

Brisley Parish Council

Minutes of the Meeting held at Village Hall on Wednesday 5th July 2017 at 7.00pm.

Present: Councillor E Coe (Chair)
Councillor K Brown (Vice-Chair)
Councillor T Irons
Councillor B Green
Sheryl Irving (Clerk to the Council)
Mark Kiddle-Morris (County Councillor)

Eight Parishioners

1. To receive apologies for absence.

Apologies were received from Councillors Curl and Dennis (who submitted a written report), and Gordon Bambridge, District Councillor.

2. To receive declarations of interests.

There were no declarations of pecuniary interests.

3. To approve the minutes of the meeting held on Wednesday 7th June 2017.

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

4. County/District Councillor reports.

Mark Kiddle-Morris, County Councillor, gave the following update:

Parish Partnership: the partnership has been launched again and bids from parishes are required for highway improvements by December. Successful bids will be announced in March next year.

Councillors personal budget: each County Councillor has been allocated £6000 to fund small highway improvements and works within their Division. The money will be spent at the discretion of each Councillor, initial thought is to address any problems within parishes that do not raise a precept and there are four within his Division.

Adult Social Care: the Government has granted £35m to NCC to help with the Adult Social Care budget which is under increasing strain. The first priority will be to recruit 50 more social workers to clear the backlog of cases.

Extension of 30mph past the Bell PH: there is currently no budget for Traffic Regulation Order (TRO) work unless new development extends the built environment. The section of road in question was surveyed by highways, their opinion is that due to the open nature of the surroundings the imposition of a speed limit is unlikely to be effective.

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

The following issues were raised by members of the public:

- Confirmation that the existing half-allotment holder is happy for the remaining half to be leased.
 - To be discussed at item 11.
- Allotment and play-area grass is overgrown.
 - The council are aware and Norse are being contacted.
- Why does the council not use the woodland grant monies instead of volunteers to maintain the area?
 - This money is ring-fenced and will be used as and when required – if volunteers are happy to assist then the money will be of better use once the woodland matures and professional assistance becomes necessary.

- Will the council be attending to the trees which require re-staking?
 - 75 trees have been re-staked with an additional 75 stakes awaiting erection.
- Can the public see where parish money is spent?
 - The accounts are a matter of public record and can be viewed on the Brisley website.
- What is the Brisley Bell Section 38 application?
 - An update of the situation was given.
- The churchyard is looking very nice at present but the permissive footpath, where gravestones form part of the path, can be very slippery when wet.
 - The parish council will investigate.
- The cricket pitch is water-logged due to the dyke being silted up and overgrown – can it be cleared out?
 - It was proposed by Councillor Irons, seconded by Councillor Brown, that a maximum spend of £125 could be made to hire a mini-digger – all were in favour. Councillor Green in conjunction with David Steele will carry out the work.
- A report of fly-tipping on Footpath 11.
 - Councillor Curl has previously reported this to the land-owner and the County Council have also been informed.

6. Matters to report

6.1 To receive a report on election of new councillors.

Councillor Green was welcomed to his first meeting. There remains one vacancy which is likely to be filled later in the year.

6.2 To receive a report on Townlands.

The Clerk reported that all outstanding monies had been received and a decision was required as to how the money should be spent. Councillor Brown proposed that the rental income be set aside for the purchase and ongoing maintenance of the village defibrillators, this was seconded by Councillor Green and all were in favour.

6.3 To receive a report on the Clerk.

The Clerk has now completed her probationary period and the meeting were in agreement that she continue in her role.

The Clerk reported that she is applying for a bursary of £50 towards her training costs.

6.4 To receive a report on repairing village sign.

The Chairman reported that Councillor Dennis continues to pursue leads with the two quotes received being too high. A parishioner suggested a possible option – Clerk to pursue.

The sign remains in the Chairman's garage.

6.5 To receive a report on rat problem on village hall car park.

No new sightings had been reported – this item can be removed from the agenda.

6.6 To receive a report on the community defibrillator.

The cabinet, signage and pads have been delivered to the school and it will be installed at the end of the month.

Councillor Irons reported that he is hopeful of obtaining a grant from 'Awards for All' and should have a decision by November at the latest. This, together with donations already received and the Townlands monies, means the second defibrillator should be in place this year.

A parishioner questioned as to who will be maintaining the school defibrillator and Councillor Irons confirmed that the Townlands rental income will cover both machines.

6.7 To receive a report on the Centenary Field.

Councillor Irons reported that he continues to await contact from Richard Porter of NCC Estates. He went on to explain to the meeting that the project was an attempt to designate the field between the allotments and School Road as a permanent memory of the First World War.

Councillor Irons will liaise with County Councillor Mark Kiddle-Morris to progress the issue.

6.8 To receive a report on BT Broadband.

There was nothing new to report.

6.9 To consider training requirements for councillors.

The council agreed to consider a joint training session with six spaces being offered to another parish - to be held in Brisley. Clerk to organise.

6.10 To review location of new dog bin.

There were no issues raised in respect of this dog bin and the item will be removed from the agenda.

6.11 To receive and approve a report on a request for Transparency Funding.

The Clerk reported a grant of £697.52 may be available and the council approved the application.

6.12 To receive a report on Brisley War Memorial.

Councillor Irons explained the history of this item and it had been agreed with the Church Warden to send no response to the request from Historic England. However, the memorial has now been given listed building status and this may be helpful in the future in obtaining grants for repairs, if required.

6.13 To receive a report on Patch Corner.

The owner of Patch Corner has informed the Council that he has no claim on the pond. However, there are ongoing problems and these require further investigation.

6.14 To receive a report on General Data Protection Regulation.

The Clerk reported that the regulations do not come into effect until 25th May 2018 and she will report to the Council any action required.

7. Highways

7.1 To consider upgrading village hall parking area.

Councillor Dennis reported that the work is on-going.

7.2 To receive a report on kerb stones on School Road and Church Street

Neither kerb has yet been repaired – the council will continue to monitor.

7.3 To receive reports on the footpaths.

The Chairman reported he had received a complaint regarding BR8 (the bridleway off School Road). A further complaint had been received regarding FP2 (from Harpers Lane).

County Councillor Kiddle-Morris informed the council that there was now a dedicated footpath officer within the Highways department and he would let the Clerk have her contact details. Clerk then to progress issues outlined above.

7.4 To receive a Speed-watch Report.

The Speed-watch Co-ordinator, Ruth Lindsell, reported to the meeting that a lack of volunteers was hindering action. Although she was hopeful that she had one more volunteer, more were needed if reports were to be meaningful. The council agreed to an article in the next village newsletter.

7.5 To receive a report on road-sweeping/verge-cutting.

The Clerk informed the council that road gutters were swept twice a year, one sweep had taken place in February with the second due early August.

It was further reported that Highways department now cut verges just twice a year. Complaints had been received from the school and a parishioner, Mr Irving, had kindly strimmed the verges at the junction from School Road onto the B1145 and the council wished their thanks to be recorded.

An agreement had previously been reached with Norse for this work to be carried out when necessary but due to problems at Norse this has not been carried out. The Clerk was instructed to obtain a quote elsewhere.

7.6 To receive a report on an application to extend the 30-mile speed limit across the Green.

This had been previously discussed at item 4.

7.7 To consider any new issues within the village.

There were no new issues reported.

8. Planning

8.1 Applications for consideration.

There were no applications to consider.

8.2 Decisions to note.

There were no decisions to note.

9. Brisley Common

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

The Clerk reported the application was complicated but ongoing.

9.2 To consider continuing the Trod across the Green with an alternative option for a grass pathway.

Councillor Green suggested a grass path alternative to the trod option and following a discussion it was felt this would be an inexpensive option.

Councillor Irons had received an offer to pay for the trod to be continued to the pub, with no cost to the parish, subject to matching funding being obtained from Norfolk County Council. He requested approval from the council and, although it was disappointing that it would not be for the full distance, the council were all in favour of this option.

9.3 To receive a report on Higher Level Stewardship.

The Chairman had been contacted by Norfolk Wildlife Trust who requested confirmation that the council will back any future projects if funding can be obtained. The council agreed to support this request.

9.4 To consider reinstating the Village Walk.

To be considered at the next meeting.

9.5 To receive a report on the stiles on the Common.

The Clerk reported that Mr Cooper had repaired the stile at Old Hall Farm as requested.

Councillor Green volunteered to inspect and report on stiles at each meeting.

9.6 To consider any action required in respect of soil & road planings heaps near to Manor Farm.

Councillor Green informed the council that both heaps would be levelled in due course.

10. Finance

10.1 Budget as circulated.

The Clerk updated the meeting with particular reference to the grass cutting budget – the Clerk to arrange a meeting with Norse to discuss the situation.

Councillor Irons proposed, with Councillor Brown seconding, a resolution that the budget be approved, all were in favour.

10.2 Cheques for signatures.

The following cheques were presented for signature:

5.7.17	Tony Irons	Postage	£4.91
5.7.17	Dewing Farm Services	Grass cutting	£90.00
5.7.17	Sheryl Irving	Expenses	£91.50
5.7.17	Bryan Leigh	Consultant Fees	£180.00
5.7.17	Sheryl Irving	Salary (April – July)	£881.18
5.7.17	HMRC	PAYE/NIC	£345.23
5.7.17	Norse	Grass cutting	£525.37

10.3 To review Internal Auditors Report Recommendations:

i. Annual Risk Assessments.

The Clerk to prepare a draft for consideration by the council.

ii. Special Responsibilities of Councillors (a list for website).

Councillor Dennis:	Patch Corner and the Allotment inspections.
Councillor Irons:	Play Area and Churchyard inspections.
Councillor Green:	Stiles, North and South Green inspections.
Councillor Curl:	South Green inspection.
Councillor Coe:	North Green inspection.

iii. Annual review of allotment fees.

Councillor Brown declared an interest as she is an allotment holder. Councillor Irons proposed, with Councillor Green seconding, that there be no increase in fees for the forthcoming year – three in favour with one absention – the resolution was passed.

A request from the Allotment Association had been submitted regarding rent on a half plot and this was approved by the council.

11. Amenity Project

11.1 To consider purchase of notice board for parking area.

Councillor Brown had obtained some costs for a new notice board and it was agreed to continue research before a decision can be made.

Councillor Irons reminded the council that the allotment association should be providing regular reports to the council – the Clerk to check regulations.

The application in respect of the final payment from the Higher Level Stewardship scheme is due to be submitted prior to 31st March 2018 – the Clerk and Councillor Dennis to progress.

12. To receive reports on the regular checks.

- Play Area – Councillor Irons reported all was well.
- North Green – Councillor Coe reported all was well and the signing for the electric fence was being installed by Councillor Green.

13. Correspondence for circulation.

There was no correspondence for circulation.

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

There were no new matters raised for the next meeting.

15. To confirm that the next meeting of Brisley Parish Council will be held on Wednesday 6th September 2017 at 7.00pm at Brisley Village Hall.

The meeting closed at 9.10pm.
