

Brisley Parish Council

Minutes of the Meeting held at the Village Hall on Wednesday 6th December 2017 at 7.00pm.

Present: Councillor E Coe (Chair)
Councillor K Brown (Vice-Chair)
Councillor N Curl
Councillor T Irons
Councillor B Green

Mark Kiddle-Morris (County Councillor)
Sheryl Irving (Clerk to the Council)

Six Members of the Public

1. To receive apologies for absence.

Apologies were received from District Councillor Gordon Bambridge and Cllr Peter Dennis.

2. To receive declarations of interests.

There were no declarations of interests declared.

3. To receive an input from PC Jermy and PC Downs from Norfolk Constabulary (30 mins).

The two officers expected to attend were unable to, however, in their absence PC Benton from Dereham Police Station attended and updated the meeting, as best he could, regarding the changes currently taking place within Norfolk Constabulary. He was unable to say too much as many of the changes were yet to be implemented.

In response to questions, PC Benton was able to assure the meeting that although police station closures would happen, new street surgeries are being put in place and additionally crimes can be reported on-line. He also reassured the meeting that he expects low-level crime to continue to be investigated.

The Chairman thanked PC Benton for his input and PC Benton left the meeting.

4. To approve the minutes of the meeting held on Wednesday 8th November 2017.

Councillor Irons proposed that the minutes be signed as correct, seconded by Councillor Brown with all in favour – the minutes were duly signed by the Chairman.

5. County/District Councillor reports.

County Councillor Mark Kiddle-Morris updated the council on the following matters:

- In respect of **Minerals and Waste**, and relating to his input the previous month, the site nearest to Brisley is at Beetley and not as stated. New sites continue to be assessed by the County Council.
- The Norfolk Police & Crime Commissioner has submitted a bid to the Secretary of State to take over the running of the Norfolk Fire Service. The County Council are opposed to this move as the Fire Service are too deeply embedded within the County Council and would be difficult to extract. Furthermore, they are the most efficient in the country and many fire officers are also trained first responders and perform a dual role. The current pay dispute is yet to be resolved.

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

- **To include a brief input from item 9.1 – Tree House applicant.**

A member of public raised concerns regarding the planning application relating to Ramsdale, School Road, in that the visual impact of the side elevation would be detrimental to neighbours and School Road, and suggested that improvements could be made if more suitable materials were used, such as flint,

which were in keeping with the building. The member of public went on to suggest to the council that a design statement for the village would be helpful in cases such as these and urged the council to adopt one.

The planning applicant in respect of the Tree House reassured the council regarding the design features of the project i.e eco building/parking for one car only/not visible from road/rough ground will be landscaped to encourage wildlife/solar powered/waste treatment plant installation/sympathetic to the surroundings.

7. Matters to report

7.1 To receive a report on election of new councillors.

The Chairman had spoken to a potential candidate – the Clerk to progress.

7.2 To receive a report on repairing the village sign.

The Chairman was awaiting a second quote and the matter will be discussed at the next meeting. It was suggested that a request to parishioners for donations be made. Cllr Irons will research the availability of grants.

7.3 To receive a report on the community defibrillator.

The unit has not yet been delivered due to a delay in the cabinet supply. It is expected in the new year when it will be installed at the village hall.

7.4 To consider any additional maintenance work required in the churchyard.

Cllr Irons reported that the hedge had been cut and the whole area was now looking very good.

7.5 To receive an update on the provision of Broadband in the village.

The Clerk had been liaising with the Better Broadband officer at Norfolk County Council and a one-off wayleave payment of £693 had been offered in respect of the trench which had been dug and trunking installed, without permission, on the Common. The council were in full agreement that this be accepted. In addition, the Clerk reported that the trod and other sub-standard works would be made good.

7.6 To receive an update in respect of the Brisley sign on School Road.

The Clerk had been unable to discover who was responsible for the sign, neither District or County were willing to accept responsibility. C/Cllr Kiddle-Morris informed that it was Highways responsibility and the Clerk will continue to progress.

7.7 To receive an update in respect of road name changes in the village.

Cllr Curl had no updates in respect of this issue.

7.8 To consider options in respect of training:

• CILCA training for clerk.

The Clerk requested funding of £150 towards essential Clerk training – this was agreed, subject to budget.

• Training seminar for councillors.

It was agreed to fund an in-house training session at a cost of approx. £250. The Clerk will contact surrounding councils to invite other councillors in an attempt to reduce costs.

7.9 To consider high printing costs incurred i.e. Newsletter.

Due to the high cost of print cartridges, Cllr Curl proposed that the parish fund HP Instant Ink membership at a cost of £7.99 per month, Cllr Brown seconded, with all in favour. The Clerk to progress.

7.10 To consider contracts received in respect of grass cutting etc.

It was agreed to establish a working party to further investigate this issue with a recommendation being made to council for a decision.

The Clerk to obtain an additional quote. It was agreed not spray around the trees in the amenity area in the future as there was no benefit now the trees were well established.

7.11 To consider the way forward in respect of data protection regulations.

Councillor Irons proposed that the council:

- Approve registration with the ICO at an annual cost of £35.
- Appoint the clerk as Data Protection Officer.

Cllr Brown seconded the propositions and the council were all in favour. The Clerk to progress data protection registration etc.

8. Highways

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

- **Kerb stone on School Road** – this remains outstanding – Clerk to report once again.
- **Jetting gully at top of School Road** – the Clerk was pleased to report that this work has now been carried out – the flooding issue to be monitored.

8.2 To consider any new issues within the village.

Cllr Curl reported a pothole on the B1145 towards North Elmham – Clerk to report.

9. Planning

9.1 Applications for consideration.

- **Ramsdale, School Road.**

Cllr Curl proposed that, although the council have no objection to an extension, the side elevation, which is highly visible to neighbours and from the road, should be of materials which are in keeping with the existing building i.e. flint, this would reduce the visual impact. Cllr Irons seconded the proposition and all were in favour.

- **Tree house, land off Gateley Road.**

Cllr Brown proposed that the council have no objection to the project with the proviso that a restrictive covenant is put in place which does not allow any further development on the site. Cllr Irons seconded the proposition, three in favour with two abstentions – proposition carried.

9.2 Decisions to note.

There were no decisions to note.

0. Brisley Common

10.1 To receive a report on the Section 38 application by The Bell Public House.

There was no update in respect of this application.

10.2 To receive a report on Higher Level Stewardship.

There was nothing to report in respect of this matter.

- **To consider approval of scrub clearance and fencing on Harpers Green.**

Cllr Green had obtained quotes for additional fencing and ditch clearance on Harpers Green, together with a quote for clearing the pond on The Hill and ditching on the Common. Cllr Green suggested hiring a digger and he would be happy to do the ditching on the Common. The Chairman welcomed Cllr Greens offer but requested he kindly submit any personal costs involved to the clerk.

It was agreed to progress these matters within the working party set up to consider grass cutting contracts.

10.3 To consider approval of further ditch clearance on the Green.

See 10.2 above.

10.4 To consider a request to allow a metal-detector on the Common.

Cllr Irons proposed that there be a council policy of no metal detecting allowed within the confines of the village – on parish land. Cllr Green seconded, with all in favour. The Clerk to inform the applicant.

11. Amenity Project

11.1 To receive an update in respect of the Adult Exercise Equipment grant application.

There was no update in respect of this issue.

11.2 To consider the purchase of a notice board for parking area.

There was no update in respect of this issue.

11.3 To receive an update arising from issues identified in the Playground inspection report.

A second end cap is required – Cllr Brown proposed approval of purchase, with Cllr Curl seconding and all in favour.

11.4 To receive an update on the Centenary Field.

Following advice from C/Cllr Kiddle-Morris, a second request had been submitted. Cllr Irons awaits a response, however, C/Cllr Kiddle-Morris will chase this up.

11.5 To receive a report from the Allotment Committee.

A member of the Allotment Committee read the report to the council. It was reported that the vacant plots urgently required topping/weed spraying. The council raised no objections should the committee wish to erect a notice board, of a suitable design.

11.6 To receive a report regarding a new allotment tenant.

The council agreed there should be no rent for the remainder of the year for the new tenant.

12. To receive reports on the regular checks.

- **North Green** – Cllr Green reported all was well.
- **South Green** – Cllr Curl reported that the electric fence and signs remained in place.
- **Footpaths** – no problems reported with the exception of a request from a landowner adjacent to the amenity area that walkers refrain from using his farmland as a short cut from the amenity area to the footpath behind School Road. It was suggested that once the new notice board is in place that a map of the footpath on the amenity area be displayed.
- **Stiles** – Cllr Green and Cllr Curl reported no problems.
- **Churchyard** – Cllr Irons reported that all was well.
- **Play Area** – Cllr Irons reported that all was well with the exception of the missing endcap which is being resolved.
- **Patch Corner** – in the absence of Cllr Dennis there was no report.
- **Allotments** - Cllr Curl proposed that the retained handyman be asked to repair the allotment gate and rabbit proof fencing at a maximum cost of £20. Cllr Irons seconded and all were in favour. The Clerk to progress.

13. Finance

13.1 To note budget/bank reconciliation as circulated.

The Council noted the update.

13.2 To consider approving the credit offer made by Norse.

Cllr Brown reported that the proposed refund was slightly higher than anticipated and advised acceptance. Cllr Curl proposed that the refund of £649 be accepted, with Cllr Green seconding and all in favour.

13.3 To approve cheques for signatures.

The cheques listed below were all approved for payment.

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|----------------------|----------------------------|----------------|
| • Dave Dewing | Hedge cutting | £414.00 |
| • Tony Irons | Cable Ties/Printing | £5.15 |

• ICO	Data Protection	£35.00
• Norse	Grass Cutting	£271.92 (tbc)
• Sheryl Irving	Salary – Nov & Dec /Expenses	£629.89

13.4 To consider the draft budget for year ending 31st March 2019.

It was agreed to remove funding for the village sign and half the budget for ditching work on the common. With these amendments the budget was accepted by the council.

13.5 To set the parish precept for year ending 31st March 2019.

Due to the high costs of grass cutting and maintenance work within the village, Cllr Irons proposed that the precept be increased to £8,200. This was seconded by Cllr Curl with all in favour. The proposition was carried.

14. Correspondence for circulation.

- **Clerks & Councillors Direct** – circulated to the council.

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

There were no matters raised for the next meeting.

16. To confirm that the next meeting of Brisley Parish Council will be held on Wednesday 7th February 2018 at 7.00pm at Brisley Village Hall.

Cllr Curl tendered her apologies for the next meeting.

The meeting closed at 9.50pm.

Signed:

Date: