

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

**Present:** Councillor T Irons (Chair)  
Councillor E Coe  
Councillor K Brown  
Councillor N Curl  
Councillor P Dennis  
Councillor J Dykes  
Councillor S Jones

County Councillor M Kiddle Morris

8 parishioners.

**1. Apologies for absence.**

There were no apologies for absence. Apologies for absence had been received from District Councillor G Bambridge.

**2. Declarations of Pecuniary Interest.**

There were no DPs.

**3. Minutes of the Previous Meeting.**

Councillor Dykes proposed and Councillor Brown seconded the resolution that the minutes of the meeting held on Wednesday 2 September 2015 having been circulated be approved. All were in favour. 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 County Councillor reiterated the report given on the NDR at the previous meeting and added that repairs and improvements to junctions were likely to be delayed. He then reported on devolution which would be based on two cities who wished to take over planning, the highway budget and the improvements to the train service to London. It may be a two tier system with some devolved powers to Local Councils. There is to be a further meeting of the full Council on 8 October. Before devolution there must be an elected mayor for Norfolk and Suffolk. He confirmed that the devolution was Government led and that the mayor, as he would be elected, would have powers to dictate policy. Some of the push for devolution is coming from unelected bodies for example the LEP. Councillor Dennis felt that there was some sense in having an Unitary Authority for Norfolk A letter of intent has been sent from Norfolk and Suffolk to pursue devolution.

The Clerk reported on behalf of the District Councillor as follows:-

I do not have very much to say except that the new Local Plan is moving apace and is likely to have a consultation before the end of the year. As a parish you should be considering your position regarding any additional development in the village. At this stage Brisley is not slated as a potential 'service centre village' and in my opinion is unlikely to become one, but, any land owner may apply to build on any site in Breckland and to have a concept of what you may want is important. There will be wider implications as well and I would hope to report to you a little bit later. As a ward member I do seek to attend all of the meetings held on this matter in Breckland on a monthly basis to note changes which may affect the ward

As always I am happy to discuss any matters which may arise with the council or indeed residents and take up matters on your/their behalf either by telephone email or by attending in the village.

#### **4.2 Public.**

The Chairman of the Cricket Club reported that following the AGM of the cricket club the club is to continue by playing friendly games only. It is hoped that Dereham cricket Club may rent the pitch for its third team.

The meeting was re-convened at 1944.

### **5. Matters to report.**

#### **5.1 Website.**

The Clerk reported that all the information for the meeting had been successfully placed on the website. One parishioner stated that he had found the site easy to use and up to date.

#### **5.2 Brisley Cricket Club Insurance.**

The Clerk read out the reply from the insurance brokers as follows:-

In my experience, cricket clubs normally operate on an independent basis so it is not possible for the Parish Council's policy to cover their activities as they are not responsible for them.

In order for the cricket club to be insured by the policy we arrange it will need the Parish Council to adopt the club as either a subcommittee or "working party/group". There will need to be governance in place to ensure they operate within Parish Council guidelines with risk assessments etc. in place.

As far as cover for their equipment is concerned, again, the Parish Council will need to agree to be responsible for replacing this in the event it is lost, stolen or damaged. This will create what is known as an insurable interest which must exist for loss/damage insurance to be provided.

In summary, in this type of situation I would expect the Parish Council to possibly provide financial assistance to the club rather than adopting them within their roles and responsibilities.

The Chairman of the Cricket Club informed the meeting that the insurance through ECB is £250 at present There is the standing charge for water, electricity and mowing costs. The rent from the hiring out of the pitch should bring in about £300 per annum. The re-opening of The Bell could be a positive for the cricket club. Councillor Dykes queried whether the Parish Council could subsidise or loan to the cricket club-either are possible. Councillor Coe proposed and Councillor Dykes seconded the resolution that the Parish Council loan the cricket club the amount of the insurance with the expectation that this is repaid in one year. All were in favour.

#### **5.3 Archiving Records at Norfolk Record Office.**

The Clerk reported that he had deposited at Norfolk Record Office the minutes from September 1999 until February 2005, the accounts from 1975 until 2007 and the burial fees record from 1899 until 1957.

#### **5.4 Code of Transparency Briefing.**

The Clerk reported that he had attended a briefing the previous evening at King's Lynn. The main points from the briefing were that additional hours for the additional work can be claimed for at least three years and that it will no longer be possible to pass planning applications to Councillors and then the Clerk decide the response to Breckland Council. The Parish Council can also claim for a scanner if it decides to have one.

#### **5.5 Grass cutting.**

Councillor Brown requested that Norse Eastern be written to to thank them for the conscientious way the grass cutting has been done. The operatives to thank are Danny, Steve, and Jay. All agreed with this proposal.

## 6. Highways.

### 6.1 Matters raised at the last meeting.

BR8 had been reported.

### 6.2 New problems.

No new problems were reported.

### 6.3 Footpaths.

There are problems with string across FP10 and cattle are in the water meadow through which FP14 passes which stopped some walkers from crossing. It was agreed to contact the landowner regarding FP10 but the landowner of FP14 is entitled to graze his cattle in the meadow.

### 6.4 Survey on School Road.

The through traffic survey has been carried out on 17 and 21 July between 0630 and 0900 and between 1630 and 1800. The aim was to ascertain what % of travelling along School Road was through traffic. Between 120 and 130 vehicles travelled along School Road of which 75-80% at peak times was through traffic. This has been an ongoing problem since 2005 and shows a breach of the prohibitive order and speeding. It was agreed to send the findings of the survey and the SAM1 data to the police to request that enforcement be undertaken. Councillor Dennis stated that this is a law enforcement matter and not a problem for the Highways Department or the District Council. It was stated that the Highways Department would only put in the access only signs. It was suggested that fixed cameras be erected from which fixed penalty notices can issued. It was acknowledged that a majority of Councillors drive along School Road to access the other end. It was felt that all residents in Brisley should be allowed to use School Road.

### 6.5 Local Highway Improvement 2016/17.

This was deferred until the Amenity Project.

## 7. Planning.

### 7.1 Applications.

There were no applications to consider.

### 7.2 Decisions.

The following decision was noted.

#### 7.2.1 3PL/2015/0772/F-Elm Tree Farm School Road-alterations and extensions. Permission.

## 8. Brisley Common.

### 8.1 Problems.

Councillor Coe proposed and Councillor Curl seconded the resolution that the quotation from Dewing Farm Services for £120 to cut back the track to the Roman Road be accepted. All were in favour.

The thistles on the north side need spraying in the spring and this is to be placed on the agenda for February.

The culling of rabbits is taking place.

It was suggested that as it had not been possible to clear the pond at the end of September then possibly just the vegetation could be cut back in the spring and the pond cleared in the autumn. This would protect any breeding taking place in the pond.

### 8.2 Higher Level Stewardship.

Councillor Jones reported that secondary feeding is still taking place. Councillor Coe had fully discussed the matter with the Grazing Rights Holder and despite this further supplementary feeding has taken place. The Grazing Rights Holder is to be written to to obtain confirmation that the supplementary feeding will cease otherwise the Parish Council may have to refund the £7000 received if an inspection takes place. A full grazing agreement is to be drawn up with the Grazing Rights Holder for 2016. NWT had been asked to provide a detailed agreement which the Parish Council can utilise.

It was agreed to organise a meeting of the Grazing Rights Holders.

### **8.3 Tracks across the Green.**

The Clerk had met the landowner of Panther Farm on 8 September. A frank exchange of views occurred. The points raised were that he will not stop crossing the common as he has done so since just after the war and it is more dangerous to travel on the road with the size of the current machinery to access Fludges Lane. There have always been tracks across the Green and there was no perimeter track to the barn at the south end of the Green until more recently. The then owner of Beck Farm used to cross the Green to access the village and the B1145. He would consider legal action against the Parish Council if it sought to take out an injunction against him. He also complained that the Parish Council has put up a sign that states that dogs should be kept on leads but this is ignored by Parish Councillors. He was born at Pond Farm on The Green and he feels that there is no one on the Parish Council currently who has lived in the village for the length of time he has and that the Parish Council should take into consideration the old customs.

It was stated that the Law on Commons has probably been changed since 1945. There is now a cut path across the Green and this should not be allowed. Councillor Coe proposed and Councillor Jones seconded the resolution that the quotation from Dewing Farm Services for £100 to erect two posts and a chain on the north side of the Green to stop further damage to The Green be accepted. All were in favour.

### **8.4 Repair to the Culvert.**

This will be carried out when time permits.

### **8.5 Eradication of Himalayan Balsam and Japanese Knotweed.**

This has been cut and will now be sprayed. It was agreed to have this cut when necessary.

### **8.6 Re Survey of The Green by Norfolk Wildlife Trust.**

As part of their process for seeking funds NWT had requested that it carry out a re-survey of Brisley Green. This was agreed.

## **9. Finance.**

### **9.1 Budget.**

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

#### **Bank Balance :-**

Balance at 31 07 15	8890.56
Plus receipts-Interest-2.47	
UK Power Networks Way leave-508.63	<u>511.10</u>
	9401.66
Less D/Debit Anglian Water	<u>25.05</u>
Balance at 01 09 15	9376.61
Less cheques authorised 02 09 15	<u>635.58</u>
Balance at 02 09 15	8741.03
Less VAT on Amenity Project & HLS	<u>644.24</u>
Balance at 02 09 15	8096.79
Plus HLS Nett	<u>1953.24</u>
	10050.03
Plus Amenity Project Nett-20370.79	
Play Area Nett- 2179.88	<u>22550.67</u>
Balance at 02 09 15	32600.70
Plus Income from Quiz Night Ring Fenced for Play Area	<u>418.05</u>
Balance at 02 09 15	33018.75

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

Spend to Date : £0.00

Cheques for authorisation:

463	B J Leigh	Salary Sep-£248.33 less PAYE -49.60	198.73
464	HMRC	PAYE Sep	49.60
465	Litcham Parish Council	Memory Sticks-11.64 Dog Bin- 84.00	95.64
466	Norse Eastern Ltd	Grass cutting Aug-252.28 July-252.28	504.56
467	B J Leigh	Postage Feb 2015-Sep 2015- 10.93. Mileage Feb 2015-Aug 2015 24 miles @ .45 per mile- 10.80	21.73
468	Dewing Farm Services	Flailing The Hill	144.00
469	Mr T Irons	Book Tokens-21.95 Grass Seed-93.00	114.95
470	NGF Play Ltd	Springer	924.00

### 9.3 Rental for Town lands.

This was deferred to the next meeting.

### 9.4 External Audit.

The Clerk reported that he had received a request for additional information from the External Auditor as part of the 5% fuller audit. The information need was a copy of the Internal Audit report, confirmation on parts of the insurance policy, a copy of the risk register and clarification on the increase in fixed assets. The Clerk had forwarded all these to the External Auditor.

The External Audit had then been completed with no comments made by the External Auditor.

### 9.5 Repayment of PWLB Loan.

The Clerk had contacted the PWLB who confirmed that there would be a premium to pay of just under £1500 if the loan was terminated early. It was agreed not to terminate this early but to consider placing the loan in an account which would give a better rate of interest.

### 9.6 Clerk's Hours.

The Clerk had prepared a sheet of the hours worked in the previous month for the Chairman. This showed that 30 hours had been worked as against the 6 hours per week paid for. About 2 hours of this additional work is due to the need to place information for the Code of Transparency on the website.

Councillor Dykes proposed and Councillor Coe seconded the resolution that the Clerk's hours be increased to 30 hours per month of which 2 hours is for the Code of Transparency and back dated to April 2015. All were in favour.

## 10. Amenity project.

### 10.1 Update on the Project.

The Clerk reported that he had had another bill from Anglian Water which had been estimated. He had checked the meter which showed that four times the amount of water had been used. Anglian Water will be contacted to have the bill amended.

The names of the allotment holders had been confirmed. The details of the signs required for the parking for the play are to be forwarded to Councillor Coe. The Grant from Breckland Council for the additional toddler and sports equipment on the amenity

project for £1866.78 had been approved. The grant from Awards for All for the purchase of a mower had been refused as it does not grant funds for maintenance.

The Chairman had circulated possible scenarios for the utilisation of the remaining funds. This included a trod through to School Road, purchase of a mower, a mesh path, and additional swing.

A lengthy discussion ensued.

It was agreed to put in a mesh path and to obtain a price from Norse Eastern for the cutting of all the different parts of the amenity project- paths, between trees, play area and allotment area.

It was also agreed to obtain a price from a contractor to lay the mesh path.

**10.2 Maintenance of Unallocated Allotments.**

The Clerk will forward the numbers of the allotments to be sprayed to Councillor Jones.

**11. Regular Checks.**

No problems were reported on the north or south Green and the Chairman had completed the Play Area Inspections. The Patch has no problems and Councillor Dennis stated that he hoped to have a working party there on 5 December.

**12. Correspondence.**

The following correspondence would be circulated:-

**12.1**

**Clerks and Councils Direct September 2015**

**13. Matters for the Next Meeting.**

**13.1 Precept.**

**13.2 Fabric of the Church.**

**14. Date of next Meeting**

This was confirmed as Wednesday 4 November 2015 at 7.30 p.m. at the Village Hall.

The meeting closed at 2229 hours.