

Brisley Parish Council

Minutes of the Meeting held at Village Hall on Wednesday 3rd May 2017 at 7.00pm.

Present: Councillor T Irons (Chair)
Councillor E Coe
Councillor K Brown
Councillor N Curl
Councillor P Dennis
Sheryl Irving (Clerk to the Council)
Mr Gordon Bambridge (District Councillor)

Eleven Parishioners

Prior to the commencement of the meeting the standing Chairman, Mr Irons, welcomed the new Clerk, Sheryl Irving, to the meeting and announced, with regret, the resignation of Councillor Jane Dykes.

- 1. Election of Chairman and signing of the declaration of acceptance of office &**
- 2. Election of Vice-Chairman and signing of the declaration of acceptance of office.**

Mr Irons announced he would be standing down as Chairman after six years. Councillor Curl said that his period of leadership had been very much appreciated as he had done an enormous amount of work for the village, and the village was very grateful.

Councillor Curl proposed Councillor Coe for Chairman with Councillor Brown as Vice-Chair, this was seconded by Councillor Dennis. Both councillors were happy to accept the positions.

Councillor Coe then took the chair. He went onto thank Councillor Irons outlining the many projects he had overseen, the community project, new dog bins, installation of trods, the widening of the footpath on Church Street, the issue of parking on the Hill resolved, numerous ditches dug, scrub cleared etc., together with the raising of funds for these projects. The council endorsed the thanks from the Chairman.

- 3. To consider apologies for absence.**

Apologies were received from Mr Kiddle-Morris.

- 4. To receive declarations of pecuniary interests.**

There were no declaration of pecuniary interests.

- 5. To sign as a correct record the minutes of the meeting held on Tuesday 4th April 2017.**

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

- 6. Resolution to adjourn the meeting.**

6.1 County/District Councillor reports.

Mr Bambridge explained that many council decisions had been put on hold due to purdah caused by the general election. Mr Kiddle-Morris is currently standing for election, hence his absence from the meeting.

He gave an update on the Norwich Northern Distributor Road (NDR) but said he would be excluded from the decision-making process due to his house being on the route and therefore he had to declare a DPI.

He also informed the council of a meeting being arranged by Breckland Council which could be useful to anyone who wished to learn more about the planning process and to which all were invited.

6.2 15 minutes for public participation.

The following items were raised by the public:

- The resignation of Councillor Dykes.
- Japanese knotweed on the Hill.
- Possible encroachment onto the common near Netherfield.

These matters will all be addressed under items on the agenda.

7. Matters to report

7.1 To receive report on election of new councillor.

The previous Chairman, Councillor Irons, commenced by thanking resigning Councillor Dykes for her very hard work during her tenure on the council. She had been particularly involved in the amenity project and allotments and the council was unanimous in their thanks.

A parishioner, Henry Collinge, had expressed interest in sitting on the council, however, the rules state that councillors must have been resident in the village for a minimum period of one year. Mr Collinge will reach that milestone in December 2017, in the meantime, he was keen to assist in any way he could.

Breckland Council will be notified of the second vacancy and we await their instructions.

7.2 To receive report on Townlands.

Invoices to be issued for the 2017 rent due, it was noted that rents had not been collected in 2016 and attempts will be made to rectify this.

7.3 To receive report on Clerk.

As previously mentioned, the new clerk had now commenced her role.

7.4 To receive report on repairing village sign.

Councillor Curl reported that HMP Wayland were no longer able to assist, however, it had been suggested that HMP Coldingley may be able to help and they would be approached. Three tenders were required and Councillor Dennis will approach a contact in Wicklewood, Fred West, for a second tender. The final tender will go to company advertising in the village magazine.

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

It was reported that rats had been sighted once again in the car park. The clerk will contact flagship housing as they are living in a hedge which is their responsibility.

7.6 To receive a report on Membership of Society of Local Council Clerks.

The new clerk had transferred membership to herself and this is valid until October. Membership of the NALC was also discussed and Councillor Brown Proposed, with Councillor Curl seconding, that membership of this organisation should also be funded. The council agreed unanimously; the clerk to progress.

7.7 To receive a report on Sam II Machine.

This machine is shared ownership with two other parishes. The clerk will contact Bryan Leigh for information.

8. To appoint three representatives to the Management Advisory Committee for the Green.

The Chairman and Councillor Dennis were happy to remain as representatives and it was agreed two would be ample, however, standing orders are to be checked to ensure adherence to legislation.

9. To appoint members to check the fencing on the Green and Patch Corner.

The following members were appointed:

- North Common – the Chairman.
- South Common – Councillor Curl.
- Patch Corner – Councillor Dennis.

10. To appoint a member to check the Play Area weekly.

Councillor Irons was appointed to check both the play area and the allotments.

11. To confirm the signatories for the bank account and the deposit account.

It was understood that a third signatory was required and Councillor Brown was nominated. Clerk to progress, in liaison with Bryan Leigh.

12. Highways

12.1 To receive a report on the village hall parking area – aggregate costs.

With the possibility of funds being required to install a new trod elsewhere, it was agreed to delay the decision as to whether this work should be approved. Councillor Dennis informed the council that the work should be done in the summer, whilst it was dry.

A meeting regarding the trod had taken place with the Highways Department who had been extremely helpful and supplied a quote for the work which had been circulated to members. It was agreed the quote was too high and Councillor Irons would go back to Highways for a revised quote. Councillor Irons also agreed to obtain two further quotes, one from Neville Middleton, and another from a third party (to be decided). The new trod will extend from Brisley Hall to the pillbox on the common. Fifty percent of the costs will be funded by highways as it was considered to be a safety feature.

12.2 To receive a report on curb stone on School Road.

This work has not yet been carried out.

12.3 To receive a report on the footpaths.

No problems had been reported. Councillor Curl to check stile on south green.

12.4 To receive a report on pot holes on Gateley Road.

This work has been carried out.

12.4 To note any new problems within the village.

No problems have been reported, however, Councillor Irons requested a speedwatch update for the next meeting; clerk to progress.

13. Planning

13.1 Applications.

No applications have been received.

13.2 Decisions.

No decisions have been made.

14. Brisley Common

14.1 To receive a report on the Common in front of the Bell Public House.

As agreed at the previous meeting a letter had been sent to The Bell informing them that the work which had been carried out to the common should be reported to DEFRA. A response has been received and it was agreed the only way forward was for The Bell to apply for section 38 permission. This would need the backing of the Parish Council and it was felt support could be given. Councillor Dennis proposed that a meeting be arranged with the owners to discuss the way forward and this was seconded by councillor curl and unanimously agreed. Clerk to progress.

14.2 To consider continuing Trod across the Green.

This item had been previously discussed at 12.1.

14.3 To receive a report on Nitrate Monitoring.

Councillor Dennis was awaiting a response from the Environment Agency as to whether this legislation affected parish councils with commons ownership. A grazing rights holders meeting had been held recently where all were advised of the important need to keep accurate records of any fertiliser use and/or storage of manure. The fines are large if regulations are breached.

Councillor Dennis confirmed the allotments were not affected although they were part of the amenity area.

14.4 To receive a report on Higher Level Stewardship.

Councillors Coe and Dennis had recently met with Helen Baczkowska of the Norfolk Wildlife Trust to discuss grants available and the quality of the commons and she had been very pleased with progress. This matter had also been discussed at the recent grazing rights holders meeting.

The fencing on harpers green will be completed very soon.

Helen Baczkowska had volunteered to give a presentation to the village on the benefits of commons and grazing. Councillor Curl suggested it could take place prior to a parish council meeting. Grazing rights holders and all villagers to be invited (an article in the village magazine)– this is to be progressed.

Councillor Coe informed the meeting that there was very little available in respect of grants.

Access to the commons was being considered with the installation of kissing gates an option, these would allow the electric fencing to remain but allow walkers easier access. Councillor Irons will obtain costings for the gates and apply for a grant from the Tesco Charity Fund.

Notification had been received that some funds could be available for the ponds and Councillor Dennis questioned as to whether there was any enthusiasm for volunteer groups to work on the ponds.

Councillor Curl suggested that volunteers may be keen to assist with ponds near their properties.

14.5 To consider reinstating the Village Walk.

Councillor Curl considered this to be an excellent idea although Councillor Irons recalled that at the previous walk there was just himself and one other attending.

Councillor Irons suggested a guide would be useful, possible Christine Roos or Councillor Curl. A date for the walk to be decided at the June meeting, prior to which a route would be plotted.

14.6 To receive a report on the Japanese Knotweed on The Hill

It was agreed to contact Dewing Farm Services to have the knotweed cut, up to six times a year. The clerk to monitor.

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

It was agreed that an item should be entered in the next newsletter advising all landowners that it is their responsibility to maintain any stiles on, or leading to, their land so as to avoid accidents due to unsafe stiles.

The clerk to check that landowners remain responsible for stiles as the south green needs new stiles and this could be funded by the County Council.

15. Finance

15.1 Budget as circulated.

Councillor Dennis noted that Admin had been included twice and this is to be corrected. Councillor Brown informed the meeting that there had been an overspend on capital items in 2016/17 due to the purchase of a computer, printer etc. As there could be an increase in the land rent for the amenity project this year Councillor Brown advised caution at this time.

Councillor Curl was in agreement and added that the reserves should not be touched.

A budget sub-committee is to be set up later in the year.

Councillor Curl also thanked Councillor Brown for her invaluable assistance with the accounts and there was unanimous support for this.

The meeting was informed that Bryan Leigh was to be employed to prepare the 2016/17 accounts for the internal audit.

Councillor Curl queried the income received from the higher level stewardship scheme, and the allotments, and Councillor Brown was able to confirm the amounts.

It was once again noted that townlands would be invoiced for two years rent.

Councillor Dennis concluded by once again thanking Councillor Brown for her hard work on behalf of the council.

15.2 Cheques for signatures.

One cheque (NORSE £525.37 – grass cutting) Councillor Curl proposed, Councillor Irons seconded.

15.3 Standing Orders &

15.4 Financial Regulations.

Councillor Brown noted that both documents were now quite out of date and gave examples to the meeting. It was agreed to obtain examples of both documents and the clerk is to progress this matter.

16. Amenity Project

16.1 To receive a report on spraying of un-let allotments.

Councillor Dennis confirmed the area had been cut and probably sprayed, he was unsure as Councillor Dykes had been responsible for this area – he will check and report back.

It was agreed that two reports to the meeting a year would be sufficient in the future.

It was also agreed the vacant plots should be well advertised in order to find tenants.

16.2 To discuss play area inspection.

Councillor Irons had approached the school to obtain details of the company they use for their inspections. It is a company called The Play Inspection Company and they charge £75 for an inspection. Having done some research a company called Wickstead.co.uk charge £45 for a similar inspection.

Although there is no legal requirement for an inspection, it was agreed an annual inspection should be carried out as the parish council has a duty of care. Councillor Irons carries out a visual weekly check.

It was agreed the clerk would obtain three quotes and a decision would be taken once these were received.

16.3 To consider notice board for allotment.

Councillor Dennis suggested a notice board would be better placed on the amenity area car park together with a map, contact details etc. which would serve the play area together with the allotments.

Councillor Coe suggested a poly-resin board would be a better investment as the notice board on School Road will soon require some maintenance.

Councillor Dennis to research.

17. To report on the regular checks.

- Play area – Councillor Irons reported that all was well with the exception of one tree which had had its posts removed and the bark was damaged – he will replace the guard.
- Patch corner – Councillor Dennis confirmed the checks had been carried out and all was well.
- South green – Councillor Curl reported that the electric fencing now had just one sign and it was agreed to purchase new signs – clerk to progress.
- Allotments – no report due to Councillor Dykes resignation.

18. Correspondence to be circulated.

The correspondence was circulated and noted.

Councillor Curl suggested that consideration be given to training and it was agreed that each councillor would research to see what would be useful to them – to be discussed at next meeting.

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

- Community defibrillator.
- Centenary field.

20. To confirm that the next meeting of Brisley Parish Council will be held on Wednesday 7th June 2017 at 7.00pm at Brisley Village Hall.

The meeting closed at 8.50pm.
