

# DRAFT

## MINUTES OF THE MEETING OF BRISLEY PARISH COUNCIL HELD ON WEDNESDAY 1 JULY 2015 AT THE VILLAGE HALL AT 7.30 P.M.

**Present:** Councillor T Irons (Chair)  
Councillor E Coe  
Councillor K Brown  
Councillor P Dennis  
Councillor J Dykes  
Councillor S Jones

County Councillor M Kiddle Morris

10 parishioners.

**1. Apologies for absence.**

Apologies for absence had been received from Councillor Curl who was on holiday and these were accepted. Apologies for absence had also been received from District Councillor G Bambridge.

**2. Declarations of Pecuniary Interest.**

There were no DPis.

**3. Minutes of the Previous Meeting.**

Councillor Dykes proposed and Councillor Coe seconded the resolution that the minutes of the meeting held on Wednesday 13 May 2015 having been circulated be approved with the addition to 4.2. of :- It was also requested that a footway be provided from the School to The Hill to provide a safer passage for children.

The minutes were duly signed by the Chairman.

It was also agreed that the Clerk would attempt to issue draft minutes within two weeks of the meeting so that these can be posted on the website within one month to comply with the Code of Transparency.

**4. Resolution to Adjourn Meeting.**

Resolution to adjourn meeting for 15 minutes public participation was passed at 1942.

**4.1 County and District Councillor Reports.**

The County Councillor stated that there would be two bye –elections for the County Council on 16 July which may affect the balance of the Council. There is also to be a further bye election caused by the death of a member elected in May. The Parish Partnership scheme is to be continued this year with the County Council paying 75% and parishes 25%. He reported that he had contacted the Programme Director for Better Broadband for Norfolk who had stated that she had checked with BT and it had said that there are no known issues affecting the network in the area. She suggested that anyone experiencing problems should report them to their Internet Service Provider. The Clerk added that the 136 properties are currently served from Elmham Cabinet 2 and there is a planned fibre upgrade in the area included in the second Better Broadband for Norfolk rollout.

The Clerk read out the following report from the District Councillor.

**UPPER WENSUM WARD REPORT  
PARISH SPECIFIC**

Nothing to me on Brisley this month.

**UPPER WENSUM WARD GENERAL.**

1/Perhaps the main activity at Breckland is the management review which is going on just now.

You will recall that Breckland entered a sharing arrangement for Chief Executive and Senior Officers about 4 years ago. This was with South Holland District Council and at that time was a ground breaking move by Breckland and I believe that we are still the only two district authorities who are in such an arrangement without contiguous borders. The arrangement has saved Breckland millions of pounds and has ensured that we have been able to employ the very best staff to fill out posts in this time of austerity by paying the best wages for a district council.

Whilst the arrangement has been under constant review, we are now conducting a root and branch survey and over the next few weeks streamlining changes will be in place to ensure that service to the people of Breckland is improved and costs are further reduced. All of this should not be at the price of service and I am happy to take up any matters parishes may have regarding this.

2/Planning - is the usual big issue in any parish and in this ward recently we have had a number of major issues which Bill and I have been dealing with. What is most important is that you ensure that we are in the picture. With a total of 15 villages it is not always easy to be in the loop on all matters, but we will always respond and meet with parishioners both at parish council meetings and elsewhere as needed.

3/Environment - at this time of year parishes are often planning a litter pick. Breckland can help with loan of pickers and hi-vis waistcoats etc, and most important collect your bags from a pre arranged spot, do book early for this. Are you having a fete or similar, we may be able to time the regular SERCO visits to your streets to ensure that your village looks its best, this may take a few weeks to do so again book early, we will do our best.

4/Grants - Breckland is a council which believes that a lot of work is done in the local community and mostly at parish level. We do therefore continue to allocate a large amount of money each year to both our 'Match Funding' and 'Pride' pots. As a council, or indeed any organisation in your parish, in some cases even individuals, you can apply for grants for your projects. Your District Councillor can help

5/Personal - as Chairman this year I am out and about doing lots of things representing you, the people of Breckland. If a visit to your event as Chairman of the council will help, then do ask. Outside of the few priority events I always operate on a first come first served basis so you will know on asking. Over many years I have always tried to attend at least one event in my ward each weekend, fete's - coffee mornings - special services - etc, and if a civic event does not intervene I will continue to do so this year, but do let me know what is going on. I am also very happy to advertise your event on my facebook, twitter or blog pages. I can often help by manning a stand.

#### **4.2 Public.**

A parishioner requested that the Parish Council raise the matter of the noise level from the Synergy Concert. The Chairman informed the parishioner that he had already spoken to Environmental Health as he had received complaints. Officers from Breckland Council were on site and had found that the noise levels at the site were **not** excessive. The District Council is addressing the issue of the noise elsewhere. Councillor Dykes stated that she had reported to matter to Licensing Department at Breckland Council as it issues Temporary Event Notices. She urged all parishioners to write to the Licensing Department so that when the event request a licence next year then all complaints would be looked at. Another parishioner stated that he could not hear any noise just outside the site. Councillor Dykes will forward a copy of her e-mail to the parishioner.. A parishioner raised the matter of the Himalayan Balsam and Japanese Knotweed at the end of School Road and that the Parish Council should take professional advice on eradicating the invasive species as just cutting is not sufficient. The Clerk stated that about four years ago the Parish Council looked at the clearance of this but the cost was prohibitive. Councillor Dennis stated that constant cutting will eradicate the problem. The Clerk will investigate further.

A parishioner asked what data is available from the SAM2 sign and the Chairman explained that it gives numbers and speeds. School Road is still be using as a rat run. Councillor Dennis stated that the access signs that were erected were at the request of the residents but the police were against as it could not be policed. It was also queried if anything had been done since the last meeting. The County Councillor informed the meeting that he had spoken to the Highways Engineer regarding the No Left and No Right turns from the B1146 and B1145 respectively and he confirmed that Norfolk County Council would not put in these signs. It was suggested that once the numbers of cars using the road are known then the police could be contacted. Councillor Dennis stated that the only effective method is traffic calming but one parishioner stated that he did not want this outside his house. The County Councillor stated that he has been asked to address similar problems in virtually all his parishes and Norfolk County Council has not the funds to process all these. He also reiterated that Norfolk County Council would not put traffic calming measures on this road. Councillor Dykes stated that there are many places where traffic calming has been installed and that some measures are not expensive. Councillor Dykes stated that traffic calming should be looked at and costs assessed before dismissing . One should not say that one can not afford it before all the facts are known. The Chairman stated that he did not think Norfolk County Council would install traffic calming measures and The County Councillor confirmed that he does not think that they would be permitted. The County Councillor suggested that a through traffic survey be conducted and Councillor Dykes will arrange a time. Two parishioners attending the meeting volunteered to assist Councillor Dykes with the through traffic survey.

The Chairman of the governors felt that a path that could be used by a buggy from the Village Hall to School Road would be of advantage and at present no one can walk this as the grass has not been cut.

A parishioner asked if the Parish Council is responsible for the Village Fete. The Chairman explained that the fete is a collaboration between the Church the School and the Village Hall. The parishioner offered his wife to assist with the organisation and this was gratefully received by another parishioner who is organising this years.

A request was made as to who has the numbers of the footpaths. The Clerk stated that he had and he will attempt to have this placed on the website. The parishioner reported that RB1 has been ploughed and it is not possible to walk it.

A parishioner asked if the Amenity Field would be cut and it was confirmed that this would be cut for hay but the earliest this can be done is 1 July.

A parishioner stated the minutes from the meeting in June are not on the website. The Clerk stated that these had not been confirmed so they had not been placed on the website. He stated that both the June minutes would now be placed on the website and July Draft minutes would be on the website by the end of July.

The meeting was re-convened at 2020

## **5. Matters to report.**

### **5.1 Website.**

The Clerk reported that he is still trying to resolve the difficulty of updating the revised list of Councillors.

### **5.2 Clay Pigeon Shooting.**

The Clerk reported that he had received a list of dates from the person who organises the Clay Pigeon Shooting and this tallied exactly with the dates received from the parishioner. This shows that on one parcel of land the shooting has taken place 10 times this year and on the other 12 times to the beginning of June. This is within the regulations so there is no point in contacting Enforcement again. Since the visit of the Enforcement officer in February there has been no shooting on a Sunday. The County Council informed the meeting that this is a professional organisation who informs the police and has the correct insurance.

**5.3 Clearance at Patch Corner.**

This is ongoing as Councillor Dennis has not been able to organise.

**5.4 CPR training/Purchase of Defibrillator.**

The Chairman has not received any response to his e-mails but he will continue to try and arrange a date for training.

**5.5 Brisley Bell Public House.**

Councillor Coe had heard that the owner is applying for a change of use but no application had been received by the Clerk. Councillor Dykes had decided not to proceed with an Open Parish Meeting. Councillor Dennis felt that the cost to refurbish the public house was too great for it to be included as a Community Asset. Councillor Dykes stated that the Parish Council should decide what the Parish Council should state in its response to any future planning application.

**5.6 Community Action Norfolk AGM 15 July.**

Councillor Coe may attend.

**5.7 Rat problem near to the Village Hall.**

The Chairman had met the Lead Environmental Protection Officer from Breckland Council and had found infestation in the hedge along the eastern side of the overspill car park. A letter had been sent to the owner of the property on the eastern side of the hedge and The Clerk had ascertained that the car park land is owned by the Parish Council. The Chairman will contact the officer from Breckland Council to have the car park side of the hedge treated.

**5.8 Churchyard.**

Councillor Dykes reported that she had been contacted by a resident who complained that the standard of maintenance is not adequate for a garden of remembrance. The Clerk had confirmed with the insurance company that a volunteer would be covered under the Parish Council insurance provided that a risk assessment is carried out, the scope of the maintenance is clearly defined and that the person is competent to do the work and has the correct equipment and tools. Councillor Brown stated that all Councillors should have received the e-mail from Councillor Dykes so that all knew what was happening. Councillor Jones agreed. The Chairman stated that it had been sent to him as a confidential matter and so he had not forwarded it to all. Councillor Coe felt that if an item is to be discussed at a Parish Council meeting then it should not be confidential. It was agreed that the Chairman, Councillor Dykes and a representative from the Church meet the parishioner on site and report back to the next meeting.

**5.9 Invitation from CGM.**

An invitation had been received to a barbeque on 10 July. No one will be attending.

**6. Highways.****6.1 Matters raised at the last meeting.**

The potholes on Gateley Road had been repaired.

**6.2 New problems.**

The junction of School Road and Fakenham Road still needs surfacing. The County Councillor informed the meeting that there has been a problem with the material used and the Council is awaiting a new material before resurfacing all the junctions.

**6.3 Footpaths.**

RB1 having been ploughed will be reported. A map will be placed on the website if possible.

**6.4 Issues raised regarding School Road.**

It was agreed to obtain the data from the Traffic survey and tie this in with the data from the SAM2 sign. Councillor Dykes stressed that the items to be considered for School Road are the speeding, use as a rat run, parking and a footway to the Hill.

**7. Planning.****7.1 Applications.****7.1.1 3PL/2015/0569/F-Brisley Primary School stand alone classroom.**

Councillor Dennis stated that any response should include a comment about increased traffic and parking problems. Councillor Coe felt it was imperative that the school remains within the village. Councillor Dennis stressed that Norfolk County Council must take note that there will be increase traffic in the future. Councillor Dykes read out the following comments regarding the application.

**GENERAL OBSERVATIONS.**

The above planning application fulfils a number of needed criteria for new development. The siting of the stand alone classroom away from the adjoining residential boundary and general visibility appear acceptable and consideration has been given to select what is probably the most suited part of the school site for the additional structure.

The choice of materials and method of construction are in keeping with the recent library block, and whilst it could be argued that these are not in keeping with the traditional red brick Victorian style of the school, the precedence has been for the introduction of modern materials and construction methods, resulting in this further addition being 'in keeping' with what has been added to the school site in recent years.

The classroom development itself, including the proposal to add three car parking spaces, is a needed addition to the school and will provide a valuable asset to the school and surrounding villages where recent closures or proposed closures have resulted in the loss of a local primary education and reception class facility.

**KEY IMPACT OF THE DEVELOPMENT**

The KEY ISSUE is however, not the building or the school site itself, but the IMPACT that the additional car traffic during pupil drop off and collection times will have on the adjacent residential community on School Road.

Within the last 5 years there has been a noticeable and significant increase in car traffic as a result of other schools in the locality closing and pupils having to travel by car, rather than on foot. The impact is felt most commonly at afternoon collection times.

The school has made efforts to introduce buses and stagger collection times, which have had some success, but the issue of the chaos, potential danger and inconvenience caused by a large and sudden influx of cars upon a very narrow road remains. There is effectively a 'daily siege' between 3.00 and 3.30 at which access up and down School Road as well as access into properties – particularly on the eastern side of the road – is made extremely difficult and sometimes blocked altogether. A number of elderly residents have commented that if an emergency vehicle was called to School Road during this time window – it would be unable to gain access to properties.

At a recent Parish Council meeting the issue of school parking was again raised and the message was 'enough is enough'. The primary points made by residents are being blocked access to their properties (both in and out) and the sheer volume of cars parked on both sides of the road and the common ground at 'The Hill' is detrimental to the local area. There have also been hearsay reports of many near miss accidents involving cars and children – due to moving traffic and the lack of any proper footpaths between the school and The Hill and the visibility/curvature of the upper end of the road – particularly on the west side. Whilst the development will cater in the initial instance for pupils in the current Reception Class, who are currently doubled up in classroom space – there will be capacity within the new classroom to increase the numbers of pupils in Reception – and there will therefore be growth in numbers. Any growth in pupil numbers will undoubtedly bring about additional cars, because the pupil growth will cater for the local catchment – and not those from within the village for whom walking may be a viable alternative.

The development, should therefore be viewed not exclusively as a development set within the existing school site, but also as a development that will retain the

current level of traffic and attract additional traffic to what is an already stressed situation on School Road.

The critical issue is why this development should not be viewed as the one single opportunity to provide effective and adequate parking for parents. It has happened in other neighbouring villages, and when residents on School Road are saying 'enough is enough' the implication is that successive creeping growth can only be sustained up to a point. Once the 'tipping point' has been reached – which in this case is the width and kerb capacity of the existing narrow road and damage to grazing common land at The Hill – then additional and alternative solutions need to be considered.

It is not for the Parish Council or indeed local residents to offer the solution – but it is well known that there is more than adequate capacity for parking either at the rear of the school site or on adjacent land. There is also an existing rear access to the B1146 – which is used only occasionally for formal school events.

In order to MITIGATE THE IMPACT OF THE PROPOSED DEVELOPMENT this development should be subject therefore to either some or all the following conditions :

1. Adequate parking for parents – estimated in the region of 30 cars - to be provided either on site, adjacent to or at some other accessible location within walking distance from the school.
2. Consideration be given to provide a proper school bus pull in – so as to allow two way traffic on School Road during collection time.
3. Consideration be given to formal imposed and regulated Traffic Regulation Orders – to have the effect of managing traffic flow and parking within the constraints of School Road and residential accesses.
4. Introducing Parking Restriction along lengths of School Road where private residential access is already severely impeded as a result of school parking.

The meeting was adjourned.

The Chairman of Governors informed the meeting that the access off the B1146 had been looked and this had been opposed by the police. Norfolk County Council will not purchase land to the rear of the school. Without this extra capacity the school will have to turn away siblings from the school and would have to close in the future. He also stated that the parking problem has been increased because Breckland Council had granted permission for so many additional dwellings and accesses. Councillor Coe felt that Councillor Dykes is biased and therefore should have declared an interest. Councillor Dykes stated that she did not have to declare a DPI as she had been approached by residents on School Road, she lives on School Road and she would make the same comments on any similar development.

The meeting was re-convened.

Councillor Brown felt that the school should be congratulated on raising the necessary funds to have the new classroom built and should be supported. Councillor Jones proposed and Councillor Brown seconded the resolution that no objection be raised to the application and no conditions requested to be imposed. The resolution was passed by a majority decision. Councillors Jones, Brown and Coe voted for and Councillors Dennis and Dykes against.

## **7.2 Decisions.**

There were no decisions to report.

## **8. Brisley Common.**

**8.1 Problems.**

No problems were reported.

**8.2 Higher Level Stewardship.**

Councillor Jones reported the Grazing Rights Holder was grazing the area with 14 cattle. He will monitor the area to check that it is being maintained correctly and that they are removed at the correct time.

**8.3 Tracks across the Green.**

The landowner of Panther Farm is still crossing The Common and the Clerk will write again.

**8.4 Repair to the Culvert.**

Councillor Jones has met the contractor on site but has not received a quotation.

**8.5 Pond Survey.**

The contents of this were noted. A pond is to be eDNA tested for great crested newts. It was agreed to clear some ponds each year and Councillor Jones and The Clerk are to meet NWT on 22 July to progress a Stewardship Scheme for the Green. This would include the ponds as listed in the survey. It was agreed to thank the researchers for their work.

**9. Finance.****9.1 Budget.**

Councillor Dykes proposed and Councillor Jones seconded the resolution that the budget be approved. All were in favour.

**9.2 Balances and Cheques for Authorisation.**

These had been circulated and Councillor Brown proposed and Councillor Coe seconded the resolution that these be approved. All were in favour.

**Bank Balance :-**

Balance at 01 06 15	8203.47
Plus receipts-Interest-2.14	<u>2.14</u>
	8205.61
Less cheques authorised 13 05 15	<u>537.78</u>
Balance at 01 06 15	7667.83
Less unrepresented cheques authorised 03 06 15	<u>991.17</u>
	6676.66
Less VAT on Amenity Project & HLS	<u>276.02</u>
Balance at 03 06 15	6400.64
Plus HLS Nett	<u>1953.24</u>
	8353.88
Plus Amenity Project Nett-19274.71	
Play Area Nett-(264.12)	<u>19010.59</u>
Balance at 03 06 15	27364.47
Plus Income from Quiz Night Ring Fenced for Play Area	<u>418.05</u>
Balance at 03 06 15	27782.52

Amount available for Section 137 :234 x £7.36 = £1722.24

Spend to Date : £0.00

Cheques for authorisation:

446	B J Leigh	Salary June-£248.33 less PAYE -49.60	198.73
447	HMRC	PAYE June	49.60
448	Mr D Steele	Fuel for cutting the cricket ground	29.44
449	Norse Eastern Ltd	Grass cutting June	252.28

450	B J Leigh	Salary July-£248.33 less PAYE-49.80	198.53
451	HMRC	PAYE July	49.80
452	Norfolk Woods and Hedges Ltd.	Spraying of Amenity Area	738.00
453	Dewing Farm Services	Installation of chain at Amenity project.	88.80

### 9.3 Rental for Town lands.

Councillor Jones had been unable to arrange a meeting..

## 10. Amenity project.

### 10.1 Update on the Project.

The chain has been installed at the western end of the track. It was agreed that Councillor Jones cut the area for hay.

### 10.2 Additional Items for the Play Area.

The Chairman stated that he has applied for more funding from Breckland Council for a springer and the football pitch equipment. It discussed whether additional matting is needed for the path to School Road. There was some concern that this is not the correct material for the path. Councillor Dennis stated that a mower should be purchased so that areas of the project can be cut. A demonstration is to be organised to cut the play area and footpaths.

### 10.3 Official Opening of the Play Area.

This will be on 14 July at 1000-1100. All sponsors have been invited. The Head Teacher will bring the children to the site to do drawings and assist with the cutting of the ribbon. The drawings will be judged and two prizes of £10 book tokens awarded. The Chairman will create a flyer for all properties in the next few days.

### 10.4 Maps and Signs.

Councillor Brown stated that a sign could be purchased off the internet for about £400 Councillor Dykes stated that originally two quotations had been received one for about £500 and the other for £1500 which included artwork. Ian Doughty of Structureflex was contacted as requested and she had had meetings with the company who produces the signage. Their cost would be about £1500 which is comparable to Signs of Life. The problem is the quality of the material to be used. Councillor Coe felt that any item could be scanned and it was necessary to decide on the quality required. Councillor Dykes stated that she no longer wishes to carry on with producing a map and sponsor board. Councillor Brown felt that the budget agreed should be stuck to. Councillor Dykes will inform the company that the Parish council will not be proceeding and all information will be passed to Councillor Coe. The Chairman thanked Councillor Dykes for all work on the map. Councillor Coe will look into this and report back.

It was agreed to purchase a sign to go on the notice board stating "car park at village Hall" and an arrow to the right. A sign is also to be purchased to be affixed to the side of the bus shelter to read "village hall and play area parking" with an arrow to the right. The material to be used for these signs is as car number plate material.

### 10.5 Terms of Reference for the Allotment Sub-Committee.

Councillor Coe proposed and Councillor Brown seconded the resolution that these be adopted with the amendment to the reporting time as March, May, September and December. All were in favour.

## 11. Regular Checks.

### 11.1 Report.

No problems were reported. The Chairman confirmed that he is doing the routine inspection at the Play Area.

## 12. Correspondence.

The following correspondence is to be circulated:-

**12.1**

**Clerks and Councils Direct July 2015**

**12.2**

**Signpost Summer 2015**

**13. Matters for the Next Meeting.**

**13.1 Hire charges for Temporary Use of the Pavilion.**

**14. Date of next Meeting**

This was confirmed as Wednesday 2 September 2015 at 7.30 p.m. at the Village Hall.

The meeting closed at 2229 hours.