

Brisley Parish Council

Minutes of the Annual Meeting of Brisley Parish Council held at 8.17pm, following the Annual Parish Meeting, on Thursday 9th May 2019 in the Village Hall.

Present: Edward Coe (retiring Chairman)
Cllr Tony Irons (Chairman)
Cllr Peter Dennis
Cllr Bobby Green
Cllr Richard Savory
Cllr Henry Collinge
Cllr Brigid Fairman

County Cllr Mark Kiddle-Morris
Two members of the public
Sheryl Irving (Clerk)

1. Election of Chairman and signing of declaration of office.

Cllr Dennis proposed that Cllr Tony Irons be elected as Chairman, this was seconded by Cllr Green and agreed by Council. Cllr Irons duly signed his declaration of office and took the Chair.

Mr Coe stood down as Chairman and was thanked by the Council for the work that both he and the previous Vice Chair, Mrs Brown, had done for the council and parish.

2. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr Curl and District Cllr Gordon Bambridge.

3. To consider the co-option of new councillors.

Cllr Dennis proposed that Henry Collinge and Brigid Fairman both be co-opted on as members of the Council. This was seconded by Cllr Green and agreed by Council. Both Cllr Collinge and Cllr Fairman signed their declarations of office.

4. To receive declarations of interest.

Cllr Savory declared an interest in item 9b).

5. To approve the minutes of the meeting held on Wednesday 3rd April 2019.

Cllr Dennis proposed that the minutes be accepted as a true record, this was seconded by Cllr Green and agreed by Council. The Chairman duly signed the minutes.

6. To receive County/District Councillor reports.

C/Cllr Kiddle-Morris reported there was a governance review of councillor numbers currently taking place which may result in fewer councillors and some boundary changes.

7. Open Forum: a 15-minute opportunity to hear from members of the public.

There were no comments from members of the public.

8. Highways

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

The bridleway from School Road to Stanfield has finally been cleared.

b) To consider any new issues within the village.

The speed and size of traffic using the junction coming from the Gateley Road, past the village hall, was raised as an area of concern. Cllr Kiddle-Morris will investigate possible solutions and the Clerk will look at costings for a warning sign.

It was agreed that part of the verge along School Road did not need cutting by Highways as it did not obstruct any views and would be better left for ecological reasons. Highways will be notified.

The junction at the top of School Road will be cut regularly by a volunteer who was thanked for their efforts.

The bridleway sign at the top of Fiddlers Lane is broken and this will be reported.

9. Planning

a) Applications for consideration.

There were no applications to consider.

b) Decisions to note.

Council noted the following application had been refused.

Application	Parish Council Comments	Breckland Status
3PL/2019/0008/UC Change of Use – Agricultural Building to Dwelling. Maltings Farm, Gateley Road.	Brisley Parish Council object to the loss of another small farm, this development removes the use of a stand-alone small farm and will set an unwelcome precedent if approved.	REFUSED

C/Cllr Kiddle-Morris was thanked for his input and he then left the meeting.

10. Open Spaces

a) To consider any further resurfacing on the overflow car park.

Cllr Dennis proposed that the surface was topped up again with a further 20 tonnes, up to a maximum cost of £500. This was seconded by Cllr Green and agreed by Council.

b) To consider weed spraying of church, village hall etc.

It was agreed to weed spray the areas, with the addition of a residual chemical which will last the season.

c) To consider a regular volunteer working group.

Cllr Collinge proposed establishing a regular, monthly volunteer working group 'Busy Brisley' and this was supported by Council. Tidying up the tree guards in the amenity area and clearing the pond to the front of Manor Farm were two ideas suggested for the group.

d) To consider a request for car parking on the Green for a special event being held by the Cricket Club.

A charity event is being held at the Cricket Club on the 22nd June 2019 and a request to use the green to the front of the club for parking had been received. Council were very happy to support the event and allow the parking.

e) To consider support of a flagship bird project at Harpers Green.

Cllr Dennis proposed that the Council support the ongoing project by the Upper Wensum Farm Cluster Group to encourage flagship bird species by providing supplementary feeding, at a total cost of £36. This was seconded by Cllr Green and agreed by Council. However, before this project can commence, approval must be obtained from the Higher Level Stewardship Scheme advisor.

11. Amenity Project

a) To consider any actions in respect of the Allotment Area.

The Chairman reported on the recently vacated plot and had produced an inventory of items left by the previous tenant which were now the property of the parish council. The toddler group who met at the Village Hall were now fund-raising to purchase additional equipment at the play area and a grant had been submitted for further funds. As part of that grant application, the allotment plot had been included. Cllr Dennis proposed that the group be charged a 50% rent for the plot, as there were costs for the Council in respect of upkeep. This was seconded by Cllr Green and agreed by Council.

Cllr Dennis gave a further update in respect of Christmas trees on the vacant plots and will give a full report at the next meeting. Another possible option would be to plant fruit trees.

b) To consider ragwort spraying.

Cllr Green proposed that the ragwort on the amenity field be treated by a joint method of spraying and pulling at a maximum cost of £500, this was seconded by Cllr Savory and agreed by Council.

c) To consider holding a Centenary Day Event.

Council agreed that, as Dereham will be holding a Peace Day event on the same day, it would be inadvisable to hold a similar event in the village.

12. To receive reports on the regular checks.

- North Green – the sheep have now gone and the fencing will be taken down.
- South Green – no problems were reported.
- Footpaths & Stiles – the footpath leading from the corner of the Gateley Road is currently impassable and the owner will be contacted to rectify.
- Churchyard – no problems were reported.
- Play Area – no problems were reported.
- Patch Corner – no problems were reported.
- Allotments – no problems were reported.

13. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2020.

The financial report was noted.

b) To receive the internal auditors report and consider any recommendations.

The report was noted and there were no recommendations made, everything was in good order.

c) To approve the annual governance statement in the 2018-19 Annual Return.

Cllr Dennis proposed approval of the annual governance statement, this was seconded by Cllr Green and agreed by Council. The Chairman duly signed the statement.

d) To approve the Statement of Accounts in the 2018-19 Annual Return.

Cllr Dennis proposed approval of the statement of accounts, this was seconded by Cllr Savory and agreed by Council. The Chairman duly signed the statement.

e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Council are not eligible for exemption.

f) To appoint a third signatory for the Barclays account.

Cllr Green proposed that Cllr Collinge be appointed as a third signatory to the Barclays account, this was seconded by Cllr Fairman and agreed by Council.

g) To consider approval of direct debit payment to ICO (data protection registration).

Cllr Collinge proposed approval of a direct debit payment which will make an annual saving of £5, this was seconded by Cllr Green and agreed by Council.

h) To consider Council insurance policy renewal.

A comparison of three providers had been circulated and Cllr Savory proposed the second option be approved, on the long term agreement terms. This was seconded by Cllr Collinge and agreed by Council.

i) To consider any Council training requirements.

A list of training had been circulated and councillors were advised to notify the Clerk if they wished to attend any course.

j) To approve the following payments.

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

• Clerk (May Salary & Expenses)	£338.12
• Grass Contractor	£102.00
• Grass Contractor	£500.00
• Supply of Pedestrian Cattle Grid	£480.00
• Internal Auditor	£25.00
• Insurance Company	£344.28

14. Correspondence for circulation.

The following correspondence was noted:

- Police Parish Newsletter – April edition.
- Norfolk Rural Communities Newsletter – March Edition
- Homes England Consultation
- Notification of a great crested newt survey which is an on-going project.

15. To note the meeting dates for the forthcoming year – all 7.00pm.

The following meeting dates were noted.

- Wednesday 5th June 2019
- Wednesday 3rd July 2019
- Wednesday 4th September 2019
- Wednesday 2nd October 2019
- Wednesday 6th November 2019
- Wednesday 4th December 2019
- Wednesday 5th February 2020
- Wednesday 4th March 2020

16. To receive any new items for the next agenda.

There were no new items received.

17. To confirm the next meeting of the Parish Council will be held on Wednesday 5th June 2019 at 7.00pm in the Village Hall.

The meeting closed at 9.50pm.

Signed:

Date:
