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 **BRINTON PARISH COUNCIL**

**Chairman : Cllr. Mrs.D. Hyslop. Parish Clerk : Louise Stevens**

 **The Red House**

 **Letheringsett**

 **Norfolk**

 **NR25 7AR**

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 **Minutes of a Meeting of Brinton Parish Council held on Thursday 24th June 2021**

 **in Sharrington Village Hall at 7.30pm.**

1. **Welcome and Apologies :**

**There were no Apologies.**

**Present : Chairman Cllr.Mrs. D.Hyslop, Vice-Chairman Mrs. M. Bishop, Cllr. Miss. Harland,**

**Cllr. Mrs. L. O’Kane, Cllr. Mr. Peter North, Cllr. R. Hyslop and Cllr. A. Brewer.**

**Also present were District Councillor Mr. Andrew Brown and Parish Clerk Louise Stevens.**

**There was one parishioner present.**

**The Chairman welcomed everyone to the meeting.**

**2. Declarations of Interests and Requests for Dispensations:**

**There were none.**

**3. To Approve the minutes of the last meeting held on May 20th in Sharrington**

 **Village Hall.**

**The Clerk had circulated the minutes to all members, by email, and it was Agreed that they**

**were a true copy of the meeting. Proposed by Cllr. Mrs. O’Kane and seconded by**

**Cllr. Mr. North. The Chairman signed the minutes.**

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**4. Matters Arising :**

**There were no Matters Arising.**

**5. To receive reports :**

**District Councillor Mr. Andrew Brown circulated his latest report to all members earlier by**

**email, with details of the latest planning updates.**

**The Chairman asked District Councillor Andrew Brown about the planning policies for single-storey extensions in conservation areas. This was discussed with District**

**Councillor Brown offering to clarify the situation after confirming regulations with the planning department.**

**6. Planning :**

**PF / 21 / 0903 18 The Street, Sharrington.**

**New sketches of a proposed single-storey extension for the above numbered planning application have been posted on the Application section of the NNDC website today.**

**These sketches show the extension built in brick and flint with exact copies**

**of the original windows. The deadline for comments will be three weeks from the**

**date on the Site Notice. There were more than 25 local objections to the previous**

**Application.**

**The Councillors debated the revised plans, and voted unanimously to OBJECT.**

**The Parish Councillors noted that this Application is the most inappropriate project.**

**Knockavoe. There is no further update on this matter.**

**[Annotated & signed on 11/11/21 – The council agreed to write and chase for a response]**

**Planning Application Number PF / 21 / 0442. The Hawthorns, Sharrington.**

**Deadline expires for comments on the 25th June 2021. A decision will be expected soon.**

**Planning Application Number PF / 21 / 0557. The Coppice, Brinton.**

**There has been no decision on the Applications at present.**

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**Strawberry Fields, Sharrington.**

**The Chairman prepared a letter for the clerk to send to Mr. Peacock, Enforcement Officer at North Norfolk District Council explaining Parish Councils concerns with access and exiting problems, the new wooden structure and the extra food goods on sale as well as fruit.**

**A reply was received from Mr. Peacock stating that an Application has been received from the owners. No details are yet available on the website.**

**He explained that the access is existing and is not an issue for planning, and the council**

**will support businesses trying to recover after the pandemic.**

**All members Agreed to Object to an Application when received, on safety issues, and more details would be available. It was Agreed to raise issues with an Application with The Right Honourable Duncan Baker MP for North Norfolk.**

**[Annotated & signed on 11/11/21 – The council agreed to object to the application when it was received provided it was for the shop as constructed on the site. The issue was not with the shop itself, but the traffic generated by the expansion. Highways should be asked to investigate further safety measures. Cllr Brown suggested we consider removal of permitted development rights, and it was agreed to be included in correspondence. Proliferation of signs also to be included.]**

**7. Highways and Maintenance:**

**All ditches in Sharrington have recently been cleared by the Highway Rangers, as requested by the clerk.**

**However, it has been reported that the ditch opposite The Old Chapel has been filled with grass cuttings. The Clerk, was instructed by the Chairman, to contact the owner by email, to ask them not to put their grass cuttings in the ditch opposite their property. The owner**

**quickly replied and stated that it was not their grass cuttings as they pay for a brown bin.**

**8. Finance :**

**The Clerk told the members that Langham Parish Council are collecting for a**

**Gift for Dr. Marie Strong, to thank her for her hard work and dedication.**

**All members Agreed to a contribution of £25.00 towards this gift.**

**The Clerk explained that the Internal Auditor was unable to sign the**

**AGAR form due to the absence of a previous cash book, PAYE records, bank statements**

**and cheque books for the period 1st April 2020 - 31st March 2021, and previous years.**

**Louise will contact PKF Littlejohn and enquire how to proceed with these issues.**

**District Councillor Andrew Brown suggested contacting the Monitoring Officer.**

**The Clerk raised her concerns about the lack of accounting documentation for the previous**

**three years. The Parish Councillors Agreed that the clerk should obtain copies of all missing documents so that the Audit Return can be signed off.**

**Online banking was discussed and the clerk stated that she did not think it was appropriate**

**for Brinton, being a small council. The Chairman suggested that being able to view statements online might be useful. The chairman and the vice-chairman were nominated**

**for this mandate. No formal decision was made on full online banking for financial transactions.**

**[Annotated signed on 11/11/21 There was no discussion on the council undertaking on-line banking.]**

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**The annual premium with Came and Co, Insurance for the next year has nearly doubled. The clerk would have preferred to check the schedule and renegotiate but the policy had lapsed on 1st June, without the councils knowledge. As it is important to organise Public liability cover as soon as possible, The Council requested payment of invoice but stated that the Policy would be looked again in detail next year and possibly altered to suit the needs of the Parish Council better.**

**The balance in the current account with Bank of Scotland is £5,039.79.**

**Payments to approve this evening :**

**Sharrington Village Hall. 8.00**

**Came and Co. Insurance 379.60**

**Dr. Marie Strong. 25.00**

**Clerk. 223.00**

**Total payments : £635.60**

**These payments were Approved, the cheques were drawn and signed by two**

**Parish Councillors.**

**9. Public Participation :**

**Mr. Hayward the previous clerk has been presented with £150.00 John Lewis vouchers**

**as a retirement gift from all Parish Councillors.**

**It was noted that Mr. Hayward the previous clerk, was a very hard working**

**and efficient parish clerk. He was well respected by all members.**

**Mr. Hayward has written to Cllr. Liz O’Kane and thanked her for the kind gift.**

**A Risk Assessment for the car park at Strawberry Fields has been recommended.**

**10. Correspondence :**

**All necessary correspondence has been forwarded to Councillors by email.**

**11. Any other business :**

**There was no other business :**

**12. Date of the next meeting :**

**The Chairman reported that the next PC meeting will be held on Thursday 9th September 2021 at 7.30pm.**

**There being no further business the meeting ended at 9.00pm.**

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**Chairman. Date.**

**[Annotated signed on 11/11/21 If new planning applications were received or the Strawberry Field application was different than expected, the Council would meet prior to the September date]**