

# Brisley Parish Council

Minutes of the Meeting held at the Village Hall at 7.00pm on Wednesday 2<sup>nd</sup> May 2018.

**Present:** Councillor E Coe (Chair)  
Councillor K Brown (Vice-Chair)  
Councillor T Irons  
Councillor B Green  
Councillor H Collinge

No Members of the Public

## **1. To receive apologies for absence.**

Apologies were received from Cllr Curl and Cllr Dennis.

2.

## **3. To receive declarations of interests.**

There were no interests declared.

## **4. To approve the minutes of the meetings held on Wednesday 7th March and Wednesday 21st March 2018.**

Cllr Irons proposed that the minutes of the meeting held on 7<sup>th</sup> March 2018 be signed as a true record, seconded by Cllr Dennis and agreed by Council.

Cllr Green proposed that the minutes of the meeting held on 21<sup>st</sup> March 2018 be signed as a true record, seconded by Cllr Brown and agreed by Council

The minutes were duly signed by the Chairman.

## **5. County/District Councillor reports.**

C/Cllr Kiddle-Morris assured the Council that he will be contacting Highways Department to follow up the Clerk's email regarding the recent flooding on the B1146 and the very large pothole on the Gateley Road.

He advised that a village gateway may be useful in slowing the traffic coming into the village and funding may be available from the Parish Partnership Scheme.

There were no questions for the County Councillor, the Chairman thanked him for his attendance and he then left the meeting.

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

There were no issues raised.

## **7. Matters to report**

### **6.1 To receive a report on repairing the village sign.**

The Chairman confirmed that work was now in progress and it was hoped the village sign would be back in its place very shortly.

### **6.2 To receive a report on the community defibrillator.**

Cllr Irons reported that the training session recently held had been a great success and everyone agreed it had been a very useful session. In addition, there are seven volunteers for the Volunteer Emergency Telephone System who will provide additional assistance in the event of an emergency.

The Council agreed a second training session should be held as the funding was in place to do so.

### **6.3 To receive an update in respect of the General Data Protection Regulations.**

The Clerk informed the Council that the policy documents and other associated papers will be ready for consideration at the next meeting.

### **6.4 To consider approval of a Cemetery Management Training Course for the Clerk.**

Cllr Green proposed approval of the training course at a cost of £60 to the Council, this was seconded by Cllr Curl and agreed by Council.

### **6.5 To receive an update in respect of burial plot reservations.**

To be considered following the Clerk's attendance at the Cemetery Management Training Course.

### **6.6 To consider any additional safety actions required at Patch Corner.**

The Clerk informed the Council that the insurance company now advised that the Council ensures safety measures, such as warning signage or rescue equipment, were in place. Cllr Irons proposed the purchase of a 'deep water' sign, seconded by Cllr Curl and agreed by Council.

### **6.7 To consider any input to the Norfolk Access Improvement Plan consultation.**

It was agreed that the Council had no input for the consultation.

## **7. Highways**

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

- Jetting gully at top of School Road – the Clerk continues to chase Highways Department, now with the assistance of C/Cllr Kiddle-Morris.
- Pot hole on Gateley Road – as above.
- Pot holes on School Road – awaiting works.
- Pot holes on Fludges Lane – completed.
- Pot holes on the Elmham Road – completed but pot holes back after heavy rain.

### **7.2 To consider any new issues within the village.**

There were no new issues reported.

## **8. Planning**

### **8.1 Applications for consideration.**

- Tree House, Gateley Road (Decision made at meeting held on 21st March 2018).  
The Council had raised objections to this application.

### **8.2 Decisions to note.**

- Agricultural Building – change of use - Maltings Farm – approved.
- Storage Building, Hall Farm, Church Street – approved.

### **8.3 To consider any action required in respect of Pond Farm (C/Cllr Bambridge input).**

In the absence of D/Cllr Bambridge, there was nothing to report.

## **9. Brisley Common**

### **9.1 To consider matters regarding The Bell Public House.**

- To receive a report on the Section 38 application – Cllr Dennis proposed that the decision of the Planning Inspectorate be approved, this was seconded by Cllr Irons and agreed by Council.
- To consider a transfer request received from solicitors – legal advice was awaited in respect of this issue. However, it would appear that the original application, some years ago, regarding the deed of easement had not been completed as requested and the Clerk was instructed to search the records for any relevant correspondence.

### **9.2 To receive a report on Higher Level Stewardship.**

Cllr Dennis reported that the scrub clearance and fencing had not been progressed due to the bad weather and advised that the works be carried out in September.

### **9.3 To note the date of the Grazing Rights Holders Meeting – 18th April 2018.**

The Council noted the date.

### **9.4 To consider the renovation of the ponds.**

It was agreed to invite the proposers of this scheme to the grazing rights meeting as the GRH will need to be fully briefed regarding the scheme. The Council were supportive of the proposed scheme but stressed it must also be done in conjunction with the Norfolk Wildlife Trust, who were the Councils advisors in respect of the common.

Cllr Irons informed the Council that any monies raised by The Bell towards the project must be donated to the Council for any use the Council sees fit.

The Council agreed that the two ponds on The Hill were in urgent need of clearance as this would assist with the drainage issues.

### **9.5 To receive an update in respect of the grant application in respect of the trod.**

Cllr Irons informed the Council that the grant for 50% funding of a trod from Church St to The Bell had been approved and an offer of the other 50% had been received. However, it had been agreed previously to monitor the mown pathway for one year as this was deemed preferable if suitable.

## **10. Amenity Project**

### **10.1 To receive an update in respect of the Adult Exercise Equipment installation.**

An issue had been raised as to whether the resistance of the two pieces of equipment was set correctly and this has now been referred to the manufacturers for guidance.

### **10.2 To receive an update on the Centenary Field.**

Cllr Irons informed the Council that he continues to await an answer in respect of this issue, however, he remains hopeful approval will be given.

### **10.3 To consider ditching work to alleviate flooding on the Gateley Road.**

Cllr Dennis will obtain a quote for this work for consideration at the next meeting. It had been confirmed that much of the water was coming off of the amenity area.

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

- North Green – Cllr Green confirmed all was wet but well.
- South Green – Cllr Curl confirmed all was wet but well.
- Footpaths & Stiles – Cllr Curl confirmed all was well.
- Churchyard – Cllr Irons confirmed all was well.
- Play Area – Cllr Irons confirmed all was well but referred to item 10.1 above.
- Patch Corner – Cllr Dennis confirmed all was well but referred to item 6.6 above. He also suggested the Highway Rangers may be able to assist with the valve at their next visit to the village.
- Allotments – Cllr Dennis confirmed that all was well but he will check the rabbit fencing and the vacant plots will need topping once the weather is suitable.

## **12. Finance**

### **12.1 To receive an update on financial matters:**

- **Year ending 31st March 2018** – a projected statement had been prepared due to the lack of bank statements since December 2017, however, Cllr Brown proposed acceptance of the statement which was seconded by Cllr Irons and agreed by Council.
- **Year ending 31st March 2019** – due to the lack of bank statements the Clerk had not prepared a statement.

### **12.2 To consider approval of the Clerk's annual incremental pay increase.**

Cllr Dennis proposed approval of the incremental pay increase, this was seconded by Cllr Curl and agreed by Council.

### **12.3 To approve the following payments.**

Cllr Irons proposed approval of the payments listed below, this was seconded by Cllr Green and agreed by Council.

• Clerk - Salary – April/Expenses/Allowance	£522.49
• Norfolk PTS (Year End Finance Course)	£48.00
• Katherine Brown (document certification)	£10.50
• Peter Dennis (document certification)	£10.50
• Edward Coe (document certification)	£10.50

It was agreed that the Clerk should query the invoice issued by the Environment Agency in respect of drainage charges.

### **12.4 To consider any additional insurance requirements.**

Cllr Curl proposed that the Council increase their insurance cover to include loss or damage to the play equipment for an additional annual fee of £22.40, this was seconded by Cllr Green and agreed by Council.

### **13. Correspondence for circulation.**

- Thank you letter from Norfolk Accident Rescue Service – noted.
- Public Transport Brief (Stagecoach Withdrawal) – it was agreed that Council should send comment on the consultation.
- Clerks & Councils Direct Magazine – circulated.
- Bank of Ireland – changes to your business current account – noted.

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

No new matters were raised.

### **15. To confirm that the Annual General Meeting of Brisley Parish Council will be held at 7.00pm on Wednesday 2nd May 2018 at Brisley Village Hall.**

The meeting closed at 9.30pm.

**Signed:**

**Date:**

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