

# Brisley Parish Council

Bay Tree Cottage, School Road, Brisley, NR20 5LH

Minutes of the meeting held on WEDNESDAY 3<sup>rd</sup> OCTOBER 2018 at 7.00pm in the Village Hall.

**Present:** Cllr Edward Coe  
Cllr Katherine Brown  
Cllr Peter Dennis  
Cllr Bobby Green  
Cllr Tony Irons  
Cllr Henry Collinge

County Cllr Mark Kiddle-Morris  
Sheryl Irving (Clerk)

One member of the public

## **1. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr Nicola Curl.

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

There were none received.

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

Cllr Brown proposed that the following amendment be made to the minutes:

A member of the public suggested that we employ a planning lawyer to write on our behalf a letter of objection to the New Town. The Council decided this was unnecessary and unaffordable and would join the local protest group.

This was seconded by Cllr Dennis and agreed by Council, the minutes were then agreed as a true record and duly signed by the Chairman.

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

C/Cllr Kiddle-Morris gave the following update:

The consultation period in respect of the Police and Crime Commissioners bid to take over the Fire Service had now closed and a decision was awaited as to whether he would to send his business case to the Secretary of State for a decision.

Many of the Surestart Centres in Norfolk are to be closed, however, the proposal is that a 'virtual service' will be provided by delivering the service locally where there is a need and in village halls etc rather than council buildings, which can then be used for alternative purposes.

Brisley School is to become part of the Diocese of Norwich Education and Academies Trust.

The Chairman thanked the C/Cllr for his input.

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

A request was received to reinstate the public footpath which runs along the side of the village hall footpath together with a request to consider disabled access to the village hall. These matters will be taken forward.

## **6. Matters to report**

### **a) To consider an in-house grass cutting scheme.**

Storage space may be available at the village hall, with some alterations to the existing building, but it was agreed to defer this item to a later meeting.

### **b) To consider any action in respect of the proposed new Garden Town.**

Cllr Green proposed that the Council send letters of objection to both Breckland Council and the Minister of State, as advised by the Campaign against the New Town. This was seconded by Cllr Brown and agreed by Council, with two abstentions.

### **c) To receive an update in respect of the Village Emergency Telephone System (VETS).**

A third, unsuccessful test of the telephone system had been carried out and further advice is awaited. A training session for the volunteers had been held, with another planned for later in the month.

Cllr Irons proposed the purchase of a CPR dummy at the cost of up to £300 for both the volunteers and others in the village to practice CPR, this was seconded by Cllr Green and agreed by Council.

### **d) To consider purchase of Personal Protection Equipment (PPE) for volunteers.**

Cllr Dennis proposed the purchase of PPE up to a maximum cost of £150, this was seconded by Cllr Brown and agreed by Council.

## **7. Highways**

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

Repair works to the drain and blocked culvert in School Road are expected shortly.

### **b) To consider any new issues within the village.**

The two-way valve at the Patch Corner pond is to be reported.

It was considered that a large willow tree across the highway may be a danger and this will be reported.

### **c) To consider an application under the Parish Partnership Scheme for Village Gates.**

A meeting had taken place with the Highways Engineer to discuss the possibility of installing village gates. An estimate was awaited and a decision will be taken once full details are known.

The Chairman thanked C/Cllr Kiddle-Morris for his inputs and the C/Cllr left the meeting.

## **8. Planning**

### **a) Applications for consideration.**

There were no applications to consider.

### **b) Decisions to note.**

- Tree House, Gateley Road (objections submitted) – Council noted this application remains undecided.
- Hall Farm, Church Street – change of use of land for siting of single Shepherds Hut in field behind barn for use as a couples holiday let and the installation of a septic tank (objections submitted) – Council noted that this application had been refused.

## 9. Brisley Common

### a) To receive a report on Higher Level Stewardship.

The ditching and fencing work will be carried out by the end of the month.

### b) To receive an update regarding the renovation of the ponds.

The first working party will take place on the 6<sup>th</sup> October. A grant for the removal of the trees had been received from the Norfolk Wildlife Trust.

Approval was given to a resident to clear the pond at The Hill of undergrowth; advice had been received from the Norfolk Wildlife Trust.

### c) To receive an update on The Bell –

- The installation of bollards – although bollards had been put in place, these were not in line with the instructions from the Planning Inspectorate and the Bell have been advised accordingly and will be taking remedial action.
- Parking on the Common – this is becoming more of a problem, causing degradation to the common, and will get much worse as the weather worsens. It was agreed to contact the Bell for a solution.

### d) To consider the installation of footpath gates on the common.

Cllr Green considered that six gates in total will be required and a decision will be taken at the budget meeting.

### e) To review the need for a trod.

It was agreed to roll the current pathway to give a firmer surface which will then stay hard during the winter months and to narrow it which will also assist the process.

It was felt that the common should stay as it is if possible and the need for a trod is to be reviewed again next year.

## 10. Amenity Project

### a) To receive an update on the Centenary Field.

Cllr Irons confirmed arrangements were being put in place for the Field and the dedication ceremony. Five benches are to be installed, together with some woodland trees and wild flowers. The ceremony will take place on 11<sup>th</sup> November 2018 and will be followed by refreshments in the village hall, where it is hoped there can be a WW1 display.

### b) To consider ditching work to alleviate flooding on the Gateley Road.

This item was deferred to the next meeting.

### c) To receive an update regarding the rent review.

Cllr Dennis proposed that Council approve a rent of £1500 per annum, fixed for three years, this was seconded by Cllr Green and agreed by Council. It was also agreed to express an interest in the purchase of the amenity land.

## 11. To receive reports on the regular checks.

- North Green – Cllr Green reported that the ditching had now been completed and was much better.
- South Green – as referred to in item 9c, parking on the common was becoming a bigger problem.
- Footpaths & Stiles – there were no reports of any problems.
- Churchyard – Cllr Irons confirmed the area was tidy. A request had been received from a parishioner to use weed-killer to remove some of the more persistent weeds. Council had to refuse this request as week-killer must now be applied by a licensed contractor.

- Play Area – Cllr Irons confirmed that the fireman’s pole is to be repainted. However, the lock on the new notice-board requires attention and the suppliers will be contacted. It was also agreed to request that the contractor trim the bund.
- Patch Corner – Cllr Dennis reported that he hoped to have a tidy up later in the year.
- Allotments – Cllr Dennis reported that he will carry out an inspection on the netting surround as problems had been reported. He was also keen to promote the vacant plots and suggested an advert in the Upper Wensum Diary and other surrounding village publications. This was agreed by Council.

## 12. Finance

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

Cllr Irons proposed acceptance of the report, this was seconded by Cllr Dennis and agreed by Council.

### b) To note the external auditors report.

Council noted the external auditors report which, other than one signature missing, was satisfactory.

### c) To approve an \$137 purchase of two wreaths.

Cllr Collinge proposed the purchase of two wreaths, this was seconded by Cllr Irons and agreed by Council.

### d) To approve the following payments.

Cllr Dennis proposed approval of the following payments, this was seconded by Cllr Irons and agreed by Council.

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|-------------------------------------|--|
| • Clerk - Salary – October/Expenses | £310.39                                |
| • Wicksteed (Play Inspection)       | £54.00                                 |
| • PKF Littlejohn (Audit)            | £240.00                                |
| • CiLCA Registration                | £250.00 (Brisley £94.64)               |
| • SLCC Membership Renewal           | £128.00 (Brisley 48.45)                |
| • Citizens Advice Bureau            | £50.00                                 |
| • Public Works Loan Board           | £20,247.00 (direct debit due 23.10.18) |
| • Grass Contractor                  | £216.00                                |

## 13. Correspondence for circulation.

There was no correspondence to circulate.

## 14. To receive any new items for the next meeting (not for discussion).

There were no new items for the next meeting.

## 15. To confirm that the next meeting of Brisley Parish Council will be held at 7.00pm on Wednesday 7<sup>th</sup> November 2018 at Brisley Village Hall.

The date was noted.

The meeting closed at 9.24pm.

Signed:

Date: