

**MINUTES OF THE MEETING OF BRISLEY PARISH COUNCIL HELD ON WEDNESDAY
2 SEPTEMBER 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 S Jones

District Councillor G Bambridge

8 parishioners.

1. Apologies for absence.

Apologies for absence had been received from Councillor Dykes who was at an anniversary function and these were accepted. Apologies for absence had also been received from County Councillor M Kiddle Morris.

2. Declarations of Pecuniary Interest.

Councillor Curl declared a DPI for agenda item 7.1.2 being the applicant.

3. Minutes of the Previous Meeting.

Councillor Coe proposed and Councillor Dennis seconded the resolution that the minutes of the meeting held on Wednesday 1 July 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 1934.

4.1 County and District Councillor Reports.

The Clerk reported on behalf of the County Councillor who had been at a meeting at County Hall that day to discuss the NDR. This had been approved at the meeting but there is a shortfall of £29.9 million on the cost of this. £1million is being spent on the Postwick hub this year, £10 million is to be received from Central Government, £10million from LEP, £2 million to come from reserves and the remaining £6.9 million is to be found from the highways capital budget, £1.9 million for three years and £1.2million for the fourth year. This means that capital projects such as junction improvements and re-surfacing will be postponed. There will be no effect on repairs to potholes or to surface dressing.

At the meeting 59 voted for the NDR 8 were against and there were 3 abstentions. The reason for the increase in costs are that construction costs have increased by 22% and several changes to the original plan have had to be made following the Inspectors examination.

The District Councillor reported that the NDR will benefit the area but it is likely to affect the B1145 as this would be used as a rat run from the end of the NDR onwards. In Breckland little has occurred in the last two months that affect this part of the ward. There is an ongoing review of the shared responsibilities for the senior staff and there will be changes announced in the next few weeks. Councillor Coe queried about the rat run and the District Councillor replied that vehicles would use the A1067 to access Kings Lynn via Bawdeswell or Lyng and this could involve more traffic using the B1145.

He felt that the NDR could still be joined up to the A47 as both Taverham and Costessey Parish Councils are not now opposing a route across the Wensum.

4.2 Public.

A parishioner raised the matter of the state of BR8 which runs from School Road to Stanfield. The Clerk will contact Norfolk County Council to get this cut.

The Chairman of the Cricket Club reported that there is a demand for the cricket club to continue but it will not enter a league but just play friendly games. The AGM is to take place in a few weeks to confirm the format. Funds have been raised from friendly games and so there are sufficient funds to continue. He requested that the Parish Council assist with the cost of insurance including public liability and the Clerk will contact the brokers.

A parishioner will continue to remove the ragwort on the amenity land.

The meeting was re-convened at 1945.

5. Matters to report.

5.1 Website.

The Clerk reported that the problem of updating the revised list of Councillors has been resolved.

There has been a problem with logging onto the site to maintain it, as the hosting company has moved the sites to a new server and it is awaiting Norfolk County Council to change their access details.

5.2 Pond Farm.

The Clerk has reported the possibility that this is being used for residential but has not had a response from Breckland Council.

5.3 Clearance at Patch Corner.

Councillor Dennis will organise a working party when the leaves have all fallen.

5.4 Norfolk County Council School Survey.

The Clerk reported that there is to be survey of all schools with 105 or fewer pupils on their roll based on September 2014. This survey will take place during the Autumn Term 2015. The Chairman of the Governors stated that without the additional classroom the school would have had to close. It was agreed to respond stating that the Parish Council fully supports the school remaining open.

5.5 Community Action Norfolk AGM 15 July.

No one was able to attend.

5.6 Rat problem near to the Village Hall.

The hedge had been treated from both sides and the infestation appears to have been eradicated.

5.7 Churchyard.

The Chairman, Councillor Dykes and the incumbent had met the parishioner and an agreement had been reached for him to tend the area to the west of the church. An agreement had been drawn up and signed by both parties and a risk assessment drawn up by Councillor Dykes and agreed by the parishioner. Norse had been informed.

5.8 Electronic Dissemination of Information for Meetings.

The Clerk raised whether all the information for meetings could be sent electronically. It was agreed that all items would continue to be distributed as a hard copy.

5.9 War memorial.

The PCC had requested who was responsible for the maintenance of the War Memorial as there are grants available to maintain this. It was felt that this is a parish responsibility and the Chairman will report back to the PCC. It is possible that funds raised from a quiz night could be used for this maintenance.

6. Highways.

6.1 Matters raised at the last meeting.

The junction of School Road and Fakenham Road has not yet been repaired but Norfolk

County Council are investigating what material to use.

6.2 New problems.

No new problems were reported.

6.3 Footpaths.

BR8 will be reported but there are no other problems to report.

6.4 Survey on School Road.

The through traffic survey has not been completed.

The Chairman read out his analysis of the results from the SAM2 sign as follows.

1. Traffic travelling South opposite the Clink.

- a. only 31 hours a week when the limit of 35mph **was not** exceeded
- b. there were 36 hours per week (5 hours per day) when there was no traffic.
- c. **the speed limit** (35mph) was **exceeded during every one of 14 hours each day.**
- d. the max speed recorded was **65mph** at 2150 on Friday 31 July.

2. Traffic travelling South opposite the Amenity Land.

- a. only 41 hours a week when the limit of 35mph **was not** exceeded
- b. there were 25 hours per week (3.5 hours per day) when there was no traffic.
- c. **the speed limit** (35mph) was **exceeded during every one of 15 hours each day.**
- d. the max speed recorded was **60mph** at 0035 on Saturday 27 June.

3. Traffic travelling North opposite the Amenity Land.

- a. only 67 hours a week when the limit of 35mph **was not** exceeded
- b. there were 28 hours per week (4 hours per day) when there was no traffic.
- c. **the speed limit** (35mph) was **exceeded during every one of 13 hours each day.**
- d. the max speed recorded was **75mph** at 1240 on Saturday 20 June, **70mph** between 1100 and 1200 on Wednesday 10 June and **65mph** at 1400 on Thursday 18 June.

On average there were 345 cars travelling north each day and between 150 and 250 travelling south i.e. 30 cars per hour max using School Road. The peak hours were during school times but other peaks noticed occurred on Saturday mornings between 1000 and 1300.

6.5 Local Highway Improvement 2016/17.

No quotation had as yet been received from Norfolk County Council.

7. Planning.

7.1 Applications.

7.1.1 3PL/2015/0772/F-Elm Tree Farm School Road-alterations and extensions.

This had been circulated since the last meeting and no objection had been raised to the application.

7.1.2 3AG/2015/0020/AG-Pond close to Pond Farm-erection of agricultural building.

No objection was raised to the application.

7.2 Decisions.

The following decision was noted.

7.2.1 3PL/2015/0569/F-Brisley Primary School stand alone classroom.

Permission.

8. Brisley Common.

8.1 Problems.

No problems were reported although the sheep are not always on The Green and the cattle are getting out from Harpers Green.

8.2 Higher Level Stewardship.

Councillor Jones reported that Harpers Green needs topping as the cattle are not grazing the area as well as it had been hoped. The cattle on the site are not old enough to graze the area properly. Councillor Jones and the Clerk will discuss the matter with NWT on 7 September.

8.3 Tracks across the Green.

The Clerk is meeting the landowner of Panther Farm on 8 September.

8.4 Repair to the Culvert.

Councillor Dennis proposed and Councillor Brown seconded the resolution that the quotation from Michael Rix for £620 be accepted. Once this is complete Norfolk County Council will be informed so that marker posts can be installed.

8.5 Eradication of Himalayan Balsam and Japanese Knotweed.

It was agreed unanimously not to accept the quotation from Norse but to request Dewing Farm Services to flail the area and spray around the edges. Councillor Jones will organise an immediate cut at a maximum price of £200 and spray round the edges.

8.6 Easement to the Bell Public House.

The Clerk had signed and returned the easement once the reference to a private dwelling had been removed and the Chairman had seen it.

8.7 Pond Project.

The Clerk reported that one pond on the Green is to be restored under the guidance of NWT and this will be discussed further on 7 September.

9. Finance.**9.1 Budget.**

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

Bank Balance :-

Balance at 01 06 15	6676.66
Plus receipts-Interest-2.53	
HMT Dividend-.14	
Interest-2.47	
Refund from NCC-2987.24	<u>2992.28</u>
	9668.94
Less cheques authorised 01 07 15	<u>778.38</u>
Balance at 31 07 15	8890.56
Less VAT on Amenity Project & HLS	<u>413.82</u>
Balance at 31 07 15	8476.74
Plus HLS Nett	<u>1953.24</u>
	10429.98
Plus Amenity Project Nett-21524.87	
Play Area Nett- 2179.88	<u>23704.75</u>
Balance at 31 07 15	34134.73
Plus Income from Quiz Night Ring Fenced for Play Area	<u>418.05</u>
Balance at 31 07 15	34552.78

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

Spend to Date : £0.00

Cheques for authorisation:

454	B J Leigh	Salary Aug-£248.33 less PAYE -49.60	198.73
456	HMRC	PAYE Aug	49.60
457	Breckland Council	Cost of Elections	75.00
458	Norse Eastern Ltd	Grass cutting July	252.28
459	B J Leigh	Computer Ink	59.97

460	CarpetTime	Matting	1154.50
461	Mr T Irons	Grant Application	2.00
462	FSG Signs and Graphics Ltd.	Maps for Amenity Project	228.00

9.3 Rental for Town lands.

This was deferred to the next meeting.

10. Amenity project.

10.1 Update on the Project.

Councillor Dennis reported that the area had been inspected by the Forestry Commission and it was impressed by the growth. The trees need spot spraying and the area cutting and cleared up before spring. There are a number of trees that need new stakes and Councillor Dennis will organise these.

The Chairman of the Allotment Sub-Committee circulated the following report to all Councillors at the meeting.

UPDATE

Despite a late Spring and colder than average weather conditions the allotment holders have had a successful growing season and produce is now in abundance. Preparations are being made for the Sunflower and Pumpkin competitions, with judging dates of 5th September and 3rd October respectively. Posters will be put up nearer the time with details of times for the judging events, and the Committee extend a warm welcome to all Brisley residents to come along.

With reference to the rodent problems that were reported to the Council in May, the Committee would like to formally express their gratitude to the Council for resolving the problem quickly and efficiently. There have been no further sightings or evidence of rats on the Allotments or in the car park following the action taken by the Council and others in May/June.

CURRENT OCCUPANCY & VACANT PLOTS

Occupation levels appear to have remained fairly consistent – although not all plots are tended. At present 10.5 plots are cultivated/well tended, 2 plots have been cleared and have been taken on by new tenants since May 2015 (12 + 16), and 2 plots are tenanted until December 2015 but have not been attended to over the last three months (7 + 15). The Committee understand that Plots 8 and 4S are officially vacant plots – i.e 1.5 plots out of the total 16.

This information is believed to be up to date and the Committee formally request that the Council confirm the status of Plots 7,8,15 and 16.

LICENCE RENEWALS

The Committee noted that the first licence renewal will be due in December 2015, for the period January – December 2016. In view of the number of plots that may become vacant at the end of the year, in addition to the official 1.5 vacant plots, the Committee noted that some pro-active marketing in the Parish Magazine and Village Newsletters would be appropriate. It might also be appropriate to put a notice on the Boards at the Village Hall and Amenity Woodland (School Road entrance) to advertise the availability, annual cost and who to contact.

Members of the Committee are offering their help to the Parish Council in both the Licensing renewal and promoting availability of plots.

GENERAL MAINTENANCE

In preparation for the Council's discussion regarding maintenance of the Amenity Woodland + Play + Allotment areas the Committee provides the following information in respect of the Allotments.

The Allotments require the following maintenance operations :

- Regular Grass Cutting
- Hedge Maintenance
- Maintenance of Fencing
- Weed Control to Vacant Plots

The Committee have had discussions with some allotment holders and are able to make the following suggestions.

Grass Cutting : The frequency of grass cutting should be c. 3 weekly throughout the main growing season. This frequency would tie in with the cutting of other areas in the Parish and could either be carried out by volunteer allotment holders if a communal mower was made available, or, could be tied in with other regular grass cutting operations undertaken by Contractors. The Committee suggests that the Council should seek quotations for regular cutting of the Allotment area and compare with the cost of a communal mower.

Hedge Maintenance : The Committee noted that the hedge will need attending to in the near future, in particular rabbit guards should be removed and the long grass under/in the hedge removed to allow the hedge plants more room/light to grow. The Committee offers voluntary help for these maintenance items, if the Council are able to approve the work can be undertaken by volunteers.

Fencing Maintenance : This item is likely to be an issue in 10-15 years when the fence will need replacing. It is likely that some maintenance may be required to the gates before this time as well as responsive repairs to the rabbit proof netting.

Weed Control – Vacant Plots : The Committee request that the Council make a decision as to whether weed control on vacant plots is to be undertaken by Volunteers or Contractors. The Committee noted that the critical issue is the timing of weed control (Glyphosate application) – which to be effective needs to be done at regular intervals.

FINANCIAL MANAGEMENT

The Committee request the Council provide a financial breakdown of all revenue income and expenditure relating to the Allotments.

The Committee are of the view that this information should be sent out with Allotment Licence renewals in December – so that Licence payers have a clear and transparent summary of what the Licence Fee pays for.

NEW STILE ACCESS

A number of Allotment holders have asked if a stile could be put over the fence line at a point opposite the car park entrance. The best position would be either side of Plot 12. If a stile was put in at the point in the fence suggested, it would make access to the Allotments considerably more convenient for regular users.

NEXT MEETING

The next General Meeting of the Allotment Committee will be held in October – Date TBA.

It was agreed unanimously not to install a stile at the Allotments

10.2 Additional Items for the Play Area.

The Chairman stated that he has applied for more funding from Breckland Council for a springer and the football pitch equipment but no decision had been received from Breckland Council. Councillor Jones proposed and Councillor Brown seconded the resolution that dog springer be purchased for the area.

10.3 Five a side Pitch.

Councillor Jones proposed and Councillor Brown seconded the resolution that the ground be levelled for £275 and goal posts purchased. All were in favour

10.4 Official Opening of the Play Area.

This was held on 14 July at 1000-1100 and was very successful. The Head Teacher of Brisley School had performed the opening ceremony. The Chairman of Breckland Council had attended the ceremony. The whole school had attended. The children had made drawings of the area and two had been selected to receive book tokens as the winners in different age groups which the Chairman had presented at the school. A letter of thanks had been received from The Chairman of Breckland Council thanking the Parish Council for its hospitality.

10.5 Maps and Signs.

Councillor Coe showed the meeting the maps that had been manufactured and Councillor Brown proposed a vote of thanks to him for sorting the maps out at a cost of

£190 + VAT which is recoverable.

10.6 Cutting of the Area.

The Chairman has applied to Awards for All for a grant to purchase a mower but will not know until the end of October. The Clerk will check on insurance for this if it is purchased. It was agreed to obtain a further quote for grass cutting and to defer a decision for next year until the outcome of the grant application is known. Councillor Curl will inform the Clerk of an alternative contractor.

It was agreed to request Norse to do one cut of the area now.

10.7 Eradication of Ragwort.

A parishioner will continue to clear the area.

10.8 Maintenance of Unallocated Allotments.

It was agreed to wait until the exact numbers of the allotments are known before spraying but to obtain a price from Dewing Farm Services for this.

11. Regular Checks.

11.1 Report.

No problems were reported on the north or south Green and the Chairman had completed the Play Area Inspections. The Patch has no problems apart from those reported last time.

12. Telephone Kiosk.

This could possibly be used by the school and the Chairman will contact the Head Teacher.

13. Complaints Procedure and code of Practice for Complaints.

This had been circulated.

Councillor Brown proposed and Councillor Jones seconded the resolution that this be adopted. All were in favour.

14. Distribution of the Newsletter.

It was agreed unanimously to carry on as the current areas for Councillors except that Councillor Brown would take on Gateley Road which had previously been delivered by Judy Garwood.

15. Correspondence.

There 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 7 October 2015 at 7.30 p.m. at the Village Hall.

The meeting closed at 2157 hours.