is currently prone to flooding.

9.2 To receive an update regarding the renovation of the ponds.

Notification had been received from the working party that works were planned to commence on the 6th October, with funding required for tree felling, digger hire etc.

The Council are supportive of the project but noted that as no monies have yet been received from the Norfolk Wildlife Trust, no commitment could be given to any expenditure. Permission should be sought from the Breckland Tree Officer prior to any felling of trees in a conservation area. However, much can be done in the way of scrub clearance prior to a digger etc being required.

9.3 To receive an update on The Bell – installation of bollards.

These have not yet been installed, however, it was felt this was due to delays with other works and the bollards would be installed in due course.

9.4 To receive an update regarding the Japanese Knotweed on The Hill.

The Clerk was pleased to report that a firm price of £495 had now been received (£1,000 had been budgeted) and works would commence sometime in September.

9.5 To consider the installation of footpath gates on the common.

It was agreed prices should be obtained and Cllr Green will draw up a map with suggested locations for permanent gateways.

10. Amenity Project

10.1 To receive an update on the Centenary Field.

Cllr Irons proposed that the Council approve the signing of Deed of Dedication, subject to the wording of the document, this was seconded by Cllr Green and agreed by Council.

‘Brisley Memorial Field’ was suggested as the name for the site, however, other suggestions are welcome.

Council also approved the planting of a copse consisting of 62 trees (one for each WW1 serviceman from Brisley), a request to go to Brisley School for the children to help with the tree planting and approval of an application to the lottery heritage fund for a grant for memorial benches, stakes and protection for the trees and a wildflower meadow.

Approval was also given for arrangements to be made for a dedication ceremony on the 11th November, following the wreath laying ceremony.

The Chairman thanked Cllr Irons for his hard work on this project.

10.2 To consider ditching work to alleviate flooding on the Gateley Road.

Quotes are yet to be obtained for this work.

10.3 To receive a report from the Allotment Committee.

This item had been dealt with earlier in the meeting.

10.4 To receive an update regarding the rent review.

A substantial increase in rent was proposed by Norfolk County Council and Cllr Brown proposed that a letter drawn up by Cllr Irons objecting to the rise, with good reasons why, be sent, this was seconded by Cllr Green and agreed by Council.

10.5 To consider any actions required resulting from the Play Area inspection report.

The report had highlighted faults on the fireman’s pole – the item is likely to still be in warranty and the Clerk will contact the suppliers.

11. To receive reports on the regular checks.

- North Green – Cllr Green reported that all was well.
- South Green – in the absence of Cllr Curl, the Chairman reported all was well.
- Footpaths & Stiles – no reports of problems had been received.

- Churchyard – Cllr Irons reported that the wood had been removed and all was well.
- Play Area – this had been dealt with at item 10.5.
- Patch Corner – Cllr Dennis reported that some willow needed clearing.
- Allotments – Cllr Dennis reported that the gate may need some attention.

12. Finance

12.1 To receive a financial report for the year ending 31st March 2019.

The Clerk reported that the grants for the Higher Level Stewardship and the Amenity Area were late being issued and were not likely to be received until November at the earliest.

A VAT rebate of 1,971 in respect of the financial year ending 31st March 2018 is due.

Repayment of the loan was due on 23th October 2018, the fixed term deposit had now matured and the funds returned to the current account.

Cllr Irons proposed acceptance of the report, this was seconded by Cllr Green and agreed by Council.

12.2 To appoint an internal auditor for year ending 31st March 2019.

Cllr Irons proposed that an auditor, as recommended by the Clerk, be appointed at a cost of £25, this was seconded by Cllr Dennis and agreed by Council.

12.3 To consider a donation to Age UK (from the Townlands income).

Cllr Brown proposed that a £50 donation from the Townlands income be made to the local Age UK group towards their Christmas event, this was seconded by Cllr Green and agreed by Council.

12.4 To consider financial support in respect of CILCA training for the Clerk.

Cllr Dennis proposed full support for the Clerk at a cost to the Council of £485.35, this was seconded by Cllr Brown and agreed by Council.

12.5 To approve an application for Clerks Training Bursary.

Cllr Irons proposed that an application be submitted, this was seconded by Cllr Brown and agreed by Council.

12.6 To approve the following payments.

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

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|---|-----------------------------|
| • Clerk - Salary – September/Expenses | £324.31 |
| • Village Hall (recycling) | £233.26 |
| • Norfolk PTS (CILCA) | £250.00 (£75.71 – Brisley%) |
| (the balance of £174.29 will be reclaimed from the Clerk's other employers) | |
| • Community Heartbeat (VETS) | £54.00 |
| • Contractor (Grass Cutting) | £528.00 |
| • Contractor (Weed Spraying) | £80.00 |
| • Contractor (Grass Cutting) | £260.00 |
| • Contractor (Grass Cutting) | £170.14 |
| Payment made 6.8.18: | |
| • Contractor (Grass Cutting) | £150.00 |

12.7 To consider any new projects for the financial year 2019/20.

Estimates for ragwort spraying on the amenity area and further ditching work on the common are to be obtained.

13. Correspondence for circulation.

- Norfolk Constabulary August newsletter – noted.

- A request for a donation from Dereham Citizens Advice Bureau – Cllr Brown proposed that a £50 donation be made, this was seconded by Cllr Dennis and agreed by Council.
- Battle's Over – noted.

14. Matters for the next meeting (not for discussion).

There were no new matters for the next meeting.

15. To confirm that the next meeting of Brisley Parish Council will be held at 7.00pm on Wednesday 3rd October 2018 at Brisley Village Hall.

The date was noted.

The meeting closed at 10.23pm.

DRAFT