

## **Brisley Parish Council**

Minutes of the Meeting held at the Village Hall at 7.00pm on Wednesday 2<sup>nd</sup> May 2018.

**Present:** Councillor E Coe (Chair)  
Councillor K Brown (Vice-Chair)  
Councillor T Irons  
Councillor B Green  
Councillor H Collinge

Sheryl Irving (Clerk to the Council)

No Members of the Public

### **1. To receive apologies for absence.**

Apologies were received from Cllr Curl and Cllr Dennis.

### **2. Election of Chairman and signing of declaration of office.**

Cllr Irons proposed Cllr Coe continue as Chairman, this was seconded by Cllr Green and unanimously agreed. Cllr Coe duly signed his declaration of office. Cllr Green thanked the Chairman for his hard work.

### **3. Election of Vice-Chairman and signing of declaration of office.**

Cllr Irons proposed Cllr Brown continue as Vice-Chairman, this was seconded by Cllr Green and unanimously agreed. Cllr Brown duly signed her declaration of office.

### **4. To receive declarations of interests.**

There were no interests declared.

### **5. To approve the minutes of the meeting held on Wednesday 4<sup>th</sup> April 2018.**

Cllr Collinge proposed that the minutes of the meeting held on 4<sup>th</sup> April 2018 be signed as a true record, seconded by Cllr Brown and agreed by Council. The minutes were duly signed by the Chairman.

### **6. County/District Councillor reports.**

The County and District Councillors were not present at the meeting.

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

There were no members of the public present at the meeting.

### **8. Matters to report**

#### **8.1 To receive a report on repairing the village sign.**

The village sign had undergone an excellent restoration and was now back in position. The Council thanked the Chairman for an excellent job in finding a craftsman able to restore the sign and for his work in the restoration, thanks also went to the parishioner who had planted some daffodil bulbs around the sign.

#### **8.2 To receive a report on the community defibrillator.**

Cllr Irons reported that a second training session was being held on Wednesday 30<sup>th</sup> May 2018 and a personal invitation was being delivered to every household in the village. The event will be widely advertised and it was hoped there would be a good attendance.

The Village Emergency Telephone System needs additional members and it is hoped that there will be more volunteers at the next session.

### **8.3 To receive an update in respect of the General Data Protection Regulations.**

The Clerk had circulated the following documents for approval by the Council:

- Data Audit Schedule
- Information & Data Protection Policy
- Publication Scheme
- Information available under the Publication Scheme & Schedule of Charges
- Retention & Disposal Policy & Appendix A (list of documents)
- Privacy Notice
- 2 x Consent Forms
- Data Security Breach Reporting Form
- Subject Access Request Form

CLlr irons proposed approval of all documents, this was seconded by CLlr Collinge and agreed by Council.

The Clerk requested approval for the use of the Cloud for document storage and this was approved by Council.

## **9. Highways**

### **9.1 To receive an update on matters reported to Norfolk and Breckland Councils.**

- Jetting gully at top of School Road – the Clerk continues to chase Highways Department, now with the assistance of C/CLlr Kiddle-Morris.
- Pot hole on Gateley Road – one hole has been repaired, others remain, awaiting works.
- Pot holes on School Road – awaiting works.
- Pot holes on the Elmham Road – awaiting works.

### **9.2 To consider any new issues within the village.**

- Flooding on School Road – report from a parishioner – the report referred to a culvert at the entrance to the bridleway. The Clerk had previously reported the matter to Highways who did not consider any works necessary but would monitor the situation. It was agreed the only course of action available to the Council was to attempt to discover who was responsible for the culvert and encourage them to clear it.

## **10. Planning**

### **10.1 Applications for consideration.**

There were no applications for consideration.

### **10.2 Decisions to note.**

- Tree House, Gateley Road – decision awaited.

### **10.3 To consider any action required in respect of Pond Farm (C/CLlr Bambridge input).**

In the absence of D/CLlr Bambridge, there was nothing to report.

## **11. Brisley Common**

### **11.1 To consider matters regarding The Bell Public House.**

- To consider a transfer request received from solicitors – the Clerk was instructed to enquire if the Council are obliged to sign the transfer request.

### **11.2 To receive a report on Higher Level Stewardship.**

The Chairman reported that the cattle are now grazing and some temporary fencing had been put in place. Cllr Green reported that the contractor will commence the scrub clearance in September which will be followed by the fencing work.

### **11.3 To consider the renovation of the ponds.**

The Chairman reported that he was setting up a meeting between the representative from the Norfolk Wildlife Trust and other interested parties from the village.

The estimated cost of renovating each pond is approximately £500 due to the nature of the work, all work must be done by hand as great crested newts are in every pond on the common. A grant of £100 may be available for each pond.

### **11.4 To consider a request to use the common as a launch site for a hot air balloon.**

The Council felt it may not be practical given the working nature of the common, however, the Clerk is to request further information from the applicant.

### **11.5 To receive a report from the Grazing Rights Holders meeting held on 18<sup>th</sup> April 2018.**

A copy of the draft minutes had been circulated, the Chairman reported it had been quite a pleasant meeting

## **12. Amenity Project**

### **12.1 To receive an update on the Centenary Field.**

Cllr Irons informed the Council that he continues to await an answer in respect of this issue, however, he remains hopeful approval will be given.

### **12.3 To consider ditching work to alleviate flooding on the Gateley Road.**

Cllr Dennis is obtaining a quote for this work and in his absence there was nothing to report.

### **12.3 To receive an update on the Allotments.**

The Clerk reported that there were two tenants who had not continued in 2018, with one further tenant also expected to leave. Eleven allotments are currently in use.

It was agreed to put an advertise the spare allotments in the Upper Wensum Diary and also on Facebook.

The Council agreed to write off an unpaid bill from the previous year (£25.00).

### **12.4 To consider requesting a review of the Annual Drainage Charges.**

The Council agreed no review was necessary and payment should be made.

## **13. To receive reports on the regular checks.**

- North Green – Cllr Green confirmed that he will be levelling the spoil heap once the weather improves.
- South Green – Cllr Curl was absent from meeting.
- Footpaths & Stiles – the Chairman reported he had received a letter from a walking group complaining about the absence of a stile (behind the phone box) and a locked gate. It appeared they had been trying to access the footpath via private property and there were no problems with the footpath.
- Churchyard – Cllr Irons noted the grass needs cutting asap – the contractor has been hindered by the wet weather.
- Play Area – Cllr Irons confirmed all was well, the Chairman reported the noticeboard will be erected later in the month.
- Patch Corner – Cllr Dennis was absent from the meeting.
- Allotments – Cllr Brown reported a hole in the fence under the stile – Cllrs' Irons and Coe will make the necessary repair.

Cllr Irons volunteered to block the pathway leading from School Road into the amenity area and the Council were happy for him to do so. This is being carried out in an attempt to stop the dog mess which is being left in that area of the pathway.

## **14. Finance**

### **14.1 To receive a financial report for the year ending 31<sup>st</sup> March 2018.**

Cllr Brown proposed approval of the report, seconded by Cllr Irons and agreed by Council. In respect of the unspent budgeted monies, it was agreed to hold them as reserves in the year ending 31<sup>st</sup> March 2019, where relevant.

The Clerk reported ongoing issues with the Bank of Ireland and it was agreed to write to them once again.

### **14.2 To receive the Internal Auditor's report and consider recommendations.**

The Clerk agreed to add a review date to the policy documents, as suggested in the report. There were no other recommendations and the Council were happy with the report.

### **14.3 To approve the Annual Governance Statement in the 2017-18 Annual Return.**

Cllr Irons proposed approval of the Annual Governance Statement, seconded by Cllr Collinge and agreed by Council.

### **14.4 To approve the Statement of Accounts in the 2017-18 Annual Return.**

Cllr Irons proposed approval of the Statement of Accounts, seconded by Cllr Brown and agreed by Council.

### **14.5 To receive a financial report for the year ending 31<sup>st</sup> March 2019.**

The report was noted.

### **14.6 To approve the 2018/19 staff pay increase – with effect from 1<sup>st</sup> April 2018.**

Cllr Green proposed approval of the increase, seconded by Cllr Brown and agreed by Council.

### **14.7 To approve the following payments.**

Cllr Green proposed approval of the payments listed below, this was seconded by Cllr Brown and agreed by Council.

• Clerk - Salary – April/Expenses/Allowance	£311.92
• NALC – annual subscription	£108.25
• Noticeboard Company	£754.80
• Village Sign Restoration	£475.00
• Norfolk County Council – rent	£835.00
• Wave (Anglian Water) DD	£21.27
• P Dennis Farm Services – amenity posts	£615.10
• Came & Company – insurance	£436.21
• Internal Auditor	£20.00
• Environment Agency	£40.50

## **15. Correspondence for circulation.**

- Breckland Environment Health Training & Consultancy – noted.
- Age UK donation request – it was agreed not to make a donation, however, the Cllr Brown suggested a donation to the local club later in the year.
- Norfolk Playing Field Association Newsletter – noted.
- Calor Community Grant Fund – noted.
- SLCC Norfolk Conference 2018 – noted.
- Annual report from Gordon Bambridge, District Councillor -noted.
- Breckland Seminar – Planning, Key issues – noted.

**16. Matters for the next meeting (not for discussion).**

No new matters were raised.

**17. To confirm that the next meeting of Brisley Parish Council will be held at 7.00pm on Wednesday 6<sup>th</sup> June 2018 at Brisley Village Hall.**

The meeting closed at 8.35pm.

**Signed:**

**Date:**

---