

Brisley Parish Council

Minutes of the Meeting held at Village Hall on Wednesday 7th June 2017 at 7.00pm.

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

Seventeen Parishioners

1. To consider apologies for absence.

Apologies were received from Gordon Bambridge, District Councillor.

2. To receive declarations of interests.

There were no declarations of pecuniary interests.

3. To sign as a correct record the minutes of the meeting held on Tuesday 3rd May 2017.

Signed as correct – proposed by Councillor Dennis, seconded by Councillor Curl. All in favour. The minutes were duly signed by the Chairman.

4. Resolution to adjourn the meeting.

4.1 County/District Councillor reports.

The Chairman began by congratulating Mr Kiddle-Morris on his recent re-election to the post of county councillor. Mr Kiddle-Morris reciprocated by congratulating Councillor Coe on his election to Chairman of the Council and then went onto update the meeting.

He informed the meeting that, for the next four years, there was now a working majority at county hall. However, there was little to report as no meetings had been held recently.

There were no questions for the councillor.

4.2 15 minutes for public participation.

Mr Pearson, of the village hall committee, was pleased to present a cheque for £500 which had been received from an anonymous donor and the village hall committee would be donating an additional £250 for the new defibrillator to be situated at the village hall. The council gave grateful thanks both to the donor and the village hall committee.

Mr Steele also informed the meeting that the recruitment process for a new headteacher for Brisley school had been completed and Helen McMurray would commence on 1st September 2017.

Councillor Irons indicated the School Fete would be held on Saturday 24th June and signs would be going up around the village and the School Community Day was being held on Monday 31st July.

5. Matters to report

5.1 To receive report on election of new councillors.

The Chairman was pleased to report that Robert Green had been co-opted to the council – this was proposed by Councillor Dennis and seconded by Councillor Coe – with all in favour. The Clerk to notify Breckland etc.

There remains one vacancy on the council, however, this is likely to be filled in December.

5.2 To receive report on Townlands.

Three invoices had been issued for the current and previous year with two payments received (with one paying for next year too). The third outstanding payment will be monitored and a reminder sent if necessary.

5.3 To receive report on Clerk – training courses.

The Clerk has four courses booked – previously agreed by all councillors via email.

5.4 To receive report on repairing village sign.

Councillor Curl reported that she had no success with HMP Coldingley and it appeared that no prisons were now offering this service.

Councillor Dennis had contacted Henry Stebbings and is awaiting further details/costs. Councillor Dennis is also awaiting contact from Fred West.

Mr Roos had offered to try and put the sign back onto the post but there is too much damage. The Chairman will remove the sign and put into storage to avoid further deterioration.

The council will continue to await quotes prior to a decision being made.

5.5 To receive a report on rat problem on village hall car park.

The Clerk had reported this issue to Flagship Housing who were going to send a ranger to inspect – they had indicated this problem had arisen previously and the nest had been on the allotments. However, the council disagreed and confirmed the nest was in the hedge belonging to the Flagship property.

The Clerk had not been able to get an update from Flagship but it was reported that dead rats had now been found in the vicinity so it is likely that it has been dealt with – the Clerk will attempt to confirm with Flagship.

5.6 To receive a report on the community defibrillator.

This item had been touched on at item 4.2 but Councillor Irons informed the council that he was optimistic that a grant could be received from 'Awards for All' as there were similar successful applications on their website. The council agreed that Councillor Irons should pursue a grant application for £2,000 from Awards for All.

It was proposed by Councillor Irons, seconded by Councillor Brown, that the council make a donation of up to £250 to the defibrillator fund – unanimously agreed.

Councillor Irons informed the council how important it was to have the defibrillators in the village – following a heart attack the first response needs to be within seven to eight minutes at most. The ambulance will only reach the village in that time 16% of the time – it is more likely to arrive in 15 minutes. No training is required for users nor are there any insurance requirements – there are no consequences at all for users of the machines.

Mr Pearson added that additional funds are likely to be available from other sources.

5.7 To receive a report on the Centenary Field.

Councillor Irons said there was nothing to report – Richard Porter from NCC Estates was on holiday and no further action had been taken. Councillor Irons will contact Richard on his return.

5.8 To consider training requirements for councillors.

It was agreed a refresher course would be useful for everyone and that surrounding parishes should be contacted with a view to sharing costs. Clerk to progress.

5.9 To receive a report on mole problem in churchyard.

Councillor Irons reported that the grass had now been cut and it appeared there were no new mole hills, however, Councillor Irons proposed, seconded by Councillor Coe, that the situation be monitored and, if there is a problem that this should be dealt with by pest controllers– all in favour.

5.10 To consider location of new dog bin.

The Clerk informed the council that Breckland would not approve the site of the new bin. For bins to be approved they had to be on either County Council or Breckland land, be dual purpose, near a footpath and in a situation where it was easy for the vehicle to reach to empty.

However, as the bin was currently being emptied on a regular basis it was agreed to monitor the situation and revisit if necessary.

5.11 To consider purchase of a filing cabinet & hard drive for parish office.

The filing cabinet now in use by the Clerk had been donated by the daughter of Councillor Irons who had requested that a donation be made to a charity in return. Councillor Brown volunteered to make a personal donation of £20 to the defibrillator fund – the council thanked Councillor Brown and a letter of thanks is to be sent to the donor.

The Clerk reported that two USB sticks would suffice to use for back-ups of the laptop and indicated these would be at a cost of less than £10 each. Councillor Brown proposed, with Councillor Curl seconding, that the Clerk was authorised to spend up to £20 for this purpose – all in favour.

5.12 To receive a report on BT broadband works.

The Clerk confirmed that two cabinets were being installed in School Road and that the council had been informed last year with the previous Clerk attending a site meeting.

No end date was known for the installation of superfast fibre although the original date was November 2017 – this now looked unlikely. Mr Kiddle-Morris stated that individuals must obtain a fibre contract from their internet service providers – fibre connection was not automatic.

6. Highways

6.1 To consider upgrading village hall parking area.

It was agreed to discuss this together with item **8.2 (To consider continuing Trod across the Green).**

Councillor Irons had once again been in contact with Highways and they had confirmed that their quote cannot be changed as it was for the standard of work which would be required by their engineers. A quote had also been received from Neville Middleton for £2460 (plus VAT) although this was only to the Bell and the trod was to go to the Pillbox.

Highways had indicated that 50% of the funds could be obtained through themselves although no funds were now available for this year. That being the case it was unlikely the trod would be installed this year.

However, three quotes are required and a third will be obtained. It was also agreed to obtain an amended quote from Neville for the full distance.

In respect of the overflow parking area, it was agreed this was well-used, by users of the play area and the allotments and, in addition, it was hoped to encourage more use of the parking facilities by the school for dropping off and picking up by parents.

Councillor Dennis proposed, seconded by Councillor Irons, to upgrade the overflow parking area – all in favour with the funds coming from the Reserves – a cost of approx. £460 + VAT.

6.2 To receive a report on kerb stone on School Road.

This remains unrepaired - Councillor Brown has attempted to obtain an update from the County Council but, because someone else has since reported it too, the Council will only deal with the newest report of any incident.

Councillor Brown said that Highways will reinvestigate and deal with the repair.

Mr Kiddle-Morris agreed there were flaws in the reporting system and complaints cannot be tracked - this is an issue he is pursuing.

Mrs Roos reported a loose kerb stone near her property – the Clerk to report to County Council.

Councillor Brown reported that the flooding at the top of School Road had been inspected and an engineer is being sent to clean and jet spray the gullies – a target date of 6th July had been set and this will be monitored.

6.3 To receive a report on Footpaths

Councillor Curl reported that the stile leading into Coopers Yard from the South Common was in poor repair but she had been able to repair the stile leading into the bull field.

Councillor Dennis suggested kissing gates be installed rather than stiles but it was acknowledged there was an excessive cost factor. A letter was to be sent to Patrick Cooper in respect of his stile – Clerk to progress.

6.4 To receive a Speed watch report.

The Clerk reported she had received a report from the Speed watch co-ordinator who had informed her that no checks had occurred during the winter months as the gun does not work in cold weather. Four of the group were now on holiday with two of that four not returning until July, however, it was hoped some checks would be carried out towards the end of this month and into July. More volunteers are required to assist with the checks and it was agreed an item be submitted to the Upper Wensum Diary – Clerk to progress.

6.5 To receive a report on an application to extend the 30-mile speed limit across the Green.

A suggestion has been received from a parishioner to extend the 30-mile speed limit across the Green because of the increase in Bell traffic/footfall and the sheep who are often on the road.

All agreed this would be ideal, even a 40 from Park Farm bridge would be an improvement. Mr Kiddle-Morris informed the council that extensions to existing speed limits would only be authorised following any NEW development, however, he will contact Highways, appraise the problem and report to the Clerk. Prohibitive costs are involved in any extension – the legal process/press notices/street furniture etc.

6.6 To receive a report on road-sweeping/verge-cutting.

The verges have now all been cut – Mr Kiddle-Morris reported that verges will only be cut twice a year and that Breckland is responsible for road sweeping – Clerk to write to Breckland.

A parishioner raised concerns regarding verge cutting once the new trod had been installed but the council was able to allay his fears.

6.7 To note any new problems within the village.

The Chairman informed the council of the query received from the owner of Patch Corner regarding the ownership of the pond.

Both Councillors Curl and Dennis were certain the pond was the property of the village as full enquiries had been made during the Millennium Project when the area had been cleared and improved – the council had taken full responsibility for upkeep of the area following this project.

It was agreed to carry out further research, through Hood, Vores and Allwood, old photographs etc, prior to the next meeting.

7. Planning

7.1 Applications.

No applications had been received.

7.2 Decisions.

No decisions have been made.

8. Brisley Common

8.1 To receive a report on the Common in front of the Bell Public House.

The Clerk reported that although it is a complicated process the Bell is making satisfactory progress with their application. Councillor Dennis again suggested a letter of support for the Bell and the Clerk informed the council that the Bell were aware and would contact us when a letter was required.

A parishioner raised concerns regarding the situation and Councillor Brown was able to reassure him that although planning permission was required this did not mean that the Bell would then own the land – it remained the property of the village.

8.2 To consider continuing Trod across the Green.

This item had been discussed previously at 6.1.

8.3 To receive a report on Higher Level Stewardship.

Councillor Dennis informed the council there was nothing new to report.

8.4 To consider reinstating the Village Walk.

Councillor Curl suggested a Walk the Ponds meeting on Thursday 15th June at 6.30pm with an invite extended to a knowledgeable parishioner – to meet at the cricket pitch.

8.5 To receive a report on the stiles on the Common.

This item had been discussed previously at 6.3.

8.6 To receive a report on Thistle spraying.

Councillor Dennis reported that this had been carried out on an extensive area on the North side of the common and he was very pleased with the work. However, he suggested that in the future it may be better if smaller areas were sprayed each time.

8.7 To consider soil heaps near to Manor Farm.

Councillor Dennis informed the council that there were now two additional heaps of road planings and questioned as to whether they needed moving – it was agreed to investigate all heaps during the walk on the 15th June.

Councillor Coe informed the council that he had once again been notified of instances of dog fouling on the South Common and offenders had been named. It was agreed this should go in the Newsletter once again.

The Dog Warden had been notified of the problem in respect of the Amenity Area.

Councillor Dennis proposed, with Councillor Irons seconding, that 12 to 15 electric fence notices be purchased with all in favour – Clerk to purchase.

9. Finance

9.1 2016/17 Accounts – auditors report and acceptance.

It was proposed by Councillor Irons, with Councillor Brown seconding, that the 2016/17 accounts and auditors report be accepted – all in favour.

The council thanked Councillor Brown and ex-Clerk Bryan Leigh for their assistance in this matter.

9.2 Budget as circulated.

An amount of £734.50 had been received although it did not match the amount expected in the HLS budget. Councillor Dennis will check with both Bryan Leigh and Stephen Jones and Councillor Irons will check the file as to what HLS funds are due.

9.3 Council Insurance Renewal

The Clerk informed the Council that the payment of £397.03 was the second of a three-year deal previously agreed.

9.4 Cheques for signatures.

The following cheques were presented for signature:

22.5.17	Came & Company	£397.03	(Insurance)
7.6.17	RC & JE Dykes	£25.00	(Admin – Newsletter Printing)
7.6.17	Dewing Farm Services	£90.00	(Grass Cutting – The Hill)
7.6.17	Norse	£224.03	(Grass Cutting)
7.6.17	Max Bergin	£50.00	(Internal Audit)
7.6.17	NALC	£105.07	(Subscription)
7.6.17	Sheryl Irving	£155.58	(£150 Office/Phone & £5.58 Admin)
7.6.17	Sheryl Irving	£72.81	(Admin – Printer)
7.6.17	Norfolk PTS	£190.00	(Clerk Training)

It was agreed that Councillor Irons would be responsible for checking that the fortnightly grass cutting is carried out as agreed in the terms of the Norse contract.

10. Amenity Project

10.1 To receive a report on spraying of un-let allotments.

Councillor Dennis reported that he had been at the allotments when the Norse operative arrived. She did not have a very accurate map of the area and had only been instructed to cut the allotment and play area. However, Councillor Dennis was able to indicate the tracks which also needed cutting and these were done on the day. He had produced a useful map of the areas to be cut and this was circulated to the meeting.

Councillor Dennis believes the allotments have been sprayed but this needs monitoring as the area does not appear to be dying off.

The Clerk was instructed to monitor the top of School Road as it had been agreed previously that Norse would carry out any additional cuts if required.

Councillor Dennis also informed the meeting that Richard Savory would like to cut the amenity area for hay in two to three weeks' time, however, there is some ragwort present which devalues the hay. Councillor Dennis suggested a village ragwort removal session.

Councillor Irons reported that up to 50 trees had been blown over in the recent high winds and these needed restaking and strapping.

Councillor Curl proposed, with Councillor Irons seconding, that Councillor Dennis purchase up to 50 new stakes at a cost of less than £2 each and all were in favour. This cost can come from the maintenance grant received for the area.

10.2 To discuss play area inspection.

The Clerk reported that this had been ordered and would take place in the next eight to ten weeks at a cost of £45 + VAT.

10.3 To consider notice board for allotment.

It was agreed this board should be placed on the amenity area car park and Councillor Brown agreed to research prices.

11. To report on the regular checks.

- Play Area – Councillor Irons reported that all was well although there was some damage to the surrounding area due to the recent high winds.
- Patch Corner – Councillor Dennis reported that all was well although, again, some damage due to the recent high winds.
- South Green – Councillor Curl reported a broken electric fence.

A parishioner was able to identify the culprit who had dumped old car wheels in a recently cleared pond and it was agreed that the parishioner and Councillor Dennis would return the property to the owner.

Councillor Dennis also reported that the cleared scrub needs burning and this would be done when weather conditions allowed.

12. Correspondence to be circulated.

No correspondence for circulation.

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

- **Patch Corner** – it was agreed it would be useful to see the deeds of the property.

14. To confirm that the next meeting of Brisley Parish Council will be held on Wednesday 5th July 2017 at 7.00pm at Brisley Village Hall.

Apologies received from Councillor Curl.

The meeting closed at 9.03pm.
