

**MINUTES OF THE MEETING OF BRISLEY PARISH COUNCIL HELD ON TUESDAY 6TH
DECEMBER 2016 AT THE VILLAGE HALL AT 7.00 P.M.**

Present: Councillor T Irons (Chair)
Councillor E Coe
Councillor K Brown
Councillor N Curl
Councillor P Dennis
Councillor J Dykes

Member of Norfolk Farms
2 parishioners.

1. Apologies for absence.
There were no apologies.

2. Declarations of Pecuniary Interest.
Councillor Curl made a Declaration of Pecuniary Interest for Item 8.2.
Councillor Dykes made a Declaration of Pecuniary Interest for Item 8.1. The Clerk made a declaration regarding Item 8.1

3. Minutes of the Previous Meeting.
The minutes of the meeting of 1st November 2016 having been circulated were proposed as a true and accurate record, by Councillor Coe and seconded by Councillor Dennis. All were in favour. The minutes were duly signed by the Chairman.

4. Resolution to Adjourn Meeting.
Resolution to adjourn meeting for 15 minutes public participation was passed at 5 minutes past 7.00p.m.

4.1 County and District Councillor Reports.
There were no District Councillors' reports nor County Councillor reports.

4.2 Public Participation
There were no matters raised by the public.

The meeting was re-convened at 10 minutes past 7.00 p.m.

5. Report regarding Centenary Fields
After some discussion, it was agreed that the member of Norfolk Farms would clarify the following points:

- a) Whether there were any requirements for a change of use under planning legislation if the area of the amenity land were to be designated as Centenary Fields;
- b) Whether the amount of rent payable for the land would be affected;
- c) Who would be responsible for the costs of the land registration;
- d) Would the land still be designated as recreational land?

After some discussion, it was agreed that subject to the above points of clarification, all agreed in principle to the area being designated as Centenary fields. The member of Norfolk Farms agreed to look into this proposal and to report in February 2017 (at the next Parish Council meeting)

6. Matters to report

6.1.

The Chairman noted the recent report that Superfast Broadband is due to be installed in the area within the next 6-12 months.

6.2 To receive update on Parish Website

The Clerk will send a summary of the draft minutes to the website administrator.

6.3 To discuss proposals for storage facilities for the churchyard

The Chairman and Vice Chairman had received objections from parishioners regarding the storage facilities. In view of this, the Chairman asked all councillors to canvass parishioners for their opinions, and the Chairman would investigate what the Council's insurance company would require and whether the facilities could be insured although the contents would be the responsibility of the owners.

6.4 To receive report regarding the Townlands.

The Clerk presented a report regarding the Townlands. It was agreed that the Clerk should issue an invoice to each tenant for outstanding rent.

6.5 To discuss election of new Councillor

It was agreed that this matter would be held over to the next meeting.

6.6 To discuss the matter of grass cutting

Three contractors had been asked to quote for the areas of grass cutting. After some discussion, it was agreed that some additional areas would be added and that the contractors would be asked to re-quote and these would be discussed at the next meeting.

7. Highways

7.1. To receive a report on the matters raised at the last meeting

7.1.1 The potholes in Gateley Road reported at the last meeting had been repaired.

7.1.2 Details of matters needing the attention of the Rangers needed to be reported by 22nd December 2016.

Councillors asked that the following be reported;

- a) The potholes on School Road;
- b) Regular incidents of standing water from the telephone box on School road to outside the properties at the top of School Road;
- c) All drains need clearing which lead off the south end of School Road close to the junction of the Gateley Road and the B1145;
- d) Mud on the road of Fakenham Road;
- e) To request the removal of the post which held the now missing "No Caravan" sign on the Common..

7.2 New problems regarding Highways

This was raised whilst under the discussion of the Rangers visit.

7.3 Report on Speedwatch

It was reported that one session had been held already and more were planned in the near future. Only one car had been recorded exceeding the speed limit. That was at 35 mph.

8. Planning.

8.1 Applications

3PL/2016/1424/HOU Hill Cottage, School Road, Brisley NR20 5LH

Two storey extension to south side, single storey extension to north side..

After some discussion, it was agreed that Breckland will be asked to provide a site plan and measurements. Councillors will review the details and send their comments to the Chairman and will also inform him if a site visit is required. The Councillors were to provide their comments to enable the Chairman to submit them to meet the 27th December 2016 deadline required by Breckland Planning Department.

8.2 Decisions

3PL/2016/1235/VAR Pond Farm. The Green Brisley NR20 5LL

Alterations, extension and re-roofing –revised scheme (changing roofline and increase in width of southern extension, flint panels on wall of east extension)

The application was granted.

8.3 Enforcement

No enforcement notices to report.

9. Brisley Common.

9.1.1 To receive report on any problems.

Regarding the possible blocking of access to the Stables, it was agreed that Councillors would investigate this matter further.

9.2 To receive report on Higher Level Stewardship

It was agreed that Councillor Coe as Chairman of the Grazing Rights Holders committee and Councillor Peter Dennis would take over the responsibility for administering the Higher Level Stewardship.

It was also agreed that Councillors Dennis and Coe would arrange a meeting with Stephen Jones to be briefed on the outstanding matters for the HLS Scheme. Also to get an update as to what had been arranged for clearing the ditches on the Common.

10 Finance

10.1 Budget

The draft Budget for the next year was discussed and amendments agreed which the Clerk will make and then re-circulate the revised Budget. A precept of £7800 was approved for 2017/18

10.2 Balances and Cheques for Authorisation.

The balances and cheques for authorisation had been circulated and Councillor Dykes proposed and Councillor Coe seconded the resolution. All were in favour.

Bank Balance :-

FINANCE: 6th December 2016

Bank Balance:-

Balance

at: 01-11-16

Current account

Deposit account

Plus	Receipts	Interest	£1.07
		Higher Level Stewardship Rural Payments Agency (R11)	£734.50
Less	Payments	Unpresented cheques authorised on 1 November 2016	-£1,489.32
		Public Works Loan DD	-£247.00
		Direct Debit Anglian Water 6/7/16 to 28/9/16	-£28.58
Estimated balance at 6th December 2016		Current account	
		Deposit account	

Amount Available for Section 137 239 x £7.42 = £1773.38
Spend to Date = zero

Cheques for Authorisation		
Chq No	Payee	Description
549	The Royal British Legion	Payment for two poppy wreaths
550	J Rolleston	Clerk's salary November 2016 Invoice no.6
551	RC & J Dykes	Provision of photocopying, collating and stapling 150 copies of November 2016 Brisley PC newsletter
552	J Rolleston	Re-imburse payment for purchase of Lenovo IP 310 laptop, Hewlett Packard OJ 696 printer plus set up and support services. (Receipt provided)
553	Norse Eastern Ltd	Grasscutting invoice number OSSI-0007716 (£283.49 + 56.70 VAT)

10.3 Purchase of laptop and new printer for Clerk

The Clerk reported that a new laptop and printer had been purchased.

10.4 To consider employment contract for Clerk

The Chairman reported that due to personal circumstances, it had been agreed that the Clerk would step down temporarily from the role of Clerk. The Chairman and Councillor Brown would take over the role of Clerk whilst the Clerk would continue as responsible Finance Officer, paid on an hourly basis.

11 Amenity Project

There was nothing to report.

12. Regular Checks.

These were submitted and signed by the Clerk.

13. To circulate correspondence received.

The Clerk circulated the folder of correspondence received.

14 Matters for the Next Meeting.

To consider the installation of a dog bin on the Common.

15. Date of next Meeting

This was confirmed as Tuesday 7 February 2017 at 7.00p.m. at the Village Hall.

The meeting closed at 21.35 hours.

DRAFT