

**MINUTES OF THE MEETING OF BRISLEY PARISH COUNCIL HELD ON WEDNESDAY
3 JUNE 2015 AT THE VILLAGE HALL AT 7.30 P.M.**

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

County Councillor M Kiddle Morris
District Councillor B Borrett

Twenty two parishioners.

The Declaration of Acceptance of Office of Member and Chairman was signed by Councillor Irons and witnessed by the Clerk prior to the meeting.

1. Apologies for absence.

Apologies for absence had been received from Councillor Curl who was unwell and Councillor Dennis who was away on family business and these were both accepted. Apologies for absence had also been received from District Councillor G Bambridge.

2. Declarations of Pecuniary Interest.

There were no DPLs.

3. Minutes of the Previous Meeting.

Councillor Brown 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 amendments to 6.2 to read 10% and costs in line 4 . All were in favour and 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 1933.

4.1 County and District Councillor Reports.

The District Council stated that there would be a bye election for Norwich North in the near future.

4.2 Public.

Several parishioners raised the matter of providing a car park on the western end of the Amenity Project just off School Road. The residents had only read about this in the newsletter and had not been consulted. The Chairman explained that the Councillors had met on site the previous day and had decided not to install a car park on this piece of land. It had also been agreed to place a chain across the access to stop this being used as a rat run. Councillor Coe added that originally there had been an idea to allow parking here but this had been removed from the final plan. It had been agreed by the Parish Council not to provide any further parking areas within the parish for the amenity project and there was no intention to allow parking on the amenity project. Improved signage is to be provided to point vehicles in the direction of the Village Hall car park. The lack of minutes in the Upper Wensum was raised and it was explained that the last meeting could not be included because of the late date for the meeting caused by the elections. The Parish Council will make every effort to ensure that an extract of these are included in future. It was also requested that a footway be provided from the School to The Hill to provide a safer passage for children.

The problems of parking on School Road was raised and this would be exacerbated by the additional classroom proposed at the school. The County Councillor who is also a Governor of the School stated that the classroom is not for additional numbers but to provide an exclusive classroom for reception. He added that there is always a problem outside schools at certain times of the day and that the School constantly writes to parents to be considerate when parking. The Chair of the Governors stated that parking is an issue as it is at all primary schools in the County. The pupils are encouraged to use the bus to school and to walk to school from the Village Hall car park. The aim in the future is to provide wrap around care which would spread the times of departure and arrival. If the classroom is not built it is likely that the school would close in the future. It was requested that more signage be provided on The Hill to state that this area can be used for parking but it was stated that this area is normally full at collection time. Councillor Coe stated that the school is very proactive in persuading parents to act considerately and that there will always be a problem but that this should continue to be monitored.

The clay pigeon shooting was raised and this is to be pursued with Breckland Council. A parishioner stated that the SAM2 sign had been on School Road and the Chairman confirmed that this would be erected again the next week. It was requested that this be erected further away from the school and it is to be erected on the post near to the amenity project.

A parishioner requested that traffic calming measures be installed on School Road and he felt that the parish would pay for this. It was also requested that there be no left turn off Fakenham Road and no right turn off Church Street. The Chairman stated that he had run the Speedwatch team a few years ago but only one person had been caught speeding on School Road and one on Church Street. Councillor Dykes suggested that volunteers should be requested to run a new Speedwatch team. School Road is an access only road and it therefore illegal to use this road to access the other end but the police would not monitor this. The County Councillor will look into the signage with the Highways Department to see if any improvements can be made or additional monitoring.

The meeting was re-convened at 2012

5. Matters to report.

5.1 Website.

The Chairman reported that the list of Councillors is still not correct and there are several old items that need removing. This will be rectified.

5.2 Clay Pigeon Shooting.

It was agreed to contact Enforcement at Breckland Council again.

5.3 Clearance at Patch Corner.

This was deferred until the next meeting.

5.4 CPR training/Purchase of Defibrillator.

The Chairman had been requesting alternative dates for training and that there are no free defibrillators available from the Co-op

5.5 Brisley Bell Public House.

Councillor Dykes expressed her concerns at the continued absence of the Bell in the village. Four potential sales had fallen through and the possibility of a tenant is now slim. An application would have to be made to Breckland Council for a change of use. Councillor Dykes felt that a community workshop should be held to represent the views of the parish. The Parish Council should be central to coordinating the views of the parish and felt that an Open parish meeting be held to discuss the future on the Bell P.H. Councillor Coe felt that without considerable finance no one will purchase it at present as it is not viable if a loan has to be secured prior to purchase. Councillor Brown felt that this is a business which should have a financial plan and the Prish Council can not influence this. By listing this as a Community Asset it may mean that the current

owner would be more amenable to sell as it would be a threat to a change of use. The Chairman and Councillor Dykes would arrange a date for an Open Parish Meeting.

5.6 Churchyard.

The moles had been eradicated and the grass cutting is now being done around the graves.

6. Highways.

6.1 Matters raised at the last meeting.

The County Councillor informed the meeting that the brown signs advertising the camping are not official and the matter is being investigated. He will report further at the next meeting.

6.2 New problems.

Gateley Road has several potholes which need repair and there are several junctions that need resurfacing.

6.3 Footpaths.

There was nothing to report on footpaths.

7. Planning.

7.1 Applications.

There were no applications to consider.

7.2 Decisions.

There were no decisions to report.

8. Brisley Common.

8.1 New Problems.

A parishioner had requested that bees be kept on The Green but away from all areas that are used by the public. This was agreed provided the grazing rights holder who uses this area does not object. A parishioner had requested that the fencing be removed from areas of the Green that are not being grazed by sheep and Councillor Coe will contact the grazing rights holder. It was agreed that the grazing does save the Parish Council the necessity of cutting the area. Councillor Jones will look at the Roman Road which has also been reported as overgrown and to ensure that this is cut in the autumn. Norfolk Wildlife Trust is visiting the Green on 22 July and Councillor Jones and the Clerk will meet on site.

The deed of gift for Wiggs Green has been forwarded to the owner of the adjacent property who still shows this on his deeds as the dwelling has now been sold. Hopefully this will now be resolved.

8.2 Higher Level Stewardship.

Councillor Jones reported that to change the Management Plan from cattle to horse would entail the Parish Council repaying all the money that has been given. It was agreed to speak to the grazing rights holder to see if he will put cattle on Harpers Green and if not then the grazing will be advertised. It will be necessary to fence off the western end this year.

8.3 Tracks across the Green.

The Clerk had written again to the landowner of Panther Farm but no reply had been received. It was agreed that if no reply was received then he would be contacted by telephone.

8.4 Repair to the Culvert.

Councillor Jones has not yet been able to meet the contractor on site.

9. Finance.

9.1 Budget.

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

Bank Balance :-

Balance at 27 03 15	4170.80
Plus receipts-Interest-2.19	
HMT Dividend-.14	
Breckland-precept-3625.00	
Breckland-Rate support grant-104.86	
Vat refund-645.05	<u>4377.24</u>
	8548.04
Less cheques authorised 01 04 15	<u>344.57</u>
Balance at 01 05 15	8203.47
Less unrepresented cheques authorised 13 05 15	<u>537.78</u>
	7665.69
Less VAT on Amenity Project & HLS	<u>276.02</u>
Balance at 01 05 15	7389.67
Plus HLS Nett	<u>1953.24</u>
	9342.91
Plus Amenity Project Nett-19274.71	
Play Area Nett-(264.12)	<u>19010.59</u>
Balance at 13 05 15	28353.50
Plus Income from Quiz Night Ring Fenced for Play Area	<u>418.05</u>
Balance at 13 05 15	28771.55

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

Spend to Date : £0.00

Cheques for authorisation:

438	B J Leigh	Salary May-£248.33 less PAYE -49.60	198.73
439	HMRC	PAYE May	49.60
440	Broker Network Ltd.	Insurance	400.56
441	Norse Eastern Ltd	Grass cutting-May	252.28
442	Community Action Norfolk	Subscription	20.00
443	Susanne Rutter	Internal Audit	20.00
445	Olley Family Farming	Mole Catching	50.00

9.3 Rental for Town lands.

This was deferred to the next meeting.

9.4 Internal Controls for Finances and Risk Management.

The financial regulations were reviewed and discussed at length. All aspects of the regulations were considered appropriate and that all financial information is prepared for each meeting in accordance with the regulations. The risk assessments carried out weekly and monthly were confirmed as adequate and that the weekly assessment of the Play Area be added to the list. A yearly Safety Inspection by a fully qualified Inspector is also to be undertaken.

Councillor Jones proposed and Councillor Coe seconded the resolution that the current financial regulations be confirmed and that the risk assessment be amended accordingly. All were in favour.

9.5 Accounting Statement for the year ending 31 March 2015.

Councillor Dykes proposed and Councillor Brown seconded the resolution that the Accounting Statement which had been circulated be approved. All were in favour.

9.6 Annual Governance Statement for the year ending 31 March 2015.

Councillor Coe proposed and Councillor Jones seconded the resolution that the

Annual Governance Statement which had been circulated be approved. All were in favour.

10. Amenity project.

10.1 Update on the Project.

Councillor Dykes explained the Draft Terms of Reference for the Allotment Sub-Committee and these will be discussed at the next meeting.

Councillors Dennis and Jones will spray the unoccupied plots at the allotments.

Spot spraying is to be carried out at the woodland under the terms of the contract.

Councillor Dykes reported that the graphic material and logos are of no use to the sign producing company as they are of not adequate quality. She is sourcing new logos and maps of the right reproductive quality. The cost for producing the maps could be £1500. It was agreed after a lengthy discussion to obtain a price from Structureflex and to decide at the next meeting.

It was also agreed to provide additional signage to direct visitors to the Village Hall car park and to provide a larger sign at the Village Hall.

The Chairman will do the weekly checks of the Play Area.

10.2 Additional Items for the Play Area.

Councillor Dennis had requested that a mower be purchased to cut the amenity project.

A price is to be obtained from Norse to cut the play area, footpaths and the allotment area. A decision will then be made at a future meeting.

Councillor Irons suggested that a springer for £925 be purchased.

A dog bin is to be purchased to be sited at the post at the end of the overflow car park.

11. Regular Checks.

11.1 Report.

No problems were reported.

12. Correspondence.

The was no correspondence to be circulated:-

13. Matters for the Next Meeting.

There were no matters raised for the next meeting.

14. Date of next Meeting

This was confirmed as Wednesday 1 July 2015 at 7.30 p.m. at the Village Hall.

The meeting closed at 2153 hours.

The Chairman thanked everyone for attending and encouraged them to come again!!!