

# Brisley Parish Council

Minutes of a meeting of Brisley Parish Council held at 7.00pm on Wednesday 6<sup>th</sup> March 2024 in the Village Hall.

Present: Cllr Henry Collinge (Chair)  
Cllr Tony Irons (Vice Chair)  
Cllr Peter Dennis  
Cllr Bobby Green  
Cllr Bridget Diggins  
Cllr Julie Colley  
Cllr Richard Dykes

District Cllr Gordon Bambridge  
Mr John Flowerdew – Upper Wensum Catchment Partnership  
Two Members of the Public  
Sheryl Irving (Clerk)

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

The Chairman welcomed everyone to the meeting. Apologies were received from County Cllr Kiddle-Morris.

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

There were none received.

## **3. To approve the minutes of the meeting held on 31<sup>st</sup> January 2024.**

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

## **4. To receive County and District Councillor reports.**

D/Cllr Bambridge reported on flooding issues in the District over recent weeks and some of the measures being put in place to alleviate them.

He also reported that the Draft Local Plan and the sites being considered for development will be published in early April when Council will have an opportunity to comment.

The District Council continue to balance the budget, due to the commercial investments made some years ago. Small grants to local organisations will continue to be available.

In response to a question, the D/Cllr reported that the Barracks at Swanton Morley are closing and there is likely to be at least 1,000 new dwellings and some commercial development. This number of houses should negate the need for a New Town.

A written report had been received from the County Cllr and no issues were highlighted by Council members.

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

There were no matters raised by members of the public.

## **6. Highway Matters - 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 – 40mph speed limit due to go ahead.
- Gateley Road flooding – a site meeting has been held with the Highways Engineer and photos showing the extent of the flooding have been sent.
- Gateley Road silt on road – reported to Highways and will be cleaned.
- School Road, blocked drain – reported to Highways and works programmed – C/Cllr chasing 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 chasing up.
- Faded 30mph sign on B1145 coming into village from North Elmham – reported to Highways and now replaced.
- Flooding on the B1146 and School Road – works carried out by Highways/local residents to alleviate flooding, thanks to C/Cllr Kiddle-Morris for making this happen.

## **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 - Amended Red Line Location / Site Plan – Council raised no issues and a ‘no comment’ response will be submitted.
- Groom Cottage, The Green - to approve drainage of the rainwater from the cart shed into the pond on the Green – no issues were raised and Council approved this request.

### **b) To note any planning decisions/appeals.**

Council noted that no decisions had been made on the following two applications.

- 3PL/2022/0818/F – Barracouta, Fakenham Road - proposed change of use of workshop to a dwelling with associated works.
- 3PL/2024/0018/F – Mill Farm Barn, The Green - proposed Change of use of existing holiday let to residential dwelling.

**c) To receive an update regarding the 'Housing for Local People' scheme.**

Council noted that one site was now being progressed, with discussions ongoing with Anglian Water and the Environment Agency as to how the nutrient neutrality and foul water drainage issues can be addressed.

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

There was nothing further to add to the update re planning from D/Cllr Bambridge (item 4).

**8. Open Spaces**

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

There was nothing further to report and this item will be removed from the agenda until September, when the works will be imminent.

**b) To receive an update re the appeal to the Section 38 Application decision.**

There was nothing to report.

**c) To note the minutes of the recent Grazing Rights Holders meeting and consider any actions arising.**

Council noted the minutes and no matters had been raised.

**d) To consider a scheme to remove the posts from the amenity area.**

Council agreed that the posts should be removed, possibly by Busy Brisley, and stored within the allotment site for future use, both by allotment holders and Council.

**e) To receive an update from responses to article in recent Newsletter re:**

- Moving the Jubilee Bridge – just three responses had been received, two from members of the public and one from a grazing right holder, with no clear direction. That being the case, Council agreed to leave the Bridge in its current position.
- Planting a Community Orchard – there had been four responses, including the School, and Council agreed to consider a small orchard, of perhaps just six trees, when free trees next become available.

**9. To receive an update regarding a scheme to assist residents to replace their septic tanks with sewage treatment plants, funded by offsetting environmental credit for developers.**

Mr John Flowerdew, of the Wensum Catchment Partnership, was in attendance and outlined the progress being made with the scheme. Each septic tank releases approx. 1kg of phosphorus into the water system and if these are replaced with a sewage treatment plant it is reduced to almost nothing. There are over 100 septic tanks in Brisley.

The scheme would replace a septic tank with a sewage treatment plant completely free of charge, however, there would then be ongoing electricity costs for householders as well as a guarantee required to maintain the tank for the next 80 years.

Brisley is likely to be in the third phase of replacements once the scheme is up and running.

The Chairman thanked Mr Flowerdew for attending.

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

North Green - the Grazing Rights Holder has been asked to remove their stock from the Green, due to the area being so badly poached. They have also been advised him that no supplementary feeding is permitted, which means no hay being put out on the Green.

Cllr Collinge proposed the purchase of a lowland grass seed mix to put on the badly poached areas, up to the value of £150, this was seconded by Cllr Diggins and unanimously agreed by Council. This should stop the thistles taking over again, and the land will also need harrowing and rolling. The grazing right holder has volunteered to roll the area, with another grazing right holder volunteering to harrow. As the damage has been caused by over-grazing, and with the Council trying to remove the thistles etc, the Grazing Right Holder in question will be asked to pay for the seed.

South Green (Cllr Diggins) – the water levels need to drop to allow access to unblock ditch going down far south boundary of the common and subsequently running over the gateway and footpath access.

Everyone is reminded to keep their dogs under control to help nesting birds in the rough areas and hedges around the South Green. Subject to approval from the landlords, a poster will be placed in the Bell reminding visitors.

Arrangements are being made for a Commons Event – to inform residents and anyone else who would like to attend, what we have on the common, what it is used for etc. The date is yet to be confirmed.

Footpaths (Cllr Diggins) – no problems reported.

Churchyard (Cllr Irons) – we are waiting for the ground to be restored prior to grass cutting commencing.

Play area (Cllr Irons) – nothing to report.

Patch Corner (Cllr Dennis) – nothing to report.

Allotments (Cllr Peter Dennis) – we have a new plot holder. The Christmas trees need to be moved and the plot ploughed before occupation commences.

Amenity Area (Cllr Dennis) – the thinning and maintenance work in the woodland has been completed very satisfactorily. New saplings have replaced those lost in the remembrance spinney.

Cllr Irons proposed the hire of a mini-digger to clear out the ditch at the Gateley Road end of the Amenity Area, this was seconded by Cllr Collinge and unanimously agreed by Council. This should help with the flooding on the footpath and may also stop some of the water which currently flows onto the road. The digger can also be used to fill the potholes in the car park.

## **11. Finance & Governance Matters**

### **a) To receive a financial report for the year ending 31<sup>st</sup> March 2024.**

The financial report (attached) was noted.

### **b) To consider any charitable donations.**

Council agreed not to make any charitable donations as they had previously agreed not to include any within the budget.

### **c) To consider the allocation of Townlands funds.**

Council agreed to remit this item to the next agenda.

### **d) To approve the following payments and note any receipts.**

Cllr Collinge proposed that the following payments be approved, this was seconded by Cllr Irons and unanimously agreed by Council.

P61	Clerk (March Salary & Off All)	£420.59 (SO)
P61	HMRC – PAYE	£6.00
P64	Village Hall Hire	£200.00
P62	Overspill Car Park Aggregate	£53.66
P59	Tree works on Amenity Woodland	£750.00
P60	Mulching works on Harpers and the Green	£1368.00
P63	Clerk Expenses	£48.77
P62	Posts for Patch Corner	£19.50
P1	Norfolk PTS Subscription (2024/25)	£130.00

## **12. Correspondence for consideration.**

Council noted the correspondence re the Norfolk Minerals and Waste Plan and had no comment.

Correspondence had also been received from the Village Hall Committee Chairman re plans to remove the paper bank as its use was being abused. As this was the case, Council did not wish to relocate it on any Council land.

## **13. To receive any new items for the next agenda.**

There were no new items received for the next agenda.

- 14. To note the Annual meeting of the Parish Council will follow the Annual Parish Meeting being held on Wednesday 1<sup>st</sup> May 2024, at 6.30pm in the Village Hall.**

The date of the Annual Parish Meeting and the Annual Council Meeting was noted and the Chairman then closed the meeting at 8.37pm.

Signed:

Date:

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## FINANCIAL REPORT MARCH 2024

<b>Bank Reconciliation as at 13th February 2024</b>			
<b>Balance per bank statements</b>			
Barclays Current Account		28,345.29	
Less any unpresented cheques		0.00	
Add any outstanding payments into bank		0.00	
			<b>28,345.29</b>
<b>The net balance reconciles to the Cash Book for the year, as follows:</b>			
Opening Balance as at 1st April 2023		23,699.55	
Add receipts in the year		20,420.99	
Less payments in the year		15,775.25	
<b>Closing balance per cash book</b>			<b>28,345.29</b>
<b>which includes the following reserves:</b>			
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	
<b>GENERAL RESERVE</b>			<b>17,914.80</b>

<b>BUDGET REPORT FOR YEAR ENDING 31ST MARCH 2024</b>									
<b>MARCH 2024</b>									
<b>PAYMENTS*</b>	<b>BUDGET</b>	<b>SPEND</b>	<b>AVAILABLE</b>	<b>%</b>	<b>RECEIPTS</b>	<b>BUDGET</b>	<b>RECEIVED</b>	<b>DUE</b>	<b>%</b>
	<b>2023/24</b>	<b>TO DATE</b>		<b>SPEND</b>		<b>2023/24</b>	<b>TO DATE</b>		<b>RECEIVED</b>
Salary	5,143	5,313	- 170	103%	Precept	12,454	12,454	-	100%
Admin	3,106	1,528	1,578	49%	Burials	-	350	- 350	
Open Spaces	9,406	8,387	1,019	89%	Wayleaves	509	511	- 2	100%
Donations	-	-	-		Allotments	505	735	- 230	146%
<b>TOTAL</b>	<b>17,655</b>	<b>15,228</b>	<b>2,427</b>	<b>86%</b>	Amenity	2,028	2,034	- 6	100%
					Salary PAYE	-	10	-	
<b>HLS (Harpers)</b>	<b>900.00</b>	<b>1841.00</b>	<b>-941.00</b>	<b>205%</b>	Admin	-	211	- 211	
					<b>TOTAL</b>	<b>15,496</b>	<b>16,304</b>	<b>- 808</b>	<b>105%</b>
<b>TOWNLANDS</b>	<b>264.00</b>	<b>0.00</b>	<b>264.00</b>	<b>0%</b>	<b>HLS (Harpers)</b>	<b>1,469</b>	<b>1,469</b>	<b>-</b>	<b>100%</b>
<b>DEFIBRILLATOR</b>	<b>226.00</b>	<b>270.00</b>	<b>-44.00</b>	<b>119%</b>	<b>TOWN LANDS</b>	<b>270</b>	<b>270</b>	<b>-</b>	<b>100%</b>
<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.