

Brisley Parish Council

Minutes of the Meeting held at the Village Hall on Wednesday 7th March 2018 at 7.00pm.

Present: Councillor E Coe (Chair)
Councillor K Brown (Vice-Chair)
Councillor P Dennis
Councillor T Irons
Councillor B Green
Councillor H Collinge (delayed)
Councillor N Curl (delayed)

Gordon Bambridge (District Councillor)
Sheryl Irving (Clerk to the Council)

Four Members of the Public

Prior to the meeting commencing the Chairman spoke about the recent sad passing of Colin Tait, a former parish councillor and grazing rights holder who was always happy to help and support anyone who needed it and had a wonderful sense of humour – he will be greatly missed. Colin's first and last tractor will be parked on the green whilst his memorial service takes place on the 8th March.

1. To receive apologies for absence.

Apologies were received from County Councillor Mark Kiddle-Morris and Cllr N Curl, who will be late arriving.

2. To receive declarations of interests.

There were no interests declared.

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

Cllr Dennis proposed that the minutes of Wednesday 7th February 2018 be signed as correct, seconded by Cllr Green and agreed by the council, the minutes were duly signed by the Chairman.

4. County/District Councillor reports.

District Councillor Gordon Bambridge updated the meeting on the following issues:

- The precept rate will be set next week but is expected to be a 4.99% increase; Breckland rates remain the lowest in England.
- Storage Building – the senior planners had been consulted and it was agreed that the agricultural legal system had been complied with, consequently there will be no objections from Breckland planners.

At this point in the meeting, Cllr H Collinge arrived.

Various points were made by the council – the proposed building looks like a house, site is too close to the church, notification as received very late, residents nearby will have no time to object if they wish to do so and, what appears to be an error in the name of the applicant – D/Cllr Bambridge will take forward these points on behalf of the council.

At this point in the meeting, Cllr N Curl arrived.

- Pond Farm – the council once again raised concerns regarding what appears to be an increase of residential mobile homes at the above address. D/Cllr Bambridge updated the council regarding regularisation of sites and will take this issue forward on behalf of the council.

A member of the public, who is the landowner at part of the above address, reassured the council that their site was used for storage and recreation only. The council were grateful for the input.

There were no further questions for D/Cllr Bambridge, the Chairman thanked him for his input and D/Cllr Bambridge then left the meeting.

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

The following points were raised:

- The abundance of dog mess at the amenity area was raised and the council agreed that an item should go in the next newsletter, the entry point in one corner on School Road be blocked, a sign to be erected and the dog warden contacted.
- A query was raised regarding the Maltings Farm application – this application is permitted under agricultural development guidelines.

6. Matters to report

6.1 To receive a report on repairing the village sign.

The Chairman informed the council that he had an offer of assistance to carry out repairs, if repairs are feasible – to be confirmed at the next meeting.

The Clerk will determine if an insurance claim can be submitted.

6.2 To receive a report on the community defibrillator.

The Clerk confirmed that she was awaiting confirmation of registration and the date of the training session. Once the unit is in operation, regular weekly checks will be carried out to ensure it remains in working condition.

6.3 To consider any further training requirements.

Cllr Dennis proposed that, following the recent, successful whole council training session, that a similar session be held annually, this was seconded by Cllr Brown and agreed by the council.

The Clerk requested approval for attendance at a 'Managing the Council's Financial Year End' course, at a cost to the council of £25.50 – approval was proposed by Cllr Curl, seconded by Cllr Brown and agreed by the council.

6.4 To receive an update in respect of the General Data Protection Regulations.

The Clerk notified the council that work was ongoing and she was currently carrying out a personal data audit.

6.5 To receive an update in respect of road name changes.

Cllr Curl will display the map, showing the historical road names, at the Village Annual Meeting.

6.6 To consider whether to allow burial plot reservations.

Cllr Dennis proposed that the council adhere to the guidelines and fees set by the Diocese of Norwich in respect of burial plot reservations, this was seconded by Cllr Collinge and put to the vote – six in favour, with one against. The Clerk will update the Brisley regulations.

6.7 To consider any additional safety actions required at Patch Corner.

It was agreed the Clerk should seek confirmation that the Pond at Patch Corner is the property of Norfolk County Council and also guidance from the insurance company regarding safety advice.

7. Highways

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

- Kerb stone on School Road – this repair has been completed, albeit poorly.
- Jetting gully at top of School Road – awaiting works.

- Pot hole on Gateley Road – awaiting works – the Clerk to chase this up as it is now nearly the whole width of the road.
- Pot holes on School Road – awaiting works.

7.2 To consider any new issues within the village.

Potholes were reported at various locations around the village – Clerk to photograph and report to Norfolk County Council.

8. Planning

8.1 Applications for consideration.

- **Maltings Farm** – no objections (comments had been submitted to Breckland prior to the meeting).
- **Storage Building, Hall Farm, Church Street** – Cllr Collinge proposed acceptance of the application with the caveat that an agricultural tie be placed upon the building, in that at no time in the future could it be converted to residential accommodation, this was seconded by Cllr Irons and put to the vote – five votes for, with two absentions, the proposal was carried.

In addition, it was agreed that the Clerk should write to Breckland Planning regarding the lack of information and insufficient notice given in respect of this controversial application.

8.2 Decisions to note.

- **Groom Cottage, The Green – Approved.**
- **Old Thatched House - Approved.**

8.3 To consider any action required in respect of Pond Farm.

This issue had been discussed earlier in the meeting at item 4.

8.4 To consider how to deal with Planning applications.

It was agreed that all planning applications will be dealt with at council meetings, if required an extraordinary meeting will be called.

9. Brisley Common

9.1 To consider matters regarding The Bell Public House.

A request to approve a proposal to install a new electricity supply at The Bell had been received from UK Power Networks, with an annual wayleave payment of £1.15. Cllr Curl proposed acceptance of the request, this was seconded by Cllr Green and agreed by the council.

- **To receive a report on the Section 38 application.**

The council had recently approved a request from the Planning Inspectorate to erect posts to identify the boundaries of the parking area – a decision regarding the Section 38 application was awaited.

- **To consider a transfer request received from solicitors.**

The Clerk informed the council that The Bell had agreed to fund the legal advice and that advice was awaited. The Chairman reiterated that, although the Parish Council were fully supportive of The Bell, it was important that confirmation was received that the deed of easement would apply to a single business only, namely The Bell, and that any future change of use or additional business should be subject to a new request to the council.

9.2 To receive a report on Higher Level Stewardship.

The ditch clearing and fencing work will commence once the weather improves.

9.3 To consider a nomination to the Norfolk Community Biodiversity Awards 2018.

It was agreed not to submit a nomination as the council did not meet the criteria.

9.4 To consider a request for a scattering of ashes.

The council agreed to a request for a scattering of ashes of a former Brisley resident.

10. Amenity Project

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

Cllr Irons informed the council that the equipment had been installed and was in use. Delivery of the notice board was awaited, once erected the health and safety instructions would be displayed, albeit they were also on the equipment. Cllr Irons will be conducting a survey into the level of usage of the new equipment.

10.2 To receive an update on the Centenary Field.

Cllr Irons reported that a positive reply had been received from Norfolk County Council and they are looking at the deed of dedication. Cllr Irons hopes to link the Centenary Fields with the commemorations of the end of WW1.

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

Cllr Dennis proposed that a quote be obtained to carry out this work, Cllr Curl seconded the proposal and the council were all in favour. Cllr Dennis will obtain a quote.

10.4 To receive an update in respect of the allotment maintenance work.

The Clerk informed the meeting that the village handyman had carried out the repairs to the allotment gate at no cost to the council – the council thanked the handyman for his much appreciated assistance.

10.5 To receive a report from the Allotment Committee.

No report was available from the Allotment Committee. Cllr Dennis informed the council that the committee were currently required to report four times a year and it was agreed that twice a year would be sufficient in the future. The Clerk to amend the Allotment regulations and notify the Committee.

10.6 To consider a volunteer working party to re-stake trees etc.

It was agreed that the Chairman, Cllr Dennis and Cllr Irons will have a re-staking session in the w/c 12th March and that Cllr Collinge will make arrangements for a volunteer working party at a suitable date – a risk assessment will be carried out.

- To consider the purchase/hire of a second post rammer – it was agreed that this was not necessary as the council were able to loan the equipment when required.

11. To receive reports on the regular checks.

- **North Green** – Cllr Green reported that all was well.
- **South Green** – Cllr Curl reported that all was well.
- **Footpaths & Stiles** – Cllr Green reported that all was well, albeit very wet.
- **Churchyard** - Cllr Irons reported that all was well.
- **Play Area** - Cllr Irons reported that all was well and the equipment had now been reset as advised in the recent inspection report.
- **Patch Corner** – Cllr Dennis reported that he had some tidying up to do in due course.
- **Allotments** – Cllr Dennis reported that all was well.

12. Finance

12.1 To receive an update on financial matters.

The Chairman informed the council that arrangements were underway to transfer the banking contact details to the new Clerk.

Cllr Dennis proposed that the financial report presented be approved, this was seconded by Cllr Brown, with all in favour.

12.2 To approve the following payments.

Cllr Dennis proposed that the following payments be approved, this was seconded by Cllr Green, with all in favour.

- Sheryl Irving - Salary – Feb & March/Expenses £603.10

• Norfolk PTS – Training Course	£250.00
• Fransham PC – Practitioners Guide	£6.20
• NGF Play – Adult Exercise Equipment	£2,895.60

12.3 To consider any additional insurance requirements.

The Clerk was instructed to obtain a premium quote for adult/play equipment with a value of up to £20,000, with one single item with a value of £5,000.

12.4 To consider donation requests from:

- **Suffolk 4 x 4 Response.**
- **Norfolk Accident Rescue Service**

Cllr Curl proposed that a (budgeted) donation of £50 be made to the Norfolk Accident Rescue Service, this was seconded by Cllr Dennis with all in favour.

13. Policies for Adoption

13.1 Standing Orders

Cllr Dennis proposed that Standing Orders, as amended, were adopted by the council. This was seconded by Cllr Irons, with all in favour. Standing orders were duly adopted.

13.2 Financial Regulations

Cllr Dennis proposed that Financial Regulations were adopted by the council. This was seconded by Cllr Brown, with all in favour. Financial Regulations were duly adopted.

13.3 Risk Management Strategy

Cllr Dennis proposed that the Risk Management Strategy document, as amended, be formally adopted by the council. This was seconded by Cllr Curl, with all in favour. The Risk Management Strategy was duly adopted.

13.4 Asset Register

Cllr Irons proposed that the Asset Register document be formally adopted by the council. This was seconded by Cllr Green, with all in favour. The Asset Register was duly adopted.

14. Correspondence for circulation.

There was no correspondence for circulation.

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

- Donations towards repair of village sign.

Cllr Curl proposed a vote of thanks to the volunteers who assisted around the village the previous week clearing the snow. The Clerk will send letters of thanks on behalf of the council.

16. To confirm that the next meeting of Brisley Parish Council will be held on Wednesday 4th April 2018 at Brisley Village Hall, following the Annual Parish Meeting being held at 7.00pm.

The meeting closed at 9.55pm.

Signed:

Date: