

Brisley Parish Council

Minutes of the Meeting held at Village Hall on Wednesday 4th October at 7.00pm.

Present: Councillor E Coe (Chair)
Councillor K Brown (Vice-Chair)
Councillor N Curl
Councillor T Irons
Councillor P Dennis
Councillor B Green

Sheryl Irving (Clerk to the Council)
Mark Kiddle-Morris (County Councillor)
Gordon Bambridge (District Councillor)

Four Members of the Public

1. To receive apologies for absence.

There were no apologies received.

2. To receive declarations of interests.

There were no declarations of interests declared.

3. To approve the minutes of the meeting held on Wednesday 6th September 2017.

Councillor Dennis 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.

County Councillor Mark Kiddle-Morris gave the following update:

Budget – a maximum council tax increase has been confirmed. The council is looking to find £125 million over the next four years by finding new ways of working. In addition, a new Business and Property Committee has been set up to turn assets into revenue. County/District Councillor reports.

Mobile Phones – a new Emergency Services network will go live shortly which will also be available to all network users, thereby increasing coverage in all areas.

Police/Fire Service – the Norfolk Police & Crime Commissioner has put forward a business case to take over the management of the Norfolk Fire Service, however, there is opposition to this bid – an independent arbitrator will make the final decision.

Minerals & Waste – the period for new sites to be submitted has now closed and sites are being reviewed. Locally, three sites on Bilney Road and one on the Fakenham Road have been submitted for appraisal. The Chairman queried whether this would lead to additional heavy traffic through the village. Mr Kiddle-Morris believed it was likely that the sites approved would probably be adjacent to existing sites and unlikely to lead to increased traffic.

Northern Distributor Road – it is anticipated that this will help create an additional 30,000 jobs in the area. The Chairman also suggested it would lead to a corridor of new housing.

County Farms – Councillor Curl queried whether county farms would be affected by the budget cuts and Mr Kiddle-Morris confirmed that the current administration fully supported the county farm scheme as it did assist people wishing to embark in the farming business. An additional 400 acres had recently been purchased.

Centenary Fields – a meeting is taking place on Friday 6th October to discuss the way forward.

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

District Councillor Gordon Bambridge joined the meeting at 7.25 pm and gave the following update:

Local Plan – this is now at the final consultation stage; there had been over 5000 comments submitted. It will then go to the inspector for a final decision.

Budgets – work is now beginning on the budget for next year. Grant funding will continue for a further two years, followed by the introduction of new lottery scheme which will ensure money continues to be available to parish councils for projects. Councillor Brown commented that this was another tax on the poor.

There were no questions for Mr Bambridge, the Chairman thanked him for his input.

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

- David Steele, on behalf of the cricket club, wished to thank the parish council for the recent ditch clearing work and, in particular, Councillor Green, for his assistance and hard work.
- A parishioner queried who was responsible for the hedge at No. 1 Gateley Road.
 - It was confirmed this was the responsibility of Flagship Housing.

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 had been unable to progress this matter but hopes to have an update by the next meeting.

6.3 To receive a report on the community defibrillator.

Councillor Irons confirmed that with the lottery grant money and donations received he had been able to order the defibrillator. Once received Dave Pearson would arrange for installation at the village hall. A leaflet will be circulated to all households and a familiarisation session will be held. However, it is not a requirement of use to attend a session – full instructions are on the unit. In the event of an emergency, 999 must be called immediately, the ambulance service will then give out the code to open the defibrillator cabinet.

Councillor Curl proposed, with Councillor Brown seconding and all in favour, that a sub-committee be set up consisting of Councillor Irons, the Clerk and Dave Pearson of the Village Hall.

Councillor Irons informed the meeting that he had had no further dealings in respect of the defibrillator at the school. However, a member of the public was able to confirm that it was operational.

6.4 To consider safety of permissive stile in churchyard.

An inspection by members of the council had taken place, however, it was decided that it was not a council responsibility. The Clerk to email Hugh Fawcett notifying him of the concerns raised, with the landowner copied in.

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

There was nothing further to report. District Councillor Bambridge informed the meeting that a certificated location did not require planning permission although Caravan Club regulations had quite strict rules regarding waste etc.

6.6 To consider establishing a list of village volunteers.

Councillor Dennis proposed, with Councillor Curl seconding and all in favour, that a volunteer list be compiled. Councillor Irons will forward the Clerk a previous list as a starter and an entry will go in the next newsletter. The parish insurance had been checked and cover is provided, however, risk assessments must be carried out each time volunteers are used.

6.7 To consider employing a part-time handyman.

No contact had been received from Mr Lawrence and Councillor Curl proposed, with Councillor Brown seconding and all in favour, that contact should be made again. Clerk to progress.

6.8 To receive an update on the Centenary Field.

An update had been received earlier in the meeting from the County Councillor.

6.9 To receive an update on the village Broadband connection.

It was noted that fibre broadband is now available in parts of the village.

6.10 To consider tidying up the churchyard.

The Clerk had obtained a quote of £30 to clear fallen trees etc and Councillor Dennis proposed, with Councillor Curl seconding and all in favour, that the Clerk go ahead and arrange for this work to be carried out. The churchyard will be further assessed once the work is completed.

6.11 To consider the way forward regarding the Japanese Knotweed on The Hill.

The Clerk had previously circulated a paper regarding the removal of the Japanese Knotweed on The Hill following the decision of the current contractor not to tender for cutting in 2018. The Chairman stated that as a more affordable option was now available it may be a good time to try and eradicate the weed, however, a guarantee would be required from the contractor.

Councillor Irons proposed, with Councillor Curl seconding and all in favour, that a cost effective system of removal be considered. The Clerk to arrange a meeting with the contractor.

7. Highways

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

Councillor Dennis confirmed that the work had now been carried out and thanked Councillor Green for his assistance.

7.2 To receive an update on matters reported to Norfolk and Breckland Councils.

- **Kerb stone on School Road** – no update received.
- **Kerb stone on Church Street** – update received that the work would be carried out.
- **Jetting gully at top of School Road** – no update received – to be reported once again with copy sent to the County Councillor.
- **Fly tipping on Footpath 11** – no update received, the District Councillor suggested reporting once again, together with the new fly tipping issue on the Gateley Road, and to notify him when this had been done.

7.3 To consider any new issues within the village.

Councillor Coe reported that he had received a complaint that the larger lorries were causing vibration to the houses on Church Street. However, the residents at the meeting did not agree and thought the situation was no worse than before.

8. Planning

8.1 Applications for consideration.

- **Willow Farm, Gateley Road** – no objection.

8.2 Decisions to note.

- Hill Cottage, School Road – approved.

9. Brisley Common

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

An update was not anticipated until the new year, however, The Bell had requested that they be allowed to site a container office to the front of the outbuildings which were shortly to be renovated – that area being part of the common. There were no objections although if there was any damage to the common this must be repaired by The Bell.

9.2 To receive a report on Higher Level Stewardship.

Councillor Dennis had nothing new to report, however, he reminded the meeting of the need to continue the ditching work on the common. It was agreed that the Clerk contact the contractor to obtain a quote and arrange a meeting with Councillors Dennis or Green if necessary.

9.3 To consider reinstating the Village Walk.

The council were in agreement that this should be reinstated and Councillor Curl will forward her availability to the Clerk who will then circulate to agree a suitable date.

9.4 To consider the need for a grazing rights holders meeting.

It was agreed there should continue to be two meetings held each year – the Clerk to progress.

10. Finance

10.1 To note budget as circulated.

The funds for the overspill car park should be taken from reserves. Subject to a rebate being obtained from Norse in respect of grass cutting, Councillor Irons proposed, with Councillor Dennis seconding and all in favour, that the budget be approved.

10.2 To approve cheques for signatures.

The following cheques were presented for signature:

EAS Plant Hire	Granite for Overflow car park	543.17
Richard Stratton	Mole removal from churchyard	140.00
Sheryl Irving	Expenses	15.81
SLCC	Membership	93.00
Sheryl Irving	Salary – September	338.11
HMRC	PAYE	0.92
Norfolk PTS	Training course for Clerk	35.00

Councillor Irons proposed, with Councillor Brown seconding and all in favour, that the Norse invoice not be paid until negotiations had taken place regarding the low standard of work this year.

It was further agreed that CGM and other contractors be contacted to tender for the 2018 contract – the Clerk to progress.

10.3 To appoint a councillor with responsibility for account inspections.

Councillor Curl proposed, with Councillor Irons seconding and all in favour, that Councillor Brown be the councillor with responsibility for account inspections.

10.4 To appoint an internal auditor.

The Clerk reported that Max Bergin, who had carried out the 2016/17 audit was prepared to do 2017/18 for £20 as he was able to audit Brisley and two other parishes on the same day. Councillor Curl proposed, with Councillor Green seconding and all in favour, that Mr Bergin be appointed.

10.5 To consider changing bank.

Councillor Brown had attempted, with no success, to contact the Bank of Ireland to update the contact details. The District Councillor suggested one course of action would be to post a complaint on twitter as he had had some success using this method. Clerk to progress.

11. Amenity Project

11.1 To consider purchase of notice board for parking area.

Councillor Brown reported that she had located a firm in Fakenham but was waiting for a response from them regarding prices etc.

Councillor Irons requested further discussion on this subject at item 11.3.

11.2 To receive Playground inspection update.

The Clerk reported that she had purchased the 'no dogs' signs and these would be put up shortly. She also reported that although she had contacted the company who had supplied the equipment, they had not got back to her, despite a reminder. Councillor Irons will chase them up.

11.3 To consider the installation of a Trim Trail

Councillor Irons updated the council regarding monies available from grants towards play and sports equipment and he suggested two pieces of equipment which would be suitable for the play area rather than equipment dotted around the pathways. However, to receive funding he had to conduct a survey and residents would be given a choice of equipment. The District Councillor confirmed he would support the application and this is a requirement of the grant.

As part of the installation a notice board to display instructions would be required and Councillor Irons suggested a double-sided board – see item 11.1 above.

Councillor Green suggested that a bench would be useful at the play area but it was agreed the existing tables were sufficient for the time being.

12. To receive reports on the regular checks.

- **North Green** – Councillor Coe reported all was well.
- **South Green** – Councillor Curl reported all was well.
- **Footpaths** – Councillors Coe, Curl and Green had walked footpaths and no problems were reported. The email complaint received from a parishioner regarding FP1 and the response from the Clerk were noted – no further action required.
- **Stiles** – Councillor Coe reported that there may be possible problems ahead with a stile on the South Green – to be monitored.
- **Churchyard** – discussed at item 6.10.
- **Play Area** – Councillor Irons reported he had purchased the ties and fixed the goal nets. The footrest stops are missing but this is being dealt with.
- **Patch Corner** – Councillor Dennis reported all was well.
- **Allotments** – Councillor Dennis reported all was well but reported the continued use of an allotment which required an invoice be issued – Clerk to progress.

13. Correspondence for circulation.

- **Heating Oil Club** – scheme not supported.
- **Campaign to Protect Rural England Meeting Invitation** – no attendees.
- **Battle's Over – tribute and commemoration of the end of WW1** – to be progressed nearer the date.
- **Clerks & Councillors Direct Magazine** – for info.
- **County Farms Annual Tenants Meeting etc** – any attendees to RSVP.

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

Councillor Green reported a theft from his outbuildings and it was agreed an alert should be published on the website – Clerk to progress (not for next meeting).

15. To confirm that the next meeting of Brisley Parish Council will be held on Wednesday 8th November 2017 at 7.00pm at Brisley Village Hall.

The meeting closed at 9.15pm.
