

Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held at 7.00pm on Wednesday 31st January 2024 in the Village Hall.

Present: Cllr Henry Collinge (Chair)
Cllr Bridget Diggins
Cllr Julie Colley
Cllr Richard Dykes
Cllr Bobby Green

C/Cllr Mark Kiddle-Morris
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Dennis and Cllr Irons were approved.

2. To receive declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 6th December 2023.

Cllr Collinge proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Diggins and unanimously agreed by Council. The Chairman duly signed the minutes.

4. To receive County and District Councillor reports.

C/Cllr Kiddle-Morris updated Council on the budget progress for 2024/25 which was due to be set in February, with Council Tax likely to rise by 5%.

5. Open Forum: an opportunity to hear from members of the public.

There were no members of the public present.

6. Highway Matters

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

Council noted the following updates:

- To receive an update to the formal request submitted to Norfolk County Council for a speed limit on the B1145, from Panford Beck to existing speed limit and the request for better signage for the unfenced common to alert drivers to the loose sheep – a 40mph speed limit will be installed from Panford Beck into the village.

- Gateley Road flooding – a site meeting has been held with the Highways Engineer and photos showing the extent of the flooding have been sent. Highways have been requested to sweep the road.
- School Road, blocked drain – reported to Highways and works programmed – C/Cllr Kiddle-Morris will chase this up.
- SLOWS on School Road – existing SLOW to be repainted in 2024.
- Amended Footpath 16 (nr Village Hall) signage (to include Village Hall and Church) – request submitted to Highways – C/Cllr Kiddle-Morris will chase this up.
- Faded 30mph sign on B1145 coming into village from North Elmham – reported to Highways and will be replaced.
- B1145 - pothole between Fludges lane and Woods Lane – reported to Highways and repaired.
- Request to extend the speed limit further along Fludges Lane – on hold until speed limit on B1145 confirmed – the C/Cllr informed Council that funding would not be available and Council agreed to remove it from the agenda, particularly as it was difficult to drive faster than 30mph on much of the road.

b) To receive a report regarding flooding on the B1146 and School Road.

Council noted that the ditches on farmland to the west of the B1146 are clear and the road drains have been recently cleared. C/Cllr Kiddle-Morris will be meeting with the Highways Engineer to see what else could be done.

7. Planning

a) Applications for consideration.

- 3PL/2024/0018/F – Mill Farm Barn, The Green - proposed Change of use of existing holiday let to residential dwelling – Council raised no issues and a ‘no comment’ response will be submitted.

b) To note any planning decisions/appeals.

Council noted that no decision had been made on the following application:

- 3PL/2022/0818/F – Barracouta, Fakenham Road - proposed change of use of workshop to a dwelling with associated works.

Council noted that the following application had been approved:

- 3PL/2023/1049/HOU – Sunnyside House, School road - two-storey and single-storey rear extensions.

Council noted that the following application had been withdrawn.

- 3PL/2023/1064/F – Church House, Church Street - change of use of an existing outbuilding (a part only) used for occasional bedroom and bathroom to Class C1 for holiday let.

c) To receive an update regarding the ‘Housing for Local People’ scheme.

There was no update in respect of this matter.

d) To receive an update regarding the Breckland Local Plan and consider any action.

Cllrs Dykes and Colley advised Council of the recent session they had attended and the related Workshop Slide Show and recommended to Council responses to the current Development Strategy Consultation. Council approved the recommendations which included:

- Retain the settlement boundary criteria.
- Accept the current criteria-based methodology but include environmental impact.
- Agree the new development strategy.
- Support the 'traffic light' approach for site assessment.

8. Open Spaces

a) To receive an update regarding the plan to deal with the effluent in the pond on South Green.

Cllr Diggins reported that our advisor now felt that the bund approach would not work due to the high water levels and the whole of the pond should be used to clean the water, with appropriate planting. The pond will need to have the silt removed and the trees cut back, as previously agreed. Works will not commence until the autumn.

b) To consider an appeal to the Section 38 Application decision.

Council agreed to appeal the section 38 decision that two gates be required in each section of temporarily fenced green.

c) To consider a metal detecting day on the Green.

Council noted that there did not appear to be any rules regarding metal detecting on commons but agreed not to proceed due to any issues which may arise if relics were found.

d) To receive an update regarding the large Grain Bins visible from the village.

The owner of the bins had not been identified and it was agreed that, as the impact of the bins is likely to lessen over time with weathering, to remove this item from the agenda.

e) To consider approval of the annual Car Rally on the Green; public liability insurance is held by the organisers.

Council noted that, as the event held public liability insurance, to allow the rally to take place on the Green, on the land to the west of the Cricket Club.

f) To consider a Sustainable Farming Incentive application for the Green.

Council agreed to pursue the options that might be available, ensuring that anything will work around the existing graziers.

g) To note the date of the next Grazing Rights Holders meeting – Monday 19th February 2024.

The date of the next meeting was noted.

9. To receive reports on the regular inspection of village sites where the Council has a responsibility and consider any actions required.

North Green (Cllr Green) - the recent mulching has done a good job and removed the gorse.

South Green (Cllr Diggins) – a ditch is blocked and the South Green grazier will be asked if they can assist in clearing it.

Footpaths (Cllr Diggins) – the footpath through Old Hall Farm has now been diverted and the maps are clear and easy to follow.

A local resident kindly removed a fallen tree from the footpath which runs from behind the Church.

Churchyard (Cllr Irons) – the drain works are not yet completed and the groundworks will be monitored to ensure they are made good for grass cutting. All the moles have been removed.

Play area (Cllr Irons) – nothing to report.

Patch Corner (Cllr Dennis) – nothing new to report.

Allotments (Cllr Peter Dennis) – nothing new to report.

Amenity Area (Cllr Dennis) – the maintenance and thinning work is scheduled to be carried out on the 8th, 9th and 10th February.

The saplings from the Woodland will be transplanted to replace the dead ones in the memorial spinney.

The entrance to the Amenity Area is quite badly potholed and Council approved the purchase of 1T of Type 1 Aggregate to have in the car park to fill those in, and any others that appear, subject to agreement from the Village Hall Committee.

Harpers Green (Cllr Dennis) – the mulching work has been carried out to clear the gorse and areas of brambles to allow for the removal of Himalayan Balsam later in the year.

10. To consider supporting a scheme to assist residents to replace their septic tanks with sewage treatment plants, funded by offsetting environmental credit for developers.

Council agreed to circulate details in the newsletter to see if there would be any interest.

11. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2024.

The financial report (attached) was noted.

b) To consider opening a Barclays savings account.

Cllr Collinge proposed that Council open a savings account, this was seconded by Cllr Green and unanimously agreed by Council.

c) To receive an update regarding the election invoice challenge.

Council noted that nothing had been received from Breckland and it was agreed to remove this item from the agenda.

d) To consider an amendment to the Dark Skies Policy.

Cllr Collinge proposed that an amendment be added to the Dark Skies Policy, that a lighting comment should be included with all responses to planning applications where lighting was relevant, this was seconded by Cllr Green and unanimously agreed by Council.

e) To review the following policy documents.

Cllr Collinge proposed approval of the following policy documents, this was seconded by Cllr Diggins and unanimously agreed by Council.

- Asset Register
- Risk Assessment & Management Policy
- Financial Regulations
- Co-option Policy
- Code of Conduct
- Information & Data Protection Policy
- Publication Scheme
- Retention & Disposal Scheme

f) To approve the following payments and note any receipts.

Cllr Collinge proposed approval of the following payments, this was seconded by Cllr Colley and unanimously agreed by Council. The receipts were noted.

PAYMENTS

P55	Clerk (January Salary & Off All)	£455.49 (SO)
P55	HMRC – PAYE	£8.60
P56	Grass Contractor 1	£559.50
P57	Wave – Allotment Water	£55.75 (DD)
P58	Clerk (February Salary & Off All)	£455.69 (SO)
P58	HMRC – PAYE	£8.40

RECEIPTS

R18	RPA – Higher Level Stewardship	£1,469.00
R19	English Woodland Grant	£2,034.00
R20	Allotment Rents	£380.00

12. To note the meeting dates for 2024.

The meeting dates for 2024 were noted.

- 6th March
- 1st May (Annual Meetings)
- 5th June
- 3rd July
- 4th September
- 2nd October
- 6th November
- 4th December

13. Correspondence for consideration.

Council noted that correspondence re the Norfolk Minerals and Waste Local Plan and no action was required.

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

Cllr Green requested that the Churchyard be added to the next agenda as it will require monitoring to ensure it is fit for grass cutting.

Cllr Dykes proposed a scheme to remove the posts on the amenity area.

15. To note the next meeting of the Parish Council will be held at 7.00pm on Wednesday 6th March 2024, in the Village Hall.

The date of the next meeting was noted and the Chairman closed the meeting at 8.09pm.

Signed: _____

Date: _____

FINANCIAL REPORT

JANUARY 2024

Bank Reconciliation as at 9th January 2024		
Balance per bank statements		
Barclays Current Account	28,773.73	
Less any unrepresented cheques	8.60	
Add any outstanding payments into bank	0.00	
		28,765.13
The net balance reconciles to the Cash Book for the year, as follows:		
Opening Balance as at 1st April 2023	23,699.55	
Add receipts in the year	20,320.99	
Less payments in the year	15,255.41	
Closing balance per cash book		28,765.13
which includes the following reserves:		
Higher Level Stewardship Scheme (Harpers)	7,972.71	
Defibrillator	430.65	
Townlands	353.00	
Admin - Office Equipment	59.17	
Open Spaces:		
Pond Project	1,319.96	
Allotment Deposits	280.00	
Knotweed at The Hill	15.00	
GENERAL RESERVE		18,334.64

BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2024									
JANUARY 2024									
PAYMENTS*	BUDGET	SPEND	AVAILABLE	%	RECEIPTS	BUDGET	RECEIVED	DUE	%
	2023/24	TO DATE		SPEND		2023/24	TO DATE		RECEIVED
Salary	5,143	4,855	288	94%	Precept	12,454	12,454	-	100%
Admin	3,106	1,515	1,591	49%	Burials	-	350	-	350
Open Spaces	9,406	7,584	1,822	81%	Wayleaves	509	511	-	2
Donations	-	-	-	-	Allotments	505	735	-	230
TOTAL	17,655	13,954	3,701	79%	Amenity	2,028	2,034	-	6
					Salary PAYE	-	10	-	-
HLS (Harpers)	900.00	701.00	199.00	78%	Admin	-	211	-	211
					TOTAL	15,496	16,304	-	808
TOWNLANDS	264.00	0.00	264.00	0%	HLS (Harpers)	1,469	1,469	-	100%
DEFIBRILLATOR	226.00	270.00	-44.00	119%	TOWN LANDS	270	270	-	100%
<i>*includes payments as listed on agenda</i>									
Open Spaces includes the Common, the Churchyard, Patch Corner, the Amenity Area, the Play Area and the Allotments & the Christmas Tree project etc.									