

Brisley Parish Council

Minutes of the Meeting held at Village Hall on Wednesday 6th September at 7.00pm.

Present: Councillor E Coe (Chair)
Councillor K Brown (Vice-Chair)
Councillor P Dennis
Councillor B Green
Sheryl Irving (Clerk to the Council)
Mark Kiddle-Morris (County Councillor)

Five Parishioners

1. TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Curl and Dennis and District Councillor Gordon Bambridge.

2. TO RECEIVE DECLARATIONS OF INTERESTS.

Councillors Brown and Dennis declared an interest in respect of the Allotments as they are both allotment holders.

3. TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 5TH JULY 2017.

Councillor Brown proposed that the minutes be signed as correct, seconded by Councillor Green with all in favour – the minutes were duly signed by the Chairman.

4. COUNTY/DISTRICT COUNCILLOR REPORTS.

Councillor Kiddle-Morris gave the following update:

Highways – our Highway Engineer has been moved to cover a long-term absence at Aylsham, however, details of his replacement had been emailed to the Clerk.

Minerals and Waste consultation – consultation is currently ongoing looking for new sites for use up to year 2036. The process is likely to take up to 15 months with the sites approved going into immediate operation.

Budget – the budget process is now commencing with committee meetings being held in October through to February and will look at the four-year period up to 2021. Until the Government has announced funding to county councils it is not known what savings may have to be made. However, it is likely funds will have to be found from business rates and finding innovative ways of working.

Councillor Brown raised concerns that costs for responsibilities such as grass cutting was falling to parish councils and other jobs, such as kerb repairs, were just not getting done. In addition, the system for reporting these jobs was not effective. An example is the drainage problems at the Fakenham end of School Road, despite contacting Norfolk County Council on numerous occasions, this has still not been done.

Councillor Kiddle-Morris continued by saying that the council tax will be raised by the maximum allowed this year and probably next year too. However, the county council is making savings, for example using early detection methods for those infected with HIV, he also gave other examples.

Councillor Dennis queried whether Norfolk would move to a single unitary authority and would this save money?

Councillor Kiddle-Morris stated that this would only work if the whole of Norfolk agreed, including Norwich and the cost would probably outweigh any benefits.

Councillor Green suggested that as increasing numbers were moving into Norfolk this must generate more income for the Council.

Councillor Kiddle-Morris agreed but stated that it only amounted to a .5% increase – a sum of £2M.

Other concerns were raised in respect of increased traffic from the Northern Distributor Road.

The Chairman thanked Councillor Kiddle-Morris who then left the meeting.

5. OPEN FORUM FOR PUBLIC PARTICIPATION

- A parishioner raised concerns regarding the overgrown hedge in the churchyard together with the general state of the area.
 - The Chairman assured her that this was being addressed.
- A parishioner requested that the mown path on the common be cut the full length to allow her a safe path to the school.
 - To be discussed at item 9.2.
- General concerns were raised regarding the condition of some footpaths although it was acknowledged that some had been cleared.
 - Clerk to contact Footpath officer at Norfolk County Council.

6. MATTERS TO REPORT

6.1 To receive a report on election of new councillors.

There remains one vacancy which is likely to be filled later this year.

6.2 To receive a report on repairing village sign.

Councillor Dennis was hopeful that he had located a person to carry out the work although it may be some time before it can be done. The sign remains in the Chairman's garage.

6.3 To receive a report on the community defibrillator.

The Chairman was pleased to announce that lottery funding had been confirmed for the second defibrillator which is to be placed at the village hall and thanks were given to Councillor Irons for his efforts in raising these funds. An announcement is to be placed on the village website. The Council also wished their thanks to Dave Pearson and other benefactors to be recorded.

6.4 To receive a report on Patch Corner.

A copy of a letter supplied by Mr and Mrs Baileys Solicitor indicated that the Patch was owned by Norfolk Council. It was therefore agreed that any further communication with regard to the Patch should be from Mr and Mrs Bailey to the Norfolk County Council Solicitor. The Clerk to send a letter to Mr and Mrs Bailey accordingly.

6.5 To consider 2018 grass cutting contracts.

Everyone was in agreement regarding the poor service received from Norse this year. In addition to the condition of the churchyard, the amenity trees remain unsprayed and only part of the area between the trees has been cut. It was agreed that the Clerk should send a letter to Norse to arrange a site visit and express the disappointment with the level of service this year.

In respect of contracts for next year it was agreed the mowing schedule should remain the same as 2017, however, the allotments will be cut fortnightly together with any vacant plots. The Clerk will obtain quotes from other contractors.

6.6 To consider safety of permissive stile in churchyard.

Councillor Irons had inspected the area and suggested that the memorial stones in front of the permissive stile be cleaned, however, Councillor Dennis suggested that the matter was really between

the owner of the land and the church and that the Council only needs to ensure that the official footpath is kept in good order. It was agreed that Councillor Brown and the Clerk carry out an inspection.

6.7 To receive a report on the proposed caravan site at Maltings Farm.

The Chairman reported that he had been informed by a parishioner that permission had been applied for a Caravan site at Maltings Farm for five caravans and ten tents. It was agreed that notification from the landowner would have been helpful as there were worries from residents regarding this site, particularly increased traffic.

Councillor Dennis informed the council that it was really a tick-box exercise and permission would be granted and Councillor Green stated that it was another income source for farmers.

It was agreed that the Clerk write to the owner for an update.

6.8 To consider establishing a list of Village volunteers.

It was agreed that many residents would be happy to assist helping within their village and a list of volunteers would be useful. It was agreed that the Clerk prepare something for the website and compile a list of volunteers.

6.9 To consider employing a part-time handyman.

It was agreed that it would be useful to have a handyman on call for some of the minor jobs around the village. Councillor Brown proposed that Councillor Curl be approached for the name of a likely candidate, this was seconded by Councillor Dennis and all were in favour. Clerk to pursue.

6.10 To consider establishing a policy working group.

It was agreed to set up a small policy working group to look at new policy documents and the Chair and Vice-Chair were nominated, together with the Clerk.

6.11 To consider a training request from the Clerk.

Councillor Dennis proposed that the request from the Clerk to attend a Data Protection Regulation course at a cost of £35 be approved, seconded by Councillor Brown, with all in favour.

7. HIGHWAYS

7.1 To receive an update in respect of upgrading of village hall parking area.

Councillor Dennis informed the meeting that he and Councillor Green will be carrying out the work w/c 10th September.

7.2 To receive an update on kerb stones on School Road and Church Street.

It was agreed that the Clerk email County Councillor Kiddle-Morris regarding outstanding issues.

7.3 To receive reports on the footpaths.

No new issues were raised.

7.4 To consider any new issues within the village.

It was noted that the SAM II machine (speeding) will be coming to the village in the near future.

8. Planning

8.1 Applications for consideration.

- Hill Cottage, School Road – No objections were raised.

8.2 Decisions to note.

There were no decisions to note.

8.3 To receive a report on the Norfolk Strategic Framework.

This document had been previously circulated to council members and it was agreed that there was nothing in the report that directly affected Brisley.

9. BRISLEY COMMON

9.1 To receive a report on the Section 38 application by The Bell Public House.

The application has been submitted and a decision is awaited.

9.2 To receive an update in respect of the Trod across the Green.

It was agreed that the grass mown trod was working well and that this should be extended the entire length of the green as requested by a parishioner earlier in the meeting. It was also agreed that paths should be kept to a minimum but this path should be added to the grass cutting contract.

The grass trod will be trialled for a year and then reviewed.

It was also reported that some residents were mowing the common in front of their properties and although this was welcomed it was important to remind residents that the common cannot become extensions of gardens – an item for the next newsletter.

9.3 To receive a report on Higher Level Stewardship.

It was reported that Harpers Common had been topped and the final fencing should now be installed. Councillors Coe and Dennis will obtain three quotes from contractors for approx. 160m of post and rail fencing.

10. FINANCE

10.1 Budget as circulated.

It was noted that the grass contract and the Clerk salary were both over-budget. In respect of the Clerk this was due to some consultancy work by a previous Clerk earlier in the year.

It was agreed to check when the loan in respect of the amenity area could be settled.

In addition, amendments need to be made to bank signatories.

Councillor Dennis proposed, with Councillor Brown seconding, that the budget be approved – all in favour.

10.2 Cheques for signatures.

The following cheques were presented for signature:

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|------------------------------|---------------------------------------|--------|
| 6.9.17 Brisley Village Hall | Recycling | 120.88 |
| 6.9.17 Norse | Grass Cutting | 908.78 |
| 6.9.17 FTC Hire & Sales | Mini digger hire | 82.86 |
| 6.9.17 Dave Dewing | Grass Cutting & Topping Harpers Green | 402.00 |
| 6.9.17 Peter Dennis | Stakes for Amenity Area | 218.11 |
| 6.9.17 Wicksteed Playgrounds | Playground inspection | 54.00 |
| 6.9.17 Sheryl Irving | Salary (August + 10 additional hours) | 300.68 |
| 6.9.17 HMRC | PAYE | 75.00 |
| 6.9.17 Sheryl Irving | Admin & Mileage (Training) | 104.52 |
| 6.9.17 Mazars LLP | Audit | 120.00 |

Councillor Brown suggested that the Norse cheque not be signed until the matter had been resolved but other members were not in favour of this action. The Clerk had obtained refunds in respect of two missed cuts with a further one currently in negotiation. Further payments to Norse to be monitored.

10.3 To note the external auditors report for year ended 31st March 2017.

The Council noted the external auditors report. In addition, it was agreed to charge members of the public 10p per sheet for any requests for copies.

10.4 To set a budget meeting date.

It was agreed that the Clerk will circulate available dates following her attendance at the budget course.

11. AMENITY PROJECT

11.1 To consider purchase of notice board for parking area.

Agreement had been reached for one notice board for the Play Area and Allotments to be sited in the parking area. Councillor Dennis proposed, with Councillor Green seconding, that costs be obtained - all in favour. Councillor Brown to pursue.

11.2 To receive Playground Inspection report and make recommendations based on that report.

It was agreed that the Clerk contact the installers for a site inspection of the foundations and to purchase two end caps for the footrest.

Councillor Dennis proposed, with Councillor Brown seconding, that the Clerk purchase two 'No Dogs' sign at a cost of up to £10 – all in favour.

Councillor Brown proposed, with Councillor Green seconding, that either Councillor Irons or the Clerk purchase ties for the goalposts at a cost of up to £5 – all in favour.

11.3 To receive a report from the Allotment Committee.

The Chairman read the report received from Alan Cross, the Chair of the Allotment Society, which was well received.

11.4 To appoint a council representative to the Allotment Committee.

Councillor Brown proposed that Councillor Dennis represent the council on the Allotment Committee, Councillor Green seconded, with all in favour.

In respect of the water leak reported by Anglian Water, Councillor Dennis will be investigating and will update the Clerk.

12. To receive reports on the regular checks.

- **North Green** – Councillor Coe reported all was well.
- **South Green** - No inspection due to the absence of Councillor Curl.
- **Stiles** – Councillor Green reported all was well with the exception of a stile on the South Green which needs monitoring.
- **Churchyard** – No inspection due the absence of Councillor Irons.
- **Play Area** – this had been discussed at item 11.2.
- **Patch Corner** – Councillor Dennis reported that some branches needed clearing and will carry out this work in due course.
- **Allotments** – Councillor Dennis reported all was well with the exception of the gates which may need re-hanging shortly.

13. Correspondence for circulation.

- Planning Consultation – Willow Farm, Gateley Road.
- Solicitors letter in respect of Patch Corner.

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

Councillor Brown requested that a Trim Trail be discussed at the next meeting.

15. To confirm that the next meeting of Brisley Parish Council will be held on Wednesday 4th October 2017 at 7.00pm at Brisley Village Hall.

The meeting closed at 9.50pm.